

# **Master's Degree Programme in Psychology (MAPC)**

## **PROGRAMME GUIDE**



**School of Social Sciences (SOSS)  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110 068**

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Dear Learner,

The Discipline of Psychology, SOSS, IGNOU welcomes you to MAPC (MA Psychology) programme. The programme is offered in Open and Distance Learning (ODL) mode. It is possible that this may be your first experience as an ODL learner. Unlike the conventional system of education, where teaching and learning takes place in face to face manner, IGNOU adopts a multi-media approach to facilitate teaching-learning process.

The course material (Self-Learning Material) is the primary medium of instruction. It will also be supplemented with audio-video programmes. Further, teleconference sessions and interactive radio counselling sessions will also be organised from time to time which you can take benefit from. You can get information regarding this from your Regional Centre. You will also get support and guidance from the counselling sessions organised at the Study Centres. Counselling sessions will be conducted for both theory and practicum courses. Attendance in counselling sessions of theory courses is not mandatory; **however it is compulsory to attend the counselling sessions for practicum courses.**

Please ensure that you keep in touch with your Study Centre with regard to the schedule of counselling sessions.

This programme guide will help you understand the programme in a better way with regard to its features, structure, courses, assignments, evaluation and so on. It will also help you to organise your study related to various components of the programme.

We wish you all the best.

Discipline of Psychology

SOSS, IGNOU

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## IMPORTANT INFORMATION

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- 1) The course material that will be provided to you is written in such a manner that promotes self learning. Further, you may also refer to textbooks and reference books given at the end of each Unit under References and Suggested Readings. You may also visit libraries attached to the Study Centres, Regional Centres and IGNOU Headquarter. There is no need to refer to cheap and abridged guides available in the market for the programme. It is advised that the learners do not take resort to such type of guides.
- 2) The University reserves the right to change the rules and procedures described in this programme guide.
- 3) The University sends study material and assignment, wherever prescribed, to the learners by registered post and if a learner does not receive the same for any reason whatsoever, the University shall not be held responsible for that.
- 4) The learners are instructed to send the Examination Forms to **concerned Regional Centres** only and to no other place and they are also advised to submit the Registration / Re-registration forms only at the respective Regional centres and nowhere else. If any learner sends the Registration/ Re-registration form, Examination forms at wrong places and thereby misses the scheduled date and consequently a year, he/she will have no claim on the University for regularisation.

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# 1. THE UNIVERSITY

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The Indira Gandhi National Open University established in 1985 through an Act of Parliament, ranks as one of the premier educational institutions in the world. In the brief span of around two decades of its existence, it has contributed significantly to the development of higher education in India through the distance mode.

In the face of an ever increasing demand for higher education, upgradation of skills and need for continuous training of the workforce, IGNOU is fast developing into a sustainable system for enhancing seamless access to education in the country. At present it caters to around 2.5 million students through its vast network of 62 Regional Centers and around 3000 Study Centres spread all over the country and its headquarters located in New Delhi. Its mission is to advance the frontiers of knowledge and provide sustainable and learner-centric quality education, skill upgradation and training to all by using innovative technologies and methodologies.

The University is committed to quality in all its activities – teaching, research, training and extension. IGNOU also acts as a national resource centre for expertise and infrastructure in the ODL system. It is an apex body responsible for ensuring the sharing of professional capabilities and resources as well as for improving the standards of distance education in the country.

## Objectives

In order to fulfill its mission of providing access to quality education to all citizens of this country, the University is mandated to:

- impart education and knowledge through various means suited to the open and distance education mode;
- provide higher education to large sections of the population, particularly to the disadvantaged segments of society;
- encourage, coordinate and assist open universities and distance education institutions to raise standards of education in the country; and
- promote national integration and strengthen the natural and human resources of the country through the medium of education.

## Functions

IGNOU serves two main functions:

- 1) It offers various academic programmes that lead to Certificates, Diplomas and Degrees. It develops and produces courses for delivery through open learning and distance education mode. It is actively involved in research, training and extension education activities.
- 2) In its capacity as an apex body, it coordinates and monitors the open learning and distance education systems in the country through the Distance Education Council and provides expertise and financial assistance to such institutions.

## Features

IGNOU has certain unique features such as:

- National jurisdiction
- Flexible admission rules
- Individualised study
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies

- An effective student support services network
- Cost-effective programmes
- Modular programmes, and
- Resource sharing, collaboration and networking with Open Universities and other institutions.

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## **2. SCHOOL OF SOCIAL SCIENCES**

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School of Social Sciences is the biggest in terms of disciplines, courses offered and the faculty strength. The school enfold eight disciplines: Anthropology, Economics, History, Library and Information Science, Political Science, Psychology, Public Administration, Sociology.

The school offers the following programmes:

### **Research Degree**

- Doctor of Philosophy in Gandhian Thought and Peace Studies (PhD in Gandhian Studies) Integrates (DoPGPS)
- Doctor of Philosophy in Economics (PhD in Economics)
- Doctor of Philosophy in Psychology (PhD in Psychology)
- Doctor of Philosophy in Public Administration (PhD in Public Administration)
- Doctor of Philosophy in History (PhD in History)
- Doctor of Philosophy in Political Science (PhD in Political Science)
- Doctor of Philosophy in Sociology (PhD in Sociology)
- Doctor of Philosophy in Library and Information Science (PhD in Library and Information Science)
- Doctor of Philosophy in Anthropology (PhD in Anthropology)
- M.Phil. in Gandhian Thought and Peace Studies
- MPhil in Economics (MPhil (Economics))

### **Master's Degree**

- Master of Arts in Gandhian Thought and Peace Studies (MA(GPS))
- Master of Arts (Economics) (MEC)
- MA in Psychology (MAPC)
- Master of Arts (Public Administration) (MPA)
- Master of Arts (History) (MAH)
- Master of Arts (Political Science) (MPS)
- Master of Arts Sociology (MSO)
- Master of Library and Information Science (MLIS)
- Master in Anthropology (MAAN)

### **PG and Advance Diploma**

- Post Graduate Diploma in Gandhian Thought and Peace Studies (PGDGPS)
- Post Graduate Diploma in Disaster Management (PGDDM)
- Post Graduate Diploma in Library Automation and Networking (PGDLAN)

### **PG and Advance Certificate**

Post Graduate Certificate in Gandhian Thought and Peace Studies (PGCGPS)

### **Bachelor's Degree**

- BA in Psychology (BAPC)



- Bachelor's Degree in Library and Information Science (BLIS)
- Bachelor Preparatory Programme (BPP)
- Bachelor in Arts (BA)

#### **Diploma**

- Diploma in Women's Empowerment & Development (DWED)

#### **Certificate**

- Certificate in Disaster Management (CDM)
- Certificate in Environment Studies (CES)

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## **3. UNIVERSITY RULES**

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### **3.1 Open Access**

Access to the programme is open to all subject to fulfillment of minimum eligibility criteria.

### **3.2 Scholarships and Reimbursement of Fee**

Reserved categories, viz, Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped students have to pay the fee at the time of admission to the University along with other students.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Governments Directorate of Social Welfare or the office of the Social Welfare Officer and submit the filled-in forms to them through the Regional Director concerned.

Similarly, SC/ST and other Backward Class students have to submit their scholarship forms to the respective State Directorates of Social Welfare or to the Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

### **3.3 Validity of Admission Lists**

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

### **3.4 Incomplete and Late Applications**

Incomplete and late application forms/re-registration forms and forms furnishing false information can be rejected without any intimation to the candidates. The candidates are, therefore, advised to fill the relevant columns carefully and enclose attested copies of all the necessary certificates asked for, and submit the form to the Regional Director concerned on or before the due date.

### **3.5 Simultaneous Registration**

A student is permitted to register for only one programme in a given academic session. Violation of this rule results in the cancellation of admission to the programmes and forfeiture of the programme fee. This, however, does not apply in the case of Certificate in Computing.

**Note:** Registration fee once paid will not be refunded under any circumstances. Programme fee may, however, be refunded if admission is not given for any reason.

### **3.6 IGNOU Website**

You may also access all relevant information and assignments from the University Website at [www.ignou.ac.in](http://www.ignou.ac.in)

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## 4. MASTER'S DEGREE PROGRAMME IN PSYCHOLOGY (MAPC)

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### 4.1 Introduction

The M. A. (Psychology), degree programme is offered by the School of Social Sciences (SOSS), IGNOU. In the recent past Master's Degree in Psychology has been in great demand with many schools, hospitals, (both private and public), voluntary welfare agencies and correctional institutions as well as industrial and corporate sectors. Psychology has a broad scope ranging from clinical, educational, organisational fields to sports, military, criminal, forensic and so on. After completing Masters in Psychology, one can also get into teaching and research. Further, the degree will also help an individual in various application oriented fields as well.

#### Fee Structure and Schedule of Payment:

1st year	Rs. 6500/-	Along with the admission form Along with prescribed re-registration form and draft.	Admission and re-registration forms alongwith the draft are to be submitted at Regional Centers and NOT at the headquarters of IGNOU.
2nd year	Rs. 6500/-	With a late fee up to announced scheduled date from time to time.	

The university can revise the programme fee and the revised fee shall be payable by the learner as per the schedule of payment notified by the university.

The programme fee should be paid only by means of a demand draft drawn in favour of IGNOU and payable at the city where the learner's regional center is situated. To identify your Regional Centre, please see the list attached at the end of the programme guide. Please write your name (in capital), enrolment number and programme code and period for which the fee is paid at the back of your demand draft to ensure proper credit to your fee account.

Timely payment of programme fees is the responsibility of the learner. Learners are expected to remit fee as early as possible without waiting for the last date. Late payments will not be entertained. In case the learner fails to remit the fee as per the above schedule he or she will have to wait for the next cycle of admission.

Keeping the above in view and the commitment of IGNOU to providing quality education at low costs to those who have for some reason or the other missed opportunities for further studies, the present programme caters to varied clientele, such as fresh graduate learners as well as those who want to enter the employment arena and those already employed but do not possess the Master's Degree in Psychology.

The aim of this programme is to give the learners a sound base in psychology and human behaviour through an in-depth investigation into a broad range of psychological techniques and skills as applied to diverse settings.

### 4.2 Eligibility

In accordance with the university's general policy of 'openness', 'flexibility' vis-a-vis eligibility criteria, all those who have completed graduation in any field, are eligible for admission to M.A. programme in Psychology. There will be no admission test.

### 4.3 Duration

The programme can be completed in a minimum period of 2 years and a maximum period of 5 years.

## 4.4 Medium of Instruction

The M.A. Psychology Course is available in English Medium.

## 4.5 Credit System

IGNOU follows the credit system. For obtaining the degree of M.A. Psychology a learner has to successfully complete course work of 64 credits. These credits are spread over 2 years. Each year the learner has to opt for 32 credits. One credit is equivalent to 30 hours of study by the learner. For example, a learner will have to devote approximately 240 hours of study to complete an 8 credit course.

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

For further information you may contact any IGNOU Regional Centre or write to the Programme Coordinator.

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## 4.6 Programme Structure and Details of the Syllabus of MA (Psychology)

### Structure of MAPC

**Duration: 2 years**

### First Year

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
MPC 001	Cognitive Psychology, Learning and Memory	4 credits
MPC 002	Life Span Psychology	4 credits
MPC 003	Personality: Theories and Assessment	4 credits
MPC 004	Advanced Social Psychology.	4 credits
MPC 005	Research Methods	4 credits
MPC 006	Statistics in Psychology	4 credits
MPCL 007	Practicum in Experimental Psychology and Psychological Testing	8 credits
	<b>Total Credits</b>	<b>32</b>

### Second Year

#### **Group A: Clinical Psychology**

MPCE 011	Psychopathology	4 credits
MPCE 012	Psychodiagnostics	4 credits
MPCE 013	Psychotherapeutic methods	4 credits

MPCE 014	Practicum in Clinical Psychology	6 credits
MPCE 015	Internship	8 credits
MPCE 016	Project	6 credits
	<b>Total Credits</b>	<b>32</b>

**OR**

**Group B: Counselling Psychology**

MPCE 021	Counseling Psychology	4 credits
MPCE 022	Assessment in Counselling and Guidance	4 credits
MPCE 023	Interventions in Counselling	4 credits
MPCE 024	Practicum in Counselling Psychology	6 credits
MPCE 025	Internship	8 credits
MPCE 026	Project	6 credits
	<b>Total Credits</b>	<b>32</b>

**OR**

**Group C: Industrial and Organisational Psychology**

MPCE 031	Organisational Behaviour	4 credits
MPCE 032	Human Resource Development (HRD)	4 credits
MPCE 033	Organisational Development (OD)	4 credits
MPCE 034	Practicum in Organisational Behaviour	6 credits
MPCE 035	Internship	8 credits
MPCE 036	Project	6 credits
	<b>Total Credits</b>	<b>32</b>

## 4.7 Details of the Syllabus

### Detailed Course in the Format of Blocks and Units

#### FIRST YEAR

#### MPC 001 Cognitive Psychology, Learning and Memory

##### Block 1 Information Processing

- Unit 1 Cognitive Psychology
- Unit 2 Information Processing in Learning and Memory
- Unit 3 Neuropsychological Basis of Learning and Memory
- Unit 4 Models of Information Processing (All the Models)

##### Block 2 Intelligence and Creativity

- Unit 1 Theories of Intelligence (G and S Factor and the Model of JP Das)
- Unit 2 Theories of Multiple Intelligence (Guilford, Gardner and Steinberg)
- Unit 3 Measurement of Intelligence
- Unit 4 Creativity and Problem Solving

**Block 3      Language**

- Unit 1      Language Acquisition (Cognitive Theory)
- Unit 2      Language Processing (Comprehension and Language Expression)
- Unit 3      Multilingualism and Cognition
- Unit 4      Language and Speech Disorders

**Block 4      Problem Solving**

- Unit 1      Nature of Problem Solving and Processes
- Unit 2      Stages and Strategies of Problem Solving
- Unit 3      Theoretical Approaches to Problem Solving
- Unit 4      Impediments in Problem Solving

**MPC 002 Lifespan Psychology****Block 1      Prenatal, Infancy and Early Childhood**

- Unit 1      Concept of Development, Growth and Development, Life Span Perspective, Methods of Studying Development and Characteristics of Development
- Unit 2      Prenatal Development (Genetics, Environment Influence and Hazards of Development)
- Unit 3      Development During Infancy (Physical, Psychosocial, Cognitive and Linguistic)
- Unit 4      Early Childhood (Physical, Psychosocial, Cognitive and Linguistic)

**Block 2      Development During Early School Years (6-11)**

- Unit 1      Physical Development
- Unit 2      Cognitive, Social, Emotional and Moral Development
- Unit 3      Schooling and Development
- Unit 4      Identification of Problems in School Children and Remedial Measures

**Block 3      Development During Adolescence**

- Unit 1      Physical Changes
- Unit 2      Cognitive Changes
- Unit 3      Identity, Self Concept, Self Esteem, Peer Group Relationship
- Unit 4      Challenges and Issues in Adolescent Development

**Block 4      Adulthood and Aging**

- Unit 1      Physical Changes (Early Adulthood Middle Age, Old Age)
- Unit 2      Cognitive Changes (Early Adulthood Middle Age, Old Age)
- Unit 3      Psycho-social Changes (Early Adulthood Middle Age, Old Age)
- Unit 4      Challenges and Issues in Aging Process

**MPC 003 Personality: Theories and Assessment****Block 1      Personality : Theories and Assessment**

- Unit 1      Definition and Concept of Personality and Personality Development
- Unit 2      State/Trait Approaches to Personality
- Unit 3      Assessment of Personality
- Unit 4      Key Issues in Personality

**Block 2 Theories of Personality I**

Unit 1 Psychodynamic Theory (Including Horney and Sullivan)

Unit 2 Social Cognitive Theory of Personality (Bandura)

Unit 3 Learning Theory of Personality (Pavlov and Skinner)

Unit 4 Humanistic and Self Theory (Maslow, Rogers)

**Block 3 Theories of Personality II**

Unit 1 Allport

Unit 2 Cattell

Unit 3 Eysenck

Unit 4 The Big 5 Factor Model

**Block 4 Assessment of Personality**

Unit 1 Introduction to Assessment and Testing

Unit 2 Approaches to Personality Assessment (Self Report, Problems of Response in Projective and Behavioural Assessment)

Unit 3 Behavioural Assessment

Unit 4 Other Measures of Personality

**MPC 004 Advanced Social Psychology**

**Block 1 Introduction to Social Psychology**

Unit 1 Nature and Concept of Social Psychology and Social Psychology Related to other Disciplines

Unit 2 Social Cognition (Attribution Theory)

Unit 3 Methods of Social Psychology (Observation, Ethnography, Correlational, Experimental Social Psychology)

Unit 4 Current Trend in Social Psychology and Ethical Issues

**Block 2 Process of Social Influence**

Unit 1 The Concept of Social Influence

Unit 2 Pro Social Behaviour and Factors Contributing to Prosocial Behaviour

Unit 3 Inter Personal Attraction

Unit 4 Aggression and Violence

**Block 3 Attitude, Stereotypes, Prejudice and Discrimination**

Unit 1 Introduction to Attitude and Stereotypes

Unit 2 Formation of Attitude and Attitude Change

Unit 3 Prejudice and Discrimination

Unit 4 Social Conflicts and Resolution

**Block 4 Group Dynamics**

Unit 1 Introduction to Group, Formation, Types of Group

Unit 2 Group Dynamics

Unit 3 Social Identity, Crowding and Crowd Behaviour

Unit 4 Cooperation, Competition and Conflicts

## **MPC 005 Research Methods**

### **Block 1 Introduction to Research Methods in Psychology**

- Unit 1 Basic Process/Concept in Research
- Unit 2 Reliability and Validity (External and Internal)
- Unit 3 Variables and Constructs
- Unit 4 Hypothesis Formulation and Sampling

### **Block 2 Types of Research**

- Unit 1 Survey Research
- Unit 2 Ex-post Facto Research
- Unit 3 Experimental Research (including Field Experiment)
- Unit 4 Case Study

### **Block 3 Research Design**

- Unit 1 Experimental Design: Single Factor
- Unit 2 Experimental Design: Factorial Design
- Unit 3 Quasi Experimental Design
- Unit 4 Other Designs (Correlational Design and Comparative Design)

### **Block 4 Qualitative Research in Psychology**

- Unit 1 Introduction Including Ethnography
- Unit 2 Grounded Theory
- Unit 3 Discourse Analysis (Content Narrative)
- Unit 4 Reporting and Evaluating Quality Research

## **MPC 006 Statistics in Psychology**

### **Block 1 Introduction to Statistics**

- Unit 1 Parametric and Nonparametric Statistics
- Unit 2 Descriptive and Inferential Statistics
- Unit 3 Type I and Type II Errors
- Unit 4 Setting Up The Level of Significance

### **Block 2 Correlation and Regression**

- Unit 1 Product Moment Coefficient of Correlation
- Unit 2 Other Types of Correlation (including Phi-coefficient)
- Unit 3 Partial and Multiple Correlation
- Unit 4 Bivariate and Multiple Regression

### **Block 3 Normal Distribution**

- Unit 1 Characteristics of Normal Distribution
- Unit 2 Significance of Mean Differences, Standard Error of the Mean
- Unit 3 Anova (One-Way)
- Unit 4 Two-Way Anova

<b>Block 4</b>	<b>Nonparametric Statistics</b>
Unit 1	Rationale
Unit 2	Mann Whitney 'U' Test For Two Sample Test
Unit 3	Kruskal Wallis Analysis of Variance
Unit 4	Chi Square and Kendall Rank Correlation

### **MPCL 007 Practicum: Experimental Psychology and Psychological Testing**

Practical 1	Span of Attention
Practical 2	Memory Experiments
Practical 3	Intelligence Testing (Bhatia Battery)
Practical 4	Personality Testing (16 PF)
Practical 5	Test For Social Behaviour (Vineland Social Maturity Scale)
Practical 6	Sociometry
Practical 7	Family Pathology Scale
Practical 8	Problem Behaviour Checklist (PBCL)

**Note:** All eight practicals are to be conducted by the learner in the psychology laboratory. Out of the above eight practicals, five practicals are to be written in proper format (as given in the Handbook on Practicum) in the practical record/notebook. This note book is to be assessed by the concerned academic counselor. Actual conduction of practicals and reporting it in practical note book (internal assessment) carries 50% weightage and the term end practical examination including viva- voce (external assessment) carries 50% weightage. You may keep a photocopy of your Practicum Notebook before submitting it at your Study Centre.

## **SECOND YEAR**

### **GROUP A: CLINICAL PSYCHOLOGY (OPTIONAL 1)**

#### **MPCE 011 Psychopathology**

<b>Block 1</b>	<b>Foundations of Psychopathology</b>
Unit 1	A Brief History of Psychopathology
Unit 2	Classification of Psychopathology DSM IV TR
Unit 3	Developmental Pathogenesis
Unit 4	Childhood Mental Disorder
<b>Block 2</b>	<b>Generalised Anxiety Disorder and Other Mild Mental Disorders</b>
Unit 1	Anxiety Disorders, Panic Disorder and Phobias
Unit 2	Generalised Anxiety Disorder and Obsessive Compulsive Disorder
Unit 3	Post-traumatic Stress Disorder (PTSD)
Unit 4	Somatoform Disorder and Dissociative Disorder
<b>Block 3</b>	<b>Mood Disorders</b>
Unit 1	Mild, Moderate and Major Depressive Disorder
Unit 2	Bipolar Disorder
Unit 3	Other Mood Disorders: Mood Disorder Due to General Medical Condition
Unit 4	Substance Induced Mood Disorder



<b>Block 4</b>	<b>Schizophrenia and Other Psychotic Disorders</b>
Unit 1	Schizophrenia: Etiology, Neurocognitive Functioning and Interpersonal Aspects
Unit 2	Paranoid and Delusional Disorders
Unit 3	Psychotic Disorder Due to General Medical Condition
Unit 4	Substance Induced Psychotic Disorders

<b>Block 5</b>	<b>Personality Disorders</b>
Unit 1	Borderline Personality Disorder
Unit 2	Narcissistic Personality Disorder
Unit 3	Dependent and Histrionic Personality Disorder
Unit 4	Schizoid and Paranoid Personality Disorder

## **MPCE 012 Psychodiagnostics**

<b>Block 1</b>	<b>Introduction to Psychodiagnostics</b>
Unit 1	Introduction to Psychodiagnostics, Definition, Concept and Description
Unit 2	Methods of Behavioural Assessment
Unit 3	Assessment in Clinical Psychology
Unit 4	Ethical Issues in Assessment

<b>Block 2</b>	<b>Psychodiagnostics in Psychology</b>
Unit 1	Objectives of Psychodiagnostics
Unit 2	Different Stages in Psychodiagnostics
Unit 3	Batteries of Test and Assessment Interview
Unit 4	Report Writing

<b>Block 3</b>	<b>Tests of Cognitive Functions</b>
Unit 1	Measures of Intelligence and Conceptual Thinking
Unit 2	The Measurement of Conceptual Thinking (The Binet Simon Intelligence Scale and Wechsler's Intelligence Scales)
Unit 3	Measurement of Memory and Creativity
Unit 4	Utility of Data from the Test of Cognitive Functions

<b>Block 4</b>	<b>Projective Techniques in Psychodiagnostics</b>
Unit 1	Introduction to Projective Techniques and Neuropsychological Test
Unit 2	Principles of Measurement and Projective Techniques, Current Status with Special Reference to the Rorschach Test
Unit 3	The Thematic Apperception Test, Children's Apperception Test
Unit 4	Personality Inventories

## **MPCE 013 Psychotherapeutic Methods**

<b>Block 1</b>	<b>Psychological Treatment of Mental Disorders: Major Modalities</b>
Unit 1	Psychoanalysis, Psychoanalytic/ Psychodynamic Therapy
Unit 2	Insight Psychotherapy, Interpersonal Psychotherapy
Unit 3	Short Term Psychotherapies
Unit 4	Methods of Child Psychotherapy

<b>Block 2</b>	<b>Cognitive and Behaviour Therapies</b>
Unit 1	Behaviour Modification Techniques
Unit 2	Cognitive Behaviour Therapies (Including Rational Emotive Therapy)
Unit 3	Solution Focussed Therapies
Unit 4.	Integrative and Multimodal Therapies

**Block 3      Other Therapies for Psychological Interventions**

Unit 1	Roger's Client Centered Therapy
Unit 2	Family and Group Psychotherapy
Unit 3	Psychodynamic Couple Therapy
Unit 4.	Psychotherapy Integration

**Block 4      Psychotherapy Across Life Cycle**

Unit 1	Psychotherapy with Children and Adolescents
Unit 2	Psychotherapy with Adults and Middle Aged Persons
Unit 3	Psychotherapy with Older Adults
Unit 4	Psychotherapy in Terminal Illnesses (AIDS, Cancer)

**MPCE 014    Practicum in Clinical Psychology**

The following practicals are to be conducted by the learners:

- 1) Sentence Completion Test
- 2) TAT
- 3) Rorschach Test
- 4) Neuropsychological Test (AIIMS Neuropsychological Battery)
- 5) Interviewing Practice in laboratory (Case Study, Mental Status Examination)
- 6) Draw a Person Test
- 7) Beck Depression Inventory
- 8) State – Trait Anxiety Scale

The practicum should be conducted in the psychology laboratory in the Study Centre. All eight practicals are to be conducted by the learner in the psychology laboratory and are to be written in proper format (as given in the Handbook on Practicum) in practical note book. This note book is to be assessed by the concerned academic counselor. Actual conduction of practicals and reporting it in practical note book (**internal assessment**) carries 50% weightage and the term end practical examination including viva- voce (**external assessment**) carries 50% weightage. You may keep a photocopy of your Practicum Notebook before submitting it at your Study Centre.

**MPCE 015    Internship**

Internship provides learner with an opportunity to integrate theoretical knowledge, research, and clinical skills. The internship experience includes a minimum of 240 training hours in one year. Some of the places the learners could do their internship are given below:

- 1) Children's Centre/NGO serving children and adolescents.
- 2) Agencies catering to population with severe emotional disturbances requiring psychiatric treatment.
- 3) Community mental health centers serving children, adolescents, adults, and geriatric populations, primarily from low economic category should be taken up. Client problems may include moderate to severe family and individual dysfunctions. Services provided include individual assessment, individual, family, and group therapy. Some agencies focus on specific populations, such as patients with life-threatening illnesses or sexual problems like HIV/AIDS/STD.
- 4) Institutions like, State hospital, that caters to patients from every age group, including forensic populations. Trainees may be involved in providing individual and group psychotherapy, behavioural treatment, assessment, and working with an interdisciplinary treatment team.
- 5) Trainees may also work in the counselling centres, where clients, range in age from late adolescence upto 80's, suffering from problems such as adjustment disorders, mood disorders, psychotic disorders, alcohol/drug problems, career decision making and learning disabilities. Trainees may participate in individual psychotherapy, group psychotherapy, outreach consultation, vocational testing and counseling, psychological assessment, and learning disability assessment.
- 6) Another institution for training is the correctional institution, wherein the inmates with problems ranging from adjustment issues to severe persistent mental disorders, to facing crises could be attended to by the learners during the training. For example, learners may do assessment, consultation, and group and individual psychological interventions.
- 7) Children's Home, Home for women, special homes for the handicapped, home for beggars, mental hospitals, nursing homes dealing with mentally ill persons, where assessment consultation and group and individual therapies are carried on.

The selection of agency can be done by the learner as well as the academic counselors/study centres. The training goal is to help learners acquire skills in clinical psychology. The learners, thus, will learn and acquire skills and professional acumen under trained practitioners in the concerned setting. There will be one to one supervision and the learners will be closely supervised by the supervisor who will give them the feedback about their performance.

**Note:** 10 cases with case history, Mental Status Examination and Psychological testing are to be handled by the learner in a year. Out of these 10 cases, for any 2 cases intervention needs to be carried out by the learner. A report in proper format (as given in Handbook on Internship) has to be submitted by the learner to the Academic Counsellor. Assessment by academic counselor carries 30% weightage, assessment by agency supervisor carries 30% weightage and assessment by the external examiner (viva – voce) carries 40% weightage. Keep a photocopy of Internship Report before submitting it at your Study Centre.

### **MPCE 016 Project**

Any topic of interest to learners while doing the course could be taken up as a project. The Research Project can be from primary or secondary source data. In consultation with the guide (guide can be either academic counselor or any other supervisor, subject to the approval by the Discipline of Psychology, SOSS, IGNOU, New Delhi) the learner should select a topic and work on it.

Project proposal has to be prepared by the learner in consultation with the academic counsellor and the same has to be submitted to the Programme Coordinator (MAPC), School of Social Sciences, IGNOU, New Delhi. The final project report/dissertation is to be submitted in proper format (given in the Handbook on Project) at the concerned study centre only.

**Note :** **The Term-End Examination (TEE) for Practicum Courses will be held at the respective Study Centres. The TEE (viva-voce) for Internship and Project will be held at the concerned Regional Centre. Completion of MPC-005 and MPC-006 (MAPC Part I) is pre-requisite before starting MPCE-016.**

## **GROUP B: COUNSELLING PSYCHOLOGY (OPTIONAL 2)**

### **MPCE 021 Counselling Psychology**

#### **Block 1 Introduction**

- Unit 1 Introduction to Counselling and Characteristics of a Counsellor
- Unit 2 Process of Counselling
- Unit 3 Theoretical Approaches to Counselling
- Unit 4 Ethics in Counselling

#### **Block 2 Counselling: Models and Approaches**

- Unit 1 Psychoanalysis, Psychodynamic Psychotherapy
- Unit 2 Behavioural Therapy and Cognitive Behaviour Therapy Approaches to Counselling
- Unit 3 Drama and Art Therapy in Counselling
- Unit 4 Other Therapies (Person Centered Counselling, Solution Focused Counselling)

#### **Block 3 Types of Counselling**

- Unit 1 HIV/AIDS Counselling
- Unit 2 Educational and Vocational Counselling
- Unit 3 Child Protection and Child Rights Counselling
- Unit 4. Addiction/Anxiety Counselling

#### **Block 4 Counselling for Mental Disorders**

- Unit 1 Depression
- Unit 2 Personality Disorder
- Unit 3 Gender Identity Disorder
- Unit 4 Eating Disorder

### **MPCE 022 Assessment in Counselling and Guidance**

#### **Block 1 Introduction**

- Unit 1 Introduction to Assessment: Definition, Description and Differentiating between Testing and Assessment
- Unit 2 Assessment Complexities
- Unit 3 The Ambience and Climate Needed for Assessment and Counseling
- Unit 4 Determination of aspects to be covered in counseling

#### **Block 2 Approaches to Assessment in Counseling**

- Unit 1 Interview, Case History, Testing
- Unit 2 Approaches to Counselling: Psychodynamic Approach and Cognitive Approaches
- Unit 3 The Person Centered Approach to Assessment and Counseling
- Unit 4 The Narrative Approach to Assessment and Counseling

#### **Block 3 Assessment in Counselling and Guidance**

- Unit 1 The Counselling Setting, and the Role of Counselors in Guidance and Counselling
- Unit 2 Individual and Group Techniques in Counseling and Guidance

Unit 3	Counselling and Guidance for Career Planning and Decision Making
Unit 4	Multicultural Counselling and Guidance: Role of Counselors In Preventing Illness and Promoting Positive Health

**Block 4 Organising and Planning Counselling and Guidance**

Unit 1	Introduction to Developing Guidance and Counselling Programme
Unit 2	Rationale and Purpose of Guidance and Counselling Programme
Unit 3	Organising and Evaluation of Guidance and Counselling Programme
Unit 4	Methods of Evaluation

**MPCE 023 Interventions in Counselling**

**Block 1 Psychological Intervention: Major Modalities**

Unit 1	Psychoanalysis/Psychodynamic Counselling
Unit 2	Insight and Short Term Counselling
Unit 3	Interpersonal Counselling
Unit 4	Counselling Children

**Block 2 Cognitive Behavioural Counselling**

Unit 1	Introduction to Behaviour Modification and Cognitive Approach in Counselling
Unit 2	Application of Cognitive Therapies in Counselling
Unit 3	Cognitive Behaviour Modification (Stress Inoculation, Self-instructional, Self-management, Problem Solving)
Unit 4	Solution Focussed Counselling and Integrative Counselling

**Block 3 Other Counselling Interventions**

Unit 1	Roger's Client Centered Counselling
Unit 2	Psychodynamic Couple's Counselling
Unit 3	Family and Group Counselling
Unit 4	Eclectic Counselling

**Block 4 Counselling: Future Directions**

Unit 1	Teaching and Training for Counselling
Unit 2	Current Status of Counselling with Special Reference to India
Unit 3	Future Direction
Unit 4	Research Findings

**MPCE 024 Practicum in Counselling Psychology**

The following practicals are to be conducted by the learners:

- 1) Interviewing Skill Practice
- 2) Intelligence Testing (WAIS/ Standard Progressive Matrices)
- 3) Sentence Completion Test
- 4) Bender Gestalt Test
- 5) Differential Aptitude Test (DAT)
- 6) Interest Inventory

- 7) Career Preference Record
- 8) Adjustment Inventory

The practicals should be conducted in the psychology laboratory in or the Study Centre. Psychological tests and other assessments, including interviewing techniques, will be taught during contact classes in the laboratory. All eight practicals are to be conducted by the learner in the psychology laboratory and are to be written in proper format (as given in the Handbook on Practicum) in the practical notebook. This note book is to be assessed by the concerned academic counselor. Actual conduction of practicals and reporting it in practical note book (internal assessment) carries 50% weightage and the term end practical examination including viva- voce (external assessment) carries 50% weightage. You may keep a photocopy of your Practicum Notebook before submitting it at your Study Centre.

### **MPCE 025 Internship**

Internship provides learner with an opportunity to integrate theoretical knowledge, research, and clinical skills. The internship experience includes a minimum of 240 training hours in one year. Some of the places the learners could do their internship are given below:

- 1) Schools
- 2) Hospitals
- 3) Private clinics
- 4) NGO's providing service for women and children and other deprived population.
- 5) Correctional institutions
- 6) Child Guidance Clinics

The selection of agency can be done by the learner as well as the academic counselors/study centres. The training goal is to help learners acquire skills in counselling. The learners thus will learn and acquire skills and professional acumen under trained counsellors in the concerned setting. There will be one to one supervision and the learners will be closely supervised by the supervisor who will give them the feedback about their performance.

**Note:** 10 cases with case history and Psychological testing are to be handled by the learner in a year. Out of these 10 cases, for any 2 cases counselling needs to be carried out by the learner. A report in proper format (as given in Handbook on internship) has to be submitted by the learner to the Academic Counsellor. Assessment by academic counselor carries 30% weightage, assessment by agency supervisor carries 30% weightage and assessment by the external examiner (viva – voce) carries 40% weightage. Keep a photocopy of your Internship Report before submitting it at your Study Centre.

### **MPCE 026 Project**

Any topic of interest to learners while doing the course, could be taken up as a project. The Research Project can be from primary or secondary source data. In consultation with the guide (guide can be either academic counselor or any other supervisor, subject to the approval by the Discipline of Psychology, SOSS, IGNOU, New Delhi) the learner should select a topic and work on it.

Project proposal has to be prepared by the learner in consultation with the academic counsellor and the same has to be submitted to the Programme Coordinator (MAPC), School of Social Sciences,

IGNOU, New Delhi. The final Project report/dissertation is to be submitted in proper format (given in the Handbook on Project) to the concerned study centre only.

**Note :** The Term-End Examination (TEE) for Practicum Courses will be held at the respective Study Centres. The TEE (viva-voce) for Internship and Project will be held at the concerned Regional Centre. Completion of MPC-005 and MPC-006 (MAPC Part I) is pre-requisite before starting MPCE-026.

## **GROUP C: INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY (OPTIONAL 3)**

### **MPCE 031 Organisational Behaviour**

#### **Block 1 Organisational Psychology**

- Unit 1 Introduction to Organisational Psychology
- Unit 2 Organisational Behaviour, Definition and Importance
- Unit 3 Fundamental Concepts of Organisational Behaviour
- Unit 4 Different Models of OB. (Autocratic, Custodial, Supportive, Collegial, etc.)

#### **Block 2 Personality and Attitudes in OB**

- Unit 1 Job Satisfaction
- Unit 2 Work Motivation
- Unit 3 Content Theory, Process Theory and Schedule of Reinforcement
- Unit 4 Organisational Commitment

#### **Block 3 Leadership and Team Building**

- Unit 1 Definition of Leadership and Importance of Team Building
- Unit 2 Change Management
- Unit 3 Team Management
- Unit 4 Resolving Conflicts

#### **Block 4 Learning Process and Motivation in Organisational Behaviour**

- Unit 1 Principles and Process of Learning
- Unit 2 Behavioural Management
- Unit 3 Motivation in Organisation
- Unit 4 The Process of Motivation for Higher Moral and Productivity

### **MPCE 032 Human Resource Development**

#### **Block 1 Human Resource Planning**

- Unit 1 Assessment of Human Resource in Organisation and Human resource Planning
- Unit 2 Human Resource Management
- Unit 3 People Dimension in Human Resource Management and Short Term Human Resource Planning
- Unit 4 Shot-term Programmes in HR and Evaluation

#### **Block 2 Steps in HRM (Human Resource Management)**

- Unit 1 Introduction to HRM, Planning and Management
- Unit 2 Training and Development
- Unit 3 Workforce Diversity and Multicultural Factors
- Unit 4 Globalisation and Changing Economy and their Effects on HRM

**Block 3 Human Resource Laws**

- Unit 1 Intellectual Property Rights
- Unit 2 Labour Laws (Indian and International)
- Unit 3 Laws Related to Workplace Violence and Harassment
- Unit 4 Laws Related to Human Rights Violation

**Block 4 Importance of HR Planning**

- Unit 1 Goals and Objectives of Human Resource Planning, Corporate Social Responsibility
- Unit 2 Business Strategy and Operational Strategies (Technology and Innovation in HR)
- Unit 3 Retention of Qualified and Technical Personnel (Competency Mapping and Performance Appraisal)
- Unit 4 Planning Investment in Development (Including Corporate Counselling)

**MPCE 033 Organisational Development****Block 1 Introduction**

- Unit 1 Definition and Introduction to Organisational Development
- Unit 2 Foundations of Organisational Development
- Unit 3 Conceptual Frame Work of OD
- Unit 4 First Order and Second Order Change

**Block 2 Assumptions, Beliefs and Values in OD**

- Unit 1 Participation and Empowerment
- Unit 2 Teams and Teamwork
- Unit 3 Parallel Learning Structures
- Unit 4 A Normative Re-educative Strategy of Change

**Block 3 Analysing and Managing the OD Process**

- Unit 1 Components of OD Process,
- Unit 2 Diagnosing the System, Sub Units and Processes
- Unit 3 Models for Managing Change (Including Six-box Organisational Model)
- Unit 4 The Programme Evaluation Process in OD (Including Third Wave Consulting)

**Block 4 OD Interventions**

- Unit 1 Definition, Factors to be Considered, Nature and Classification of OD Interventions.
- Unit 2 Selection and Organising of Intervention Activities
- Unit 3 Typology of Interventions Based on Target Groups.
- Unit 4 Human Process Interventions: Individual, Group and Inter-group, Coaching, Counseling, Training, Behavioural Modeling, Mentoring, Motivating etc.

**MPCE 034 Practicum in Organisational Behaviour**

The following practicals are to be conducted by the learners:

- 1) MBTI (Myers Briggs Typology Indicator)
- 2) Achievement Orientation Test (Dev Mohan Achievement Test)



- 3) Value System Test (Personal Value Scale)
- 4) Personality Test (Multidimensional Personality Assessment Test)
- 5) Sentence Completion Test
- 6) Conflict Resolution Technique
- 7) Competition Entrepreneurship Scale
- 8) Job Stress Scale

The practicals should be conducted in the psychology laboratory in the Study Centre. Psychological tests and other assessments, including interviewing techniques, will be taught during contact classes in the laboratory. All eight practicals are to be conducted by the learner in the psychology laboratory and are to be written in proper format (as given in the Handbook on Practicum) in practical notebook. This note book is to be assessed by the concerned academic counselor. Actual conduction of practicals and reporting it in practical note book (internal assessment) carries 50% weightage and the term end practical examination including viva- voce (external assessment) carries 50% weightage. You may keep a photocopy of your Practicum Notebook before submitting it at your Study Centre.

### **MPCE 035 Internship**

Internship provides learner with an opportunity to integrate theoretical knowledge and research. The internship experience includes a minimum of 240 training hours in one year. The learners opting for industrial psychology would be required to work in the HR department of any corporate / company, and do their field work under the HR manager.

The selection of agency can be done by the learner as well as the academic counselors/study centres. The training goal is to help learners acquire skills in counselling. The learners thus will learn and acquire skills and professional acumen under trained counsellors in the concerned setting. There will be one to one supervision and the learners will be closely supervised by the supervisor who will give them the feedback about their performance.

**Note:** 10 case studies with Psychological testing or any human resource activity are to be handled by the learner in a year. Out of these 10 cases, for any 2 cases counselling needs to be carried out by the learner. A report in proper format (as given in Hand book on Internship) has to be submitted by the learner to the Academic Counsellor. Assessment by academic counselor carries 30% weightage, assessment by agency supervisor carries 30% weightage and assessment by the external examiner (viva – voce) carries 40% weightage. Keep a photocopy of Internship Report before submitting it at your Study Centre.

### **MPCE 036 Project**

Any topic of interest to learners while doing the course, could be taken up as a project. The Research Project can be from primary or secondary source data. In consultation with the guide (guide can be either academic counselor or any other supervisor, subject to the approval by the Discipline of Psychology, SOSS, IGNOU, New Delhi) the learner should select a topic and work on it.

Project proposal has to be prepared by the learner in consultation with the academic counsellor and the same has to be submitted to the Programme Coordinator (MAPC), School of Social Sciences, IGNOU, New Delhi. The final project report/dissertation is to be submitted in proper format (given in the Handbook on Project) to the concerned Study Centre only.

**Note : The Term-End Examination (TEE) for Practicum Courses will be held at the respective Study Centres. The TEE (Viva-voce) for Internship and Project will be held at the concerned Regional Centre. Completion of MPC-005 and MPC-006 (MAPC Part I) is pre-requisite before starting MPCE-036.**

## **4.7 STUDY CENTRES**

Each learner admitted to this programme will be attached to a **Study Centre**. At present, there are 197 study centres located in different places of the country. Learners may opt for enrolment in the nearest study centre. Every study centre is managed by a Coordinator. The learners are advised to be in regular contact with their respective study centres and interact with the Coordinator as frequently as possible. The facilities provided at the study centres, normally, include the following:

- Counselling sessions in different courses relating to M.A. (Psychology)
- Library facility with basic reading materials related to various aspects of the discipline
- Audio-Video programmes specially designed for M.A. (Psychology)
- Teleconferencing and Radio Counselling (at the Regional Centres)

## **4.8 INSTRUCTIONAL SYSTEM**

The Master's Degree Programme adopts a multimedia approach, viz. self-instructional print materials, audio-video programmes, assignments, counselling sessions and teleconferencing.

### **i) Print Materials**

These comprise mainly self-instructional material. Other study materials required for a particular course such as the original texts of political thinkers or essays from secondary sources will be made available at the study centre libraries.

The units in the course material have been carefully designed and written by specialists engaged in study and research in the discipline of Psychology. The names of the authors are listed in the course material. It may, however, be added that the units are by no means comprehensive in discussing different themes. It is, therefore, advised that you read as much of the books and research articles as possible, suggested at the end of the book. The University will make some of these books and articles available at the Study Centre libraries.

### **ii) Audio-video Programmes**

The Audio and Video programmes are supplementary, meant for clarification and enhancement of understanding. These are used during counselling sessions at the Study Centres. Video programmes are also telecast on the national network of *Doordarshan/GyanDarshan*. Besides, live counselling is provided on radio. These sessions are conducted for an hour on Sundays from 189 All India Radio Stations spread throughout the country. You can ask questions right from your home on telephone.

### **iii) Counselling Sessions**

Generally, counselling sessions are held at the Study Centres during weekends (Saturdays and Sundays) and holidays. The Study Centre Coordinators will provide the counselling schedule.

## **SCHEME OF STUDY**

The counselling schedule for theory and practicum courses in **MA 1st year** will be as under:

**Number of counselling sessions allocated for theory courses (4 credits each): 06 sessions, (each of 02 hours duration) for each theory course.**

**Total = 36 sessions for 6 theory courses.**

**Number of counselling sessions allocated for practicum course (8 credits): 08 sessions, each of 03 hours duration.**

The counselling schedule for theory and practicum courses in **MA IInd year** will be as under:

**Number of counselling sessions allocated for theory courses (4 credits each): 06 sessions, (each of 02 hours) for each theory course.**

**Total = 18 sessions for 3 theory courses.**

**Number of counselling sessions allocated for practicum course (6 credits): 06 sessions of 03 hours (6 credits).**

The programme also has courses on Internship and Project/ Dissertation (according to learner's specialisation). These courses are mandatory. Details of the activities to be carried out during Internship and Project/ Dissertation are specified in Handbook on Internship and Handbook on Project.

#### iv) **Teleconferencing**

The Teleconferencing Sessions are organised by the School of Social Sciences with the help of the Electronic Media Production Centre (EMPC) staff. The technical part comprises one way video and two way audio components. The subject experts counsel learners on various aspects of the courses in these sessions. You will be informed of the schedule of these sessions in advance through the IGNOU Newsletter. The learner will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

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## **5. EVALUATION**

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The evaluation consists of two parts: 1) continuous evaluation through assignment, and ii) Term End Examination. In the final result all the assignments of a course carry 30% weightage, while 70% weightage is given for Term End Examination.

The following is the scheme of awarding divisions:

1st Division	-	60% and above
IInd Division	-	50% but below 59.9%
IIIrd Division	-	40% but below 49.9 %
Unsuccessful	-	Below 40%

You are required to score at least 40% marks in both continuous evaluation (assignments) as well as Term End Examination of each course separately. In the overall computation also you must get at least 40% marks in each course to claim the M.A. degree. The scores of continuous evaluation and Term End Examination are not complementary to each other for qualifying a course.

Learners who do not qualify in the Term End Examination are again allowed to take up the Term End Examination in the next year. It means that you can take the Term End Examination of the First year courses in the Second year of study. But you cannot appear in examination for more than 48 credits in one examination. You have to successfully complete all the courses within 5 years of your registration.

## 5.1 Assignments

Assignments constitute a part of continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignment of a course carries 30% weightage, while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously.

**You have to complete the assignments within the deadline specified in the assignments booklet or within one month of the date of receipt of assignments whichever is later. You will not be allowed to appear for the term-end examination for any course if you do not submit the specified number of assignments in time for that course. If you appear in term-end examination, without submitting the assignments the result of term-end examination would be liable to be cancelled.**

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors will send back the marked and corrected assignments with their comments. The comments will surely guide you in your study and help in improving your comprehension. The content provided in the printed course materials should be sufficient for answering the assignments. At Postgraduate level it is expected that you will consult other prescribed books also. You need not however worry too much about the non-availability of extra reading materials for working on the assignments. The assignments are designed in such a way as to help you concentrate mainly on the printed course materials and your analytical capabilities.

All the assignments are Tutor Marked Assignment (TMA) which shall be evaluated by the counselor. There will be one assignment for each course. The assignments carry 30 percent weightage in evaluation as mentioned earlier.

Whenever you receive a set of material and assignments, check them immediately and ask for missing pages, if any, to the Regional Director of your Regional Centre.

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete assignments bring you poor grades.

You have to submit your assignments to the Coordinator of the Study Centre assigned to you. After evaluation these TMAs will be sent back to you with comments and marks.

The University/Coordinator of the Study Centre has the right to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

Do not forget to get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your performance. This may help you to improve future assignments.

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your study centre. This may help you to improve upon future assignments. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

If you do not get pass grade in any assignment, you have to submit it again. To get fresh assignments you should write to Regional Director of your Region. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him to the Student Evaluation Division at Headquarters. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments on your record.

In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the coordinator of your study centre with a request to forward correct award list to the SE Division at the Headquarters.

**Do not enclose or express doubts for clarification if any about study material or assignment alongwith the assignment. Send your doubts in a separate cover to the Director of the concerned School at IGNOU, MaidanGarhi, New Delhi-110068.** Give your complete enrolment number, name, address, phone/mobile number, title of the course, and the number of the Unit or the assignment, etc. on top of your letter.

**SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMAs)**

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet. 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

**Course Code and Assignment Code may be reproduced from the assignment:** The top of the first page of your response sheet should look like this:

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<b>ENROLMENT NO.:</b>	
<b>PROGRAMME TITLE:</b> .....	<b>NAME:</b> .....
<b>COURSE CODE:</b> .....	<b>ADDRESS:</b> .....
.....	.....
<b>COURSE TITLE:</b> .....	.....
<b>ASSIGNMENT CODE:</b> .....	<b>SIGNATURE:</b> .....
<b>STUDY CENTRE:</b> .....	<b>DATE:</b> .....

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All Tutor Marked Assignments are to be submitted at the study centre assigned to you.

- 3) Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the

answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.

- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) Write the responses in your own hand. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero mark for the respective question.
- 7) Do not copy from the response sheets of other learners. If copying is noticed, the assignments of such learners will be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Learner Evaluation Division at Head Quarters for evaluation.
- 11) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.
- 13) If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect you should approach the coordinator of your study centre for correction and transmission of correct score to headquarters.
- 14) Assignments are also available on IGNOU Website: [www.ignou.ac.in](http://www.ignou.ac.in), under Student Zone.

## **5.2 Term-end Examinations**

As stated earlier, the term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result. You must fill and send your term-end examination form before the last dates i.e. 31st March for June and 30th September for the December exam.

In case you fail to secure a pass score (40% marks) in the term-end examination, you will be eligible to reappear at the next Term-end Examination for that course as and when it is held, within the total span of the programme.

### **Eligibility for Examination**

To be eligible to appear at the Term-end Examination in any course, you are required to fulfil the following conditions:

- 1) You should have paid the course fee.
- 2) You should have opted and pursued the prescribed course.
- 3) You should have submitted the assignments for the respective course.

- 4) You should have completed the psychology practicals and submitted the record and got it evaluated.
- 5) You should have submitted the examination form and fees in time.

### Examination Date Sheet

Examination date sheets (Schedule which indicates the date and time of examination for each course) are sent to all the Study Centres approximately five months in advance. The same is also notified through the IGNOU News Letter from time to time. Thus, normally, the date sheet for the June examination is released in January and for the December examination in July. It may be accessed from the website as well.

### Examination Form and Examination Fee

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Copies of the examination form are available at Study Centres/Regional Centres/Student Evaluation Division at Headquarters. A copy is also printed here in this Programme Guide. This copy is only a sample. You should download the form from IGNOU website to submit it. Only one form is to be submitted for all the courses in one term-end examination. **You need to pay a separate fee for the examinations.**

A fee of Rs. 60/- per course is charged as the examination fee. **The examination fee is also applicable for courses on Practicum, Internship and Project.** If the result of the previous examination is not declared the fee for that course can be exempted while filling the form for the next examination. The detailed guidelines are available on the examination form (copy of form is available in this Programme Guide). There is a separate late fee if forms are submitted after the due date. The details are given below.

Keeping the interest of the learners, the University has approved the acceptance of the examination forms from the learners as under:

Description	June TEE	December TEE	Where to Submit
Without late fee	Upto 31st March	Upto 30th September	The Regional Centre under which your Examination Centre fall
Late fee of Rs. 300/-	1st April to 20th April	1st October to 20th October	At your Regional Centre (to take exam in Delhi forms are to be submitted at SED, Maidan Garhi, New Delhi).
Late fee of Rs. 500/-	21st April to 30th April	21st October to 31st October	At your Regional Centre (to take exam in Delhi forms are to be submitted at SED, Maidan Garhi, New Delhi).
Late fee of Rs. 1000/-	1st May to 15th May	1st November to 15th November	At your Regional Centre (to take exam in Delhi forms are to be submitted at SED, Maidan Garhi, New Delhi).

Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favour of IGNOU, New Delhi or the city where your Regional Centre is located representing the examination fee and late fee and properly tag with your examination form to avoid its misplacement.

The examination form received after the due dates or without examination and late fee, wherever applicable, shall be rejected.

It is your duty to check whether you are registered for a course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

No learner is allowed to reappear in an examination or submit assignments after successfully passing it for improving the marks/grade.

Study Centre is the contact point for you. The University cannot send communication to all the learners individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the learners. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about assignments, submission of examination forms, date-sheet, list of learners admitted to a particular examination, declaration of result, etc.

While communicating with the University regarding the examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.

### **Examination Intimation Slip**

After receiving the examination forms from you, the University will send an intimation slip to you before the commencement of the exams. If you do not receive the intimation slip 15 days before the commencement of the examinations, you may contact your Study Centre or Regional Centre or Student Registration and Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received it or misplaced the intimation slip, you can take the examination by showing your Identity Card (Learner Card) to the Superintendent of the Examination Centre.

The date sheet for the June/December Term-end examination is available on the University website, [www.ignou.ac.in](http://www.ignou.ac.in) January/July.

### **Examination Centre**

Your Study Centre is normally your examination centre. However, the University at its discretion may allow you any examination centre other than your study centre. Change of the examination centre is not generally permitted. In exceptional cases only change of centre may be considered. For this you should apply one month in advance to the Registrar, SED at IGNOU.

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

### **Declaration of Result**

**Although all efforts are made to declare the result in time, there will be no compulsion on the University to declare the results of the last examination before the commencement of the next examination. You are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.**



## **Improvement of Division/Marks**

Improvement of marks/grades is permissible for those learners of M.A. who fall short by 2% marks in securing a 1st or 2nd Division. It is also permissible for those learners of M.A. who fall short by 2% marks in securing 55% overall marks. The prescribed form for the purpose is given in this Programme Guide. Please read the conditions governing this provision given on the back of the form.

While communicating with the University regarding the examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.

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## **6. OTHER USEFUL INFORMATION**

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### **IGNOU Newsletter**

The University publishes a newsletter in English as well as in Hindi. It is mailed to the learners free of cost. All the important information relevant to the learners is published in the newsletter.

### **Reservation of Seats**

The University provides reservation of seats for scheduled castes, scheduled tribes and physically handicapped learners as per the Government of India rules. The details regarding scholarship and reimbursement of fee are given in section 3.

### **Change of Study Centre**

The candidates are required to opt for only such study centres which are activated for the programme. As far as possible the university will allot the study centre opted by the candidate. However, the university may change the study centre at its convenience without concurrence of the learner at any time.

Change of Study Centre is not permitted in programmes where practical component are involved. For the purpose of change of the Study Centre you have to send a request to the Director of your regional Centre. A copy of the same may be sent to the Learner Registration and Evaluation Division at the headquarters.

Counselling facilities for a programme may not be available at all the Centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible the request for a change of the Study Centre is considered favourably. However, the allotment of the new Study Centre is subject to availability of seats for the programme at the new Centre.

### **Change of Region**

When you want transfer from one region to another, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to the Registrar, Student Registration & Evaluation Division, IGNOU New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and the Registrar, Student Registration & Evaluation Division. The records are normally sent by Registered Post to guard against loss in the postal transit. For change of Region in practical oriented Programme NO OBJECTION CERTIFICATE is to be obtained from the concerned Regional Centre/Study Centre where the learner seeks his/her transfer.

For change of Region in Practical oriented programme 'NO OBJECTION CERTIFICATE' is to be obtained from the concerned Regional Centre/Study Centre where the learner needs his/her transfer.

### **Re-evaluation**

In IGNOU there is a provision for re-evaluation. Re-evaluation is done with reference to the grade/marks given in the Answer Book and Award list. The request should be made on the prescribed form along with a draft of Rs. 500/- per course payable at IGNOU, New Delhi. The request for reevaluation by the learners must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

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

The revised marks after the re-evaluation shall be incorporated in the learner record and the revised Grade card/Marks sheet shall be sent to the learners within one month from the receipt of the application.

Re-evaluation is not permissible for Projects, Practicals, Assignments, Seminar etc. Prescribed form for the purpose is given in this Programme Guide.

### **Issue of Duplicate Grade Card/Mark sheet/Degree/Diploma/Certificate**

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of Rs. 150/- to be paid in favour of IGNOU, New Delhi. In case of loss of Degree, a duplicate can be obtained after paying a fee of Rs. 200/- and filling the prescribed form. The forms for the purpose are given in this Programme Guide.

### **Migration Certificate**

For Migration Certificate, requisition may be sent to the Regional Director concerned along with the following documents:

- 1) Application (can be obtained from the Head office or photocopy of the one given in the Programme Guide could be used.)
- 2) Attested copy of the mark sheet.
- 3) Fee of Rs. 400/- in the form of a Demand Draft drawn in favour of IGNOU payable at the city where the Regional Centre is located.

### **Credit Transfer Definition**

“Credit transfer” means allowing a learner of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A learner thus admitted does not need to write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for fulfilling the IGNOU requirements for the award of a degree/diploma.

### **Eligibility**

The credit transfer scheme is applicable to only those candidates who have not completed their degree from any other recognized University and yet are willing to complete it through IGNOU as per the rules provided.

## Modalities

- 1) Normally credit transfer will be applicable only from a diploma, bachelor's degree, master's degree to an equivalent diploma, bachelor's degree and a master's degree.
- 2) Credit transfer will be permissible only in the case of learners coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution "deemed to be university" or an "institution of national importance" or institutions recognized by statutory bodies like AICTE, ICMR, ICAR, CSIR etc.
- 3) Credit transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
- 4) In order to get a diploma/degree from IGNOU a learner will be required to earn at least 50% credit from IGNOU. For example, a M.A. Learner should earn at least 32 credits from IGNOU for an IGNOU degree.
- 5) The degree, certificate or the marks list thus given to the learners will specifically indicate the credits earned in IGNOU and those obtained from the other institution.

## Rules and Regulations for Credit Transfer

- 1) Learners who want to avail credit transfer shall get registered with IGNOU for the programme they want to study. All the applications for credit transfer should be addressed to Dy. Registrar, SR&E, IGNOU, Maidan Garhi, New Delhi-110068.
- 2) The learners have the choice to opt for the electives of second year in the 1st year of their study.
- 3) The learner by opting for the courses in such a way so as to complete the balance credits can reduce the period of study prescribed for the completion of the degree programme and thereby, avail no payment of fees for the period not covered. The learners availing credit transfer would be allowed to complete the programme early provided they do not offer more than 32 credits in a year.
- 4) IGNOU "programmes" and "Courses" means "subjects" or "papers" respectively of conventional universities.
- 5) Learners seeking credit transfer should apply directly to the Registrar (SR&E) IGNOU, MaidanGarhi, New Delhi – 110068 enclosing a Demand Draft for Rs. 200/- per course drawn in the name of IGNOU and payable at New Delhi, attested copies of Marks sheet and attested copies of syllabus of such courses, covered by them. Such cases will be examined separately by the Equivalence Committee at the Headquarters of the university. **This process will take a minimum period of three months from the date of receipt of such requests with all the relevant documents by the above concerned officer.**

## Incomplete and Late Applications

Incomplete application forms/Re-registration forms, 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 the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. The form is to be submitted to the respective Regional Centres 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.

## Re-admission

The learners 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:

<b>Programme</b>	<b>Duration</b>	<b>Total Fee</b>	<b>Total No. of Courses</b>	<b>Pro-rata Fee Per Course</b>
Master's Degree Programme	2 Years (Max.05 years)	Rs. 13000/-	13	Rs. 1700/- per 08 Credits Rs. 1300/- per 06 Credits Rs. 850/- per 04 Credits

For re-admission the student has to pay pro-rata fee for each incomplete course. The details of pro-rata fee and the Re-admission Form are available at the Regional Centres and also on the Website, for the courses which they have not been able to complete (for further details, please see the website).

The learners who fail to pay the prescribed full programme fee during the maximum duration of the Programme, shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

### **Refund of Fee**

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of registration fee **through A/c Payee Cheque only by concerned Regional Centre.**

### **Study Material and Assignments**

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

### **Counselling and Examination Centre**

All Study Centres, Programme Study Centres, Special Study Centres may not Examination Centres. Regular counselling sessions will be conducted at the Study Centres.

Term End Examination (TEE) for Practicum will be held at the Study Centre. TEE (Viva-Voce) for Project and Internship will be held at respect the Regional Centres.

### **Change of Elective/Course**

Change in Elective/Course is permitted within 30 days form the receipt of first set of course material on payment of Rs. 400/- for 2/4 credits and Rs.800/- for 6/8 credits course. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Elective/Course should be addressed to the concerned Regional Centre only as per schedule.

### **Change/Correction of Address and Study Centres**

There is a printed card for change/correction of address and change of Study Centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of Performa provided in the Programme Guide and send it to the Regional Director concerned, who will forward the request after verifying the learners signature to SRD Division, Maidan Garhi, New Delhi-110068. **Requests received directly at SRD, New Delhi will not be entertained. The form of change of address can also be downloaded from IGNOU Website [www.ignou.ac.in](http://www.ignou.ac.in). Learners**

**are advised not to write letters to any other officers 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 performa and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counselling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for.

Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

### **Foreign Students**

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have valid student visa for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website ignou.ac.in). Admission of foreign students residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programme with limited number of seats are not offered for foreign students.

### **Official Transcripts**

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to the Registrar (SED), 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. The students are required to pay Rs. 400/- in case of request for sending transcript outside India.

### **Disputes on Admission and other University matters**

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

### **Recognition**

IGNOU Degrees/Diplomas/Certificates are recognized by all member University of Association of Indian University (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian University/Institutions, as per UGC Circular letter no. F.1-S2/2000(CPP-II) dated 5<sup>th</sup> 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.

### **Early Declaration of Result**

Sometimes students are offered admission in other institutions and/or are selected for employment etc. and they are supposed to submit mark-sheet/grade card within a specified time period. Such students may apply for an early evaluation of their answer scripts and declaration of the result. For this purpose, the students are required to apply in the specified format available on the University website on payment of the prescribed fee through Bank Draft in favour of IGNOU, Delhi along with the attested photocopy of the offer of admission/employment etc. The students can submit their requests for early declaration of result before the commencement of the Term-End Examination, i.e., 1<sup>st</sup> June and 1<sup>st</sup> December, respectively. In such a situation; the University will make arrangements for the processing of the answer scripts and declaration of the result (as a special case). The result will be declared in a period of about one month beginning from the date of examination.

### **Re-evaluation of Answer Scripts**

The students who are not satisfied with the marks/grade secured by them in Term-End Examination may apply for re-evaluation within one month from the date of the declaration of result, i.e., the date on which the result is made available on the University website, on payment of the prescribed fee per course in the prescribed application form available on the University website.

### **Provisional Certificate**

On request from the student a provisional certificate will be issued on completion of 64 credits/ 32 credits course prescribed and opted by the student. For provisional certificate you have to write to the Registrar SED, IGNOU, New Delhi 110068, in prescribed form as contained in this Programme Guide.

### **Re- Registration**

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

### **Issue of Duplicate Grade Card/Mark sheet**

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of Rs. 150/- to be paid in favour of IGNOU, New Delhi.

### **Issue of Duplicate Degree Certificate**

A duplicate degree certificate can be issued after a request is made on the prescribed form along with a demand draft of Rs. 200 in favour of IGNOU, New Delhi. The following documents are required to be attached with the requests for issue of duplicate degree certificate:

- 1) Affidavit on non-judicial stamp paper of Rs. 10/- .
- 2) Copy of FIR lodged with the police station regarding loss of Degree, Certificate.
- 3) Demand Draft/IPO for requisite fee.

Samples of various forms currently used in the University are provided in this programme Guide. Whenever you need any of these please take a photocopy, fill it and send it to us.

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## **7. TIPS FOR EFFECTIVE LEARNING IN OPEN UNIVERSITY**

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**How to approach your studies:** It would be good for you to go through the Programme Guides as well as the Handbooks provided by the University. This will help you to know exactly about the facilities being extended and how you can make best use of these in your learning. That is, you should have an idea of what to expect from the system and how best to use the support being provided.

**Quasi-permanent separation:** To bridge your semi-permanent separation from your counsellor and to enable you to take advantage of the flexibilities provided in the Open Distance Learning (ODL) system, provision for Face to Face interaction has been made. Moreover, you can contact your teachers at the Headquarters through phone and e-mail. However, the onus of learning is on you. You must make full use of the flexibility, facilities and innovativeness provided by the system.

**Adhere to the schedule of operations:** Various activities in the ODL system are time bound and the details are given in the programme guides and the handbooks sent to you. Adherence to the Schedule of Operations shall help you enormously in completion of the courses. As a thumb rule, if you study three hours a day regularly, you should be successful in the minimum stipulated time.

**Studying at your pace and place:** You can learn at your pace and place, but it would help if you periodically revise what you have learnt. This would also enable you to assess as to how much remains to be done. The DE system provides for an in-built teacher in the Self Instructional Materials (SIMs). Your pace of learning could be faster and effective if you abide by the instructions given to you in the SIMs and follow the sequence and steps suggested therein, as the objective of these access devices is to regulate your pace of learning.

**Taking notes:** In SIMs, some space has been provided to take important notes. You should identify keywords/terms, and put remarks while going through it. This facilitates cross-referencing. You must answer/solve problems in the Self-assessment Questions (SAQs) and Terminal Questions (TQs) yourself rather than looking for solutions at the end.

**Using media effectively:** The audio-visual learning is faster and can be more effective. That is why multi-media is one of the integral components of our multiple media instructional package. For complementing your learning with the help of multi-media effectively, you should visit your study centre for counselling and insist that your counsellor shows A/V programmes. Such visits will also help you obtain the latest information on broadcast, and telecast of programmes and tele-conferences being held. Now, IGNOU has a 24 hr TV Channel *GyanDarshan* and a countrywide network of FM radio stations. You should contact your cable operators to beam *GyanDarshan*. In case it is not possible for you to visit your SCs for some reason, you can procure these cassettes/CDs from the University for convenient viewing.

**Preparing Assignment Responses:** The separation between the teacher and the taught in the ODL system is bridged through dialogue established by continuous assessment. Your assignment responses provide an opportunity to your counsellor to guide you and pace your learning depending on your progress. Therefore, you must write your assignment yourself, in your words depending on the scope of every question. In some questions, you might be required to give a brief outline while in others you may be asked to give your justifications/demonstrate your skills and knowledge/give detailed description etc. It is also possible that you may be required to refer to a particular source of information or data and present your analysis. If possible, discuss implications and suggest application and/or give illustrations.

When you have answered the assignments, pause for a while and recheck your response to make sure that:

- the language is your own, simple and comprehensible
- it covers all the relevant aspects and with expected details the content is accurate and relevant
- the presentation is logical and clear
- the main points are well supported by examples/arguments/illustrations and
- the response has been neatly typed or legibly written.

You must keep a copy of each of your assignments and file them in order, separately, for each course. While submitting your assignment at your Study Centre / Programme Centre, you must insist on obtaining acknowledgement. In case you send your assignment by post, keep the registration slip as evidence. In case of any difficulty or unconvincing response at the Study Centre, please contact your Regional Centre or the Headquarter. Normally, you should obtain your Tutor Marked Assignment within 45 days. In case you do not receive your evaluated TMAs with tutor comments in the stipulated period, you should check with the Study Centre Coordinator. Once you receive the evaluated assignment responses, go through tutor comments.. A careful reading of the comments should give you an idea as to how you can improve your responses in future.

**Learning from Counselling and Peer Group:** In order to make the best use of the counselling sessions, you should have read the relevant units before going for the counselling session. This will enable you to have useful interactions with your counsellor and peer group. Participate in the discussion with an open mind. Take note of important points identified by other peer group members and the counsellor. Do not hesitate to clarify doubts, even if they are trivial.

**Taking the Term-end Examination:** In our system of education, career prospects are influenced by the performance in examinations. So we should approach examinations with some caution. However, this should not cause anxiety. Another important point to be kept in mind is that you must submit your assignments as per schedule before the examination.

**Preparing for the Examinations:** The surest way to success in any examination is to conscientiously employ effective study techniques over a period of time. For example, if you follow the tips provided here, your chances of success will improve. If you follow them, you will certainly remember more, have a better understanding, and be able to organise your ideas quickly and effectively.

Even solving previous examination question papers and getting your answers checked by your counsellor should help improve your performance. You can download these from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). Revision of text materials plays a vital role in your preparation for the examinations. The following are two good reasons for doing regular revisions right from the start:

You may not have enough time to revise everything you have studied in a course/programme at the last minute.

You will find the latter materials easier to study if you have sound understanding of what has been studied earlier.

**On the Examination Day:** When you receive the question paper:

Read the instructions and the question paper right through very carefully paying attention to each question.

Be objective and assess what precisely the questions demand of you.

Budget your time; that is, you should carefully allocate your time according to the weightage given to each question.

Plan your answer and form a sense of priority.



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## 8. SOME USEFUL ADDRESSES

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|----|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) | Non-receipt of study material and assignments, Repeat assignments | Regional Director of your Region                                                                                                                                                                                                                                                                                                                          |
| 2) | Counsellors and other problems related to study centres           | 1. Regional Director of your region<br>2. Assistant Director (Student Affairs)<br>Regional Services Division<br>IGNOU<br>Maidan Garhi, New Delhi-110 068                                                                                                                                                                                                  |
| 3) | Change of address and all other related problems                  | Registrar (SRD)<br>IGNOU<br>Maidan Garhi, New Delhi-110 068                                                                                                                                                                                                                                                                                               |
| 4) | Purchasing of Audio/Video Tapes                                   | Marketing Unit, EMPC<br>IGNOU<br>Maidan Garhi, New Delhi-110 068                                                                                                                                                                                                                                                                                          |
| 5) | Academic Matters                                                  | Dr. Swati Patra<br>Associate Professor<br>Discipline of Psychology<br>Acadmic Complex, Block-F<br>SOSS, IGNOU,<br>Maidan Garhi, New Delhi-110068<br>Telephone : 011-29572707<br><br>Dr. Smita Gupta<br>Assistant Professor<br>Discipline of Psychology,<br>Acadmic Complex,<br>SOSS, IGNOU,<br>Maidan Garhi, New Delhi-110068<br>Telephone : 011-29572761 |

You are also advised to contact Co-ordinator of your Study Centre for timely information.

## List of Regional Centres

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

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

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

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

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

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

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



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

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

SI. NO.	REGIONAL CENTRE, AND CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
54	<b>VATAKARA</b> RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) VATAKARA 673104, KERALA 0496-2525281 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAGOD WAYANAND) KOZHIKODE Note: Currently under Cochin RC
55	<b>VIJAYAWADA</b> RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.P.V.V. HINDU HIGH SCHOOL, VIJAYAWADA 520 001 KOTHAPET, ANDHRAPRADESH 0866-2565253 / 2565959 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM)
56	<b>VISAKHAPATNAM</b> RC CODE: 84	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEX 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)

## IGNOU-ARMY RECOGNIZED REGIONAL CENTRES (FOR ARMY Personnel Only)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	<b>CHANDIMANDIR</b> RC CODE: 52 NO OF LSC:5	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, G S (EDUCATION) BRANCH HQ WESTERN COMMAND CHANDIMANDIR – 134107 HARYANA  PH.OFF : 0172-2589355 (CIVIL) 2670 (MILITARY) FAX : 0712-2589355 EMAIL : iaeprc52@rediffmail.com	WESTERN COMMAND AREA
2	<b>JAIPUR</b> RC CODE: 56 NO OF LSC:3	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO - 908 546 JAIPUR, RAJASTHAN  PH.OFF : 0141-6640 (MILITARY) EMAIL : swciaep@gmail.com	SOUTH WESTERN COMMAND
3	<b>KOLKATA</b> RC CODE: 51 NO OF LSC:4	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND C/O. 99 APO KOLKATA – 908 542, WEST BENGAL  PH.OFF : 033-22222668 (CIVIL) 2670 (MILITARY) FAX : 033-22222668 EMAIL : rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
4	<b>LUCKNOW</b> RC CODE: 53 NO OF LSC:5	REGIONAL DIRECTOR (I/C) IGNOU ARMY RECOG.REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW – 908 554, UTTAR PRADESH  PH.OFF : 0522-2482968 (CIVIL) 2670 (MILITARY) EMAIL : iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
5	<b>PUNE</b> RC CODE: 54 NO OF LSC:6	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 795  PH.OFF : 020-26616592 (CIVIL) 3019 (MILITARY) FAX : 020-26102670 EMAIL : armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
6	<b>UDHAMPUR</b> RC CODE: 55 NO OF LSC:5	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR, JAMMU & KASHMIR  PH.OFF : 01992-242486 EMAIL : iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

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

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	<b>KOCHI</b> RC CODE: 74 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI – 682 004 KERALA  PH.OFF : 0484-266210,2662515 FAX : 0484-2666194 EMAIL : inepk@rediffmail.com	HQ, SOUTHERN NAVAL COMMAND
2	<b>MUMBAI</b> RC CODE: 72 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI – 400 023 MAHARASHTRA  PH.OFF : 022-22752245 FAX : 022-22665458 EMAIL : inepm@rediffmail.com	HQ, WESTERN NAVAL COMMAND

<b>SI. NO.</b>	<b>REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES</b>	<b>ADDRESS OF THE REGIONAL CENTRE TEL., FAX &amp; E-MAIL</b>	<b>JURISDICTION</b>
3	<b>NEW DELHI</b> RC CODE: 71 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF(NAVY WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI – 110 066 DELHI  PH.OFF : 011-26194685 26185299 FAX : 011-26105067 EMAIL : inepdelhi@rediffmail.com	NAVAL HQS
4	<b>VISAKHAPATNAM</b> RC CODE: 73 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM – 530 014 ANDHRA PRADESH  PH.OFF : 0891-2812284 FAX : 0891-2515834 EMAIL : rc73@ignou.ac.in inepv@hotmail.com	HQ, EASTERN NAVAL COMMAND

## **IGNOU-ASSAM RIFLES RECOGNIZED REGIONAL CENTRES**

*(For ASSAM RIFLES Personnel Only)*

<b>SI. NO.</b>	<b>REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES</b>	<b>ADDRESS OF THE REGIONAL CENTRE TEL., FAX &amp; E-MAIL</b>	<b>JURISDICTION</b>
1	<b>SHILLONG</b> RC CODE: 81 NO OF LSC:30	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA  PH.OFF : 0364-2705181 FAX : 0364-2705184 EMAIL : iarrc_81@yahoo.com	COMMAND AREA

## List of Study Centres (MAPC Programme)

Sl. No.	Name of the Regional Centre (RC)	Code of the RC	Code of the Study Centre (SC)	Place of SC	Address of Study Centre (SC)
1	Agartala	26	2608	Agartala	Coordinator, IGNOU Study Centre, M.B.B. College, College Tilla, PO : Agartala, Colagartala West Tripura, Tripura - 799004 Ph. No. 226728
2	Ahmedabad	09	0901	Ahmedabad	Coordinator, IGNOU Study Centre, L.D. Arts College, Navrangpur Ahmedabad, Gujarat-380009 Ph. No. 079-26302260
3	Aligarh	47	2702	Agra	Coordinator, IGNOU Study Centre, St. John's College, Agra Fort, Agra Uttar Pradesh-282002 Ph.No. 0562-2523366, 0562-350788
4	Bangalore	13	13129	Bangalore	Coordinator, IGNOU Study Centre, Surana College, Centre for PG Studies 17 Tumkur, Mysore Ring Rd. Kengeri Satellite Town, Bangalore Karnataka Ph.No. 080-284836382
5	Bhopal	15	1506	Indore	Coordinator, IGNOU Study Centre, Holkar Science College, Indore Madhya Pradesh-452001 Ph.No. 0731-464074, 0731-461416
6	Bhubaneswar	21	2106	Balasore	Coordinator, IGNOU Study Centre, Fakir Mohan College, Balasor, Orissa-756001 Ph.No. 06782-67681, 06782-62018
7	Chandigarh	06	0600	Chandigarh	Coordinator, IGNOU Study Centre, IGNOU Regional Centre, SCO-208 Sector-14, Panchkula, Chandigarh Ph.No. 0172-2590277, 0172-2590278
8	Chennai	25	2566	Chennai	Programme I/C IGNOU Programme Study Centre, NKT College of Education, 21, Dr. Besant Road Triplicane Chennai Tamilnadu- 600005 Ph.No. 044-28447511, 044-8548671
9	Cochin	14	1400	Cochin	Coordinator, IGNOU Regional Centre, Kaloor Cochin, Kerala-682017 Ph. No. 0484-2340203, 0484-2348189

Sl. No.	Name of the Regional Centre (RC)	Code of the RC	Code of the Study Centre (SC)	Place of SC	Address of Study Centre (SC)
10	Cochin	14	14100	Melmuri (Malappuram)	Coordinator, IGNOU, Spl. Study Centre (EEBB) MCT Training College, Melemuri, Malappuram, Kerala-676514 Ph. No. 0483-2735212
11	Cochin	14	1412	Ernakulam	Coordinator, IGNOU Study Centre, St. Alberts College, Ernakulam, Kerala-682018 Ph. No. 0484-2390033, 0484-394147
12	Cochin	14	14169	Punnapra Alapuzzaha	Coordinator, IGNOU Study Centre, Danahalaya Inst. of Formation, and Counselling Centre, District : Alapuzzha, Dahahalaya Punnapra, PO : Kerala-688004 Ph. No. 0477-2287808
13	Cochin	14	14171	Aroor	Coordinator, IGNOU Study Centre, Soft Mind Lakshmi Hospital, Bye Pass Junction, Alapuzzha, Aroor, Kerala-688534 Ph. No. 0478-2672467
14	Darbhanga	46	0551	Samastipur	Coordinator, IGNOU Study Centre, Samastipur College Samastipur, Bihar-848101
15	Darbhanga	46	046021	Muzaffarpur	Coordinator, IGNOU Study Centre, MSKB College, Banaras Bank Chowk Muzaffarpur, Bihar-842001
16	Dehradun	31	2705	Dehradun	Coordinator, IGNOU Study Centre, D.A.V. PG College, D.A.V. College Road, Dehradun, Uttranchal-248001 Ph. No. 0135-744019, 0135-742828
17	Dehradun	31	2711	Haldwani	Coordinator, IGNOU Study Centre, MB Government PG College, Haldwani, Uttranchal-263141 Ph.No. 05946-24300, 05946-21900
18	Dehradun	31	2717	Almora	Coordinator, IGNOU Study Centre, Kumaon University, Almora, Uttranchal -263601 Ph. No. 05962-33771

Sl. No.	Name of the Regional Centre (RC)	Code of the RC	Code of the Study Centre (SC)	Place of SC	Address of Study Centre (SC)
19	Dehradun	31	2752	Garhwal	Coordinator, IGNOU Study Centre, HNB Garhwal University, Department of Economics, Ph.No. 01388-52292, 01388-52167, 01388-52147
20	Delhi 1	07	0707	Delhi	Coordinator, IGNOU Study Centre, Department of Psychology, Jamia Milia Islamia, Jamia Nagar, New Delhi-110025
21	Delhi 1	07	0713	Delhi	IGNOU Study Centre, Jesus & Mary College, Chanakya Puri, New Delhi-110021
22	Delhi 1	07	1007	Faridabad	Coordinator, IGNOU Study Centre, PT. J.L. Nehru Govt. College, Sector-16A, Faridabad, Haryana-121001 Ph. No. 0129-2288147
23	Delhi 2	29	29034	Rohini	Coordinator, IGNOU Study Centre, Vision Institute of Advanced Studies, Plot No.4, Pocket-A-1, Sector-8, Rohini, New Delhi-110085 Ph. No. 011-27945852
24	Delhi 2	29	0734	Delhi	Coordinator, IGNOU Study Centre, Ph Amar Jyoti Rehbn. & Res Centre Amar Jyoti Charitable Trust, Vikas Marg, Karkardooma, New Delhi- 110092 Ph. No. 011-2151286, 011-2154936, 011-6221244, 011-6412346, E-mail: Amarjyoti@Dei2.vsnl.net.in
25	Delhi 3	38	1006	Gurgaon	Coordinator, IGNOU Study Centre, Dronacharya Government College Gurgaon, Haryana-122001 Ph.No. 0916-336197, 0916-320322
26	Delhi 3	38	38013	Delhi	Coordinator, IGNOU Study Centre, URIVI Vikram National Centre Adolescents (UVNAC) PSP-1, HAF-1, Opp. Plot-17, Sec-22, Dwarka, Delhi-110077 Ph. No. 011-42807900



Sl. No.	Name of the Regional Centre (RC)	Code of the RC	Code of the Study Centre (SC)	Place of SC	Address of Study Centre (SC)
27	Deoghar	87	3605	Sahibganj	Coordinator, IGNOU Study Centre, Sahibganj College, Sahibganj, Jharkhand-816109 Ph. No. 06436-22056
28	Deoghar	87	3607	Giridih	Coordinator, IGNOU Study Centre, Giridih College, Giridih, Jharkhand-815301 Ph. No. 22219
29	Deoghar	87	3627	Pakur	Coordinator, IGNOU Study Centre, KKM College, PO & Disn. Pakur, Pakur, Jharkhand-816106 Ph. No. 064435-22214
30	Hyderabad	01	0105	Warangal	Coordinator, IGNOU Study Centre, Lal Bahadur College, Warangal, Andhra Pradesh-506007 Ph. No. 08712-21122
31	Jaipur	23	2320	Jaipur	Coordinator, IGNOU Special Study Centre, RA, India Int. Insn. of Mgt., Sec-12, Mahaveer Marg, Mansarovar, Jaipur, Rajasthan-302020 Ph. No. 0141-395309, 0141-398118 0141-399036
32	Jammu	12	1201	Jammu	Coordinator, IGNOU Study Centre, University of Jammu, Jammu Tawi, J&K-180001 Ph.No. 0191-2454351, 94692-34789, 09419105902, E-mail: Ignou1201@gmail.com
33	Jammu	12	12105	Jammu	Programme I/C IGNOU Programme Study Centre, University of Jammu, Department of Psychology, Distt. Jammu, J&K-180006 Ph. No. 0191-2453996
34	Khanna	22	2206	Ludhiana	Coordinator, IGNOU Study Centre, Guru Nanak Girls College, Model Town, Ludhiana-141008 Ph. No. 0161-427872
35	Karnal	10	1000	Karnal	Coordinator, IGNOU Study Centre, Regional Centre, 06 Subhash Marg, Subhash Collony, Near Home Guard Office, Karnal, Haryana-132001 Ph. No. 0184-2271514, 0184-2260075 E-mail: Rckarnal@ignou.ac.in

Sl. No.	Name of the Regional Centre (RC)	Code of the RC	Code of the Study Centre (SC)	Place of SC	Address of Study Centre (SC)
36	Kolkata	28	2801	Kolkata	Coordinator, IGNOU Study Centre, Ishwar Chandra Pathabhavan, 299 Acharya Prafula Chandra Rd, Kolkata West Bengal-700009 Ph. No. 033-3542326, 033-4409326
37	Kolkata	28	2804	Kolkata	Coordinator, IGNOU Study Centre, Aswini Datta Memorial College, 94/2, Park Circus, Kolkata, West Bengal-700017 Ph. No. 033-2812278, 033-5349945
38	Kolkata	28	28140	Kolkata	Coordinator, IGNOU Study Centre, Muralidhar Girls College, P-411/14, Garihat Road, Ballygunje, Kolkata, West Bengal-700029 Ph. No. 033-24641312/4371
39	Lucknow	27	2706	Kanpur	Coordinator, IGNOU Study Centre, P.P.N. College, 96/12, MG Marg, Kanpur, Uttar Pradesh-208001 Ph. No. 0512-361924, 0512-582150
40	Lucknow	27	27195	Lucknow	Coordinator, IGNOU Study Centre, National PG College, 2-Rana Pratap Marg, Dist.-Lucknow, Uttar Pradesh Ph. No. 0522-2618312
41	Madurai	43	43015	Madurai	Coordinator IGNOU Model Study Centre, IGNOU Regional Centre, C S I Institutional Campus Pasumalai, Madurai, Tamilnadu-625004 Ph. No. 0452-230387
42	Mumbai	49	1601	Mumbai	Coordinator, IGNOU Study Centre, KJS College Education T&R, Vidyanagar, Vidhya Vihar, Ghatkopar (E), Mumbai-400077 Ph. No. 022-5132139
43	Nagpur	36	36027	Nagpur	Programme I/C IGNOU Programme Study Centre, VNG Institutes of Arts & School N Institutes of Art & School, Sciences Adjacent to ZeroMile Nagpur, Maharashtra-440001 Ph. No. 0712-2565658, 0712-2523288

Sl. No.	Name of the Regional Centre (RC)	Code of the RC	Code of the Study Centre (SC)	Place of SC	Address of Study Centre (SC)
44	Noida	39	2741	Ghaziabad	Coordinator, IGNOU Study Centre, S.D. Post Graduate College, G.T. Road Ghaziabad, Uttar Pradesh-201001 Ph. No. 91-4738210
45	Noida	39	39014	Meerut	Coordinator, IGNOU Study Centre, (W), Raghunath Girls (P.G) College, Western Kutchery Road, Meerut, Uttar Pradesh-250001 Ph. No. 0121-2662824, 0121-2642901
46	Patna	05	0529	Patna	Coordinator, IGNOU Study Centre, Anugrah Narayan College, Boring Road, Patna, Bihar-800013
47	Pune	16	1602	Pune	Coordinator, IGNOU Study Centre, Symbiosis Internatl. Cul & Cen, Senapati Bapat Road, Pune, Maharashtra-411004 Ph. No. 020-5679466
48	Pune	16	1610	Aurangabad	Coordinator, IGNOU Study Centre, Vivekanand Arts & SDS Com. Col, Sam Rat Nagar, Aurangabad, Maharashtra-431001 Ph. No. 0240-348153
49	Pune	16	1639	Beed	Coordinator, IGNOU Study Centre, Marthwda Shkshn Prsrk Manda B, Balbhim Arts, Sci. & Comm. College, Disti. Beed, Beed Maharashtra- 431122 Ph. No. 02442-224739 02442-222470, 02442-231616
50	Ranchi	32	0503	Dhanbad	Coordinator, IGNOU Study Centre, P.K. Memorial College, Seraidherla, Dhanbad Jharkhand-826001 Ph.. No. 0326-208886
51	Ranchi	32	32024	Jamshedpur	Coordinator, IGNOU Study Centre, Kariar City P.O. Sakchi Seraidhera, Jamshedpur

Sl. No.	Name of the Regional Centre (RC)	Code of the RC	Code of the Study Centre (SC)	Place of SC	Address of Study Centre (SC)
52	Ranchi	32	3635	Ranchi	Coordinator, IGNOU Study Centre, Marwari College, Women's Wing, Ranchi, Jharkhand-834001
53	Ranchi	32	3648	Ramgarh	Coordinator, IGNOU Study Centre, Ramgarh College, Ramgarh Cantt-829122 Ph.. No. 06553-222166
54	Saharsa	86	0560	Madhepura	Coordinator, IGNOU Study Centre, T.P. College, Madhepura Bihar Ph. No. 06476-22697
55	Shillong	18	1801	Shillong	Coordinator, IGNOU Study Centre, North Eastern Hill University, Buni, Complex Laitumkhrah Shillong, Meghalaya-793003 Ph. No. 226822, 210624
56	Shillong	18	1863D	Mawroh	Coordinator, IGNOU Study Centre, San-ker Academic Research Centre, Marwroh, Shillong, Meghalaya-793008 Ph. No. 0364-2591714
57	Shimla	11	1101	Shimla	Coordinator, IGNOU Study Centre, Government Degree College, Sanjauli, Shimla, Himachal Pradesh-171006 Ph. No. 0177-241843, 0177-252791
58	Srinagar	30	1202	Srinagar	Coordinator, IGNOU Study Centre, Amar Singh College, Sri Nagar, J&K
59	Srinagar	30	1209	Srinagar	Coordinator, IGNOU Study Centre, Shri Pratap Singh College, Maulana Azad Road Sri Nagar, J&K-190001 Ph. No. 0194-2476820
60	Srinagar	30	1210	Sopore	Coordinator, IGNOU Study Centre, Government Degree College, Sopore, J&K-193201 Ph. No. 01954-22262, 01954-22595
61	Srinagar	30	1234	Srinagar	Coordinator, IGNOU Study Centre, Government College For Women, Maulana Azad Road, Sri Nagar, J&K-190001 Ph. No. 0194-479432
62	Srinagar	30	1236	Baramulla	Coordinator, IGNOU Study Centre, Government Degree College (Boys), Khojabagh Tehsil Baramulla, Baramulla J&K-193101 Ph. No. 01952-34214

Sl. No.	Name of the Regional Centre (RC)	Code of the RC	Code of the Study Centre (SC)	Place of SC	Address of Study Centre (SC)
63	Srinagar	30	30007	Kulgam	Coordinator, IGNOU Study Centre, Government Degree College, Kulgam Distt, Kulgam J&K-192231
64	Srinagar	30	30010	Anantnag	Coordinator, IGNOU Study Centre, Centre (W), Govt. Degree College For Women, KP Road, Anantnag J&K-192101
65	Trivandrum	40	1441	Nalanchira	Programme I/C IGNOU Programme Study Centre, M.S. Institute of Advance Studies Marivanios College, Campus Nalanchira District, Trivandrum, Kerala-695015 Ph. No. 0471-2543849, 0471-2543838 E-mail: info@Mic.ac.in
66	Trivandrum	40	1464	Trivandrum	Coordinator, IGNOU Study Centre, Achyutha Menon Study Centre & Library Poojappur, Thiruvananthapuram, Kerala-695012 Ph. No. 0471-2345850 E-mail: drpsukunair@Gmail.com
67	Trivandrum	40	02511	Nagercoil	Coordinator, IGNOU Study Centre, S.T. Hindu College, Nagercoil Tamilnadu-629002 Ph. No. 04652-237377 E-mail: vkumar-sthc@Yahoo.com
68	Trivandrum	40	40021	Kollam	Coordinator, IGNOU Study Centre, Centre for Career Research and Training Centre (CCRD,) Velayuda Mansion No. 11, College JN., Kollam-691001 Ph. No. 0747-2766554 E-mail: ccrdkerala@Yahoo.co.in
69	Varanasi	48	2709	Gorakhpur	Coordinator, IGNOU Study Centre, Gorakhpur University Department of Physics, Gorakhpur, Uttar Pradesh-273009 Ph. No. 0551-202313, 0551-201254
70	Varanasi	48	27101	Ghazipur	Coordinator, IGNOU Study Centre, PG College, Ravindrapuri Ghazipur, Distt. Ghazipur, Uttar Pradesh-233002 Ph. No. 0548-2220252, 0548-2220270, 0548-2220270

Sl. No.	Name of the Regional Centre (RC)	Code of the RC	Code of the Study Centre (SC)	Place of SC	Address of Study Centre (SC)
71	Varanasi	48	2745	Jaunpur	Coordinator, IGNOU Study Centre, VBS Purvanchal University, Shahganj Road, Jaunpur Uttar Pradesh-222002 Ph. No. 05452-63465, 05452-65544, 05452-65574
72	Varanasi	27	2703	Allahabad	Coordinator, IGNOU Study Centre, Allahabad Degree College, 15, Kyadganj, Allahabad, Uttar Pradesh-211003 Ph. No. 0532-606650, 0532-64982
73	Varanasi	48	48017	Jaunpur	Coordinator, IGNOU Study Centre, Tilak Dhari College, Jaunpur, Uttar Pradesh-222002 Ph. No. 05452-260939
74	Varanasi	48	48022	Varanasi	Coordinator, IGNOU Study Centre, Arya Mahila PG College, Chetganj, Varanasi, Uttar Pradesh-221001 Ph. No. 0542-2411893
75	Varanasi	48	42028	Gorakhpur	Coordinator, IGNOU Study Centre, St. Andrew's College Civil Court Road, Gorakhpur Uttar Pradesh-273001 Ph. No. 2332172, 2333917
76	Varanasi	48	48033	Varanasi	Coordinator, IGNOU Study Centre, Shri Agrasen Kanya PG College Parmanandpur Shivpur, Varanasi, Uttar Pradesh-273001 Ph. No. 273304, 9454875333
77	Varanasi	48	48034	Azamgarh	Coordinator, IGNOU Study Centre, DAV PG College, Azamgarh, Uttar Pradesh-276001 Ph. No. 05462-246059
78	Vatakara	83	1403	Calicut	Coordinator, IGNOU Study Centre, JDT Islam Mari Kunnu, P.O. Calicut Kerala-673012 Ph. No. 0495-2730289, 0495-298344

Sl. No.	Name of the Regional Centre (RC)	Code of the RC	Code of the Study Centre (SC)	Place of SC	Address of Study Centre (SC)
79	Vijayawada	33	3300	Vijayawada	Prog/In. IGNOU Programme Study Centre 1st Floor, S.K.P.V.V., Hindu High School, Kothapet, Vijayawada, Andhra Pradesh-520001 Ph. No. 0866-255359, 0866-590866
80	Vijayawada	33	33024	Machavaran	Prog/In. IGNOU Programme Study Centre SRR & CVR Govt. Degree/ PG College, Machavaram, Krishna District, Vijayawada, Andhra Pradesh-520004

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## **10. SOME FORMS FOR YOUR USE**

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

- 1) Assignment remittance-cum-acknowledgement form; change/correction of address/study centre
- 2) Change of Medium/Courses
- 3) Application for credit transfer
- 4) Intimation of non-receipt of study material/assignments
- 5) Form for provisional certificate
- 6) Requisition for fresh set of assignments
- 7) Term-end examination form
- 8) Form for re-evaluation of answer scripts
- 9) Form for duplicate grade card/marksheet
- 10) Migration certificate form
- 11) Course Registration Form for 2<sup>nd</sup> year
- 12) Form for Issue of Duplicate Degree/Diploma/Certificate
- 13) Form for improvement in Division/Class
- 14) Form for early declaration of Result
- 15) Form for obtaining photocopy of the Answer Script
- 16) Form for use of Official Transcript.



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

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

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

#### CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study  
Enrolment Number

Name

New or Corrected Address including Pin

New Study Centre Code

Choice for Medium of Study

Date of Change

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

**The Regional Director of your region.**

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

Programme Code

Date Change effective from

Enrolment Number

Name

New Address

New Address	
<input type="text"/>	
<input type="text"/>	
Town	<input type="text"/>
State	<input type="text"/>
State Code	<input type="text"/>
Pin <input type="text"/>	
(See Code List 2 of Guide to Applicant)	

Existing Study Centre Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Signature :

Date :

New Study Centre Code :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

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

To  
The Regional Director

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

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

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

Enrolment No.: 

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

1. Change of Medium: From \_\_\_\_\_ to \_\_\_\_\_

2. Change of courses of study as per following details:

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

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

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

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

Signature:

Name \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

Please see instructions overleaf

Application for Credit Transfer in M.A. (Psychology) Programme

Enrolment No. 

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

Name & Address \_\_\_\_\_ Programme of Study : 

--

Details of Credit Transfer Fee paid : \_\_\_\_\_  
 D.D. No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Drawn on (Bank & Branch) \_\_\_\_\_  
 Payable in favour of IGNOU, New Delhi (fee is Rs. 200/- per 8 credit course or a part thereof)

Details of Courses applied for Credit Transfer :					IGNOU Credit Equivalence desired					
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits		
All of the Information provided above is true to the best of my knowledge										
(For Office use only)										
<b>Recommendations of Schools :</b>										
Credit Transfer recommended for the following Courses										
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

## **INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER**

- 1) Read the instructions given in your Programme Guide carefully.
- 2) For M.A. Credit Transfer is allowed upto a maximum of 32 credits only.
- 3) Enclose the attested copies of the following alongwith the form :
  - Marks lists issued by the accredited Institute/University.
  - Syllabus of accredited Institute/University.
  - Prospectus issued by the accredited Institute/University.
- 4) Pay the credit transfer fee at the rate of Rs. 200/- per 8 credits or part thereof through a crossed Demand Draft in favour of 'India Gandhi National Open University' payable at New Delhi.
- 5) Submit the filled in Credit Transfer Form to the following address :

The Registrar (Student Registration Division)  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110 068

The Regional Director

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

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

Enrolement No. 

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

Programme 

--

Medium of Study 

--

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

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

---

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

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

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

**For Official Use**

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Student Evaluation Division**

**Maidan Garhi, New Delhi-110 068**

**APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrolment No. 

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Programme Title .....

Regional Centre .....

Name .....

Father's Name .....

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

Mailing Address .....

.....

.....

.....


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

Filled in Application Form should be sent to:

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

Date .....

Signature .....

Please read the instructions overleaf before filling up this form : 

**Indira Gandhi National Open University  
New Delhi**

**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum. ....

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

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

**REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS**

(Please Tick ( ✓ ) whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address .....

Signature .....

.....

Date .....

.....

..... PIN

**For Official Use Only :**

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

## **INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS**

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

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





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

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

**Before submitting the examination form please ensure that:**

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

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

**PLEASE NOTE :**

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

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
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](http://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](http://www.ignou.ac.in)) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

**DECLARATION**

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

Date \_\_\_\_\_

(Signature of the student)

Phone No. (R) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email Id \_\_\_\_\_

Phone No. (O) \_\_\_\_\_

(with STD code)

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

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

Centre Code \_\_\_\_\_

Date \_\_\_\_\_

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



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

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

Name : .....

Programme :

Enrolment No.

Address:.....  
.....  
.....

PIN :

Name of Exam Centre: .....

Centre Code :

Address of the Examination Centre : .....

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

**Fee detail:**

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

No. of Course(s): ..... × Rs. 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 before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,

Please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'

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

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



Control No.....

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

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

Name .....

Enrolment No. 

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

Address .....

.....

.....

.....

Pin 

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

Programme .....

Month and Year of the Exam. ....

Centre from where appeared at last examination .....

Bank Draft / IPO No. .... Dated .....

for Rs. 150/- in favour of IGNOU, New Delhi .....

.....  
Signature

Dated .....

**Note :** Fee for duplicate grade card Rs.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





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

(To be submitted at the concerned Regional Centre)

**Application Form for Issue of Migration Certificate**

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

- 1. Name : .....
- 2. Father's/Husband's Name : .....
- 3. Address ..... Pin .....
- 4. Particulars of last examination .....

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

- 5. Name of the Regional Centre and Study Centre in which the Candidate is attached .....
- 6. Name of the University to which the Candidate wants to migrate .....

<p>Draft Details</p> <p>Amount Rs. _____ D.D. No. _____ Date _____</p> <p>Bank Name _____ Place of Issue _____</p>
--------------------------------------------------------------------------------------------------------------------

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_

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

Signature of the Applicant

## INSTRUCTIONS

1. A fee of Rs. 400/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 400/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_ resident of \_\_\_\_\_ hereby solemnly declare that the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_ issued to me by the \_\_\_\_\_ to enable me to join \_\_\_\_\_ University has been lost and I did not join any other University on the basis of the same nor have I submitted the same for joining any other University. In case the lost Migration Certificate is found, I shall deposit the same to the University”.





**Indira Gandhi National Open University  
Course Registration Form for M.A. (Psychology)  
II Year - July 20 ....**

**Send this filled-in form  
along with fee to:  
The Regional Director of  
your Regional Centre**

\*as per schedule

Enrollment No.

Programme Code : MAPC

Regional Centre Code

Study Centre Code

1. Name of the Student (in capital letter) : .....
2. Complete Address: .....

**Details of fee paid :** Draft is to be made in the name of IGNOU payable at the city where your Regional Centre is located.

- a. Name of the Bank..... Place .....
- b. Bank Draft No. .... Date .....
- c. Amount **Rs. 6500/-** and late fee as applicable.

I hereby register for the following courses for II year **M.A. (Psychology)** commencing July 20 .....

**Choices of courses**

Out of the three optional on officer, you have to choose anyone group Or else ( ) the relevant column in the boxes provided below:

Optional \*[Tick ( ) any ONE Group]

- |                                                             |                   |                      |
|-------------------------------------------------------------|-------------------|----------------------|
| 1. <b>Group A: Clinical Psychology</b>                      | <b>32 credits</b> | <input type="text"/> |
| 2. <b>Group B: Counselling Psychology</b>                   | <b>32 credits</b> | <input type="text"/> |
| 3. <b>Group C: Industrial and Organisational Psychology</b> | <b>32 credits</b> | <input type="text"/> |
| <b>Total 32 credits</b>                                     |                   | <input type="text"/> |

- Note : 1) For all the above courses, a student is eligible for appearing in TEE after one year of registration. For this you may fill up the examination form as per schedule notified by the University
- 2) Please keep a photocopy of this form for your record.

Date : \_\_\_\_\_ Signature of student.....  
E-mail ID .....  
Mobile Ph. No. : .....

\*Schedule for submission of Re-registration form at the Regional Centre only :

S.No.	July Session	January Sessions	Late Fee
1.	<b>1st February to 31st March</b>	1st August to 1st October	Nil
2.	<b>1st April to 31st April</b>	3rd October to 31st October	Rs. 200/-
3.	<b>1st May to 31st May</b>	1st November to 30th November	Rs. 500/-
4.	<b>1st June to 20th June</b>	1st December to 20th December	Rs. 1000/-

**PS : Students are required to fill-up compulsorily the statistical information in the enclosed Annexure-1 of the RR Form.**





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

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

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

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

**Sir,**

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

The prescribed fee of Rs. 500.00 is submitted herewith.

The required particulars are given below:

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

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

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

Programme :  Enrolment Number:

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

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

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

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

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

Full Permanent Address of student : \_\_\_\_\_

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

Yours faithfully.

Signature of the Student

Postal Address \_\_\_\_\_

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

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

**Signature of Regional Director  
With Stamp**

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

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

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

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of

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

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

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

Deponent

Signature \_\_\_\_\_

Address \_\_\_\_\_

*Verification*

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

Deponent

SWORN BEFORE ME

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office Seal \_\_\_\_\_



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

## APPLICATION FORM FOR 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: 1<sup>st</sup> to 30<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> to 31<sup>st</sup> October for December Term- end Exam.

1. Name: .....

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

3. Address: .....

.....

..... Pin 

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

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

.....

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

5. Courses(s), in which improvement is sought: 

	COURSE CODE	COURSE CODE
--	-------------	-------------

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_

### 6. Fee details:

(The fee for Improvement in Division/Class is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

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

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

Issuing Bank: .....

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

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

Exam. Centre Code..... City/Town .....

.....

### UNDERTAKING

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

Date:.....

Signature.....

Place: .....

Name:.....

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

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
  - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2<sup>nd</sup> and 1<sup>st</sup> division.
  - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops 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 EARLY DECLARATION OF RESULT OF TERM-END EXAMINATION**

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

1. Name : .....

2. Programme:  Enrolment No: 

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

3. Address: .....

..... Pin 

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4. Reason for early declaration of result: .....

.....

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

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

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

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

Exam. Centre Code:  Address of Exam. Centre: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Fee detail:**

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

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

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

Issuing Bank: .....

Date:.....

**(Signature of the student)**

P.T.O.

## **RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
  - i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
  - ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

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





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

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

Prescribed dates for submission of form:- 1<sup>st</sup> March to 15<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> September to 15<sup>th</sup> October for December Term- end Exam.

1. Name .....

2. Programme:  Enrolment No:

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

4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

a) Term-end examination: June/December.....

b) Exam Centre Code: .....

c) Exam Centre Address: .....

d) Course(s): .....

**5. Fee details:**

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

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

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

Issuing Bank: .....

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

**UNDERTAKING**

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

Date: .....

Signature .....

Place: .....

Name: .....

P.T.O.

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

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

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

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



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

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name : .....

2. Programme:  Enrolment No: 

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

3. Address: .....

..... Pin 

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

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

5. **Fee detail:**

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

No. of transcript(s): ..... X Rs. 200/ Rs. 400/- = Total Amount: Rs.....  
Required

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

Issuing Bank: .....

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

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

Date:.....

(Signature of the student)

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

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

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

## 11. PROGRAMMES OFFERED BY THE SCHOOL OF SOCIAL SCIENCES

S. N.	Name of the Programme	Programme Code	Eligibility	Minimum age on 1st Jan. of the Academic year	Duration in years		Programme Fee*	Medium of Instruction	Future Prospects
					Min.	Max.			
1.	Doctor of Philosophy (History, Pol. Science, Economics, Sociology, Public Admn., Library & Information Sciences, Psychology, Anthropology and Gandhian Studies)	Ph.D.	An M.Phil. degree and a Post-Graduate degree in a relevant discipline with minimum 55 per cent marks (50 per cent marks for SC/ST/PH candidates) or an equivalent grade from a University or a recognized institution of higher training;  OR Master's degree in a relevant discipline with minimum 55 per cent marks (50 per cent marks for SC/ST/PH candidates) or an equivalent grade from a University or a recognized institution of higher learning and five years of teaching/industry/administration/ professional experience at senior level	No Bar	2 yrs	5 yrs	Rs.7000/-	English & Hindi	Teaching and Research in Institutions of higher learning, Universities and research institutes
2.	M.Phil programmes in Economics	REC	Same	No Bar	1 1/2 yrs	4 yrs	Rs. 10,500/-	English	Teaching, Research and Professional Economist
3.	M.A. Public Policy	MPP	For IAS probationers only.	-	-	-	-	-	-
4.	Master in Library and Information Science	MLIS	i) BLIS Degree from any recognized University or its equivalent. ii) Weightage will be given to the candidates having working experience in Libraries, information centres and other related organizations	No Bar	1 yr.	4 yrs.	Rs. 9000/-	English	To prepare professionals of different levels to take up employment in libraries and Information Centres in the - Govt. Departments, Universities & other Academic Institutions - Public Libraries, - Public Sector Undertakings, - Corporate Bodies, News & Advertising Agencies, Consultancy Information Broker
5.	Master of Arts (Political Science)	MPS	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 4500/- (1 <sup>st</sup> Year) Rs. 4500/- (2 <sup>nd</sup> Year)	English & Hindi	Teaching and Research in Political Science
6.	Master of Arts (History)	MAH	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 4500/- (1 <sup>st</sup> Year) Rs. 4500/- (2 <sup>nd</sup> Year)	English & Hindi	Research and Teaching in History and job opportunities in museums, archives, archaeological Institutions
7.	Master of Arts (Psychology)	MAPC	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 6500/- (1 <sup>st</sup> Year) Rs. 6500/- (2 <sup>nd</sup> Year)	English	1. Clinical Psychologist 2. Counselors 3. Human Resource Department 4. Teachings & Research

8.	Master of Arts (Economics)	MEC	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 6000/- (1 <sup>st</sup> Year) Rs. 6000/- (2 <sup>nd</sup> Year)	English & Hindi	Research and Teaching in Economics
9.	Master of Arts (Public Admn)	MPA	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 4500/- (1 <sup>st</sup> Year) Rs. 4500/- (2 <sup>nd</sup> Year)	English & Hindi	Research and Teaching in Public Administration
10.	Master of Arts (Sociology)	MSO	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 4500/- (1 <sup>st</sup> Year) Rs. 4500/- (2 <sup>nd</sup> Year)	English & Hindi	Research and Teaching in Sociology
11.	Bachelor Preparatory Programme	BPP#	No formal qualification	No bar	2 yrs	5 yrs	Rs. 1000/-	English & Hindi	After completing BPP one may go for graduation/ BSW/BTS
12.	Bachelor of Arts	BA	10+2 or its equivalent or BPP from IGNOU	No bar	3 yrs	6 yrs	Rs. 2000/- (1 <sup>st</sup> Year) Rs. 2000/- (2 <sup>nd</sup> Year) Rs. 2000/- (3 <sup>rd</sup> Year)	English & Hindi	After completing BA one can go for Masters level programme in any institution of higher learning or B.Lib. or MA available in any discipline in IGNOU. Besides one can also go for a large number of Post Graduate Diploma Programme offered by the University.
13.	Bachelor of Arts (Psychology)	BAPC	10+2 or its equivalent or BPP from IGNOU	No bar	3 yrs	6 yrs	Rs. 7000/-	English	After completing BA one can go for Masters level programmes
14.	Bachelor in Library and Information Science	BLIS	i) Second Class Bachelor's Degree with 50% marks. OR ii) Bachelor's Degree with Diploma in Library Science. OR iii) Bachelor's Degree with two years of working experience in a Library and Information Centre. OR iv) Bachelor's Degree in a Professional area such as Engineering, Pharmacy, Law etc.	No bar	1 yr	4 yrs	Rs. 5000/-	English & Hindi	To prepare library professionals of different levels to take up employment in libraries and Information centres in the: - Govt. Departments - Universities & Other Academic Institutions - Public Libraries - Public Sector Undertakings - Corporate Bodies - News & Advertising Agencies
15.	Post Graduate Diploma in Library Automation and Networking	PGDLAN	Bachelor's Degree in Library and Information Science	No bar	1 yrs	4 yrs	Rs.15000/-	English & Hindi	This programme provides sufficient exposure and handsome experience on developing automated systems and providing the services in new form using ICT.
16.	Post Graduate Diploma in Disaster Management	PGDDM	Graduate in any discipline	No bar	1 yrs	4 yrs	Rs. 5000/-	English & Hindi	Useful for PSU, Rural Dev. Functionaries and Social & Env. Workers.
17.	Post Graduate Diploma in Participatory Management of Displacement, Resettlement and Rehabilitation	PGDMRR	Graduate in any discipline	No bar	1 yrs	4 yrs	Rs. 7000/-	English	Upgradation of Skills and knowledge for those working in R & R field including NGOs field staff, desk staff of govt. (Centre and State) and International agencies and also for those working in the Development sector.

18.	<b>Certificate in Disaster CDM Disaster Management</b>	CDM	10+2 or its equivalent	No bar	6 months.	2 yrs	Rs. 2000/-	English & Hindi	Aims at providing knowledge to the learners in the areas of disaster preparedness, prevention, mitigation, relief, reconstruction and rehabilitation
19.	<b>Certificate in Environmental Studies</b>	CES	BPP from IGNOU or 10+2 or its equivalent	No bar	6 months.	2 yrs	Rs. 2000/-	English & Hindi	Environmental Studies is one of the fastest growing areas that cater to current issues of social and economic concern. Recent upsurge in academic interest in the issues of development and environmental conservation provide the raison d'etre for this course.
20.	<b>Master in Anthropology</b>	MAAN	Graduate in any discipline	No bar	2 yrs	5 yrs	Rs. 14000/-	English	This programme aims to develop professional competence in the light of perceivable need for trained anthropologists in academic and research, institutes, NGOs, government organisations and applied sciences.
21.	<b>Master of Arts (Gandhi and Peace Studies)</b>	MGPS	Graduate in any discipline	No bar	2 yrs	5 yrs	Rs. 9000/-	English & Hindi	This programme aims to provide an in-depth knowledge in the area of Peace and Conflict Resolution and enable the learners to specialize in Gandhian philosophy and thinking in peace studies, political theory and critical philosophical traditions.
22.	<b>Post Graduate Diploma in Gandhi and Peace Studies</b>	PGDGPS	Graduate in any discipline	No bar	1 year	3 yrs	Rs. 3500/-	English & Hindi	To impart knowledge particularly young people on the thoughts and ideas of Gandhi on Economics, social, political development and environment also to train in peace making and conflict resolution in real life situations.
23.	<b>Post Graduate Certificate in Gandhi and Peace Studies</b>	PGCGPS	Graduate in any discipline	No bar	6 months	2 yrs	Rs. 2000/-	English & Hindi	To promote the Gandhian vision of peace and non-violent activism and to understand Gandhi's concept of World Order for Global Peace and Security.

\* For may be revised from time to time by the University

# This programme is meant for those students who have not passed 10+2 and wish to do BA/B.Com. After successfully completing this programme students are admitted in B.A./ B.Com. and a number of other diploma/ certificate programmes.

@ Programme offered by the School of Social Sciences are also useful to the students of the formal system. There is no bar on learners of the formal system in joining these programmes even while pursuing regular College and University Courses.

**INFORMATION FOR STATISTICAL PURPOSE, STUDENTS ARE  
REQUIRED TO FILL-UP THIS ANNEXURE COMPULSORY**

1. Name of student : \_\_\_\_\_

2. Enrol. No. :

3. Programme Code :

4. Category: (Cross (X) the appropriate Box only)

General  SC  ST  OBC

5. Whether Kashmiri Migrant : (Cross (X) if applicable)

6. Whether Physically handicapped: (Cross (X) if applicable)

7. Whether minority : (Cross (X) if applicable)

8. Social Status: Cross (X) the appropriate Box only)

Ex-service man  War-widow  Not applicable

9. Employment Status: Cross (X) the appropriate Box only)

Unemployed      Employed      IGNOU Employee      KVS Emoloyee

10. Religion : Cross (X) the apprpirate Box nonly

**Hindu    Muslim    Charistian    Sikh    Jain    Buddhist    Parsi    Jews    Others**  
(please specify)  
( \_\_\_\_\_ )

11. Details of Scholarship being received, if any.

(a) Amount (annully)

₹

(b) Govt./Deptt.

(c) Family Income (yearly)

₹

## IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

<b>Apex Committee Against Sexual Harassment (ACASH)</b>		
Prof. Anu Aneja Chairperson, SOGDS	011-29571614	anuaneja@ignou.ac.in
Dr. Zeba Khan DD, EMPC	011-29573394	zkhan@ignou.ac.in
Ms. Kalyani Menon Sen Feminist Activist		kmenonsen@gmail.com
Prof. Pravin Sinclair Director, NCERT	011-26519154	
<b>IGNOU Committee against Sexual Harassment (ICASH)</b>		
Prof. Srilatha Chairperson, SOMS	011-29573009	srilatha@ignou.ac.in
Prof. Malati Mathur, SOH	011-29572783	malati_mathur@ignou.ac.in
Ms. Poonam Bhushan, SOE	011-29572934	pbhushan@ignou.ac.in
Prof. Dolly Mathew, SOSS	011-29572728	umamedury@ignou.ac.in
Ms. Santosh Gogia, AR, SOEDS	011-29571666	sgogia@ignou.ac.in
Ms. Rajni A. Jeet, AR, IUC	011-29571518	rajinijeet@ignou.ac.in
Mr. Praveen Kumar Sharma SPA, SOPVA	011-29571651	praveenkumarsharma@ignou.ac.in
Ms. Neelam Rawat, SO, Admn	011-29571422	neelamrawat@ignou.ac.in
Ms. Sandhya Chopra, RTA, SOSS	9312731589	sandhyachopra@hotmail.com
Ms. Chitra Mudgal Writer, Novelist		
<b>Regional Services Division Committee against Sexual Harassment (RSDCASH)</b>		
Dr. Asha Khare Chairperson & Dy. Director, EDNERU	011-29534034	ashakhare@ignou.ac.in
Dr. Neeta Kapai Dy. Director, CCETC	011-29572108	nkapai@ignou.ac.in
Ms. Seema Chandok D. Librarian	011-29571909	seemachandhok@ignou.ac.in
Ms. Sharda JAT, Gen. Admn.	011-29571418	
Ms. Mridula Tandon Sakshi, NGO		





# Indira Gandhi National Open University

## Student Satisfaction Survey

**Kind Attention: All Past and Present Students of IGNOU!**

**Now you rank our Performance...**

*Dear Student,*

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

*Vice-Chancellor, IGNOU.*

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

Gender :  M  F

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

Programme of Study .....

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

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

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

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

## **FREQUANTLY ASKED QUESTIONS (FAQ'S)**

### **(PSYCHOLOGY, SCHOOL OF SOCIAL SCIENCES)**

**Q. What is the scope of Psychology?**

A. The scope of Psychology is very wide. One may be placed in clinics, hospital, school, industry, research and education according to his/her specialization and interest area.

**Q. Is the programme recognized by RCI?**

A. RCI is not applicable in our programmes.

**Q. Is the degree recognized by UGC?**

A. Yes.

**Q. Is there any admission test for this programme?**

A. No.

**Q. When are the admission forms available?**

A. Admission forms are available round the year.

**Q. From where do I get the admission form?**

A. Website ([www.ignou.ac.in](http://www.ignou.ac.in)) and Regional Centers.

**Q. What is the eligibility for M.A. Psychology programme?**

A. Graduation in any field.

**Q. Where should I submit the form?**

A. At the concerned Regional Center.

**Q. What is the duration (minimum & maximum) for M.A. (Psychology) programme?**

A. Minimum 2 years and maximum 5 years for M.A. (Psychology) Programme.

**Q. Are the programmes available in Hindi?**

A. No, they are only available in English language.

**Q. What is the programme fee for M.A. (Psychology)?**

A. Rs. 6500/- in the M.A. 1<sup>st</sup> year & Rs. 6500/- in M.A. 2<sup>nd</sup> year.

**Q. How many courses are there in M.A. (Psychology) programme?**

A. 7 courses in 1<sup>st</sup> year and 6 courses in 2<sup>nd</sup> year.

**Q. Which are the compulsory courses and which are the optional ones?**

A. All courses are compulsory for the award of degree. Though, the learner has to choose an area for specialization in M.A. 2<sup>nd</sup> year. The areas are Clinical Psychology/Counselling Psychology/Industrial and Organizational Psychology.

**Q. What are the total credits in M.A. (Psychology) programme?**

A. 64 credits.

**Q. How is the total credit of the programme distributed among the courses/components comprising it?**

A. 32 credits in M.A. 1<sup>st</sup> year and 32 credits in M.A. 2<sup>nd</sup> year.

- Q. What do you mean by ‘Credit’?**  
A. IGNOU follows credit system. Each credit in this system is equivalent to 30 study hours. Thus, a 4 credit course involves 120 hours of study. This helps the learner to know the academic effort s/he has to put in to successfully complete a course
- Q. Who will help me in clearing my doubts in the subject matter?**  
A. Academic counselor at the study centre will help in clearing your doubts.
- Q. Where is academic counseling held?**  
A. Academic counseling is held at the Study Center.
- Q. Is it essential to attend academic counseling sessions?**  
A. Though it is not mandatory to attend the sessions, but it will definitely help in clearing your doubts.
- Q. Where should I submit my assignments?**  
A. Assignments should be submitted at the Study Center.
- Q. Am I allowed to write my assignments & TEE in Hindi?**  
A. Yes.
- Q. During an academic calendar, when am I supposed to submit my assignments?**  
A. Assignments can be submitted twice a year (March 31<sup>st</sup> & September 30<sup>th</sup>), but minimum duration should be considered.
- Q. If record of my assignment responses submission and/or grade(s) is not available, to whom should I contact?**  
A. Asstt. Registrar(Assignment), SED, Block-III, Room no.12, IGNOU, MaidanGarhi, New Delhi-110068.
- Q. To whom should I submit my revised assignment question response?**  
A. Study Center.
- Q. If, I have not submitted my assignment on the due dates, assignments of which session/year will I have to attempt?**  
A. Assignments (Psychology) are valid for one year. Same assignment is applicable for July & January sessions.
- Q. Where will the practicum classes be held?**  
A. Practicum classes will be held at the respective study centers, where the learner is enrolled.
- Q. Where will the TEE for practicum be held?**  
A. At the Study Center where the learner is enrolled.
- Q. What is internship?**  
A. Internship gives you hands on experience or field experience.
- Q. Can I do internship in my organization/agency, where I am working?**  
A. Yes, you may, provided it fulfills the criteria mentioned in the handbook.
- Q. Who will help me in finding an organization/agency for internship?**  
A. The learner may find a suitable organization/agency on their own (as per the criteria given in the internship handbook). S/he may also approach the academic counselor .

- Q. What is Project?**  
A. Project is a research study where you need to collect data and compile it in form of project report/ dissertation.
- Q. Where should I submit project proposal (synopsis)?**  
A. Presently, the project proposal is submitted to the Discipline of Psychology, School of Social Sciences, IGNOU, MaidanGarhi, New Delhi-68.
- Q. Where should I submit my project report/dissertation?**  
A. It should be submitted at the Study Center.
- Q. During an academic calendar, when am I supposed to submit my project report/ dissertation?**  
A. Project report/dissertation has to be submitted as per the dates mentioned in the Handbook of Project
- Q. Will there be a viva-voce based on my project report/dissertation?**  
A. Yes, there will be viva-voce.
- Q. Is it compulsory to enclose a copy of the approval of the proposal in the project report?**  
A. Yes.
- Q. How many copies of the project report is to be submitted?**  
A. Only one copy (hard copy) is to be submitted. But one copy is to be kept by the learner, and one copy is to be given to the guide/project supervisor.
- Q. Where will the TEE (viva-voce) for Internship & Project be held?**  
A. Viva-voce will be held at respective Regional Center.
- Q. Do I need to carry practical notebook/Internship/Project Report for TEE (viva-voce)?**  
A. Yes, without the Notebook/Report, you will not be allowed to appear for TEE.
- Q. Can I register for M.A. 2<sup>nd</sup> year even if I have not appeared for M.A. 1<sup>st</sup> year TEE?**  
A. Yes, you may register for M.A. 2<sup>nd</sup> year.
- Q. When is Term End Examination (TEE) held?**  
A. TEE is held twice a year, June & December.
- Q. Where is TEE held?**  
A. At IGNOU Examination Centers.
- Q. Can I appear in TEE for MA 1<sup>st</sup> year papers and 2<sup>nd</sup> year papers together?**  
A. Yes, you may appear for the papers together. There is no credit limit.
- Q. Can I practice, once I complete my M.A. (Psychology) with Counseling Psychology or Clinical Psychology, as specialization?**  
A. It is advisable to pursue further studies in the concerned area.
- Q. Am I eligible to appear in NET/SLET after completing M.A. (Psychology) from IGNOU?**  
A. Yes.