



# **PROGRAMME GUIDE**

## **Diploma in Agricultural Cost Management (DACM)**

**School of Agriculture  
Indira Gandhi National Open University  
New Delhi - 110068**

**You are going to be a distance learner. Try to develop the habit of learning things by way of reading relevant documents. Let this Programme Guide be the beginning of your journey of distance learning.**

**This booklet contains relevant information in brief about the Programme on “Diploma in Agricultural Cost Management (DACM)” and the entire admission and examination procedures.**

## **RECOGNITION**

**IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degree/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/ Institutions vide UGC Circular No. F1-52/2000 (CPP-II) dated 5 May, 2004 & AIU Circular No. EV/B(449)/94/176915-177115 dated January 14, 1994.**

**The “Diploma in Agricultural Cost Management (DACM)” has been developed jointly by the School of Agriculture, Indira Gandhi National Open University, New Delhi and The Institute of Cost Accountants of India (ICMAI).**

November, 2024

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*Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110068 or from the official website of IGNOU at [www.ignou.ac.in](http://www.ignou.ac.in).*

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi, by the Director, School of Agriculture (SOA).

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## 1.0 THE UNIVERSITY

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### 1.1 Introduction

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

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

### 1.2 Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction;
- flexible admission rules;
- individualized study: flexibility in terms of place, pace and duration of study;
- use of the latest information and communication technologies;
- an effective and integrated nationwide student support services network;
- cost-effective programmes;
- modular programmes based on a credit system;
- socially and academically relevant programmes based on student's need analysis;
- resource sharing, collaboration and networking with conventional universities, open universities and other institutes/organizations; and
- convergence of open and conventional educational systems.

### 1.3 The Schools of Studies

The University has established twenty-one Schools of Study to plan, supervise, develop and organize its academic Programmes and courses in coordination with the different academic, administrative and service wings of the University. The Schools of Studies, established by the University, are as follows:

1. School of Agriculture (SOA)
2. School of Computer & Information Sciences (SOCIS)
3. School of Continuing Education (SOCE)
4. School of Education (SOE)
5. School of Engineering and Technology (SOET)
6. School of Extension and Development Studies (SOEDS)
7. School of Foreign Languages (SOFL)
8. School of Gender and Development Studies (SOGDS)
9. School of Health Sciences (SOHS)
10. School of Humanities (SOH)
11. School of Inter-disciplinary and Trans-disciplinary Studies (SOITS)
12. School of Journalism and New Media Studies (SOJNMS)
13. School of Law (SOL)
14. School of Management Studies (SOMS)
15. School of Performing and Visual Arts (SOPVA)
16. School of Sciences (SOS)

17. School of Social Sciences (SOSS)
18. School of Social Work (SOSW)
19. School of Tourism and Hospitality Service Management (SOTHSM)
20. School of Translation Studies and Training (SOTST)
21. School of Vocational Education and Training (SOVET)

## **1.4 Academic Programmes**

The University offers a wide range of programmes both short-term and long-term leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees and Doctoral Degrees. Most of these programmes have been developed after an initial survey of the demand for such programmes. They are launched to fulfil the learner's needs for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at the workplace,
- self-enrichment,
- diversification and updating knowledge; and
- empowerment.

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## **2.0 SCHOOL OF AGRICULTURE**

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The School of Agriculture (SOA) was established in 2005 with a mission to improve and sustain the quality of human life and productivity of agriculture and allied sectors through an Open and Distance Learning System (ODL). It aims to improve the outreach of agriculture education for rural masses particularly in remote, ecologically and socio-economically marginalized areas through academic, continuing and extension programmes. The objective is to strengthen the human resource base through quality education and generate an army of trained manpower in agriculture through ODL in consonance with the national policies and market environment. It also aims to produce entrepreneurial skills and opportunities for life-long learning. The School of Agriculture has developed programmes in collaboration with various national and international organisations like the Ministry of Agriculture & Farmers Welfare, the Ministry of Food Processing Industries, the Department of Land Resources, the Ministry of Rural Development, the Agricultural and Processed Food Products Export Development Authority (APEDA) and Central Silk Board etc.

### **Objectives**

- To strengthen the human resources in agriculture and allied sectors through ODL;
- To provide equitable quality education in agriculture to marginalized and disadvantaged groups;
- To enhance knowledge, skills and entrepreneurial capabilities for livelihood security;
- To use ICT to improve outreach and effectiveness of distance education in agriculture;
- To conduct research in emerging areas for effective technology transfer and adoption;
- To establish national and international linkages in agriculture education and knowledge management for sustainable development; and
- To develop and maintain an open repository of agricultural education resources.

## **2.1 Programmes on Offer**

### **1) Ph D programme**

- a) Ph.D. in Dairy Science and Technology (PHDDR)

### **2) PG Degree Programmes**

- a) Masters of Business Administration (Agribusiness Management)- MBAABM
- b) M. Sc in Food Safety and Quality Management (MSCFSQM)

### **3) PG Diploma / PG Certificate Programmes**

- a) PG Diploma in Food Safety and Quality Management (PGDFSQM)
- b) PG Diploma in Agribusiness (PGDAB)
- c) PG Certificate in Agriculture Policy (PGCAP)

### **4) UG Degree Programme**

- a) B.Sc. (Food Safety and Quality Management)- (BSCFFSQM)

### **5) Diploma Programmes**

- a) Diploma in Agricultural Cost Management (DACM)
- b) Diploma in Value-Added Products from Fruits and Vegetables (DVAPFV)
- c) Diploma in Dairy Technology (DDT)
- d) Diploma in Meat Technology (DMT)
- e) Diploma in Watershed Management (DWM)
- f) Diploma in Horticulture (DHORT)

### **6) Certificate Programmes**

- a) Certificate in Organic Farming (COF)
- b) Certificate in Sericulture (CIS)
- c) Certificate in Water Harvesting and Management (CWHM)
- d) Certificate in Poultry Farming (CPF)
- e) Certificate in Beekeeping (CIB)

### **7) Awareness Programmes**

- a) Awareness Programme on Dairy Farming for Rural Farmers (APDF)

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## **3.0 DIPLOMA IN AGRICULTURAL COST MANAGEMENT (DACM)**

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Increasing farmers' income is a major objective of programmes and schemes being implemented in the country. The farming community is being sensitized on two aspects for the purpose namely cost management and return maximization. To supplement all these efforts, IGNOU and ICMAI have jointly developed an Open and Distance Learning (ODL) programme "Diploma in Agricultural Cost Management".

The purpose of the "Diploma in Agricultural Cost Management" is to educate and train individuals in the field of agricultural cost management. This program aims to increase awareness and develop human resources in this area by providing information, skills, and entrepreneurial talents to farming communities. The ultimate goal is to enhance the efficiency of farm cost management.

This program provides insight into Farm management and familiarizes students with various farm management activities and practices. These activities include strategic decision-making related to different aspects of agricultural production, such as crop cultivation, livestock rearing, financial planning, resource allocation, marketing, and risk mitigation. It will also assist students in acquiring knowledge about comprehensive techniques and farming practices that optimize productivity and profitability, while also emphasizing effective resource utilization and reducing potential hazards.

### **3.1 Objectives of the programme**

The programme intends to:

- create awareness on optimal utilization of agricultural resources;
- enhance the knowledge, skills, and entrepreneurial capabilities of the farming communities for efficient farm cost management;
- inculcate the skills for effective farm cost management among stakeholders;
- impart knowledge and proficiency in agriculture value chain management and agriculture supply chain management.

### **3.2 Eligibility for Admission**

- 10+2 pass out in any discipline

### **3.3 Medium of Instruction**

The Diploma in Agricultural Cost Management (DACM) is offered by the University in English language only.

### **3.4 Target Group**

- Urban / Rural Youth;
- Small and medium entrepreneurs;
- Farmer's organisations;
- NGO functionaries/ trainers;
- Progressive farmers.

### **3.5 Duration**

The DACM programme can be completed by a student in a minimum of **one** year time and in a maximum of **three** years.

### **3.6 Programme Fee**

The programme fee for the DACM programme is Rs. 6200/- plus registration and development fee as applicable.

### 3.7 Programme Structure

The Diploma in Agricultural Cost Management (DACM) is of total 40 credits. It consists of courses as outlined in the following table:

Sl. No.	Course Code	Title of the Course	Nature of the Course	Credits
1.	BAM001	Basics of Agriculture	Theory	8
2.	BAM002	Institutional Support for Agricultural Development	Theory	6
3.	BAM003	Cost Concepts and Techniques	Theory	6
4.	BAM004	Farm Cost Management	Theory	6
5.	BAM005	Agripreneurship	Theory	8
6.	BAM006	Managing Farmers Producers Organizations	Theory	6
		TOTAL		40

#### BAM001: BASICS OF AGRICULTURE (8 credits)

<b>BLOCK 1: INTRODUCTION TO AGRICULTURE</b>
Unit 1: Evolution and Development of Agriculture
Unit 2: Soil and Water Conservation
Unit 3: Irrigation and Drainage
Unit 4: Soil Fertility Management
Unit 5: Pest and Disease Management
<b>BLOCK 2: FIELD CROPS</b>
Unit 6: Cropping System
Unit 7: Major Cereal Crops
Unit 8: Coarse Grain Crops
Unit 9: Oilseed Crops
Unit 10: Pulse Crops
<b>BLOCK 3: HORTICULTURAL CROPS</b>
Unit 11: Fruit Production
Unit 12: Vegetable Production
Unit 13: Flower Production
<b>BLOCK 4: ALLIED SECTORS</b>
Unit 14: Livestock Enterprises
Unit 15: Fisheries
Unit 16: Subsidiary Enterprises
<b>BLOCK 5: HIGH VALUE AGRICULTURE</b>
Unit 17: Organic Farming
Unit 18: Good Agricultural Practices (GAP) and Good Animal Husbandry Practices (GAHP)
Unit 19: Precision Agriculture
Unit 20: Hi-Tech Farming
<b>BLOCK 6: POST HARVEST MANAGEMENT</b>
Unit 21: Post Harvest Handling
Unit 22: Processing and Value Addition of Agricultural Produce
Unit 23: Processing and Value Addition of Animal Produce



**BAM002: INSTITUTIONAL SUPPORT FOR AGRICULTURAL DEVELOPMENT (6 credits)**

<b>BLOCK 1: EDUCATION, RESEARCH AND EXTENSION SUPPORT</b>
Unit 1: Agricultural Research, Education, and Extension in India
Unit 2: Overview of Agricultural Extension Programmes
<b>BLOCK 2: FINANCIAL AND MARKETING SUPPORT IN AGRICULTURE</b>
Unit 3: Agricultural Credit, Insurance, Warehouses, and Corporations
Unit 4: Institutional Interventions in Agricultural Marketing
Unit 5: Procurement, Storage, and Distribution of Foodgrains
<b>BLOCK 3: COOPERATIVES AND FARMERS' ORGANIZATIONS</b>
Unit 6: Cooperative Organizations
Unit 7: Management of Cooperatives
Unit 8: Self Help Group (SHG)
Unit 9: Non Government Organizations in Rural Development
Unit 10: Custom Hiring Center (CHC)
<b>BLOCK 4: AGRICULTURAL MARKETING</b>
Unit 11: Basics of Agricultural Marketing
Unit 12: Input Management for the Enterprise
Unit 13: Marketing Management
Unit 14: Contract Farming
<b>BLOCK 5: SUPPORT SCHEMES AND INSTITUTIONS FOR AGRICULTURE AND ALLIED SECTORS</b>
Unit 15: Rural Poverty Alleviation Programmes
Unit 16: Schemes for Agricultural Development
Unit 17: Schemes for Animal Husbandry and Fisheries
Unit 18: Institutions for the Development of Agriculture and Allied Sectors

**BAM003: COST CONCEPTS AND TECHNIQUES (6 Credits)**

<b>BLOCK 1: ACCOUNTING FRAMEWORK- OVERVIEW</b>
Unit 1: Introduction to Accounting
Unit 2: Accounting Concepts
Unit 3: Financial Statements
Unit 4: Cost Concepts
<b>BLOCK 2: CLASSIFICATION OF COSTS</b>
Unit 5: Elements of Cost
Unit 6: Cost Classification
<b>BLOCK 3: COST ASCERTAINMENT</b>
Unit 7: Material
Unit 8: Labour
Unit 9: Overheads
<b>BLOCK 4: COST SHEET</b>
Unit 10: Manufacturing Cost Sheet
Unit 11: Agri Cost Sheet
<b>BLOCK 5: METHODS OF COST ACCOUNTING</b>
Unit 12: Job Costing and Batch Costing
Unit 13: Contract Costing and Process Costing
<b>BLOCK 6: TECHNIQUES OF COST ACCOUNTING</b>

Unit 14: Marginal Costing
Unit 15: Budgetary Controls
Unit 16: Standard Costing
Unit 17: Target Costing
Unit 18: Activity Based Costing

#### **BAM004: FARM COST MANAGEMENT (6 Credits)**

<b>BLOCK 1: AGRI VALUE CHAIN</b>
Unit 1: Introduction to Agricultural Value Chain
Unit 2: Value Analysis
Unit 3: Agri Value Sheet
<b>BLOCK 2: AGRI SUPPLY CHAIN</b>
Unit 4: Introduction to Agri Supply Chain
Unit 5: Managing Logistics
<b>BLOCK 3: AGRI BUDGET</b>
Unit 6: Agri Cost Budget
Unit 7: Agri Sales Budget
Unit 8: Agri Cash Budget
<b>BLOCK 4: AGRI VALUE VARIANCE MANAGEMENT</b>
Unit 9: Application of Cost Variance Analysis in Agriculture
Unit 10: Variance Analysis of Agri Revenue
<b>BLOCK 5: AGRI RISK MANAGEMENT</b>
Unit 11: Agri Risks
Unit 12: Agri Risk Management: Principles and Strategies
Unit 13: Agri Insurance
<b>BLOCK 6: AGRI PLANNING</b>
Unit 14: Crop Planning
Unit 15: Yield Management
Unit 16: Ancillary Income
Unit 17: Cost Benefit Analysis
Unit 18: Cost Control

#### **BAM005: AGRIPRENEURSHIP (8 Credits)**

<b>BLOCK 1: BASICS OF AGRIPRENEURSHIP</b>
Unit 1: Introduction to Agripreneurship
Unit 2: Entrepreneurial Skills
Unit 3: Type of Enterprises
Unit 4: Agri Startups: Policies and Schemes
Unit 5: Best Practices in Agripreneurship
<b>BLOCK 2: MSMEs FOR AGRIBUSINESS</b>
Unit 6: Village and Cottage Industries
Unit 7: Agri Based Micro & Small Enterprises
Unit 8: Agripreneurship Development
<b>BLOCK 3: RURAL DEVELOPMENT</b>
Unit 9: Rural Economics
Unit 10: Resource Planning
Unit 11: Village Development
<b>BLOCK 4: AGRI WASTE MANAGEMENT</b>
Unit 12: Basics of Agri Waste Management

Unit 13: Circular Economy
Unit 14: Value Addition of Agri Waste
<b>BLOCK 5: FINANCIAL AND MARKETING MANAGEMENT IN AGRICULTURE</b>
Unit 15: Banking and Cooperative Institutions
Unit 16: Risk Management and Insurance
Unit 17: Agricultural Marketing
Unit 18: Agricultural Marketing Dynamics
Unit 19: Digital Marketing in Agriculture
Unit 20: Agricultural Import & Exports
<b>BLOCK 6: REGULATORY FRAMEWORK</b>
Unit 21: Agriculture Laws
Unit 22: Business Laws I
Unit 23: Business Laws II
Unit 24: Business Regulations

**BAM006: MANAGING FARMERS PRODUCERS ORGANIZATIONS (6 Credits)**

<b>BLOCK 1: OVERVIEW OF FARMERS PRODUCER ORGANISATIONS (FPOs)</b>
Unit 1: Concept of FPOs
Unit 2: Structure of FPOs
Unit 3: Government Strategy
Unit 4: Promotion of FPOs
<b>BLOCK 2: FORMATION OF FARMERS PRODUCER ORGANISATIONS (FPOs)</b>
Unit 5: Mobilization of FPOs
Unit 6: Registration of FPOs
Unit 7: Design and Size of FPOs
Unit 8: Produce Cluster Area Approach
Unit 9: Specialized Commodity Based Approach
<b>BLOCK 3: MANAGEMENT OF FARMERS PRODUCER ORGANISATIONS (FPOs)</b>
Unit 10: Preparation of Business Plan
Unit 11: Implementation of Business Plan
Unit 12: Outcome Evaluation of Business Plan
Unit 13: Management of FPOs
Unit 14: Capacity Building, Marketing and Finance Management
<b>BLOCK 4: SUCCESS STORIES AND CASE STUDIES</b>
Unit 15: Success Stories of FPOs
Unit 16: Case Study on FPOs (Livestock)
Unit 17: Case Study on FPOs (Vegetables & Fruits)
Unit 18: Case Study on FPOs (Cereals)

## DIPLOMA IN AGRICULTURAL COST MANAGEMENT (DACM)

### Consolidated Information about DACM

1. **Name of the Programme:** Diploma in Agricultural Cost Management
2. **Programme Code:** DACM
3. **Eligibility:** 10+2 pass out in any discipline
4. **Minimum age:** No Bar
5. **Duration in years:**
  - a) Minimum: 1 year
  - b) Maximum: 3 years
6. **Programme Fee:** Rs. 6200/-
7. **Medium of Instruction:** English

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## 4.0 INSTRUCTIONAL SYSTEM

The instructional system of IGNOU is more learner-oriented and learner-centred, and the student is an active participant in the teaching and learning process. The University follows a multimedia approach in imparting instruction to its learners. The instructional system of DACM also follows a multi-media approach i.e., self-instructional print material, audio-video programmes, assignments, counselling sessions, teleconferencing, and interactive radio counselling.

### 4.1 Self-Learning/Instructional Print Material

The printed study material is provided to all learners. The DACM programme consists of 6 theory courses. The study material is self-instructional in nature and each theory courses are divided into Blocks. Each block contains three chapters which are called units. These units of each block have a certain thematic unity and are arranged in a related logical sequence to maintain the continuity of learning of the particular subject. Further, the first block of each course starts with the course introduction followed by a brief introduction to the block. Each unit has an introduction dealing with the contents of the units. Each unit outlines a list of objectives which we expect you to achieve working throughout the unit. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end up each unit by summarizing its contents to enable you to recall the main points. The "Check Your Progress" exercises given in each unit are meant to help you assess your understanding of the subject.

### 4.2 Audio-Video Materials

The learning package contains audio and video programmes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during the hours of the counselling sessions. The video programmes are also telecast on Gyan Darshan and Swayam Prabha channels. Similarly, the audio programmes are also broadcast by Gyan Vani and selected stations of All India Radio. Learners can contact study centres for further information. The video programmes can be seen at the following link <https://www.youtube.com/user/ignousoa/videos>.

### 4.3 Academic Counselling Sessions

Academic counselling sessions will be quite different from the usual classroom teaching. These would not be in the form of lectures. These sessions would allow interaction with your peers and academic counsellors. Normally, counselling sessions are held as per a schedule drawn by the Programme in charge of the study centre allotted to you. The counselling sessions are mostly held on weekends (Saturday and Sunday). The main purpose of such theory counselling sessions is to clarify your doubts pertaining to different aspects of a course and answer to your questions. You must study the self-learning material and try to assimilate it, prior to coming for counselling. Whatever problems are faced with, you must consult your counsellor for clarifications and help. During the counselling sessions, there will be ample opportunity to interact with fellow students which will help you to formulate self-help groups. There will be around 40 counselling sessions (2 hours each) in the programme. Attendance in counselling is not compulsory but it is important for the learners for better comprehension of the subject taught in the programme.

### 4.4 Teleconferencing

Teleconferencing sessions are conducted through the interactive Gyan Darshan Channel from the University studios as per the schedule made available to the Regional and Study Centres. Teleconferencing is an effective means of interaction between the learners and the experts. The current status of the channels and teleconferencing sessions are available on the IGNOU website. The programme can also be viewed at GD IGNOU website <http://gd.ignouonline.ac.in/gyandarshan/>

### 4.5 Interactive Radio-Counselling (IRC)

Interactive Radio-Counselling (IRC) is being broadcast by Gyan Vani stations to enable the students to interact with the faculty, academic counsellors and students support staff. The detailed schedule can be accessed at the IGNOU-EMPC website. The IRC is also available through the University's website <http://gd.ignouonline.ac.in/gyandhara/>. You can ask questions right from your home by telephone by availing the facility of the toll-free telephone number provided for this purpose or using the gyandhara link.

### 4.6 Study Centres/Programme Study Centres

To provide effective support, IGNOU has set up a large number of Study Centres (SC)/Program Study Centres (PSC) all over the country. Considering your place of residence or work, you will be allotted one of these SC/PSCs. However, each Study Centre can handle only a limited number of students, it may not always be possible to allot you the Study Centre of your choice. The detailed particulars regarding the Study Centres to which you are assigned will be communicated to you by the concerned Regional Centre after confirmation of your admission. Please visit [www.ignou.ac.in](http://www.ignou.ac.in) to have the list of Study Centres activated for the DACM programme. The counselling sessions are coordinated by the Programme Incharge who is your contact person at the study centre. The counselling sessions of the programme will be held at the study centre. Major support for academic and other related matters would be provided at your Study Centre)/Program Study Centres.

#### Major Functions of the Learners Support Centres/ Programme Study Centres (PSC)

- **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres/ Programme Study Centres. Generally, there will be theory and practical counselling sessions

for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the Program Incharge/Coordinator of the Study Centre.

- **Library:** For each course, a set of suggested books will be available in the Study Centre library. The students can refer to these books during the working hours of the Study Centre.
- **Information and Advice:** At the Study Centre, you will get relevant information regarding the courses offered by the university, counselling schedule, examination schedule, etc. You will also get guidance in submitting various forms from time to time.
- **Interaction with Fellow Students:** In the Study Centres, the student gets an opportunity to interact with fellow students.
- **Telecounselling Facility:** Some of the Programme study centres are equipped with teleconference reception facilities. You can participate in telecounselling session at your study centre.
- Your study centre/Programme Study centre will organize the Induction Programme for the newly enrolled students, where in the students are oriented about the open and distance education system in general and about the DACM programme in particular. You will be interacting with the officials from the Regional Centre, Academic Counsellors from the Study Centre. A brief overview will be given about the structure of the programme; instructional system; academic counselling; assignments; various components of assignments and the evaluation system. Please note that the Induction Meeting/Programme is a very important programme, which is organized only once for you, on enrolling for the first time. As such, you must attend the programme, without fail. Distribution of Academic Counselling schedule will be done by the SC/PSC.
- You will have to submit your assignments at the SC/PSC and the evaluated assignments with marks and feedback will be returned to you by the SC/PSC.

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## 5.0 ASSIGNMENTS

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Assignments constitute an integral component of this programme. You are given certain course-wise problems/questions for writing assignments. You are advised to write your response for these assignments based on your understanding of Self Learning Material about the course, discussions and interactions you had with academic counsellors and fellow learners. Each course will have one assignment. You are required to submit assignment responses for every course at the Study Centre (SC/PSC) allotted to you within the stipulated time frame.

Course-wise questions for assignments prepared by the faculty can be downloaded from the IGNOU website i.e., available at <https://webservices.ignou.ac.in/assignments/>.

You are given enough time to go through the study material, refer to books, and discuss/interact with Academic Counsellors and fellow learners to develop an understanding and comprehension before you attempt actual assignment response preparation. After completing the assignments, you should submit the same to the SC/PSC for assignment evaluation and feedback. The evaluator will evaluate the assignment response and provide you feedback in the form of teaching comments on the strengths and weaknesses of each of the assignment responses for your benefit. Remember, the assignments carry a weightage of 30% per course, which will be added to the final grade in the concerned course.

Please make sure that you **write assignment responses on your own which will improve your understanding, knowledge and skills about the course curriculum.** At the same time, you are also advised not to reproduce the course material given in the units or assignments responses of others. If any learners found indulging into such practice, may be penalized by awarding “Zero mark”. Your sincere efforts in writing assignment responses will enable you to integrate your knowledge, understanding, and skills and provoke you to think on your own to test your comprehension of content and competencies in applying the concept.

### **Steps to be followed for Assignment Preparation**

While writing assignment responses, you may follow the guidelines given below which will facilitate preparing better assignment responses:

- Read the assignment question very carefully and identify the block(s) unit(s) to which it relates.
- Make your answer precise, concise and systematic, which is relevant to the assessment question.
- Supplement your response with examples, illustrations and real-life situations, as per requirement, which will help you in acquiring better knowledge and skills.
- Stick to the word limit, if indicated, in the assignment, by drafting, and re-drafting assignment responses till you arrive at a final draft response.
- Remember, you have to write the answer in your own handwriting, as such, do not send a typed assignment response.

Further guidelines, if required, may be obtained from your Academic Counsellor(s) attached to the Study Centre/ Programme Study Centre.

### **Submission of Completed Assignment Responses**

Always submit your assignments within the specified time limit. Please read carefully the instructions given in the assignment.

- Write your enrolment number, name and full address at the right-hand corner of the 1<sup>st</sup> page of your assignment response.
- Submit your assignment response only to your SC/PSC.
- The course for which the assignment has been done, and its Course code should be written in capital letters in the centre of the top of the 1<sup>st</sup> page of the response sheets. The top left-hand corner should be kept for office use.
- The format given below may be used:  
 Programme Code .....  
 Programme Title .....  
 Course Title .....  
 Course Code .....  
 Enrolment No .....  
 Name: .....  
 Address: .....  
 Telephone .....  
 E-mail: .....  
 Date of Submission: .....

## Instructions for submitting/sending Assignment Responses

- Send assignment responses complete in all respects. Incomplete assignments will not carry any credit.
- Use A-4 size paper for writing your response and leave a margin of about 2½ inches on the left side for writing tutor comments and providing feedback.
- Always retain a copy of the assignment response with you as a precautionary measure. In case the assignment response submitted is lost in transit or otherwise, you may be asked to send another copy. As such, retain a photocopy of the assignment response till you successfully complete the Programme.
- The assignment should be submitted to the Coordinator/Programme-Incharge of the Study Centre/PSC on or before the last date indicated, as per the schedule of assignments, given by the University.
- Always procure a set of new assignment questions, which are on offer if you have not cleared them in the previous year(s).

Once you have obtained passing marks in an assignment, you cannot resubmit the assignment response, for improvement of grade/mark. Assignments are not subject to re-evaluation except for factual errors, if any.

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## 6.0 EVALUATION

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In Indira Gandhi National Open University, every course is considered as an independent unit. Hence, every course will be evaluated separately and for all purposes each course will be considered as a separate entity. There are six theory courses in the "**Diploma in Agricultural Cost Management**" programme. For successful completion of the programme, you will have to secure pass marks in all six courses. The assessment system of the programme is given below:

### 6.1 Evaluation Structure and Modalities

The weightage to the term-end examination (Final Theory Examination) will be 70% and for continuous assessment (assignment) it will be 30%. The continuous assessment is in the form of Assignments. There will be one assignment for each course.

**Term-End Examination: 70% and continuous assessment: 30%**

The examination shall be held twice a year i.e., June and December.

### 6.2 Distribution of Marks

Every course is considered as an independent unit. The maximum mark for each course shall be 100.

### 6.3 Pass Percentage for the Programme

The students will have to secure a minimum of 40% marks in all components of the course on an individual basis as well as on an aggregate basis for the course i.e., (i) term-end examination and (ii) assignment; and also, on an aggregate basis.



## 6.4 Result and Certification

The final certification of the DACM programme shall be made on a percentage basis as approved by the University:

Letter Grade	Point Grade	Range	% of Marks	Division
A	5	4.50 and above	80% and above	1st Division with Dist.
B	4	3.50 to 4.49	60% to 79.9%	1st Division
C	3	2.50 to 3.49	50% to 59.9%	2nd Division
D	2	1.50 to 2.49	40% to 49.9%	Pass
E	1	0 to 1.49	Below 40%	Failed

## 6.5 Term-End Examination (TEE)

The University conducts the Term-end Examination twice a year in the months of June and December. The first examination can be taken in June/December, after completion of one year, depending upon the cycle of admission i.e., July/January. In other words, students admitted in the January session will be eligible to take the first term-end examination in December and those admitted in the July session can take the exam next June. Thereafter, the examination can be given in June or December, within the total span of the programme. To be eligible to appear at the term-end examination in any course, students are required to fulfil the following conditions:

- 1) Should pursue the prescribed course and should have valid registration at the time of submission of the examination form. Further, the maximum time to pursue the programme has not elapsed.
- 2) Should submit the examination form before the stipulated date.
- 3) Should have submitted all the assignments of various courses.

Students should submit an online examination form at [www.ignou.ac.in](http://www.ignou.ac.in) as per the IGNOU guidelines. **For the latest information** regarding Programme fees, Exam fees, Late fees, etc., you are requested to visit the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).

**About the last date of the exam form fill-up and the examination fee, please visit the University website.**

### Examination Fees

Examination fees will be charged @200/- per course within the stipulated time. The schedule for submission of the examination form will be available at the IGNOU Website i.e. [www.ignou.ac.in](http://www.ignou.ac.in).

**Examination Centre: Learners are** required to choose the exam centre while submitting the online examination form. For this purpose, the students are advised to go through the list of exam centres available in the exam form submission portal. In case the examination centre chosen by

a student, is not activated, the university will allot another nearby examination centre. Once the exam centre is allocated to learners, it cannot be changed at the request of learners. Please remember that the University reserves the right for allocation of the Examination Centre.

**Issue of Examination Hall Ticket:** The University issues Examination Hall Ticket to the students around two weeks before the commencement of the Term-end Examination. It can be downloaded from the University's website [www.ignou.ac.in](http://www.ignou.ac.in). Change of examination centre is not permitted in any conditions as per the University norms.

**Always remember your Enrolment Number is your Roll Number for the term-end-examination (theory paper). Please exercise enough care in writing it correctly. Any mistake in writing the Roll Number will lead to the non-declaration of the result.**

If you do not get the Hall Ticket, check the list of students registered for the examination at the Examination Centre or on the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). If your name is on the list, you shall be permitted to appear at the examination by showing your Identity Card (Student Card)/downloaded Hall Ticket to the Examination Centre Superintendent.

## 6.6 Declaration of Results

Although all efforts are made to declare the result in time.

Due to unforeseen/unavoidable reasons, if the results of the last examination are not declared before the commencement of the next examination. You are, therefore, advised to fill up the term-end examination form for the next term-end examination without waiting for the result of the previous term-end examination.

Always quote your name, Enrollment Number, name of the programme and complete address for any correspondence with the University (including the Regional Centre and Study Centre). In the absence of such details, we may not be able to attend to your problems.

No student is allowed to re-appear in an examination or re-submit assignment responses to improve the marks/grade after completing it.

## 6.7 Early Declaration of Results

The University has the provision of early declaration of term-end examination results of theory courses. The application for early declaration of results shall be entertained only if you have been selected for any post or applied for further studies, wherein a mark sheet/certificate for qualifying examination is required to be submitted to the institution by a particular date, which may be before the date of declaration of the University results. You must compulsorily submit documentary evidence (proof) in support of the reason for the early declaration of your result.

It may be noted that early declaration of results is allowed only in respect of theory courses. **This facility is not applicable for practical/lab courses, projects, workshops, assignments, seminars, etc. The application for early declaration of results shall be entertained for final year courses or a maximum of four backlog courses only.** The application for Early Declaration of Results shall be submitted online. The link is available on the IGNOU website. The prescribed fee shall be paid for early result declaration. Application form

along with the required amount of fees must be submitted to Regional Director/Dy. Registrar of concerned Regional Evaluation Centre for which early evaluation is sought before the date of the commencement of term-end examination i.e., before 1<sup>st</sup> June and 1<sup>st</sup> December, respectively. The list of the Regional Evaluation Centre is given in **Appendix 1**.

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

The students who are not satisfied with the marks/grades secured them in the Term-end Examination can apply for re-evaluation within 40 days from the date of result declaration i.e., the date on which the results are made available on the University website on payment of the prescribed fee as per the prescribed application form available on the University website. The better of the two scores of original marks/grades and re-evaluated marks/grades will be considered and the revised marks/ grades shall be incorporated into the student's records, if applicable. Re-evaluation is not permissible for Projects, Practicals, Assignments, Seminars and OMR-based papers. The application for Re-evaluation will be accepted in online mode only. No hard copy of the revaluation form will be considered. There is no provision for a second Re-valuation; hence no request regarding a second revaluation will be entertained.

## **6.9 Issue of Official Transcript**

The students may also obtain an 'Official Transcript' for submission to the Overseas or Indian Institutes/Universities on request. They may apply in the prescribed form by paying the requisite fee.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the Common Prospectus and also made available at <http://www.ignou.ac.in/ignou/studentzone/forms/1> on the University's website [www.ignou.ac.in](http://www.ignou.ac.in).

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

The students may obtain a photocopy of the evaluated answer scripts for the term-end examination on the request. They may apply the prescribed application form within 30 days from the date of result declaration i.e., the date on which the results are made available on the University Website portal along with the requisite fee.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the Common Prospectus and also available at <http://www.ignou.ac.in/ignou/studentzone/forms/1> on the University's website [www.ignou.ac.in](http://www.ignou.ac.in).

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## **7.0 SOME USEFUL INFORMATION**

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### **7.1 Some Useful Addresses**

For your information, the addresses of important officers dealing with different educational aspects are given below. Whenever you have a problem, you can directly contact the concerned officer. **If you have any queries regarding admission procedures, please write to the Regional Director of your region. The list of Regional Centre is given in Appendix-2.**

### WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Director or MPDD, IGNOU
3.	SED Registrar's Secretariat	Contact No. Phone No: 011-29535828/ 2482 Intercom No. 2204/2205 FAX No.011-29534429 <a href="mailto:sed@ignou.ac.in">sed@ignou.ac.in</a>
4.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: convocation@ignou.ac.in Ph. 011-29535438, 29572224, 29572213
5.	Schedule/Information regarding Exam-form, Entrance Test, date-sheet, IGNOU, Hall Ticket	Assistant Registrar ( <b>Exam-II</b> ), Student Evaluation Division (SED), Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110 068 Tele No. 011-29536743, 29572202, 29572209
6.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcripts	Assistant Registrar ( <b>Exam-III</b> ), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068 Ph. 011-29536103, 29572201, 29572211, 29571525
7.	Non-reflection of Assignment Grades/Marks	Assistant Registrar (Assignment), Student Evaluation Division, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: assignments@ignou.ac.in or Ph. 011-29532294, 29571312, 29571319, 29571325
8.	Change of elective/medium/opting of leftover electives/deletion of excess credits	Concerned Regional Centre
9.	Student Grievances (online)	Assistant Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: sregrievance@ignou.ac.in Ph. 011-29532294, 29571313
10.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068 Ph. 011-29573210
11.	Academic Content	Director, School of Agriculture, Zakir Hussain Bhawan, Academic Complex, Block-G, IGNOU, Maidan Garhi, New Delhi-68

		Ph. 011-29537067, 29572972, e-mail: soa@ignou.ac.in
12.	Information Regarding Counselling Sessions & Assignment Submission	Concerned study centres and Programme Study Centre
13.	Status of Project Report	Phone No: Intercom No. 1324/1320/1321 E-mail: projects@ignou.ac.in
14.	Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 e-mail: ssc@ignou.ac.in directorssc@ignou.ac.in Ph. :011-29535414, 29533869 Fax: 011-2953 3129
15.	Front Office (May I help you) (Students' General Enquiries) IGNOU Telephone Exchange Number	Phone No:011-29572218, 2210/ 2211/ 2208/ 2216/ 2209 29571000
16.	Public Information Center (PIC)	PH: 29533715, 29572508

IGNOU admissions are made strictly based on merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution. You are also advised to get in touch with the Programme Incharge of your Study Centre.

## 7.2 Online Facilities

IGNOU website is [www.ignou.ac.in](http://www.ignou.ac.in). A few important links under the site are enlisted here.

- a) **Schools:** Where you will get the information about the programmes offered by different Schools. In the School of Agriculture, programmes being offered in the agriculture sector are available.
- b) **For students:** The University's website ( [www.ignou.ac.in](http://www.ignou.ac.in)) has a special section marked as "StudentZone" to facilitate various student support services, from admission to results to the students and covers- registration details, queries about admission, re-registration, results; catalogue for print media and audio video; download facilities for assignment; library; question papers; material dispatch details; address checking; registration for SMS alerts; convocation; term-end date sheet; examination form; campus placement and prospectus and application form. The students are requested to access the Student Zone of the IGNOU website- [www.ignou.ac.in](http://www.ignou.ac.in). The link is <http://www.ignou.ac.in/ignou/studentzone>  
For SMS alert you can be registered at <https://admission.ignou.ac.in/changeadmdata/UpdateMobile.asp>
- c) **Division:** Under this section, there are links to the Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
  - i) Student Registration Division- This link will give you information about admission and re-admission. <http://admission.ignou.ac.in/changeadmdata/AdmissionStatusNew.ASP>
  - ii) Student Evaluation Division- This link gives information about term-end examination, grade card status, results, hall ticket etc.  
<http://www.ignou.ac.in/ignou/studentzone/results/2>
  - iii) **MPDD:** The link <http://www.ignou.ac.in/upload/price%20catale.pdf> and [registarmppd@ignou.ac.in](mailto:registarmppd@ignou.ac.in) / [mpdd@ignou.ac.in](mailto:mpdd@ignou.ac.in) gives the price catalogue of the study

- material.**
- iv) **Electronic Media:** You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, teleconferencing schedule and feedback form. Please check with [empc@ignou.ac.in](mailto:empc@ignou.ac.in) / [directorempr@ignou.ac.in](mailto:directorempr@ignou.ac.in) or [edusat-empr@ignou.ac.in](mailto:edusat-empr@ignou.ac.in)

**Note:** Kindly visit our website for any updation in above links.

## IMPORTANT INFORMATION

Please keep this Programme Guide safe till you complete the Programme. You will need to repeatedly consult it while pursuing the Diploma Programme, as this guide carries information pertaining to structure, course and units; guidelines for operationalization of the programme and formats required for different purposes to make correspondence with the University.

Printed Self Learning/Instructional Study Material (SLM) is the backbone of the Open and Distance Learning System (ODL). The study material is prepared by a team of experts keeping in view the requirements, understandings and interests of the learners. The material is developed through an expert committee who are distinguished academics and professionals in respective disciplines. The study material is written in such a manner that the learners can study themselves with little assistance from the Academic Counsellors at the Learner Support Centres. Further, you may also refer to textbooks and reference books, as per your requirement. These are available with select libraries attached to the Study Centres and Regional Centres.

The IGNOU will send you the study material by the registered post or may be handed over in person. If you do not receive the same for any reason, it may be immediately reported to your Regional Centre, for verification and necessary action. The assignment questions can be downloaded from the **IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in))**.

Remember, you are eligible for Term-end-examination in June/December, depending upon the cycle of your admission i.e., January/July, till you have valid registration up to a maximum period of three years.

## **Appendix-1**

### **LIST OF REGIONAL EVALUATION CENTER**

<b>Sl.No.</b>	<b>Address of Evaluation Centre</b>	<b>Jurisdiction of Evaluation Centre</b>
1.	Regional Director, IGNOU Regional Evaluation Centre, 3 <sup>rd</sup> Floor, Sanchi Complex, Shivaji Nagar, Bhopal-462016 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ahmedabad, Rajkot, Nagpur, Pune, Jaipur, Jodhpur, Saharsa and Mumbai
2.	Regional Director, IGNOU Regional Evaluation Centre, C/1, Institutional Area, Bhubaneswar- 751013 Odisha	Kolkata, Koraput, Raghunathganj, Ranchi, Bhubaneswar, Angul, Siliguri, Vijaywada, Hyderabad, Guwagati, Vishakapatnam and Deoghar
3.	Dy. Registrar IGNOU Regional Evaluation Centre-Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068 Ph.-011-29533565, 011-29571501	Delhi-1, Delhi-2, Delhi-3, Noida, Jammu, Srinagar and International Division  Guyana (GOAL), Online Programme, E- Vidya Bharti etc.
4.	Deputy Registrar, IGNOU Regional Evaluation Centre, IGNOU Complex, Kaloore PO Ernakulam Distt, Kochi-682017 Kerala Ph.-0484-2337028, 2337038	Kochi (Cochin), Bangalore, Bijapur, Chennai, Madurai, Panaji, Port Blair, Trivandrum and Vatakara
5.	Dy. Registrar IGNOU Regional Evaluation Centre - Lucknow IInd Floor, 5C/INS-1, Sector-5, Vrindavan Yojana, Telibagh, Lucknow-226029 Ph.-0522-2442825	Chandigarh Dehradun, Karnal, Khanna, Shimla, Varanasi and Lucknow
6.	In-Charge IGNOU Regional Evaluation Centre- Shillong, IGNOU Regional Centre, NEHU Campus, Umshing, Mawkyntoh, Shillong-793022 Meghalaya Ph.-0364-2550130	Gangtok, Imphal, Itanagar, Jorhat, Agartala, Aizwal, Kohima and Shillong
7	Dr. Abhilash Nayak, Assistant Regional Director/In-charge IGNOU Regional Evaluation Centre, Institutional Area, Mithapur, Patna-800001 Mob. No. 9438036660	Patna, Bhagalpur and Darbhanga



## Appendix-2

### IGNOU Regional Centres

Sl. No.	RC Name	Address	Operational Area
1	AGARTALA RC CODE: 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MALAY NAGAR P.O. RENTERS COLONY AGARTALA-799 004 TRIPURA 0381- 251 6714 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE: 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242976, 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, ARAVALLI, MAHISAGAR AND CHHOTA UDAIPUR) DAMAN & DADRA NAGAR HAVELI (U.T.)
3	AIZAWL RC CODE: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, SELESIH (A-S ROAD), AIZAWL, MIZORAM PIN- 796014 0389-2391692 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI, SAITUAL, HNAHTHIAL, KHAWZAWL)
4	ALIGARH RC CODE: 47	LOCAL OFFICE  REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SRI TIKA RAM KANYA MAHAVIDYALAYA RAM GHAT ROAD, ALIGARH (UP)– 202001 MOBILE NO. 8869829838  MAIN OFFICE  REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 88, VILLAGE- TUSYANA KNOWLEDGE PARK 5, GREATER NOIDA,	(STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, HATHRAS, MAINPURI)

		GAUTAM BUDDHA NAGAR (U.P.) – 201306 rcaligarh@ignou.ac.in	
5	ANGUL RC CODE: 89	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 758/759 SIMILIPADA CHOWK <b>Near PTC High School</b> ANGUL – 759122; ODISHA 06764 - 230016/17: Students Support Services 06764 - 230018 : Office Administration rcangul@ignou.ac.in	STATE OF ODISHA (DISTRICT: SAMBALPUR, SUNDERGARH, BARAGARH, DEOGARH, SUBARNAPUR , BOUDH, ANGUL, JHARSUGUDA)
6	BANGALORE RC CODE: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NO. 222, SINGENA AGRAHARA VILLAGE SARJAPUR HOBLI, ANEKAL TALUK, BANGALORE – 560 099 PHONE NO.: 080-29607272 WHATSAPP NO.: 9449337272 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE URBAN, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIVAMOGA, TUMAKURU, CHAMARAJANAGAR & CHIKKAMAGALURU DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSURU, UDUPI)
7	BHAGALPUR RC CODE: 82	LOCAL OFFICE  IGNOU REGIONAL CENTRE, DEPARTMENT OF ECONOMICS BUILDING TNB COLLEGE CAMPUS BHAGALPUR-812007 (BIHAR) Ph: 0641-2610055  MAIN OFFICE IGNOU REGIONAL CENTRE ROOM NO 305, INSTITUTIONAL AREA, MITHAPUR PATNA - 800001 BIHAR rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
8	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2570517 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BARWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR,

			BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
9	BHUBANESWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-1, INSTITUTIONAL AREA BHUBANESWAR ODISHA-751013 0674-2301348 0674-2301352 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT :KHURDA,PURI,NAYAGARH,K EONJHAR,MAYURBHANJ,DHE NKANAL,CUTTACK,JAGATSIN GHPUR,,KENDRAPARA,GAJAP ATI,KANDHAMAL,BHADRAK, BALASORE,JAJPUR,GANJAM)
10	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st FLOOR, PLAZA II TOURISM DEPARTMENT BUILDING OPP. DR.B.R. AMBEDKAR STADIUM INDI ROAD, VIJAYAPURA - 586101 KARNATAKA 08352-252006/9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, VIJAYAPURA, BIDAR, KALABURAGI, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELAGAVI, DHARWAD, VIJAYANAGAR) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
11	CHANDIGARH RC CODE: 06	LOCAL OFFICE  CHAUDHARY DEVI LAL MEMORIAL CENTRE OF LEARNING (CDCL) PLOT NO-5 MADHYA MARG SECTOR-28 B CHANDIGARH-160002 0172-2997699 (CHANDIGARH)  MAIN OFFICE  IGNOU REGIONAL CENTRE PLOT NO. 5, SECTOR 12 (PART I) URBAN ESTATE, KARNAL 132001 (HARYANA) PHONE: 0184-2989777 (KARNAL) rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, SAS NAGAR (MOHALI), RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
12	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI - 600 007 TAMILNADU 044-26618040 044-26618489 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, CHENGALPATTU,

			TIRUPATTUR, KALLAKURUCHI, MAYILADUTHURAI, RANIPET) PUDUCHERRY (U.T.) [PUDUCHERRY & KARAIKAL]
13	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR P.O. COCHIN - 682 017 ERNAKULAM DISTRICT KERALA 0484-2340203 / 2348189 2345650 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR) LAKSHADWEEP (U.T.)
14	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR NEAR CENTRAL BANK OF INDIA DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 Mobile no: 9431691933 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
15	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
16	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-46552431 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)
17	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF DELHI (COVERING AREAS OF KARALA,

		IAEA HOUSE 17-B, INDRAPRASTHA ESTATE, MAHATMA GANDHI MARG, NEW DELHI – 110 002 DELHI 011-23379373, 23379376, 23379377 rcdelhi2@ignou.ac.in	PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUDH VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJARA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
<b>18</b>	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DELHI LIBRARY ASSOCIATION BUILDING RANGANATHAN BHAWAN, C BLOCK, NEAR COMMUNITY CENTRE, NARAINA VIHAR NEW DELHI - 110 028 DELHI 011-25774255 011-25774256 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, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASHERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, NUH)
<b>19</b>	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU Regional Centre MandakiniSadan, Basuwadih Rohini Road, PO Jasidih Deoghar-814142, Jharkhand Ph:+91-9848423053, 8986613424	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
<b>20</b>	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 6TH MILE, TADONG PO. TADONG NH-10- BELOW HOLY CROSS SCHOOL, EAST SIKKIM DISTRICT -GANGTOK SIKKIM - 737102 03592-231102/270923/231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: GANGTOK, GYALSHING, MANGAN, NAMCHI, PAKYONG, SORENG)
<b>21</b>	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI,

		ASSAM 781005 0361- 2343785 rcguwahati@ignou.ac.in	BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ, BAJALI, TAMULPUR)
<b>22</b>	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE FIRST FLOOR, M-5 BLOCK MANORANJAN COMPLEX, TELANGANA STATE HOUSING BOARD COMPLEX M.J. ROAD, NAMPALLY, HYDERABAD TELANGANA - 500 001 040-23117550 Mobile : 9492451812 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, BHADRADRI KOTHAGUDEM, HYDERABAD, JAGTIAL, JANGAON, JAYASHANKAR BHUPALAPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEM ASIFABAD, MAHABUBABAD, MAHABUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL MALKAJGIRI, NAGAR KURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGAREDDY, SANGAREDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL, HANUMAKONDA, YADADRI BHUVANAGIRI, MULUGU, NARAYANPET)
<b>23</b>	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385- 2953462 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUNPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)
<b>24</b>	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HMCT BUILDING RAJIV GANDHI GOVT. POLYTECHNIC VIVEK VIHAR ITANAGAR - 791113 ARUNACHAL PRADESH 0360-2954805 0360-2954806 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KRA DAADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, DIBANG VALLEY, UPPER SUBANSIRI, UPPER SIANG, WEST)

			KAMENG, WEST SIANG, KAMLE, LEPARADA, LOWER SIANG, NAMSAL, PAKKE KESSANG, SHIYOMI, SIANG)
25	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411/2609896 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANUPPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGHPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, NIWARI, TIKAMGARH, PANDHURNA, MAUGANJ, MAIHAR)
26	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79-84, SECTOR – 7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN 0141-2785730 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMANGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAI MADHOPUR, SIKAR, SRIGANGANAGAR & TONK)
27	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJINDER VIHAR, PHASE-1, BANTALAB, JAMMU. JAMMU & KASHMIR-181123  0191-2503153 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICTS: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
28	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR NIFT CAMPUS NAGAU ROAD NH-62 KARWAR, JODHPUR -342037 (RAJASTHAN) 0291-2755424/2756579 0291-2751424 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGAU, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
29	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE P/O KOROKATOLY, BALIGAON, JORHAT-785015 ASSAM 0376- 2951116/2951114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI &

			MAJULI)
<b>30</b>	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 5 SECTOR-12 (PART-1) URBAN ESTATE KARNAL 132001 HARYANA 0184-2271514 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR AND CHARKHI DADRI)
<b>31</b>	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR, KHANNA - 141401 DISTRICT: LUDHIANA PUNJAB 01628-229993 / 237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, SRI MUKTSAR SAHIB, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT, MALERKOTLA)
<b>32</b>	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU COLONY KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK, NOKLAK, Tsemnyü, Chümoukedima, Niuland, Shamator,
<b>33</b>	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 23589323 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, PASCHIM BARDHAMAN, PURBA BARDHAMAN, NADIA, JHARGRAM)
<b>34</b>	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852- 252982 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BALANGIR)
<b>35</b>	LUCKNOW	REGIONAL DIRECTOR	STATE OF UTTAR PRADESH



	RC CODE: 27	IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH 0522-2442832 rclucknow@ignou.ac.in	(DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, AYODHYA, FARRUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBARELI, SHAHJAHANPUR, SHRAVASTI, SIDDHARTH NAGAR, SITAPUR, UNNAO)
36	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD (BEHIND JEEVA THEATRE) MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, THE NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGAI, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR, TIRUNELVELI, TENKASI, THOOTHUKUDI)
37	MUMBAI RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st,2nd & 3rd FLOOR, MAHATMA BUILDING -03, PLOT NO.43 SECTOR 09, OPP DAV PUB. SCHOOL NEW PANVEL EAST TALUKA PANVEL, DISTT. RAIGAD MAHARASHTRA 410206 022- 27489764 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
38	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999, 2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, NAGPUR, WARDHA, WASHIM, YAVATMAL, NANDED, PARBHANI, HINGOLI, )
39	NOIDA	REGIONAL DIRECTOR	STATE OF UTTAR PRADESH

	RC CODE: 39	IGNOU REGIONAL CENTRE PLOT NO. 88, VILLAGE- TUSYANA KNOWLEDGE PARK 5, GREATER NOIDA, GAUTAM BUDDHA NAGAR (U.P.) - 201306 0120-2405012 / 2405014 rcnoida@ignou.ac.in	(DISTRICT: GAUTAM BUDHHA NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
40	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O. 403 521 GOA 0832-2414553 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA), STATE OF MAHARASHTRA (DISTRICT: SINGDHURG)
41	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONAL AREA MITHAPUR PATNA PATNA - 800 001 BIHAR 0612-2365039, 2360080 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)
42	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
43	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND VITTHAL MANDIR NEAR TO PALAK PARK SOCIETY, BALEWADI GAON, BALEWADI PUNE-411 045 (MAHARSHTRA) PHONE NUMBERS :- 020- 29911579, 020-29912364, 020-29910886	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, CHHATRAPATI SAMBHAJI NAGAR (AURANGABAD), NASHIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
44	RAGHUNATHGA	LOCAL OFFICE	STATE OF WEST BENGAL

	NJ	<p>1ST FLOOR, B-9 KARMATIRTHA COMPLEX, UMARPUR, (NEAR UMARPUR CROSSING, HAAT BAZAR) RAGHUNATHGANJ, P.O- GHORSALA, DIST. MURSHIDABAD – 742235 (WEST BENGAL) rcraghunathganj@ignou.ac.in</p> <p>MAIN OFFICE</p> <p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 (WEST BENGAL) rckolkata@ignou.ac.in</p>	(DISTRICT: MURSHIDABAD, BIRBHUM, MALDA))
45	RAIPUR RC CODE: 35	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX ANNANDAM ROAD HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 0771-2283285/2971322 rcraipur@ignou.ac.in RC Raipur Website: ignourcraipur.ac.in RC Facebook: ignouraipur.raipureg RC Twitter Handle: @IGNOURaipurRc</p>	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA, SARANGARH- BILAIGARH, MOHLA MANPUR, SAKTI, MANENDRAGARH-CHIRMIRI- BHARATPUR, KHAIRAGARH- CHHUIKHANDAN-GANDAI, GAURELA-PENDRA- MARWAHI.
46	RAJKOT RC CODE: 42	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANKOT MAIN ROAD, OFF KALAWAD ROAD, OPP. ADARSH NIVASI BOY'S SCHOOL, RAJKOT - 360 005 GUJARAT Email id: rcrajkot@ignou.ac.in</p>	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOO MI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)

<b>47</b>	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KRISHNA MALL 2ND FLOOR OPPOSITE GST BUILDING ASHOK NAGAR, RANCHI - 834 002 JHARKHAND 0651-2244688/2244699 0651-2244677 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SERAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, BOKARO, DHANBAD, GARHWA, PALAMU, RAMGARH)
<b>48</b>	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KOSHI CHOWK SAHARSA-852201 BIHAR 06478-219015, 219019, 295252 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNEA)
<b>49</b>	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING -MAWKYNROH NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364- 2950669 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS, EASTERN- WEST KHASI HILLS)
<b>50</b>	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLOCK NO. 9, SDA COMPLEX, KASUMPTI SHIMLA 171 009 HIMACHAL PRADESH 0177-2624612 / 2624613 0177 - 2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHAUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
<b>51</b>	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI - 734 001 WEST BENGAL 0353-2526818 rcsiliguri@ignou.ac.in rcsiligurihelpdesk@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR. KALIMPONG)
<b>52</b>	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAIDA KADAL, RAINAWARI, SRINAGAR - 190003 0194-3102400	DISTRICTS: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KULGAM, KUPWARA, PULWAMA, SHOPIAN, SRINAGAR, LEH, KARGIL)

		0194-3102384 e-mail: rcsrinagar@ignou.ac.in website: rcsrinagar.ignou.ac.in	
<b>53</b>	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMPUS MUTTATHARA, VALIYATHURA P.O THIRUVANANTHAPURAM, KERALA- 695 008 PHONE: 0471-2344113, 9447044132 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI)
<b>54</b>	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368622 / 2369629 0542-2368448 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, BHADOHI, SONEBHADRA, VARANASI, PRAYAGRAJ, PRATAPGARH, SULTANPUR)
<b>55</b>	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 14/329, B-E (Adj. to 110KV KSEB Sub-Station) PUTHOOR PO, VATAKARA, 673104 KERALA 0496-2525281 <a href="mailto:rcvatakara@ignou.ac.in">rcvatakara@ignou.ac.in</a>	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE-PUDUCHERRY(UT)]
<b>56</b>	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 9-76-18, S.K.P.V.V. HINDU HIGH SCHOOL PREMISES KOTHAPETA, 1- TOWN VIJAYAWADA - 520 001 ANDHRA PRADESH 0866-2565253 / 2565959 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, NTR, GUNTUR, PALNADU, BAPATLA, PRAKASHAM, SPSR NELLORE, TIRUPATI, CHITTOOR, ANNAMAYYA, Y.S.R.(KADAPA), KURNOOL, NANDYAL, ANANTAPUR, SRI SATHYA SAI)

57	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING DISTRICTS: (SRIKAKULAM, PARVATHIPURAM MANYAM, VIZIANAGARAM, VISAKHAPATNAM, ALLURI SITHARAMA RAJU, ANAKAPALLI, KAKINADA, DR. B. R. AMBEDKAR KONASEEMA, EAST GODAVARI, ELURU, WEST GODAVARI) & YANAM OF PUDUCHERRY UT
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**IGNOU – ARMY, NAVY, ASSAM RIFLES RECOGNIZED REGIONAL CENTRES**

S. No	Recognized RC Name	Code	Address	Operational Area
<b>IGNOU – ARMY RECOGNIZED REGIONAL CENTRES</b>				
1.	IAEP -KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG .REG .CENTRE COL .EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99APO KOLKATA 542 908 - WEST BENGAL 033) 22222668-CIVIL( 2670)MILITARY( 03322222668- <a href="mailto:rcarmy51@ignou.ac.in">rcarmy51@ignou.ac.in</a>	EASTERN COMMAND AREA
2.	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG .REG .CENTRE COL.EDUCATION)G.S.EDU.BRANCH( HQ WESTERN COMMAND CHANDIMANDIR 134107- HARYANA 0172),2589355-CIVIL) 2670 (MILITARY( 07122589355- <a href="mailto:rcarmy52@ignou.ac.in">rcarmy52@ignou.ac.in</a>	WESTERN COMMAND AREA
3.	IAEP -LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG .REG .CENTRE IAEP HQ.CENTRAL COMMAND- GS )EDN( LUCKNOW 226002 - UTTAR PRADESH 0522)2482968-CIVIL)2670 ;(MIL( <a href="mailto:rcarmy53@ignou.ac.in">rcarmy53@ignou.ac.in</a>	CENTRAL COMMAND AREA
4.	IAEP -PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG .REG .CENTRE COL .EDUCATION H Q SOUTHERN COMMAND HRDC 1-BEG&CENTRE C/O 56APO791 908 - 020 20265568-CIVIL)3019 ;(MILITAR 02026102670- <a href="mailto:rcarmy54@ignou.ac.in">rcarmy54@ignou.ac.in</a>	SOUTHERN COMMAND AREA
5.	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG .REG .CENTRE COL .EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR	NORTHERN COMMAND AREA

			JAMMU & KASHMIR 01992242486- 01992242486- <a href="mailto:rcarmy55@ignou.ac.in">rcarmy55@ignou.ac.in</a>	
6.	IAEP -JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG .REG .CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56APO 908546 JAIPUR RAJASTHAN 0141) 6640-MILITARY( <a href="mailto:rcarmy56@ignou.ac.in">rcarmy56@ignou.ac.in</a>	SOUTH WESTERN COMMAND
7.	IAEP IHQ	57	ARMY FOREIGN LANGUAGE SCHOOL (AFLC), DELHI CANTT.	IHQ of MOD
<b>IGNOU – NAVY RECOGNIZED REGIONAL CENTRES</b>				
8.	INEP -NEW DELHI	71	REGIONAL DIRECTOR IGNOU NAVY RECOG .REG .CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK,5.IIND FLR,WING-II RK PURAM, NEW DELHI 066 110 - DELHI 01126194686-,01126105067- <a href="mailto:rcnavy71@ignou.ac.in">rcnavy71@ignou.ac.in</a>	NAVAL HQS
9.	INEP -MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG .REG .CENTRE HQ .WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI 023 400 - MAHARASHTRA 02222752245-,02222665458- <a href="mailto:rcnavy72@ignou.ac.in">rcnavy72@ignou.ac.in</a>	HQ WESTERN NAVAL COMMAND
10.	INEP - VISAKHAPATNAM	73	CAPTAIN A G SELVAM REGIONAL DIRECTOR IGNOU NAVY RECOG .REG .CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM 014 530 - ANDHRA PRADESH 08912812669-,08912515834- <a href="mailto:rcnavy73@ignou.ac.in">rcnavy73@ignou.ac.in</a>	HQ EASTERN NAVAL COMMAND
11.	INEP -KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG .REG .CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI 004 682 - KERALA 04842666194-266210,2662515,0484- <a href="mailto:rcnavy74@ignou.ac.in">rcnavy74@ignou.ac.in</a>	HQ SOUTHERN NAVAL COMMAND
<b>IGNOU –ASSAM RIFLES RECOGNIZED REGIONAL CENTRES</b>				
12.	IAREP - SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG .R.C. DIRECTORATE GENERAL ASSAM RIFLES )DGAR( LAITUMUKHRAH SHILLONG 011 793 - MEGHALAYA-03642705181- 03642705184- <a href="mailto:iarrc_81@rediffmail.com">iarrc_81@rediffmail.com</a>	COMMAND AREA