

Programme Guide

Post Graduate Diploma (Tribal Studies) (PGDTRBS)



School of Extension and Development Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068 (India)
Website: <http://www.ignou.ac.in/>

Programme Guide

Post Graduate Diploma in Tribal Studies (PGDTRBS)



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Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068 (India)**

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Dear Learner

Welcome to the academic programme – Post Graduate Diploma in Tribal Studies (PGDTRBS). By enrolling into PGDTRBS programme you have become a student of IGNOU, one of the the largest Universities in the world. IGNOU offers educational programmes through Open and Distance Learning (ODL) mode. It is quite likely that you are getting this first ever experience as a distance learner. We, as Distance Teachers are in fact physically at a distance from you. But as far as the Teaching-Learning Activity is concerned, we are very close to you and always with you in the form of self-learning material and through other student support services. To start with, read this ‘Programme Guide’ thoroughly, keep it handy and refer it as and when you get any doubt about progressing further in this programme. By following this Programme Guide you will not only feel comfortable but also be able to manage your programme related activities very easily.

In course of your journey, you will notice that IGNOU is a university with a difference. Unlike conventional universities/institutions where teaching and learning take place mostly through face-to-face mode, IGNOU adopts a multiple-media approach to facilitate teaching-learning activities. You will find that the printed self-learning material is the master medium of our instruction. It is supplemented with audio and video programmes, teleconferencing and interactive radio counseling sessions. Further, you will also benefit from the face-to-face mode of interaction during counseling sessions organized at the Study Centre. Besides these, the assignments submitted by you will be evaluated and you will receive feedback from the evaluators. Thus, you will realize that there are multiple modes which provide diverse opportunities for your interaction as well as facilitate your smooth progress through the programme.

Population and Health are the key concept of development in any nation, thus, PGDTRBS programme would provide you comprehensive exposure to various theoretical and practical aspects, processes, issues and activities of population and family health issues along with social group and development issues and challenges. The programme will equip you with necessary knowledge, understanding, skills, attitudes and competencies that will help you build your capacity as a population, health and other development sector professional.

The information presented in this Programme Guide, will help you in organizing and systematizing your study in respect of various components and stages of the programme. This Programme Guide provides you important information about the programme as a whole, viz., its objectives, structure, mode of delivery, programme schedule, counseling sessions, assignments, project work, evaluation, etc. It is expected that you will preserve this Programme Guide till you complete the programme as this Guide will help you clarify your doubts at different stages during the course of your academic journey through this programme.

With best wishes

Programme Coordinators

Post Graduate Diploma (Tribal Studies)
(PGDTRBS)

1.0 ABOUT THE PROGRAMME

1.1 Introduction

Post Graduate Diploma in Tribal Studies (PGDTRBS) is an innovative programme offered through ODL mode utilizing multiple media such as self-instructional print materials, information and communication technologies and personal contact sessions. PGDTRBS programme is located in and launched by the School of Extension and Development Studies (SOEDS) in IGNOU. The programme aims at promoting professional development and capacity building in the area of Tribal Studies and their issues and challenges.

PGDTRBS programme has been designed to impart quality education and training in the area of the Tribal Development Studies. Proper planning and management of development programmes and projects hold the key for the planners and policy makers today. The criticality of the development problems has not been properly understood due to less emphasis on development issues in the academic curriculum at the graduation and post-graduation levels. Therefore, PGDTRBS programme will be useful for the development professionals across the sectors and also to fresh graduates interested in pursuing carrier in Sociology, Social Work, Politics, Geography, Demography and other related development sectors i.e. it is for both *in-service* and *pre-service* persons.

This programme has been designed with the help of Tribal experts from the various National Research Institutes and Universities. It will be useful for the grass level Social work, Development functionaries, and medical and other community health workers at various levels. It is also helpful to graduate students who are interested in pursuing a career in Tribal population and Tribal health related development sectors. Some of important content of the programme are *History of tribal community, Tribes of India, Transformation of tribes, Anthropology and methods of research, Thoughts on tribes, Tribal movement, Tribal Freedom Fighters, Tribal Society and Culture, Neo-Tribalism, Ecology/Traditional Knowledge System, Tribal Demography, Tribal issues and challenges, Tribal Economy, Tribal polity and governance, natural resource management, tribal entrepreneurship/skill development and policies and programme for Tribals.*

Learners are student of geography, sociology, economics, statistics, social work, paramedical staff, Social welfare officer, legal professional, labour welfare officer, agriculture graduates, social scientist, IT professionals, Agriculture scientist and medical professionals, etc. That is why; we have proposed to launch a programme on Post Graduate Diploma in Tribal Studies (PGDTRBS).

1.2 Programme Offer and Coverage

PGDTRBS programme will be offered in both January and July sessions of every year. It is offered through the established network of IGNOU Regional Centres.

1.3 Programme Objectives

- i) to enhance knowledge of the learners on Tribal issues and challenges.
- ii) to increase the knowledge of learners on tribal development, social and economic challenges such as poverty, inequality and unemployment, etc.
- iii) to enhance knowledge about tribal culture and livelihoods.
- iv) to increase knowledge and capacities of learner to conduct research and studies on various aspects of Tribal issues and challenges.

1.4 Target Population

The target population of this programme includes, amongst others:

- 1) The persons holding a Bachelor's Degree in any discipline and intending to pursue Tribal Development Studies as an area of study or specialization or career (Pre-service);
- 2) The persons holding a Bachelor's Degree and working in any development sector (Inservice), including those employed or involved in any developmental activity such as:
 - Development functionaries like village, mandal, block and district development officials and civil servants.
 - Employees of the institutes/NGOs, private or corporate social responsibility fields working in various Development Sectors.
 - Functionaries of Corporations, Social workers, legal experts.
 - Programme officers, project officers, research investigators, and research assistants dealing with development in various international and national organizations.

1.5 Eligibility Criteria

Graduation from any discipline from a recognized University/Institute.

1.6 Medium of Instruction

The medium of instruction of the programme is English.

1.7 Duration of the Programme

Minimum duration to complete the programme is 01 years and the maximum duration is 03 years, i.e admission is valid for 03 years.

1.8 Programme Fee

The fee for the entire programme is Rs.7200/ (Excluding registration and development fee)- The fee is to be paid in one Installment University may revise the fee time to time. Please check with the advertisement or IGNOU website.

1.9 Prospects

PGDTRBS holders will be equipped to serve various Government and NGOs dealing with Social work, tribal studies, tribal health and other related developmental activities Sectors. Fresh graduates who complete this programme will be the potential candidates suitable for employment at the grassroots, supervisory and other middle level positions in the Tribal development, Tribal population, health and other development departments. The programme also strengthens the efficiency and effectiveness of in-service personnel working in government and non-government organizations, private or corporate sectors and handling various tribal development programme and other development projects and programmes. Inservice professionals with PGDTRBS will be more potential candidates suitable for higher level positions in the social welfare officer, educationists, health worker and other development issues and challenges in the society/ corporate social responsibility fields, UNFPA, UNDP, WHO, ILO, UNICEF, Women and gender study, health insurance, etc. In addition, they can act as more resourceful persons in the field of Tribal studies. It also provides scope for those interested in establishing a local voluntary organization / NGO as a part of their self-employment and greater involvement in development.

2.0 PROGRAMME FRAMEWORK

PGDTRBS programmes consist of five courses which are compulsory and theoretical in nature.

Course Codes	Title of the Course	Course Credits
MEDS-021	Introduction to Tribal Studies and Tribes	8
MEDS-022	Tribal Society, Culture & Traditional Knowledge System	8
MEDS-023	Tribal Economy, Polity and Governance	8
MANE-007	Tribes in India	8
MANI-001	Anthropology and Methods of research	8

2.1 Course Content

Each Course has numerous Blocks and each Block has numerous Units for the learner. The Block and Unit Wise Structure of the above Courses are given below.

MEDS-021: Introduction to Tribal Studies and Tribes

Block-1 Overview of Tribal Studies

Unit-1: Meaning & Scope of Tribal Studies

Unit-2: Perspectives on Tribal Studies

Unit-3: History of Tribal Studies

Unit-4: Scheduled Tribes and Indigenous People

Block-2 Tribal Community in Different period of Indian History

Unit-1: Tribal Community of Ancient India

- Unit-2: Tribal Community of Medieval India
- Unit-3: Tribal Community of Colonial India
- Unit-4: Tribal Community after Independence

Block-3 Perspectives/Thoughts on Tribes

- Unit-1: Indian Perspective of Tribes
- Unit-2: Tribal Social work
- Unit-3: Neo- Tribalism

Block-4 Tribes of India-I

- Unit 1: Tribes of Western India
- Unit 2: Tribes of Northern India
- Unit 3: Tribes of Central India

Block-5 Tribes of India-II

- Unit 1: Tribes of Southern India
- Unit 2: Tribes of Himalayan Hills
- Unit 3: Tribes of Eastern India

Block-6 Tribal Movement in India

- Unit 1: Tribal Movements in Colonial Period
- Unit 2: Tribes in Independence movement
- Unit 3: Tribal Freedom Fighters-I
- Unit 4: Tribal Freedom Fighters-II
- Unit 5: Social Movements in India

MEDS-022: Tribal Society, Culture & Traditional Knowledge System

Block-1 Tribal Society - 1

- Unit-1: Family, Marriage & Kinship
- Unit-2: Tribal Dialects/Literature/Art/Folklore
- Unit-3: Tribal Fairs/Festivals

Block-2 Tribal Society - 2

- Unit-1: Status of Tribal Women
- Unit-2: Tribal Youth and their empowerment
- Unit-3: Tribal organizations
- Unit-4: Tribal education and development

Block-3 Ecology/Traditional Knowledge System

- Unit-1: Tribal Ecological Knowledge System
- Unit-2: Traditional Medicine and Healing Process
- Unit-3: Natural Resources Management and Indigenous Knowledge
- Unit-4: Sustainable Development: Implications and Strategic Planning
- Unit-5: Agriculture and Indigenous Knowledge System

Block 4 Tribal Culture-I

- Unit-1: Tribal Culture
- Unit-2: Tribal Heritage
- Unit-3: Tribal Museum
- Unit-4: Tribal Rulers and Their States in India

Block-5 Tribal Culture-II

- Unit-1: Faith: Role of Priest in Tribal Society
- Unit-2: Tribal religious traditions and their significance
- Unit-3: Tribal Way of Worship and Customs

Block-6 Tribal Social and Cultural Issues

- Unit 1: Customary Laws
- Unit 2: Legal Arrangement in Tribal Areas
- Unit 3: Special Provisions and statutory constitutional bodies concerning tribes
- Unit 4: Atrocity Law

MEDS-023: Tribal Economy, Polity & Governance

Block-1 Tribal Demography and Livelihood

- Unit-1: Tribal Demography in India
- Unit-2: Livelihood of the Tribal
- Unit-3: Cooperatives among the Tribal
- Unit-4: Displacement and Migration of Tribes in India
- Unit-5: Liberalization, Privatization, Globalization and its impacts on tribes

Block-2 Tribal Issues

- Unit 1: Basic Issues of Tribals
- Unit 2: Economic Issues of Tribals
- Unit 3: Infrastructure issues in Tribal Areas
- Unit 4: Tribal Wi-Fi Society and Economy
- Unit 5: socio-economic characteristics of tribes in India

Block-3 Tribal Polity and Governance

- Unit 1: Tribal Council
- Unit 2: Tribal Panchayat
- Unit 3: Traditional Tribal Administration
- Unit 4: Leadership in Traditional Tribal Society

Block-4 Ecology and Natural Resources Management

- Unit-1: Forest and Natural Resource Management
- Unit-2: Environmental Security
- Unit-3: Environmental Laws and Acts

Block-5 Tribal Entrepreneurship/Skill Development

- Unit-1: Tribal Entrepreneurship
- Unit-2: Skill Development among Tribals: Gap Identification and Programmes

Unit-3: Skill of Tribal in Social Networking and Interaction

Unit-4: Tribal Self Reliance

Block-6 Policies and Schemes for Tribals

Unit 1: Tribal Transformation

Unit 2: Tribal Development Strategies and Government Interventions

Unit 3: Role of NGOs and Other Agencies in Tribal Development: Implications and Prospects

MANE-007: Tribes in India

Block 1 Tribes in India

Unit 1: Concept of Tribe: Evolution and Debates

Unit 2: Concept of Tribes in relation to the Concept of Indigenous

Unit 3: Vulnerable Tribal Groups: Conceptual and Historical Issues

Unit 4: De-notified Communities

Block 2 Social Organizations

Unit 1: Social Differentiation and Stratification

Unit 2: Socialization and Childhood

Unit 3: Gender: Concepts and Practices

Unit 4: Ageing

Block 3 Institutions among Tribal Communities

Unit 1: Characteristics of Kinship, Family and Marriage

Unit 2: Religious Beliefs and Practices

Unit 3: Political Institutions

Unit 4: Customary Law and Legal Institutions

Block 4 Economic Profiles

Unit 1: Hunters and Food Gatherers (Onge, Cholanaiken)

Unit 2: Nomadic and Transhumant Societies (Bhotia, Rebari)

Unit 3: Shifting and Terrace Cultivators (Baiga, Angami Naga)

Unit 4: Settled Agriculturalists (Oraon, Munda)

Block 5 Challenges for the Tribes

Unit 1: Land Alienation and Debt-bondage

Unit 2: Health and Illness, and Issues of Depopulation

Unit 3: Education

Unit 4: Loss of Dialects/Language and Knowledge/Oral Traditions

Block 6 Provisions and Policies for Tribes in India

Unit 1: Constitutional Provisions for the Tribes in India

Unit 2: Planning Commission and its Role in Tribal Development

Unit 3: Various Tribal Commissions and Recommendations

Unit 4: Tribal Forest Act and Environment Policy

Block 7 Approaches to Tribal Development

Unit 1: Critical Evaluation of the Concept of Development

Unit 2: Environmental Issues

Unit 3: Industrialization and Globalization

Unit 4: Displacement, Rehabilitation and Settlement

Block 8 Transformations of Tribes

- Unit 1: Ethno-Political Movements
- Unit 2: Tribes in a Plural World
- Unit 3: Critical Analysis of Voluntary and Non-Voluntary Organizations
- Unit 4: Critical Analysis of Contribution of Anthropologists

MANI001: Anthropology and Methods of Research

Block 1: Introducing Anthropology

- Unit 1 Defining Anthropology
- Unit 2 Meaning, Scope and Background
- Unit 3 Branches of Anthropology
- Unit 4 Emerging Frontiers

Block 2: Field Work Tradition in Anthropology

- Unit 1 Field Work and its Relevance
- Unit 2 Ethnography
- Unit 3 Techniques, Methods and Methodology
- Unit 4 Genealogy and Pedigree

Block 3: Research Design

- Unit 1 Review of Literature and Statement of Research Problem
- Unit 2 Theory
- Unit 3 Research Design

Block 4: Data Collection Techniques

- Unit 1 Primary Data
- Unit 2 Secondary Data
- Unit 3 Biological Methods
- Unit 4 Archaeological Methods

Block 5: Statistical Analysis

- Unit 1 Collection and Presentation of Data
- Unit 2 Measures of Central Tendency and Dispersion
- Unit 3 Statistical Distribution
- Unit 4 Using SPSS for Data Analysis Contents

Block 6: Project Work

3.0 INSTRUCTIONAL SYSTEM

The instructional system of IGNOU is more Learner-Oriented and Learner-Centred. In this system, the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance modes of communication rather than face-to-face modes of communication. The University follows a multiple-media approach for instruction. So, the instructional system of PGDTRBS also follows multiple-media approach i.e. self-instructional

print material, Audio-Video Programmes, assignments, face-to-face counseling sessions / contact sessions, optional project work, teleconferencing and interactive radio counseling, among others.

3.1 Self-Instructional Print Material (SLM)

The print material is written in self-instructional style. It is in the form of blocks (booklets) specially prepared for theory courses and project work of the programme. Each course has a specific code number assigned to it. They are supplied to each learner. The learner has to complete the required assignments related to each course. The contents under each course are divided into blocks and each block is further divided into units. The printed material for project work is available in the form one booklet with all guidelines.

3.2 Audio-Video Programmes

The learning package also contains Audio-Video Programmes which are produced by the University for Clarification, supplementing and enhancement of understanding of the course material given to the student. These programmes are normally of 25-30 minutes duration. These are used at the Study Centres during counseling sessions which are duly scheduled and notified by the Programme In-charge/Co-ordinator of Study Centre for the benefit of the students. The video programmes are also telecast on *Gyan Darshan*. Similarly, the Audio programmes are also broadcast by *Gyan Vani* radio channels. Learners can contact Study Centres for further information.

3.3 Assignments

Assignments are an integral and compulsory component of the instructional system. There is one Tutor-marked assignment for each theory course. Students will have to work on these assignments. Each student should submit the assignment responses to the Coordinator of the Study Centre in accordance with the given assignments' submission schedule.

Assignments are to be downloaded from IGNOU website (www.ignou.ac.in) at student's zone.

3.4 Counseling Sessions

Up to six counseling sessions per theory course and one counselling session for project are held at the Study Centres as per the schedule drawn and notified by the Coordinator/Programme In-charge of the concerned Centre. They are mostly held on weekends (i.e. Saturdays and Sundays) as per the convenience of the host institution where the Study Centre is located. However, if the number of students for the programme at a programme study centre falls below 10 (Ten), then the counseling and support services may be handled by a Distance Learning Facilitator or the programme coordinator or the faculty of the School concerned or through an appropriate alternative arrangement. University issue guidelines on counseling sessions from time to time which are to be adhered by the study centres. Online counseling may be conducted on demand of learners.

3.5 Teleconferencing

Teleconferencing sessions are conducted via satellite through interactive *Gyan Darshan* Channel from the University studios as per the schedule made available to the Regional Centre and Study Centre. Teleconferencing is an effective means of interaction between the learners, experts and others concerned with the programme. It provides an interesting opportunity to the students to interact with the faculty members at the headquarters, and other experts/eminents scholars in the field. The learners will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

3.6 Interactive Radio Counseling / Internet Audio Counseling

Interactive Radio Counseling is a recent concept in distance learning in India. Live counseling is provided on radio by invited experts for an hour from different *Gyanvani* radio stations in the country. Students can ask questions right from their homes through telephone by availing the facility of toll free telephone number 1600112345 provided for this purpose from selected cities. Gyan Dhara is an internet audio counseling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts in the field on the topic of the day and interact with them through telephone (Toll Free No. 1800112347; 011-29533103), Email gyandhara@ignou.ac.in and chat mode. By installing Puffin browser, students can access Gyandhara through mobile devices.

3.7 Project Work

PGDTRBS is **NOT** offering any project for requirement of the completion of programme.

4.0 DELIVERY SYSTEM

The PGDTRBS programme is delivered as programme of one year duration starting from the beginning of the relevant academic session. Different divisions of the IGNOU system are involved in delivering the programme – supplying/dispatching the materials, providing student support services / facilities, conduct of examinations and certification to you. In case you face any problem/difficulty at any stage, you can contact the following persons.

Whom to Contact for What?

- For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms (if any), non-receipt of study material contact the concerned Regional Centre.
- For assignments, you can download from IGNOU website: www.ignou.ac.in at students zone.
- For non-reflection of assignment grades/marks in your grade card, contact the Regional Director of the concerned Regional Centre and Assistant. Registrar (Assignments), Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: assignments@ignou.ac.in).

- For queries relating to examinations, date-sheets, result, early declaration of results, transcripts, rechecking, grade card, provisional certificate you can contact Dy. Registrar (Examination-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 (Phone: 29536103, 29535924-32/Extn. 2201, 2211, 1316).
- For Original Degree/Diploma/Verification of Degree/Diploma, Convocation, contact the DR (Exam-I) SED, IGNOU, Block-9, Maidan Garhi, New Delhi-110068. (Phone: 29532294, 29535924/Extn.1313).
- For student grievances (SED) contact the Asstt. Registrar (Student Grievances), SED, Block-3, Room No.13, IGNOU, Maidan Garhi, New Delhi-110068 (E-mail: segrievances@ignou.ac.in ; Phone: 29532234, 29535924/ Extn. 1313).
- For the schedules of counseling, feedback on assignment responses contact the Coordinator/ Programme In-charge of the concerned Study Centre.
- For project work related information and for information on academic matters contact the Programme Coordinators, PGDPFHS, School of Extension and Development Studies, Block 15-F, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: soeds@ignou.ac.in; Phone: 29571662; 29571663; 29571664).

5.0 OPERATIONAL SCHEDULE

I. Operational Schedule for the Students enrolled for the July Session

August - September: Dispatch of the self-learning materials and programme guide to the students.

31st March: Submission of Term-end Examination Form and Assignments.

June: Term-end Examinations – **Completion of the courses.**

II. Operational Schedule for the Students enrolled for the January Session

February – March: Dispatch of the self-learning materials and programme guide to the students.

August – October – Re-registration and payment of Fee.

30th September: Submission of Term-end Examination Form and Assignments.

December: Term-end Examinations – **Completion of the courses.**

If you carefully follow and adhere to the relevant operational schedule given above, you will be able to complete the programme in two years. Due to any unavoidable personal or other problem/difficulty, if you are unable to complete it within the relevant schedule, please do not feel tense and worry about it. If you could not complete assignments or examinations of any course and project work in the particular session, then you can complete them in the next session. Thus, there is flexibility that enables you to cope up with any such difficulty in completing it in the subsequent session(s), but within the maximum period of five years. However, we advise you to complete the programme within the minimum duration of two years.

Re-Registration

Learners are advised to submit the Re-Registration forms for 2nd year (If applicable) along with fee online only at www.ignou.ac.in as per the following schedule.

For July Session	For January Session	Late fee (Rs.) *
1 st February to 31 st March	1 st August to 1st October	Nil
1 st April to 30 th April	3 rd October to 31st October	200
1 st May to 31 st May	1 st November to 30th November	500
1 st June to 20 th June	1 st December to 20th December	1000

Note: *Check www.ignou.ac.in for changes if any related to dates and fee.

6.0 EVALUATION

Theory Courses: For theory courses, evaluation comprises three aspects:

- Self-evaluation checks your progress exercises (non-credit) within each unit of study material.
- Continuous evaluation in the form of one compulsory assignment for each course with a weightage of 30%.
- Term-End Examination for each course with a weightage of 70%.

In order to successfully complete a theory course, the student must obtain at least '40%' in the assignment and '40%' in the Term-End Examination (TEE) separately in each course. **Project Work (Elective):** The evaluation report of Project Work will carry 100% weightage. In order to successfully complete the project work, the student must obtain at least '40%'. The grading system depending on the percentage of marks secured by the candidates in TEE and evaluation report for Project Work will be as follows.

Letter Grade	Qualitative Level	Grade Points	Average Grade Point Range	Percentage Equivalent
A	Excellent	5	4.50 & above	80% and above
B	Very Good	4	3.50 to 4.49	60% to 79.9%
C	Good	3	2.50 to 3.49	50% to 59.9%
D	Satisfactory	2	1.50 to 2.49	40% to 49.9%
E	Unsatisfactory	1	1.49 & below	Below 40%

7.0 ASSIGNMENTS

The purpose of our asking you to work on the assignments is to provide you an opportunity of articulating your assimilated knowledge and understanding into written form and also to test your capacity of transferring the theoretical learning from the courses to practical situations. Thus, the assignments practically enhance your understanding as well as skills of articulation and expression in writing. There is one assignment for each theory course. The answers to

assignment questions are to be based on your own judgement and experiences as a student. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and any other sources of information you have for ready reference. But, the answer should be in your own words and should reflect your own ideas. Please note that your assignment responses carry 30% weightage towards the final evaluation of each theory course.

If you do not complete the assignments according to time schedule of assignments of the relevant academic session, then you have to attempt the assignment questions of the next session and submit the assignment responses according to the schedule of that session. You have to send the assignment-responses to the Study Centre you are attached to as per schedule. The instructions given in the assignments should be kept in mind while you prepare and submit the assignment responses.

8.0 TERM-END EXAMINATION (TEE)

The TEE is another component of the evaluation system with 70% weightage for each theory course. The University conducts term-end examination (TEE) twice a year i.e. in June and in December of every year. **Please see the details of operational schedule given under section 5 to appear for TEE under each cycle.** In case you fail to get a pass score (less than 40%) in the TEE, you will be eligible to re-appear in the next TEE for that course, till the final span of the programme i. e. prior to completion by you of the maximum duration of five years from the date of your admission / registration to the programme. Examination date-sheets (schedule which indicate the date and time of examination for each course) are notified through the IGNOU website. It is a pre-requisite to submit the online examination form with a fee of Rs.200/- (revised from time to time) per course. Only one form is to be submitted for all the courses you are appearing in TEE. **You can choose examination centre anywhere in India from the list of centres notified in the IGNOU website. The code of your chosen centre is to be filled up as Examination Centre Code.** However, if Examination Centre chosen by you is not activated, you will be allotted to any other Examination Centre under the same Region. Change of Examination Centre, once allotted, is not permissible under any circumstances. The dates for submission of examination forms are given below.

For June TEE	For December TEE	Late fee*	Address	Remark
1 st March to 31 st March	1 st September to 30 th September	NIL	Online	Examination fee @ Rs.200/- per course
1 st April to 20 th April	1 st October to 20 th October	Rs.300/-		
21 st April to 30 th April	21 st October to 31 st October	Rs.500/-		
1 st May to 15 th May	1 st November to 15 th November	Rs.1000/-		

*It is revised time to time as per University norms

Issue of Examination Intimation Slip: University uploads Hall Ticket / Examination Intimation Slip of the term-end examination at the University's website: www.ignou.ac.in. Students can download the same for the examination purpose from the website.

9.0 GENERAL INSTRUCTIONS

- Please file all letters that the University sends you, and keep the Programme Guide handy. A record of your progress is maintained at IGNOU, New Delhi.
- Do write to us if you have any difficulties while working through the programme. Remember to intimate the relevant authority sufficiently in advance, if there is any change of address. This will help the concerned authority to send you course material, any information and letters promptly, without any delay or the risk of their being lost.
- Please try to attend as many counseling sessions as possible so as to get the best out of the programme.
- When you receive the printed materials, read the units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments.
- Answer 'Check Your Progress' questions. Please remember, the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance and keep you on the right track. They will enhance your comprehension of the subject matter.
- You can compare your answers with those given at the end of the unit.

10.0 ONLINE FACILITIES

IGNOU website is www.ignou.ac.in. A few important links under the site are enlisted here.

i. Schools: Where you will get the information about the programmes offered by different schools.

ii. For students: Results; catalogue for print media and audio video; download facilities for assignment, question papers ; queries about admission, registration, material despatch detail, address checking, convocation; TEE date sheet; examination form; campus placement and prospectus and application form. Here you will get the electronic version of the prospectus and application form, information about the admission data, hall ticket and result.

iii. Division: Under this section, there are links of Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.

iv. Student Registration Division: This link will give you information about admission / and re-admission.

v. Student Evaluation Division: This link gives information about TEE, results, assignment etc.

vi. Electronic Media Production Centre: You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, Teleconferencing schedule and feedback form.

Student may use photocopies of the following forms given as annexures. These forms are also available in the IGNOU website (www.ignou.ac.in). Please check the website for modifications if any in the form, fee, addresses etc.

Indira Gandhi National Open University
Regional Services Division
List of Regional Centres

S.No	Regional centre, code and no of Learner Support Centres	Address of the Regional Centre Tel., Fax & e-Mail	JURISDICTION
1.	AGARTALA RC CODE : 26	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND P.O.AGARTALACOLLEGE TILLA AGARTALA-799 004 , TRIPURA 0381-2519391, 0381-2516714 0381- 2516266, 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 02717-242975-242976 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, ARAVALLI) DAMAN & DADRANAGAR HAVELI (U.T.)
3.	AIZWAL RC CODE : 19	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO. YC-10 ROPHIRABUILDING CHALTLANG DAWRKAWN AIZAWL -796 012 , MIZORAM 0389-2391692 /2395260 0389- 2391789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARH RC CODE : 47	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3/310 MARRIS ROAD ALIGARH -202 001 UTTAR PRADESH 0571-2700120 /2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT:ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYANAGAR/HATHRAS, MAINPURI)
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA 293, 39THCROSS, 8TH BLOCK JAYANAGAR BANGALORE-560 070 KARNATAKA 080-26654747/26657376080- 26639711 080- 26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA(DISTRICT: BANGALORE,BANGALORERURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE,KOLAR, RAMANAGARA, SHIMOGA, TUMKUR,RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3RD FLOOR, SUMAN PLAZA , CENTRAL JAIL ROAD, TILKAMANJHI, BHAGALPUR , BHAGALPUR BIHAR 812001 0641-2610055/2610066 0641- 2610077 , rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
7.	BHOPAL RC CODE : 15	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 12, ARERA HILLS BHOPAL BHOPAL-462 011 MADHYAPRADESH 0755-2578455/2578452 0755- 2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYAPRADESH (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,AGAR-MALWA)
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C -1, INSTITUTIONAL AREA BHUBANESHWAR -751 013 ODISHA 0674-2301348 /2301250 0674- 2301352 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA(DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAIPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9.	BIJAPUR RC Code : 85	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ANANDA MAHAL OLD ZP OFFICE (EX OFFICE OF MP) BIJAPUR- 586103 KARNATAKA 08352-260006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKACOVERING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR,YADGIR,HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA(DIS- TRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC Code : 06	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SCO 208 SECTOR14 PANCHKULA-134 109 HARYANA 0172-2590277,2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA(DISTRICT:AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11.	CHENNAI RC Code : 25	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI- 600007 rcchennai@ignou.ac.in 044- 26618438	STATE OF TAMILNADU (DISTRICT: CHENNAI,THIRUVALLUR, KANCHIPURAM,VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM,CUDDALORE, PERAMBALUR, NAGAPATTINAM),

			PUDUCHERRY(U.T.)
12.	COCHIN RC CODE : 14	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, KALOOR COCHIN – 682017, KERALA Ph. Off-0484-2340203/2348189/2330891 Fax: 0484-2340204 E- MAIL : rccochin@ignou.ac.in	STATE OF KERALA(DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP(U.T.)
13.	DARBHANGA RC CODE : 46	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK DARBHANGA-846 004 BIHAR 06272-251862, 06272-251833, 06272- 253719, rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE : 31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN -248 008 UTTARAKHAND 0135-2789200 0135-2789205 0135-2789190 0135-2789180 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL,ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
15.	DELHI 1 RC CODE : 07	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO J- 2/1 BLOCK -B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURAROAD NEW DELHI-110 044 DELHI 011-26990082/26990082-83 011- 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., MALVIYANAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16.	DELHI 2 RC CODE – 29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI-110 002 DELHI 011-23392374 /23392376 23392377 /23392 737 011-26493257 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, CIVILLINES,YAMUNAVIHAR, NAND NAGRIBHR)

17.	DELHI 3 RC CODE : 38	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, F-634-636 PALAM EXTENSION SHAHEED RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI-110 077 DELHI 011-25088964 011-25088939 011-25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERABAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
18.	DEOGHAR RC CODE : 87	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448,9234455958-957-975 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA& GIRIDIH)
19.	GANGTOK RC CODE : 24	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 5TH MILE TADONG NH-10-ABELOW CENTRALREFERRAL HOSPITAL, EAST SIKKIM GANKTOK -737 102 SIKKIM 0359-231102/270923,0359- 231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE : 04	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI, GUWAHATI GUWAHATI, ASSAM 781005 0361-2343771 /2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMAHASAO, CACHAR, HAILAKANDI, KARIMGANJ)
21.	HYDERABAD RC CODE : 01	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEEHILLS(P.O.) HYDERABAD -500 033 TELANGANA 040-23117550-53 , 040-27152527, 040- 23117554, rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGAREDDY, WARANGAL)

22.	IMPHAL RC CODE : 17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX NORTH A.O.C. IMPHAL -795 001 MANIPUR 0385-2421190 /2421191 0385- 2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHALEAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)
23.	ITANAGAR RC CODE : 03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRALSCH.) NAHARLAGUN, PAPUM PARE ITANAGAR -791 110 ARUNACHAL PRADESH 0360- 2351705/2247536 0360-2247538 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVA VIDYALAYA CAMPUS, PACHPEDHI JABALPUR -482 001 MADHYA PRADESH 0761-2600411/2609896 0761- 2609919 , rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 70/79, SECTOR -7 PATELMARG, MANSAROVAR JAIPUR -302 020 RAJASTHAN 0141-2785730 /2785427 0141- 2396427, 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, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GOVT. SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK, 1ST FLOOR CANAL ROAD JAMMU -180 001 JAMMU & KASHMIR 0191-2579572 /2546529 0191- 2502921, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION -DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

27.	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439 PALLINK ROAD OPP. KAMALANAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2755424,0291-2751524 0291-2756579 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE,SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATH NEAR NEHRU PARK JORHAT -785001 ASSAM 0376-2301116,0376-2301115/ 2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHAMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)
29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOMEGUARD 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)
30.	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA -141 401 PUNJAB , 01628-229993 /237361 01628-238632,01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCOHR. SEC SCHOOL ROAD KENUOZOU KOHIMA -797 001 NAGALAND 0370-2260366 / 2260167 0370-2241968,0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, M ON, PEREN, PHEK)
32.	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 (RCL) 033- 24739393,033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)

33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852-251535 06852- 251535,06852-252503 rckoraput@ignou.ac.in	STATE OF ODISHA(DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR,BOUDH)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR -5 VRINDAVANYOJNA, TELIBAGH LUCKNOW 226029 UTTAR PRADESH 0522- 2442832 rlucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILLY, SHAHJAHANPUR, SHRAVASTI, SIDHARTH NAGAR, SITAPUR, UNNAO)
35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU 0452-2380775 /2380733 0452- 2380588 rcmadurai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, AMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36.	MUMBAI RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING, M. G. ROAD OPPTO MULUND RLY. STATION MULUND (WEST), MUMBAI-400 080 MAHARASHTRA 022-25925540 /25923159 022- 25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA(DIS- TRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37.	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR -440 033 MAHARASHTRA 0712-2536999, 2537999, 0712-2022000, 0712- 2538999, rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA(DIS- TRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)

38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA -201 305 UTTAR PRADESH 0120-2405012 /2405014 0120- 2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH 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)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1570 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O. 403521 GOA 0832-2414553, 0832- 2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA-800 001 BIHAR 0612-2219539 /2219541 0612- 2687042 , 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)
41.	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, 03192- 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020- 25671867 /25651321 020- 25880091, 020- 25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATH GANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENABANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 /271666 03483- 271666, 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)

44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX HOUSINGBOARD COLONY, KACHNA POST: SADDU RAIPUR -492 014 CHHATTISGARH 0771-2428285 /5056508 0771- 2445839 0771-2583578,0771- 2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNAND GAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360005 GUJARAT 0281-2572988 0281-2561449,0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOO MI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU
46.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI -834 022 JHARKHAND 0651-2244688 /2244699 0651-2244677 0651- 2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARA IKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)
47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR, SAHARSA, 852201 BIHAR, 06478-219014,219015 06478-219018, rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DIS- TRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIA, KISHANGANJ & PURNIA)
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING MAWKYNROH NEHU CAMPUS SHILLONG-793 022 MEGHALAYA 0364-2550088/2550102 /2550015 0364-2551010 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, SOUTHWEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612 /2624613 18001808055(TOLLFREE) 0177- 2620125,0177- 2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD SUBHAS PALLY SILIGURI SILIGURI-734 001	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR,

		WEST BENGAL 0353-2526818/2526819 0353-2526829,0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	DAKSHIN DINAJPUR,ALIPURDUAR)
51.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194- 2311251,0194-2311258 0194- 2421506,0194- 2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION-DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL,KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPPPRS HOSPITAL KILLIPALAM, KARAMANAP.O. THIRUVANANTHAPURAM -695 002 KERALA 0471-2344113/ 2344120 0471-2344115,0471-2344121 rctrivandrum@ignou.ac.in	STATE OF KERALA(DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMILNADU (DISTRICTS: KANYAKUMARI,TIRUNELVELI, THOOTHUKUDI)
53.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368022 /2368622 0522-2364893 0542- 2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DIS- TRICT:AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI,ALLAHABAD, PRATAPGARH, SULTANPUR)
54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, 2ND FLOOR NUT STREET (PO), VATAKARA KOZHIKODE 673104 KERALA 0496-2525281,0496-2516055 0496- 2515413, revatakara@ignou.ac.in	STATE OF KERALA(DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)]
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA 520001 ANDHRA PRADESH 0866-2565253 /2565959 0866- 2565253 , 0866- 2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DIS- TRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL,ANANTAPUR)
56.	VISAKHAPATNA M RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR- 12,MVPCOLONY 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), [YANAM-PUDUCHERRY(UT)]

IGNOU Recognized Regional Centres
IGNOU –Army Recognized Regional Centres

Sl. No.	Recognized RC Name Area	Code	Address	Operational
01	IAEP -KOLKATA	51	REGIONALDIRECTOR IGNOUARMYRECOG.REG.CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99APO KOLKATA-908 542 WEST BENGAL 033- 22222668(CIVIL) 2670(MILITARY) 033- 22222668 rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONALDIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION (G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR - 134107 HARYANA 0172-2589355, (CIVIL) 2670 (MILITARY) 0712- 2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP -LUCKNOW	53	REGIONALDIRECTOR IGNOU ARMY RECOG.REG. CENTRE IAEP HQ. CENTRAL COMMAND-GS(EDN) LUCKNOW -226002 UTTAR PRADESH 0522-2482968 (CIVIL);2670(MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP -PUNE	54	REGIONALDIRECTOR IGNOUARMYRECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC- 1BEG&CENTRE C/O 56APO -908 791 020-20265568 CIVIL);3019 (MILITAR 020- 26102670, armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONALDIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992- 242486,01992- 242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
06	IAEP -JAIPUR	56	REGIONALDIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND
IGNOU – Navy Recognized Regional Centres				

01	INEP -KOCHI	74	IGNOU NAVY RECOG.REG. CENTRE NAVALBASE HQ SOUTHERN NAVAL COMMAND KOCHI 0484-266210,2662515,0484-2666194 inepkochi_10@rediffmail.com	REGIONAL DIRECTOR SOUTHERN NAVAL COMMAND -682 004 KERALA
02	INEP MUMBAI	72	IGNOU NAVY RECOG.REG. CENTRE HQ. WESTERN NAVALCOMMAND SHAHID BHAGAT SINGH MARG MUMBAI MAHARASHTRA 022-22752245,022-22665458 inepm@rediffmail.com	REGIONAL DIRECTOR WESTERN COMMAND -400 023
03	INEP -NEW DELHI	71	IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVALEDUCATION INTEGRATED HQS.MINISTRYOF DEF WEST BLOCK.5,IIND FLR, WING-II RK PURAM, NEW DELHI 011-26194686,011-26105067 inepdelhi@rediffmail.com	REGIONAL DIRECTOR HQs -110 066 DELHI
04	INEP VISAKHAPATNA M	73	REGIONALDIRECTOR IGNOU NAVY RECOG.REG. CENTRE HQ EASTERN NAVALCOMMAND VISAKHAPATNAM ANDHRA PRADESH 0891-2812669,0891-2515834 rc73@ignou.ac.in	CAPTAINAG SELVAM EASTERN NAVAL COMMAND -530 014
IGNOU – Assam Rifles Recognized Regional Centres				
01	IAREP - SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG.R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR),LAITUMUKHRAH SHILLONG -793 011 MEGHALAYA 0364-2705181,0364-2705184 iarrc_81@yahoo.com	COMMAND AREA

Form for Non-receipt of Materials

The Regional Director

Concerned Regional Centre

.....

Subject: Non-receipt of Study Material

Enrolment No.....

Programme..... Medium of Study.....

I have not received the Study Materials in respect of the following:

Sl. No.	Course Code	Blocks
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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

.....

.....

1. For Official Use

Date of dispatch of study material to student

Fill this form online from IGNOU Website

INDIRA GANDHI NATIONAL OPEN UNIVERSITY



**STUDENT EVALUATION DIVISION MAIDAN
GARHI, NEW DELHI-110 068 TERM-END EXAM
JUNE / DECEMBER -20**

EXAM FORMSerial
No.

Control No.

INSTRUCTIONS

1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

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

Programme Code

Regional Centre Code

Study Centre
Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

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

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

City

District

State

Pin Code

MORI ENO

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs @ Rs. 120/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls).

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

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

Total No. of			Total Amount		
Courses		× ₹ 120			
Practical Courses		× ₹ 120			
Late Fee					
TOTAL					

SIGNATURE OF THE STUDENT (within the Box only)	1. Draft No. Amount 2. Draft No. Amount Date Issuing Branch Payable at (Regional Centre under which your exam centre falls)
--	--

Dates for Submission of Exam Form

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

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 ₹ 120/- 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 | - ₹ 120/- (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). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally, the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
11. In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

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 Coordinator/Incharge)
 Study Centre/PSC/PI/Community College



STUDENT REGISTRATION DIVISION
Application for Change of Address/Correction of Name

Date :

Please tick the appropriate box:

Change/Correction of Address ☐Correction of Name ☐

To
 Registrar, SRD
 IGNOU
 Maidan Garhi
 New Delhi-110 068..

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. Programme

Name (in caps)

I. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

.....

.....

.....

.....

City.....Pin.....

City.....Pin.....

State

State

2. CORRECTION OF NAME

(For correction in the spelling of name please attach an attested photocopy of 10th class Certificate)

Name as recorded.....(in Capital Letters)

Correct Name(in Capital Letters)

.....

Signature of Student

Phone/Mobile Number.....

FOR OFFICE USE

CONTROL NUMBER LOT NO. DATE

 ignou THE PEOPLE'S UNIVERSITY	Indira Gandhi National Open University Maidan Garhi, New Delhi-110068
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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:- 1st March to 15th April for June Term-end Exam. 1st September to 15th October for December Term-end Exam.

1. Name:

2. Programme:

Enrolment No:

3. Address:

..... Pin-

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): ☐ 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 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Dlehi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar-751013 Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.

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

**APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END
EXAMINATION**

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

1. Name :

2. Programme: Enrolment No:

3. Address:

..... Pin

4. Contact No. (Mobile No.) : Landline No.

5. Reason for early declaration of result:

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

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

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

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

Exam. Centre Code:

Address of Exam. Centre: _____

8. **Fee detail:**

(The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, 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. 1000/- or = 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.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar-751013 Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



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

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

1. Name
2. Programme
3. Enrolment No.

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4. Complete Address
.....
.....
..... Pin

--	--	--	--	--	--
5. Contact No.(Mobile No.) Landline No.
6. Month and Year of the Exam.
7. Centre from where appeared at last examination
8. Bank Draft/IPO No. Dated
for Rs. 200/- orin favour of "IGNOU" payable at New Delhi.

Date.....

.....
Signature

Note : Fee for duplicate grade card is Rs. 200/- for Indian Students & Rs. 400/- for SAARC Countries Students and \$10 for Non-SAARC Countries Students. The duplicate grade card/mark sheet will be sent by Registered post by the University.

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

**The Registrar
(Student Evaluation Division)
Indira Gandhi National Open University
Block 12, Maidan Garhi
New Delhi-110 068**

(You are advised to use the photocopy of this proforma)

INDIRAGANDHINATIONAL 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. AddressPin
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
.....

Draft Details			
Amount Rs.	D.D. No.	Date	
Bank Name	Place of Issue		

(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

Student Evaluation Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR THE ISSUE OF A PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled-in Application Form should be sent to:

**The Registrar (SED),
IGNOU,
Maidan Garhi,
New Delhi-110068**

Date

.....
Signature



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. Name :

2. Programme: Enrolment No:

3. Address:

.....Pin

4. Contact No: (Mobile No.)..... Landline No:.....

5. Month and Year of the Examination:

6. Examination Centre Code:

7. Address of the Examination Centre:

.....

8. Courses, in which Re-evaluation is sought:

<u>COURSE CODE</u>	<u>MARKS/GRADE OBTAINED</u>
.....
.....
.....
.....
.....

9. Fee details:-

(The fee for Re-evaluation of answer script is Rs. 750/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$75 for Non-SAARC Countries Students, 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. 750/- or = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date:.....

(Signature of the student)

P.T.O.

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made within one month of declaration of his/her result.
2. The date of declaration of result will be calculated from the date on which the result(s) are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project / Dissertation / Practicals / Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, please mention 'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'
7. The application form duly filled-in may be sent to the following address except CPE* & DPE* programmers.
8. Application form must reach within the prescribed dates at the following address:-

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar-751013 Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector H, Aligarh	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.

