

## IMPORTANT DATES

Minimum duration of the Programme: **Six months**

Maximum duration of the Programme: **Two years**

COURSES	TERM-END EXAMINATION
OEE-001	June and December every year
OEE-002	
OEEL-001	

## Admission: Commencement of Session

The CCPD programme is available in both July and January Cycles of admissions.

**Application form can be submitted on the online admission portal of University**

Click here to apply online in IGNOU <https://ignouadmission.samarth.edu.in/>.

<b>January Session</b>	<ul style="list-style-type: none"><li>Please check the admission advertisement on IGNOU Website (<a href="http://www.ignou.ac.in">www.ignou.ac.in</a>) for the last date of submission of admission for the January &amp; July admission cycles.</li></ul> <p><b>Important Links Admission Portal for ODL Programmes:</b></p> <p><a href="https://ignouadmission.samarth.edu.in/">https://ignouadmission.samarth.edu.in/</a></p>
<b>July Session</b>	

- **Student Portal (after admission):** <https://ignou.samarth.edu.in/>

All students are advised to register on the Student Portal after confirmation of their admission and create their own Student Account.

## Filling of Term-End Examination (TEE) Form

The learners are required to fill in examination form to appear in the TEE each time i.e., for every exam (June/ December) a learner has to apply fresh. The Examination Forms are accepted online the schedule available on the IGNOU website (<https://ignou.ac.in>) from time to time.

(Examination fee and Mode of Payment)

Examination Fee	Mode of Payment
@ 200 per theory course @ 200 per practical/lab course	Credit Card/Debit Card/Net Banking

Online submission of examination form, <http://exam.ignou.ac.in/>. The University will try to accommodate the students in the examination centre opted by them. (In case, the sitting at the centre has exhausted, student may choose the nearest/alternate exam centre under the jurisdiction of the same Regional Centre).

# **Programme Guide**

**Certificate of Competency  
in  
Power Distribution  
(Electrical Technicians)  
(CCPD)**



**Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110 068**

## RECOGNITION

IGNOU is a NATIONAL OPEN UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). It is the First Open University in the Country to have been accredited with the highest A++ Grade by NAAC. IGNOU has been exempted from applicability of UGC (Open and Distance Learning Programme and Online Programme) Regulations, vide Letter No. F. No. 1-8/2019 (DEB-I) dated 9th August 2019 & F. No. 2-/2019 (OL) dated 17th March, 2020.

( <http://ignou.ac.in/userfiles/Exemption%20from%20UGC%20regulations.pdf> )

The Degrees/ Diplomas/ Certificates issued by IGNOU are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with the corresponding Degrees/ Diplomas/ Certificates issued by all Indian Universities/ Deemed Universities/ Institutions etc.

The UGC Notification No. F. 1-1/2020(DEB-I) dated 4th Sept., 2020 regarding recognition of Degrees and Certificate acquired through ODL mode states as under:

***"22. Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online modes.— Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and/or Online mode by Higher Educational Institutions, recognised by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode."***

" Compiled, Composed and Vetted by: Student Registration Division "

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**This programme has been developed by the School of Engineering and Technology, IGNOU in collaboration with the Ministry of Power (MoP) under IGNOU-MoP Project.**

**November, 2022**

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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.

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*Dear Learner,*

We welcome you to the Certificate of Competency in Power Distribution (Electrical Technicians) programme.

*In this programme, which was developed in collaboration with the Ministry of Power, USAID-India and the Power Finance Corporation, you will learn about the power distribution system. The programme is of 16 credits and comprises 3 compulsory courses.*

*This programme guide gives you important information about the programme and how to study it. We advise you to read this Programme Guide carefully. We have included in it some useful forms, which you may need during your course of study. Hence, we strongly recommend that you retain this Programme Guide carefully with you.*

*We are aware that it is a challenging task to pursue such a programme of study for working professionals in the distance mode.*

*In order to facilitate the learning process, the schedule of course-wise theory/practical sessions will be communicated to you by your study centre. **Students are strongly recommended that they shall be in constant touch with their study centre programme in-charge/online portal of programme on IGNOU official website for the updates including examination /evaluation related activities.***

*In order to facilitate the learning process, we will provide you web enabled academic support (WEAS), for this programme delivery. Enrolled learners are given access to their programme specific portal in which they are provided with course material in digital format, video lectures/counseling, videos link and learning resources, updated information etc. To access WEAS click the link - [SOET-WEAS \(google.com\)](https://soet-ignou.com).*

**Note: It is mandatory for Student to provide own (actual) E-Mail ID in Gmail account and own (actual) mobile number to avail the online academic support**

*For theory courses **online** MOOC course, “Electricity and Safety Measures” of IGNOU is also available at **SWAYAM portal** of Government of India. To access click the link (<https://swayam.gov.in/> )*

*We are also accessible via e-mail. If you face any difficulty and need help in studying the programme, you could send your queries to us on the e-mail address: [rakhisharma@ignou.ac.in](mailto:rakhisharma@ignou.ac.in), [ccpd@ignou.ac.in](mailto:ccpd@ignou.ac.in) and we will try to solve your difficulties as best as we can.*

# THE UNIVERSITY

## Introduction

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

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

## Prominent Features

IGNOU has certain unique features such as:

- ☐ National jurisdiction with international presence
- ☐ Flexible admission rules
- ☐ The programmes are offered in compliance to NEP 2020 Guidelines
- ☐ Individualised study: flexibility in terms of place, pace and duration of study
- ☐ Use of latest information and communication technologies
- ☐ Nationwide student support services network
- ☐ Cost-effective programmes
- ☐ Modular approach to programmes
- ☐ The programmes follow the multidisciplinary and inter-disciplinary approach
- ☐ Resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations
- ☐ Socially and academically relevant programmes based on students' need analysis, and
- ☐ Convergence of open and conventional education systems

## Important Achievements

- ☐ First Open University in the Country to have been accredited with the highest A++ Grade by NAAC.
- ☐ Emergence of IGNOU as the largest Open University in the world.
- ☐ Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- ☐ Award of Excellence for Distance Education Material by Commonwealth of Learning (1999).

Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studios at Electronic Media Production Centre (EMPC), IGNOU. Regular educational broadcast with facility for live interaction.

IGNOU has been entrusted with the responsibility of National Coordinator for Swayam Prabha Project for four channels (CH 17 to 20). These channels are broadcasting the recorded videos as well as live telecasting of IGNOU programmes on 24x7 basis.

- UNESCO has declared IGNOU as the largest institution of higher learning in the world in 2010.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

## SCHOOL OF ENGINEERING AND TECHNOLOGY

The primary emphasis of IGNOU is on innovation, flexibility, relevance, and cost effectiveness in all its programmes. The University started identifying the disciplines and subject areas for which the distance learning programmes were to be initiated in the first instance. The area of Engineering and Technology was identified in the early years, keeping in view the emerging need of continuing education and re-training requirements of those at work. Thus, the School of Engineering and Technology came into existence in 1987, with a clear mandate to address the issues pertaining to continuing and extension education requirements in the country.

The objectives of the School are:

- Initiating academic, continuing and extension education programmes.
- To offer opportunities of learning to employed persons.

The School of Engineering and Technology has the responsibility of initiating academic, continuing and extension education programmes in the areas of engineering and technology. The School has developed several programmes aimed at increasing job potential and economic advantage to the learners. To fulfill its mandate, the School regularly interacts with employing agencies, professional bodies and industry so as to reflect educational and training needs of the targeted learner group in the curriculum. The school practices participative and collaborative strategy by inviting different industries for design and development of programmes.

The instructional packages are designed and developed with the help of experts drawn from various institutions of acknowledged expertise: IITs, National Institutes of Technology (NITs), reputed Universities, Engineering Colleges, and Industry. School has been involved in forged alliance with the corps of Engineers, Indian Army, Construction Industry Development Council (CIDC), Directorate General of Shipping (DGS), Footwear Design and Development Institute (FDDI), Ministry of Power (MoP), Aeronautical Engineering & Research Organization (AERO), Hero Moto Corp Ltd. (HMCL), etc. to design, develop and conduct tailor-made courses to meet the specific needs of respective employment sectors. The school is a pioneer in developing the competency based knowledge and skill development programmes in technical and vocational areas.

Practicing blended learning mode, school has developed and launched many programmes /courses in Electrical, Mechanical, Civil, Architecture and other multidisciplinary streams at Certificate, Diploma, Graduation, Doctoral Level.

Emphasis is now being laid on developing interactive multimedia and online learning, and adding value to the traditional distance education delivery mode with modern technology-enabled education within the framework of blended learning.

➤ **ODL Programmes on Offer**

At present, the School has following Courses on offer:

- M.Sc. in Renewable Energy and Environment
- Advanced Certificate in Power Distribution Management (ACPDM)
- Certificate of Competency in Power Distribution (Technicians) (CCPD)
- Certificate in Energy Technology Management (CETM)
- Diploma in Smart City Development and Management (DSCDM)
- Certificate in Solid Waste Treatment Techniques (CSWTT)
- P.G. Diploma in Industrial Safety (PGCINDS)
- P.G. Certificate in Industrial Safety (PGCINDS)
- P.G. Certificate in Inventory Planning and Warehousing Systems (PGCIPWS) for Engineers

➤ **SWAYAM online MOOC Courses on Offer**

At present, the School has following Courses on offer:

- Electricity and Safety Measures
- Thermodynamics and Its Applications
- Production Management
- Inventory Control and Stores Management
- CAD/CAM
- Quality Engineering and Management
- Condition Monitoring and Maintenance Management
- Materials Science
- Energy Resources and Conversion Processes
- Concrete Technology
- Repair and Maintenance of Buildings
- Pollutants and Water Supply
- Building Cost Estimation Simplified
- Principles of Electrical Sciences

**Collaborative Projects successfully conducted by the School**

- IGNOU-MOP Project  
*(Collaborative project of IGNOU and Ministry of Power)*
- IGNOU-DGS Project  
*(Collaborative project of IGNOU and Directorate General of Shipping)*
- IGNOU-HHML Motorcycle Technicians Competency Development Project (IH-MTCDP)  
*(Collaborative project of IGNOU and Hero Honda Motors Ltd.)*
- IGNOU-AERO Project  
*(Collaborative project of IGNOU and Aeronautical Engineering and Research Organization (Pune))*
- IGNOU-CIDC Project  
*(Collaborative project of IGNOU and Construction Industry Development Council)*
- IGNOU-FDDI Project  
*(Collaborative project of IGNOU and Footwear Design and Development Institute)*



## CERTIFICATE OF COMPETENCY IN POWER DISTRIBUTION ( ELECTRICAL TECHNICIANS) (CCPD)

**The Certificate of Competency in Power Distribution (for Electrical Technicians) (CCPD)**, programme has been developed by the School of Engineering & Technology, IGNOU in collaboration with the Ministry of Power under IGNOU-PFC (MoP) Project. Training for on job employees for upgrading their skills and need of skilled fresh recruits/manpower with required skill and knowledge is the critical need of continuously growing power industry to enhance systemic efficiency and deliver quality power to the satisfaction of beneficiaries.

This programme has launched to address the general concerns and issues in the electricity distribution sector, and inculcate awareness and exchange good practices amongst the workforce engaged in power distribution companies, specifically the electrical technicians and equivalent manpower. **You are a stakeholder in the power industry, both as a consumer and as an employee or you may be aspiring to take up a job in the electrical industry. Therefore, you would surely welcome this opportunity of capacity building through a specially designed training programme**

The **main objectives** of this programme are:

- to offer need based and tailor made academic programme for the specific need of **technicians/equivalent level workforce** engaged in electricity sector,
- to **train, assess and certify the skills and competencies** of electrical technicians, and to make them eligible for acquiring further knowledge and skill development training / educational qualification,
- to provide better industrial education linkage by matching learner's educational needs while collaborating with professional bodies to meet the real work need,
- to provide educational programme aiming at increased job potential and economic activities.

### Eligibility:

Technicians /Equivalent Tradesman or Manpower working in Electricity/Power Sector, adults 8<sup>th</sup> pass onwards,  
OR  
Candidates having 10<sup>th</sup> /12<sup>th</sup> /Degree/ Diploma/ ITI are eligible

### Target group: whom this programme can benefit:

- Technicians /Equivalent tradesman or manpower working in electricity/power sector
- Technicians having or pursuing trade certificate in Electrician or related trade; Technician having license for Foreman/ Lineman/Wireman or license in relevant area of expertise; Candidates having electrician apprenticeship;
- Candidates having 10<sup>th</sup> /12<sup>th</sup> / ITI / Degree/Diploma, keen to pursue the course and aspiring to pursue career in the electricity sector / working in relevant field.

### ***Delivery of the Programme:***

The Programme is being offered at selected Study Centres of concerned Regional Centre (RC). For details, please check IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) /online admission link: <https://ignouadmission.samarth.edu.in/>.

On admission, each student will be attached to an identified Programme Study Centres (PSC) or Learner Support Centres (LSC) as per available seats for programme Theory /Demonstration/Practical related counselling as per schedule informed by Programme in-charge of concerned Study Centre. Students are strongly recommended that they shall be in constant touch with their study centre or learner support centre for the updates including examination/evaluation related activities.

**Student Portal (after admission):** <https://ignou.samarth.edu.in/> .All students are advised to register on the Student Portal after confirmation of their admission and create their own Student Account. **Academic support to learner include Printed Self Learning Study Material , Web Enabled Academic Support (WEAS) Portal** of the CCPD programme to provide an **interactive one-stop programme portal, that will help the students in getting academic support on the programme** To access WEAS click the link : <https://sites.google.com/ignou.ac.in/weas> and, online MOOC, course “Electricity and Safety Measures” available at SWAYAM portal of Govt. of India (<https://swayam.gov.in/IGNOU>).

### ***Admission Procedure***

**Individual Registration:** Presently, IGNOU offers online procedure of admission. To apply in IGNOU, interested candidate can log on [www.ignou.ac.in](http://www.ignou.ac.in) - Online Registration, click link: <https://ignouadmission.samarth.edu.in/>

**Bulk registration:** Learners are also sponsored in bulk by Electrical Power Organisations. For online admission in bulk, click link: <https://ignouadmission.samarth.edu.in/> , organisation may also contact Programme Study Centre or Regional Centre (RC) of IGNOU.

### ***Credit System***

Credit system helps the learner to know the academic effort one has to put in, to successfully complete the course. **One credit** is equivalent to 30 hours of student study time. For this programme, it includes the time you will spend in attending theory/practical, preparing assignments solution, listening to lectures in the tele-conferencing sessions and absorbing the content presented in instructional material.

<b>CERTIFICATE OF COMPETENCY IN POWER DISTRIBUTION</b> <b>(Electrical Technicians) (CCPD)</b>	
<b>Number of Courses</b>	Three ( Theory Courses-2, Practical Course-1) , Total Credits: 16
<b>Programme Duration:</b>	<b>Minimum 6 Months; Maximum 2 years</b>
<b>Admission:</b>	<b>Click here to apply online in IGNOU</b> <a href="https://ignouadmission.samarth.edu.in/">https://ignouadmission.samarth.edu.in/</a> . Check <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> for last dates of submission of admission form in January & July Cycles/sessions.
<b>Programme Fee:</b>	Rs. 3600/-
<b>Eligibility:</b>	Technicians /Equivalent Tradesman or Manpower working in Electricity/Power Sector, adults 8 <sup>th</sup> pass onwards, OR Candidates having 10 <sup>th</sup> /12 <sup>th</sup> /Degree/ Diploma/ ITI may apply
<b>Medium of Instruction:</b>	<b>English / Hindi</b> , Term End Exam (TEE) papers will be bilingual (in English and Hindi). Student is allowed to write in English or in Hindi.
<b>Academic Support :</b>	<b>Printed Self Learning Study Material:</b> Learner will receive hard copies of Self Learning Material (in English). Digital Self Learning Study Material (SLM) on E Gyankosh /IGNOU e-Content APP; Hindi translated material can also be provided to learner in softcopy form.  <b>Web Enabled Academic Support (WEAS):</b> The Programme will also be delivered through the Web Enabled Academic Support (WEAS), Enrolled learners are given access to their programme specific portal in which they are provided with course material in digital format, video lectures/counseling, videos link and learning resources, updated information etc. To access WEAS click the link - <a href="http://SOET-WEAS.google.com">SOET-WEAS (google.com)</a> <a href="https://sites.google.com/ignou.ac.in/weas">https://sites.google.com/ignou.ac.in/weas</a>  <b>Note:</b> It is mandatory for Student to provide own (actual) E-Mail ID in G-Mail account and own (actual) mobile number to avail the online academic support  <b>Academic support through online course available at SWAYAM portal :</b> Online MOOC, course “Electricity and Safety Measures” of this programme , available at the SWAYAM portal of Govt. of India. You may also register for this course for important video lectures by clicking the link: <a href="https://swayam.gov.in/IGNOU">https://swayam.gov.in/IGNOU</a> .
<b>Practical Component</b>	<b>Option (I)</b> -Practical at concerned Learner Support Centre (LSC) or Programme Study Centres (PSC) or at attached work Centres premises, having facilities (3 weeks). OR <b>Option(II)</b> -Students can arrange Practical Training / Internship/ Field Visit of a minimum of 10 days duration, at any Substation /Power Distribution Company / Relevant Electrical Industry / Training Centre/ Institution or Learner Support Centre.
<b>Scheme of Assessment of Student Performance:</b>	➤ <b>Theory course :</b> - <b>Term End Examination</b> : 70% Weightage Passing Percent : Equal or more than 40% - <b>Continuous Evaluation through Assignments</b> : 30% Weightage Passing Percent : Equal or more than 40% <b>Over all Pass Percent</b> in theory course : Equal or more than 40% ➤ <b>Practical / Training :</b> Overall Practical examination carry 100% weightage = (Guided with 70% weightage + Unguided with 30% weightage) • <b>Guided Component : Continuous Evaluation</b> –(70% Weightage) Passing Percent : Equal or More than 50% • <b>Unguided Component: Practical Exam/Viva voce</b> –(30% Weightage) Passing Percent : Equal or more than 50% <b>Over all Pass Percent in Practical</b> : Equal or more than 50%
<b>Examination Months:</b>	<b>January Session:</b> June 1 <sup>st</sup> to 30 <sup>th</sup> ; <b>July Session:</b> December 1 <sup>st</sup> to 30 <sup>th</sup>
<b>Term End Examination (TEE) / Filling Examination Forms</b>	March to 30 <sup>st</sup> April for <b>June Term End Exams (TEE)</b> September to 31 <sup>st</sup> October for <b>December Term End Exams (TEE)</b> • For updated dates for the Submission of Online Term End Examination form With late fee/without late fee (Check website: <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> ) <b>Online submission of examination form,</b> <a href="http://exam.ignou.ac.in/">http://exam.ignou.ac.in/</a>

The programme is of 16 credits and comprises 3 compulsory courses

## **PROGRAMME STRUCTURE AND DETAILS**

The following details of the programme content indicate how it addresses the concerns and needs of the power distribution sector. Key features of this programme are given below:

### **COURSE CONTENTS**

#### **OEE-001: ELECTRICITY AND SAFETY MEASURES**

**4 Credits**

##### **BLOCK 1 : Elementary Electrical and Exposure to Tools**

Unit 1: Basics of Electricity

Unit 2: Electrical Power System: Overview

Unit 3: Exposure to General Tools and Tackles

##### **BLOCK 2 : Earthing and Protection**

Unit 4: Earthing

Unit 5: System Protection

##### **BLOCK 3: Electrical Safety Measures**

Unit 6: Safety Elements

Unit 7: First Aid

Unit 8: Disaster Management

**\*1 CREDIT  $\equiv$  30 hours of study**

#### **OEE-002 : POWER DISTRIBUTION SYSTEM - BASICS**

**4 Credits**

##### **BLOCK 1: Overview of Distribution System**

**Unit 1: Overhead Distribution System**

**Unit 2: Performance of Power Distribution system**

**Unit 3: Electrical Power Cables**

##### **BLOCK 2 : Transformer and Substation Equipment**

**Unit 4: Transformers**

**Unit 5: Major Substation Equipment**

##### **BLOCK 3 : Introduction to Distribution Losses and Metering System**

**Unit 6: Concept of Distribution Losses**

**Unit 7: Technical and Commercial loss Reduction**

**Unit 8: Metering System**

**This course requires you to have an real experience of demonstration/ practical exposure** either at your study centre on the topics that have been highlighted in your course book/ relevant topics (see **Option I**) or at any Substation /Power Distribution Company/ Relevant Electrical Industry or Training Centre (see **Option II**) .Thus the learner is required to attempt/complete only one option that is either Option I or Option II below.

#### (Option I)

Learner is strongly recommended that he/she shall be in constant touch with concern study centre/RC programme in-charge for the updates on schedule of practical activity and including examination /evaluation related activities of this practical course.

Programme Study Centres (PSC) premises or attached Work Centres arrange facilities for demonstration / practical exposure on:-

-Electric pole and fittings ; Cables -Overhead and Underground, cable jointing ; Transformers; Switch gears(includes fuses, switches, relays, isolators, circuit breaker, potential and current transformer, indicating device, lightning arresters, etc.) ;other Substation Equipment ; Earthing; Energy meters; Domestic Wiring Installations etc.

The activities that to be carried out at study centre where such facilities exists are from your **PRACTICAL MANUAL of course OEEL-001** and related to

Power distribution-**Substation Equipment**

- Erection of poles, fixing **different fittings on poles** such as cross-arms, **insulators**, stay-wire, guy rods/wires.
- Stringing and sagging in **overhead line conductors**.
- Jointing overhead line conductors.
- Installation of **overhead service line**.
- Identification of **cable jointing kits** and terminations.
- **Earthing** and Protection, measuring the earth resistance.
- Inspection and routine maintenance activity of a **transformer**.
- Trouble shooting and maintenance activity of **switch gears**.
- Installation and sealing of **energy meters**.
- Testing of **domestic wiring** installations. Identification and location of various faults in house wiring and their rectification.

\*Other practical activities may be taught to the learners as per industry need.

**In case at the assigned study centre/RC, the facilities to carry out the above listed activities (as mentioned in practical manual of course OEEL-001) being very limited/restricted/not available, the student is free to follow the option given below in Option II in place of Option I above.**

#### (Option II) - In case option (I) is not available

##### Practical Training / Internship/ Field Visit – Work Guide

To have a real experience students can also arrange Practical Training / Internship /Field Visit work minimum 7-10 days duration on their own, at any Substation /Power Distribution Company / Relevant Electrical Industry/ Training Centre /Institution /

Learner Support Centre etc., having facilities for demonstration /practical exposure on some of the topics as highlighted that emerges out of the course syllabus or any other relevant topic on electrical power distribution as per industry need.

For example exposure on topics/activities related to -

- Electrical Power Substation or relevant electrical company-infrastructure, equipment, functioning etc.
- Electric Pole and fittings ; Overhead Lines,
- Cables -Overhead and Underground, Cable jointing;
- Electrical Transformers;
- Switchgears (includes fuses, switches, relays, isolators, circuit breaker, potential and current transformer, indicating device, lightning arresters, etc.) ;other substation equipment ;
- Earthing (Pipe/Plate/Rod/Strip earthing); Electrical safety ;
- Energy Meters; Domestic Wiring Installations,
- any other relevant topic on electrical power distribution as per industry need.

Accordingly such students will be assessed for their performance by the Supervisor (Head / Manager /In-charge / Trainer or Counsellor) of concerned Substation /Power Distribution Company / Relevant Electrical Industry / Training Centre or Study Centre. The Students will have to produce a report in the prescribed format at the study centre /online as may be directed. This will also form the part of their Guided (continuous) evaluation of this practical course.

Students will be evaluated by the concern study centre or as may be directed, for their Guided component (continuous evaluation) and unguided component (viva-voce) of this course. To get more details and prescribed format of report for evaluation student has to refer [Practical Training / Internship/ Field Visit – Work Guide](#)

for course OEEL-001: Practical in Power distribution, you may also get this detail on the IGNOU website with download assignment of CCPD .

- Students are strongly recommended that they shall be in constant touch with their study centre programme in-charge and online portal for the updates including examination /evaluation related activities of this practical course.

## Evaluation System

The evaluation consists of two parts in theory course: (i) continuous evaluation through assignments, and (ii) Term End Examination (TEE) for Theory course, and two parts in practical course: (i) **Guided Component**(Continuous evaluation) and (ii) **Unguided component** Practical exam (Viva- voce).

Students can take Term End Examination (TEE) for courses after the completion of study of minimum duration of six months for the concerned courses. For example, students enrolled in January 2021 can take their TEE for courses in June 2021 or thereafter. Similarly, students enrolled in July 2021 can take their TEE for courses in December 2021 or thereafter. In case a student fails to qualify in a course, she/he is allowed to take that course in any of the subsequent TEEs (June / December). Students have to successfully complete all the courses within maximum duration (2 years) of registration.

The **evaluation** for each theory course will be carried out **through term-end examinations held in June and December every year**. The examination for each theory course will be of 3 hours duration and carry a maximum of 70 marks. **The minimum percentage of marks required for successfully completing the course is 40%.**

The performance of student is assessed under 'Numerical marking scheme' Evaluation methodology has only two components i.e. Term End Examination, which carry 70% weightage and Continuous evaluation: assignments, which carry 30% weightage.

**Theory course :**

- **Term End Examination (TEE):** 70% weightage  
Passing Percent: Equal or more than 40%
  - **Continuous Evaluation through Assignments:** 30% weightage  
Passing Percent: Equal or more than 40%
- Over all Pass Percent** in theory course: Equal or more than 40%

**Practical / Training Course :**

Overall Practical examination carry 100% weightage =  
(Guided with 70% weightage + Unguided with 30% weightage)

- **Guided Component : Continuous Evaluation :** 70% weightage  
Passing Percent: Equal or More than 50%
  - **Unguided Component : Practical Exam(Viva-voce) :** 30% weightage  
Passing Percent: Equal or more than 50%
- Over all Pass Percent in Practical:** Equal or more than 50%

For practical course students will be evaluated by the concern study centre or as may be directed, for their guided component (continuous evaluation) and unguided component (viva-voce) of this course

The percent which you pass the CCPD programme is decided on the basis of combined percentage of marks obtained in all the three courses.

The calculation of overall percentage will be based on the weighted average system and the precision will be up to one point after the decimal. The final percentage for this programme will be calculated using the following formula:

$$\text{Overall Percentage} = \frac{C_1P_1 + C_2P_2 + C_3P_3}{C} = \frac{4P_1 + 4P_2 + 8P_3}{16}$$

where,  $P_1$ ,  $P_2$  and  $P_3$  denote the percentage of marks awarded in the courses OEE-001, OEE-002 and OEEL-001, respectively and C is total credits in the three courses.

The division will be awarded as per the following scheme:

Ist Division with Dist. (if applicable)	75% and above
Ist Division	60% and above but less than 75%
IIInd Division	50% and above but less than 60%
IIIrd Division	40% and above but less than 50%
Failed	Less than 45%

In case you fail to score passing marks in the any course, you will be eligible to reappear at the next Examination for that course as and when it is held, within the period of validity of your enrolment in the programme ( 2 years).

## **Important Information about Term-end Examinations**

The University conducts **Term-end Examinations** twice a year in the month of **June** and **December** every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have submitted the required number of assignment(s) in those courses by the due date. Term end examination is conducted at various examination centers spread all over the country.

### **Examination Fee**

Examination fee is Rs.200/- per course (Theory courses and practical/lab courses). Students may select payment gateway to make payment using Debit Card/Credit Card and Internet Banking of any bank. Students can submit on-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).

### **Examination Centre**

Normally the study centre is the examination centre. All Learner Support Centres, Programme Learner Support Centres, special Learner Support Centres are not Examination centres.

Student can view region wise list of examination centre at [Examination Form \(ignou.ac.in\)](http://www.ignou.ac.in). However, a student is required to fill the exam center code in the examination form. The University will try to accommodate the students in the examination centre opted by them. (In case, the sitting at the centre has exhausted, student may choose the nearest/alternate exam centre under the jurisdiction of the same Regional Centre).

Practical Examination need not necessarily be held at the centre where the learner has undergone counseling or practical.

### **PRE-REQUISITE FOR SUBMISSION OF EXAM FORM:**

- Registration for the courses is valid and not time barred.
- Required number of assignments in the courses must have been submitted by due date wherever applicable as per the provision of your programme.
- Have completed minimum time to pursue these courses as per the provision of the Programme.

### **INSTRUCTIONS AND GUIDELINES TO BE FOLLOWED DURING FILLING ONLINE EXAM FORM :**

Answer to the question paper will be accepted in the language (s) in which the Programme is offered. Answer script attempted in any other language will not be evaluated and cancelled without any information. However, students have an option to attempt the examination of the courses in Hindi medium irrespective of registration of the same in English medium (except for language programmes).

December/June Term-end Examination results are being uploaded on IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) in phase manner. In case, the result of any course(s) is not declared on or before the last date of submission of online exam form for next



June/December , students are advised to fill the exam form without waiting for the complete result to avoid future consequences.

#### **STEPS FOR ONLINE SUBMISSION OF THE EXAMINATION FORM AND PAYMENT OF EXAM FEE:**

**(The exam form MUST be filled with utmost care and accuracy. No request for any kind of amendments will be entertained at the later stage)**

- **Select the Regional Centre and Exam Centre code of your choice carefully.**
- Exam Centre will be allotted as first come first serve basis. In case the sitting capacity at the chosen exam centre is full, you may opt for the nearest/alternate exam centre.
- Please ensure that the exam form for all the course(s) for which exams to be written are filled in one attempt, as next attempt to add the course(s) can result in change of exam centre/ non availability of sitting capacity at the same exam centre.
- In case the validity of the registration shown as INVALID or course(s) for which you are eligible for appearing in the Term-end Examination is/are not reflected in the drop-down box, you have to contact to **Registrar SRD on email [registrarsrd@ignou.ac.in](mailto:registrarsrd@ignou.ac.in) or over phone no. 011-29571301.**
- Students may select payment gateway to make payment using Debit Card/Credit Card and Internet Banking of any bank. **Examination fee once paid shall neither be adjusted nor refunded in any case.**
- **Once all the parts of the examination form are filled, the summary of the same will be reflected on screen before proceeding for payment. Check the same carefully to avoid future consequences.**
- Student should take the print out of the acknowledgement for future references.
- Student can view region wise List of Examination Centre.

#### **REFUND OF EXCESS/UNSUCCESSFUL EXAMINATION FEE**

- In case of excess and unsuccessful payment, the student is required to approach the bank to take the charge back after the issuance of Hall Ticket.
- The excess/unsuccessful fee amount will be adjusted/refunded as the case may be, to the account from which the payment was made after due verification of records of the concerned bank.

#### **OPTION FOR CHANGE IN EXAM CENTRES:**

**No request for change of exam centre will be entertained in any case.**

#### **ISSUE OF HALL TICKET**

- Hall Ticket to the eligible students will be uploaded on the University website ([www.ignou.ac.in](http://www.ignou.ac.in)) approximately 7 to 10 days before the commencement of the Term-end Examination.
- Students are directed to take the print out of the Hall Ticket and report at the address of the Examination Centre on the date and time mentioned on the Hall Ticket well before the commencement of the examination.
- **Entry to the Examination Hall is strictly on the basis of the valid Hall Ticket and University Identity Card.**

- Request towards add on of course (s) in the Hall Ticket after updating of Hall Ticket on the website will not be entertained in any case.

#### WHOM TO CONTACT/E-MAIL ID:

- **For any queries regarding non receipt of the control number or about status of Examination Form and for refund of excess examination fee, please send email to (termendexam@ignou.ac.in) or contact over phone no. 011-29572209.**

For any updated information you may also contact IGNOU or check IGNOU website.

**Re-evaluation of Answer Script(s)** you may also contact IGNOU or check IGNOU website.

**We strongly advise you to keep a copy of every communication to the University for reference at a later date.**

## STUDYING AT IGNOU

### Instructional System

The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. The University uses a variety of media for imparting instruction to its learners. The instructional package for programme consists of:

- Self-Instructional written material,
- Counseling / training sessions / important video lectures recordings/ Tele conferencing sessions/ Radio conferencing sessions.

Study of various courses in the programme involves:

- Studying the print materials on your own, and
- Completion of assignments and Practical component.

### The Self Instructional Written Material

**Printed study material (written in self-instructional style) is the mainstay of learning at IGNOU.** Each course consists of several printed booklets called '**Blocks**'. Each Block in a course contains several '**Units**'.

The first page of each block indicates the numbers and titles of the units in the block. In the first block of each course we give an **Introduction** to the course. This is followed by a brief introduction to the themes being presented in the block.

Each unit begins with its **Title** and the list of **Learning Objectives**. The objectives outline what you are expected to accomplish after studying the unit. This is followed by the main body of the unit, which starts with an **Introduction**, and is divided into various **Sections** and **Sub-sections**. Each unit has a **Summary** giving its main points. The

material is enriched by including graphs, pictures, tables and drawings. We use the abbreviations Fig. for Figure and Sec. for Section/Subsection.

We have given several **Self-Assessment Questions** (SAQs) and **Terminal Questions** (TQs) in each unit of these courses. These are meant to help you in assessing your understanding of the subject and reinforcing the information you gain through your reading of the text, apart from pacing your studies.

Read all Units carefully and note down the important points. You can use the space in the margin of the printed page for making notes, writing your comments and jotting down concepts, which are difficult to comprehend. In such a situation, you should read the unit again.

You are also advised to refer work guide booklet for practical course. You can also download this with assignment.

### Periodic Assignments

- Assignments are used as a teaching tool in distance mode of education to ensure two-way communication between learner and tutor. **In this programme Hand written assignments are compulsory.**
- These are provided with self-instructional course material. **Students may also download the assignments from IGNOU website.**

Students are supposed to complete the assignments after going through the course material and submit the same to the concerned Regional Centre /Coordinator of the Study Centre well before the last date of submission. Student will be permitted to appear in term-end examination subject to the condition that they have submitted the required number of assignments.

- In this Programme, the weightage of assignments is 30%.

### Counseling /Tele-conferencing / Audio-Visual Material :

Counseling sessions for practical are held according to a schedule drawn up by the study centre coordinator usually during weekends, if study centre is available at Regional centre (RC), otherwise student support and guidance is provided by SOET,IGNOU as per student requirement .

The Programme will also be delivered through the Web Enabled Academic Support (WEAS), Enrolled learners are given access to their programme specific portal in which they are provided with course material in digital format, video lectures/counseling, videos link and learning resources, updated information etc. To access WEAS click the link - [SOET-WEAS \(google.com\)](https://sites.google.com/ignou.ac.in/weas)  
<https://sites.google.com/ignou.ac.in/weas>

Online MOOC, course “Electricity and Safety Measures” of this programme , available at the SWAYAM portal of Govt. of India. You may also register for this course for important video lectures by clicking the link: <https://swayam.gov.in/IGNOU> .

Through EduSat and Gyan Darshan Channels: One Gyan Darshan channel is available on DTH platform. Learners can confirm the dates for the programmes

telecast through the university website (see webcast schedule for channels) or from their RC.

For the benefit of the learners some video expert lecture which have been produced for CCPD and ACPDM programmes are available on are available on You Tube,

[www.ignou.ac.in](http://www.ignou.ac.in) > **Student Services** > **eGyanKosh**.

(<https://egyankosh.ac.in/handle/123456789/36854>)

Radio Counselling: Through phone-in programmes on AIR and Gyan Vani.

## OTHER USEFUL INFORMATION

### **Correction of Address and Learner Support Centre Change:**

Students can initiate the request for change of address, Learner Support Centre and regional centre online from their user account. The user account is to be created at <https://ignou.samarth.edu.in> by clicking 'New Registration'.

### **Non-receipt of Study Material**

If you do not receive your study material within a month after admission, fill up **Form 2** and send it to the address mentioned on it. Hard copy of the Study Material will be sent from IG NOU, New Delhi OR from Other Regional Centre.

- Availability of Study Material on e -Gyankosh ,Website [www.egyankosh.ac.in](http://www.egyankosh.ac.in)
- Availability of Study Material on IGNOU E -Learning App on Google Play Store.
- Dispatch Status of Study Material :  
<http://ignou.ac.in/ignou/aboutignou/division/mpdd/material>

### **Counseling and Examination Centre :**

All Learner Support Centres, Programme Learner Support Centres, special Learner Support Centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counseling or practical.

### **Validity of Admission**

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

### **Web Based Student Support**

The learners can have access to IGNOU's website at the following address (URL): [www.ignou.ac.in](http://www.ignou.ac.in) . This website offers relevant information to the general public and student support facilities to the learners through the Single Window Information and Student Support (SWISS). These include:

- ☐ Results of the term End Examinations
- ☐ Downloadable prospectus/application forms of various programmes
- ☐ [Catalogue of audio/video programmes](#)

- ☐ [Schedule of Gyan Darshan/Gyan Vani/EDUSAT programmes](#)
- ☐ Admission announcements
- ☐ Addresses of regional and study centres
- ☐ Update on the latest happenings at the University
- ☐ Checking of student's mailing address
- ☐ Online submission of Term-End Examination Form
- ☐ TEE date-sheet
- ☐ Examination Hall Ticket

### Contact Persons:

For any clarification and help, you may contact your Regional Director or Programme Coordinator

#### **Prof. Rakhi Sharma**

Programme Coordinator

Certificate of Competency in Power Distribution  
(*Electrical Technicians*) (CCPD)

Block 'C', Academic Complex, SOET

Indira Gandhi National Open University,  
Maidan Garhi, New Delhi-110 068.

**E-mail:** [rakhisharma@ignou.ac.in](mailto:rakhisharma@ignou.ac.in)

**Phone No. :** 011- 29572863, 29572921

## SOME USEFUL ADDRESSES

Problems	Whom to write to
1) Non-receipt or wrong receipt of study materials and assignments	The Registrar, Material Production & Distribution Division, Indira Gandhi National Open University, Maidan Garhi, Tel. No. 011-29572008, 29572012 Fax No. 011-29535083 E-mail : <a href="mailto:registrarmppdd@ignou.ac.in">registrarmppdd@ignou.ac.in</a> , <a href="mailto:mpdd@ignou.ac.in">mpdd@ignou.ac.in</a> , Egyankosh link for soft copy: <a href="https://www.egyankosh.ac.in/">https://www.egyankosh.ac.in/</a>
2) Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate	Concerned Regional Centre
3) Issue of Hall Ticket/ Correction in the hall ticket for handicapped student s/ Non-receipt of hall tickets for term-end- examination	Registrar , Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tel No. 011-29572209; 29572202; 29535064 E-mail : <a href="mailto:bhavna@ignou.ac.in">bhavna@ignou.ac.in</a> <a href="mailto:ssbhandari@ignou.ac.in">ssbhandari@ignou.ac.in</a> <a href="mailto:examiii@ignouac.in">examiii@ignouac.in</a>
3) Issue of Degree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation	Dy. Register (Exam I), Student Evaluation Division , IGNOU, Maidan Garhi, New Delhi-110 068 Tel No. 011-29572213; 29535438; 29572224

	E-mail : <a href="mailto:convocation@ignou.ac.in">convocation@ignou.ac.in</a>
4) Practical Marks of all Programme	Tel No. 011-29572212; 29536103; E-mail : <a href="mailto:practicalsed@ignou.ac.in">practicalsed@ignou.ac.in</a>
6) Declaration of results of DPE and Certificate Programme Issue of Grade Card and provisional certificate of DPE and Certificate level programme	Dy. Register (Exam II), Student Evaluation Division , IGNOU, Maidan Garhi, New Delhi-110 068 Tel No. 011-29572208, Section Officer 011- 29536405 E-mail : <a href="mailto:cpresult@ignou.ac.in">cpresult@ignou.ac.in</a>
7) Verification of genuineness of provisional certificate and gradecard	Dy. Register (Exam II), SED Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tel No.011-29572210, Section Officer -011-29536405 E-mail : <a href="mailto:gcverification@ignou.ac.in">gcverification@ignou.ac.in</a>
8) Queries related to UFM cases	011-29572208;29536405 E-mail : <a href="mailto:ufmgroup@ignou.ac.in">ufmgroup@ignou.ac.in</a>
9) Queries related to assignment marks	Dy. Register (Exam II), SED Division, IGNOU, Tel No.011-29571325 011-29571319 Asstt. Registrar 011- 29571313 E-mail : <a href="mailto:assignment@ignou.ac.in">assignment@ignou.ac.in</a>
10) Student general enquiries and grievances, Issue of Duplicate Marksheet	Deputy Registrar(exam III) Student Evaluation Division, Maidan Garhi, New Delhi – 110068 E-mail : <a href="mailto:sedgrievance@ignou.ac.in">sedgrievance@ignou.ac.in</a> Tel No. 011-29572218, 011-29571313
11) Discrepancy in grade card, non updation of grade /marks in the grade card etc.	Dy. Director/ Asstt. Director E-mail: <a href="mailto:bdresult@ignou.ac.in">bdresult@ignou.ac.in</a> , <a href="mailto:dpresult@ignou.ac.in">dpresult@ignou.ac.in</a> <a href="mailto:cpresult@ignou.ac.in">cpresult@ignou.ac.in</a> , <a href="mailto:sedgrievance@ignou.ac.in">sedgrievance@ignou.ac.in</a>
12) Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
13) Problem related to Academic Content	Programme Co-ordinator, CCPD School of Engineering & Technology, IGNOU Maidan Garhi, New Delhi – 110068 Tel. No. 011-29572923
14) General Enquiry (Student Support Services and Student Grievances, pre-admission Inquiry of various Programmes in IGNOU, etc)	Phone: 011-29572514, 29572513, 29572516 E-mail : <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a>
15) Student Portal (after admission)	<a href="https://ignou.samarth.edu.in/">https://ignou.samarth.edu.in/</a>

**ALWAYS KEEP WITH YOU, A COPY OF YOUR CORRESPONDENCE WITH THE UNIVERSITY.**

**PLEASE MENTION YOUR ENROLMENT NUMBER IN ALL YOUR CORRESPONDENCE WITH THE UNIVERSITY.**

## USEFUL FORMS

We are enclosing the samples of following forms for your use.

1. Non-receipt/Wrong Receipt of Study Material (**Form 1**)
2. Application Form for obtaining Duplicate Grade Card/Mark Sheet (**Form 2**)
3. Application Form for Issue of Provisional Certificate (**Form 3**)

Whenever you have to correspond for any of the above listed subjects, **it is better to retain the original form for reuse and get a photocopy of the relevant form**, fill it carefully and send as per instructions therein. You may also contact your concerned regional centre (RC) for any updates and clarification.

You are advised to visit student services portal under ignou official website ([www.ignou.ac.in](http://www.ignou.ac.in)) frequently, for any latest updates.

To

The Regional Director,

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

**Subject : NON-RECEIPT/WRONG RECEIPT OF STUDY MATERIAL &  
 Assignment**

Enrolment No.

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Programme

CCPD

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

Sr.No.	Course Code	Course Title	Block Nos.

I have remitted all the dues towards the course fee and there is NO CHANGE  
 in the address which is given as follows:

Name & address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please send me the above study materials.

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

Signature:\_\_\_\_\_

**For Official Use**

\_\_\_\_\_  
 Date of despatch of study material to students.





**FORM 2**

Control No. \_\_\_\_\_

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

Maidan Garhi, New Delhi-110 068

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET**

Name : \_\_\_\_\_

Enrolment No. : 

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code							
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Programme : **CCPD**

Month and Year of the Examination \_\_\_\_\_

Centre from where appeared at the last examination

\_\_\_\_\_

Bank Draft/IPO No. \_\_\_\_\_ dated \_\_\_\_\_ Bank/P.O. \_\_\_\_\_

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

Signature

**Note** : Fee for duplicate grade card is Rs.----/-. The D.D. for Rs.-----/- may be drawn on any nationalised bank in favour of IGNOU, payable at New Delhi. The duplicate Grade Card/Mark Sheet will be sent by Registered post.

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

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



**FORM 3**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

Maidan Garhi, New Delhi-110 068

**APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrolment No. : 

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Programme Title : Certificate of Competency in Power Distribution  
in Power Distribution (CCPD)

Name : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Month and year of last  
Examination in which you  
have completed the Programme \_\_\_\_\_

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

Please write the names of the course(s) successfully completed and enclose a copy of your grade card showing complete results.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

Signature

The filled in form is to be sent to :

**The Registrar (SED)**  
**Indira Gandhi National Open University**  
**Maidan Garhi**  
**New Delhi-110 068**

## List of Regional Centres(RC) of IGNOU

Sl. No.	Regional Centre (RC)		Contact Nos.	Address
	Place	RC Code		
01	<b>Agartala</b> rcagartala@ignou.ac.in	26	OFF : 0381-2516715 / 2516266 FAX : 0381-2516714	M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004 TRIPURA
02	<b>Ahmedabad</b> rcahmedbad@ignou.ac.in	09	OFF : 02717-242975 / 242976 FAX : 02717-241580	OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD-382 481, GUJARAT
03	<b>Aizawl</b> rcaizwal@ignou.ac.in	19	OFF : 0389-2311692 / 2311693 FAX : 0389-2311789	LAL BUIA BUILDING M.G. ROAD, KHATLA (NEAR CENTRAL YMA OFF.), AIZAWL- 796 001, MIZORAM
04	<b>Aligarh</b> rcaligarh@ignou.ac.in	47	OFF : 0571-2700120 / 2701365 FAX : 0571-2402147	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD, ALIGARH-202001, UTTAR ORADESH
05	<b>Bangalore</b> rcbangalore@ignou.ac.in	13	OFF : 080-26654747 / 26657376 / 26639711 FAX : 080-26644848	NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE-560 082 KARNATAKA
06	<b>Bhagalpur</b> rcbhagalpur@ignou.ac.in	82	OFF : 0641-2905028 / 2905029	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFFICE-MARWARI COLLEGE, BHAGALPUR, BIHAR - 812 007
07	<b>Bhopal</b> rcbhopal@ignou.ac.in	15	OFF : 0755-2578452 2578455 FAX : 0755-2578454	SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDUCATION, SHIVAJI NAGAR BHOPAL-462 016, MADHYA PRADESH
08	<b>Bhubaneswar</b> rcbhubaneswar@ignou.ac.in	21	OFF : 0674-2301348 / 2301250 / 2301352 FAX : 0674-2300349	C - 1, INSTITUTIONAL AREA BHUBANESHWAR-751 013 ORISSA
09	<b>BIJAPUR</b> rcbijapur@ignou.ac.in	85	OFF : 08352-258417- 08971053421 2301352	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S JSS COLLEGE OF EDU. SS JUNIOR COLLEGE OAMPUS BUJAPUR-586101 KARNATAKA
10	<b>Chandigarh</b> rcchandigarh@ignou.ac.in	06	OFF : 0172-2590208 FAX : 0172-2590279	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA -134 109, HARYANA

Sl. No.	Regional Centre (RC)		Contact Nos.	Address
	Place	RC Code		
11	<b>Chennai</b> rcchennai@ignou.ac.in	25	044-24312766/ 044-24312979 044-24729779, 0044-24312799	3RD FLOOR G R COMPLEX 407-408 ANNA SALAI, CHENNAI - 600 035 NANDANAM, TAMILNADU
12	<b>Cochin</b> rccochin@ignou.ac.in	14	OFF : 0484-2340203 / 2348189 / 2330891 / 2533021 FAX : 0484-2340204	KALOOR KADAVANTHRA COCHIN-682 017 KERALA
13	<b>Darbhanga</b> rcdarbhanga@ignou.ac.in	46	OFF : 0135-2789180 / 2789200 FAX : 0135-2789190	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA
14	<b>Dehradun</b> rcdehradun@ignou.ac.in	31	OFF : 0135-2789200 / 2789205 FAX : 0135-2789190	NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN-248 001 UTTARANCHAL
15	<b>Delhi-1</b> rcdelhi1@ignou.ac.in	07	OFF : 011-26990082-83 FAX : 011-26990084	PLOT NO. J-2/1 BLOCK – B1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI 110 004, DELHI
16	<b>Delhi-2</b> rcdelhi2@ignou.ac.in	29	OFF : 011-23392376 / 23392377 / 23392374 / 23392373 FAX : 011-23392375	GANDHI SMRITI AND DARSHAN SAMITI RAJGHAT NEW DELHI-110 002
17	<b>Delhi-3</b> rcdelhi3@ignou.ac.in	38	OFF : 011-25088939/ 011-25088944	F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR-7), DWARKA NEW DELHI – 100 045
18	<b>Deoghar</b> rcdeoghar@ignou.ac.in	87	OFF : 06432-34448	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE A.S. COLLEGE DEOGHAR BASUWADIH, ROHINI ROAD, JASIDIH, DEOGHAR-814142 JHARKHAND
19	<b>Gangtok</b> rcgangtok@ignou.ac.in	24	OFF : 03592-270364 / 231375 FAX : 03592-270923 / 231383 (PVT.)	GAIRIGAON TADONG PO SHUMBUK HOUSE GANGTOK-737 102, SIKKIM
20	<b>Guwahati</b> rcguwahati@ignou.ac.in	04	0361-2343786 / 2343783 0361-2343784	HOUSE NO 71, GMC ROAD, GUWAHATI CHRISTIAN BASTI, ASSAM 781003
21	<b>Hyderabad</b> rchyderabad@ignou.ac.in	01	040-23117550-53 040-27152527 040-23117554	PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, HYDERABAD - 500 033 JUBILEE HILLS (P.O.), ANDHRA PRADESH
22	<b>Imphal</b> rchyderabad@ignou.ac.in	17	0385-2421190 / 2421191 0385-2421192	ASHA JINA COMPLEX NORTH AOC IMPHAL-795 001 MANIPUR
23	<b>Itanagar</b> rcitanagar@ignou.ac.in	03	OFF : 0360-2247536 / 2247538 FAX : 0360-2247537	'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN

Sl. No.	Regional Centre (RC)		Contact Nos.	Address
	Place	RC Code		
				ITANAGAR-791 110 ARUNACHAL PRADESH
24	<b>Jabalpur</b> rcjabalpur@ignou.ac.in	41	OFF : 0761-2600411 / 5533569 FAX : 0761-2609919	2ND FLR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR-482 001 MADHYA PRADESH
25	<b>Jaipur</b> rcjaipur@ignou.ac.in	23	OFF : 0141-2785750 / 2174292 / 2785730 FAX : 0141-2784043	70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR-302 020 RAJASTHAN
26	<b>Jammu</b> rcjammu@ignou.ac.in	12	OFF : 0191-2546529 / 2579572 FAX : 0191-2546995	SPMR COLLEGE OF COMMERCE CANAL ROAD JAMMU-180 001 JAMMU AND KASHMIR
27	<b>Jodhpur</b> rcjodhpur@ignou.ac.in	88	OFF : 0291-2753989	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI RAJASTHAN - 342008
28	<b>Jorhat</b> rcjorhat@ignou.ac.in	37	9435733728	CKB COMMERCE COLLEGE NEAR CIRCUIT HOUSE, JORHAT-785001, ASSAM
29	<b>Karnal</b> rckarnal@ignou.ac.in	10	0184-2271514 / 2260075 0184-2254621 0184-2255738	06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001, HARYANA
30	<b>Khanna</b> rckhanna@ignou.ac.in	22	OFF : 01628- 229994 / 237361 / 229993 FAX : 01628-238632	I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA-141 401 PUNJAB
31	<b>Kohima</b> rckohima@ignou.ac.in	20	0370-2260366 / 2260167 0370-2241968 0370-2260216	NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KOHIMA - 797 001 KENDOUZOU, NAGALAND
32	<b>Kolkata</b> rckolkata@ignou.ac.in	28	OFF : 033-23349850 / 23592719/ 23589323 (RCL) FAX : 033-23347576	BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA-700 091 WEST BENGAL
33	<b>Koraput</b> rckoraput@ignou.ac.in	44	OFF : 06852-251535 / 252982	DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT-764 020 ORISSA
34	<b>Lucknow</b> rclucknow@ignou.ac.in	27	OFF : 0522-2364893 / 2762410 (RCL) / 2364453 FAX : 0522-2364889	B-1/33, SECTOR - H ALIGANJ LUCKNOW-226 024 UTTAR PRADESH
35	<b>Madurai</b> rcmadurai@ignou.ac.in	43	OFF : 0452-2380387/ : 0452-2380733 Fax : 0452-2370588	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SIKKANDAR CHAVADI, ALANGANALLUR ROAD, MADURAI – 625 018. TAMIL NADU

Sl. No.	Regional Centre (RC)		Contact Nos.	Address
	Place	RC Code		
36	<b>Mumbai</b> rcmumbai@ignou.ac.in	49	Off : 022-25633159 & 022-25635540	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (EAST) MUMBAI-81, MAHARASHTRA
37	<b>Nagpur</b> <a href="mailto:rcnagpur@ignou.ac.in">rcnagpur@ignou.ac.in</a>	36	OFF : 91-712-2022000 Fax : 91-712-2538999	IGNOU REGIONAL CENTRE, GYAN VATIKA, 14, HINDUSTAN COLONY, AMRAVATI ROAD, NAGPUR:- 440033
38	<b>Noida</b> rcnoida@ignou.ac.in	39	0120-2405012 0120-2405014 0120-2405013	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62, INSTITUTIONAL AREA NOIDA, UTTAR PRADESH - 201305
39	<b>Panaji</b> rcpanaji@ignou.ac.in	08	OFF : 0832-2414553, FAX: 0832-2414552	IGNOU REGIONAL CENTRE, PANAJI, BEHIND CHODANKAR HOSPITAL, NEAR P & T QUARTERS, ALTO PORVORIM, BARDEZ, GOA – 403521.
40	<b>Patna</b> rcpatna@ignou.ac.in	05	OFF : 0612-2221538/ 2221541 FAX : 0612-2221539	2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA- 800 001 BIHAR
41	<b>Port Blair</b> rcportblair@ignou.ac.in	02	OFF : 03192-237078, 242888	JNR MAHAVIDYALAYA CAMPUS PORT BLAIR-744 104 ANDAMAN AND NICOBAR ISLANDS
42	<b>Pune</b> rcpune@ignou.ac.in	16	OFF : 020-25671867 / 25651321 FAX : 020-25671864	1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE-411 016, MAHARASHTRA
43	<b>Raghunathganj</b> rcraghunathganj@ignou.ac.in	50	OFF : 03483-271555 / 271666	BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225
44	<b>Raipur</b> rrcignou@cg.nic.in	35	0771-2428285 0771-5056508 0771-2445839 0771-2583578	IGNOU COMPLEX KACHNA, RAIPUR - 492 014 POST: SADDU, CHHATTISGARH
45	<b>Rajkot</b> rcrajkot@ignou.ac.in	42	0281-2572988 0281-2561449 0281-2571603	THE REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SAURASHTRA UNIVERSITY CAMPUS, RAJKOT, GUJARAT - 360005
46	<b>Ranchi</b> rdranchi@ignou.ac.in ignouranchi@yahoo.com	32	OFF : 0651-2244677 / 2244688 / 2244699 FAX : 0651-2244400	457/A, ASHOK NAGAR RANCHI- 834 002. JHARKHAND
47	<b>Shillong</b> rcshillong@ignou.ac.in	18	OFF: 0364-2521117 FAX: 0364-2521271	SUNNY LODGE NONGTHYMMAI NONGSHILLIANG SHILLONG-793 014 MEGHALAYA
48	<b>Shimla</b> rcshimla@ignou.ac.in	11	OFF : 0177-2624613 / 2625843/ 2624612 FAX : 0177-2624611	CHAUHAN NIWAS BUILDING, KHALINI SHIMLA-171 002 HIMACHAL PRADESH
49	<b>Siliguri</b> rcsiliguri@ignou.ac.in	45	OFF : 0353 – 252 6818 FAX : 0353 – 252 6819	17/12 J C BOSE ROAD SUBHAS PALLY, SILIGURI - 734 001

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				WEST BENGAL
50	<b>Srinagar</b> rcsrinagar@ignou.ac.in	30	OFF : 0194-2311258 / 2311251 FAX : 0194-2311259	NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008, JAMMU & KASHMIR
51	<b>Saharsa</b> rcsaharsa@ignou.ac.in	86	06478-219014, 06478-219015 06478-219018	IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA, SAHARSA BIHAR 582201
52	<b>Trivandrum</b> rctrivandrum@ignou.ac.in	40	OFF : 0471-2344113 FAX : 0471-2344121	INDIRA GANDHI NATIONAL OPEN UNIVERSITY REGIONAL CENTRE RAJADHANI COMPLEX KILLIPPALAM, KARAMANA P O THIRUVANATHAPURAM
53	<b>Varanasi</b> rcvaranasi@ignou.ac.in	48	OFF : 0542-2368022, 2368622 Fax No.: 0542-2369629	INDIRA GANDHI NATIONAL OPEN UNIVERSITY GANDHI BHAWAN, B.H.U. CAMPUS, VARANASI-221005 U.P. INDIA
54	<b>Vijayawada</b> rcvijayawada@ignou.ac.in	33	OFF : 0866 - 256 0145, 256 5959 Fax - 0866 - 2565353	REGIONAL CENTRE 9-76-18, 1ST FLOOR, SKPVV HINDU HIGH SCHOOL PREMISES, KOTHAPET, VIJAYAWADA - 520001.
55	<b>Vatakara</b> rcvatakara@ignou.ac.in	83	OFF : 0496-2525281	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) VATAKARA, KERALA – 673104
56	<b>Visakhapatnam</b> rcvisakhapatnam@ignou.ac.in	84	OFF : 0891-2511200 Fax : 0891-2511300	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 ANDHRA PRADESH (INDIA)





