

Post Graduate Diploma in **Digital Media** (PGDIDM/PGDIDMOL)



**School of Journalism and New Media Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi- 110068 (India)**

Dear Learner,

Welcome to the academic programme - **Post Graduate Diploma in Digital Media**. By enrolling in this programme, you have become a student of IGNOU, one of the largest mega 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, may be physically at a distance from you, but as far as the teaching-learning activity is concerned, we shall always be with you in the form of your material and through other student support services.

To start with, read this 'Programme Guide' thoroughly, keep it handy and refer to it as and when you get any doubt about progressing further in this programme. By following this Programme Guide, you will be able to manage your programme related activities very easily.

In your journey, you will notice that an ODL university like 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 blended approach to facilitate teaching-learning activities. You will find that the self-learning material, which may be printed or in digital form, is the main medium of instruction supplemented with audio and video, teleconferencing and interactive radio counselling sessions. Further, you will also benefit from contact sessions organised at the Study Centre. Besides these, the Tutor marked assignments submitted by you will be evaluated (the score of the assignments make up for 30 per cent of the total marks you earn in a course). Thus, these multiple modes will provide you with diverse opportunities for interaction and facilitate smooth progress through the programme.

The information presented in this Programme Guide will help you systematically organise your study with respect to 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, counselling sessions, assignments, evaluation etc. It is expected that you will preserve this programme Guide until you complete the programme. This Guide will help you clarify your doubts at different stages during your academic journey through this programme.

Have a great learning experience!

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Post Graduate Diploma in Digital Media

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1.0 THE UNIVERSITY

Indira Gandhi National Open University (IGNOU) was established in September 1985 by an Act of Parliament with a view to democratise education so that it covers large segments of the population, vocations and professions. The primary emphasis is on innovation, flexibility and cost-effectiveness. Thus, it is a University with a difference.

The major objectives of the University are to:

- promote the educational well being of the community;
- democratise higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote areas;
- disseminate learning and knowledge through innovative multimedia teaching-learning system;
- provide high-quality education at all levels; and
- coordinate and determine the standards of Distance Education and Open University Systems throughout the country.

IGNOU offers various academic programmes that lead to certificates, diplomas and degrees. It develops and produces courses for delivery through open learning and distance education modes. IGNOU is also actively involved in research, training and extension activities. It coordinates and monitors distance education systems and provides expertise to other Open and Distance Learning Institutions.

The salient features of the distance education system are:

- Study according to your own pace and convenience;
- Study at your own chosen place;
- Flexibility in choosing courses and combination of courses for a wide range of disciplines/subjects;
- Use of modern and appropriate educational and communication technology.

The University strives to fulfil the above mandate by a diversity of means of distance and continuing education. It functions in cooperation with the existing universities and institutions of higher learning. It makes full use of the latest scientific knowledge and new educational technology to offer a high-quality education that meets contemporary needs.

School of Journalism and New Media Studies (SOJNMS)

Introduction

The School of Journalism and New Media Studies (SOJNMS) was established in 2007 in the University with the mandate to offer quality academic programmes, conduct research and training and organise seminars and workshops in varied aspects of media and communication.

With the advent of the communication revolution, scientific inquiry into various streams of journalism and communication, The School strives to expand the knowledge and

take forward the education and training to diverse sections of the learners located in different parts of the country.

Vision

The School of Journalism & New Media Studies (SOJNMS) aspires to prepare a new generation of media and communication professionals, teachers and researchers with a holistic understanding of media as a tool of change for national development and global understanding.

Mission

The Mission of the SOJNMS is to offer innovative academic programmes in Journalism & Mass Communication to set benchmarks in teaching and education at the national level. It aims to develop quality learning materials and prepare human resources equipped with knowledge, skills and critical thinking. It strives to promote excellence in research to contribute to the scholarship in the discipline.

In tune with the mission and vision of the University, the SOJNMS offers high quality, innovative and need-based programmes at different levels at affordable costs. It reaches out to learners placed in remote and rural areas and those belonging to the disadvantaged and unreached segments of society to access learner-centric quality education, skill up-gradation and training.

The nationwide network of regional centres and study centres are used for implementing the programmes. The SOJNMS strives to address the emergent needs of the discipline of Journalism & Mass Communication in India and aims to develop human resources through education.

2.0 PROGRAMME

The PG Diploma in Digital Media aims to facilitate learners on two specific domains of the emerging Information and Communication Technology-enabled new media platforms - conceptual framework on digital media, and online and digital journalism practices.

In addition to that, this programme explores the role of digital media literacy in the empowerment processes. It aims to address the interrelationship between digital media and society from the Indian context and the emergence of social media, Information and Communication Technology for Development, and issues of digital inequality.

Since every sphere of professional work has been integrated with digital technology, learners with advanced knowledge of handling technology-enabled environments enhance their employability.

2.1 Rationale for the programme

With 900 million telecom subscribers, India is a mobile nation. Telecom is revolutionising the entire sphere of human society, and India is not an exception to this revolution. With 700 million Internet users, India commands the second-highest number of online users in the world. Nearly half of Indian internet users are connected through different modes of social media platforms.

A highly interactive online medium helps individual users to retrieve the required information as per their interests. Similarly, it allows every user to communicate with one another or with many people with a simple click. Importantly, it transcends the geographical boundaries to reach a global audience.

The digital medium helps institutions, particularly government sectors, facilitate its services to ordinary citizens without hassle. E-governance streamlines the many administrative services and other services that have changed the entire system, particularly eLearning and eCommerce services.

Though there is a digital inequality in the Indian context, public and private initiatives significantly reduce the gap between the haves and have nots.

The current programme aims to address the interrelationship between digital media and society from the Indian context and the emergence of social media, Information and Communication Technology for Development, and issues of digital inequality. Besides these conceptual frameworks, the programme aims to facilitate digital journalism practices and internet research techniques.

2.2 Prospective target group of learners

The programme will be useful for those who intend to make a full-time career in digital media - like an online journalist, digital media manager, social media coordinator, online researcher and in academic fields. It will be equally relevant for those already employed in any media and communication areas and would like to upgrade their skills and knowledge. Equally, this programme would be an added advantage for master degree students as well as PhD scholars.

2.3 Eligibility Criteria

The eligibility criteria for joining the programme are as follows:

- Bachelor's degree in any discipline.
- Age: no maximum age limit.

2.4 Medium of Instruction

The programme is offered through the English medium. However, the University allows students to submit assignments, project works and take the examination in Hindi. Therefore students may take admission having fluency in Hindi.

2.5 Programme Duration

The minimum duration of the programme is ONE year. However, due to the inherent flexibility offered by the University, it can be completed in THREE years.

2.6 Programme Fee

The programme fee is Rs 10,000/- and is payable in one instalment (the University may revise the fee from time to time).

2.7 Admission Cycle

Admission to this programme is held every year in the January and July cycle.

2.8 Credit System

IGNOU follows the Credit System for its academic programmes. Each credit amounts to 30 hours of study comprising different learning activities, including assignments and listening/watching audios and videos. Thus a four-credit course involves 120 hours of study. Knowing the number of credits for each course helps you get an idea about the academic effort required to successfully complete a course. The PGDIDM programme consists of 40 credits (1200 study hours), equally distributed in seven courses.

3.0 PROGRAMME STRUCTURE

Post Graduate Diploma in Digital Media Programme consists of the following eight theory courses and one practical course:

Course Code	Course Title	Credits
MNM011	Understanding Digital Media	4 Credits
MJM021	Reporting Techniques	4 Credits
MNM003	Digital Photography and Videography	4 Credits
MJM023	Broadcast and Online Journalism	4 Credits
MNM013	Media, Information and Empowerment	4 Credits
MNM014	Contemporary Scenario of Digital Media	4 Credits
MJM025	Media Laws and Ethics	4 Credits
MNM037	Social Media and Society	4 Credits
MNML012	Digital Journalism Practical	8 Credits
Total Credits		40 Credits

3.1 Course Contents

The structure and content of each course is given below:

MNM011: Understanding Digital Media	Credits: 4
Block 1: New Media and Society	
Unit 1: Internet as a Medium Unit 2: Digital Media & Society Unit 3: Issues of Access and Participation Unit 4: Policy Frameworks and Regulations	
Block 2: Social Media in Indian Scenario	
Unit 5: Spectrum of Social Media Unit 6: Online News Sharing Unit 7: Social Media Audience Unit 8: Applications of Social Media	
Block 3: India's Experience with the Internet	
Unit 9: Internet and Marginalised Sections Unit 10: Participatory Online Media Unit 11: Online Activism Unit 12: Democracy and Digital Media	
Block 4: ICT for Development	
Unit 13: ICT for Education Unit 14: Health and ICT Unit 15: E-governance Unit 16: Entrepreneurship and Digital Media	

MJM021: Reporting Techniques	Credits: 4
Block 1: News Concepts	
Unit 1: News: Definitions, Concepts and Principles Unit 2: News Sources Unit 3: News Room Set-up & Functions: Print & Online media Unit 4: News Room Set-up & Functions: Electronic Media	
Block 2: Reporting Techniques	
Unit 5: Types of News Reporting	

Unit 6: Research for Journalistic Writings
Unit 7: Interviews: Tools and Techniques
Unit 8: Understanding Data Journalism

Block 3: Beat Reporting-1

Unit 9: Political Reporting
Unit 10: Crime Reporting
Unit 11: Sports Reporting
Unit 12: Legal Reporting

Block 4: Beat Reporting-2

Unit 13: Civic Reporting
Unit 14: Reporting Social Issues
Unit 15: Reporting Health & Education
Unit 16: Reporting Lifestyle, Fashion & Films

MNM-003 DIGITAL PHOTOGRAPHY & VIDEOGRAPHY

Block 1: Tools of Digital Photography

Unit 1: History of Photography
Unit 2: Camera: Types, Structure and Functions
Unit 3: Lighting for Techniques-I
Unit 4: Lenses and Other Accessories

Block 2: Art and Craft of Digital Photography

Unit 5: Introduction to Visual Communication
Unit 6: Photographic Composition
Unit 7: Photography Techniques
Unit 8: Photo Editing
Unit 9: Types of Photography

Block 3: Recording Moving Images

Unit 10: Video Camera: Structure, Types and Functioning
Unit 11: Lighting Techniques-II
Unit 12: Shot Sizes & Camera Angles
Unit 13: Camera Movements
Unit 14: Video Recording Techniques

MJM-023: BROADCAST & ONLINE JOURNALISM	Credits: 4
Block 1: Radio Journalism Unit 1: Radio: A Sound Medium Unit 2: Writing for Radio Unit 3: News Gathering Process for Radio Unit 4: News Production Unit 5: Presentation Techniques	
Block 2: Television Journalism Unit 6: Television: An Audio- Visual Medium Unit 7: Writing for Television Unit 8: Television News Unit 9: Content Production for Television Unit 10: Presentation Techniques	
Block 3: Online Journalism Unit 11: Basics Elements of Online Journalism Unit 12: Writing for Online Media Unit 13: Online Newsroom Setup Unit 14: Content Production: Online Media Unit 15: Production of News Website	

MNM013: Media, Information and Empowerment	Credits: 4
Block 1: Mass Media & Society Unit 1: Understanding Media and Society Unit 2: Media Audiences Unit 3: Media and Information Literacy Unit 4: Mass Media Policies	
Block 2: Media & Development Unit 5: Development: Concept & Theories Unit 6: Development Communication	
Block 3: Media & Contemporary Issues Unit 7: Media and Health Issues Unit 8: Education and Media Unit 9: Gender and Media Unit 10: Media and Environment Unit 11: Media and Human Rights Unit 12: Alternative Media	

MNM014: Contemporary Scenario of Digital Media	Credits: 4
Block 1: Internet & Social Scenario Unit 1: Information Society Unit 2: Emerging Trends- Media, Internet, Globalisation Unit 3: ICTs and Women (Issues of Access and Equity) Unit 4: Indian Diaspora in Cyberspace	
Block 2: Internet Governance Unit 5: Telecom Policy: A Case Study of India Unit 6: Convergent Technologies Unit 7: Open Source Movement Unit 8: The Reliability of Cyberspace Unit 9: New Media and Ethical Issues	
Block 3: Regulating Internet Unit 10: The Concept of Security in Cyberspace Unit 11: Cyberspace and Cyber Crime Unit 12: Cyber Law Unit 13: Information Technology Act	

MJM025: MEDIA ETHICS & LAWS	Credits: 4
Block 1: Media Ethics Unit 1: Principles of Media Ethics Unit 2: News Media and Ethical Concerns Unit 3: Media Ethics and Self-Regulation Unit 4: New Media and Ethical Issues	
Block 2: Media Laws Unit 5: Indian Constitution Unit 6: Media Laws and Constitutional Framework Unit 7: Media Laws and Regulatory Framework Unit 8: Initiatives in Media Laws	
Block 3: Laws on Information Unit 9: Intellectual Property Rights Unit10: Copyright Law Unit 11: Cyber Law Unit 12: Right to Information	
Block 4: Advertising & PR Ethics and Laws Unit 13: Advertising Ethics & Laws Unit 14: PR Ethics & Laws Unit 15: Case Studies	

MNM037: SOCIAL MEDIA AND SOCIETY	Credits: 4
Block 1: Spectrum of Social Media Unit 1: Role & Functions of Social Media Unit 2: Ownership & Technology of Social media Unit 3: Social Media in Indian Scenario	
Block 2: Sharing with Society Unit 4: Journalism and Social Media Unit 5: Transmedia Storytelling Unit 6: Theories of Social Media Unit 7: Celebrities and Social Media Unit 8: Crowdsourcing and News Sharing	
Block 3: Social Media Audience Unit 9: Self and Social Media Unit 10: Privacy and Ethics Unit 11: Social Capital and Audience Unit 12: Social Media and Contemporary Activism	
Block 4: Applications of Social Media Unit 13: Social Media Marketing Unit 14: Learning Through Social Media Unit 15: Political Power of Social Media Unit 16: Social Media Analytics	

MNML012: Digital Journalism Practicals	Credits: 8
Through a Content Management System, learners need to be involved in a news website by contributing news stories, copy editing and editorial management. Detailed descriptions of all required activities are provided in the practical manual.	

4. INSTRUCTIONAL SYSTEM

The Open University System is more learner-oriented, and the student is an active participant in the teaching-learning process. The University follows a multiple-media approach for instruction. This approach comprises the following components:

- Self Instructional Printed/Digital Materials
- Audio and Video Materials
- Teleconferencing
- Gyan Darshan, Gyan Vani programmes and Gyandhara
- Interactive Radio Counselling

- Counselling Sessions
- Study Centres

4.1 Self Instructional Printed/Digital Material

The self-instructional material is the main source of teaching input or the 'master medium' for the programme. It is supplied to the students in the form of blocks. Each block consists of 3-6 Units. You may think of the Unit as a lesson.

How to Study the Units

While going through the syllabi, you will note that each course has been divided into a number of blocks. There are 18 blocks for all five theory courses. The Units of a block have a certain thematic unity. The Project Handbook will provide clarity on how to go about the Project Work.

Each Unit begins with an introduction in which we tell you about the contents of the Unit. We also outline a list of objectives, which we expect you to achieve after working through the Unit. This is followed by the Unit's main body, which is divided into various sections and subsections. We end each Unit by summarising the whole Unit's contents to enable you to recall the main points.

Self-check exercises have been given under the caption Check Your Progress Exercise at a few places in each Unit, which invariably ends with possible answers to the questions set in these exercises. Glossary explains the terms used in a Unit. You may also consult a dictionary for the terms not covered in the glossary or requiring further explanation.

Activities are included to check your application of the concepts that have been taught to you.

You should go through the Units and jot down important points as you read in the space provided in the margin. Broad margins in the block are there for you to write your notes on. This will help you keep track of the concepts and assimilate what you have been reading in a Unit, and answer the self-check exercises and the assignment questions, and also easily identify the items to be clarified.

4.2 Audio-Video Material

In addition to the print material, audio and video are in general prepared for each course. The audio-video material is supplementary to print material and helps you to understand the subject better. The telecast schedule is made available on the IGNOU website www.ignou.ac.in.

Students desirous of buying the audio-video CDs/DVDs can procure them from Marketing Unit, Electronic Media Production Centre, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. Alternatively, you can also access them online at <http://egyankosh.ac.in/>

4.3 Teleconferencing

To reach out to students spread in different parts of the country, teleconferencing sessions are conducted via satellite using one-way video and a two-way audio facility from Delhi. Teleconferencing is an effective means of interaction between the learners, experts and those concerned with the programme. It provides an interesting opportunity to you to interact with the faculty members located at the Headquarters and other experts/ eminent scholars in the field. You can attend these sessions at the scheduled time for the drawing benefit of this facility. You can put your questions and queries to the experts through a telephone number/ email id/ Online mode for details, and you may visit <http://ignouonline.ac.in/gyandarshan>

4.4 Gyan Darshan, Gyan Vani and Gyandhara

Gyan Darshan, an exclusive educational channel of the country, provides educational programmes on a variety of subjects 24 hours a day. If you want to watch enriching educational programmes beamed through this channel, they are available on DTH platforms and cable TV networks. The Gyan Darshan weblink is <http://ignouonline.ac.in/gyandarshan>

Gyan Vani is a network of educational FM radio stations in the country. Gyan Vani radio station broadcasts over a radius of 70 km and caters to the educational and developmental needs of the region. It is available at 105.6MHz, and its web link is <http://www.ignouonline.ac.in/gyandhara/>

Gyan Dhara is an internet audio counselling service afforded by IGNOU. Students can listen to the live discussion by the teachers and experts on the topic on the day and interact through telephone and chat mode.

You can put your questions and queries to the experts through a telephone number/ email id/ Online mode for details, and you may visit <http://www.ignouonline.ac.in/gyandhara/>

The Broadcasts and telecasts are in English, Hindi and the specific regional language. For a detailed programme schedule of Gyan Darshan and Gyan Vani programmes, you may click the link on the IGNOU website at www.ignou.ac.in.

4.5 Interactive Radio Counselling

Interactive Radio Counselling (IRC) is provided to students to interact with experts and seek clarification on academic matters. Live counselling is conducted on the radio by invited experts for an hour from different radio stations in the country. Students can ask questions from their homes through telephone number/ email id/ Online mode for details, and you may visit <http://www.ignouonline.ac.in/gyandhara/>

4.6 Counselling Sessions

In distance education, contact sessions between learners and their Counsellors are an important activity. The purpose of these sessions is to answer your questions and clarify your doubts which may not be possible through other means of communication. It is also intended to provide you with an opportunity to meet your fellow learners. There are

experienced academic counsellors at the Study Centres to provide counselling and guidance to you in the courses you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. **Attending counselling is not compulsory. However, they may be very useful in certain respects**, such as sharing your views on the subject with teachers and fellow participants, comprehending some of the complex ideas or difficult issues, and getting clarifications for many doubts that you would not otherwise try to raise.

Counselling sessions will be provided to you at the Study Centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you overcome difficulties (academic as well as personal) which you face while studying for the PGDIDM programme. In these sessions, you must look into the subject based difficulties and any other issue arising from such difficulties.

Before you attend the counselling sessions, please go through your study material and note down the points to be discussed. Unless you have gone through the units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible guidance from your Counsellors.

You will be informed about the detailed schedule of the counselling sessions by the Coordinator of your Study Centre.

4.7 Study Centres

To provide effective student support, we have set up Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students, and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

Each study centre has:

- A Coordinator who coordinates different activities at the centre;
- An Assistant Coordinator and other supporting staff appointed on a part-time basis; and
- Counsellors to provide counselling and guidance to you in the course.

A Study Centre has the following major functions:

Tutorial/Counselling: Tutorial/Counselling is an important aspect of the Open University System. Face-to-face contact-cum counselling for courses will be provided at the Study Centres.

Evaluation of Assignments: The evaluation of your assignments will be done by the counsellors of your Study Centre. The evaluated assignments amount to 30% of the total marks you score in any theory course of the programme. The evaluated assignments will be returned to you at the Study Centre. There is no re-evaluation of assignments.

Library: Each Study Centre will have a small library having relevant course materials, reference books suggested for supplementary reading.

Information and Advice: You will be given relevant information about the courses offered by the University.

Interaction with fellow students: In the Study Centres, you will have an opportunity to interact with fellow students. This may lead to the formation of self-help groups.

5.0 EVALUATION

- (1) The evaluation comprises three aspects:
- (2) Self-evaluation - check your progress and activity exercises (non-credit) within the study material.

Continuous evaluation - one compulsory assignment for each course with a weightage of 30%. Term-End Examination (TEE) – one for each course with a weightage of 70%.

To successfully complete a course, the Learner must obtain at least '40%' in the assignment and '40%' in the TEE separately in each course.

A candidate of the PGDIDM programme is required to secure a minimum of 40% in assignments/term-end examinations.

Students who do not qualify in the term-end examination of a particular year are allowed to take up the term-end examinations in that same course in the next three years.

5.1 Assignments

Fresh assignments are uploaded on the IGNOU website for each course annually. Assignments constitute the continuous evaluation component of a course, and working on the assignments is compulsory. There is one assignment for each theory course. You will have to submit the assignments responses at the Study Centres/LMS. You will also have the option of submitting your assignment online. These will be evaluated by Academic Counsellors within a specified time to provide feedback to you.

You have to complete the assignments on time. You will not be allowed to appear for the term-end-examination for a course if you do not submit the specified assignments in time for that course. If you appear in the term-end examination without submitting the assignments, the term-end examination results are liable to be withheld /cancelled.

The main purpose of assignments is to test your comprehension of the learning material you receive from us and help you get through the courses by providing feedback. The information given in the self-learning material should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other learning resources, you may make use of them. But the assignments are designed in such a way to help you concentrate mainly on the printed course material and make use of your personal experience.

For the PGDIDM programme of 32 credits, there are 5 Tutor Marked Assignments (TMAs) evaluated by the counsellors. Some of the assignments are knowledge-based, and some are application-based. Assignments that are knowledge-based will require you to write essay type answers. For answering the applied type of assignments, you should apply the knowledge you have gained through a Unit/Block/Course. **In either case, the answers should be your own. You must not reproduce text material verbatim or copy the information from other sources.** However, you can use the material and information you innovatively have at your disposal. You can pick up ideas from whatever sources you may have. However, plan and use them in your own words when you write the answers to the assignments.

The following norms have to be strictly practised when you work on assignments:

- The answer should be precise, well documented and relevant to the question.
- Keep the word limit of the answer in mind. A slight variation in length does not matter, but your answer should not be too short or too lengthy. Avoid discussing minor issues at great length. By setting a word limit for some assignments, we convey that an adequate response can be presented within the suggested word limit.
- Assignments are uploaded on the IGNOU website
- The assignment responses should be complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments, as incomplete answers bring poor grades.
- You must submit your assignments according to the schedule indicated in the assignments. The University/Coordinator of the Study Centre has the right to reject the assignments received after the due date. In case you get the assignments and study material late, the assignment responses should be submitted within one month of the date of the receipt of study material and assignment or within the due date given in the schedule, whichever is later.
- For your record, retain a copy of all the answers to assignments you submit to the Coordinator of your Study Centre. If you do not get back the evaluated assignments within a month of their submission, please try to get them from your Study Centre personally. This may help you to improve your answers for your future assignments.
- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.
- If you cannot submit your assignments or are unable to score the minimum qualifying grade 'D', you have to download, attempt and submit the assignments meant for the next batch of students. Then you will have to submit it for subsequent sessions.
- In case you find that the score indicated in the assignment sheet of your assignments has not been correctly reflected in your grade card, you are advised

to contact the Coordinator of your Study Centre with a request to forward the correct authenticated award list (through respective Regional Centre) to the Registrar, Student Evaluation Division, IGNOU.

- Once you get the passing grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of your Study Centre.
- Do not enclose or express doubts for clarification, if any, along with the assignments.

Instruction for Students regarding assignments submission

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

The top of the first page of your response sheet for each assignment should thus look like the following:

PROGRAMME TITLE.....	ENROLMENT NO.....
PROGRAMME CODE.....	NAME.....
	ADDRESS.....

COURSE CODE.....	
COURSE TITLE.....	
ASSIGNMENT CODE.....	SIGNATURE
STUDY CENTRE.....	DATE.....

- Read the assignments carefully and follow specific instructions, if any, given along with the assignments.
- Go through the units on which the assignment is based, note the points relating to the question, rearrange those points in a logical order and work out a rough outline to your answer. Give adequate attention to the introduction and the conclusion. In the introduction, you should briefly interpret the question and how you propose to develop the answer. The conclusion should summarise your response to the question. Make sure that the answer is logical and coherent. The answer should be divided into appropriate paragraphs. The answer should be relevant to the question given in the assignment. Make sure you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.
- Use only A- 4 size paper for your response and tie all the pages carefully. Avoid using thin paper. Allow a 4 cm margin on the left side and at least a few lines

between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.

- Write the responses to assignments in your handwriting. Do not print or type the answers.
- Do not copy from the response sheet of other students. If copying is noticed, the assignment of such a student will be rejected.
- Answers to each assignment should be written on a separate set of papers.
- Write the question number and the question before writing the answer.
- The completed assignment should be sent only to the Coordinator of the Study Centre allotted to you. **Do not** send it to the SED, IGNOU, New Delhi.
- After submitting the Study Centre assignment, get the Coordinator's acknowledgement on the prescribed assignment remittance-cum-acknowledgement card. You may also be asked to submit your assignments online, for which appropriate guidelines shall be provided.
- The University sends study materials and assignments, wherever prescribed to the students by registered post, and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.

5.2 Term-End Examination

As stated earlier, Term-End Examination is another component of the evaluation system. For the PGDIDM programme, the Term-end examination (TEE) carries 70% weightage in the final result (30% weightage is for assignments).

Term-end examinations are held twice a year (June and December). You can appear for the Term End Examination after one year of study. Assignment and Projects can be submitted after completion of six months and before one year.

Dates and the examination venue will be intimated to you in time by the Registrar, Student Evaluation Division of the University.

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

- All the required assignments have been submitted within the due dates.
- The fees have been fully paid.
- The examination form has been submitted in time (which is explained later).

The examination date sheet schedule, which indicates the date and time of examination for each course, is made available at IGNOU website www.ignou.ac.in well in advance. Please download hall tickets from the IGNOU website to appear in the examinations.

It is a prerequisite for you to submit the Examination Form for taking the examination in any course. The Examination Form is to be submitted online. The link for the online submission of the examination form shall be available on the University website.

The schedule of submission of the exam form is available on the IGNOU website.

The control number will be given on the submission of the examination form. The hall ticket will be uploaded on the IGNOU website seven days before the commencement of the examination. The University I-card and the valid Hall Ticket is required for appearing in the examination.

Your Study Centre is normally your examination centre, though the University may conduct the examination at any other centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to the Registrar, SED, IGNOU, New Delhi-110068, at least one month before the commencement of the examination. The request received at the Headquarters after that will not be entertained. It is your responsibility to check whether you are registered for a particular course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

The Regional Centre and Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication would be sent to the Study Centres and Regional Directors Coordinators and uploaded on the University website.

The Coordinator will display a copy of such important circulars/notifications on the notice board of the Study Centre to benefit all the students. You are, therefore, advised to keep in touch with your Coordinator so that you get information in advance about assignments, submission of examination forms, and datasheets.

While communicating with the University regarding the examination, please clearly write the name of the programme, enrollment number, and complete address. In the absence of such details, your problem may not be attended to. The University normally may require 45 days to intimate the result of a particular term-end examination. Once you receive your results and find that you have passed that course, you need not appear again.

Students may appear for one or more theory courses at a time. If you cannot clear all the theory courses in the first attempt or do not wish to appear in all the subjects at a time, you can clear them in the subsequent examinations. You are free to appear for as many courses as you like at a time. **However, you must clear all the courses within three years of your admission.**

Re-evaluation of Term-end Examination:

After the declaration of the result. If the students are not satisfied with the marks awarded. They can request the University to re-evaluate their Answer scripts on payment of Rs. 750/- per course. The request for re-evaluation by the student must be made online in the re-evaluation portal within one month from the date of declaration of the result.

Obtaining Photocopy of Answer Scripts:

After the declaration of the result, if the students are not satisfied with the marks awarded, they can request the University for obtaining a Photocopy of Answer Scripts on payment of Rs. 100/- per course. The request for Obtaining a Photocopy of Answer Scripts must be made online in the re-evaluation portal within 45 days from the date of declaration of result.

Duplicate Statement of Marks/ Grade Card:

The Learner can apply for obtaining a duplicate Statement of Marks / Grade Card in case of loss /misplacement /damage by paying a sum of Rs. 200/- by way of a demand draft drawn in favour of IGNOU and payable at New Delhi.

6.0 OTHER USEFUL INFORMATION

You may find the following information useful for the programme.

6.1 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, War Widows, wards of Ex-Servicemen of Military/Paramilitary Forces and Physically Handicapped candidates as per the Government of India rules.

6.2 Scholarships and Reimbursement of Fee

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

Students belonging to these reserved categories (admitted to IGNOU) are eligible for Government of India scholarships. They may access the National Scholarship Portal or E-district portal of the concerned state.

6.3 Your account on the Student Portal

Once your admission is confirmed, please visit <https://ignou.samarth.edu.in>, click New Registration, and create your own Student Account. After registering your account, you will be able to avail various services offered by the University in one place. You can also download your Student Identity Card from your login.

6.4 Change or Correction of Address /Study Centre/Regional Centre

You can submit your request for change/correction of address, change of Study Centre or Change of Regional Centre through your Student Account login. This process is completely paperless, and you can submit your request without visiting any office of the University.

6.5 Some Useful Hints

- Please read the Programme Guide thoroughly and keep it handy. It contains most of the information you are likely to need during your perusal of the PGDIDM programme.
- Please keep a record of all the information/letters/communication received and sent to the University.
- Do write to us if you face any problem while working through the programme. Please write briefly and neatly for quick redressal of your problem.
- In the case of a change of address, inform the relevant authorities well in advance.
- To get the best out of the programme, maintain a timetable for yourself and stick to it. Make the timetable realistic, considering some unforeseen situations, such as illness, official work, social obligations etc.
- Be regular in your work and devote at least two hours of study every day.
- Use the prescribed forms appended in Annexure for different purposes to facilitate prompt action.

Whom to Contact for What?

- For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms, non-receipt of study material and assignments, contact the concerned Regional Centre.
- For assignments, you can download the same from IGNOU website: www.ignou.ac.in.
- 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), Block -3, Room No. 7, IGNOU, Maidan Garhi, New Delhi-110068, (email: assignments@ignou.ac.in; Phone: Extn.1312/1319/1307).
- For queries relating to examinations, date sheets, hall ticket, contact AR, Exam-II. For results, early declaration of results, re-evaluation, transcripts, grade card, provisional certificate, you can contact Dy. Registrar(Examination-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 (Phone:/ Extn. 2201, 2208).
- For Original Diploma/Verification of Diploma, Convocation, contact the AR (Exam-I) SED, IGNOU, Block-9, Maidan Garhi, New Delhi-110068.
- For student grievances, there is an online portal where you can voice your concern (link: <http://igram.ignou.ac.in/>) or contact the Student Grievances Cell, SED, Block-6, Room No. 14, IGNOU, Maidan Garhi, New Delhi -110068
- For the Schedules of counselling, feedback on assignment responses, contact the Coordinator/ Programme In-charge of the concerned Programme Study Centre.

List of LSCs Activated for PGDIDM Programme

Sl. No.	RC Name	RC Code	SC Code	Category	Place of SC	Address
1	AGARTALA	26	2601		AGARTALA	COORDINATOR IGNOU STUDY CENTRE, TRIPURA UNIVERSITY, UNIVERSITY CAMPUS, AGARTALA TRIPURA 799004
2	AHMEDABAD	09	0901		AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE L.D. ARTS COLLEGE NAVRANGPURA AHMEDABAD GUJARAT-380009
3	AHMEDABAD	09	0910		ANAND	COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND, GUJARAT 388120
4	AIZAWL	19	1901		AIZAWL	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT AIZAWL COLLEGE AIZAWL MIZORAM 796001
5	AIZAWL	19	1923		AIZWAL	COORDINATOR IGNOU STUDY CENTRE PACHHUNGA UNIVERSITY COLLEGE DIST. AIZAWL, AIZAWL MIZORAM-796001
6	ALIGARH	47	47015		ALIGARH	COORDINATOR IGNOU STUDY CENTRE, SHRI VARSHNEY PG COLLEGE ALIGARH UTTAR PRADESH 202001
7	ALIGARH	47	47030		PANCHSHEEL COLONY	COORDINATOR IGNOU REGULAR STUDY CENTRE INST. OF INFORMATION MNGMNT. & TECHNOLOGY (IIMT)PANCHSHEEL COLONY, NEAR PAC RAMGHAT ROAD, ALIGARH UTTAR PRADESH 202001
8	BANGALORE	13	1301		BANGALORE	COORDINATOR IGNOU STUDY CENTRE, BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK JAYANAGAR BANGALORE KARNATAKA 560011

9	BHOPAL	15	1500		BHOPAL	COORDINATOR IGNOU REGULAR STUDY CENTRE 12, ARERA HILLS BHOPAL, MADHYA PRADESH 462011
10	BHOPAL	15	1501		BHOPAL	COORDINATOR IGNOU STUDY CENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL, MADHYA PRADESH 462008
11	BHOPAL	15	1506		INDORE	COORDINATOR IGNOU STUDY CENTRE HOLKAR SCIENCE COLLEGE INDORE MADHYA PRADESH-452001
12	BHUBANESH WAR	21	2102		CUTTACK	COORDINATOR IGNOU STUDY CENTRE RAVENSHAW UNIVERSITY ARTS BLOCK I FLOOR CUTTACK ORISSA-753003
13	BHUBANESH WAR	21	2103		ROURKELA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE ROURKELA ORISSA-796004
14	BHUBANESH WAR	21	2105		ANGUL	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE, PO HAKIMPADA ANGUL, ORISSA 759143
15	BHUBANESH WAR	21	2111		BHUBANESHW AR	COORDINATOR IGNOU STUDY CENTRE BJB COLLEGE ARTS BLOCK BHUBANESHWAR ORISSA-751014
16	BHUBANESH WAR	21	2119		PURI	COORDINATOR IGNOU STUDY CENTRE S.C.S. COLLEGE PURI, ORISSA- 752001
17	BHUBANESH WAR	21	2138		JAJPUR	COORDINATOR IGNOU STUDY CENTRE NC. COLLEGE (AUTONOMOUS) JAJPUR P.O. JAJPUR ORISSA
18	BHUBANESH WAR	21	21185		CUTTACK	COORDINATOR IGNOU STUDY CENTRE J K B K COLLEGE O M P SQUARE CUTTACK ORISSA-753003
19	BIJAPUR	85	1304		GULBARGA	COORDINATOR IGNOU STUDY CENTRE GULBARGA UNIVERSITY GULBARGA UNIVERSITY CAMPUS GULBARGA KARNATAKA 585106
20	BIJAPUR	85	1308		BELGAUM	COORDINATOR IGNOU STUDY CENTRE R.P.D. COLLEGE TILAK WADI

						BELGAUM KARNATAKA 590006
21	CHANDIGARH	06	0601		CHANDIGARH	COORDINATOR IGNOU STUDY CENTRE, PUNJAB UNIVERSITY DEPT. OF CORRESPONDENCE COURSE CHANDIGARH CHANDIGARH 160017
22	CHENNAI	25	2501		CHENNAI	COORDINATOR IGNOU STUDY CENTRE DDGD VAISHNAVA COLLEGE, 445, EVR PERIYAR HIGH ROAD ARUMBAKKAM CHENNAI TAMILNADU 600106
23	CHENNAI	25	2508		MAYILADUTHURAI	COORDINATOR IGNOU STUDY CENTRE AVC COLLEGE MANNAMPANDAL MAYILADUTHURAI TAMILNADU 609305
24	CHENNAI	25	2593		VELLORE	COORDINATOR IGNOU STUDY CENTRE VOORHEES COLLEGE OFFICERS LINE VELLORE TAMILNADU 632001
25	CHENNAI	25	25160		CHENNAI	COORDINATOR IGNOU STUDY CENTRE SHRI S S S JAIN COLLEGE (WOMEN) NO 3 MADLEY ROAD T NAGAR CHENNAI TAMILNADU 600017
26	COCHIN	14	1480		PRATAPGARH	COORDINATOR IGNOU STUDY CENTRE BISHOP VAYALIL MEMORIAL HOLY CROSS COLLEGE CHERPUNKAL PO PALA DIST KOTTAYAM KERALA- 686584
27	DARBHANGA	46	0504		MUZAFFARPUR	COORDINATOR IGNOU STUDY CENTRE BRA BIHAR UNIVERSITY LIBRARY CAMPUS MUZAFFARPUR BIHAR-842001
28	DEHRADUN	31	2705		DEHRADUN	COORDINATOR IGNOU STUDY CENTRE DAV PG COLLEGE, D A V COLLEGE ROAD DEHRADUN UTTRANCHAL 248001
29	DEHRADUN	31	2717		ALMORA	COORDINATOR IGNOU STUDY CENTRE KUMAON UNIVERSITY ALMORA UTTRANCHAL 263601
30	DEHRADUN	31	2726		PITHORAGARH	COORDINATOR IGNOU STUDY ENTREGOVERNMENT PG COLLEGE PITHORAGARH UTTRANCHAL 262501

31	DEHRADUN	31	2752		GARHWAL	COORDINATOR IGNOU STUDY CENTRE HNB GARHWAL UNIVERSITY DEPT. OF ECONOMICS SRINAGAR (GARHWAL) UTTRANCHAL 246174
32	DEHRADUN	31	31017		DEHRADUN	COORDINATOR IGNOU STUDY CENTRE DBS PG COLLGE DEHRADUN UTTARAKHAND 248001
33	DELHI 1	07	0707		DELHI	COORDINATOR IGNOU STUDY CENTRE DEPT. OF PSYCHOLOGY JAMIA MILLIA ISLAMIA UNIV. JAMIA NAGAR DELHI-110025
34	DELHI 2	29	29032		DELHI	COORDINATOR IGNOU STUDY CENTRE JAGANNATH INSTITUTE OF MANAGEMENT SCIENCES PLOT NO 2 COMMUNITY CENTRE, SECTOR 3 ROHINI NEW DELHI- 110058
35	GUWAHATI	04	0401		GUWAHATI	COORDINATOR IGNOU STUDY CENTRE GUWAHATI UNIVERSITY GUWAHATI ASSAM 781014
36	HYDERABAD	01	0111		HYDERABAD	COORDINATOR IGNOU STUDY CENTRE AURORA'S DEGREE & PG COLLEGE H NO 16-11-210 KRISHNA TULSI NAGAR MOOSARAMBAGH HYDERABAD ANDHRA PRADESH 500036
37	IAEP - CHANDIMAN DIR	52	5201			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE, WESTERN COMMAND HRDC C/O HQ WESTERN COMMAND (EDN) HANDIMANDIR
38	IAEP - CHANDIMAN DIR	52	5202			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 2 CORPS HRDC C/O 56 APO
39	IAEP - CHANDIMAN DIR	52	5204			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 11 CORPS HRDC C/O 56 APO
40	IAEP - CHANDIMAN DIR	52	5502			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE 29 INF DIV HRDC C/O 56 APO
41	IAEP - JAIPUR	56	5203			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 10 CORPS HRDC C/O 56 APO
42	IAEP - JAIPUR	56	5303			COORDINATOR

						IGNOU ARMY RECOG. STUDY CENTRE HQ I CORPS HRDC C/O 56 APO
43	IAEP - KOLKATA	51	5101			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE EASTERN COMMAND HRDC C/O 101 AREA C/O 99 APO
44	IAEP - KOLKATA	51	5102			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 3 CORPS HRDC C/O 99 APO
45	IAEP - KOLKATA	51	5103			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 4 CORPS HRDC C/O 99 APO
46	IAEP - KOLKATA	51	5104			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 33 CORPS HRDC C/O 56 APO
47	IAEP - LUCKNOW	53	5301			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE CENTRAL COMMAND HRDC-1 C/O HQ CENTRAL COMMAND (EDN) LUCKNOW-226002
48	IAEP - LUCKNOW	53	5302			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE 1, SIGNAL TRAINING CENTRE JABALPUR-482001
49	IAEP - LUCKNOW	53	5305		ROORKEE CANTT	COORDINATOR IAEP(ARMY) RECOG.STUDY CENTRE HRDC HEADQUARTERS BENGAL ENGINEER GROUP & CENTRE ROORKEE CANTT UTTARAKHAND 247667
50	IAEP - PUNE	54	5401			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND HRDC-II C/O MEG AND CENTRE BANGALORE 560042
51	IAEP - PUNE	54	5402			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 12 CORPS HRDC C/O 56 APO-908512
52	IAEP - PUNE	54	5403			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 21 CORPS GS (EDN) C/O 56 APO-908521
53	IAEP - PUNE	54	5404			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND, HRDC-1, C/O BEG & CENTRE, KIRKEE PUNE-411003

54	IAEP - PUNE	54	5405		BIRCHGUNJ, SOUTH ANDAMAN	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE H Q 108 MOUNTAIN BRIGADE C/O 56 APO-908108
55	IAEP - UDHAMPUR	55	5501			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE NORTHERN COMMAND HRDC C/O HQ NORTHERN COMMAND (EDN) C/O 56 APO
56	IAEP - UDHAMPUR	55	5503			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE, HQ 15 CORPS HRDC C/O 56 APO
57	IAEP - UDHAMPUR	55	5504			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 16 CORPS HRDC C/O 56 APO
58	IAEP - UDHAMPUR	55	5505			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 14 CORPS (HRDC) C/O 56 APO
59	IAREP - SHILLONG	81	8101			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC ARASU, HAPPY VALLEY C/O ASSAM RIFLES ADMINISTRATIVE UNIT, HAPPY VALLEY SHILLONG 07
60	IAREP - SHILLONG	81	8102			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ AC & ASSAM RANGE ASSAM RIF. C/O HQ AC & ASSAM RANGE ASSAM RIFLES, C/O, 99 APO
61	IAREP - SHILLONG	81	8103			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 7 ASSAM RIFLES C/O 7 ASSAM RIFLES C/O 99 APO
62	IAREP - SHILLONG	81	8104			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 6 ASSAM RIFLES C/O 6 ASSAM RIFLES C/O 99 APO
63	IAREP - SHILLONG	81	8105			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 29 ASSAM RIFLES C/O 29 ASSAM RIFLES C/O 99 APO
64	IAREP - SHILLONG	81	8106			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 26 ASSAM RIFLES C/O 26 ASSAM RIFLES C/O 99 APO

65	IAREP - SHILLONG	81	8107			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 27 ASSAM RIFLES C/O 27 ASSAM RIFLES C/O 99 APO
66	IAREP - SHILLONG	81	8108			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 31 ASSAM RIFLES C/O 31 ASSAM RIFLES C/O 99 APO
67	IAREP - SHILLONG	81	8109			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 2 ASSAM RIFLES C/O 2 ASSAM RIFLES C/O 99 APO
68	IAREP - SHILLONG	81	8110			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 14 ASSAM RIFLES C/O 14 ASSAM RIFLES C/O 99 APO
69	IAREP - SHILLONG	81	8111			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 34 ASSAM RIFLES C/O 34 ASSAM RIFLES C/O 99 APO
70	IAREP - SHILLONG	81	8112			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 9 ASSAM RIFLES C/O 9 ASSAM RIFLES C/O 99 APO
71	IAREP - SHILLONG	81	8113			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 12 ASSAM RIFLES C/O 12 ASSAM RIFLES C/O 99 APO
72	IAREP - SHILLONG	81	8114			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 33 ASSAM RIFLES C/O 33 ASSAM RIFLES C/O 99 APO
73	IAREP - SHILLONG	81	8115			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 21 ASSAM RIFLES C/O 21 ASSAM RIFLES C/O 99 APO
74	IAREP - SHILLONG	81	8116			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ B RANGE AR C/O HQ B RANGE ASSAM RIFLES C/O 99 APO

75	IAREP - SHILLONG	81	8117			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 25 ASSAM RIFLES C/O 25 ASSAM RIFLES C/O 99 APO
76	IAREP - SHILLONG	81	8118			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 8 ASSAM RIFLES C/O 8 ASSAM RIFLES C/O 99 APO
77	IAREP - SHILLONG	81	8119			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 1 ASSAM RIFLES C/O 1 ASSAM RIFLES C/O 99 APO
78	IAREP - SHILLONG	81	8120			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 19 ASSAM RIFLES C/O 19 ASSAM RIFLES C/O 99 APO
79	IAREP - SHILLONG	81	8121			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 18 ASSAM RIFLES C/O 18 ASSAM RIFLES C/O 99 APO
80	IAREP - SHILLONG	81	8122			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ TRIPURA RANGE ASSAM RIFLES C/O HQ TRIPURA RANGE ASSAM RIF C/O 99 APO
81	IAREP - SHILLONG	81	8123			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 22 ASSAM RIFLES C/O 22 ASSAM RIFLES C/O 99 APO
82	IAREP - SHILLONG	81	8124			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 23 ASSAM RIFLES C/O 23 ASSAM RIFLES C/O 99 APO
83	IAREP - SHILLONG	81	8125			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC ARTC & S, DIMAPUR C/O ASSAM RIFLES TRAINING CENTRE & SCHOOL, DIMAPUR NAGALAND
84	IAREP - SHILLONG	81	8126			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 30 ASSAM RIFLES

						C/O 30 ASSAM RIFLESC/O 99 APO
85	IAREP - SHILLONG	81	8127			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 4 ASSAM RIFLES C/O 4 ASSAM RIFLES C/O 99 APO
86	IAREP - SHILLONG	81	8128			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 24 ASSAM RIFLES C/O 24 ASSAM RIFLES C/O 99 APO
87	IAREP - SHILLONG	81	8129			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 16 ASSAM RIFLES C/O 16 ASSAM RIFLES C/O 99 APO
88	IAREP - SHILLONG	81	8130			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 3 ASSAM RIFLES C/O 3 ASSAM RIFLES C/O 99 APO
89	IMPHAL	17	1701		IMPHAL	COORDINATOR IGNOU STUDY CENTRE MANIPUR UNIVERSITY UNIVERSITY CAMPUS CANCHIPUR IMPHAL, MANIPUR 795003
90	INEP - KOCHI	74	7401			COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE, COMMAND EDUCATION OFFICE HEADQUARTERS SOUTHERN NAVAL COMMAND NAVAL BASE KOCHI-682004
91	INEP - MUMBAI	72	7201			COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE 2ND FLOOR, TARANG NEW NAVY NAGAR MUMBAI MAHARASHTRA 400005
92	INEP - NEW DELHI	71	7101			COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE NAUSENABAUGH –II NARAINA, DELHI CANTT. NEW DELHI-110028
93	INEP - VISAKHAPAT NAM	73	7301			COORDINATOR IGNOU NAVY RECOG. STUDY CENTRE NAVY CHILDREN SCHOOL GANDHI GRAM P.O. VISAKHAPATNAM 530005
94	ITANAGAR	03	0301		ITANAGAR	COORDINATOR IGNOU STUDY CENTRE DN GOVERNMENT COLLEG ITANAGAR ITANAGAR ARUNACHAL PRADESH-791113
95	ITANAGAR	03	0305		LOHIT	COORDINATOR

						IGNOU STUDY CENTRE INDIRA GANDHI GOVT. COLLEGE TEZU DISTRICT LOHIT ARUNACHAL PRADESH-792001
96	ITANAGAR	03	0312		DEOMALI	COORDINATOR IGNOU STUDY CENTRE WANGCHA RAJKUMAR GOVT COLLEGE DEOMALI DIST TIRAP ARUNACHAL PRADESH-786629
97	JABALPUR	41	1502		JABALPUR	COORDINATOR IGNOU STUDY CENTRE RANI DURGAWATI UNIVERSITY JABALPUR MADHYA PRADESH 482001
98	JABALPUR	41	1507		SAGAR	COORDINATOR IGNOU STUDY CENTRE DR. H.S. GOURVISHWAVIDYALAYASAG AR MADHYA PRADESH 470003
99	JABALPUR	41	15112	D	BARGHAT	COORDINATOR IGNOU SPL STUDY CENTRE -RA GOVT DEGREE COLLEGE BARGHAT DIST SEONI MADHYA PRADESH-480667
100	JAIPUR	23	2306		AJMER	COORDINATOR IGNOU STUDY CENTRE GOVT COLLEGE AJMER RAJASTHAN 305001
101	JAIPUR	23	2317	D	JAIPUR	COORDINATOR IGNOU SPL. STUDY CENTRE-IN CENTRAL JAIL GHATGATE JAIPUR RAJASTHAN 302003
102	JAIPUR	23	23135		KOTA	COORDINATOR IGNOU REGULAR STUDY CENTRE GOVT. ARTS COLLEGE KOTA RAJASTHAN 324001
103	JAIPUR	23	23140		JAIPUR	COORDINATOR IGNOU REGULAR STUDY CENTRE SHRI BHAWANI NIKETAN PG COLLEGE SIKAR ROAD JAIPUR RAJASTHAN 302023
104	JAIPUR	23	23142		JAIPUR	COORDINATOR IGNOU REGULAR STUDY CENTRE KANORIA PG MAHILA MAHAVIDYALAYA NEAR GANDHI CIRCLE JLN MARG, JAIPUR RAJASTHAN 302004
105	JAMMU	12	1201		JAMMU	COORDINATOR IGNOU STUDY CENTRE

						UNIVERSITY OF JAMMU JAMMU TAWI J & K-180001
106	JAMMU	12	1235		DODA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DODA, J & K 182210
107	JAMMU	12	1250		UDHAMPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) UDHAMPUR J & K
109	JODHPUR	88	2302		UDAIPUR	COORDINATOR IGNOU STUDY CENTRE VIDYA BHAWAN RURAL INSTITUTE BADGE ON ROAD UDAIPUR RAJASTHAN 313004
110	JODHPUR	88	2304		JODHPUR	COORDINATOR IGNOU STUDY CENTRE ONKARMAL SOMANI COLLEGE OF COM JODHPUR RAJASTHAN 342008
111	KARNAL	10	1005		ROHTAK	COORDINATOR IGNOU STUDY CENTRE CHOTU RAM COLLEGE OF EDUCATION ROHTAK HARYANA 124001
112	KOHIMA	20	2001		KOHIMA	COORDINATOR IGNOU STUDY CENTRE MODERN COLLEGE DZUVURU AREA POST BOX – 405 KOHIMA NAGALAND-797001
114	KOLKATA	28	2809		ASANSOL	COORDINATOR IGNOU STUDY CENTRE BANWARILAL BHALOTIA COLLEGE ASANSOL BURDWAN WEST BENGAL 713303
115	KOLKATA	28	2813		MIDNAPORE	COORDINATOR IGNOU STUDY CENTRE MIDNAPUR COLLEGE MIDNAPUR WEST BENGAL 721101
117	KOLKATA	28	2842		KOLKATA	COORDINATOR IGNOU STUDY CENTRE BHAIRAB GANGULY COLLEGE DEGREE COLLEGE OADBELGHARIA KOLKATA WEST BENGAL 700056
118	KOLKATA	28	28140		BALLYGUNGE	COORDINATOR IGNOU STUDY CENTRE MURALIDHAR GIRL'S COLLEGE P-411/14, GARIHAT ROAD BALLYGUNGE KOLKATA WEST BENGAL 700029

119	KOLKATA	28	28149		KOLKATA	COORDINATOR IGNOU REGULAR STUDY CENTRE WOMAN'S COLLEGE, CALCUTTA P-29, KSHIRODE VIDYAVINODE AVENUE KOLKATA WEST BENGAL 700003
120	LUCKNOW	27	2701		LUCKNOW	COORDINATOR IGNOU STUDY CENTRE JAI NARAIN DEGREE COLLEGE LUCKNOW UTTAR PRADESH 226001
121	LUCKNOW	27	2704		BAREILLY	COORDINATOR IGNOU STUDY CENTRE BAREILLY COLLEGE P O BOX NO 15 BAREILLY UTTAR PRADESH 243005
122	LUCKNOW	27	2767		BANDA	COORDINATOR IGNOU STUDY CENTRE JAWAHAR LAL NEHRU (PG) COLLEGE BANDA UTTAR PRADESH 210001
123	LUCKNOW	27	27220		LUCKNOW	COORDINATOR IGNOU REGULAR STUDY CENTRE UNIVERSITY OF LUCKNOW UNIVERSITY ROAD LUCKNOW, UTTAR PRADESH-226007
124	MADURAI	43	2502		COIMBATORE	COORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF ARTS & SCI. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE TAMILNADU 641014
125	MADURAI	43	2503		MADURAI	COORDINATOR IGNOU STUDY CENTRE THIYAGARAJAR COLLEGE, POST BOX NO 107, 139-140 KAMARAJAR SALAI MADURAI TAMILNADU 625002
126	MADURAI	43	2504		TIRUCHIRAPAL LY	COORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE P O BOX 615 TIRUCHIRAPALLI TAMILNADU 620017
127	MUMBAI	49	1601		MUMBAI	COORDINATOR IGNOU STUDY CENTRE KJS COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E) MUMBAI MAHARASHTRA 400077
128	NAGPUR	36	1607		NAGPUR	COORDINATOR IGNOU STUDY CENTRE, NAGPUR UNIVERSITY GURU

						NANAK BHAWAN, NAGPUR MAHARASHTRA 440001
129	NAGPUR	36	36029		NAGPUR	COORDINATOR IGNOU STUDY CENTRE DR PANJABRAO DESHMUKH INST. OF MANAGEMENT TECH.& RESH (PDIMTR) DHANWAATE NATIONAL COLLEGE CONGRESS NAGAR NAGPUR MAHARASHTRA 400012
131	NOIDA	39	2702		AGRA	COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT, AGRA UTTAR PRADESH 282002
132	NOIDA	39	2714		MORADABAD	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEG STATION ROAD MORADABAD UTTAR PRADESH 244001
133	NOIDA	39	2738		BULANDSHAH R	COORDINATOR IGNOU STUDY CENTRE I.P. (POST GRADUTATE) COLLEGE BULANDSHAHR UTTAR PRADESH 203001
134	NOIDA	39	2749		MUZAFFARNA GAR	COORDINATOR IGNOU STUDY CENTRE S.D. COLLEGE BHOPA ROAD MUZAFFAR NAGAR UTTAR PRADESH-251001
135	NOIDA	39	3702		SAHARANPUR	COORDINATOR IGNOU STUDY CENTRE MAHARAJ SINGH COLLEGE SAHARANPUR UTTAR PRADESH 247001
136	NOIDA	39	07107		DELHI	COORDINATOR IGNOU STUDY CENTRE MAHARAJA AGRASEN COLLEGE VASUNDHARA ENCLAVE NEAR CHILLA SPORTS COMPLEX DELHI-110096
137	NOIDA	39	27140		BIJNOR	COORDINATOR IGNOU STUDY CENTRE RANI BHAGYAWATI DEVI MAHILA MAHAVIDYALAYA BIJNOR UTTAR PRADESH-800010
138	PATNA	05	0501		PATNA	COORDINATOR IGNOU STUDY CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA BIHAR-800005
139	PUNE	16	1606		KOLHAPUR	COORDINATOR

						IGNOU STUDY CENTRE CS CENTRAL INST OF BUSINESS ECONOMICS & RESEARCH UNIVERSITY ROAD KOLHAPUR MAHARASHTRA 416004
140	PUNE	16	1608		NASIK	COORDINATOR IGNOU STUDY CENTRE KTHM COLLEGE GANGAPUR ROAD SHIVAJI NAGAR NASIK MAHARASHTRA 422002
141	PUNE	16	1610		AURANGABAD	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS & SDS COM. COL SAMRAT NAGAR AURANGABAD MAHARASHTRA 431001
143	PUNE	16	16144		PUNE	COORDINATOR IGNOU REGULAR STUDY CENTRE ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIENCE AND COMMERCE 2390-B, KB HIDAYATULLAH ROAD AZAM CAMPUS, PUNE MAHARASHTRA 411001
144	RAGHUNATH AN	50	2820	D	MURSHIDABAD	COORDINATOR IGNOU SPL STUDY CENTRE-RA RDK COLLEGE OF COMMERCE JIAGANJ MURSHIDABAD WEST BENGAL 742123
145	RAIPUR	35	1510		RAIPUR	COORDINATOR IGNOU STUDY CENTRE PT. RAVI SHANKAR SHUKLA UNIV. ARTS BLOCK EXTN. (RIGHT WING) RAIPUR CHHATTISGARH 492010
146	RAIPUR	35	3504		DHMTARI	COORDINATOR IGNOU STUDY CENTRE GOVT POST GRADUATE COLLEGE DHMTARI CHHATTISGARH 493773
147	RAIPUR	35	3507		CHAMPA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMPA CHHATTISGARH 495671
148	RAIPUR	35	3510		RAJNADGAON	COORDINATOR IGNOU STUDY CENTRE GOVT. DIGVIJAYA COLLEGE RAJNANDGAON CHATTISGARH 491441
149	RANCHI	32	0502		JAMSHEDPUR	COORDINATOR

						IGNOU STUDY CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND
150	RANCHI	32	0513		RANCHI	COORDINATOR IGNOU STUDY CENTRE MARWARI COLLEGE RANCHI JHARKHAND 834001
151	RANCHI	32	32024		JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE KARIM CITY COLLEGE PO. SAKCHI JAMSHEDPUR EAST SINGHBHUM JHARKHAND 831001
152	SHILLONG	18	1801		SHILLONG	COORDINATOR IGNOU STUDY CENTRE NORTH-EASTERN HILL UNIVERSITY BIJNI COMPLEX LAITUMKHAH SHILLONG MEGHALAYA 793003
153	SHILLONG	18	1802		TURA	COORDINATOR IGNOU STUDY CENTRE TURA GOVERNMENT COLLEGE WG HILLS TURA MEGHALAYA 794001
154	SHIMLA	11	1101		SHIMLA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SANJAULI SHIMLA HIMACHAL PRADESH-171006
155	SHIMLA	11	1105		DHARAMSHAL A	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA HIMACHAL PRADESH-177005
160	SILIGURI	45	45018		DARJEELING	COORDINATOR IGNOU STUDY CENTER ST.JOSEPH'S COLLEGE NORTH POINT DARJEELING WEST BENGAL 734104
156	SRINAGAR	30	1209		SRINAGAR	COORDINATOR IGNOU STUDY CENTRE SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD SRI NAGAR J & K- 190001
157	TRIVANDRUM	40	2507		TUTICORIN	COORDINATOR IGNOU STUDY CENTRE VOC COLLEGE PALAYAMKOTAI ROAD TUTICORIN TAMILNADU 628008
158	VARANASI	48	2703		ALLAHABAD	COORDINATOR IGNOU STUDY CENTRE

						ALLAHABAD DEGREE COLLEGE 15, KYADGANJ ALLAHABAD UTTAR PRADESH 211003
159	VARANASI	48	2709		GORAKHPUR	COORDINATOR IGNOU STUDY CENTRE GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR UTTAR PRADESH 273009
160	VARANASI	48	2737		PRATAPGARH	COORDINATOR IGNOU STUDY CENTRE MD. POST GRADUATE COLLEGE PRATAPGARH UTTAR PRADESH
161	VARANASI	48	2745		JAUNPUR	COORDINATOR IGNOU STUDY CENTRE VBS PURVANCHAL UNIVERSITY SHAHGANJ ROAD JAUNPUR UTTAR PRADESH-222002
162	VARANASI	48	48011		MAU	COORDINATOR IGNOU STUDY CENTRE DC S KHANDELWAL POST GRADUATE COLLEGE MAUNATH BHANJAN MAU UTTAR PRADESH-275101
163	VARANASI	48	48028		CIVIL COURT ROAD	COORDINATOR IGNOU REGULAR STUDY CENTRE ST. ANDREW'S COLLEGE CIVIL COURT ROAD GORAKHPUR UTTAR PRADESH 273001
164	VARANASI	48	48042		VARANASI	COORDINATOR IGNOU REGULAR STUDY CENTRE MAHARAJ BALWANT SINGH PG COLLEGE, RAJATALAB VARANASI UTTAR PRADESH 221311
165	VATAKARA	83	1403		CALICUT	COORDINATOR IGNOU STUDY CENTRE JDT ISLAM MARI KUNNU P.O. CALICUT KERALA 673012
166	VIJAYAWADA	33	0103		VIJAYAWADA	COORDINATOR IGNOU STUDY CENTRE KBN COLLEGE KOTHAPETA VIJAYAWADA ANDHRA PRADESH 520001
167	VISAKHAPAT NAM	84	0109		VISAKHAPATN AM	COORDINATOR IGNOU STUDY CENTRE DR. L. BULLAYA COLLEGE VISAKHAPATNAM ANDHRA PRADESH 530013