

PROGRAMME GUIDE

MASTER OF FINE ARTS- PAINTING (MFAP)



SCHOOL OF PERFORMING AND VISUAL ARTS

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

SOPVA

Programme Guide

Master of Fine Arts- Painting (MFAP)



**School of Performing and Visual Arts
Indira Gandhi National Open University
Maidan Garhi, New Delhi 110 068**

“Education is a liberating force, and in our age it is also a democratizing force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances.”

—Indira Gandhi

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

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognized by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions.

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Further information on the Indira Gandhi National Open University Programmes may be obtained from the University's office at Maidan Garhi, New Delhi-110068 or its website <http://www.ignou.ac.in>

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1. ABOUT THE UNIVERSITY

1.1 Introduction

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

- Democratizing 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
- Promoting and developing distance education in India
- Setting and maintaining standards in distance education in the country as an apex body.

1.2 Prominent Features

IGNOU has certain unique features such as:

- International jurisdiction
- Flexible admission rules
- 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
- Resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations
- Socially and academically relevant programmes based on students need analysis
- Convergence of open and conventional education systems

1.3 Important Achievements

- 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).
- Taking IGNOU programmes to African and West Asian countries including Maldives, Mauritius, Nepal and Seychelles in all to 35 countries.
- Award of Excellence for Distance Education Materials 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 studio at EMPC, IGNOU.
- Launch of 'Edusat' video conferencing channel (2 way video, 2 way audio)
- Launch of Gyan Vani and other dedicated educational FM channels.

1.4 The Schools of Studies

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organize its academic programmes and courses in coordination with the School staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies currently are in operation:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SGDS)
- School of Tourism Hospitality Service Sectoral Management (SOTHSSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing & Visual Arts (SOPVA)

1.5 Academic Programmes

The University offers both short-term and long-term programmes leading to Certificates, Diplomas and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such programmes. They are launched with a view to fulfill the learner's needs for:

- Certification,
- Improvement of skills,
- Acquisition of professional qualifications,
- Continuing education and professional development at work place,
- Self-enrichment,
- Empowerment

MESSAGE FROM PROGRAMME COORDINATOR

Dear Learners,

Welcome you to this programme in the area of Visual Arts, especially in Painting leading to Masters through integrated mode. In integrated mode, you will receive support from IGNOU through Internet as well as through the Regional Center Delhi 1 and Programme Study Center (PSC 07187P, Block 15G, First Floor, SOPVA, IGNOU, Maidan Garhi, New Delhi) at headquarters. You will be attached to this Study Centre which will offer counselling sessions (Theory/Practical Courses). For Theory/Practical courses will receive Counselling through Web Enable Academic Support (WEAS) and studio practice. You will receive printed course material in accordance with our dispatch schedule. You are advised to attend theory and practical counselling sessions regularly. You need to have a minimum of 75% attendance for practical counselling sessions to appear for Term End Practical Examinations. You need to submit requisite assignments before the due dates to become eligible to appear for Term End Examinations.

Also, students are requested to take note of the following:

The material and assignments are distributed (by post/by hand) to the student at regional centre/study centre and Programme Study Centre.

“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.”

“In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website-<http://www.ignou.ac.in>.”

“The students are specifically instructed to send Examination Forms to the respective Regional Centres only and to no other place and they are also advised to submit the Registration/Re-registration Forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.”

Programme Guide is a very important document for you, as a distance learner you may have several queries, many of them would be answered by this booklet. Preserve it until you successfully complete these Programmes.

Some useful addresses are given on page number 30 to 31 in this Programme Guide. In case of any difficulty, communicate to the listed address for fast action. You are advised to visit **IGNOU website**

<http://www.ignou.ac.in>, and your study center regularly for latest information if any. We wish you success in pursuing this programmes.

Wishing you all the best,

Programme Coordinator

(MFAP)

2. BASIC INFORMATION ABOUT PROGRAMME

2.1 Introduction

Master of Fine Arts-Painting (MFAP)

Fine Arts/Visual Arts, particularly the Master of Fine Arts – Painting (MFAP) as a subject offered at very few institutions when compared to the other disciplines or subjects. Most of the institutions offering such programmes are conventional mode institutions. They can cater to a limited number of learners. When one look at the demand of such courses which is very high but the reach of the institutions in terms of providing learning opportunities are very less. Hence, to meet the demand with a quality education in fine arts/visual arts especially in painting the programme is offered.

Fine Arts/Visual Arts is normally referred to as the Art that studies systematically the various fields like drawing, painting, sculpture, architecture, textile design, fashion design, graphic design, aesthetics, art history, ceramics, animation, new media, photography etc. and various relevant components at application level. The scope of Fine Arts in painting as a subject is very broad. The MFAP is a professional Degree Coursework is primarily of an applied or performing nature with the programme often culminating in a major work or Practical component. The key areas of study within the disciplinary/subject area of Master of Fine Arts-Painting: Sketching & drawing, still life & Perspective drawing, study of Folk, Tribal & Traditional Art, Creative Portraiture, Creative landscape and Creative Composition and many more.

Post graduate degree programme in Painting covers practical components that overlap with the areas outlined above and that address the interfaces of Painting with other theory subjects such as history of Indian and Western Art, Indian and Western Aesthetics, Art Education, Research methodology etc. The depth and breadth of study of individual course dealt with would vary with the nature of specific Fine Arts/Visual Arts- Painting programme. (MFAP).

As a part of the efforts to enhance the employability of graduates of Fine Arts/Visual Art- Painting programmes, the curricula for these programmes are expected to include learning experiences that offer opportunities for a period of study in art field. These may involve both a major work-related Painting studio practice and some guided study in field.

2.2 MFAP programme Objectives

The programme objectives are:

- To develop observation, analytical and creative skills in painting.
- To develop the understanding if art elements and its principles.

- To develop the visualization and Designing sensibility to create and art work with understanding and use of Material and Technique for Painting.
- To introduce concept of appropriate Art Practices and Aesthetics with more relevance to Indian context
- To explore and understand the art in historical and contemporary context.
- To provide opportunities to student in identifying and developing their own style and medium at an advanced level so as to become a professional Artist.
- To create professionals and motivate researches in the field of Fine Arts Painting.
- To critically study various style and modes of art expressions from different periods: both historical and contemporary.

2.3 Programme Code: MFAP

2.4 Duration of the Programme

Minimum: 2 years

Maximum: 4 years

To fulfill the requirements for acquiring the Master of Fine Arts Painting (MFAP) a student may clear all the courses in two year. If a student fails to clear all the requirements of courses in two year, he/she may be permitted to stretch it over a period of another 5 year.

You may contact the Regional Centre for further information about the same. But, you are advised to pass all the courses successfully in minimum duration.

2.5 Eligibility for admission

Eligibility:

- Bachelor of Fine Arts- Painting (From a recognized University)
- Bachelor of Fine Arts- Mural Painting (From a recognized University)
- Bachelor of Fine Arts-Print Making (From a recognized University)
- Bachelor of Visual Arts- Painting (From a recognized University)
- Bachelor of Visual Arts- Mural Painting (From a recognized University)
- Bachelor of Visual Arts- Print Making (From a recognized University)

2.6 Programme Fee:

Please refer to the Common Prospectus of your academic session for recent information related to fee.

2.7 Medium of Instruction

The medium of instruction is in Hindi/English. The course material will be available only in English.

2.8 Credit System

The University follows the 'Credit System' for its programmes. Each credit is of 30 hours of study comprising all learning activities. For Example a six -credit course involves 180 study hours. This helps the student to understand the academic effort one has to put in to successfully complete a course. Completion of the Programme requires successful completion of both assignments and the Term-end Examination of each course in the programme separately.

2.9 Programme Structure

The programme has been divided into two semesters per year (January to June and July to December). Consequently, there will be two examinations every year - one in the month of June for the January to June semester courses and the other in December for the July to December semester courses. The learners will be eligible to appear for their first TEE only after one year of their admission/registration. The learners are at liberty to appear for any of the examinations schedule conducted by the University during the year subject to completing the minimum duration but for the practical courses, one has to complete the semester1 practicals, then only the learners will be allowed to appear for the next semester. There will not be any re-examination during that year. Learner may ensure that s/he paid the requisite fee as well as fulfils other requirements such as prescribed minimum attendance etc. before appearing in the term end examinations. The result may be withheld or may be cancelled in case it is found that the student's registration to the course is invalid or he/she did not register. The following is the programme structure of MFAP:

Programme Structure

Semester	Course Code	Title of the course	Type of course compulsory/optional	Credits	Theory/Practical/Project
I	MVA-020	Modern Art of India	Compulsory	6	Theory
	MVAL-021	Understanding Elements of Arts	Compulsory	4	Practical
	MVAL-022	Study of Principle of Composition	Compulsory	6	Practical
II	MVA-023	Modern Western Art	Compulsory	6	Theory
	MVAL-024	Study of Nature	Compulsory	4	Practical
	MVAL-025	Study of Folk, Tribal and Traditional Art Styles	Compulsory	6	Practical
III	MVA-026	Understanding, Aesthetics and Art Education	Compulsory	6	Theory
	MVAL-027	Creative Portraiture	Compulsory	4	Practical
	MVAL-028	Creative Composition	Compulsory	6	Practical
IV	MVA-029	Research Methods and Dissertation	Compulsory	6	Theory
	MVAL-030	Creative Landscape	Compulsory	4	Practical
	MVAL-031	Creative Expression	Compulsory	6	Practical

Total: 12 Courses and 64 Credits.

2.10 Student Support Services

Regional and Study Centre for MFAP Programme:

The Master of Fine Arts-Painting programme is offering only through **PSC 07187P, Block 15G, First Floor, School of Performing and Visual Arts (SOPVA), IGNOU headquarter, Maidan Garhi, New Delhi under Regional Center Delhi 1** on Pilot basis in ODL mode. Depending on the demand & increase in enrolment, more programme centres will be activated, suitably.

In order to provide individualised support to its learners the University has created Programme Study Centre at IGNOU Headquarters, Delhi for this programme. They are administratively coordinated by the Regional Centre Delhi 1.

The Study Centres are the contact points for the participants on all major aspects of the programme. These include counselling sessions, practicals, library facilities, disseminating information and advice and facilities for audio-visual inputs. These facilities are accessible to the participants during their visits to the Study Centre. **The University may not always be able to communicate to all the students individually. All the important communications are sent to the Regional Directors.** The Co-ordinators would display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. **You are, therefore, advised to keep in touch with your Study Centre Coordinator on a more or less regular basis so as to get advance information about assignments, submission schedule (assignments & examination forms), list of students admitted to a particular examination, declaration of results, etc.**

2.10 Newsletter

IGNOU Newsletter is published twice in a year (April and October) in English and Hindi. This periodical communication is delivered by post to all the students of IGNOU along with course material. Information regarding Examination schedule, new courses to be launched, admissions etc., is also provided through IGNOU newsletter. It covers various activities at IGNOU Headquarters, Regional Centres and Study Centres. It also carries important notifications from time to time.

3. INSTRUCTIONAL SYSTEM

The methodology of instruction in this university is different from that in the conventional universities. The Open University system is more learner-oriented, and the student has to be an active participant in the teaching-learning process. Most of the instructions are imparted through distance rather than face-to-face communication.

The University follows a multi-channel approach for instruction. It comprises a suitable mix of:

- ☞ self-instructional printed material (SIM/SLM)
- ☞ audio and video material
- ☞ audio-video programmes transmitted through Radio and Doordarshan

- ☞ face-to-face counselling at Study Centre by academic counsellors
- ☞ web enabled academic support (WEAS)
- ☞ assignments
- ☞ practicals
- ☞ Gyan Darshan Channel, EDUSAT
- ☞ Gyan Vani



Figure 1: Home page of IGNOU website-<http://www.ignou.ac.in>



Figure 2: Home page of e-GyanKosh-<http://www.egyankosh.ac.in>

3.1 Print Material

Printed materials are the primary form of instructional materials. These are supplied to the participants in the form of several booklets. A course, which comes in the form of a booklet comprises several units. The size of a unit is such that

the material given therein may be expected to be studied by a student in a session of about 2 to 6 hours of study. Therefore, you have to concentrate mainly on the print materials, which we send to you. Students are advised to study reference books without fail. **Studying the printed material alone may not be sufficient to write assignments and prepare for the term-end Examinations. It may not be sufficient to just study course material that is received by you from university to pass all the courses. You are hereby advised to study the Reference books also.**

3.2 Audio-Video Material

There are audio/video/ ppt/ pdf etc meant for clarification and enhancement of understanding. The audio-video material is supplementary to print material. Hence, we advise you to make use of it as that will help you to understand the subject better. However, audio-video material will normally not be supplied to the students individually but will be made available at the Programme Study Centres. You can watch these programmes during counselling sessions. The schedule for screening these films has been synchronized with the progress of relevant written material.

The programmes of IGNOU are also telecast on DD-1(National Channel). The telecast schedule of transmission of programmes is communicated through a monthly booklet called **Gyan Darshan**. You can contact your Programme Study Centre Coordinator to browse through it. You may write to the above mentioned address for a copy of the same.

3.3 Counselling Sessions

The details of the theory and practical Counseling sessions are given in the following sections.

3.3.1 Theory Sessions

In distance education, face-to-face contact between the learners and their tutors/counsellors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It also intends to provide you an opportunity to meet your fellow students. There are academic counsellors at the Study Centres/ WEAS Portal/Google meet(digital medium) to provide counselling and guidance to you in the courses that you have chosen for study. The details of Counselling session will be communicated to the students in a timely manner.

You should note that the counselling sessions will be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help you to overcome difficulties which you face while studying for the programme. In these sessions, you must try to resolve your subject-based difficulties and any other related problems.

Before you go to attend the counselling sessions, please go through your course materials and make a plan of the points to be discussed. Unless you have gone through the Units, there may not be much to discuss.

3.3.2 Practical Sessions and Attendance

Practicals are essential components of this programme. For successful completion of the programme, a participant is required to have a minimum of **75% attendance in the practical sessions. A participant will not be eligible to appear in the term-end practical examinations if the percentage of attendance in practical sessions falls below 75%. He/she can, however, appear for the theory papers.** In order to make up deficiency of attendance in practical sessions, the student will be required to pay the requisite fee as per directions issued by the University from time to time.

3.3.3 Counselling Sessions Details:

Some of the online counselling sessions for practical courses will be provided through Google Meet and similar gadgets. These counselling sessions are mandatory in order to appear in the Term End Practical Examinations. For every semester the practical counselling will be provided for 15 days at PSC-07187(P), SOPVA, IGNOU, Maidan Garhi, New Delhi-110068. No student will be allowed to move to the next/II/III/IV semester unless and until he/she clears the practical courses of the existing semester.

3.4 Web Based Support

The learners can have access to IGNOU's website at the following address (URL):

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
- Course Completion Status
- Accesses- eGyanKosh: using this web site you can download your course material and view video related to your courses. **You can download Programme Guide and Assignments from website.**

4. MFAP PROGRAMME SYLLABUS

Brief descriptions of the individual courses are given below:

SEMESTER-I

Theory	Credit – 6 / 100 Marks
Practical	Credit – 10/ 200 Marks

Course structure

S. No	Course	Nature of course	Credits
01	Modern Art of India	Theory	06
02	Understanding Elements of Art	Practical	04
03	Study of Principle of Composition	Practical	06
Total			16

COURSE 1 : MODERN ART OF INDIA

Block 1: Pre- Independence Modern Art

Unit 1 Introduction to Indian Art

Unit 2 Artistic Influence of British travelers

Unit 3 Company School and Establishment of Art Institutions

Unit 4 Indian Artists- Western Technique

Block 2: Indian Renaissance : Bengal School

Unit 1 Introduction of Indian Renaissance

Unit 2 Pioneer Artists and their art practice

Unit 3 Abanindrannath Tagore and disciples

Unit 4 Second Generation Artist of Bengal School

Block 3: Understanding of Progressive Artists Groups in India

Unit 1 Artist Groups Movement: An Introduction

Unit 2 Progressive artist Groups- Calcutta, Bombay (PAG) and Bombay Group

Unit 3 Delhi Shilpi Chakra and Chola Mandalam,

Unit 4 Progressive Artist's Association- Srinagar and Group 1890

Block 4: Post Independence Modern Art Movements

Unit 1 Art Institute and its impact on Indian Art scenario

Unit 2 Folk and Tribal Art influence

Unit 3 Print Making and Print makers of India

Unit 4 Eminent Painters and Sculptor of India

Block 5: Contemporary Indian Art

Unit 1 An Introduction to Contemporary Art

Unit 2 New trends in Indian Art

Unit 3- Contemporary Artist

COURSE- 2: UNDERSTANDING ELEMENTS OF ART

Sketching and Creative Drawing practical (Manual)

- Use of line- Sketching and Drawing of human figure in different movement and posture.
- Creative Drawing surrounding nature
- Creative Drawing with lines.
- Use of form in creative drawing composition
- Use of color-Dry Pastel, water color, Acrylic color, oil color in human figure study landscape, creative composition.
- Use of Texture in creative composition.
- Use of space and color tone in study works and creative composition (Drawing and Painting)

COURSE- 3: STUDY OF PRINCIPLE OF COMPOSITION

Still life and Perspective Study from Masters Works practical (Manual)

- Daily Sketching
- Understanding Principle of Composition in Creative Drawing & Painting
- Use of Rhythm in composition

- Use of Perspective in landscape
- Use of harmony of form, color, texture etc. in Creative Composition and Drawing.

SEMESTER-II

Theory	Credit – 6 / 100 Marks
Practical	Credit –10/ 200 Marks

Course structure

S. No	Course	Nature of course	Credits
04	Modern Western Art	Theory	06
05	Study of Nature	Practical	04
06	Study of Folk, Tribal and Traditional Art Styles	Practical	06
Total			16

COURSE- 4: MODERN WESTERN ART

Block-6 Introduction to Western Modern Art

Unit 1 Introduction to Western Art

Unit 2 Major Early Western Art Movements

Unit 3 Definition, Characteristic and movements of Modern Art

Block-7 Modern Art Movements-1

Unit 1 Impressionism

Unit 2 Neo Impressionism

Unit 3 Post Impressionism

Unit 4 Symbolism and Nabis

Block-8 Modern Art Movements-2

Unit 1 Fauvism

Unit 2 Cubism

Unit 3 Futurism

Unit 4 Expressionism

Block-9 Modern Art Movements-3

Unit 1 Dadaism

Unit 2 Surrealism

Unit 3 Abstract Expressionism

Unit 4 Constructivism

Block-10 Modern Art Movements-4

Unit 1 Pop Art and Op Art

Unit 2 Kinetic Art

Unit 3 Neo Plasticism

Unit 4 Post Modern trends in Art

COURSE- 5: STUDY OF NATURE

Nature study practical (manual)

- Daily Sketching
- Outdoor Study of nature- Study different types of plants, tree, leaf, flowers etc.
- Study of variations in nature – drawing and painting
- Nature study through landscape with Water Color and Poster Color
- Nature Study still life
- Nature Study- Creative Composition

COURSE- 6: STUDY OF FOLK, TRIBAL AND TRADITIONAL ART STYLES

Composition: folk, tribal and traditional Art styles practical (manual)

- Daily Sketching
- Study of Folk art and Artist's painting
- Study of Tribal art and Artist's painting
- Use of Tradition and folk elements in contemporary Indian Painters works.

SEMESTER-III

Theory	Credit – 6 / 100 Marks
Practical	Credit – 10/ 200 Marks

Course structure

S. No	Course	Nature of course	Credits
07	Understanding Aesthetics and Art Education	Theory	06
08	Creative Portraiture	Practical	04
09	Creative Composition	Practical	06
Total			16

COURSE- 7: UNDERSTANDING AESTHETICS AND ART EDUCATION

Block-11 Introduction to Aesthetics

Unit 1 Philosophy of Art

Unit 2 Rasa - Definition, Nature and Scope

Unit 3 Aesthetics - Definition, Nature and Scope

Unit 4 Aesthetics Objects

Block-12 Indian Aesthetics

Unit 1 Bharata on Rasa

Unit 2 Theories of Rasa

Unit 3 Indian Aestheticians

Unit 4 Abhinav Gupta's Philosophy of Rasa

Block-13 Western Aesthetics

Unit 1 Theory of Aesthetics- Ancient

Unit 2 Theory of Aesthetics - Medieval

Unit 3 Theory of Aesthetics - Modern

Unit 4 Theory of Aesthetics – Post-Modern

Block-14 Nature and Scope of Art Education

Unit 1 Concept of Art Education

Unit 2 Psychology of Art Education

Unit 3 Art Education and Artistic Development of Child

Unit 4 Scope of Art Education

Block-15 Art Education Pedagogy

Unit 1 Teaching and Learning in Art Education

Unit 2 Elementary and Secondary

Unit 3 Integration in Art Education

Unit 4 Evaluation in Art Education

COURSE- 8: CREATIVE PORTATURE

Portrait Study practical (manual)

- Sketching of Human figures and faces
- Study of Skull and different parts of face
- Study any Master Artist's portrait drawing
- Drawing different portraits
- Copy from portraits painting of any Master Artist
- Portrait in different medium

COURSE- 9: CREATIVE COMPOSETION

Composition in mix-media practical (manual)

- Sketching human, animal and nature
- Study of human figure- drawing
- Human, animal and nature based composition with different medium and techniques- drawing
- Study any Master Artist's composition drawing
- Study any Master Artist's Composition painting
- Human, animal and nature based composition with different medium and techniques- Painting
- Topic and Theme based composition with different medium and techniques- Panting

SEMESTER-IV

Theory	Credit – 6 / 100 Marks
Practical	Credit – 10/ 200 Marks

Course structure

S. No	Course	Nature of course	Credits
10	Research Methods and Dissertation	Theory	06 (3 credits-Research Methodology and 3 Credits- Dissertation)
11	Creative Landscape	Practical	04
12	Creative Expression	Practical	06
Total			16

COURSE- 10: RESEARCH METHODS AND DISSERTATION

Block-16 Foundations of Research in Visual Arts

Unit 1 Significance of Research

Unit 2 Major Issues in Research

Unit 3 Ethics in Research

Block-17 Research Method in Visual Arts

Unit 1 Quantitative Research Method

Unit 2 Qualitative Research Method

Unit 3 Post-Modern Methods

Unit 4 Tools and Techniques

Block-18 Research design and Presentation

Unit 1 Selection of Topic and Research Question

Unit 2 Data Collection and Documentation

Unit 3 Presentation of Thesis (Dissertation)

Dissertation Guide : MFAP

COURSE- 11: CREATIVE LANDSCAPE

Landscape drawing and painting practical (manual)

- Sketching nature and landscape
- Landscape , seascape, cityscapes based on outdoor sketching, drawing and imagination- painting
- Landscape painting on interest and preference of learner- Free for expression

COURSE- 12: CREATIVE EXPRESSION

Creative Composition in different techniques practical (manual)

- Sketching human, animal and nature
- Study of human figure- drawing
- Creative composition painting

5. CONDUCT OF PRACTICAL SESSIONS

Practicals are essential components of these programmes. For successful completion of the programme, a participant is required to have a minimum of **75% attendance in the practical sessions. A participant will not be eligible to appear in the term-end practical examinations if the percentage of attendance in practical sessions falls below 75%. He/she can, however, appear for the theory papers.** In order to make up deficiency of attendance in practical sessions, the student will be required to pay the requisite fee as per directions issued by the University from time to time.

6. EVALUATION

This section describes the evaluation methodology for TEE & Assignment, a student of MFAP needs to secure at least 40% marks in continuous assessment (assignment) and term end examination separately in a course to be declared successful in that particular course. This requirement is applicable for all the courses of MFAP.

In order to be able to appear for Term End Examination (Theory and Practical), it is required that the student submit all assignments according to the prescribed schedule.

All students are required to give an undertaking to this effect, and should it be later found that they had in fact not submitted the assignments as prescribed; the results of the Term End Examination (Theory and Practical) may be withheld/cancelled.

The University has adopted, a letter grading system on a five-point scale for reporting the students' performance in a programme. The letter grades and their qualitative levels are as under:

<i>Letter Grade</i>	<i>Qualitative Level</i>	<i>Point Grade</i>	<i>% of Raw Marks</i>
A	Excellent	5	75% and above
B	Very Good	4	60% but less than 75%
C	Good	3	50% but less than 60%
D	Satisfactory	2	40% but less than 50%
E	Unsatisfactory	1	Below 40%

In order to be able to appear for the Term-end examination, it is a pre-requisite that the students submit all the assignments according to the prescribed schedule. The students are required to give an undertaking to this effect in the examination form and should it be later found that they had in fact not submitted the assignments as prescribed, the results for the Term-end examination will be treated as cancelled.

6.1 Assignments

The main purpose of assignments is to test students' comprehension of the learning materials and reference books for the courses and also to help them before to comprehend the courses by providing feed-back to them. If the students have easy access to other books, they should make use of them. But the assignments are designed in such a way as to help them concentrate on the printed course material, reference books and exploit their personal experience with some additional readings.

6.2 (a) Guidelines regarding submission of assignments

1. It is compulsory for the students to submit all the prescribed assignments. They will not be allowed to appear for the term-end examination of a course if they do not submit the specified number of assignments in time for that course.
2. Whenever the students receive a set of assignments, they should check them immediately and ask for missing pages, if any, from the concerned Regional Director or the Co-ordinator of their study centre.
3. The assignment responses should be complete in all respects. Before submission, the students should ensure that they have answered all the questions in all assignments. Incomplete answer sheets bring poor grades.
4. The University/Co-ordinator of the Study Centre has the right to reject the assignments received after the due date. Therefore, the students are advised to submit their assignments before the due date.
5. Students should enclose a self-addressed stamped assignment remittance-cum-acknowledgement card (**Form No. 1**) with each assignment response to ensure the delivery of assignments before the last dates prescribed for submission of assignments.
6. **In case the students have already done some assignments prescribed in a course, they are required to do the left-over assignments before taking the Term-end Examination. If they have qualified in a course on the basis of lesser number of assignments and Term-end Examination, they will not be eligible to re-do the assignments with a view to improve the overall qualifying score of that course.**
7. In case any student fails to submit the assignments or fails to score minimum qualifying marks, s/he has to wait for fresh assignments meant for the current batch of students. The request for the new assignments in the prescribed form (**Form No. 2**) is to be addressed to then concerned Regional Centre or Registrar (MPDD), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.
8. For their own record, students should retain a copy of all the assignment responses, which they submit to the Co-ordinator of their Study Centre. If they do not get back their duly evaluated assignment within a month after submission, they should try to get it from their Study Centre personally. This may help them to improve upon future assignments.
9. Once the students get the pass marks in an assignment, they can not re-submit it for improvement of marks. If the student secured requisite marks in Term-End Examination and Assignments, but did not get requisite overall percentage, then the student can either resubmit the assignment or reappear for the term-end examination for securing the requisite overall percentage.
10. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by the students in the evaluated assignments should be brought to the notice of the Co-ordinator of the Study Centre, so that the correct score is forwarded by him to the SRD & SED Division at the Headquarters.

The students should not enclose or express doubts for clarification, if any, along with the assignments. They should send their doubts in a separate cover to the Registrar (Students Evaluation Division), Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110 068. While doing so they should give their complete enrolment number, name, address, programme code.

6.2 (b) Instructions for Doing Assignments

While answering Assignments, the following guidelines are required to be observed:

1. The student should write their Complete correct Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of the response sheet.
2. The students should write the Programme Title, Course Code, Course Title, Assignment Code and Name of the Study Centre on the left hand corner of the first page of their response sheet. Course code and assignment code may be reproduced from the assignment.

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

PROGRAMME TITLE:	ENROLMENT No.:
COURSE CODE:	NAME :
COURSE TITLE:	
ADDRESS:.....	
ASSIGNMENT CODE:	SIGNATURE:
STUDY CENTRE:	DATE:

3. The students should write the responses in their own hand. **They should not print or type the answers. They should not reproduce their answers from the units sent to them by the University. If they reproduce from units, they will get poor marks for the respective question.**
4. The students should write each assignment separately. All the assignments should not be written in continuity.
5. The students should write the question number with each answer.
6. The students should use only foolscap size paper for their response and tie all the pages carefully. Avoid using very thin paper. They should allow a 4 cm. margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments on the margins at appropriate places.
7. The students should not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected, and disciplinary action can be taken against the students as per rules of the University.
8. **The completed assignment should be sent to the Coordinator of the Study Centre** allotted to the student. **Under no circumstances should they be sent to the (SED) or the School at Headquarters,** for evaluation. After submitting the assignment at the Study Centre in person, the students should get the acknowledgement from the Co-ordinator on the prescribed assignment-cum-acknowledgement card (**Form No. 1**) otherwise, the assignment should be sent under certificate of posting through post. They should get back evaluated assignments from their study centres within one month of its submission for their future guidance.
9. In case the student has requested for a change of Study Centre, s/he should submit her/his Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is effected by the University.

6.3 Term-End Examination and Payment of Examination Fee

The University conducts Term-End Examination (TEE) twice a year in the months of June & December. A learner is permitted to appear in TEE subject to the following conditions:-

1. Registration for the courses is valid and not time barred.
2. Required number of assignments in the courses have been submitted by due date wherever applicable.

3. Minimum time to pursue these courses as per the provision of the programme has been completed.
4. Examination fee for all the courses the learners is appearing in the examination has been paid.

In case of non-compliance of any of the above conditions, the result of all such courses is liable to be withheld by the University.

Term-end Examination

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

Examination fee and Mode of Payment

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

Examination fee will be as per the University policy. Please check the actual examination fees on the University website at the time of examination form filling.

Examination fee once paid is neither refundable nor adjustable even if the learner fails to appear in the examination.

- **Practical Exam Centre for MFAP Programme:**
The Master of Fine Arts-Painting is conducting practical only through **PSC 07187P, Block 15G, First Floor, School of Performing and Visual Arts (SOPVA), IGNOU headquarter, Maidan Garhi, New Delhi under Regional Center Delhi 1.** Depending on the demand & increase in enrolment, more programme centres will be activated, suitably.

Hall Ticket for Term End Examination

No hall ticket shall be dispatched to the examinees. Hall tickets of all examinees are uploaded on the University Website (www.ignou.ac.in) 7-10 days before the commencement of the Term End Examinations. Therefore, learners are advised to visit IGNOU website for updates.

Students are advised to take the printout of the Hall Ticket from University website. Students are advised to take the printout of the Hall Ticket from University website after entering the enrolment number and name of programme of study, and report at the examination centre along with the Identity Card issued by the University. Without a valid IGNOU Student ID Card issued by the University, examinees will not be permitted to appear in the examination.

In case, any learner has misplaced the Identity Card issued by the University, it is mandatory to apply for a duplicate Identity Card to the Regional Centre concerned well before commencement of the examinations to get a duplicate ID Card in time. Learners without valid ID Card will not be allowed to enter the Examination Centre premises. Students who have taken admission online can download their ID Card online.

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

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

6.4 Mobiles and other digital recording of learners painting(s) is not allowed during examination, if found photographing action will be taken as per IGNOU norms.

Practical Examination & Viva-voce

- i. Learners will make painting on the given topics within allocated duration as per the instructions/question paper.
- ii. Evaluation will be done on the merit of
 - a. Understanding of given topic and composition
 - b. Use of colours and visual elements & drawing.
 - c. Expressions and aesthetics in painting
- iii. Learners will bring his/her original works (submitted as spiral print as assignment submission) during viva-voce on practical examination date.
- iv. Any mismatch in learners work (print submission and original work) will affect the marking.
- v. Learners will follow the guidelines uploaded assignment on IGNOU website.

6.5 Early Declaration of Results

If you are in the final year of your programme and have specific reason for early declaration of result, you can request to the Registrar (SED) with prescribe fee for Rs. 1000/ per course in the form of demand draft issued in favour of IGNOU and payable at New Delhi.

Prescribed form and other information in this regard can be downloaded from IGNOU website.

6.6 Re-evaluation

6.6.1 Re-evaluation of Theory Course(s)

IGNOU has a provision for re-evaluation. The request should be made on the prescribed form along with a draft of amount (as per ignou site) per course payable at IGNOU, New Delhi. Application form for this purpose will be entertained within 40 days of declaration of results, whichever is later.

6.6.2 Re-evaluation of Practical Course(s)

As per IGNOU norms no re-evaluation & re-examination will be done for TEPE & Assignments.

Prescribed form and rules and regulation in this regard can be downloaded from IGNOU website.

7. UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of registration.

7.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the “Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapane Aur Viniyaman), Adhiniyam, 2002” are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

7.2 Incomplete and Late Applications

Incomplete application forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer.

7.3 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.

7.4 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes.

7.5 Scholarships and Reimbursement of Fee

The learners belongs to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State's Directorate of Social Welfare or Office of the Social Welfare Officer, through the Director School of Vocational Education and Training, IGNOU for reimbursement of programme fee.

Similarly, Physically Handicapped learners admitted to IGNOU Programmes are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the Director, School of Vocational Education and Training, IGNOU.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

7.6 Refund of Fee

Refund of fee will be as per the university policy. The details of the policy is available on the IGNOU website.



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

**APPLICATION FORM FOR IMPROVEMENT IN
DIVISION/CLASS**

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

**Prescribed dates for submission of form:-1st to 30th April for June Term-end Exam.
1st to 31st October for December Term- end Exam.**

1. Name: _____

2. Programme: Enrolment No:

3. Address:
.....

..... Pin

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

5. Term-end examination, in which programme completed (June and December & year):.....

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

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

7. Courses(s), in which COURSE CODE COURSE CODE

Improvement is sought:

1.-----	4.-----	-----
2.-----	-----	5.-----
3.-----	-----	-----

8. **Fee details:-**

(The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of “IGNOU” payable at New Delhi)

No. of Course(s): X Rs. 750/- or = Total Amount:

Demand Draft No.: Date:..... Issuing Bank:

9. Term-end examination, in which you wish to appear:- June/December,
20.....
10. Examination centre details, where you wish to appear in term-end examination:-

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

UNDERTAKING

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

Date:.....	Signature.....
Place:	Name:.....

P.T.O.

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes, who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided that the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.**
11. Application form must reach within the prescribed dates at the following address:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open
University, Block-12, Maidan
Garhi,
New Delhi-110068**



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

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

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

1. Name : _____
2. Programme: Enrolment No:
3. Address:.....
.....
..... Pin
4. Contact No: (Mobile No.)..... Landline No:.....
5. Reason for early declaration of result:

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

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

<u>S. No.</u>	<u>Course Code</u>	<u>Date of Examination</u>
1.	-----	-----
2.	-----	-----
3.	-----	-----
4.	-----	-----

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

Exam. Centre Code:

Address of Exam. Centre: _____

P.T.O.

8. Fee Detail:-

(The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of “IGNOU” payable at the City of Evaluation Centre)/ online payment.

No. of Courses (s):.....X Rs. 1000/- or = Total
Amount

Demand Draft No.

Date:.....

Issuing Bank:

.....
.....

Date:.....

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made within 40 Days from the date of declaration of result of the student.
2. The date of declaration of result will be calculated from the date on which the result(s) are published on the website of IGNOU.
3. After re-evaluation the better of two scores of original marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 40 days from the date of receipt of revaluation form.
5. Re-evaluation is permissible in TEE Answer Scripts only and not in the Project/Dissertation, Practicals/Lab courses, Workshops, Assignments & Seminar and OMR Based Paper.
6. The application form duly filled-in may be send to the following address except CPE* & DPE* programmes.
7. Application form must reach within the prescribed dates at the following address:-
8. Application for Re-evaluation will be accepted online mode only. No hard copy of the revaluation form will be

considered.

9. There is no provision of SECOND Re-evaluation; hence no request regarding second re-evaluation will be entertained.

10. Application form must reach within the prescribed dates at the following address:-

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

* For the revaluation of the answer script(s) of CPE and DPE Programmes, the application form may be sent to Regional Centre concerned.

7.7 Change/Correction of Address

The learner can apply for Correction/change of address at their concerned Regional Centre/SRD through registered IGNOU email id or by post.

7.8 Change of Region and Programme Study Centre

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Learner Support Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre. For change of Region in practical oriented Programmes like computer programmes, B.Sc etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Learner Support Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

The learner can seek transfer to any other overseas Learner Support Centre only after six months of Registration or submission of first year/semester assignments for the programme of one year or longer duration.

7.9 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs.300/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs. 500/- in case of request for sending transcript outside India.

7.10 Disputes on Admission & other University matters

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

7.11 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no. F.1-52/ 2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/ 176915-177115 dated January 14, 1994 & AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005. (See Annexure-I, II & III)

7.12 PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact the following at headquarters:

1. Registrar (Admn.)

2. Registrar (SED)
3. Student Support centre (SSC)

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the University.

7.13 PRE-ADMISSION ENQUIRY ON THESE ACADEMIC PROGRAMMES

Please contact the Programme Coordinator as indicated below on the address of the University iff you have any query on academic aspects of these programmes.

For further information, contact:
Dr. Lakshaman Prasad
Programme Coordinator
School of Performing and Visual Arts.
SOPVA , Block-15G, Room No: 3,
New Building,
Indira Gandhi National Open University
Maidan Garhi New Delhi- 110068
Ph: 011-29571653
Email: lakshaman.mau@ignou.ac.in.

For any further detail please visit our website: <http://www.ignou.ac.in>

8. ADDRESSES

8.1 Some Useful Addresses

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms/Change of Programme/Medium/Course/Elective/Opting of left over electives /	Concerned Regional Centre. The Demand Draft should be drawn in favour of 'IGNOU' payable at city of the Regional Centre.
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, Hall ticket..	Assitant Registrar (Exam.II), SED, Block-12,Room No.-2 IGNOU, Maidan Garhi New Delhi-110068 sgoswami@ignou.ac.in , Ph. 29536743, 29535924-32/Extn. 2202, 2209
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript.	Deputy Registrar (Exam-III), SED, Block-12,Room No.-1 IGNOU, Maidan Garhi, New Delhi-110068 dpresult@ignou.ac.in or cpresult@ignou.ac.in Ph. 29536103, 29535924-32/Extn. 2201, 2211, 1316
5.	Non-reflection of Assignment Grades/marks	Asstt. Registrar, (Assignment) SED, Block-3, Room No.12, IGNOU, Maidan Garhi, New Delhi – 110068 assignments@ignou.ac.in Ph.29535924/Extn. 1312, 1319, 1325

6.	Original Degree/ Diploma/ verification of degree/diploma	Asstt. Registrar (Exam.I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi – 110068 convocation@ignou.ac.in Ph. 29535438, 29535924-32/Extn. 2224, 2213
7.	Student Grievance (SED)	Asstt. Registrar (Student Grievance) SED,Block-3,Room No.13, IGNOU Maidan Garhi, New Delhi-110 068 sedgrievance@ignou.ac.in Ph 29532294, 29535924-32/Extn. 1313
8.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
9.	Academic Content	Programme Coordinator , School Vocational Education and Training, IGNOU, Maidan Garhi, New Delhi 110068 Ph 011-29571648
10.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

8.2 LIST OF REGIONAL CENTRES

Pl. refer common prospectus and IGNOU's website

8.3 LIST OF PROGRAMME STUDY CENTRES

LIST OF LSCs ACTIVATED FOR MFAP PROGRAMME (Pl. refer IGNOU's website for updated list)

LIST OF LSCs ACTIVATED FOR ACISE PROGRAMME (Pl. refer IGNOU's website for updated list)

9. FORMS AND ENCLOSURES

Note: You may use the photocopies of these forms.

FORM NO.

Enrol. No. _____	
Programme Title: _____	
Name : _____	
Course Code: _____ Medium: _____	
S.No.	Assignment No.
For Office Use Only	
S.No. _____	
Date of Receipt: _____	
Name of Evaluator: _____	
Signature of the Student	
Date : _____	
Date of despatch to the Evaluator: _____	
Date of receipt from the Evaluator: _____	

 INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE -CUM-ACKNOWLEDGEMENT CARD	
Enrol. No. _____	
Programme Title: _____	
Name : _____	
Medium : _____	
Course Code: _____	
S.No.	Assignment No.
For Office Use Only	
S.No. _____	
Signature of the receiver _____	
Date : _____	
Signature of the Student	
Name : _____	
Address of the Student : _____	
Date : _____	
(Please write your complete address and affix adequate postal stamp on reverse)	
Seal	

Affix
Stamp
Here

From:

The Coordinator
Study Centre concerned

To

(ADDRESS OF THE STUDENT)

.....

Please read the instruction overleaf before filling up this form:

FORM: 02



**Indira Gandhi National Open University
New Delhi
Requisition for Fresh set of Assignments**

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name: Shri/Smt./Kum

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

<i>Sl.No.</i>	<i>Course Code</i>	<i>Assignment code</i>	<i>Course Title</i>	<i>Medium</i>
1				
2				
3				
4				
5				
6				
7				
8				

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS: (Tick (✓) whichever is applicable)

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

Complete Address
.....
.....
Pin Code:

Signature
Date

For Office Use Only:

Date of Dispatch of Assignment to student:

INSTRUCTION FOR DOING ASSIGNMENTS

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

Please mail this form to:

The Regional Director
Indira Gandhi National Open University

.....
.....

Please retain a photocopy of any matter that you submit to the University.



(For Change of Address, send it duly filled-in to the concerned Regional Director, who will forward it to the Registrar (SED) and Registrar (SRD), Maidan Garhi, New Delhi after verification)

Application for Change of Address

Date: _____

To

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

THROUGH THE REGIONAL DIRECTOR CONCERNED

Enrolment No. _____

Programme _____

Name (in caps) _____

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

City _____ Pin _____

State _____

City _____ Pin _____

State _____

Signature of the Student

Please retain a photocopy of any matter that you submit to the University.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RE-REGISTRATION FORM FOR 2nd SEMESTER OF MFAP**

This form can be downloaded from below link from IGNOU Website:

<http://www.ignou.ac.in/ignou/studentzone/download/rrr>



FORM: 05

**STUDENT REGISTRATION AND EVALUATION DIVISION
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110068**

**RE-ADMISSION FORM
(For all Programmes)**

**Date for
Submission
1st Aug. to
31 Oct.
Or
1st February
to
30th April**

1. Name and address of the Student: _____

2. Programme Code:

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

3. Enrollment No.

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

4. Regional Centre Code

--	--	--

6. Study Centre Code

--	--	--	--

7. Details of course(s) not completed for which re-admission is sought.

S. No.	Course Code	Title of the Course	Credits	Course fee (Rs.)
Total Rs.				

8. Details of re-registration for the missed year(s)/semester (s), if any:

Year(s) semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee RS.

9. Total Fee (col.No.6+7) Rs. _____ enclosed vide Demand Draft No. _____
Date _____ of _____ (Name of Bank) (DD should be drawn in favour of
“IGNOU” payable at New Delhi)

Dated: _____

Signature of Student

**Mail this Re-admission form along with
DD to Registrar, SRD, IGNOU, Maidan
Garhi, New Delhi-110038 on or before the
last date mentioned above.**

Note: For Re-admission fee please check from the IGNOU web site. Please retain a copy of this form for any future reference.

Appendix-I

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002**

No.F.1-52/2000(CPP-II)
5th May, 2004

The Registrar
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

Sub: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament of State Legislature in accordance with the provisions contained in Section 2(F) of the UGC Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F. 1-8/92(CPP) dated February, 1992 mentioning that the Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country. Attention is further invited to UGC circular No. F1-25/93(CPP-II) dated 28th July, 1993(copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of Universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No. 1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site: www.ugc.ac.in

May, I therefore request you to treat the Degrees/Diploma/Certificates awarded by the Open Universities in conformity with the UGC notification on specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully

Sd/-
(Dr. [Mrs.] Pankaj Mittal)
Joint Secretary

Encl: As above



**ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG , NEW DELHI-110002**

Phone: 3312305, 3313390 Gram: ASINGU
3310059, 3312429 Telex: 31 66180 AIU IN
Fax: 011-3315105

No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)
Member Universities

Subject: Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided to in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions:

“Resolved that the examinations of one University should be recognized by another on a reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university.”

“Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university”.

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking you,

Yours faithfully,

Sd/-

(K.C. KALRA)
Joint Secretary

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

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

Received Rs.

Bank Draft No.....

Dealing Assistant
IGNOU

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

The required particulars are given below:

1. Name of Candidate (in Block letters in English
(in Hindi):.....
2. Father's Name (in Block letters):.....

3. Programme: Enrolment Number: | | | | | | | |

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

5. Examination Passed in Term End Examination (June/December & year):,

6. Result: Grade /Division:.....

1. Name of the Study Centre:

2. Name of the Regional Centre:

3. other particulars:

4. Full Permanent Address of the Student:

40

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

Yours faithfully

Signature of the Student

Postal Address.....
.....

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

Signature of Regional Director
With Stamp

Note: To be filled in duplicate, original copy will be forwarded by Regional Director to Registrar (SED) and duplicate copy to be retained by the Regional Director for reference.

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

1. Fee for issuing a duplicate (a) Diploma (b) Degree & (c) Certificate:-
 - (i) Rs. 750/- for Indian Students
 - (ii) Rs. 1500/- for SAARC Countries Students
 - (iii) \$50 for Non-SAARC Countries Students

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN
FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')**

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

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

I Son / Daughter of Shri

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

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

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

Deponent

Signature:

Address:

.....

Verification:

Verified at this day of 20 that the contents of my affidavit are true to the best of my knowledge.

**Deponent
SWORN BEFORE ME**

Signature:

Designation:

Office Seal:

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name : _____

2. Programme:

 Enrolment No:

3. Address:

.....

..... Pin

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

(a) Term-end examination: June/December..... (b) Exam Centre Code:

(c) Exam Centre Address:

.....

.....

5. Course(s):

2. Fee details:-

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

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

Demand Draft No.: Date:

Issuing Bank:

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

UNDERTAKING

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

Date:

Signature.....

Place:

Name:.....

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below) along-with the prescribed fee within 45 days from the date of declaration of results i.e. the date on which the result are placed on the IGNOU website
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously at the same time apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except **CPE* & DPE*** programmes:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1 st Floor, MSFC Building 270, Senapati Bapat Road Pune – 411 016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road Christian Basti Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.

7.	Dy. Registrar IGNOU Regional Evaluation Centre "Mangolik", H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata - 700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.
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* For the photocopy (ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



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

**DIRECTIONS FOR OBTAINING VERIFICATION REPORT FOR THE CERTIFICATES OF THE
IGNOU STUDENT FOR THEIR MARK-SHEET/GRADE CARD/PROVISIONAL CERTIFICATE /
DEGREE & DIPLOMA CERTIFICATES ETC.**

1. As per the existing provision, the Verification Report of Mark-Sheet/Grade Card/Provisional Certificate /Degree/Diploma Certificates etc. can be provided to the Government and Non-Government Offices only. Hence, under the provision, the Verification Report can not be provided to any person or individual concerned.

2. THE REQUISITE FEES FOR VERIFICATION OF CERTIFICATES:-

- i) Rs.400/- for Non-Govt. Offices and Rs.200/- for State Govt. Offices for the verification of the certificates related to Indian Students
- ii) Rs.1200/- for Govt. and Non-Govt. Offices for the verification of the certificates related to SAARC Countries Students.
- iii)- \$100 for Govt. and Non-Govt. Offices for the verification of the certificates related to Non-SAARC Countries Students.

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT
DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')**

3. All the Government/Non-Government Offices, who want to seek the Verification Report of the certificates of the IGNOU Students are required to send the request letter in their “Office Letter-Head” duly signed by the authorized Officer along with following information / documents:-
 - i) Photocopies of the certificates for which verification/genuineness is required. The contents of the photocopies should be legible / readable. Incomplete/illegible documents will be rejected.
 - ii) Requisite fees should be given as per the prescribed rates given at Point-2 above.
 - iii) Details of the student should be clearly mentioned in request letter i.e. “Official Letter-Head” of the Govt. or Non-Govt. Offices. These Offices are also requested to send the details of the Student like:
(a) Student’s Name, (b) Programme, (c) Enrolment No., (d) Year of completion of the Programme, (e) Division / Percentage etc. including (f) reason for which the verification is required.
 - iv) Name & Designation of the Officer and Complete Official Address of the Department, where Verification Report is required to be sent by the University may be given to avoid the delay in case.
 - v) Request for Verification Cases will be accepted in “**Hindi or English**” version only. The cases, received other than these Languages will not be entertained.
 - vi) As the Verification / Genuineness of certificate is a top confidential issue of two Departments (IGNOU & Verification Seeker) , hence, due to its confidentiality, such correspondence should be made strictly & directly in “Sealed Confidential Cover” only, therefore, student concerned Or third person will not be allowed to intervene in the Verification case.
 - vii) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.
4. The request letter for Verification/Genuineness of Certificates is to be sent to:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**



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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE

1. Name : _____

2. Programme:

Enrolment No:

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3. Address:.....

.....Pin

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

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

5. Purpose for which, transcript is required:.....

.....

6. **FEE FOR THE OFFICIAL TRANSCRIPT:- (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):**

- (i) - Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
- (ii) - Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.
- (iii) - Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.
- (iv) - \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')

7. **No. of Transcript(s) required:** X Rs.300/- or Rs.500/- or = **Total Amount:** Rs.....

Demand Draft No.: Date:..... Issuing Bank:

8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.

9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-

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

10. **If, the Transcript is required to collect Personally : Name.....
Mobile No.....(Please see Instructions in back-side at Point-C)**

Date:.....

(Signature of the student)

P.T.O.

INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

(A)-The filled in form duly signed by the student with the requisite fee & documents may be sent to:-

**The Registrar,
Student Evaluation Division, Indira Gandhi National Open
University,
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**

(B)-The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.-6. Incomplete application will be entertained.

(C)-If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By-**

Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No.-10, IGNOU, Maidan Garhi, New Delhi-110068 (India) then He/She is required to mention such information

6. Mobile No. under Point No.-10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof. at the time of collecting their Transcripts.

Note:- If the student want to collect his/her transcript by-hand through any other person from the above Section then the receiver has to produce all above documents of the student alongwith “Authorization-Letter” of the concerned student. The person who want to receive the Transcript(s) on behalf of the student, has to produce his/her valid Original Identity Proof for signature/photograph/residence etc. like Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License etc.and he is also required to submit the copies of the same to this Section at the time of collecting the Transcript.

(D)-The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.

(E)- As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.

(F)-Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-

- i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study /

Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.

3. Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.

(G)- The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from **“Official Transcript Counter” Exam.-III Section of SED (Block-12, Room No.-10), IGNOU, Maidan Garhi, New Delhi-110068** personally or on **Telephone No. 011-29572210** between Monday to Friday during Office hours after 15 to 25 days of receiving the Application-Form at this Section.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division
Maidan Garhi, New Delhi-110068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

1. Name.....
2. Programme.....
3. Enrolment No.

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

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

.....
Signature

Date :

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

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

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

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



SOPVA