



**Programme Guide**  
**for**  
**Post Graduate Diploma in Development Communication**  
**(PGDDC)**  
*(Effective from January 2025 Batch Onwards)*

**Learners are advised to retain this Programme Guide safely until the completion of the programme, as it contains important information that may be required throughout the course of study. They are also encouraged to visit the official IGNOU website regularly for the latest updates related to the programme.**

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

**DearLearner,**

**Welcome to IGNOU – The People’s University**

Congratulations on enrolling in the *Post Graduate Diploma in Development Communication (PGDDC)*. By choosing this programme, you have taken an important step toward becoming an active contributor to the nation’s development process. The PGDDC programme offers comprehensive exposure to key areas of Development, Development Communication, and Journalism, equipping you with the knowledge, skills, attitudes, and competencies necessary for meaningful engagement in the field.

By joining this programme, you have also become a part of one of the largest open universities in the world. As you may be aware, IGNOU delivers its educational programmes through the Open and Distance Learning (ODL) mode. The University is committed to supporting your academic journey and ensuring your success through a wide array of learner-centric services. We are confident that this programme will provide you with a new perspective and positively transform your personal and professional life.

This *Programme Guide* has been designed to give you a clear understanding of the ODL system and how this particular programme will be delivered. Although we, as your academic facilitators, may not be physically present, we remain closely connected to you through self-learning materials—both print and digital—as well as other student support mechanisms. Please begin by reading this Programme Guide thoroughly. Keep it accessible and refer to it whenever you need guidance regarding the progression of your studies. It will assist you in navigating programme-related activities and participating more effectively in the teaching-learning process.

During your academic journey, you will observe that IGNOU, as an ODL institution, operates differently from conventional universities. While traditional institutions rely heavily on face-to-face instruction, IGNOU adopts a blended learning approach. Your primary mode of learning will be through self-instructional materials—available in both print and digital formats—complemented by audio-visual content, teleconferencing, and interactive radio counselling sessions. Additionally, you will benefit from face-to-face contact sessions conducted at your designated Study Centre. Tutor-marked assignments, which constitute 30% of the total marks in each course, will also play a key role in your evaluation.

The information in this *Programme Guide* is intended to help you organise your studies systematically, covering various components and stages of the programme. It outlines the programme’s objectives, structure, delivery mode, schedule, counselling sessions, assignments, evaluation methods, and more. You are advised to retain this Guide for future reference throughout the duration of your academic journey, as it will serve as a valuable resource in resolving queries and clarifying doubts at different stages.

**We wish you a fulfilling and enriching learning experience.**

Warm regards,  
Dr. Ramesh Yadav

Faculty of Journalism, SOJNMS, IGNOU  
Programme Coordinator

PGDDC

**For Communication :**  
**EmailId:** [pgddc2021@ignou.ac.in](mailto:pgddc2021@ignou.ac.in)

**PGDDC**  
**CONTENTS**

	<b>Page</b>
1. TheUniversity	3
2. ProgrammeMissionandObjectives	4-5
RelevanceofProgrammewith IGNOU’sMission &Goals	
Natureofprospectivetargetgroupof learners	
EligibilityCriteria	
Medium ofInstruction	
ProgrammeDuration	
ProgrammeFee	
AdmissionCycle	
CreditSystem	
3. ProgrammeStructure	5-8
CourseContent	
4. InstructionalSystem	8-11
SelfInstructionalPrinted Materials	
AudioandVideo Materials	
Teleconferencing	
GyanDarshan,GyanVaniProgrammesandGyandhara	
InteractiveRadioCounselling	
Face-to-faceCounselling	
StudyCentres	
5. Evaluation	11-15
Assignments	
Term-endExamination	
6. OtherUsefulInformation	15-18

Please refer to the following web-link for some of the required proformas and forms that you may need from time to time at <http://ignou.ac.in/ignou/studentzone/forms/2>

**Appendices:**

Annexure I:	Whom to Contact for What	18
Annexure II:	List of Study Centres	19- 34



---

## **1. THE UNIVERSITY**

---

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

**The major objectives of the University are to:**

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

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

**The salient features of distance education system are:**

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

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

---

## **School of Journalism and New Media Studies (SOJNMS)**

---

### **Introduction**

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

With the advent of communication revolution, scientific enquiry into various streams of journalism and communication, The School strives to expand the knowledge and take forward the education and training to diverse section of the learners located in different parts of the country.

### **Vision**

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

### **Mission**

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

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

The nation-wide network of regional centres and study centres is used for implementing the programmes. The SOJNMS strives to address the emergent needs of the discipline of Journalism & Mass Communication in India and aims to develop human resource through the medium of education.

---

## **2. PROGRAMME**

---

India is positioned at a crucial juncture in 21<sup>st</sup> century and Development Communication is going to play a key role in addressing the issues and challenges in the way.

Development communication essentially aims to bridge all the gaps in the process between the planning agencies on the one hand and all other stake holders in development process with a focused understanding of the masses.

PGDDC will help you acquire academic knowledge and professional skills, such writing, communication, planning, policy making and research.

You will develop sound understanding of the core issues of the development process which will help you to find numerous employment opportunities in various Local, National and International Development Agencies.

This programme will add to the skills of learners to counter challenges faced in the task of communicating about important aspects of Development.

Media academics and industry, National and International Bodies/NGO with a development goal will be benefitted.

### **Relevance of Programme with IGNOU's Mission**

The PG Diploma will strengthen the Philosophy and Vision of the People's University through a provision of enabling all those learners who could not join such a programme in the conventional mode due to different reasons.

### **Prospective target group of learners**

Mid-Career Media Academics and Professionals working in the Government, NGO and Developmental Agencies like UN and other allied agencies.

### **Eligibility Criteria**

The eligibility criteria for joining the programme are as follows:

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

### **Medium of Instruction**

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

### **Programme Duration**

The minimum duration of the Programme is 1 year. However, due to inherent flexibility offered by the University, it can be completed in 3 years.

### **Programme Fee**

The programme fee is Rs 10,000/- and is payable in one installment (the University may revise the fee from time to time. Please check the advertisement or IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in).)

### **Admission Cycle**

Admission in this programme held once every year in January and July cycle.

### **Credit System**

IGNOU follows the Credit System for its academic programmes. Each credit amounts to 30 hours of study comprising different learning activities, including assignments and listening/watching audios and videos. Thus a six credit course involves 180 hours of study. Knowing the number of credits for each course helps you to get an idea about the academic effort required for successfully completing a course. The PGDDC programme consists of 40 credits (1080 study hours), which have been equally distributed in six courses.

---

## **3. PROGRAMME STRUCTURE**

---

Post Graduate Diploma in Development Communication Programme consists of the following five theory courses and one elective:

Course Codes	Course Titles	Credits
MDC-001	Fundamentals of Development and Communication	6
MDC-002	Human Development and Communication	6
MDC-003	Media in Development Communication	6
MDC-004	Development Journalism for Social Change	6
MDC-005	Development: Information and Communication Technologies	6
MDC-006	Media and Communication Theories	6
MDCP-006	Internship or Development Based Research Work	4

### Course Contents

The structure and content of each course is given below.

#### **MDC-001: FUNDAMENTALS OF DEVELOPMENT AND COMMUNICATION**

<p><b>Block1: Development: An Overview</b>  Unit 1: Development: Concept &amp; Paradigms  Unit 2: Economic Development  Unit 3: Human Development  Unit 4: Political Development</p>
<p><b>Block2: The Concepts of Development</b>  Unit 5: Development and Progress: Economic and Social Dimensions  Unit 6: Change, Modernisation and Development  Unit 7: Social, Human and Gender Development  Unit 8: Sustainable Development</p>
<p><b>Block3: Basic Issues In Development</b>  Unit 09: Population  Unit 10: Poverty  Unit 11: Inequality  Unit 12: Unemployment</p>
<p><b>Block4: Development Communication: Models and Theories</b>  Unit 13: Communication: Concepts and Process  Unit 14: Models of Communication  Unit 15: Theories of Mass Communication  Unit 16: Development Communication: Concepts and Theories  Unit 17: Perspective of Development Communication  Unit 18: Interpersonal Relationship and Team Building</p>

#### **MDC-002: HUMAN DEVELOPMENT AND COMMUNICATION**

<p><b>Block1: Areas of Development Communication</b>  Unit 1: Women and Child Development  Unit 2: Water and Human Development  Unit 3: Changing Environment and Its Impact  Unit 4: Communication Support for Rural Development</p>
<p><b>Block 2: Stakeholders of Development Planning</b>  Unit 5: Role of Public Sector in Development  Unit 6: Role of Private Sector in Development  Unit 7: Development Agencies  Unit 8: Non Government Organisation (NGO)  Unit 9: Panchayati Raj and Grass Root Democracy</p>
<p><b>Block 3: Media for Development</b>  Unit 10: Folk and Traditional Media  Unit 11: Print  Unit 12: Radio  Unit 13: TV  Unit 14: Technological Developments in Communication</p>
<p><b>Block 4: Development Communication: Emerging Trends</b>  Unit 15: Development Communication: Emerging Trends  Unit 16: Social &amp; Behavioural Change Communication  Unit 17: SBCC: Case Studies  Unit 18: Alternative Media</p>

**MDC-003: MEDIA IN DEVELOPMENT COMMUNICATION**

<p><b>Block 1: Print Journalism: Writing Skills</b>  Unit 1: Skills of Media Writing  Unit 2: Writing for Different Media  Unit 3: Feature Writing  Unit 4: Opinion Writing</p>
<p><b>Block 2: Radio and TV Journalism</b>  Unit 5: Writing for Radio  Unit 6: Writing for TV  Unit 7: Content Production for Radio &amp; TV  Unit 8: Presentation Techniques for Radio &amp; TV</p>
<p><b>Block 3: Online Journalism</b>  Unit 9: Basics Elements of Online Journalism  Unit 10: Writing for Online Media  Unit 11: Online Newsroom Setup  Unit 12: Content Production: Online Media  Unit 13: Production of News Website</p>

**Block4:Media Ethics**

Unit14:Principles ofMediaEthics  
Unit15:MediaLaws:TheoryandPracti  
ce Unit 16: Gender and Media  
Unit17:MediaandHumanRights  
Unit 18: Media and Children

**MDC-004:DEVELOPMENT JOURNALISMFORSOCIAL CHANGE****Block1:IssuesinDevelopmentJournalism-I**

Unit1:DevelopmentalIssues  
Unit 2: Governance Issues  
Unit3:AgriculturalandRuralIssues  
Unit4: Science&TechnologyIssues

**Block2:Healthand HygieneissuesinDevelopmentJournalism-II**

Unit 5: Health and  
Sanitation Unit 6:  
Education and Media  
Unit7:MediaandEnvironme  
nt Unit 8: Economy and  
Finance  
Unit9: IndustrializationandUrbanisation

**Block3:MediaPlanningforDevelopment**

Unit 10: Planning a Development Communication Campaign  
Unit11:DevelopmentCommunicationCampaigns:CaseStudies  
Unit12:ImplementationofDevelopmentCommunicationProject  
Unit 13: Corporate Social Responsibility for Development

**Block4:ParticipatoryDevelopmentCommunication**

Unit 14: Media Literacy  
Unit15:RighttoInformation  
Unit 16: Civic Journalism  
Unit 17: Mobile Journalism  
Unit18: CommunityMedia and Development

**MDC-****005:DEVELOPMENT:INFORMATIONANDCOMMUNICATIONTECHNOL  
OGIES****Block 1: Understanding**

**ICT** Unit 1: Internet as a  
Medium  
Unit2:DigitalMedia&Societ  
y  
Unit 3: Issues of Access and Participation  
Unit4:PolicyFrameworksandRegulations

<p><b>Block2:ICT:Conceptual Framework</b>  Unit5:ICTSforDevelopment–  AnOverview Unit6:E-  Governance:PolicyandFramework Unit  7: E-Governance in Rural Development  Unit 8: E-Governance in Urban  Development</p>
<p><b>Block3:ICT:ApproachesandApplication</b>  Unit 9: ICT for  Education Unit 10: ICT  for Health  Unit11:ICTforDisabilit  y</p>
<p><b>Block 4:India’s Tryst with Digital Age</b>  Unit12:InternetandMarginalizedSections  Unit 13: Participatory Online Media  Unit14:OnlineActivism  Unit 15: ICT for ODL</p>
<p><b>Block5:KnowledgeSocietyand Digitalisation</b>  Unit16:DimensionsofKnowledgeSociety:AccessandEquityIss  ues Unit 17: Democracy and Digital Media  Unit18: ICTandKnowledgeSociety:Challenges &amp;Opportunities</p>

## **MDC-006:MEDIAANDCOMMUNICATIONTHEORIES**

<p><b>Block1: Sociological Theories</b>  Unit 1: Cultivation  Theory  Unit2:AgendaSettingTheo  ry  Unit3:UsesandGratificationTheory  Unit 4: Dependency Theory</p>
<p><b>Block2:PsychologicalTheories</b>  Unit 5: SelectivityTheories  Unit6:IndividualDifferenceTheory  Unit 7: Persuasion and Attitude  Unit8:TheoriesofLearning</p>
<p><b>Block3: Criticaland Cultural Theories</b>  Unit09:MarxistTheories  Unit 10: Critical  Theories Unit 11:  Cultural Studies  Unit12:PoliticalEconomyTheory</p>

**Block 4: Media – Society Theories**

Unit 13: Technological Determinism

Unit 14: Media and the Public Sphere

Unit 15: Audience Theories

Unit 16: Feminist Media Theories

**MDCP-006: INTERNSHIP AND DEVELOPMENT BASED RESEARCH PROJECT WORK**

Last date for Submission of Development based research project work is 30<sup>th</sup> April for TEE June and 30<sup>th</sup> September for TEE December of the year. **(Please check the website for the latest update)**

**4. INSTRUCTIONAL SYSTEM**

The Open University System is more learner-oriented and the student is an active participant in the teaching-learning process.

The University follows a multiple-media approach for instruction. This approach comprises the following components:

- Self Instructional Printed/Digital Materials
- Audio and Video Materials
- Teleconferencing
- Gyan Darshan, Gyan Van programmes and Gyandhara
- Interactive Radio Counselling
- Counselling Sessions
- Study Centres

**Self Instructional Printed/Digital Material**

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

**How to Study the Units**

While going through the syllabi, you will note that each course has been divided into a number of blocks. There are a total of 26 blocks for all the six courses and there is one Course Project Work of the Programme. Each block has a number of Units (lessons). The Units of a block have a certain thematic unity. The Project Handbook

will provide clarity on how to go about the Project Work.

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

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

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

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

### **Audio-Video Material**

In addition to the print material, audio and video are in general prepared for each course. The audio-

video material is supplementary to print material and helps you to understand the subject better. The schedule of telecast is made available on the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in).

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

### **Teleconferencing**

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

### **Gyan Darshan, Gyan Vani and Gyandhara**

**Gyan Darshan**, an exclusive educational channel of the country is providing educational programmes on a variety of subjects for 24 hours a day. If you want to watch enriching educational programmes beamed through this channel, they are

available on DTH platforms and cable TV networks. The Gyan Darshan weblink is <http://ignouonline.ac.in/gyandarshan>

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

**Gyan Dharais** an internet audio counseling service afforded by IGNOU. Students can listen to the live discussion by the teachers and experts on the topic on the day and interact than through telephone and chat mode.

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

The Broadcasts and telecast are in English, Hindi and the specific regional language. For detailed programme schedule of programmes on Gyan Darshan and Gyan Vani you may click the link on IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).

### **Interactive Radio Counselling**

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

### **Face to Face Counselling Sessions**

In distance education, contact sessions between learners and their Counsellors are an important activity. The purpose of these sessions is to answer your questions and clarify your doubts which may not be possible through other means of communication. It is also intended to provide you an opportunity to meet your fellow learners. There are experienced Academic Counsellors at the Study Centres to provide counseling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. **Attending counselling is not compulsory. However, they may be very useful in certain respects** such as to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues and get clarifications for many doubts which you would not otherwise try to raise.

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

out of such difficulties.

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

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

### **Study Centres**

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

Each Study Centre has:

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

A Study Centre has following major functions:

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

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

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

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

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

---

## **5. EVALUATION**

---

- (1) The evaluation comprises three aspects:

(2) Self-evaluation-check your progress and activity exercises (non-credit) within the study material.

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

In order to successfully complete a course, the learner must obtain at least ‘40%’ in the assignment and ‘40%’ in the TEE separately in each course.

The grading system depending on the percentage of marks secured by the candidates in Assignments and TEE is as follows:

<b>Letter Grade</b>	<b>Qualitative Level</b>	<b>Percentage Equivalent</b>
A	Excellent	80% and above
B	Very Good	60% to 79.9%
C	Good	50% to 59.9%
D	Satisfactory	40% to 49.9%
E	Unsatisfactory	Below 40%

**\*This programme followed by Letter Grade System.**

A candidate of PGDDC programme is required to secure a minimum of D grade in assignments/term-end examination. However, you need an overall (combined) ‘C’ grade to successfully complete a course.

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

### **Assignments**

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

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

The main purpose of assignments is to test your comprehension of the learning

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

For PGDDC programme of 40 credits there are a total of 6 Tutor Marked Assignments (TMAs) which are evaluated by the counsellors. Some of the assignments are knowledge based and some are application based. Assignments which are knowledge based will require you to write essay type answers. For answering applied type of assignments, you should apply the knowledge you have gained through a Unit/Block/Course. **In either case, the answers should be your own. You must not reproduce text material verbatim or copy the information from other sources.** However, you can make use of the material and information you have at your disposal in an innovative way. You can pick up ideas from whatever sources you may have. However, plan and use them in your own words when you write the answers to the assignments.

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

- The answers should be precise, well documented and relevant to the question.
- Keep the word-limit of the answer in mind. A slight variation in length does not matter, but your answer should not be too short or too lengthy. Avoid discussing minor issues at great length. By setting a word-limit for some assignments, we mean to convey that a reasonably adequate response can be presented within the suggested word-limit.
- Assignments are uploaded on IGNOU website (<https://webservices.ignou.ac.in/assignments/>).
- The assignment responses should be complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments as incomplete answers bring poor grades.
- You must submit your assignments according to the schedule indicated in the assignments. The University/Coordinator of the Study Centre has the right to reject the assignments received after the due date. In case you get the assignments and study material late, the assignment responses should be submitted within one month of the date of the receipt of study material and assignment or within the due date given in the schedule whichever is later.
- For your own record, retain a copy of all the answers to assignments which you submit to the Coordinator of your Study Centre. If you do not get back the evaluated assignments within a month of their submission, please try to get them from your Study Centre personally. This may help you to improve your answers for your future assignments.

- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.
- If you are unable to submit your assignments or are unable to score the minimum qualifying grade 'D', you have to download, attempt and submit the assignments meant for the next batch of students. Then you will have to submit it for subsequent sessions.
- In case you find that the score indicated in the assignment sheet of your assignments has not been correctly reflected in your grade card, you are advised to contact the Coordinator of your Study Centre with a request to forward correct authenticated award list (through respective Regional Centre) to the Registrar, Student Evaluation Division, IGNOU.
- Once you get the pass grade in an assignment you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of your Study Centre.
- Do not enclose or express doubts for clarification, if any, along with the assignments.

**Instruction for Students regarding assignments submission**

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

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

---

PROGRAMME TITLE.....

ENROLMENT NO.....

..... PROGRAMME CODE.....

NAME.....

.....

ADDRESS.....

.....

.....

COURSE  
CODE.....

COURSE TITLE.....

.....

- Read the assignments carefully and follow specific instructions, if any, given along with the assignments.
- Go through the units on which the assignment is based, note the points relating to the question, rearrange those points in a logical order and work out a rough outline to your answer. Give adequate attention to the introduction and the conclusion. In the introduction, you should give a brief interpretation of the question and how you propose to develop the answer. The conclusion should summarise your response to the question. Make sure that the answer is logical and coherent. The answer should be divided into appropriate paragraphs. The answer should be relevant to the question given in the assignment. Make sure you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasize.
- Use only A-4 size paper for your response and tie all the pages carefully. Avoid using thin paper. Allow a 4 cm margin on the left side and at least a few lines between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- Write the responses to assignments in your handwriting. Do not print or type the answers.
- Do not copy from the response sheet of other students. If copying is noticed, the assignment of such student will be rejected.
- Answer to each assignment should be written on a separate set of papers.
- Write the question number and the question before writing the answer.
- The completed assignments should be sent only to the Coordinator of the Study Centre allotted to you. Do not send it to the SED, IGNOU, New Delhi.
- After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card. You may also be asked to submit your assignments online, for which appropriate guidelines shall be provided.
- The University sends study materials and assignments, wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.

### **Term-End Examination**

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

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

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

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

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

**Examination date sheet** schedule which indicates the date and time of examination for each course is made available at IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) well in advance. Please download hall ticket from IGNOU website to appear in the examinations.

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

The Schedule of submission of exam form is available at IGNOU website.

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

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

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

The Coordinator will 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 Coordinator so that you get information in advance about assignments, submission of examination forms, date sheet.

While communicating with the University regarding examination, please clearly

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

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

#### **Re-evaluation of Termend Examination:**

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

#### **Obtaining Photocopy of Answer Scripts:**

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

#### **Duplicate Statement of Marks/Grade Card:**

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

---

## **6. OTHER USEFUL INFORMATION**

---

You may find the following information useful for the programme.

### **Reservation**

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

### **Scholarships and Reimbursement of Fee**

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

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

### **Your account on the Student Portal**

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

### **Change or Correction of Address/Study Centre/Regional Centre**

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

### **Some Useful Hints**

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

---

## **7.0 SOME ESSENTIAL FORMS FOR YOUR USE**

---

In this Section we are enclosing the sample of some forms which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. Here is the link to important forms:

<http://ignou.ac.in/ignou/studentzone/forms/2>

The following forms are enclosed:

1. Application form for Issue of Provisional Certificate
2. Obtaining Photocopy of the Answer Script – online submission
3. Early Declaration of Result of Term-End-Examination
4. Re-Evaluation of Answer Script – online submission
5. Application Form for Issue of Official Transcript
6. Obtaining Duplicate Grade Card/Marksheet
7. Non-Receipt of Study Material & Assignments
8. Application Form for Issue of Migration Certificate
9. Improvement in Division/Class

**Whom to Contact for What?**

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

## List of LSCs Activated for PGDDC Programme

Sl. No.	RC Name	RC Code	SC Code	Category	Place of SC	Address	Programme(s) Activated
1	AGARTALA	26	2601		AGARTALA	COORDINATOR IGNOU STUDY CENTRE, TRIPURA UNIVERSITY, UNIVERSITY CAMPUS, AGARTALA TRIPURA 799004	PGDDC
2	AHMEDABAD	09	0901		AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE .D.ARTS COLLEGE NAVRANGPURA AHMEDABAD GUJARAT-380009	PGDDC
3	AHMEDABAD	09	0910		ANAND	COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND, GUJARAT 388120	PGDDC
4	AIZAWL	19	1901		AIZAWL	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT AIZAWL COLLEGE AIZAWL MIZORAM 796001	PGDDC
5	AIZAWL	19	1923		AIZAWL	COORDINATOR IGNOU STUDY CENTRE PACHHUNGA UNIVERSITY COLLEGE DIST. AIZAWL, AIZAWL MIZORAM- 796001	PGDDC
6	ALIGARH	47	47015		ALIGARH	COORDINATOR IGNOU STUDY CENTRE, SHRI VARSHNEY PG COLLEGE ALIGARH UTTAR PRADESH 202001	PGDDC

7	ALIGARH	47	470 30		PANC HSH EEL COLO NY	COORDINATOR IGNOUREGULARSTUDY CENTRE INST. OF INFORMATION MNGMNT. & TECHNOLOGY (IIMT)PANCHSHEEL COLONY, NEAR PAC RAMGHAT ROAD, ALIGARH UTTAR PRADESH 202001	<b>PGDDC</b>
8	BANGALO RE	13	1301		BANG ALO RE	COORDINATOR IGNOU STUDY CENTRE, BES COLLEGE OF ARTS & S CIENCE IV 'T' BLOCK JAYANAGAR BANGALORE KARNATAKA 560011	<b>PGDDC</b>
9	BHOPAL	15	1500		BHOPAL	COORDINATOR IGNOUREGULARSTUDY CENTRE 12, ARERA HILLS BHOPAL, MADHYA PRADESH 462011	<b>PGDDC</b>
10	BHOPAL	15	1501		BHOPAL	COORDINATOR IGNOUSTUDYCENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL, MADHYA PRADESH 462008	<b>PGDDC</b>
11	BHOPAL	15	1506		INDORE	COORDINATOR IGNOUSTUDYCENTRE HOLLAR SCIENCE COLLEGE INDORE MADHYA PRADESH- 452001	<b>PGDDC</b>
12	BHUBANE SHWAR	21	2102		CUTTAC K	COORDINATOR IGNOU STUDY CENTRE RAVENSHAWUNIVERSIT YARTS BLOCK I FLOOR CUTTACK ORISSA-753003	<b>PGDDC</b>

13	BHUBANE SH WAR	21	2103		ROUR KEL A	COORDINATOR IGNOUSTUDYCENTRE GOVERNMENT COLLEGE ROURKELAORISSA- 796004	<b>PGDDC</b>
14	BHUBANE SH WAR	21	2105		ANGUL	COORDINATOR IGNOU STUDY CENTRE GOVERNMENTCOLLEGE, P.O. HAKIMPADAANGUL,ORI SSA 759143	<b>PGDDC</b>
15	BHUBANE SH WAR	21	2111		BHUB ANE SHWA R	COORDINATOR IGNOUSTUDYCENTRE B.J.B. COLLEGE ARTS BLOCK BHUBANESHWARORISS A-751014	<b>PGDDC</b>
16	BHUBANE SH WAR	21	2119		PURI	COORDINATOR IGNOU STUDY CENTRE S.C.S. COLLEGE PURI,ORISSA- 752001	<b>PGDDC</b>
17	BHUBANE SH WAR	21	2138		JAJPUR	COORDINATOR IGNOUSTUDYCENTRE N.C.COLLEGE(AUTONOM OUS) JAJPUR P.O. JAJPUR ORISSA	<b>PGDDC</b>
18	BHUBANE SH WAR	21	211 85		CUTTAC K	COORDINATOR IGNOUSTUDYCENTRE JKBKCOLLEGEOMPSQU ARE CUUTTACK ORISSA-753003	<b>PGDDC</b>
19	BIJAPUR	85	1304		GULBA RG A	COORDINATOR IGNOU STUDY CENTRE GULBARGA UNIVERSITY GULBARGAUNIVERSITY CAMPUS GULBARGA KARNATAKA 585106	<b>PGDDC</b>
20	BIJAPUR	85	1308		BELGAU M	COORDINATOR IGNOUSTUDYCENTRE R. P.D. COLLEGE TILAK WADI BELGAUMKARNATAK A590006	<b>PGDDC</b>

21	CHANDIGARH	06	0601		CHANDIGARH	COORDINATOR IGNOUSTUDYCENTRE,P UNJAB UNIVERSITY DEPT. OF CORESPONDENCE COURSE CHANDIGARH CHANDIGARH160017	<b>PGDDC</b>
22	CHENNAI	25	2501		CHENNAI	COORDINATOR IGNOU STUDY CENTRE DDGD VAISHNAVACOLLEGE,44 5,E.V.R. PERIYAR HIGH ROAD ARUMBAKKAMC HENNAI TAMILNADU60010 6	<b>PGDDC</b>
23	CHENNAI	25	2508		MAYILADUTHURAI	COORDINATOR IGNOUSTUDYCENTR EA.V.C COLLEGEMANNAM PANDAL MAYILADUTHURAI TAMILNADU609305	<b>PGDDC</b>
24	CHENNAI	25	2593		VELLOR	COORDINATOR IGNOU STUDY CENTRE VOORHEES COLLEGE OFFICERSLINEVELL ORE TAMILNADU632001	<b>PGDDC</b>
25	CHENNAI	25	25160		CHENNAI	COORDINATOR IGNOUSTUDYCENTRESH RISS JAIN COLLEGE (WOMEN) NO 3 MADLEY ROAD T NAGAR CHENNAITAMILNADU6 00017	<b>PGDDC</b>
26	COCHIN	14	1480		PRATAPGARH	COORDINATOR IGNOUSTUDYCENTRE BISHOP VAYALIL MEMORIAL HOLY CROSSCOLLEGECHER	<b>PGDDC</b>

					PUNKAL PO PALA DIST KOTTAYAM KERALA-686584	
27	DARBHANGA	46	0504	MUZAFFARPUR	COORDINATOR IGNOU STUDY CENTRE BRA BIHARUNIVERSITY LIBRARY CAMPUS MUZAFFARPUR BIHAR-842001	PGDDC
28	DEHRADUN	31	2705	DEHRADUN	COORDINATOR IGNOU STUDY CENTRE D.A.V. PG COLLEGE, D A V COLLEGE ROAD DEHRADUNUTTRANCHAL 248001	PGDDC
29	DEHRADUN	31	2717	ALMORA	COORDINATOR IGNOU STUDY CENTRE KUMAON UNIVERSITY ALMORA UTTRANCHAL 263601	PGDDC
30	DEHRADUN	31	2726	PITHORAGARH	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE PITHORAGARH UTTRANCHAL 262501	PGDDC
31	DEHRADUN	31	2752	GARHWAL	COORDINATOR IGNOU STUDY CENTRE EHN B GARHWAL UNIVERSITY DEPT. OF ECONOMICS SRINAGAR (GARHWAL) UTTRANCHAL 246174	PGDDC
32	DEHRADUN	31	31017	DEHRADUN	COORDINATOR IGNOU STUDY CENTRE BSPG COLLEGE DEHRADUN UTTARAKHAND 248001	PGDDC
33	DELHI	07	0707	DELHI	COORDINATOR IGNOU STUDY CENTRE DEPT. OF PSYCHOLOGY JAMIA	PGDDC

						MILLIA ISLAMIA UNIV. JAMIA NAGAR DELHI-110025	
34	DELHI2	29	290 32		DELHI	COORDINATOR IGNOU STUDY CENTRE JAGANNATH INSTITUTE OF MANAGEMENTYSCIENC ES PLOT NO 2 COMMUNITY CENTRE, SECTOR 3 ROHINI NEW DELHI- 110058	<b>PGDDC</b>
35	GUWAHA TI	04	0401		GUWA HAT I	COORDINATOR IGNOU STUDY CENTRE GUWAHATIUNIV ERSITY GUWAHATIASSAM78101 4	<b>PGDDC</b>
36	HYDERAB AD	01	0111		HYDER AB AD	COORDINATOR IGNOU STUDY CENTRE AURORA'SDEGRE E&PG COLLEGEHNO16- 11-210 KRISHNA TULSI NAGAR MOOSARAMBAG H HYDERABADANDHRAPR ADESH 500036	<b>PGDDC</b>
37	IAEP - CHANDIM AN DIR	52	5201			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE, WESTERN COM MAND HRDC C/O HQ WESTERN COMMAND(EDN)HANDI MANDIR	<b>PGDDC</b>
38	IAEP - CHANDIM AN DIR	52	5202			COORDINATOR IGNOU ARMY RECOG. STU DY CENTRE HQ 2 CORPS HRDC C/O 56 APO	<b>PGDDC</b>

39	IAEP - CHANDIM AN DIR	52	5204			COORDINATOR IGNOUARMYRECOG. STUDY CENTRE HQ 11 CORPS HRDC C/O 56 APO	<b>PGDDC</b>
40	IAEP - CHANDIM AN DIR	52	5502			COORDINATOR IGNOUARMYRECOG. STUDY CENTRE 29 INF DIV HRDC C/O56APO	<b>PGDDC</b>
41	IAEP- JAIPUR	56	5203			COORDINATOR IGNOUARMYRECOG. STUDY CENTRE HQ 10 CORPS HRDC C/O 56 APO	<b>PGDDC</b>
42	IAEP- JAIPUR	56	5303			COORDINATOR IGNOUARMYRECOG. STUDY CENTRE HQ I CORPS HRDC C/O 56 APO	<b>PGDDC</b>
43	IAEP - KOLK ATA	51	5101			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE EASTERN COMMAND HRDCC/O101AREAC/O 99APO	<b>PGDDC</b>
44	IAEP - KOLK ATA	51	5102			COORDINATOR IGNOUARMYRECOG.STU DY CENTREHQ3CORPSH RDC C/O 99 APO	<b>PGDDC</b>
45	IAEP - KOLK ATA	51	5103			COORDINATOR IGNOUARMYRECOG. STUDY CENTRE HQ 4 CORPS HRDC C/O 99 APO	<b>PGDDC</b>
46	IAEP - KOLK ATA	51	5104			COORDINATOR IGNOUARMYRECOG.STU DY CENTREHQ33CORPS HRDC C/O 56 APO	<b>PGDDC</b>
47	IAEP - LUCKN OW	53	5301			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRECENTRALCO MMAND HRDC-1 C/O HQ CENTRAL COMMAND (EDN) LUCKNOW- 226002	<b>PGDDC</b>

48	IAEP - LUCKNOW	53	5302		COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE 1, SIGNAL TRAINING CENTRE JABALPUR-482001	PGDDC
49	IAEP - LUCKNOW	53	5305	ROORKEE CANTT	COORDINATOR IAEP (ARMY) RECOG. STUDY CENTRE HRDC HEADQUARTERS BENGAL ENGINEER GROUP & CENTRE ROORKEE CANTT UTTARAKHAND 247667	PGDDC
50	IAEP- PUNE	54	5401		COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND HRDC- IIC/OMEGA CENTRE BANGALORE 560042	PGDDC
51	IAEP- PUNE	54	5402		COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 12 CORPS HRDC C/O 56 APO-908512	PGDDC
52	IAEP- PUNE	54	5403		COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 21 CORPS GS (EDN) C/O 56 APO-908521	PGDDC
53	IAEP- PUNE	54	5404		COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND, HRDC-1, C/O BEG & CENTRE, KIRKEE PUNE-411003	PGDDC
54	IAEP- PUNE	54	5405	BIRCH GUNJ, SOUTH ANDAMAN	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 108 MOUNTAIN BRIGADE C/O 56 APO-908108	PGDDC

55	IAEP - UDHAM PUR	55	5501			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE NORTHERN COM MAND HRDC C/O HQ NORTHERN COMMAND(EDN)C/O56A PO	<b>PGDDC</b>
56	IAEP - UDHAM PUR	55	5503			COORDINATOR IGNOU ARMY RECOG. STU DY CENTRE, HQ 15 CORPS HRDC C/O 56 APO	<b>PGDDC</b>
57	IAEP - UDHAM PUR	55	5504			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 16 CORPS HRDC C/O 56 APO	<b>PGDDC</b>
58	IAEP - UDHAM PUR	55	5505			COORDINATOR IGNOU ARMY RECOG. STU DY CENTRE HQ 14 CORPS (H RDC) C/O 56 APO	<b>PGDDC</b>
59	IAREP - SHILLO NG	81	8101			COORDINATOR IGNOU- ASSAM RIFLES RECOG. SC ARASU, HAPPY VALLEY C/O ASSAM RIFLES ADMINISTRATIVE UNIT, HAPPY VALLEY SHI LLONG 07	<b>PGDDC</b>
60	IAREP - SHILLO NG	81	8102			COORDINATOR IGNOU- ASSAM RIFLES RECOG. SC HQ AC & ASSAM RANGE ASSAM RIF. C/O HQ AC & ASSAM RANGE ASSAM RIFLES, C/O, 99 APO	<b>PGDDC</b>
61	IAREP - SHILLO NG	81	8103			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 7 ASSAM RIFLES C/O 7 ASS AM RIFLES C/O 99 APO	<b>PGDDC</b>
62	IAREP - SHILLO NG	81	8104			COORDINATOR IGNOU- ASSAM RIFLES RECOG. S C 6 ASSAM RIFLES C/O 6 ASSAM RIFLES C/O 99	<b>PGDDC</b>

						APO	
63	IAREP - SHILLO NG	81	8105			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 29 ASSAM RIFLES C/O29ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
64	IAREP - SHILLO NG	81	8106			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 26 ASSAM RIFLES C/O26ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
65	IAREP - SHILLO NG	81	8107			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 27 ASSAM RIFLES C/O27ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
66	IAREP - SHILLO NG	81	8108			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 31 ASSAM RIFLES C/O31ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
67	IAREP - SHILLO NG	81	8109			COORDINATOR IGNOU- ASSAMRIFLESRECOG.S C 2 ASSAM RIFLES C/O2ASSAMRIFLESC/O99 APO	<b>PGDDC</b>
68	IAREP - SHILLO NG	81	8110			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 14 ASSAM RIFLES C/O14ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
69	IAREP - SHILLO NG	81	8111			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 34 ASSAM RIFLES C/O34ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>

70	IAREP - SHILLO NG	81	8112			COORDINATOR IGNOU- ASSAMRIFLESRECOG.S C 9 ASSAM RIFLES C/O9ASSAMRIFLESC/O99 APO	<b>PGDDC</b>
71	IAREP - SHILLO NG	81	8113			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 12 ASSAM RIFLES C/O12ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
72	IAREP - SHILLO NG	81	8114			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 33 ASSAM RIFLES C/O33ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
73	IAREP - SHILLO NG	81	8115			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 21 ASSAM RIFLES C/O21ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
74	IAREP - SHILLO NG	81	8116			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC HQ B RANGE AR C/OHQBRANGEASSAMRI FLES C/O 99 APO	<b>PGDDC</b>
75	IAREP - SHILLO NG	81	8117			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 25 ASSAM RIFLES C/O25ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
76	IAREP - SHILLO NG	81	8118			COORDINATOR IGNOU- ASSAMRIFLESRECOG.S C 8 ASSAM RIFLES C/O8ASSAMRIFLESC/O99 APO	<b>PGDDC</b>
77	IAREP - SHILLO NG	81	8119			COORDINATOR IGNOU- ASSAMRIFLESRECOG.S C 1 ASSAM RIFLES C/O1ASSAMRIFLESC/O99	<b>PGDDC</b>

					APO	
78	IAREP - SHILLO NG	81	8120		COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 19 ASSAM RIFLES C/O19ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
79	IAREP - SHILLO NG	81	8121		COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 18 ASSAM RIFLES C/O18ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
80	IAREP - SHILLO NG	81	8122		COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC HQ TRIPURA RANGE ASSAM RIFLES C/O HQ TRIPURA RANGE ASSAM RIF C/O 99 APO	<b>PGDDC</b>
81	IAREP - SHILLO NG	81	8123		COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 22 ASSAM RIFLES C/O22ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
82	IAREP - SHILLO NG	81	8124		COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 23 ASSAM RIFLES C/O23ASSAMRIFLESC/O9 9APO	<b>PGDDC</b>
83	IAREP - SHILLO NG	81	8125		COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC ARTC & S,DIMAPUR C/O ASSAM RIFLES TRAINING CENTRE&SCHOOL,DI MAPUR NAGALAND	<b>PGDDC</b>
84	IAREP - SHILLO NG	81	8126		COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 30 ASSAM RIFLES	<b>PGDDC</b>

						C/O30ASSAMRIFLESC/O99APO	
85	IAREP - SHILLO NG	81	8127			COORDINATOR IGNOU- ASSAMRIFLESRECOG.S C 4 ASSAM RIFLES C/O4ASSAMRIF LES C/O 99 APO	<b>PGDDC</b>
86	IAREP - SHILLO NG	81	8128			COORDINATOR IGNOU- ASSAMRIFLESRECOG.SC 24 ASSAM RIFLES C/O 24 ASSAM RIFLES C/O 99 APO	<b>PGDDC</b>
87	IAREP - SHILLO NG	81	8129			COORDINATOR IGNOU-ASSAM RIFLES RECOG.SC 16ASSAMRIFLESC/O16AS SAM RIFLES C/O 99 APO	<b>PGDDC</b>
88	IAREP - SHILLO NG	81	8130			COORDINATOR IGNOU- ASSAMRIFLESRECOG.S C 3 ASSAM RIFLES C/O 3 ASSAM RIFLESC/O99APO	<b>PGDDC</b>
89	IMPHAL	17	1701		IMPHAL	COORDINATOR IGNOUSTUDYCENTREM ANIPUR UNIVERSITY UNIVERSITY CAMPUS CANCHIPURIMPHAL,M ANIPUR 795003	<b>PGDDC</b>
90	INEP- KOCHI	74	7401			COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE,COMMANDEDU CATION OFFICE HEAD QUARTERS SOUTHERN NAVAL COMMAND NAVALBASEKOCHI- 682004	<b>PGDDC</b>
91	INEP - MUM BAI	72	7201			COORDINATOR IGNOU- NAVYRECOG.STUDY CENTRE2NDFLOOR,TA RANG NEW NAVY NAGAR MUMBAI	<b>PGDDC</b>

						MAHARASHTRA 400005	
92	INEP- NEW DELHI	71	7101			COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE NAUSENABAUGH –II NARAINA,DELHICAN TT.NEW DELHI-110028	<b>PGDDC</b>
93	INEP - VISAKHAP ATNAM	73	7301			COORDINATOR IGNOUNAVYRECOG.ST UDY CENTRE NAVY CHILDREN SCHOOLGANDHI GRAMP.O. VISAKHAPATNAM530005	<b>PGDDC</b>
94	ITANAGA R	03	0301		ITANA GAR	COORDINATOR IGNOUSTUDYCENTRED .N. GOVERNMENT COLLEG ITANAGAR ITANAGAR ARUNACHALPRADESH- 791113	<b>PGDDC</b>
95	ITANAGA R	03	0305		LOHIT	COORDINATOR IGNOUSTUDYCENTRE INDIRA GANDHIGOVT.COLLE GETEZU DISTRICT LOHIT ARUNACHAL PRADESH-792001	<b>PGDDC</b>
96	ITANAGA R	03	0312		DEOMA LI	COORDINATOR IGNOU STUDY CENTRE WANGCHA RAJKUMAR GOVTCOLLEGEDE OMALI DIST TIRAP ARUNACHAL PRADESH-786629	<b>PGDDC</b>

97	JABALPUR	41	1502		JABALPUR	COORDINATOR IGNOUSTUDYCENTRE RANIDURGAWATIUNIVE RSITY JABALPURMADHYAPRA DESH 482001	PGDDC
98	JABALPUR	41	1507		SAGAR	COORDINATOR IGNOU STUDY CENTRE DR. H.S. GOURVISHWAVIDYAL AYASAGA R MADHYA PRADESH 470003	PGDDC
99	JABALPUR	41	151 12	D	BARGH AT	COORDINATOR IGNOUSPLSTUDYCENTR E -RA GOVT DEGREE COLLEGE BARGHATDISTSEONIM ADHYA PRADESH- 480667	PGDDC
100	JAIPUR	23	2306		AJMER	COORDINATOR IGNOUSTUDYCE NTRE GOVTCOLLEGE AJMER RAJASTHAN 305001	PGDDC
101	JAIPUR	23	2317	D	JAIPUR	COORDINATOR IGNOUSPL.STUDYCENT RE-IN CENTRAL JAIL GHATGATE JAIPUR RAJASTHAN 302003	PGDDC
102	JAIPUR	23	231 35		KOTA	COORDINATOR IGNOUREGULARSTUDY CENTRE GOVT. ARTS COLLEGE KOTARAJASTHAN 324001	PGDDC
103	JAIPUR	23	231 40		JAIPUR	COORDINATOR IGNOUREGULARSTUDY CENTRE SHRI BHWANI NIKETAN PG COLLEGE SIKAR ROAD JAIPUR RAJASTHAN 302023	PGDDC
104	JAIPUR	23	231 42		JAIPUR	COORDINATOR IGNOUREGULARSTUDY CENTRE KANORIA P.G. MAHILA	PGDDC
						MAHAVIDYALAYA NEAR GANDHICIRCLEJ.L.N.M ARG,	

						JAIPURRAJASTHAN302004	
105	JAMMU	12	1201		JAMMU	COORDINATOR IGNOU STUDY CENTRE UNIVERSITY OF JAMMU JAMMUTAWIJ&K- 180001	<b>PGDDC</b>
106	JAMMU	12	1235		DODA	COORDINATOR IGNOUSTUDYCENTRE GOVERNMENTDEGREEC OLLEGE DODA, J & K 182210	<b>PGDDC</b>
107	JAMMU	12	1250		UDHA MPU R	COORDINATOR IGNOUSTUDYCENTRE GOVT.DEGREECOLLEGE( BOYS) UDHAMPUR J & K	<b>PGDDC</b>
109	JODHPUR	88	2302		UDAIPU R	COORDINATOR IGNOUSTUDYCENTREVI DYA BHAWAN RURAL INSTITUTE BADGAON ROAD UDAIPUR RAJASTHAN 313004	<b>PGDDC</b>
110	JODHPUR	88	2304		JODHPU R	COORDINATOR IGNOU STUDY CENTRE ONKARMALSOMANIC OLLEGE OFCOMJODHPURRAJA STHAN 342008	<b>PGDDC</b>
111	KARNAL	10	1005		ROHTA K	COORDINATOR IGNOU STUDY CENTRE CHOTURAMCOLLEG EOF EDUCATIONROHTAKHA RYANA 124001	<b>PGDDC</b>
112	KOHIMA	20	2001		KOHIM A	COORDINATOR IGNOUSTUDYCENTRE MODERN COLLEGE DZUVURU AREAPOST BOX – 405 KOHIMA NAGALAND-797001	<b>PGDDC</b>

114	KOLKATA	28	2809	ASANSOL	COORDINATOR IGNOU STUDY CENTRE BANWARILAL BHALOTIA COLLEGEASANSOLBUR DWAN WESTBENGAL713303	PGDDC
115	KOLKATA	28	2813	MIDNAPORE	COORDINATOR IGNOU STUDY CENTRE MIDNAPURCOLLEGEMIDNAPUR WEST BENGAL721101	PGDDC
117	KOLKATA	28	2842	KOLKATA	COORDINATOR IGNOUSTUDYCENTREBHAI AIRAB GANGULY COLLEGEDEGREE COLLEGE OADBELGHARIAKOLKATA WEST BENGAL 700056	PGDDC
118	KOLKATA	28	28140	BALLYGUNGE	COORDINATOR IGNOU STUDY CENTRE MURALIDHARGIRL'S COLLEGE P-411/14, GARIHAT ROAD	PGDDC
					BALLYGUNGEKOLKATA WEST BENGAL 700029	
119	KOLKATA	28	28149	KOLKATA	COORDINATOR IGNOUREGULARSTUDY CENTRE WOMAN'S COLLEGE, CALCUTTA P-29, KSHIRODE VIDYAVINODE AVENUE KOLKATA WEST BENGAL700003	PGDDC
120	LUCKNOW	27	2701	LUCKNOW	COORDINATOR IGNOUSTUDYCENTRE JAINARAINDEGREECOLLEGE LUCKNOW UTTAR PRADESH 226001	PGDDC

121	LUCKNOW	27	2704	BAREILLY	COORDINATOR IGNOU STUDY CENTRE BAREILLY COLLEGE PO BOX NO 15 BAREILLY UTTAR PRADESH 243005	PGDDC
122	LUCKNOW	27	2767	BANDA	COORDINATOR IGNOU STUDY CENTRE JAWAHARLAL NEHRU( PG) COLLEGE BANDA UTTAR PRADESH 210001	PGDDC
123	LUCKNOW	27	272 20	LUCKNOW	COORDINATOR IGNOU REGULAR STUDY CENTRE UNIVERSITY OF LUCKNOW UNIVERSITY ROAD LUCKNOW, UTTAR PRADESH- 226007	PGDDC
124	MADURAI	43	2502	COIMBATORE	COORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF ARTS & SCI. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE TAMILNADU ADU 641014	PGDDC
125	MADURAI	43	2503	MADURAI	COORDINATOR IGNOU STUDY CENTRE THIYAGARAJAR COLLEGE, POST BOX NO 107, 139- 140 KAMARAJAR SALAI MADURAI TAMILNADU 625002	PGDDC
126	MADURAI	43	2504	TIRUCHIRAPPALLY	COORDINATOR IGNOU STUDY CENTRE BISHOPHEBER COLLEGE PO BOX 615 TIRUCHIRAPPALLY TAMILNADU 620017	PGDDC

127	MUMBAI	49	1601		MUMBAI I	COORDINATOR IGNOU STUDY CENTRE KJS COLLEGE OF EDUCATION T&R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E) MUMBAI MAHARASHTRA 400077	<b>PGDDC</b>
128	NAGPUR	36	1607		NAGPUR R	COORDINATOR IGNOU STUDY CENTRE, NA GPUR UNIVERSITY GURU NANAK BHAWAN, NAGPUR MAHARASHTRA 440001	<b>PGDDC</b>
129	NAGPUR	36	360 29		NAGPUR R	COORDINATOR IGNOU STUDY CENTRE DR PANJABRAO DESHMUKH INST. OF MANAGEMENT TECH. & RESH (PDIMTR) DHANWAATE NATIONAL COLLEGE CONGRESS NAGAR NAGPUR MAHARASHTRA 400012	<b>PGDDC</b>
131	NOIDA	39	2702		AGRA	COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT, AGRA UTTAR PRADESH 28 2002	<b>PGDDC</b>
132	NOIDA	39	2714		MORADABAD	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE STATIO N ROAD MORADABAD UTTAR PR ADESH 244001	<b>PGDDC</b>
133	NOIDA	39	2738		BULANDSHAHAR	COORDINATOR IGNOU STUDY CENTRE I.P. (POST GRADUATE) COLLEGE BULANDSHAHAR UTTAR PR	<b>PGDDC</b>

						ADESH 203001	
134	NOIDA	39	2749		MUZA FFA RNAG AR	COORDINATOR IGNOUSTUDYCENTRES.D. COLLEGE BHOPA ROAD MUZAFFAR NAGAR UTTARPRADESH-251001	<b>PGDDC</b>
135	NOIDA	39	3702		SAHAR AN PUR	COORDINATOR IGNOU STUDY CENTRE MAHARAJASINGHCOLLE GE SAHARANPUR UTTARPRADESH247001	<b>PGDDC</b>
136	NOIDA	39	071 07		DELHI	COORDINATOR IGNOU STUDY CENTRE MAHARAJAAGRASENCO LLEGE VASUNDARA ENCLAVE NEARCHILLASPORTSCO MPLEX DELHI-110096	<b>PGDDC</b>
137	NOIDA	39	271 40		BIJNOR	COORDINATOR IGNOU STUDY CENTRE RANI BHAGYAWATIDEVIMAH LA MAHAVIDALYABIJNOR UTTAR PRADESH- 800010	<b>PGDDC</b>
138	PATNA	05	0501		PATNA	COORDINATOR IGNOUSTUDYCENTREVA NIJYA MAHAVIDYALAYA PATNACOLLEGE CAMPU S PATNA BIHAR-800005	<b>PGDDC</b>
139	PUNE	16	1606		KOLH APU R	COORDINATOR IGNOU STUDY CENTRE C.S. CENTRAL INST OF BUSINESS ECONOMICS & RESEARCH UNIVERSITYROADKOLHA PUR MAHARASHTRA 416004	<b>PGDDC</b>

140	PUNE	16	1608		NASIK	COORDINATOR IGNOUSTUDYCENTREKT HM COLLEGE GANGAPUR ROAD SHIVAJI NAGAR NASIK MAHARASHTRA422002	<b>PGDDC</b>
141	PUNE	16	1610		AURAN GA BAD	COORDINATOR IGNOU STUDY CENTRE VIVEKANANDARTS&SDS COM. COL SAMRAT NAGAR URANGABAD MAHARASHTRA 431001	<b>PGDDC</b>
143	PUNE	16	161 44		PUNE	COORDINATOR IGNOUREGULARSTUDYC ENTRE ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIEN CE AND COMMERCE 2390-B, K.B. HIDAYATULLAH ROAD AZAM CAMPUS, PUNE MAHARASHTRA 411001	<b>PGDDC</b>
144	RAGHUNA TH GANJ	50	2820	D	MURS HID ABAD	COORDINATOR IGNOUSPLSTUDYCENT RE-RA RDK COLLEGE OF COM MERCE JIAGANJ MURSHIDABAD WEST BENGAL 742123	<b>PGDDC</b>
145	RAIPUR	35	1510		RAIPUR	COORDINATOR IGNOUSTUDYCENTREPT. RAVI SHANKARSHUKLAUNIV. ARTS BLOCK EXTN. (RIGHT WING) RAIPUR CHHATTISGARH-492010	<b>PGDDC</b>
146	RAIPUR	35	3504		DHAM TARI	COORDINATOR IGNOUSTUDYCENTREGO VT POST GRADUATE COLLEGE DHAMTARI CHHATTISGARH 493773	<b>PGDDC</b>
147	RAIPUR	35	3507		CHAMP A	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE CO LLEGE CHAMPA CHHATTISGARH 495671	<b>PGDDC</b>

148	RAIPUR	35	3510		RAJNADGAON	COORDINATOR IGNOU STUDY CENTRE GOVT. DIGVIJAYA COLLEGE RAJNANDGAONCHATTIS GARH 491441	<b>PGDDC</b>
149	RANCHI	32	0502		JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE JAMSHEDPURCOOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND	<b>PGDDC</b>
150	RANCHI	32	0513		RANCHI	COORDINATOR IGNOUSTUDYCENTRE MARWARICOLLEGERANCHI JHARKHAND 834001	<b>PGDDC</b>
151	RANCHI	32	320 24		JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE KARIM CITY COLLEGE PO. SAKCHI JAMSHEDPUREASTSINGH BHUM JHARKHAND831001	<b>PGDDC</b>
152	SHILLONG	18	1801		SHILLONG	COORDINATOR IGNOU STUDY CENTRE NORTH EASTERN HILL UNIVERSITY BIJNICOMPLEXLAITUM KHRAH SHILLONG MEGHALAYA793003	<b>PGDDC</b>
153	SHILLONG	18	1802		TURA	COORDINATOR IGNOUSTUDYCENTRETURA GOVERNMENTCOLLEGE W.G. HILLSTURAMEGHALAYA 794001	<b>PGDDC</b>
154	SHIMLA	11	1101		SHIMLA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENTDEGREECOLLEGE SANJALI SHIMLA HIMACHALPRADESH- 171006	<b>PGDDC</b>
155	SHIMLA	11	1105		DHARAMSHALA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENTDEGREECOLLEGE DEPT. OF	<b>PGDDC</b>

						CHEMISTRY DHARAMSHALAHIMACH ALPRADESH-177005	
160	SILIGURI	45	45018		DARJEELING	COORDINATOR IGNOUSTUDYCENTER ST.JOSEPH'SCOLLEGENO RTH POINT DARJEELING WEST BENGAL 734104	<b>PGDDC</b>
156	SRINAGAR	30	1209		SRINAGAR	COORDINATOR IGNOUSTUDYCENTRE SHRIPRATAPSINGHCOLLE GE MAULANA AZAD ROAD SRI NAGAR J & K- 190001	<b>PGDDC</b>
157	TRIVANDRUM	40	2507		TUTICORIN	COORDINATOR IGNOU STUDY CENTRE V.O.C. COLLEGE PALAYAMKOTA ROAD TUTICORIN TAMILNADU-628008	<b>PGDDC</b>
158	VARANASI	48	2703		ALLAHABAD	COORDINATOR IGNOU STUDY CENTRE ALLAHABADDEGREECO LLEGE 15, KYADGANJ ALLAHABAD UTTARPRADESH211003	<b>PGDDC</b>
159	VARANASI	48	2709		GORAKHPUR	COORDINATOR IGNOU STUDY CENTRE GORAKHPURUNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR UTTAR PRADESH 273009	<b>PGDDC</b>
160	VARANASI	48	2737		PRATAPGARH	COORDINATOR IGNOUSTUDYCENTRE M.D.POSTGRADUATECOL LEGE PRATAPGARHUTTARPRA DESH	<b>PGDDC</b>
161	VARANASI	48	2745		JAUNPUR	COORDINATOR IGNOU STUDY CENTRE VBS PURVANCHAL UNIVERSITY SHAHGANJROADJAUNPU	<b>PGDDC</b>

						RM UTTARPRADESH-222002	
162	VARANASI	48	48011		MAU	COORDINATOR IGNOU STUDY CENTRE D C S KHANDELWALPOSTGRAD UATE COLLEGE MAUNATH BHANJAN MAU UTTAR PRADESH- 275101	<b>PGDDC</b>
163	VARANASI	48	48028		CIVIL COURT ROAD	COORDINATOR IGNOUREGULARSTUDYC ENTRE ST. ANDREW'S COLLEGE CIVIL COURT ROAD GORAKHPURUTTARPRAD ESH 273001	<b>PGDDC</b>
164	VARANASI	48	48042		VARANASI	COORDINATOR IGNOUREGULARSTUDYC ENTRE MAHARAJ BALWANT SINGH PG COLLEGE, RAJATALAB VARANASI UTTARPRADESH221311	<b>PGDDC</b>
165	VATAKARA	83	1403		CALICUT	COORDINATOR IGNOUSTUDYCENTREJ DT ISLAM MARI KUNNU P.O. CALICUT KERALA 673012	<b>PGDDC</b>
166	VIJAYAWADA	33	0103		VIJAYAWADA	COORDINATOR IGNOU STUDY CENTRE KBNCOLLEGEKOTH APETA VIJAYAWADA ANDHRA PRADESH520001	<b>PGDDC</b>
167	VISAKHAPATNAM	84	0109		VISAKHAPATNAM	COORDINATOR IGNOU STUDY CENTRE DR.L.BULLAYACOL LEGE	<b>PGDDC</b>

						VISAKHAPATNAMANDHR A PRADESH 530013	
--	--	--	--	--	--	--	--



**INDIRAGANDHINATIONALOPENUNIVERSITY STUDENT EVALUATION  
DIVISION MAIDAN GARHI, NEW  
DELHI-110068**

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

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

--	--	--	--	--	--	--	--	--
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/IPONo.....Date.....  
..... For Rs. 200/- or .....in favour of “  
IGNOU’  
Payable at New Delhi.

Date.....

**Signature**

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

**The Filled in Form along with the requisite is to be sent to:-**

**The Registrar**

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

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

**With Best Regards  
Dr. Ramesh Yadav, Ph.D.**

**Professor  
School of Journalism & New Media Studies (SOJNMS)  
Indira Gandhi National Open University (IGNOU) South Delhi-68**

**Programme Coordinator  
M.A. (Development Journalism)  
P.G. Diploma (Development Communication)**