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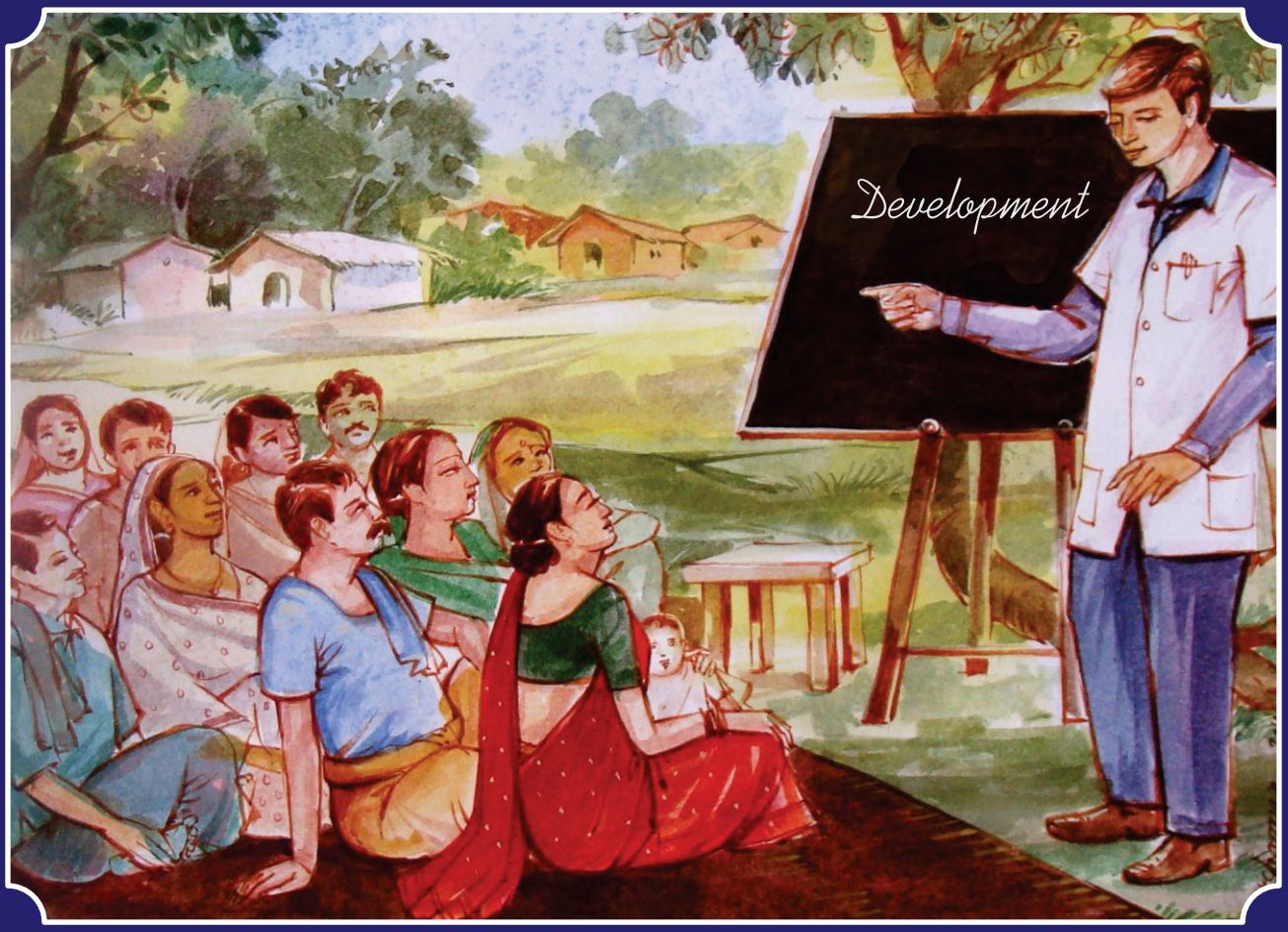
Programme Guide

Master of Arts (Development Studies)

(MADVS)



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School of Extension and Development Studies (SOEDS)
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068 (India)
Website: www.ignou.ac.in

Programme Guide

Master of Arts (Development Studies)
(MADVS)

School of Extension and Development Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068 (India)

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July, 2018

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Further information on the IGNOU courses may be obtained from the University's office at Maidan Garhi, New Delhi or the official website of IGNOU at www.ignou.ac.in

Printed and published on behalf of IGNOU, New Delhi by Registrar, MPDD, IGNOU, New Delhi.

Laser Typeset by Rajshree Computers, V-166A, Bhagwati Vihar, (Near Sec. 2, Dwarka), New Delhi
Printed at:

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Dear Learner,

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

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

MADVS programme would provide you comprehensive exposure to various theoretical and practical aspects, processes, issues and activities of development. The programme will equip you with necessary knowledge, understanding, skills, attitudes and competencies that will help you build your capacity as a development professional.

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

With best wishes,
Programme Coordinators
Master of Arts (Development Studies) (MADVS)

1.0 ABOUT THE PROGRAMME

1.1 Introduction

Master of Arts (Development Studies) (MADVS) is an innovative programme offered through ODL mode utilising multiple media such as self-instructional print materials, information and communication technologies and personal contact sessions. MADVS programme is located in and launched by the School of Extension and Development Studies (SOEDS) in IGNOU. The programme aims at promoting professional development and capacity building in the area of development studies.

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

1.2 Programme offer and Coverage

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

1.3 Programme Objectives

To impart knowledge on various aspects of development studies.

To train qualified human resources in the professional area of development studies.

To develop professional skills in formulation, implementation, monitoring and evaluation of development projects and programmes.

1.4 Target Population

The target population of this programme includes, amongst others:

1) The persons holding a Bachelor's Degree in any discipline and intending to pursue development studies as an area of study or specialization or career (**Pre-service**);

2) The persons holding a Bachelor's Degree and working in any development sector (**In-service**), including those employed or involved in any developmental activity such as:

   Development functionaries like village, mandal, block and distraict development officials and civil servents.

   Employees of the institutes/NGOs, private or corporate social responsibility fields working in various development sectors.

   Functionaries of corporations, municipalities and nagar panchayats.

   Programme officers, project officers, research investigators, and research assistants delaing with development in various international and national organizations.

1.5 Eligibility Criteria

Any Bachelor's Degree from a recognised University/Institute.

1.6 Medium of Instruction

The medium of instruction of the programme is English.

1.7 Duration of the Programme

Minimum duration to complete the programme is 2 years and the maximum duration is 5 years, i.e admission is valid for 5 years.

1.8 Programme Fee

The fee for the entire programme is Rs.10800/- The fee is to be paid in two instalments - 1st year : Rs. 5400 and 2nd Year Rs. 5400. University may revise the fee time to time. Please check with the advertisement or IGNOU website.

1.9 Prospects

MADVS holders will be equipped to serve various Government and NGOs dealing with developmental activities across sectors. Fresh graduates who complete this programme will be the potential candidates suitable for employment at the grassroots, supervisory and other middle level positions in the development departments. The programme also strengthen the efficiency and effectiveness of in-service personnel working in government and non-government organizations, private or corporate sectors and handling various development projects and programmes. In-service professionals with MADVS will be more potential candidates suitable for higher level positions in the development sector / corporate social responsibility fileds. In addition, they can act as more resourceful persons in the field. It also provides scope for those interested in establishing a local voluntary organization / NGO as a part of their self-employment and greater involvement in development.

2.0 PROGRAMME FRAMEWORK

MADVS programme consists of total 15 courses. Six theory courses each of 6 credits are compulsory in the 1st year. Student can elect another 36 credits in the second year to complete the programme. Thus, the MADVS programme is of total 72 credits as detailed below:

Course Code	Title of the Course	Credits
1st Year		
MDV-101	Introduction to Development and Development Theories	6
MDV-102	Dynamics of Development	6
MDV-103	Issues and Challenges of Development	6
MDV-106	Research Methodology in Development Studies	6
MDV-109	Development in India- An Overview	6
MDV-004	Gender and Development	6
2nd Year (Choose any 36 Credits)		
MDV-105	Development Planning and Management	6
MDV-108	Development Communication and Extension	6
MDV 110	Training and Development	6
MDV-111	Local Self Governance and Development	6

MDV-115	Health and Development	6
MEDS-041	Introduction to Urban Development	6
MEDS-042	Issues and Challenges in Urban Planning and Development	6
MRD -101	Rural Development - Indian Context	6
MDVP-117	Project Work *	12

* Project work is equivalent to 2 courses or 12 credits

2.1 Course Contents

The block and unit wise structure of the above courses is given below.

MDV-101 INTRODUCTION TO DEVELOPMENT AND DEVELOPMENT THEORIES

1 DEVELOPMENT: AN OVERVIEW

1 Development–Concept and Paradigms
2 Economic Development
3 Human Development
4 Political Development

2 CLASSICAL AND NEO-CLASSICAL THEORIES

1 Classical Theories
2 Neo-Classical Theories
3 Marxian Theory
4 Schumpeter Theory

3 DEVELOPMENTALIST THEORIES

1 Balanced Development Theories
2 Unbalanced Development Theories
3 Rostow's Stages of Economic Growth and Development
4 Development State Theory

4 HETEROGENEOUS THEORIES

1 Neo-Liberal Theories
2 Dependency Theory
3 Human Capabilities Theory
4 Gandhian Theory

MDV-102 DYNAMICS OF DEVELOPMENT

1. DYNAMICS OF CHANGE

1. Change – An Overview
2. Process of Change
3. Change Managemnet
4. Project Change Management

2. DYNAMICS OF DEVELOPMENT - I

1. Development Dynamics – An Overview
2. Development Processes Approaches and Strategies
3. Social and Cultural Dynamics of Development
4. Development Agencies

3. DYNAMICS OF DEVELOPMENT - II

1. Violence Conflict and Social Movements
2. Social Exclusion and Descrimination
3. Marginalization
4. Freedom Entitlement and Human Rights

4. DYNAMICS OF DEVELOPMENT - III

1. Development and Disparity
2. Development and Displacement
3. Inclusive Development

MDV-103 ISSUES AND CHALLENGES OF DEVELOPMENT

1 BASIC ISSUES IN DEVELOPMENT

1 Population
2 Poverty
3 Inequality
4 Unemployment

2 SECTORAL ISSUES IN DEVELOPMENT

1 Agriculture
2 Industry
3 Service
4 Infrastructure

3 SOCIAL ISSUES IN DEVELOPMENT

1 Education and Development
2 Health and Development
3 Gender and Development

4 EMERGING ISSUES IN DEVELOPMENT

1 Energy and Development Nexus
2 Natural Resource Management and Environment
3 Sustainable Development

5 GOVERNANCE

1 Governance – An Overview
2 Participatory and Decentralized Governance
3 Good Governance: Attributes and Challenges
4 E- Governance and Development

MDV-106 RESEARCH METHODOLOGY IN DEVELOPMENT STUDIES

1 FUNDAMENTALS OF SOCIAL SCIENCE RESEARCH

1 Social Science Research: An Overview
2 Components of Social Science Research
3 Research Designs
4 Research Project Formulation

2 DEVELOPMENT RESEARCH

1 Basics of Development Research
2 Methods of Development Research
3 Development Research Applications

3 MEASUREMENT AND SAMPLING

1 Measurement
2 Scales and Tests
3 Reliability and Validity
4 Sampling

4 DATA COLLECTION

1 Quantitative Data Collection Methods and Devises
2 Qualitative Data Collection Methods and Devises
3 Data Sources

5 DATA ANALYSIS

1 Overview of Statistical Tools
2 Use of Computer in Data Analysis
3 Data Processing and Analysis
4 Report Writing

MDV-109 DEVELOPMENT IN INDIA – AN OVERVIEW

1 DEVELOPMENT INITIATIVES AND PLANNING

1 Pre-Independent Development Initiatives
2 Planning and Development Initiatives: Pre Liberalization Period
3 Planning and Development Initiatives: Post Liberalization Period
4 Globalization and Development in India

2 RURAL DEVELOPMENT IN INDIA

1 Rural Development – An Overview
2 Agriculture and Rural Development
3 Rural Industrialization
4 Rural Cooperatives and Banking
5 Rural Poverty Unemployment and Development Interventions

3 URBAN DEVELOPMENT IN INDIA

1 Urbanization in India – An Overview
2 Migration and Urban Problems
3. Urban Poverty Unemployment and Development Interventions

4 SOCIAL DEVELOPMENT

1 Development of Scheduled Castes
2 Development of Scheduled Tribes
3 Youth Development

5 ROLE OF PUBLIC, PRIVATE AND SERVICE SECTORS IN DEVELOPMENT

1 Role of Public Sector in Development
2 Role of Private/Corporate Sector in Development
3 Development of Service Sector
4 Role of Unorganized Sector in Development

MDV-004 : GENDER AND DEVELOPMENT

1 CONCEPTS OF GENDER

1 Basic Concepts of Gender
2 Social Construction of Gender
3 Gender and Development Indicators

2 APPROACHES TO GENDER AND DEVELOPMENT

1 Trends in Feminism
2 WID-WAD-GAD-Part I
3 WID-WAD-GAD-Part II

3 STRATEGIES IN GENDER AND DEVELOPMENT

1 Affirmative Action:Inclusive Policy and Substantive Equality
2 Meeting Gender Needs through Planning
3 Engendering Governance

4 GENDER IN DEVELOPMENT PROCESS-1

1 Gender and Labour Market
2 Women and Entrepreneurship Development
3 Gender in Agriculture and Environment
4 Women in Informal Economy
5 Women in Work-Paid and Unpaid

5 GENDER IN DEVELOPMENT PROCESS-II

1 Gender, Democracy and Development
2 Gender and education
3 Gender, Health and Well-Being

MDV-105 DEVELOPMENT PLANNING AND MANAGEMENT

1 PROGRAMME PLANNING

1 Programme Planning-An Overview
2 Needs Assessment
3 Participatory Programme Planning
4 Participatory Methods

2 APPRAISAL MONITORING AND EVALUATION

1 Project Appraisal

2 Monitoring

3 Evaluation

3 PROJECT MANAGEMENT TECHNIQUES

1 SWOT Analysis and Bar Charts

2 Networks

4 DEVELOPMENT MANAGEMENT

1 Development Management: An Overview

2 Theories and Approaches of Management

3 Functions of Management

5 CASE STUDIES ON DEVELOPMENT PLANNING AND MANAGEMENT

1 Watershed Management Programmes

2 Agriculture Programmes - A Case Study of Radio Farm School Programme

3 Rural Employment Programmes - A Case Study of District Perspective Plan on MGNREGA

4 SHGs and Micro Finance

MDV-108 DEVELOPMENT COMMUNICATION AND EXTENSION

1 EXTENSION EDUCATION

1 Extension Education -An Overview

2 Extension Education – A Global Perspective

3 Extension in the Context of WTO

4 Private and Corporate Extension Services

2 EXTENSION TEACHING METHODS AND AUDIO-VISUAL AIDS

1 Teaching-Learning Process

2 Extension Teaching Methods

3 Audio-Visual Aids

3 COMMUNICATION IN EXTENSION AND DEVELOPMENT

1 Communication : An Overview

2 Communication Channels and Need Assessment

3 Theories and Models of Communication

4 ICT FOR DEVELOPMENT

1 ICTS for Development – An Overview

2 E- Governance in Urban Development

3 E- Governance in Rural Development

5 DIFFUSION OF INNOVATIONS FOR DEVELOPMENT

1 Diffusion of Innovation : An Overview

2 Innovation Processes for Development

3 Communication in Innovation Decision Process

6 INNOVATION, INNOVATIVENESS AND ADOPTER CATEGORIES

1 Attributes of Innovation
2 Innovativeness and Adopter Categories
3 Opinion Leaders and Diffusion Networks
4 Consequences of Innovations

MDV-110 TRAINING AND DEVELOPMENT

1 FUNDAMENTALS OF TRAINING

1 Training : An Overview
2 Approaches and Strategies of Training
3 Planning and Organization of Training

2 TRAINING NEEDS ASSESSMENT

1 Training Need Assessment – An Overview
2 Training Needs Assessment Methods
3 Translating Training Needs into Training Action

3 TRAINER AND TRAINING MANAGEMENT

1 Trainer and Training Institutions
2 Training Project Formulation
3 Training Management

4 PROCESS OF TRAINING

1 Training Methods and Tools -1
2 Training Methods and Tools -2
3 Training Evaluation
4 Impact Assessment of Training

5 EMERGING DEVELOPMENTS IN TRAINING

1 Designing Coherent Training Strategy
2 Knowledge Management
3 e-Training
4 Action Research and TQM

6 TRAINING AND HRD

1 Concept of Human Resource Development
2 Manpower Planning
3 Performance Appraisal

MDV-111 LOCAL SELF GOVERNANCE AND DEVELOPMENT

1 DEMOCRATIC DECENTRALIZATION

1 Decentralization – An Overview
2 Local Self Government and Panchayati Raj Institutions
3 Local Self Government and Urban Local Bodies
4 PESA and its Implementation

2 LOCAL GOVERNANCE AND LOCAL ORGANIZATIONS

1 Formal and Informal Organizations and Local Self Governance
2 Public Private Partnership and Local Self Governance
3 Parallel Bodies and Local Self Governance

3 DECENTRALIZED PLANNING AND DEVELOPMENT

1 Decentralized Planning: Overview
2 Decentralized Planning Process
3 Models in Decentralization Planning
4 Fiscal Decentralization –A Global Overview
5 Fiscal Decentralization in India: An Overview

4 PEOPLE PARTICIPATION

1 People's Participation in Governance and Development
2 Participatory Tools and Methods

5. EMPOWERMENT OF LOCAL BODIES

1 Empowerment of Marginalized.
2 Capacity Building
3 Leadership
4 Resource Utilization

MDV-115 HEALTH AND DEVELOPMENT

1 POPULATION AND HEALTH CARE

1 Health and Development
2 Demographic Indicators: Transition and Challenges
3 Prevention and Management of Diseases
4 Health and Population Policy

2 ISSUES AND CHALLENGES IN HEALTH CARE

1 Reproductive and Maternal Health Care
2 Child Health Care
3 Adolescent Health Care and Life Cycle Approach
4 Care of Elderly

3 HEALTH CARE SYSTEM AND STRATEGIES

1 Primary Health Care Delivery System
2 Civil Society and Health Care
3 Behavioural Change Communication in Health Care
4 Inter-Sectoral Co-ordination in Health Care

4 TRAINING AND RESEARCH IN HEALTH DEVELOPMENT

1 Health Manpower Development
2 Data Sources for Health Care
3 Health System Research
4 Management Information System in Health

5. SOCIO-ECONOMIC DIMENSIONS OF HEALTHCARE

1 Social Status of Women and Health
2 Education and Health
3 Poverty and Health
4 Healthcare of Marginalized

MEDS-041 INTRODUCTION TO URBAN DEVELOPMENT

1 URBAN DEVELOPMENT : CONCEPT AND DYNAMICS

1 Urbanization : An Overview
2 Theories of Urban Development
3 Evolution of Urban Development: Global Overview
4 Urban Development Experience in India

2 URBAN PLANNING

1 Urban Planning : An Overview
2 Techniques for Urban Planning
3 Urban Land Use Planning
4 Planning for City – Regions

3 URBAN GOVERNANCE

1 Governance : An Overview
2 Statutory and Institutional Framework
3 Urban E-Governance

4 URBAN MANAGEMENT

1 Development Management : An Overview
2 Urban Management and Management of Urban Services
3 Financial Management
4 Urban Assets Management

5 PARTICIPATORY URBAN DEVELOPMENT

1 Participatory Development-An Overview
2 Citizen Participation in Urban Development
3 Participatory Tools and Methods
4 Public Private Partnership for Urban Development

MEDS-042 ISSUES AND CHALLENGES IN URBAN PLANNING AND DEVELOPMENT

1 URBAN CHALLENGES

1 Urban Housing
2 Urban Industrialization
3 Urban Land Market
4 Urban Paradoxes

2 URBAN INFRASTRUCTURE - I

1 Water and Sanitation

2 Waste Management
3 Transport, Communication and Traffic Management
4 Energy Management

3 URBAN INFRASTRUCTURE - II

1 Urban Health Care
2 Urban Education
3 Urban Law and Order
4 Urban Safety and Security

4 URBAN POVERTY AND INEQUALITY

1 Informal settlements and Urban Poor
2 Urban Informal Sector
3 Urban Unemployment
4 Gender Dimensions of Urban Poverty

5 SUSTAINABLE URBAN ECOLOGY AND ENVIRONMENT

1 Industrial Pollution
2 Heritage
3 Water Bodies, Water Ways and Wetlands
4 Open Spaces

MRD-101 RURAL DEVELOPMENT: INDIAN CONTEXT

1 RURAL SOCIETY AND ECONOMY

1 Introducton to Rural Society
2 Rural Demography
3 Rural Social Structure
4 Rural Economic Structure
5 Rural Poverty

2 RURAL DEVELOPMENT – CONCEPT, STRATEGIES AND EXPERIENCES

1 Development: An Overview
2 Rural Development – Concept and Strategies
3 Rural Development Experiences – An Asian Perspective
4 Rural Development in India

3 RURAL DEVELOPMENT – AGRARIAN ISSUES

1 Agrarian Movement
2 Land Reforms
3 Green Revolution
4 Agricultural Extension Service

4 RURAL DEVELOPMENT ADMINISTARTION

1 Administrative Structure
2 Panchayati Raj
3 Coorepartives in Rural Development
4 Rural Credit and Banking

5 DYNAMICS OF CHANGE IN RURAL INDIA

1 Social Change: Mobility and Mobilisation

2 Empowerement

3 Information Education and Communication

4 Information Technology and Rural Development

MDVP-117 PROJECT WORK

Project Handbook

3.0 INSTRUCTIONAL SYSTEM

The instructunal system of IGNOU is more leaner-oriented and learner-centred. In this system, the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance modes of communication rather than face-to-face modes of communication. The University follows a multiple-media approach for instruction. So, the instructional system of MADVS also follows multiple-media approach i.e. self-instructional print material, audio-video programmes, assignments, face-to-face counseling sessions / contact sessions, optional project work, teleconferencing and interactive radio counselling, among others.

3.1 Self-instructional Print Material

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

3.2 Audio-video Programmes

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

3.3 Assignments

Assignments are an integral and compulsory component of the instructional system. There is one tutor-marked assignment for each theory course. Students will have to work on these assignments. Each student should submit the assignment responses to the Coordinator of the Study Centre in accordance with the given assignments' submission schedule. **Assignments are to be downloaded from IGNOU website (www.ignou.ac.in) at student's zone.**

3.4 Counseling Sessions

Upto six counseling sessions per theory course and one counselling session for project are held at the Study Centres as per the schedule drawn and notified by the Coordinator/Programme In-charge of the concerned Centre. They are mostly held on weekends (i.e. Saturdays and Sundays) as per the convenience of the host institution where the Study Centre is located. However, if the number of students for the programme at a programme study centre falls below

10 (ten), then the counseling and support services may be handled by a Distance Learning Facilitator or the programme coordinator or the faculty of the School concerned or through an appropriate alternative arrangement. University issue guidelines on counselleing sessions from time to time which are to be adhered by the study centres.

3.5 Teleconferencing

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

3.6 Interactive Radio Counseling/Internet Audio Counseling

Interactive Radio Counseling is a recent concept in distance learning in India. Live counseling is provided on radio by invited experts for an hour from different *Gyanvani* radio stations in the country. Students can ask questions right from their homes through telephone by availing the facility of toll free telephone number 1600112345 provided for this purpose from selected cities.

Gyan Dhara is an internet audio counseling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts in the field on the topic of the day and interact with them through telephone (Toll Free No. 1800112347; 011-29533103), Email gyandhara@ignou.ac.in and chat mode. By installing Puffin browser, students can access Gyandhara through mobile devises.

3.7 Project Work

The project work MDVP-117 is an elective course with 12 credits and equivalent to 2 courses in the second year. The hand book on Project Work provides self-orientation and self-training to the students for doing the project work. **All the project proposals along with filled in proforma, signature of supervisor and CV of the supervisor are to be submitted to the School directly at the following address:**

Programme Coordinator (MADVS)

School of Extension and Development Studies (SOEDS)

Block 15-F, IGNOU

Maidan Garhi, New Delhi-110068.

The completed project report is to be submitted to the Project Section, Student Evaluation Division, IGNOU, Maidangarhi, New Delhi-110068.

Please see the 'MDVP-117 - Project Handbook' for guidelines to prepare and submit the project proposal as well as project report.

4.0 DELIVERY SYSTEM

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

Whom to Contact for What?

For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms (if any), non-receipt of study material contact the concerned Regional Centre.

For assignments, you can download from IGNOU website: www.ignou.ac.in at students zone.

For non-reflection of assignment grades/marks in your grade card, contact the Regional Director of the concerned Regional Centre and Asstt. Registrar (Assignments), Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: assignments@ignou.ac.in).

For queries relating to examinations, date-sheets, result, early declaration of results, transcripts, rechecking, grade card, provisional certificate you can contact Dy. Registrar (Examination-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 (Phone: 29536103, 29535924-32/Extn. 2201, 2211, 1316).

For Original Degree/Diploma/Verification of Degree/Diploma, Convocation, contact the DR (Exam-I) SED, IGNOU, Block-9, Maidan Garhi, New Delhi-110068. (Phone: 29532294, 29535924/Extn.1313).

For student grievances (SED) contact the Asstt. Registrar (Student Grievances), SED, Block-3, Room No.13, IGNOU, Maidan Garhi, New Delhi-110068 (E-mail: sregrievances@ignou.ac.in; Phone: 29532234, 29535924/ Extn. 1313).

For the schedules of counselling, feedback on assignment responses contact the Coordinator/ Programme In-charge of the concerned Study Centre.

For project work related information and for information on academic matters contact the Programme Coordinators, MADVS, School of Extension and Development Studies, Block 15-F, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: soeds@ignou.ac.in; Phone: 29571665; 29571662; 29571664).

5.0 OPERATIONAL SCHEDULE

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

1st Year

August - September: Dispatch of the 1st year self learning materials and programme guide to the students.

February- March – Re-registration for 2nd Year and payment of Fee

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

June: Term-end Examinations – **Completion of the 1st year courses.**

2nd Year

July- August: Dispatch of the 2nd year self learning materials to the students.

October - November: Submission of Project Proposal to School

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

30th May : Submission of Project Report

June: Term-end Examinations – **Completion of the 2nd year courses and Programme.**

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

1st Year

February – March: Dispatch of the 1st year self learning materials and programme guide to the students.

August – October – Re-registration for 2nd Year and payment of Fee

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

December: Term-end Examinations – **Completion of the 1st year courses.**

2nd Year

January – February: Dispatch of the 2nd year self learning materials to the students.

March – April: Submission of Project Proposal to School

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

30th November: Submission of Project Report

December: Term-end Examinations – **Completion of the 2nd year courses and Programme.**

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

Re-Registration

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

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

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

Re-admission

The students who are not able to clear MADVS programme within the maximum duration of 5 years can take re-admission for additional period of 2 years.

For re-admission the student has to remit pro-rata fee for each incomplete course(s). The Table of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the website (www.ignou.ac.in> Student Zone > Downloads > Re-admission >).

Students who do not register for all years and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s) as per rate applicable for the session for which they seek re-admission, in addition to the pro-rata course fee for re-admission as per rate given in Table for each of the course(s) they failed to successfully complete within the maximum period prescribed.

Change of Elective/Course

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material on payment of Rs.1200/- for 6/8 credits course. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Elective/Course should be addressed to the concerned Regional Centre only as per schedule.

6.0 EVALUATION

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

a) Self-evaluation check your progress exercises (non-credit) within each unit of study material.

b) Continuous evaluation in the form of one compulsory assignment for each course with a weightage of 30%.

c) Term-End Examination for each course with a weightage of 70%.

In order to successfully complete a theory course, the student must obtain at least '40%' in the assignment and '40%' in the Term-End Examination (TEE) separately in each course.

Project Work (Elective): The evaluation report of Project Work will carry 100% weightage. In order to successfully complete the project work, the student must obtain at least '40%'.

The grading system depending on the percentage of marks secured by the candidates in TEE and evaluation report for Project Work will be as follows.

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

7.0 ASSIGNMENTS

The purpose of our asking you to work on the assignments is to provide you an opportunity of articulating your assimilated knowledge and understanding into written form and also to test your capacity of transferring the theoretical learning from the courses to practical situations. Thus, the assignments practically enhance your understanding as well as skills of articulation and expression in writing. There is one assignment for each theory course. The answers to assignment questions are to be based on your own judgement and experiences as a student. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and any other sources of information you have for ready reference. But,

the answer should be in your own words and should reflect your own ideas. Please note that your assignment responses carry 30% weightage towards the final evaluation of each theory course. If you do not complete the assignments according to time schedule of assignments of the relevant academic session, then you have to attempt the assignment questions of the next session and submit the assignment responses according to the schedule of that session. You have to send the assignment-responses to the Study Centre you are attached to as per schedule. The instructions given in the assignments should be kept in mind while you prepare and submit the assignment responses.

8.0 TERM-END EXAMINATION (TEE)

The TEE is another component of the evaluation system with 70% weightage for each theory course. The University conducts term-end examination (TEE) twice a year i.e. in June and in December of every year. **Please see the details of operational schedule given under secton 5 to appear for TEE under each cycle.** In case you fail to get a pass score (less than 40%) in the TEE, you will be eligible to re-appear in the next TEE for that course, till the final span of the programme i. e. prior to completion by you of the maximum duration of five years from the date of your admission / registration to the programme.

Examination date-sheets (schedule which indicate the date and time of examination for each course) are notified through the IGNOU website.

It is a pre-requisite to submit the online examination form with a fee of Rs.120/- (revised from time to time) per course. Only one form is to be submitted for all the courses you are appearing in TEE. **You can choose examination centre anywhere in India from the list of centres notified in the IGNOU website. The code of your chosen centre is to be filled up as Examination Centre Code.** However, if Examination Centre chosen by you is not activated, you will be allotted to any other Examination Centre under the same Region. Change of Examination Centre, once allotted, is not permissible under any circumstances.

The dates for submission of examination forms are given below.

For June TEE	For December TEE	Late fee	Address	Remark
1st March to 31st March	1st September to 30th September	NIL	Online	Examination fee @ Rs.120/- per course.
1st April to 20th April	1st October to 20th October	Rs.300/-		
21st April to 30th April	21st October to 31st October	Rs.500/-		
1st May to 15th May	1st November to 15th November	Rs.1000/-		

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

9.0 GENERAL INSTRUCTIONS

Please file all letters that the University sends you, and keep the Programme Guide handy. A record of your progress is maintained at IGNOU, New Delhi.

Do write to us if you have any difficulties while working through the programme. Remember to intimate the relevant authority sufficiently in advance, if there is any change of address. This will help the concerned authority to send you course material, any information and letters promptly, without any delay or the risk of their being lost.

Please try to attend as many counseling sessions as possible so as to get the best out of the programme.

When you receive the printed materials, read the units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments.

Answer 'Check Your Progress' questions. Please remember, the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance and keep you on the right track. They will enhance your comprehension of the subject matter. You can compare your answers with those given at the end of the unit.

10.0 ONLINE FACILITIES

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

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

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

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

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

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

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

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

Annexure – I

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

S. N.	REGIONAL CENTRE, CODE AND NO OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1.	AGARTALA RC CODE : 26	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE TILLA AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516714 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2.	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI) DAMAN & DADRA NAGAR HAVELI (U.T.)
3.	AIZWAL RC CODE : 19	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO. YC-10 ROPHIRA BUILDING CHALTLANG DAWRKAWN AIZAWL - 796 012 MIZORAM 0389-2391692 / 2395260 0389-2391789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARH RC CODE : 47	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI)
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA,

		BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	TUMKUR,RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 0641-2610077 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
7.	BHOPAL RC CODE : 15	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 0674-2301348 / 2301250 0674-2301352 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9.	BIJAPUR RC Code : 85	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ANANDA MAHAL OLD ZP OFFICE (EX OFFICE OF MP) BIJAPUR -586103 KARNATAKA 08352-260006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC Code : 06	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SCO 208 SECTOR 14 PANCHKULA - 134 109 HARYANA 0172-2590277,2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)

11.	CHENNAI RC Code : 25	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI-600007 rcchennai@ignou.ac.in 044-26618438	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY (U.T.)
12.	COCHIN RC CODE : 14	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, KALOOR COCHIN – 682017, KERALA Ph. Off–0484-2340203/2348189/2330891 Fax: 0484-2340204 E-MAIL : rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T.)
13.	DARBHANGA RC CODE : 46	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE : 31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 0135-2789190 0135-2789180 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
15.	DELHI 1 RC CODE : 07	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO J-2/1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 /26990082-83 011-26058354 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16.	DELHI 2 RC CODE – 29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 / 23392 737 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)

17.	DELHI 3 RC CODE : 38	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, F-634-636 PALAM EXTENSION SHAHEED RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 077 DELHI 011-25088964 011-25088939 011-25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
18.	DEOGHAR RC CODE : 87	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448, 9234455958-957-975 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19.	GANGTOK RC CODE : 24	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 5TH MILE TADONG NH-10-A BELOW CENTRAL REFERRAL HOSPITAL, EAST SIKKIM GANKTOK - 737 102 SIKKIM 0359-231102/270923, 0359-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE : 04	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI, GUWAHATI GUWAHATI, ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA-MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ)
21.	HYDERABAD RC CODE : 01	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 TELANGANA 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE : 17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)

23.	ITANAGAR RC CODE : 03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN, PAPUM PARE ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2351705/2247536 0360-2247538 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 70/79, SECTOR - 7 PATEL MARG, MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2785427 0141-2396427, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GOVT. SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK, 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CO DE:88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439 PAL LINK ROAD OPP. KAMALA NAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2755424, 0291-2751524 0291-2756579 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATH NEAR NEHRU PARK JORHAT - 785001 ASSAM 0376-2301116, 0376-2301115/2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)

29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632, 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852-251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH 0522-2442832 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHNAGAR, SITAPUR, UNNAO)

35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36.	MUMBA I RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING, M. G. ROAD OPP TO MULUND RLY. STATION MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA 022-25925540 / 25923159 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37.	NA GPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1570 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O. 403 521 GOA 0832-2414553, 0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)

41.	PORT BLA IR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111, 03192-230111 rcportblair@ignou.ac.in n	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATH GANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666, 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RA IPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2583578, 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT 0281-2572988 0281-2561449, 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR-SOMNATH, BOTAD, MORBI), DIU (U.T.)
46.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)

47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR SAHARSA 852201 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNIA)
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING MAWKYNROH NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364-2550088/2550102 / 2550015 0364-2551010 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 18001808055 (TOLL FREE) 0177-2620125, 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD SUBHAS PALLY SILIGURI SILIGURI - 734 001 WEST BENGAL 0353-2526818/2526819 0353-2526829, 0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251, 0194-2311258 0194-2421506, 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPALAM, KARAMANA P.O. THIRUVANANTHAPURAM - 695 002 KERALA 0471-2344113/2344120 0471-2344115, 0471-2344121 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI, TIRUNELVELI, THOOTHUKUDI)

53.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, PRATAPGARH, SULTANPUR)
54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, 2ND FLOOR NUT STREET (PO), VATAKARA KOZHIKODE 673104 KERALA 0496-2525281, 0496-2516055 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE-PUDUCHERRY(UT)]
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA 520 001 ANDHRA PRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56.	VISAKHAPATNAM RC CODE: 84	rcvijayawada@ignou.ac.in REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM), [YANAM-PUDUCHERRY(UT)]

IGNOU Recognized Regional Centres

IGNOU – Army Recognized Regional Centres

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

06	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND
IGNOU – Navy Recognized Regional Centres				
01	INEP - KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-266210,2662515, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
02	INEP - MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN COMMAND
03	INEP - NEW DELHI	71	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI - 110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
04	INEP - VISAKHAPATNAM	73	CAPTAIN A G SELVAM REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
IGNOU – Assam Rifles Recognized Regional Centres				
01	IAREP - SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR), LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA

Annexure–1I

Form for Non-receipt of Materials

The Regional Director
Concerned Regional Centre
……

Subject: ***Non-receipt of Study Material***

Enrolment No. ……...……

Programme …… Medium of Study…….....……

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

Sl.No.	*Course Code*	*Blocks*

I have remitted all the dues towards the course fee and there is no change in my address given as follows:

Name and Address ……. Signature……..
……....…. Date .....…….....……
……....….
……....…. .

1. For Official Use

Date of dispatch of study material to student ……

Fill this form online from IGNOU Website

Annexure–III

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

EXAM FORM

ignou THE PEOPLE'S UNIVERSITY

STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM JUNE / DECEMBER - 201___

Serial No.

Control No.

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

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

Programme Code **Regional Centre Code** **Study Centre Code**

Enrolment No. **Exam Centre Code** (Where you wish to appear in Exam)

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

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

City District

State Pin Code

MOBILE NO.

COURSE OPTION:

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

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

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

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

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /

Issuing Branch ——————————————————

Payable at (Regional Centre under which your exam centre falls)

SIGNATURE OF THE STUDENT (within the Box only) ☞

ISSUING BANK

Specimen copy (not to be used)

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

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 120/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE :

Examination fee per course is	-	**₹ 120/- (Examination fee once paid will not be refunded/adjusted in any case)**
Examination form to be submitted at	-	**Regional Centre under which your examination centre falls**
Demand draft to be made in favour of	-	**IGNOU and payable at the city where submitting the exam form**

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket;
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally, the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your choosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date_____ **(Signature of the student)**

Phone No. (R) _____ Mobile No._____ Email Id_____

Phone No. (O) _____

(with STD code)

AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/ COMMUNITY COLLEGE

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code_____

Date _____

(Signature & Stamp of Co-ordinator/Incharge)
Study Centre/PSC/PI/Community College

Appendix-IV

STUDENT REGISTRATION DIVISION

Application for Change of Address/Correction of Name

Date : .....

Please tick the appropriate box:

Change/\Correction of Address ☐

Correction of Name ☐

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

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. ..... Programme .....

Name (in caps) .....

I. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address	**Old Address**
.....	.....
.....	.....
City.....Pin.....	City.....Pin..... .....
State	State .....

2. CORRECTION OF NAME

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

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

Correct Name .....(in Capital Letters)

.....

Signature of Student

Phone/Mobile Number.....

FOR OFFICE USE

CONTROL NUMBER ..... LOT NO. ..... DATE .....

Appendix-V

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Prescribed dates for submission of form:- 1st March to 15th April for June Term-end Exam.
1st September to 15th October for December Term- end Exam.

1. Name …….....

2. Programme: [ ] Enrolment No: [ ][ ][ ][ ][ ][ ][ ][ ][ ]

3. Address:…….....…….....

   …….....

   ……..... Pin Code

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

   a) Term-end examination: June/December…….....

   b) Exam Centre Code: .....

   c) Exam Centre Address: …….....

   …..…….....

   …..…….....

   d) Course(s):…….....

5. **Fee details:**

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

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

   Demand Draft No.: …… Date: .....…….....

   Issuing Bank:…….....

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

UNDERTAKING

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

Date: ..... Signature .....

Place: ..... Name: .....

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundered Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Dlehi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.

Appendix-VI

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

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

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

1. Name : .....

2. Programme: [ ] Enrolment No: [ ][ ][ ][ ][ ][ ][ ][ ][ ]

3. Address: .....

   .....

   ..... Pin [ ][ ][ ][ ][ ][ ]

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

5. Reason for early declaration of result: .....

   .....

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

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

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

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

   Exam. Centre Code: [ ]

   Address of Exam. Centre: _____

   _____

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

   No. of Course(s): …… × Rs. 1000/- or ..... = Total Amount: ….....

   Demand Draft No.: …… Date: …….....

   Issuing Bank: …….....

Date:..... **(Signature of the student)**

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-

   i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.

   ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.

2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.

3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.

4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Dlehi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.

Appendix-VII

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

1. Name .....

2. Programme .....

3. Enrolment No. | | | | | | | | | |

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/- 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 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*)

Appendix-VIII

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

(To be filled in by the Applicant – Before filling in the form, see instruction on reverse)

1. Name :.....

2. Father's/Husband's Name :.....

3. Address .....

   .....Pin .....

4. Particulars of last examination .....

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

5. Name of the Regional Centre and Study Centre in which the Candidate is attached

   .....

6. Name of the University to which the Candidate wants to migrate

   .....

Draft Details

Amount Rs. _____ D.D. No. _____ Date _____

Bank Name _____ Place of Issue _____

(To be filled in by the Admissions Division)

1. The information furnished by Shri/Smt./Km. _____ is correct as per scholar register.

2. He/She may be issued the Migration Certificate applied for _____

Date _____ Dealing Assistant_____ Section Officer _____

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all fee due to the University. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. _____ dated _____

Date: _____ Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 400/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 400/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

"I, _____Son/daughter/wife of _____

resident of _____

hereby solemnly declare that the Migration Certificate No. _____ dated _____

issued to me by the _____ to enable me to join _____

_____ University has been lost and I did not join any other University on the basis of the same nor have I submitted the same for joining any other University. In case the lost Migration Certificate is found, I shall deposit the same to the University".

Appendix-IX

STUDENT REGISTRATION DIVISION

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

RE-ADMISSION FORM

1. Name & Address of the student

_____

_____

_____

2. Programme Code : ☐☐☐☐☐☐
3. Enrolment No. : ☐☐☐☐☐☐☐☐☐
4. Regional Centre Code : ☐☐
5. Study Centre Code : ☐☐☐☐
6. Details of course(s) not completed for which re-admission is sought.

Sl. No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
			Total Rs.	

7. 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.

8. 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 the Student

Mail this **Re-admission Form** along with DD to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

Note: Please retain a copy of this form for any further references

RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:
   (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
   (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme Curriculum within the maximum span period prescribed.
2. **Students who do not registrar for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed**.
3. Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:
   a) Six months - for all Certificate Programmes of six months duration
   b) One year - for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, MADE, ADIT etc.)
   c) Two Years - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.
4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
7. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the *pro-rata Re-admission fee* as per details given in Table-A, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of ***BCA-MCA Integrated Programme*** should pay the *pro-rata re-admission fee*, in lump sum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.
11. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words ***'Re-admission'*** on the reverse of the DD.

***

P.S

1. As per policy decision taken by the Academic Council at its 49 the meeting held on 17.5.2007, BCA students registered in the pre-revised syllabus in Jan. 1996, Jan. 1997 & Jan. 1998 batches are allowed to complete all the requirements for the award of BCA Degree by Dec. 2010 Term-end examination.

2. Similarly, students of MCA pre-revised syllabus and B.Sc. (Nursing) old syllabus are also allowed to complete all the requirements for the award of the respective Degree by Dec. 2010 Term-end examination. However, MLIS old syllabus students would be allowed to complete all the requirements for the award of Degree by Dec. 2009 TEE.

Appendix-X

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR THE ISSUE OF A PROVISIONAL CERTIFICATE

Enrolment No. | | | | | | | | | |

Programme Title .....

Regional Centre .....

Name .....

Father's Name .....

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

Mailing Address .....

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled-in Application Form should be sent to:

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

Date .....

.....
Signature

Appendix-XI

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. Name : .....

2. Programme: [ ] Enrolment No: [ ][ ][ ][ ][ ][ ][ ][ ][ ]

3. Address: .....

   .....Pin [ ][ ][ ][ ][ ][ ]

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

5. Month and Year of the Examination: .....

6. Examination Centre Code: [ ]

7. Address of the Examination Centre: .....

   .....

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

COURSE CODE	MARKS/GRADE OBTAINED
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

9. Fee details:-
   (The fee for Re-evaluation of answer script is Rs. 750/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and $75 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

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

   Demand Draft No. ..... Date: ….....

   Issuing Bank: .....

   Date:.....

(Signature of the student)

P.T.O.

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Dlehi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.