Programme Guide

Post Graduate Diploma in Urban Planning and Development (PGDUPDL)

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

PROGRAMME DESIGN COMMITTEE

Dr. P.K. Mohanty
Additional Secretary, Ministry of Urban Affairs,
Govt. of India, New Delhi

Prof. O.P. Mathur
National Institute of Urban Affairs, New Delhi

Prof. Chetan Vaidya
National Institute of Urban Affairs, New Delhi

Prof. Sanyukta Bhaduri
School of Planning and Architecture, New Delhi.

Prof. S. Janakrajan
Madras Institute of Development Studies,
Chennai.

Prof. M. P. Mathur
National Institute of Urban Affairs, New Delhi.

Prof. K.K. Pandey
Indian Institute of Public Administration, New Delhi.

Prof. Bijoyini Mohanty
Utkal University, Bhubneshwar.

Prof. Amita Bhide
Tata Institute of Social Science, Mumbai.

Prof. K. V. K. Rao
Dean, Infrastructure Planning Support,
IIT, Mumbai.

Prof. V. Jaganatha
State Institute of Urban Development, Mysore.

Prof. P. P. Balan
Kerala Institute of Local Administration, Thrissur.

Prof. Usha Raghupati
National Institute of Urban Affairs, New Delhi

Mr. Ajit P. Khatri
Architects & Town Planners Association of India,
Mumbai

Prof. Pravin Sinclair, PVC, IGNOU, New Delhi.

Prof. E. Vayunandan, IGNOU, New Delhi

Prof. B. K. Pattanaik, IGNOU, New Delhi.

Dr. Nehal A. Farooquee, IGNOU, New Delhi.

Dr. P.V.K.Sasidhar, IGNOU, New Delhi.

PROGRAMME GUIDE PREPARATION AND EDITING

Dr. P.V.K.Sasidhar, SOEDS, IGNOU, New Delhi.

Dr. Nehal A. Farooquee, SOEDS, IGNOU, New Delhi.

Prof. B. K. Pattanaik, SOEDS, IGNOU, New Delhi.

PROGRAMME COORDINATORS:

Dr. Nehal A. Farooquee, E-mail: nafarooquee@ignou.ac.in
Prof. B. K. Pattanaik, E-mail:bkpattanaik@ignou.ac.in and Dr. P.V.K. Sasidhar, E-mail: pvksasidhar@ignou.ac.in

PRODUCTION TEAM

Mr. Jitender Sethi
Asst. Registrar (Publication)
MPDD, IGNOU, New Delhi

Mr. Babu Lal Rewadia
Section Officer (Publication)
MPDD, IGNOU, New Delhi

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Dear Learner,

Welcome to the academic programme - Post Graduate Diploma in Urban Planning and Development (PGDUPDL). By enrolling into PGDUPDL programme you have become a student of IGNOU, one of the the largest mega Universities in the world. IGNOU offers educational programmes through open and distance learning (ODL) mode. It is quite likely that you are getting this first ever experience as a distance learner. We, as distance teachers 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 our 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 multi-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 counselling 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.

PGDUPDL programme would provide you comprehensive exposure to theoretical and project aspects, processes, issues, activities etc., of urban planning and development. The programme will equip you with necessary knowledge, understanding, skills, attitudes and competencies that will help you build your capacity in urban planning and development activities.

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, counselling sessions, assignments, practical 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
Post Graduate Diploma in Urban Planning and Development (PGDUPDL).

1.0 ABOUT THE PROGRAMME

1.1 Introduction

Post Graduate Diploma in Urban Planning and Development (PGDUPDL) 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. PGDUPDL 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 Urban Planning and Development. It is meant for any graduate and others with higher qualification who is presently employed or not i.e. it is for both *in-service* and *pre-service* persons.

Globally it is projected that two-third of mankind will live in the urban areas by 2025. India is 2nd largest urban system in the world with more than 30 percent of urban population. It is expected that by 2025, half of the India's population will be urbane. The excessive urbanization has created manifold problems such as transportation, poverty, unemployment, unauthorized housing colonies, slums and squatter settlements. One of the estimation shows that at least 33 percent of the Indian urban population lives in slums with related implications to development. Thus, urbanization will be a problem before the urban planners and policy makers in the years to come. Therefore, proper planning and management of urban development programmes hold the key for the planners and policy makers today. The criticality of the urban problems has not been properly understood due to less emphasis on urban development issues in the academic curriculum at the graduation and post-graduation levels. Therefore, PGDUPDL will be useful for the people involved in the urban development programmes and also to the graduates who wish to pursue urban development as a career.

1.2 Programme Offer and Coverage

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

1.3 Programme Objectives

- To provide opportunity to the learners to deepen their knowledge and understanding of urban planning and development.
- To expand capacities of the working urban development professionals and elected representatives of urban local bodies on various theoretical and practical aspects of urban planning and development.
- To develop professional knowledge and skills in formulation, implementation, monitoring and evaluation of urban development projects and programmes.

1.4 Target Population

The target population of this programme includes, amongst others:

1) The persons holding at least a Bachelor's Degree and intending to pursue urban planning and development as an area of study or specialization or career (**Pre-service**);

2) The persons holding at least a Bachelor's Degree and working in any sector (**In-service**), including those employed or involved in the field of urban planning and development such as:

- Functionaries of Corporations, Municipalities and Nagar Panchayats.
- Employees of the Institutes/NGOs, Private or Corporate sectors working in various Urban Planning and Development Sectors.
- Programme Officers, Project Officers, Research Investigators, and Research Assistants delaing with Urban Planning and 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 and Hindi.

1.7 Duration of the Programme

Minimum duration of the programme is 1 year and the maximum duration is 3 years.

1.8 Programme Fee

The fee for the entire programme is Rs.2,800/- (University may revise the fee time to time. Please check with the advertisement or IGNOU website).

1.9 Prospects

PGDUPDL holders will be fully equipped to serve various Government and NGOs dealing with Urban Planning and Development. Fresh graduates who complete this Diploma will be the potential candidates suitable for employment at the grassroots, supervisory and other middle level positions in the Urban Planning and Development sector. 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 urban development projects and programmes viz., Functionaries of Corporations, Municipalities and Nagar Panchayats; Employees of the Institutes/ NGOs, Private or Corporate sectors working in various Urban Development Sectors; Programme Officers, Project Officers, Research Investigators, and Research Assistants delaing with urban development in various International and National Organizations. In-service professionals with PGDUPDL will be more potential candidates suitable for higher level positions in the field of Urban Planning and Development. 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 the field of Urban Planning and Development.

2.0 PROGRAMME FRAMEWORK

PGDUPDL programme consists of total 6 courses. Out of them, 4 theory courses each of 6 credits are compulsory, and student can elect a theory course or a project work of 8 credits. Thus, the PGDUPDL programme is of total 32 credits as detailed below

Codes	Courses	Credits
MEDS- 041	Introduction to Urban Development	6
MEDS- 042	Issues and Challenges in Urban Planning and Development	6
MEDS- 043	Dynamics of Urban Planning and Development	6
MEDS- 044	Monitoring and Evaluation of Projects and Programmes	6
MEDSP-045*	Project Work	8
MEDSE- 046*	Development : Issues and Perspectives	8
	Total Credits	**32**

* Elective courses. One out of two to be selected

2.1 Course Contents

The structure of each of the above courses is given below.

MEDS-041: Introduction to Urban Development

Block 1 :	**Urban Development : Concept and Dynamics**
Unit 1 :	Urbanization : An Overview
Unit 2 :	Theories of Urban Development
Unit 3 :	Evolution of Urban Development: Global Overview
Unit 4 :	Urban Development Experience in India
Block 2 :	**Urban Planning**
Unit 1 :	Urban Planning : An Overview
Unit 2 :	Techniques for Urban Planning
Unit 3 :	Urban Land Use Planning
Unit 4 :	Planning for City - Regions
Block 3 :	**Urban Governance**
Unit 1 :	Governance : An Overview
Unit 2 :	Statutory and Institutional Framework
Unit 3 :	Urban E-Governance

Block 4	**:**	**Urban Management**
Unit 1	:	Development Management : An Overview
Unit 2	:	Urban Management and Management of Urban Services
Unit 3	:	Financial Management
Unit 4	:	Urban Assets Management
Block 5	**:**	**Participatory Urban Development**
Unit 1	:	Participatory Development-An Overview
Unit 2	:	Citizen Participation in Urban Development
Unit 3	:	Participatory Tools and Methods
Unit 4	:	Public Private Partnership for Urban Development

MEDS-042 : Issues and Challenges in Urban Planning and Development

Block 1	**:**	**Urban Challenges**
Unit 1	:	Urban Housing
Unit 2	:	Urban Industrialization
Unit 3	:	Urban Land Market
Unit 4	:	Urban Paradoxes
Block 2	**:**	**Urban Infrastructure -I**
Unit 1	:	Water and Sanitation
Unit 2	:	Waste Management
Unit 3	:	Transport, Communication and Traffic Management
Unit 4	:	Energy Management
Block 3	**:**	**Urban Infrastructure -II**
Unit 1	:	Urban Health Care
Unit 2	:	Urban Education
Unit 3	:	Urban Law and Order
Unit 4	:	Urban Safety and Security
Block 4	**:**	**Urban Poverty and Inequality**
Unit 1	:	Informal settlements and Urban Poor
Unit 2	:	Urban Informal Sector
Unit 3	:	Urban Unemployment
Unit 4	:	Gender Dimensions of Urban Poverty
Block 5	**:**	**Sustainable Urban Ecology and Environment**
Unit 1	:	Industrial Pollution
Unit 2	:	Heritage
Unit 3	:	Water Bodies, Water Ways and Wetlands
Unit 4	:	Open Spaces

MEDS-043 : Dynamics of Urban Planning and Development

Block 1	**:**	**Sustainable Development**
Unit 1	:	Sustainable Development : An Overview
Unit 2	:	Public Administration for Sustainable Urban Development
Unit 3	:	Natural Resource Management and Sustainable Environment
Unit 4	:	Environment Management System
Block 2	**:**	**Urban Development Policies and Programmes**
Unit 1	:	Urban Development Policies : Global Overview
Unit 2	:	Urban Policy Perspectives in India
Unit 3	:	Urban Development Programmes in India
Block 3	**:**	**Urban Reforms**
Unit 1	:	Legal and Structural Reforms
Unit 2	:	Decentralization
Unit 3	:	Decentralized Planning Process
Unit 4	:	Rural – Urban Continuum
Block 4	**:**	**Municipal Finance**
Unit 1	:	Fiscal Decentralization-Developed and Developing Countries
Unit 2	:	Fiscal Decentralization in India: An Overview
Unit 3	:	Municipal Finances in India
Block 5	**:**	**Disaster Management**
Unit 1	:	Meaning and Classification of Disaster
Unit 2	:	Disaster Management: Recent Trends
Unit 3	:	Community Based Disaster Management
Unit 4	:	Disaster Management Strategies

MEDS-044 : Monitoring and Evaluation of Projects and Progrtammes

Block 1	**:**	**Project Formulation and Management**
Unit 1	:	Project Formulation
Unit 2	:	Project Appraisal
Unit 3	:	Project Management
Block 2	**:**	**Monitoring and Evaluation**
Unit 1	:	Programme Planning
Unit 2	:	Monitoring
Unit 3	:	Evaluation
Block 3	**:**	**Measurement and Sampling**
Unit 1	:	Measurement
Unit 2	:	Scales and Tests
Unit 3	:	Reliability and Validity
Unit 4	:	Sampling
Block 4	**:**	**Data Collection and Analysis**
Unit 1	:	Quantitative Data Collection Methods and Devices
Unit 2	:	Qualitative Data Collection Methods and Devices
Unit 3	:	Statistical Tools
Unit 4	:	Data Processing and Analysis
Unit 5	:	Report Writing

MEDSP-045 : Project Work (Elective)

Project Handbook

MEDSE-046 : Development : Issues and Perspectives (Elective)

Block 1	**:**	**Development – An Overview**
Unit 1	:	Development – Introduction and Paradigm
Unit 2	:	Economic Development
Unit 3	:	Human Development
Unit 4	:	Political Development
Block 2	**:**	**Basic Issues in Development -I**
Unit 1	:	Population
Unit 2	:	Poverty
Unit 3	:	Inequality
Unit 4	:	Unemployement
Block 3	**:**	**Basic Issues in Development -II**
Unit 1	:	Social and Cultural Dimensions of Development
Unit 2	:	Development and Disparities
Unit 3	:	Inclusive Development
Unit 4	:	Marginalization
Block 4	**:**	**Sectoral Issues in Development**
Unit 1	:	Agriculture
Unit 2	:	Industry
Unit 3	:	Infrastructure
Unit 4	:	Services
Block 5	**:**	**Core Issues in Development**
Unit 1	:	Education
Unit 2	:	Health
Unit 3	:	Gender

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 multi-media approach for instruction. So, the instructional system of PGDUPDL also follows multi-media approach i.e. self-instructional print material, audio-video programmes, assignments, face-to-face counselling 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 along with a set of assignment questions. The learner has to complete the required assignments related to each course. Each course may have 4-5 blocks and each block may have 3-5 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 counselling 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*, National Network and enrichment channel of Doordarshan. Similarly, the audio programmes when produced are also broadcast by *Gyan Vani* and selected stations of All India Radio. 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/Programme In-charge of the Study Centre in accordance with the given assignments' submission schedule. **Students can download the assignments from IGNOU website (www.ignou.ac.in) at student's zone or at SOEDS webpage.**

3.4 Counselling Sessions

Up to six counselling sessions per course 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 counselling 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.

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 Programme 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 Counselling

Interactive Radio Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts for an hour from different 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.

3.7 Project Work

The project work MEDSP-045 and theory course 'MEDSE- 046 are elective courses. Students can opt either of these as an elective course to fullfil the requirements of the PGDUPDL. The hand book on Project Work provides self-orientation and self-training to the students for doing the project work. **All the project proposals are to be submitted to the School directly at the following address**

Programme Coordinator (PGDUPDL)

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 Student Evaluation Division.

Please see the 'MEDSP-045 - Project Handbook' for guidelines to prepare and submit the project proposal as well as project report.

4.0 DELIVERY SYSTEM

The PGDUPDL programme is delivered as a continuous programme of one year 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, etc 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, non-receipt of study material and assignments contact the concerned Regional Centre.

- For assignments, you can obtain it from the concerned Study Centre or the Regional Centre. Or, you can download the same from IGNOU website: www.ignou.ac.in Or, send an e-mail to the school <soeds@ignou.ac.in>.

- 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), Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: assignments@ignou.ac.in; Phone: 29535924 / Extn.1312, 1319, 1325) Or, send an e-mail to the school <soeds@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) Or, send an e-mail to the school <soeds@ignou.ac.in>. .

- 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 purchase of Audio/Video Tapes contact the Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068.

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

- For project work related information and for information on academic matters contact the Programme Coordinators, PGDUPDL, School of Extension and Development Studies, Block 15-F, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: soeds@ignou.ac.in; Phone: 29571662-1665).

5.0 OPERATIONAL SCHEDULE

I) Operational Schedule for the Students enrolled for the <u>July Session</u>

- **July - August:** Dispatch of the following materials to the students.

  i) Programme Guide

  ii) Course material of the following courses

  MEDS- 041

  MEDS- 042

  MEDS- 043

  MEDS- 044

  MEDSP-045 or MEDSE- 046 (Elective)

  iii) Assignments of Courses

  MEDS- 041

  MEDS- 042

  MEDS- 043

  MEDS- 044

  MEDSE -046 (If applicable)

- **31st October:** Submission of Project Proposal (If applicable) to the School.

- **31st March:** Submission of (a) Term- end Examination Form (b) Project Report and (c) Assignments.

- **June:** Term-end Examinations – **Completion of the Programme.**

II) Operational Schedule for the Students enrolled for the <u>January Session</u>

- **January – February:** Dispatch of the following materials to the students.

  iv) Programme Guide

  v) Course material of the following courses

  MEDS- 041

  MEDS- 042

  MEDS- 043

  MEDS- 044

  MEDSP-045 or MEDSE- 046 (Elective)

vi) Assignments of Courses

MEDS- 041

MEDS- 042

MEDS- 043

MEDS- 044

MEDSE -046 (If applicable)

- **30th April:** Submission of Project Proposal (If applicable) to the School.
- **30th September:** Submission of (a) Term- end Examination Form (b) Project Report and (c) Assignments.
- **December:** Term-end Examinations – **Completion of the Programme.**

If you carefully follow and adhere to the relevant operational schedule given above, you will be able to complete the programme in one year. 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 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 three years. However, we advise you to complete it within the minimum duration of the programme.

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 compulsory one 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 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 three 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 sent to all the study centres and the same is also notified through the IGNOU website.

It is a pre-requisite to submit the Examination Form with a fee of Rs.60/- (revised from time to time) per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi or at the city where the concerned Regional Centre to which you are submitting your form is

located. Copy of the examination form is given in Annexure-IV). They are also available at Study Centres, Regional Centres, and Student Evaluation Division at the Headquarters at New Delhi. The form can also be downloaded from IGNOU website: www.ignou.ac.in. Only one form is to be submitted for all the courses you are appearing in TEE.

- Normally your Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, 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 filled-in examination form is to be submitted to the concerned Regional Centre under which your examination centre falls. The dates for submission of Examination Forms are given below.

For June TEE	**For December TEE**	**Late fee**	**Address, where Exam Form is to be sent/submitted**	**Remark**
1st March to 31st March	1st September to 30th September	NIL	Regional Director of the concerned Regional Centre under which your examination centre falls	Examination fee @ Rs.60/- per course in the form of DD drawn in favour of IGNOU and payable at the city of the concerned Regional Centre to which your are submitting your application form.
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/-		

The student is required to mention his/her name, enrollment number and programme code on the backside of the demand draft.

Issue of Examination Intimation Slip: University issues Examination Intimation Slip to the students at least 2 weeks before commencement of the term-end examination and also uploads the information at the University's website: www.ignou.ac.in. If they do not receive Examination Intimation Slip within a week before commencement of the examination, they may download the Examination Intimation Slip for the examination 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 counselling 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.
- Try to 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:** 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 vailable in the IGNOU website (www.ignou.ac.in). Please check the website for modifications if any in the form, fee, addresses etc.

Annexure-I : List of Regional Centres of IGNOU

Annexure-II : Form for Change/Correction of Address

Annexure-III : Form for Non-receipt of Materials

Annexure-IV : Form for Term End Theory Examination

Annexure-V : Form for Re-evaluation of Result of Term End Examination

Annexure-VI : Form for Early Declaration of Result.

Annexure-VII : Form for Obtaining Duplicate Grade Card/Mark sheet

Annexure-VIII : Application Form for Issue of Migration Certificate

Annexure-IX : Re-admission Form

Annexure-X : Form for issue of Provisional Certificate

APPENDICES

Annexure-I

LIST OF REGIONAL CENTRES (RCs) OF IGNOU

SL. NO	RC CODE	RC NAME	ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 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)
3	19	AIZWAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD, KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	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, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

5	13	BANGALORE	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BHAGALPUR	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR)
8	21	BHUBANE-SHWAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)

9	06	CHANDIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 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.)
10	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI-600 113, TAMILNADU 044-22541919 / 22542727 044-22542121, 044-24729779 044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRRY (U.T.)
11	14	COCHIN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
12	46	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)

13	31	DEHRADUN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
14	07	DELHI 1	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 / 26990083 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)
15	29	DELHI 2	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376 / 23392377, 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)
16	38	DELHI 3	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939 / 25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM)

17	24	GANGTOK	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	04	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)
19	01	HYDERABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	52	IAEP-CHANDI MANDIR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND

22	51	IAEP-KOLKATA	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, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP-LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE IAEP HQ.CENTRAL COMMAND-GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
24	54	IAEP - PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102669, 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
25	55	IAEP-UDHAMPUR	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
26	81	IAREP - SHILLONG	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

27	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC 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)
28	74	INEP - KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	72	INEP - MUMBAI	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 NAVAL COMMAND
30	71	INEP- NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5,IIND FLR,WING-II RK PURAM NEW DELHI – 110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	73	INEP-VISAKHA-PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND

32	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247535, 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
33	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
34	23	JAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARAULI, KOTA, NAGAUR, PALI)
35	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

36	37	JORHAT	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG 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, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
38	22	KHANNA	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)
39	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU 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)
40	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 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)

41	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020, ORISSA 06852-252982 / 251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA,NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793, 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)
43	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
44	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)

46	39	NOIDA	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, BARAUT)
47	08	PANAJI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315,0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
48	05	PATNA	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, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 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, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)

51	50	RAGHUNATH-GANJ	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK FULTALA, RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666, 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 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, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
53	42	RAJKOT	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, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR)
55	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271, 0364-2252252 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)

56	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612,0177-2620125 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
57	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C.BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 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)
59	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM - 695 017 0471-2590300 / 2590600 0471-2590700 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
60	48	VARANASI	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)

61	83	VATAKARA	IGNOU REGIONAL CENTRE VATAKARA KERALA	STATE OF KERALA (DISTRICT: CALICUT,KANNUR, KASARAGOD WAYANAND)
62	33	VIJAYAWADA	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)

Annexure-II

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

Form for Change/Correction of Address

Application for Change of Address

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. _____

Programme _____

Name (in caps) _____

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address	**Old Address**
_____	_____
_____	_____
_____	_____
_____	_____
City_____Pin_____	City_____Pin_____
State_____	State_____

_____
Signature of Student

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

Annexure-III

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

To

The Regional Director

_____

_____

_____

Sub : Non-receipt of Study Material & Assignments

Enrolement No. | | | | | | | | | |

Programme [ ] Medium of Study [ ]

I have not received the study Materials/Assignments in respect of the following :

Sl. No.	Course Code	Blocks	Assignments

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

Name and Address : ..... Signature : .....

..... Date : .....

.....

.....

For Official Use

Date of despatch of study material/assignments to students .....

Annexure-IV

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

EXAM FORM

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. Address. Leave a blank box between each unit of address like House No., Street Name, PO, etc.

City District

State Pin Code

MOBILE NO.

SPECIMEN COPY—Not to be Used

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes. FEE ₹ 60/- 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**
Theory Courses		₹ × 60	
Practical Courses		₹ × 60	
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

Dates for Submission of Exam Forms				
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 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 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 ₹ 60/- 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 favourof 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	-	**₹60/- (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 Hal 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 chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by youis 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_____ **(Signature & Stamp of Co-ordinator/Incharge)**

Date _____ **Study Centre/PSC/PI/Community College**

Annexure-V

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name : .....

Programme : .....

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

Address:.....

.....

.....

PIN : | | | | | | |

Month and Year of the Exam : .....

Name of Exam Centre: .....

Centre Code : .....

Course, in which Re-evaluation is sought	**COURSE CODE**	**TITLE OF THE COURSE**
	.....	.....
	.....	.....
	.....	.....
	.....	.....

Fee detail:
(The fee for Re-evaluation of answer script is Rs. 500/- 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. 500/- = 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 results, whichever is later.

2) The date of declaration of result will be calculated from the date on which the result 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 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) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110 068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar.
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411 016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre "Mangolik", H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata-700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

Annexure-VI

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

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

   .....

   (enclose a copy of the documentary evidence specifying the reason for early declaration)
5. Courses(s) detail for early evaluation:-

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

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

Exam. Centre Code: [ ] Address of Exam. Centre: _____

_____

_____

_____

7. **Fee detail:**

   (The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

   No. of Course(s): ……..…… X Rs. 700/- = 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.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

Annexure-VII

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name .....

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

Address .....

.....

.....

.....

Pin | | | | | | |

Programme .....

Month and Year of the Exam. .....

Centre from where appeared at
last examination .....

Bank Draft / IPO No. ..... Dated .....

for Rs. 150/- in favour of IGNOU, New Delhi .....

.....

Signature

Dated .....

Note : Fee for duplicate grade card Rs.150/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

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

Annexure-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. 300/- 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. 300/- 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".

Signature of Applicant

Name

Address

Annexure-IX

Dates for submission:
1st Aug. to 31st Oct.
or
1st Feb. to 20th April

Indira Gandhi National Open University

Re-admission form for all programmes
(other than MP&MPB - Details as shown in Table-A

1. Name & Address of the student .....

   .....

   .....

2. Programme Code | | | | | | |

3. Enrol. No. | | | | | | | | | |

4. Regional Centre | | |

5. Study Cente Code | | | | |

6. Details of course(s) not completed for which re-admission in sought:

Sl. No.	Course Code	Course Title	Credits	Course Fee (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).

Mail this Re-admission Form along with DD to Registrar, SED Division, IGNOU, Maidan Garhi, New Delhi-110068 on or before the last date mentioned above.

Signature of the Student

Note: Please retain a copy of this form for any future reference.

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 register 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 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) Students can check their Re-admission status from the website (www.ignou.ac.in> STUDENTS ZONE> Admission> Registration Status> CHECK READMISSION Status >).

2) The following programmes have been wound-up and term-end examination will no longer be conducted in the old syllabus courses, hence <u>re-admission not allowed</u>:
   i) BCA(old sylb) [<u>Jan.1996, Jan.1997</u> & <u>Jan.1998 batches</u>]
   ii) MCA(old syllabus) [pre-Jan. 2005 batches]
   iii) CIC (However Re-admss will be applicable for CIC-2 & CIC-5 for B.Com & CBS students)
   iv) BIT, (v) ADIT, (vi) MLIS (old sylb.) , (vii) BLIS (old sylb.) & (viii) B.Sc(N) (old sylb.)

Annexure-X

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF 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 (Student Evaluation Division)
IGNOU,
Maidan Garhi,
New Delhi-110068

Date ....

Signature