

**Post Basic B.Sc. Nursing**

**Student Handbook  
and  
Prospectus  
2013**

**Last date of Submission of Exam Form – 15<sup>th</sup> July, 2012**



***School of Health Sciences***  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi 110 068**

## RECOGNITION

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

An electronic version of the Prospectus and Application Form is also available on the IGNOU website: <http://www.ignou.ac.in>

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April, 2012

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*Further information about the School of Health Sciences and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068, India or its website <http://www.ignou.ac.in>*

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## PROGRAMME ON OFFER

### Post Basic B.Sc. Nursing

<i>Student Handbook and Prospectus</i> would be available at all Regional Centres. Student Handbook and Prospectus is also available on university's website <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> . <b>The candidates downloading the Form from website are required to send a Demand Draft of ₹ 550/- (Rupees five hundred fifty only) drawn in favour of IGNOU payable at New Delhi.</b>	
Last date for submission of the Entrance Test form to The Registrar Student Evaluation Division (SED), Block No. 12 Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068, <b>by registered/speed post.</b>	<b>15<sup>th</sup> July 2012</b> <b>(Also check website of IGNOU and advertisement)</b>
Date of Entrance Examination	<b>19<sup>th</sup> August, 2012</b> <b>(Also check website of IGNOU &amp; Advertisement)</b>
<b>IMPORTANT NOTES:</b> <ol style="list-style-type: none"><li><b>The Entrance Test application form has been provided in the Student Handbook and Prospectus for admission to the Programme for Jan 2013 Session. Please see the instructions for filling up the form.</b></li><li>Hall tickets will be provided to the candidates ten (10) days before the entrance test. In case of non-receipt of hall ticket three (03) days before the entrance test, candidates can download hall ticket from IGNOU website (<a href="http://www.ignou.ac.in">www.ignou.ac.in</a>) and report to the examination centre for appearing in the entrance test along with any I.D. proof.</li><li>Mere allowing candidate to take entrance test would not amount to acceptance of their eligibility for admission to the programme. The final admission shall be subject to their merit in the entrance test and also production of proof of their eligibility alongwith original certificates and programme fee.</li><li>National merit will be prepared as per OPENNET-II.</li><li>The selection procedure will be put up on the website of IGNOU website <a href="http://www.ignou.ac.in">http://www.ignou.ac.in</a></li></ol>	

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# 1. THE UNIVERSITY

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## 1.1 Introduction

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

- democratising higher education by taking it to the doorsteps of the learners
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender
- offering need-based academic programmes by giving professional and vocational orientation to the courses
- promoting and developing distance education in India
- setting and maintaining standards in distance education in the country as an apex body.

## 1.2 Prominent Features

- Indira Gandhi National Open University has certain unique features such as:
- International Jurisdiction
- Flexible admission rules.
- Individualized study—flexibility in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Nationwide student support services network.
- Cost-effective programmes.
- Modular approach to programmes.
- Resource sharing, collaborations and networking with conventional Universities, Open Universities and other Institutions/Organizations.
- Socially and academically relevant programmes based on students needs analysis. Convergence of open and conventional education systems.

## 1.3 Important Achievements

- IGNOU is the First University in India to Launch Convergence as well as Community College Scheme.
- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).

- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.
- Increase in academic programme from 338 to 490 within a year.

## **1.4 The Schools of Studies and Centres**

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

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering and Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer and Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)

- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing and Visual Arts (SOPVA)

Some of the other Centres and Units which in coordination with the academic, administrative and service wings have developed very useful and educative courses/programmes, are as follows.

- National Centre for Disability Studies (NCDS)
- Centre for Corporate Education, Training and Consultancy (CCETC)
- Centre for Extension Education (CEE)
- Advanced Centre for Informatics and Innovative Learning (ACIIL)
- Chair for Sustainable Development (CSD)
- National Centre for Innovations in Distance Education (NCIDE)
- Indian Sign Language Research & Training Centre (ISLRTC)

## **1.5 Academic Programmes**

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

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

## 1.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area as well as by in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally despatched to the Programme Study Centres and Telecast through Gyan Darshan.

## 1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals projects and the term-end examination of each course in a programme.

## 1.8 Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 60 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional and Study Centres is given in this handbook. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

## 1.9 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement.

The University follows a multimedia approach for instruction, which comprises:

- a) **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programmes is supplied to the learners for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.



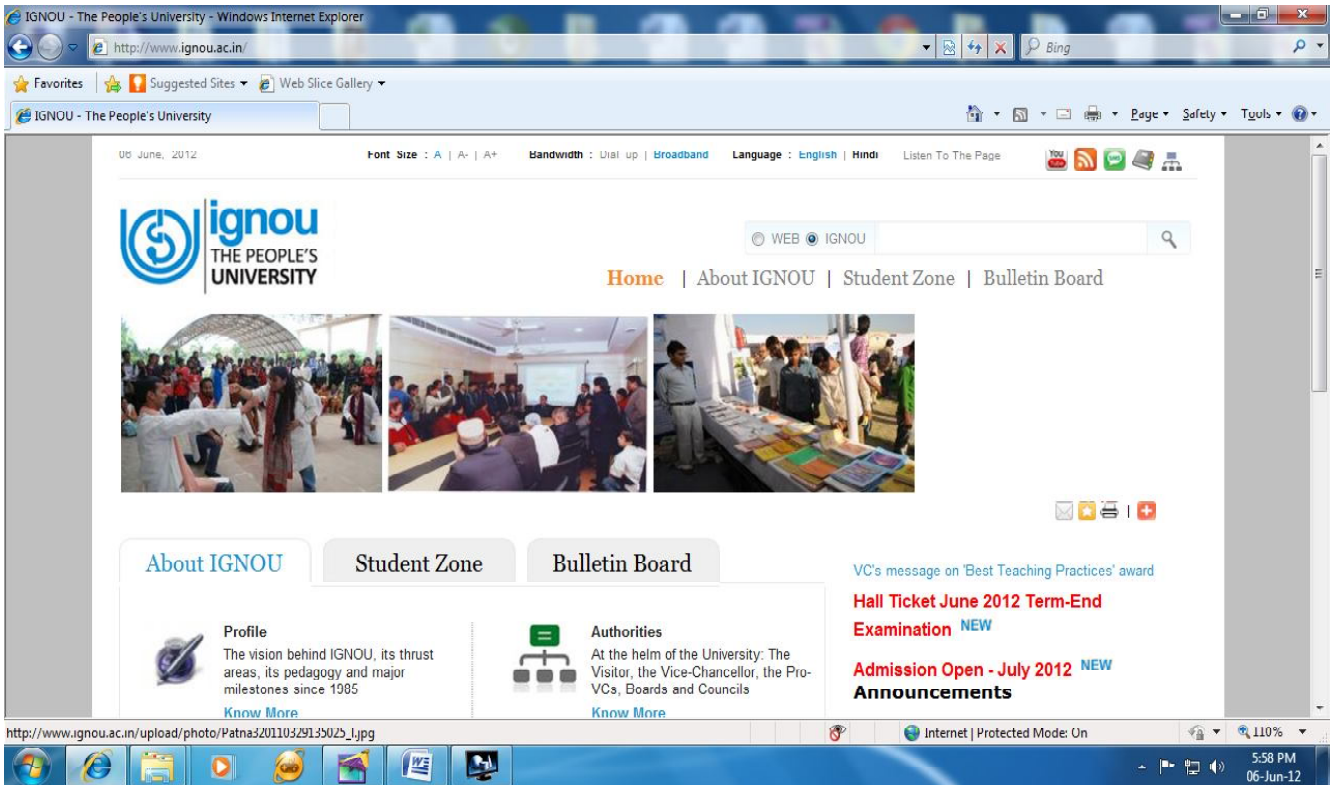
The video programmes are telecasted on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers, IGNOU Newsletters sent to the learners periodically and university website.

- c) **Counselling Sessions:** Normally Counselling sessions for theory are held as per schedule drawn by the Programme Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located. 75% attendance is compulsory in Post Basic B.Sc. Nursing Programme.
- d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously telecasted on Edusat channel from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the Programme Study Centres.
- e) **Practicals/Project Work:** Some Programme have practical components also. Practical are held at designated institutions for which schedule is provided by the Programme Study Centres 90% attendance for practicals is compulsory which are conducted in the specialized fields in hospitals and community under the supervision of Academic Counsellors/ Clinical Supervisors.

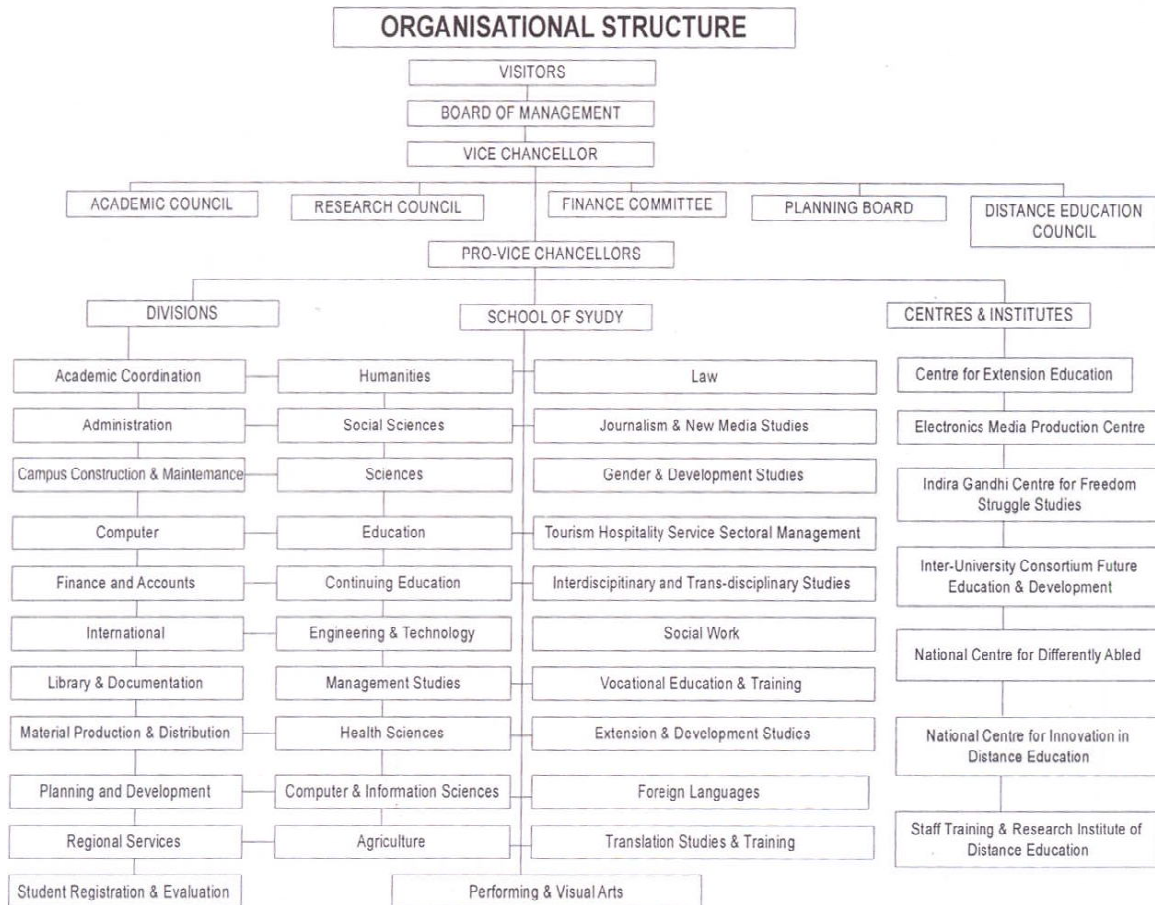
### **IGNOU Website**

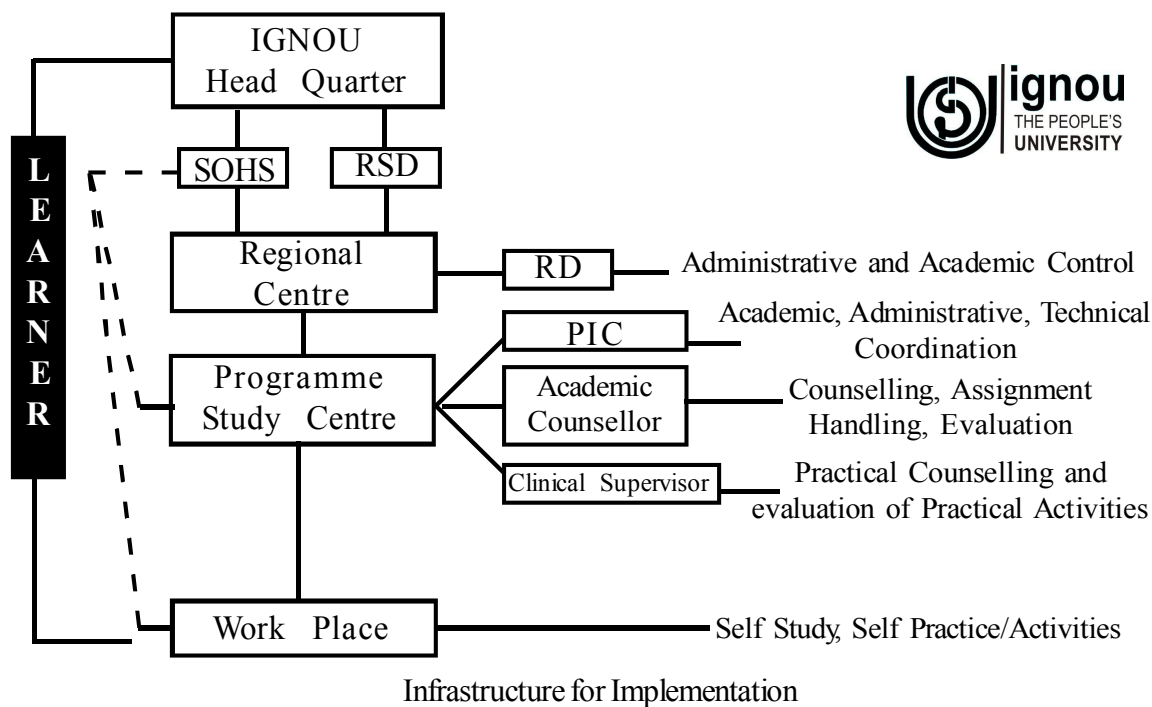
At Website: <http://ignou.ac.in>, the following useful information is available:

- Details of programmes on offer.
- Downloadable prospectus/application forms of various programmes.
- Address checking.
- Material despatch details.
- Assignment of current years.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- Previous years question papers.
- An update on the latest happenings at the University.
- Programme schedules of Gyan Darshan, Gyan Vani and EDUSAT.
- List of study centres and regional centres.



Web page of IGNOU Website





## 2. SCHOOL OF HEALTH SCIENCES

The School of Health Sciences (SOHS) was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The School is pioneer in developing competency-based programmes in various disciplines of Health Sciences. Innovative approach in Nursing and Medical programmes include hands-on training which is provided through diversified approach of a network of colleges and district level hospitals. The programmes in nursing and health sciences are being developed so as to revolutionize career opportunities available to nursing and medical personnels.

To achieve this, the School is collaborating and exchanging ideas with various national and international organizations like World Health Organization (WHO), United Nations Children's Fund (UNICEF), Ministry of Health and Family Welfare (MoHFW), Dental Council of India (DCI), Voluntary Organizations like Narayana Hrudayalaya, Trained Nurses Association of India (TNAI), INC, Nepal Nursing Council and Partner Institute at DOHA.

### Ongoing Programmes

- Ph.D Programme in Nursing
- Post Doctoral Certificate in Dialysis Medicine.
- Post Basic Bachelor of Sciences in Nursing (B.Sc.N) (PB)
- B.Sc ( Hons.) in Optometry and Ophthalmic Techniques
- Post Graduate Diploma in Maternal and Child Health ( PGDMCH )
- Post Graduate Diploma in Hospital and Health Management (PGDHMM )
- Post Graduate Diploma in Geriatric Medicine (PGDGM)

- Post Graduate Diploma in Clinical Cardiology (PGDCC)
- PG Diploma in Acupuncture (PGDACP)
- Post Graduate Diploma in HIV Medicine (PGDHIVM)
- Post Graduate Diploma in Bio-ethics
- Diploma in Nursing Administration (DNA)
- Diploma in Critical Care Nursing (DCCN)
- Post Graduate Certificate in Oral Implantology (PGCOI)
- Post Graduate Certificate in Endodontics (PGCE)
- Certificate in Health Care Waste Management for South-East Asian Countries (CHCWM)
- Certificate in Maternal and Child Health Care (CMCHC)
- Certificate in Newborn and Infant Care (CNIC)
- Certificate in Diabetes Care for Community Worker (CDCW)
- Certificate in Home Based Health Care (CHBHC)
- Certificate in Adolescent Health and Counselling (CAHC)
- Certificate in AYUSH Nursing (Ayurveda) (CAY)

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### **3. POST BASIC B.SC. NURSING**

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The preparation and launching of Post Basic B.Sc. Nursing degree programme has been agreed upon by IGNOU, at the request of Indian Nursing Council. The need for this was felt as the current pace of providing higher education to working nurses is very slow due to shortage of Colleges of Nursing and paucity of seats available in each. As per the New National Policy of Education, the emphasis is on the need for making higher education available within the reach of all. Launching of Post Basic B.Sc. Nursing Programme through Open University will meet its objectives. Further, it will also contribute towards the growth of nursing profession, promote Nation's idea of accelerating women's education and uplifting the expanded and extended role of the nursing personnel. The development of this programme has been undertaken with the involvement of nursing experts, scientists and educationists from related disciplines all over the country.

#### **Programme Objectives**

The main objectives of the programme are as follows:

- Provide opportunity to a large segment of in-service nurses to upgrade their knowledge and skills to respond to the changing health needs of the society.
- Motivate nurses to maintain clinical competence to provide quality care.
- Develop teaching, administration and research skills.
- Promote personal and professional growth for better opportunities.

#### **Programme Structure**

The University follows the credit system for its various Degree programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus a four credit course involves 120 study hours and an eight credit course involves 240 study hours. To complete the Post Basic B.Sc. Nursing Programme successfully, student will have to earn 108 credits over a period of 3 to 5 years depending on her/his convenience.

The Post Basic Bachelor of Science in Nursing is a three year Degree programme. This course has two major components: theory and practicals. It is divided into 22 courses; 11 theory and 11 practical.

1) **Theory Courses** : **40 Credits**

First Year : 18

Second Year : 10

Third Year : 12

2) **Practical Courses** : **68 Credits**

First Year : 18

Second Year : 26

Third Year : 24

All the courses are compulsory for the students who want to obtain Post Basic B.Sc. Nursing Degree.

One Credit is 30 Student's Study hours.

**List of Theory Courses**

Year	Title	Course Code	Credits	No. of Blocks	No of Assignments	Counselling Sessions (Hours)	Self Study (Hours)
<b>1st Year</b>	Nursing Foundation	BNS- 101	4	4	2	24	96
	Applied Sciences	BNS-102	4	5	2	15	105
	Maternal Nursing	BNS-103	2	2	1	12	48
	Communicative English	BNS-104	4	4	2	12	108
	Behavioural Sciences	BNS-105	4	4	2	24	96
	<b>Total</b>		<b>18</b>	<b>19</b>	<b>9</b>	<b>87</b>	<b>453</b>
<b>2nd Year</b>	Medical Surgical Nursing	BNS-106	4	4	2	24	96
	Paediatric Nursing	BNS-107	2	3	1	12	48
	Mental Health Nursing	BNS-108	2	4	2	24	96
	<b>Total</b>		<b>10</b>	<b>11</b>	<b>5</b>	<b>60</b>	<b>240</b>
<b>3rd Year</b>	Community Health Nursing	BNS-109	4	4	2	24	96
	Nursing Administration	BNS-110	4	4	2	24	96
	Nursing Education and Reserch	BNS-111	4	4	2	24	96
	<b>Total</b>		<b>12</b>	<b>12</b>	<b>6</b>	<b>72</b>	<b>288</b>
	<b>Grand Total</b>		<b>40</b>	<b>42</b>	<b>20</b>	<b>219</b>	<b>981</b>

**Total Hours of Theory and Self Study: 219+981=1200**

## List of Practical Courses

Year	Title	Course Code	Credits	No. of Blocks	Practical Contact Sessions (Hours)	Self Study Activities (Hours)
<b>1st Year</b>	Nursing Foundation	BNSL-101	4	1	60	60
	Applied Sciences	BNSL-102	4	4	112	08
	Maternal Nursing	BNSL-103	8	4	120	120
	Behavioural Sciences	BNSL-105	2	1	30	30
	<b>Total</b>			<b>18</b>	<b>11</b>	<b>322</b>
<b>2nd Year</b>	Medical Surgical Nursing	BNSL-106	10	2	150	150
	Paediatric Nursing	BNSL-107	8	2	120	120
	Mental Health Nursing	BNSL-108	8	2	120	120
	<b>Total</b>			<b>26</b>	<b>6</b>	<b>390</b>
<b>3rd Year</b>	Community Health Nursing	BNSL-109	8	2	120	120
	Nursing Administration	BNSL-110	6	2	90	90
	Nursing Education and Reserch	BNSL-111	8	2	120	120
	Computer in Nursing	BNSL-112	2	2	30	30
	<b>Total</b>			<b>24</b>	<b>8</b>	<b>360</b>
<b>Grand Total</b>			<b>68</b>	<b>24</b>	<b>1072</b>	<b>968</b>

**Total Hours of Self Activities and Practical Contact Sessions : 968+1072=2040**

**The practical contact sessions will be held in hospital and community in respective area under the supervision of clinical teachers/Academic Counsellors.**

*Note : One credits is 30 study hours.*

### 3.1 Academic Session

The Programme commences from January of every year.

### 3.2 Admission

**The admission will be made once a year for in-service nurses.** The applications should be submitted on prescribed form so as to reach IGNOU before the due date. The application form can also be downloaded from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in).

Admissions will be done through an **Entrance Test** for the Post Basic B.Sc. Nursing programme on the basis of merit. Reservation policy as per Govt. of India/IGNOU will be followed. Regional center will allot the Programme Study Centre (PSC) to the student as per the number of seats allocated to each PSC. **Tentative list of programme study centres for Post Basic B.Sc. Nursing, PSC and RC code may be referred in Appendix-V&VI. The number of PSC will be added as and when the PSC are inspected and approved by INC.**

### 3.3 Eligibility

10+2 with three years Diploma in General Nursing and Midwifery (GNM) with minimum of **two years experience in the profession. Candidate should be in service.** (For male nurses or nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing courses of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery.)

OR

10th class (Matriculation) or its equivalent with three years Diploma in General Nursing and Midwifery (GNM) with minimum of **five years experience in the profession. Candidate should be in service.** (For male nurses or nurses who have not done midwifery in the GNM Programme should have a certificate in any of the nursing courses of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery.)

### 3.4 Age of Admission

There is no maximum age limit.

### 3.5 Duration of Programme

The minimum duration of the programme is three years. However, the students are given a maximum period of five years to complete the programme from the date of registration. After which the student have to apply for readmission paying the prorata fee for each incomplete course of theory.

### 3.6 Medium of Instruction

English

### 3.7 Selection Procedure

The selection will be done on the basis of entrance test for Post Basic B.Sc. Nursing programme. The selection procedure will be put up on the website of IGNOU after the OPENNET-II.

**The candidates who are offered admission are required to deposit the programme fee and show their original certificates to the Regional Director to confirm their admission.** Details regarding the above can also be obtained time to time from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) in school, School of Health Sciences, 'whats new' or phone 29533078, 29532965 or 29572815, 29572846.

A sample of the questions in the Entrance Examination is provided in Appendix X. There will be 120 questions in the entrance examination. The questions will be drawn from 9 to 11 subjects which are taught in GNM. The entrance examination will be of 2½ Hours duration and consist of 120 Multiple Choice Questions. **Candidates will get OMR sheet for marking the response.**

**A cut off at 50% of the total marks of entrance exam is kept for selecting the general candidates in the merit list and 45% for SC, ST and OBC (Non creamy layer) candidates.**

### 3.8 Programme Fees

Programme Fee — Rs. 13,200/- per annum which is subject to change.

Candidate seeking admission to Post Basic B.Sc. Nursing Programme are advised not to pay the fees along with the filled-in application form. They will get a separate communication about their admission and for payment of programme fee.

The programme fee should be paid only by Demand Draft drawn in the favour of IGNOU and payable at the city where your regional centre is situated. **On the back of Demand Draft write your name, address and telephone number to ensure proper credit to your account.** Admission Fee deposited will not be refunded.

### 3.9 Programme Delivery

The programme is implemented through a network of Programme Study Centres (PSCs) all over the country. These PSCs are located in recognized colleges of nursing by INC and State Nursing Council.

Face-to-face Academic Counselling is conducted at PSC by Academic Counsellors and Practicals are supervised by Academic Counsellors attached to the PSC in the clinical area and community field (Academic Counsellors and Clinical Supervisors are teachers who teach in Colleges of Nursing). In addition to theory, students also carry on self-activities at their workplace and maintain records as given in practical blocks.

For the practical hands on training the students will be posted in the hospital and community field attached with a Programme Study Centre. A maximum of 30 students will be attached to a programme study centre. The students are required to undergo compulsory contact sessions. Theory Counselling and Practical Sessions are held 8 hours per day. **Supervised activities needs to be completed under the supervision of clinical supervisors whereas self activities are carried out at work place of the student.**

There are 52 days (409 hours) of theory counselling and practical contact sessions in the first year to be conducted at colleges of nursing, hospital and community under supervision. However, 84 days (671 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation.

There are 56 days (450 hours) of theory counselling and practical contact sessions in the second year to be conducted at colleges of nursing, hospitals and community under supervision. However, 79 dyas (630 hours) studnet would require to do the self study and self activities as per guidelines which will be part of continuous evaluation.

There are 54 days (432 hours) of theory counselling and practical contact sessions in the third year to be conducted at colleges of nursing, hospitals and community under supervision. However, 81 dyas (648 hours) studnet would require to do the self study and self activities as per guidelines which will be part of continuous evaluation. The spells for practicals are given in Appendix VII, VIII and IX.

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## 4. UNIVERSITY RULES

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

### 4.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the “*Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana a Aur Viniam), Adhinyam, 2002*” are non-existent and cannot be considered for admission any of programme in IGNOU.



## **4.2 Validity of Degree for Admission**

Master's Degree awarded without a first degree is not recognised for purposes of admission to IGNOU's Academic Programmes.

## **4.3 Incomplete and Late Applications**

Incomplete Application Form(s)/Re-registration Form(s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and enclosed copies of all the required certificates duly attested by a Gazetted Officer. The Admission Form duly completed along with its enclosures is to be submitted to the Regional Director concerned ONLY on or before the due date. The application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

## **4.4 Validity of Admission**

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again.

## **4.5 Re-admission**

The students who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the Website for the courses which they have not been able to complete. For further details, please see the website. The students who fail to pay the prescribed full programme fee during the maximum duration of the Programmes shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

## **4.6 Reservation**

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission of forged certificate under any category shall lead not only cancellation of admission but also be legally implicated as per Govt. of India rules.

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

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

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship from the Directorate of Social Welfare or from the Office of the Social Welfare Officer, of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted/registered for the programme, he/she applied for admission) for necessary certification by the Regional Director. After the above

certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

## **4.8 Refund of Fee**

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However in cases where University denies admission, the programme fee will be refunded after deduction of registration fee through A/c Payee Cheque Only.

## **4.9 Study Material and Assignments**

The University sends study materials and assignments, wherever prescribed, to the students through Regional Centres or by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). In case non-receipt of study material students are required to write to concerned Regional Centre of IGNOU.

## **4.10 Simultaneous Registration**

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

## **4.11 Change/Correction of Address and Study Centres**

There is a printed card for change/correction of address and change of study centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR Division, Maidan Garhi, New Delhi-110 068. Requests received directly at SRD, New Delhi will not be entertained. The form for change of address can also be downloaded from IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in). Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres. Learners are advised to make sure that counselling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

## **4.12 Official Transcripts**

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Examination Division (SED), Block-12, IGNOU, Maidan Garhi, New

Delhi-110 068. A fee of Rs.200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs.400.

### 4.13 Disputes on Admission and Other University Matters

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

### 4.14 Term-End Examination

The learners can appear in the June as well as December Term-End Examination, after a minimum one year of completion of programme.

The University conducts Term-End Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date. Post Basic B.Sc. Nursing Programme students can appear in TEE after one year of enrolment, completing of assignments and practical is a prerequisite for TEE including session.

#### Examination Fee

Examination fee of Rs.60/- per course (subject to any change) is required to be paid through Bank Draft in favour of IGNOU payable at the city of Regional Centre where the exam form is submitted. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).

Before submission of the examination form along-with the requisite fee of Rs. 60/- per course in favour of IGNOU payable at the city of concerned Regional Centre, a certificate from the co-ordinator (PIC) Programme Study Centre shall be obtained by the student after submission of assignments for the course he wants to appear in the Term-End-Examination, without the above certificate the examination form will not be accepted.

#### Examination Centre

A student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of programme study centres available in the Student Handbook and Prospectus. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, examination centre chosen by a student if is not activated, the University will allot another examination centre under the same Region.

#### Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 <sup>st</sup> March to 31 <sup>st</sup> March	1 <sup>st</sup> Sept to 30 <sup>th</sup> Sept	NIL	Only at the concerned Regional Centre under which your examination centre falls
1 <sup>st</sup> April to 20 <sup>th</sup> April	1 <sup>st</sup> Oct to 20 <sup>th</sup> Oct.	Rs. 300/-	
21 <sup>st</sup> April to 30 <sup>th</sup> April	21 <sup>st</sup> Oct to 31 <sup>st</sup> Oct.	Rs. 500/-	
1 <sup>st</sup> May to 15 <sup>th</sup> May	1 <sup>st</sup> Nov to 15 <sup>th</sup> Nov	Rs. 1000/-	<b>The exam centre will be the Regional Centre City</b>

To avoid discrepancies in filling-up examination form/hardship in appearing in the term-end examination students are advised to :

- remain in touch with your Programme Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form fee if any;

- fill-up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling-up the courses, for which result is awaited;
- fill-up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- retain proof of mailing/submission of examination form till you receive examination hall ticket;

### **Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the student's atleast two weeks before the commencement of Term-end Examination the same could also be downloaded from the University's website: [www.ignou.ac.in](http://www.ignou.ac.in). In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam. Always carry your id with you.

## **4.15 Recognition**

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no. 1-8/92(CPP) dated February 1992 & UGC circular D.O. No. F,1-25/03(CPP-II) dated 28th July 1993, F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994 (See Appendix-I, II, III & IV).

### **PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC**

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

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, SOCIS (Tele: 2953 3426)
2. Registrar (SRD) (Tele: 2953 2741)
3. Registrar (SED) (Tele: 2953 5828)
4. Director (RSD) (Tele: 2953 2118)
5. Director (SSC) (Tele: 2953 5714)
6. CPRO (Tele: 2953 2321)
7. Security Officer (Tele: 2953 3237)
8. Deputy Registrar (SRD) (Tele: 2953 6215)

Alternatively complaints may be faxed on 29536588, 29532312.

Email : [ignouregistrar@ignou.ac.in](mailto:ignouregistrar@ignou.ac.in)

Website: <http://www.ignou.ac.in>

Note : Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

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

## **PRE-ADMISSION ENQUIRY**

If you have any queries on academic aspects of the programme please contact:

**Programme Coordinator**  
**Dr. (Mrs.) Bimla Kapoor**  
Professor, SOHS

Indira Gandhi National Open University  
Maidan Garhi New Delhi - 110068 e-mail : [bkapoor@ignou.ac.in](mailto:bkapoor@ignou.ac.in)

**If you have any query regarding admission procedures please write to Regional Director of your region.**

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

## WHOM TO CONTACT FOR WHAT

1. Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2. Non-receipt of study material and assignments	Concerned Regional Centre
3. Change of Elective/Medium/ opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4. Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, Hall Ticket	Assistant Registrar (Exam.II), SED, Block-12, IGNOU, Room No. 2, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in or Ph. :29536743, 29535924-32 / Extn. : 2202, 2209
5. Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc.	Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 npsingh@ignou.ac.in or Ph. :29536103, 29535924-32 / Extn. : 2201, 2211, 1316
6. Non-reflection of Assignment Grades/Marks	Asstt. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 assignments@ignou.ac.in or rnjha@ignou.ac.in Ph. : 29535924 / Extn. : 1312, 1319, 1325
7. Status of Project Reports of all programmes	Ph. : 011-5129532294 Ext. 1313/1320/1321 Email : projects@ignou.ac.in
8. Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam.I), SED, , Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213
9. Re-admission and Credit Transfer	Student Registration Division, Block No. 3, Maidan Garhi, New Delhi-110068
10. Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 sedgrievance@ignou.ac.in Ph. : 29532294, 29535924 / Extn. : 1313
11. Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
12. Academic Content	Director of the School concerned
13. Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
14. Submission of Project Reports Except BCA & MCA	Asstt.Registrar(Projects), SED, Block-12, Telephone Nos.: 29535924-32 Extn. : 2216
15. Submission of BCA & MCA, Project Reports	Concerned Regional Centre
16. Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

# Appendices

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UNIVERSITY GRANTS COMMISSION  
BAHAUR SHAH ZAFAR MARG  
NEW DELHI-110 002

No.F.1-8/92(CPP)

February, 1992

The Vice-Chancellors/Director's  
of all the Indian Universities/  
Deemed Universities/Institutions  
of National Importance.  
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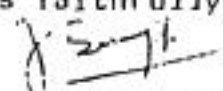
\* Sub: Recognition of Degrees/Diplomas awarded by  
Indira Gandhi National Open University, New Delhi.

Sir,

~~I am directed to say that~~ Indira Gandhi National  
Open University, New Delhi has been established by  
Sub-Section (2) of Section (1) of the IGNOU Act, 1985  
(50 of 1985) vide notification No.F.13-12/85-Dusk(U)  
dated 19.9.1985 issued by the Government of India,  
Ministry of Human Resource Development (Department of  
Education), New Delhi and is competent to award its  
own degrees/Diplomas.

The Certificates, diplomas and degrees awarded by  
Indira Gandhi National Open University are to be  
treated equivalent to the corresponding awards of the  
Universities in the country.

Yours faithfully,

  
(Gurcharan Singh)  
Under Secretary



का केंद्र  
 विश्वविद्यालय प्रमुख, प्रो.  
 बादुरशाह जफर मल्ल  
 नई दिल्ली-110 002  
 GRANT'S UNGRANTS  
 UNIVERSITY GRANTS COMMISSION  
 BAHADURSHAH ZAFAR MALL  
 NEW DELHI-110 002

R.P. Gangurde  
 Additional Secretary  
 Tel.No.3319659

D.O.No.F.1-26/03(CPP-11)

July, 1993

Dear Vice Chancellor,

28 JUL 1993

As you are aware, the Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22 (1) of the UGC Act, 1956.

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-02 also aims at promoting the mobility of students among open universities and among the traditional universities. This can be made possible only when there is a workable understanding between open universities and traditional universities for recognition of each other's degrees on reciprocal basis. A Memorandum of Understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangements so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

I hope that your university will make necessary efforts in this direction and let the Commission know the progress.

With regards,

Yours sincerely,

*R.P. Gangurde*

(R.P. Gangurde)

23236351, 23232701, 23237721, 23234116  
23234733, 23232117, 23234734, 23234437



ज्ञान-विज्ञान सिद्धयते

विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली- 110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

F1-52/2000(CPP-II)

April, 2004

5 MAY 2004

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

Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

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

A circular was earlier issued vide UGC letter N.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

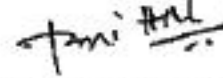
Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28<sup>th</sup> July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

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

Contd...../-

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

Yours faithfully,



**(Dr.[Mrs.]Pankaj Mittal)**  
Joint Secretary

**Encl : As above**

**Copy to: -**

1. The Secretary. Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001.
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002.
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110068.
6. The Vice-chancellor Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
7. The Vice-chancellor Dr. B.R. Ambedkar Open University, Road No.46, Jubilee Hills, Hyderabad-500033(Andhra Pradesh)
8. The Vice-chancellor Nalanda Open University, West Gandhi Maidan, Patna-800001(Bihar)
9. The Vice-chancellor Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380003(Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006(Karnataka)
11. The Vice-chancellor Yashwant Rao Chavan Maharashtra Open University, Nashik-422222(Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010(Rajasthan).
13. The Vice-chancellor Netaji Subhash Open University, Kolkata - 700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj(Open) University, Bhopal-462016 (M.P.)



**(V.K. Jaiswal)**  
Under Secretary



**ASSOCIATION OF INDIAN UNIVERSITIES**  
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Phones : 3312305, 3313390  
3310059, 3312429

Gram : ASINGU  
Telex : 31 66180 AIU IN  
Fax : 011-3315105  
No. EV/II(449)/94/176915-177115  
January 14, 1994

The Registrar(s)

Member Universities.

**Subject : Recognition of Degrees/Diplomas of Open Universities**

Dear Sir,

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

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

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

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

Thanking You,

Your faithfully,

Sd/-  
(K.C.KALRA)  
Joint Secretary

## REGIONAL CENTRES AND SENIOR STAFF

## NAMES &amp; ADDRESSES OF IGNOU REGIONAL CENTRES

S.NO	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
1	<b>AGARTALA</b> RC CODE : 26 NO OF LSC:45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA – 799 004 TRIPURA PH.OFF: 0381-2519391 FAX : 0381-2516266 EMAIL : rcagartala@ignou.ac.in	DR. K. S. CHAKRABORTY, RD MS. NAMRATA HAGJER, ARD (SEL. GRADE)	<b>STATE OF TRIPURA</b> (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	<b>AHMEDABAD</b> RC CODE: 09 NO OF LSC:80	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD – 382 481 GUJARAT  PH.OFF: 02717-242975, 242976,241579 FAX : 02717-241580 EMAIL : rcahmedabad@ignou.ac.in	DR SRIKANT MOHAPATRA RD MS. AVANI TRIVEDI, ARD DR. AMIT KUMAR JAIN ,ARD DR. PATEL JAYESH ,ARD SH. VED A KUMAR, AR SH J B DABHAI, AR	<b>STATE OF GUJARAT</b> (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) <b>DAMAN (U.T.)</b>
3	<b>AIZWAL</b> RC CODE: 19 NO OF LSC:42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL – 796 001 MIZORAM PH.OFF: 0389-2311693 / 2311692 FAX : 0389-2311789 EMAIL : rcaizwal@ignou.ac.in	DR. S.R. ZONUNTHARA, RD	<b>STATE OF MIZORAM</b> (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAD)
4	<b>ALIGARH</b> RC CODE: 47 NO OF LSC:39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH – 202 001 UTTAR PRADESH  PH.OFF: 0571-2700120 / 2701365 FAX : 0571-2402147 EMAIL : rcaligarah@ignou.ac.in	DR.A.N.TRIPATHI RD SH. BHANU PRATAB, ARD SH. SHER SINGH ARD DR. ATAUR RAHMAN ARD SH. A K PANDEY, AR	<b>STATE OF UTTAR PRADESH</b> (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD AND RAMPUR)
5	<b>BANGALORE</b> RC CODE: 13 NO OF LSC:109	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA  PH.OFF: 080-26654747 / 26657376 FAX :080-26644848 EMAIL : rcbangalore@ignou.ac.in	DR M .PARATHASARATHY , RD MR.G.H. IMRAPUR, ARD MS.P.M. SOWJANYA, ARD SH. J. THIRUMURUGAN, AR MS. SHANTHALAKSHMI.R,AR	<b>STATE OF KARNATAKA</b> (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR,RAMANAGAR A, GADAG, HAVERI, BELLARY,CHAMARAJA NAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

6	<b>BHAGALPUR</b> RC CODE: 82 NO OF LSC:1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFFICE MARWARI COLLEGE PREMISES BHAGALPUR BIHAR 812007  PH.OFF:0641-2905028/2905029  EMAIL :rcbhagalpur@ignou.ac.in	DR. U.C.PANDEY, RD DR. VIVEK SHRIVASTAVA, ARD DR. SHALINI ,ARD	<b>STATE OF BIHAR</b> (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7	<b>BHOPAL</b> RC CODE: 15 NO OF LSC:142	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH  PH.OFF: 0755-2578455 / 2578452,2762524 FAX : 0755-2578454 EMAIL : rcbhopal@ignou.ac.in	DR. K.S. TIWARI, RD DR. SMRITI GARGAVA ,ARD DR. SHIREESH PAL SINGH,ARD SH.SUBASH RANJAN KAYAK, ARD SH. NIKHIL KANT, AR MS. SANDHAYA MISHRA, AR	<b>STATE OF MADHYA PRADESH</b> (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, TIKAMGARH, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8	<b>BHUBANESHWAR</b> RC CODE: 21 NO OF LSC:128	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA  PH.OFF: 0674-2301348 / 2301250 FAX : 0674-2300349 EMAIL : rcbhubaneswar@ignou.ac.in	DR. S.K. TRIPATHY, RD DR. S. MOHANTI, DD, MR. S.K. PANIGRAHI, ARD(SR SCALE) DR BIJAYA KUMAR SAHOO ,ARD SH. R.K. RATH, AR (on deputation)	<b>STATE OF ORISSA</b> (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	<b>BIJAPUR</b> RC CODE: 85 NO OF LSC:	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S JSS COLLEGE OF EDU. SS JUNIOR COLLEGE OAMPUS BIJAPUR- 586101 KARNATAKA PH: OFF 08352-258417 08971053421 FAX : EMAIL : rcbijapur@ignou.ac.in	DR.(MS) J.S.DOORTHY RD	<b>STATE OF KARNATAKA</b> COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR & YADGIR)
10	<b>CHANDIGARH</b> RC CODE: 06 NO OF LSC:29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA  PH.OFF : 0172-2590277, 2590278 FAX : 0172-2590279 EMAIL : rcchandigarh@ignou.ac.in	DR. ASHA SHARMA, RD DR. JOGINDER SINGH YADAV, DD DR.SAVITA PANWAR, ARD DR.PRATIBHA BHAI ,ARD DR. D.N. VERMA, AR	<b>STATE OF PUNJAB</b> (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), <b>CHANDIGARH (U.T.)</b>
11	<b>CHENNAI</b> RC CODE: 25 NO OF LSC:127	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 <sup>rd</sup> FLOOR G R COMPLEX 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035	DR. S. MOHANAN, RD DR A VARADARAJAN ,DD DR S K ZAREENA ,ARD SH. S SRINIVAS, DR SH. Z.F. RAHMAN, AR SH. S. SENTHILRAJ, AR	<b>STATE OF TAMILNADU</b> (DISTRICT: CHENNAI, THIRUVALUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI,

		TAMILNADU PH.OFF: 044-24312766, 24312979 FAX : 044-24312799 EMAIL : rcchennai@ignou.ac.in		KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), <b>PONDICHERRY (U.T.)</b>
12	<b>COCHIN</b> RC CODE: 14 NO OF LSC:122	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA  PH.OFF: 0484-2340203 /2348189 / 2330891 FAX : 0484-2340204 EMAIL : rccochin@ignou.ac.in	DR.V VENUGOPAL REDD,RD MS. SINDHU P. NAIR, ARD DR.K SASICOUMAR.BARUMAT, ARD DR SEETHA KAKKOTH ,ARD SH. N.V. SHREEDHARAN, DR SH GUJALA ASHOK ,AR	<b>STATE OF KERALA</b> (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHICODE, MALAPPURAM, PALAKKAD, THIRUSSUR,  <b>LAKSHADWEEP (U.T.)</b>
13	<b>DARBHANGA</b> RC CODE: 46 NO OF LSC:42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR PH.OFF : 06272-251833 FAX : 06272-253719 EMAIL : rcdarbhang@ignou.ac.in	DR. S.S. SINGH, RD DR. SHAILINI DIXIT ,ARD DR. MEETA ,ARD SH. ANAND KUMAR ,AR	STATE OF BIHAR (DISTRICT:BEGUSARAI , DARBHANGA,EAST CHAMPARAN,GOPALG ANJ,SARAN,SIWAN, SHEOHAR,SITAMARHI, SAMISTIPUR, MADHUBANI,MUZAFF ARPUR & WEST CHAMPARAN)
14	<b>DEHRADUN</b> RC CODE: 31 NO OF LSC:62	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL  PH.OFF: 0135-2789205 FAX : 0135-2789190 EMAIL : rcdehradun@ignou.ac.in	DR. ANIL KUMAR DIMRI, RD DR. RANJAN KUMAR, DD DR RAJEEV KUMAR,ARD DR N R RAJENDRA PRASAD,ARD SH. I.M. DHIWAN, AR	<b>STATE OF</b> <b>UTTARANCHAL</b> (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR) <b>STATE OF UTTAR</b> <b>PRADESH</b> (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
15	<b>DELHI 1</b> RC CODE: 07 NO OF LSC:85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI – 110 044 DELHI  PH.OFF : 011-26990090, 26990091 FAX : 011-26990084 EMAIL : rcdelhi1@ignou.ac.in	DR. SANJEEV PANDEY, RD DR. PURNENDU TRIPATHI,DD DR. V.P. RUPAM, ARD (SEL. GRADE) DR. BIR.A,ARD(SEL.GRADE) SH. RAM KISHAN, AR	<b>STATE OF DELHI</b> (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)
16	<b>DELHI 2</b> RC CODE: 29 NO OF LSC:73	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002  PH.OFF: 011-23392374 / 23392376 -77 FAX : 011-23392375 EMAIL : rcdelhi2@ignou.ac.in	DR.D.B. DAMLE, RD (I/C) MS. KUMUD. VERMA ,ARD DR. SIRAN. MUKHERJI ,DD MR. RAJBIR SINGH RANA, AR	<b>STATE OF DELHI</b> (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	<b>DELHI 3</b> RC CODE: 38 NO OF LSC:41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI - 110 045  PH.OFF : 011- 25088964 FAX : 011-25088983 EMAIL : rcdelhi3@ignou.ac.in	DR. MANOJ KUMAR DASH, RD DR. NAVITA ABROL, ARD SH. K .C.DALAI,ARD MS GEETA SHARDA,AR	<b>STATE OF DELHI</b> (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, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA), <b>STATE OF HARYANA</b> (DISTRICT: GURGAON)
18	<b>DEOGHAR</b> RC CODE 87 NO OF LSC:2	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE A S COLLEGE DEOGHAR JHARKHAND PH.OFF: 06432-34448 FAX : EMAIL : <a href="mailto:rcdeoghar@ignou.ac.in">rcdeoghar@ignou.ac.in</a>	DR (MS) SARAH NASREEN, RD (I/C)	<b>STATE OF JHARKHAND</b> COVERING (DISTRICTS DEOGHAR,GODDA,SAH IBGANJ,PAKUR,DUMK A,JAMTARA,DHANBAD ,BOKARO & GIRIDIH)
19	<b>GANGTOK</b> RC CODE: 24 NO OF LSC: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANTOK – 737 102 SIKKIM  PH.OFF: 0359-2270923 FAX : 0359-2212501 EMAIL : <a href="mailto:rcgangtok@ignou.ac.in">rcgangtok@ignou.ac.in</a>	DR. ILA DAS, RD DR LALCHHARLINI ,ARD	<b>STATE OF SIKKIM</b> (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	<b>GUWAHATI</b> RC CODE: 04 NO OF LSC:173	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI GUWAHATI – 781 005 ASSAM  PH.OFF: 0361-2343783 / 2343785-86 FAX : 0361-2343784 EMAIL : <a href="mailto:rcguwahati@ignou.ac.in">rcguwahati@ignou.ac.in</a>	DR.SANJIB KATAKY, RD (I/C) DR JAGDAMA PRASAD,ARD DR. GOBIND SINGH BISHT AR	<b>STATE OF ASSAM</b> (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, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	<b>HYDERABAD</b> RC CODE: 01 NO OF LSC:81	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH	DR. B. RAJAGOPAL, RD DR. D.R. SHARMA, DD SH. K.K. MOHAN, AR DR M SHANMUGAM ,ARD SH A.L.PATHI RAO,AR	<b>STATE OF ANDHRA PRADESH</b> (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB

		PH.OFF : 040-23117550-53 FAX : 040-23117554 EMAIL : <a href="mailto:rchyderabad@ignou.ac.in">rchyderabad@ignou.ac.in</a>		NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	<b>IMPHAL</b> RC CODE: 17 NO OF LSC:36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL – 795 001 MANIPUR PH.OFF: 0385-2421190 / 2421191 FAX : 0385-2421192 EMAIL : <a href="mailto:rcimphal@ignou.ac.in">rcimphal@ignou.ac.in</a>	DR SALAM DILAN SINGH RD DR. DANIEL JOSEPH KUBA, (ARD)	<b>STATE OF MANIPUR</b> (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23	<b>ITANAGAR</b> RC CODE: 03 NO OF LSC:25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH  PH.OFF: 0360-2247536 / 2247538 FAX : 0360-2247537 EMAIL : <a href="mailto:rcitanagar@ignou.ac.in">rcitanagar@ignou.ac.in</a>	SH. MANOJ TIRKEY (RD (/C)	<b>STATE OF ARUNACHAL PRADESH</b> (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)
24	<b>JABALPUR</b> RC CODE: 41 NO OF LSC:41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH  PH.OFF: 0761-2600411 / 2609896,2609902 FAX : 0761-2609919 EMAIL : <a href="mailto:rcjabalpur@ignou.ac.in">rcjabalpur@ignou.ac.in</a>	DR. MASOOD PARVEEZ RD DR.HARISH KUMAR KEWAT, ARD DR. RAGHAVENDRA TRIPATHI, ARD SH. R.K.SONI, AR	<b>STATE OF MADHYA PRADESH</b> (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
25	<b>JAIPUR</b> RC CODE: 23 NO OF LSC:94	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN  PH.OFF: 0141-2785763 / 2785750 FAX : 0141-2784043 EMAIL : <a href="mailto:rcjaipur@ignou.ac.in">rcjaipur@ignou.ac.in</a>	DR. S.N. AMBEDKAR, RD DR. MAMTA BHATIA, DD DR INDU RAVI,ARD DR MD BANIYAMUDDIN ,ARD SH. B.L. MEENA, AR	<b>STATE OF RAJASTHAN</b> STATE OF RAJASTHAN (DISTRICT: AJMER,ALWAR,BARAN ,BHARATPUR,BHILWARA,BUNDI,CHITTORGARH, CHURU,DAUSA,DHOLPUR, HANUMUNGARH,JAIPUR,JHALAWAR,JHUNJHUNU, KARAUJI, KOTA, , SAWAI, SIKAR, SRI GANGANAGAR TONK, TONK MADHOPUR ,BANSWARA & PRATAPGARH
26	<b>JAMMU</b> RC CODE: 12 NO OF LSC:63	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR PH.OFF: 0191-2579572 / 2546529 FAX : 0191-2561154 EMAIL : <a href="mailto:rcjammu@ignou.ac.in">rcjammu@ignou.ac.in</a>	ER. K.K.BHAT, RD DR. INDRANI LAHIRI, ARD DR SANDEEP GUPTA,ARD DR VIKRAM SINGH,ARD SH.PAPPU SINGH SAPRIBAN, AR	<b>STATE OF JAMMU &amp; KASHMIR</b> (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	<b>JODHPUR</b> RC CODE 88 NO OF LSC:	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ONKAR MALL SUNMANI COLLEGE OF COMMERCE JODHPUR RAJASTHAN 342008 PH.OFF : 0291-2753989	DR B P NARASIMHA RAO ,RD  DR AJAY VARDHAN ACHARYA ,ARD	<b>STATE OF RAJASTHAN</b> STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER,RAJASMA ND, UDAIPUR,

		FAX : EMAIL: narasimhabpr@gmail.com		BIKANER,JALORE,SIRO HI,NAGOUR, DUNGARPUR & PALI,
28	<b>JORHAT</b> RC CODE: 37 NO OF LSC:	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE		<b>STATE OF ASSAM</b> (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) <i>Note: Currently under Guwahati RC</i>
29	<b>KARNAL</b> RC CODE: 10 NO OF LSC:37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06, SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA  PH.OFF: 0184-2271514 / 2260075 FAX : 0184-2255738 EMAIL : rckarnal@ignou.ac.in	DR. ASHOK SHARMA, RD SH.AMIT KR SHRIVASTAVA, ARD DR SHYNI DUGGAL ,ARD DR VINITA KATIYAR,ARD SH. C.L. SHARMA, AR	<b>STATE OF HARYANA</b> (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30	<b>KHANNA</b> RC CODE: 22 NO OF LSC:55	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA – 141 401 PUNJAB  PH.OFF : 01628-229993 / 237361 FAX : 01628-238284 EMAIL : rckhanna@ignou.ac.in	DR. SANTOSH KUMARI, RD DR. ANJANA,ARD DR. DHARAM PAL ,ARD SH.TEJINDER PAL SINGH,AR	<b>STATE OF PUNJAB</b> (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAH R, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31	<b>KOHIMA</b> RC CODE: 20 NO OF LSC:31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA – 797 001 NAGALAND  PH.OFF : 0370-2260366 / 2260167 FAX : 0370-2260216 EMAIL : rckohima@ignou.ac.in	DR. T.IRALU, RD	<b>STATE OF NAGALAND</b> (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	<b>KOLKATA</b> RC CODE: 28 NO OF LSC:105	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA – 700 091 WEST BENGAL  PH.OFF : 033-23349850, 23592719 FAX : 033-23347576 EMAIL : rckolkata@ignou.ac.in	DR. SUJIT KUMAR GHOSH,RD MR. SANTANU MUKHERJEE, ARD DR NAVITA CHOUDHARY,ARD MR SAPAN KUMAR RAM,DR MR. KAMAL KANT SAHAY, AR MR ALOK KUMAR DAS, AR	<b>STATE OF WEST BENGAL</b> (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33	<b>KORAPUT</b> RC CODE: 44 NO OF LSC:54	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT – 764 020 ORISSA  PH.OFF : 06852-252982 / 251535 FAX : 06852-252503 EMAIL : rckoraput@ignou.ac.in	DR. ABHILASH NAYAK, RD SH. DHARMA RAO GONIPATI, ARD DR LATIKA KUMARI MISHRA,ARD DR. DOMBARA ANANDA ,ARD SH. SANZAYA PATEL, AR	<b>STATE OF ORISSA</b> (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH),  <b>STATE OF CHHATTISGARH</b> (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)

34	<b>LUCKNOW</b> RC CODE: 27 NO OF LSC:110	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH  PH.OFF : 0522-2746120 / 2745114 FAX : 0522-2746145 EMAIL : rclucknow@ignou.ac.in	DR. MANORMA SINGH, RD DR. ASHWINI KUMAR, DD DR. ANIL KUMAR MISRA, DD SH. MOHD. RAIS SIDDIQ, AR SH. ANSHUMAN UPADHAYA, ARD DR. PARMESH CHANDRA , ARD	<b>STATE OF UTTAR PRADESH</b> (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)
35	<b>MADURAI</b> RC CODE: 43 NO OF LSC:139	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018 TAMIL NADU  PH.OFF : 0452-2380387 / 2380733 FAX : 0452-2370588 EMAIL : rcmadurai@ignou.ac.in	DR. M. SHANMUGHAM, RD DR. S. KISHORE, DD SH. P. NAMBOOTHIRIPAD, ARD DR. OM PRAKASH TIWARI, ARD SH. S. BALASUBRAMANIAN, AR	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
36	<b>MUMBAI</b> RC CODE: 49 NO OF LSC:61	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI – 400 081  PH.OFF : 022-25633159 / 25635540 FAX : 022-25635540 EMAIL : rcmbai@ignou.ac.in	DR. M. RAJESH, RD SH SANDEEP A SANE ,AR	<b>STATE OF MAHARASHTRA</b> (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
37	<b>NAGPUR</b> RC CODE: 36 NO OF LSC:55	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR 440 033  PH.OFF: 0712-2536999 ,2537999 FAX : 0712-2538999 EMAIL : rcnagpur@ignou.ac.in	DR. P. SIVASWAROOP, RD DR. IMNAINLA ,ARD DR. VIKAS SINGHAL, ARD	<b>STATE OF MAHARASHTRA</b> (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	<b>NOIDA</b> RC CODE: 39 NO OF LSC:45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH  PH.OFF : 0120-2405012 / 2405014 FAX : 0120-2405013 EMAIL : rcnoida@ignou.ac.in	DR. GULAB JHA, RD DR. HEMA PANT, DD DR. A M SAKLANI ,DD DR. EKTA SHARMA, ARD SH. N.D. SHARMA, AR SH. NIRMAL KUMAR, AR	<b>STATE OF UTTAR PRADESH</b> (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
39	<b>PANAJI</b> RC CODE: 08 NO OF LSC:37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM – 403 521 GOA	DR. HEMAMALINI H C, RD (I/C) DR. GODUGU SHRINIVAS, ARD SH. ANIL KUMAR, AR	<b>STATE OF GOA</b> (DISTRICT: NORTH GOA, SOUTH GOA),  <b>STATE OF KARNATAKA</b> (DISTRICT: BELGAUM,

		PH.OFF : 0832-2462315 FAX : 0832-2414552 EMAIL : rcpanaji@ignou.ac.in		DHARWAD, UTTARA KANNAD) <b>STATE OF MAHARASHTRA</b> (DISTRICT: SINGHDHURG)
40	<b>PATNA</b> RC CODE: 05 NO OF LSC:106	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR  PH.OFF : 0612-2219539 / 2219541 FAX : 0612-2219538 EMAIL : rcpatna@ignou.ac.in	DR. Q. HAIDER, RD MS. MONI SAHAY, ARD DR. D.P. SINGH, ARD DR. RITA CHAUHAN,ARD SH. RAJESH KUMAR SHARMA, AR	<b>STATE OF BIHAR</b> (DISTRICT: ARWAL,AURANGABA D.BHOJPUR, BUXAR, GAYA,JAMUL,JEHANAB AD,KAIMUR, LAKSHISARAI,NALAN DA,NAWADA, PATNA, ROHTAS,SHEIKHPURA & VAISHALI)
41	<b>PORT BLAIR</b> RC CODE: 02 NO OF LSC:11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR – 744 104 ANDAMAN & NICOBAR ISLANDS  PH.OFF : 03192-242888 / 230111 FAX : 03192-230111 EMAIL : rcportblair@ignou.ac.in	DR. S. SRINIVAS, RD DR.KASTURI.S. PESALA,ARD	<b>ANDAMAN &amp; NICOBAR ISLANDS (U.T.)</b> (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	<b>PUNE</b> RC CODE: 16 NO OF LSC:71	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA  PH.OFF : 020-25671867 / 25651321 FAX : 020-25671864 EMAIL : rcpune@ignou.ac.in	DR. KAMESHWARI MOORTY,RD DR. KALPANA S. GUPTA, DD MS. S.T. SHAMSU, ARD (SEL. GRADE) ON DEPUTN. SH. PARVEEN KUMAR, ARD SH. S.G. SWAMY, AR SH. CHENNU BALACHANDRA,AR	<b>STATE OF MAHARASHTRA</b> (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
43	<b>RAGHUNATHGANJ</b> RC CODE: 50 NO OF LSC:11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD - 742 225 WEST BENGAL  PH.OFF : 03483-271555 / 271666 FAX : EMAIL : rcraghunathganj@ignou.ac.in	DR.PRAVIN PRALAYANKAR RD (I/C) DR.S VIJAYA RAGAVAN,ARD DR.UPENDRA NABH TRIPATHI ,ARD SH. OJHA JAI PRAKASH ,AR	<b>STATE OF WEST BENGAL</b> (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	<b>RAIPUR</b> RC CODE: 35 NO OF LSC:158	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR – 492 007 CHATTISGARH  PH.OFF : 0771-2428285 / 5056508 FAX : 0771-2445839 EMAIL : rcraipur@ignou.ac.in	DR. H. SANGEETA MAJHI,RD SH. BIMAL CH. NANDA, ARD DR MEENA SINGH, ARD SH. Y.S. BHAMBULKAR, DR	<b>STATE OF CHHATTISGARH</b> (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
45	<b>RAJKOT</b> RC CODE: 42 NO OF LSC:37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT – 360 005 GUJARAT PH.OFF: 0281-2572988 FAX : 0281-2571603  EMAIL : rcrajkot@ignou.ac.in	DR. P ASHOK KUMAR, RD DR KUBAVAT RUPAL MANHARBHANI,ARD DR VIJAY AVINASHILINGAM .N.A,ARD SH. SANJEEV KR. VARMA, AR	<b>STATE OF GUJARAT</b> (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), <b>DIU (U.T.)</b>

46	<b>RANCHI</b> RC CODE: 32 NO OF LSC:87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI – 834 022 JHARKHAND  PH.OFF : 0651-2244688, 2244699, 2244677 FAX : 0651-2244400 EMAIL : rcranchi@ignou.ac.in	DR. G.N. SHIV KUMAR, RD SH. ARVIND MANOJ KR. SINGH, ARD DR. MOTI RAM, ARD SH. G.Z. AYOUB, DR	<b>STATE OF JHARKHAND</b> (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM,HAZARIB AGH, CHATRA & KODERMA) KHUNTI, RAMGARH)
47	<b>SHILLONG</b> RC CODE: 18 NO OF LSC:75	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLANG SHILLONG - 793 014 MEGHALAYA  PH.OFF : 0364-2521117 / 2521271 FAX : 0364-2521271 EMAIL : rcshillong@ignou.ac.in	DR. (MRS) DIDCY LALOO, RD SH. JOSEPH SOMI, ARD (SEL. GRADE) SH. K.D. HYNNECTWA, AR	<b>STATE OF MEGHALAYA</b> (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
48	<b>SHIMLA</b> RC CODE: 11 NO OF LSC:76	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH  PH.OFF : 0177-2624612 / 2624613 FAX : 0177-2624611 EMAIL : rcshimla@ignou.ac.in	DR.D.B. NEGI, RD SH AJAY KUMAR BEHERA,ARD DR ASHA UPADHYAY,ARD DR. V.B. NEGI, DR SH. MOHAN SHARMA, AR	<b>STATE OF HIMACHAL PRADESH</b> (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
49	<b>SILIGURI</b> RC CODE: 45 NO OF LSC:28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI – 734 001 WEST BENGAL  PH.OFF : 0353-2526818 FAX : 0353-2526819 EMAIL : <a href="mailto:rcsiliguri@ignou.ac.in">rcsiliguri@ignou.ac.in</a>	DR. YONAH BHUTIA, RD DR. B. BHOWMIK, DD DR ANAMIKA SINHA,ARD	<b>STATE OF WEST BENGAL</b> (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
50	<b>SRINAGAR</b> RC CODE: 30 NO OF LSC:367	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF : 0194-2311251 / 2311258 FAX : 0194-2311259 EMAIL : rcsrinagar@ignou.ac.in	DR.NURUL HASAN, RD (I/C) DR MOHAMMAD SAFDARE AZAM, ARD	<b>STATE OF JAMMU &amp; KASHMIR</b> (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
51	<b>SAHARSA</b> RC CODE: 86 NO OF LSC:	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA BIHAR 852201 PH.OFF:06478-219014,219015 FAX : EMAIL : rcsaharsa@ignou.ac.in	DR PUNAM KUMARI SINGH,RD DR. MIRZA NEHAL AHMED BAIG ARD	<b>STATE OF BIHAR</b> COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR,ARARIYA, KISHANGANJ & PURNIA)
52	<b>TRIVANDRUM</b> RC CODE: 40 NO OF LSC:55	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX, OPP PRS HOSPITAL, KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 PH.OFF : 0471-2344113 / 2344115 FAX : 0471-2590700 EMAIL : rctrivandrum@ignou.ac.in	DR. B. SUKUMAR, RD DR B RAJU ,ARD DR T R SATYAKEERTHY ARD SH. JOY S. PATTATHIL,AR DR M. T. SULEKHA ,DIRECTOR(DEC.) TEMP.	<b>STATE OF KERALA</b> (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM)  <b>STATE OF TAMIL NADU</b> (DISTRICT: KANYAKUMARI)

53	<b>VARANASI</b> RC CODE: 48 NO OF LSC:41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI – 221 005 UTTAR PRADESH  PH.OFF: 0542-2368022 / 2368622 FAX : 0542-2369629 EMAIL : rcvaranasi@ignou.ac.in	DR. AMIT CHATURVEDI, RD DR. REENA KUMARI,ARD DR. SANJAY KUMAR,ARD DR. KIRTI VIKRAM SINGH,ARD SH. BANMALI SINGH, AR	<b>STATE OF UTTAR PRADESH</b> (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
54	<b>VIJAYAWADA</b> RC CODE: 33 NO OF LSC:51	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYWADA - 520 001 ANDHRAPRADESH  PH.OFF : 0866-2565253 / 2565959 FAX : 0866-2565353 EMAIL : rcvijayawada@ignou.ac.in	DR. V. GIRIJA DEVI RD DR. M. KRISHNAIAH,DD DR S FIAYAZ AHMED DD DR B PRASAD BABU, ARD MR. PRAVEEN KUMAR.B, AR	<b>STATE OF ANDHRA PRADESH</b> COVERING DISTRICTS KRISHNA, GUNTUR, PRAKASHAM, NELLORE & CHITTOOR
55	<b>VATAKARA</b> RC CODE: 83 NO OF LSC:3	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) MVATAKARA 673101 KERALA  PH.OFF :0496-2525281 FAX : EMAIL : rcvatakara@ignou.ac.in	DR S J NEETHIRAJAN, RD DR.JALAJA KUMARI.V T,ARD DR. PRAMEELA.O, ARD	<b>STATE OF KERALA</b> (DISTRICT: CALICUT,KANNUR,KA SARAGOD WAYANAND) Note: Currently under Cochin RC
56	<b>VISAKHAPATNAM</b> RCCODE:84 NO OF LSC:	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 <sup>nd</sup> FLOOR MVP ,SECTOR 12 COMPLEX USHODAYA JUNCTION VISAKHAPATNAM ANDHRA PRADESH PH.OFF:0891-2511200, FAX :0891-2511300 EMAIL: rcvisakhapatnam@ignou.ac.in	DR S.RAJA RAO RD (I/C)	<b>STATE OF ANDHRA PRADESH</b> COVERING (DISTRICTS KHAMMAM ,EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM,VIZI ANAGARAM & SRIKAKULAM)

**IGNOU-ARMY RECOGNIZED REGIONAL CENTRES  
(FOR ARMY Personal Only)**

S.NO	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
1	<b>CHANDIMANDIR</b> RC CODE: 52 NO OF LSC:5	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, G S (EDUCATION) BRANCH HQ WESTERN COMMAND CHANDIMANDIR – 134107 HARYANA  PH.OFF: 0172-2589355 (CIVIL) 2670 (MILITARY) FAX : 0712-2589355 EMAIL : iaeprc52@rediffmail.com	COL. DEBASHISH ROY, RD	WESTERN COMMAND AREA
2	<b>JAIPUR</b> RC CODE: 56 NO OF LSC:3	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO - 908 546 JAIPUR RAJASTHAN  PH.OFF: 0141-6640 (MILITARY) FAX : EMAIL : swciaep@gmail.com	COL. VIJAY SINGH, RD	SOUTH WESTERN COMMAND
3	<b>KOLKATA</b> RC CODE: 51 NO OF LSC:4	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND C/O. 99 APO KOLKATA – 908 542 WEST BENGAL  PH.OFF : 033-22222668 (CIVIL) 2670 (MILITARY) FAX : 033-22222668 EMAIL : rc51army_ec@yahoo.co.in	COL. A K MOHANTY, RD	EASTERN COMMAND AREA
4	<b>LUCKNOW</b> RC CODE: 53 NO OF LSC:5	REGIONAL DIRECTOR (I/C) IGNOU ARMY RECOG. REG. CENTRE IAEP HQ. CENTRAL COMMAND- GS (EDN) LUCKNOW – 908 554 UTTAR PRADESH  PH.OFF: 0522-2482968 (CIVIL) 2670 (MILITARY) FAX : EMAIL : iaepcc53@yahoo.co.in	COL. V K SINGH, RD	CENTRAL COMMAND AREA
5	<b>PUNE</b> RC CODE: 54 NO OF LSC:6	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 795  PH.OFF: 020-26616592 (CIVIL) 3019 (MILITARY) FAX : 020-26102670 EMAIL : armypunerc54@yahoo.com	COL. G.K.CHOPRA, RD	SOUTHERN COMMAND AREA
6	<b>UDHAMPUR</b> RC CODE: 55 NO OF LSC:5	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR PH.OFF: 01992-242486 FAX : EMAIL : iaeparmy55@rediffmail.com	LT. COL. ANAND SWAROOP PAUL, RD	NORTHERN COMMAND AREA



**IGNOU- NAVY RECOGNIZED REGIONAL CENTRES  
(For Navy Personnel Only)**

S.NO	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
1	<b>KOCHI</b> RC CODE: 74 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI – 682 004 KERALA  PH.OFF : 0484-266210,2662515 FAX : 0484-2666194 EMAIL : inepk@rediffmail.com	CAPTAIN S.R. SRIDHAR, RD	HQ SOUTHERN NAVAL COMMAND
2	<b>MUMBAI</b> RC CODE: 72 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI – 400 023 MAHARASHTRA  PH.OFF : 022-22752245 FAX : 022-22665458 EMAIL : inepm@rediffmail.com	CAPTAIN K.S.VENUGOPAL, RD	HQ WESTERN NAVAL COMMAND
3	<b>NEW DELHI</b> RC CODE: 71 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF(NAVY WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI – 110 066 DELHI  PH.OFF: 011-26194685 26185299 FAX : 011-26105067 EMAIL : inepdelhi@rediffmail.com	CAPTAIN AMIT VIKRAM, RD	NAVAL HQS
4	<b>VISAKHAPATNAM</b> RC CODE: 73 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM – 530 014 ANDHRA PRADESH  PH.OFF: 0891-2812284 FAX : 0891-2515834 EMAIL : rc73@ignou.ac.in inepv@hotmail.com	CAPTAIN A G SELVAMA, RD	HQ EASTERN NAVAL COMMAND

**IGNOU- ASSAM RIFLES RECOGNIZED REGIONAL CENTRES  
(For ASSAM RIFLES Personnel Only)**

S.NO	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
1	<b>SHILLONG</b> RC CODE: 81 NO OF LSC:30	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (D GAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA  PH.OFF: 0364-2705181 FAX : 0364-2705184 EMAIL : iarrc_81@yahoo.com	MAJOR N.S. INGLE, RD	COMMAND AREA

**LIST OF PROGRAMME STUDY CENTRES FOR  
POST BASIC B.Sc. NURSING,  
PSC AND RC CODE  
(Inspected and approved by INC)**

Sl.No.	PSC Code	Name & Address	RC Code	No. of Seats
1	0113	College Of Nursing, Nizam's Institute of Medical sciences, Hyderabad- 500 082	01	30
2	0183	Govt College Of Nursing, King George Hospital Campus, Maharani Peta, Visakhapatnam- 530002 Andhra Pradesh	33	30
3	0426	Regional College Of Nursing, P O, Indrapur, Guwahati-781032	04	30
4	0723	R A K College Of Nursing, , Lajpat Nagar, New Delhi 110024	07	30
5	0901	College Of Nursing, New Civil Hospital Campus, Asarwa, Ahmedabad- 380016	09	30
6	1263	Bibi Halima College Of Nursing & Medical Technology , All J & K Muslim Wakf Board, Zero Bridge, Srinagar -190010*	30	20
7	1326	K L E S Institute Of Nursing Sciences, Nehru Nagar, , Belgaum-590010, Karnataka	08	30
8	1621	Institute Of Nursing Education, Sir J J Group Of Hosp Compound, Byculla, Mumbai-400 008 Maharashtra	49	30
9	1661	Temi Grant Institute Of Nursing Education, Ruby Hall, Clinical Grant Medical Foundation 13 , Tadiwala Road, Pune-411001	16	20
10	2137	College Of Nursing, , M K C G, Medical College Campus, Behrampur, Ganjam-760004	21	30
11	2209	Christian Medical College & Hospital, College Of Nursing, Ludhiana-141 008, Punjab	22	30
12	2316	Govt College Of Nursing, J L N Marg, , Jaipur-302 004	23	30
13	2740	College of Nursing, Kanpur-214879 UP	27	30
14	2876	Shova Rani Nursing College IF, Raja S.C. Mullick Road Jadavpur, Kolkata - 700032**	28	30
15	1301	Fort College of Nursing, Bangalore, Jay Nagar Karnataka- 560002	13	30
16	29006P	Ahilya Bai College of Nursing, Delhi – 110001	29	25

**\*The number of PSC will be added as and when more PSCs are inspected and approved by INC.**

**Post Basic B. Sc. Nursing**  
**Number of Counselling and Practical Hours & Days**  
**1<sup>st</sup> Year Courses**

		<b>1<sup>st</sup> year</b>				<b>Sept. – Oct.</b>	
		<b>May – June</b>		<b>Spell I</b>		<b>Spell II</b>	
<b>Hours</b>		Theory	Practical	Theory	Practical	Theory	Practical
BNS 101	24	8 sessions – 16 hrs	60	2 days	40 hrs	4 sessions – hrs	20 hrs
BNS L 101							2½ days
BNS 102	14	4 sessions – 8 hrs	118	1 day	56 hrs	3 sessions – hrs	56 hrs
BNSL 102		Micro 1 B Phy. 1 B N&D 1 B				Micro Block 2 Biochemistry 1	BC N & D
							7 days
BNS 103	12	4 sessions – 8 hrs	120	1 day	64 hrs	2 sessions –4 hrs	56 hrs
BNSL 103							7 days
BNS 104	12	6 sessions – 12 hrs	-	1½ day	-	-	-
BNS 105	24	6 sessions – 12 hrs	30	2 days	30 hrs	6 sessions –12 hrs	2 days
BNSL 105		Gen Psycho Sociology				Edu. Psychology Sociology	
				7½ days			4½ days
					23 days		16½ days

Theory = 7½ + 4½ = 12 days

Practical = 23 days + 16½ = 39 ½ days

Nursing Teacher's Days

Theory = 4½ days

Practical = 22 days

BC – Biochemistry  
N & D – Nutrition and Dietetics

2 <sup>nd</sup> Year										
May – June					Sept. – Oct.					
Spell I					Spell II					
Courses	Hours		Theory		Practical		Theory		Practical	
	Theory (hours)	Practical (hours)	8 sessions = 16 hrs	2 days	80 hrs	10 days	4 sessions = 8 hrs	1 day	50 hrs	6 days
BNS 106 BNSL 106	24	150	8 sessions = 16 hrs	2 days	80 hrs	10 days	4 sessions = 8 hrs	1 day	50 hrs	6 days
BNS 107 BNSL 107	12	120	4 sessions = 8 hrs	1 day	80 hrs	10 days	2 sessions = 4 hrs	1½ day	40 hrs	5 days
BNS 108 BNSL 108	24	120	8 sessions = 16 hrs	2 days	80 hrs	10 days	4 sessions = 8 hrs	1 day	40 hrs	5 days
					5 days		30 days		2½ days	

Theory = 1½ days

Practical = 46 days

### 3<sup>rd</sup> Year

Courses	Hours		May – June Spell I		Sept. – Oct. Spell II					
	Theory (hours)	Practical (hours)	Theory	Practical	Theory	Practical				
BNS 109	24	120	8 sessions – 16 hrs	2 days	80 hrs	10 days	4 sessions – 8 hrs	1 day	40 hrs	5 days
BNS 110	24	90	8 sessions – 16 hrs	2 days	64 hrs	8 days	4 sessions – 8 hrs	1 day	26 hrs	3 days
BNS 111	24	120	8 sessions – 16 hrs	2 days	80 hrs	10 days	4 sessions – 8 hrs	1 day	40 hrs	5 days
BNSL 112		60 hrs		6 days	40 hrs	5 days			20 hrs	2½ days
						33 days				15½ days

Nursing Teachers

Theory 6 + 3 = 9 days

Practical 15 + 11 + 15 = 41 days

Computer Practical - 7½ days

Place tick mark (✓) against the most appropriate answer given under each statement. You will be given OMR Sheet to write the responses/answers to questions asked separately.

- 1) Sociology can be defined as:
  - I. Systematic Study of human society
  - II. Study of Psychology of human being
  - III. Study of human events correlated in time
  - IV. Study of man and his culture developed in past
- 2) Pregnant women feels tingling, numbness and pain in the thumb and finger during:
  - I. Neuritis
  - II. Carpal tunnel syndrome
  - III. Korsakoff's syndrome
  - IV. Down's syndrome
- 3) The most effective position for a women in labour with cord prolapsed is:
  - I. Sim's
  - II. Lithotomy
  - III. Knee chest
  - IV. Fowlers'
- 4) The treatment of choice for rheumatoid arthritis is;
  - I. Penicillin
  - II. Erythromycin
  - III. Indomethicine
  - IV. Paraffin dip
- 5) Non bilious projectile vomiting is characteristic feature of :
  - I. Hirschprung's disease
  - II. Congenital hypertrophic Pyloric stenosis.
  - III. Intussusception
  - IV. Anorectal malformation

6) Intense elation accompanied by an attitude of grandeur is referred as:

- I. Euphoria
- II. Elation
- III. Exhalation
- IV. Ecstasy

7) All of the following are positive signs of pregnancy **except**:

- I. Fetal heart sound are heard
- II. Fetal parts are palpable
- III. Fetal movements are palpable
- IV. Breast changes are observed

8) Functional nursing refer to;

- I. team centered nursing
- II. completion of routine tasks
- III. concerned with specific nursing routines
- IV. patient centered care

9) BCG Vaccine protect against:

- I. Beri -Beri
- II. Rubella
- III. Tuberculosis
- IV. Whooping cough

10) Purposes of research are all **except**:

- I. Evaluation
- II. Description
- III. Exploration
- IV. Prediction



## LIST OF STATE CODES

<b>State Code</b>	
<b>Code</b>	<b>Description</b>
01.	Andhra Pradesh
02.	Anadaman & Nicobar Islands (UT)
03.	Arunachal Pradesh
04.	Assam
05.	Bihar
06.	Chandigarh (UT)
07.	Delhi
08.	Goa
09.	Gujarat
10.	Haryana
11.	Himachal Pradesh
12.	Jammu & Kashmir
13.	Karnataka
14.	Kerala
15.	Madhya Pradesh
16.	Maharashtra
17.	Manipur
18.	Meghalaya
19.	Mizoram
20.	Nagaland
21.	Orissa
22.	Punjab
23.	Rajasthan
24.	Sikkim
25.	Tamil Nadu
26.	Tripura
27.	Uttar Pradesh
28.	West Bengal
29.	Dadra & Nagar Haveli, Daman & Diu (UT)
30.	Lakshadweep (UT)
31.	Pandicherry (UT)
32.	C/o 56 APO
33.	C/o 99 APO
34.	Learners Abroad
35.	Chattisgarh
36.	Jharkhand
37.	Uttarakhand
<b>Educational Qualification Code</b>	
<b>Code</b>	<b>Description</b>
000	Below Matriculation, SSC/No Formal Education
001	Matriculation/SSC
002	10+2 or equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or Equivalent

## LIST OF BOARD CODES (FOR 10+2)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	-	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	-	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	-	Not listed in this list

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 vocational stream in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education



## 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).**

1. Name: .....

2. Programme:  Enrolment No:

3. Address: .....

.....

..... Pin Code

4. Contact No .....

5. 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): .....

6. Fee details:-

(The fee for obtaining photocopy of the answer script 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: .....

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

### UNDERTAKING

I hereby undertake that the answer script(s), for which photocopy(ies), applied for, belong 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. The fee for photocopy of answer script shall be Rs. 100/- (Rupees One Hundred only) per course. Fee should be paid in the form of Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below in the last Para) along with the prescribed fee within 45 days from the date of declaration of results i.e., the date on which the result are placed on the IGNOU website.
4. 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.
5. 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.
6. Application form duly filled-in may be sent to the following address except CPE\* & DPE\* programmes:

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar, Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi - 110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Division 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	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar
6.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-411 016	All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizawl
7.	Dy. Registrar IGNOU Regional Evaluation Centre "Mangolik", H/H-19/1, Bagupara PO-Aswinin Nagar, VIP Road Baguiati, Kolkata - 700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi

\* For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



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

**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): ..... × 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 Veperiy Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> 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, 4 <sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

**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 before 31st March for December TEE and 30th September for June TEE or 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 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) Application form must reach within the prescribed dates at the following address:-

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





INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

- 1. Name:
2. Programme: Enrolment No:
3. Address:

Pin [Grid of 6 boxes]

- 4. Term-end examination, in which programme completed June and December
Total marks/Overall point grade obtained Percentage obtained

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

- 5. Courses(s), in which improvement is sought: COURSE CODE COURSE CODE
1. 2. 3. 4. 5.

6. Fee details:

(The fee for Improvement in Division/Class is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

No. of Course(s): X Rs. 500/- = Total Amount:
Demand Draft No.: Date:
Issuing Bank:

- 7. Term-end examination, in which you wish to appear:- June/December

- 8. Examination centre details, where you wish to appear in term-end examination:-
Exam. Centre Code City/Town

UNDERTAKING

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

Date: Signature:
Place: Name:

## **RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS**

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

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



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

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name : .....
2. Programme:  Enrolment No: 

--	--	--	--	--	--	--	--	--	--
3. Address: .....  
.....  
..... Pin 

--	--	--	--	--	--
4. Purpose for which: .....  
transcript is required .....
5. **Fee detail:**  
Fee for the official transcript:-  
Rs. 200/- per transcript, if to be sent to the student/institute in India.  
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.  
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): ..... X Rs. 200/ Rs. 400/- = Total Amount: Rs.....  
Required

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

Issuing Bank: .....

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)  
.....  
.....  
.....

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

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-110068.**

**Note:** The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.



**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

Phone : .....

Date : .....

**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

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO SC/ST CATEGORIES ALONGWITH APPLICATION FORM**

**FORM OF CASTE/TRIBE CERTIFICATE**

This is to certify that Shri/Shrimathi\*/Kumari\* \_\_\_\_\_ Son/daughter\* of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste Scheduled Tribe\*

Under:

The Constitution (Scheduled Castes) Order, 1950.

\*The Constitution (Scheduled Tribes) Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Schedules Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 1976.)

\*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

\*The constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

\*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

\*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970; \*The Constitution (Sikkim) Scheduled Castes Order, 1978;

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978; \*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. \*The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. \*The Constitution (Scheduled Tribes) Order Amendment Act, 1991. \*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. \*\*This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi\* \_\_\_\_\_ father/mother\* of Shri/Shrimathi/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimathi\*/Kumari\* \_\_\_\_\_ and /or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_

District Magistrate Deputy Commissioner, etc.

Dated:

SEAL \_\_\_\_\_

\*Strike out whichever is not applicable

Note:- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words which are not applicable.

\*\* Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC  
(NON CREAMY LAYER) CATEGORIES ALONG WITH  
APPLICATION FORM**

This is to certify that \_\_\_\_\_, son/daughter of \_\_\_\_\_, of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the State \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare-

- \* (i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,
- \* (ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
- \* (iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.
- \* (iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.
- \* (v) Resolution No. 12011/96/94-BCC dated 9/03/96.
- \* (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- \* (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- \* (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.
- \* (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- \* (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- \* (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- \* (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- \* (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- \* (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- \* (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

\* Shri \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL \_\_\_\_\_

\*Strike out whichever is not applicable

N.B.—

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

**NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES (NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE, DISCIPLINARY ACTION ALONG WITH CANCELLED OF ADMISSION WITH NO REFUND SHALL BE UNDERTAKEN BY THE UNIVERSITY.**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**STUDENT EVALUATION DIVISION**  
 MAIDAN GARHI, NEW DELHI-110 068  
 TERM-END EXAM JUNE / DECEMBER - 201\_\_

**Appendix-XXI**  
**EXAM FORM**

Serial No.	
Control No.	

<b>INSTRUCTIONS</b> 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 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 Course		Total Amount
Theory Courses	× ₹ 60	
Practical Courses	× ₹ 60	
Late Fee		
<b>TOTAL</b>		

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**

<b>FOR JUNE TEE</b>	<b>LATE FEE</b>	<b>FOR DEC TEE</b>	<b>LATE FEE</b>	<b>SUBMISSION OF EXAM FORM</b>
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	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-	
21 April to 30 April	Rs. 500/-	21 Oct. to 31 Oct.	Rs. 500/-	
1 May to 15 May	Rs. 1000/-	1 Nov. to 15 Nov.	Rs. 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 Rs. 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 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 - **Rs. 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 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 chosen 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 \_\_\_\_\_

(Signature &amp; Stamp of Co-ordinator/Incharge)

Date \_\_\_\_\_

Study Centre/PSC/PI/Community College



Attach with Application Form for Admission only and not for Entrance Examination

**Form A**

**(For those seeking admission to B.Sc. Nursing (Post Basic) Programme)**

**1) Professional Qualification General Nursing & Midwifery**

- a) **Completion State Board/  
Nursing Council Examination**       **Year**       **% of marks**
- b) **General Nursing**       **Year**       **% of marks**
- c) **Midwifery Nursing**       **Year**       **% of marks**
- d) **Name of Registration Council**       **Year of**       **Reg. No. RN**
- e) **Date of Registration**       **Regn.**       **Reg. No. RM**

**Students applying in Delhi must have the proof of Registration with Delhi Nursing Council(DNC).**

**2) Marks Obtained**

Years	Total Marks Obtained	Total Max. Marks	Percentage
1st year			
2nd year			
3rd year			
<b>Total</b>			

**Attach with Application Form for Admission only and not for Entrance Examination**

**3) Male Nurses to mention course done in lieu of Midwifery (recognized by INC)**

<b>Psychiatric Nursing</b>	<input type="text"/>	<b>Ophthalmic Nursing</b>	<input type="text"/>
<b>Tuberculosis</b>	<input type="text"/>	<b>Leprosy</b>	<input type="text"/>
<b>Operation Theatre</b>	<input type="text"/>	<b>Oncology</b>	<input type="text"/>
<b>Cancer Nursing</b>	<input type="text"/>	<b>Occupational Health</b>	<input type="text"/>
<b>Neurology</b>	<input type="text"/>		

**4) Working Experience (Please give details chronologically) :**

S. No.	Name of Organization	Designation	Dates of service		Length of Experience	
			From	To	Years	Months
				Total		

**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (full name of the student with admission/ registration/enrolment number) s/o d/o Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to \_\_\_\_\_ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled. Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name : \_\_\_\_\_ .

Address: \_\_\_\_\_ .

Tel./Mobile No. \_\_\_\_\_ .

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian/father/mother/guardian of, \_\_\_\_\_ (full name of student with admission/registration/enrolment number), having been admitted to \_\_\_\_\_ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name :

Address :

Telephone/Mobile No. :

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

## IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/ punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

<b>Apex Committee Against Sexual Harassment (ACASH)</b>	
Ms. Neena Jain EMPC	<a href="mailto:neenajain@ignou.ac.in">neenajain@ignou.ac.in</a>
<b>Regional Services Division Committee against Sexual Harassment (RSDCASH)</b>	
Dr. Neeta Kapai Chairperson & Dy. Director, CCETC	<a href="mailto:nkapai@ignou.ac.in">nkapai@ignou.ac.in</a>
Dr. C. K. Ghosh Director, NCIDE	<a href="mailto:ckghosh@ignou.ac.in">ckghosh@ignou.ac.in</a>
Ms. Kailash Saluja AR, SOSS	<a href="mailto:kailashsaluja@ignou.ac.in">kailashsaluja@ignou.ac.in</a>
Ms. Surekha AR, Library	<a href="mailto:sur.mittimani@gmail.com">sur.mittimani@gmail.com</a>
<b>IGNOU Committee against Sexual Harassment (ICASH)</b>	
Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	<a href="mailto:rrpaliwal@hotmail.com">rrpaliwal@hotmail.com</a>
Dr. Silima Nanda Dy. Director, ID	<a href="mailto:snanda@ignou.ac.in">snanda@ignou.ac.in</a>
Dr. Himadri Roy Reader, SOGDS	<a href="mailto:himadriroy@ignou.ac.in">himadriroy@ignou.ac.in</a>
Dr. Malti Mathur Reader, SOH	<a href="mailto:malatiroy@ignou.ac.in">malatiroy@ignou.ac.in</a>
Ms. Vidya Sonal DR. Admin Div.	<a href="mailto:vsonal@ignou.ac.in">vsonal@ignou.ac.in</a>
Mr. K. K. Kutty Consultant, SRD	<a href="mailto:kkkutty@ignou.ac.in">kkkutty@ignou.ac.in</a>
Ms. Bharti Kharbanda SO, SRD	<a href="mailto:bhartikharbanda@ignou.ac.in">bhartikharbanda@ignou.ac.in</a>
Ms. Sadhna Malhotra AR, City Centre	<a href="mailto:sadhnamalhotra@ignou.ac.in">sadhnamalhotra@ignou.ac.in</a>
Ms. Kanika Singh RTA, SOCE	<a href="mailto:kanikasingh@ignou.ac.in">kanikasingh@ignou.ac.in</a>

## INSTRUCTIONS FOR FILLING THE APPLICATION FORM FOR THE ENTRANCE TEST OPENNET-II FOR POST BASIC B.Sc. NURSING

### A) General Instructions

- 1) Entrance Test Form has been provided along with the Student Handbook & Prospectus 2013.
- 2) You are responsible for the accuracy of information and indicating the information in the desired manner. You should ensure that you fulfil the admission criteria as prescribed by the University as on the last date for submission of Application Form for Admission to Post Basic B.Sc. Nursing Programme provided with the result card (if qualified).
- 3) Please send your application form for Entrance Test by Registered/Speed Post in an envelope, so as to reach **Registrar (SE Division), IGNOU, Maidan Garhi, New Delhi-110 068 as per the dates given in the advertisement.**
- 4) **Applications received after the due date will not be accepted. (Last date of Submission is 15.7.2012)**
- 5) **Do not send any certificate/document with the form for the Entrance Test.** These are required to be submitted with the specific Application Form for Admission which will be sent with the offer letter, in case you are selected on the basis of your merit in the entrance test.
- 6) In case the number of candidates for Entrance Test at a centre is not adequate the candidates will be allotted nearest possible centre. Request for change of Examination Centre, once allotted, will not be entertained.
- 7) No fee is to be sent with Application Form for Entrance Test, except in case where the form has been downloaded from the website. In case the form has been downloaded from the website, **www.ignou.ac.in**, a demand draft of Rs.550/- drawn in favour of IGNOU, payable at New Delhi has to be sent along with the form. Prospectus will be sent to such candidates after receipt of the form along with the demand draft.

### B) Test Dates

- 1) The Entrance Test for Admission to Post Basic B.Sc. Nursing would be conducted as per the date given in advertisement. (19.8.2012).

### C) Non-Receipt of Hall Ticket

- 1) Hall tickets will be provided to the candidates ten(10) days before the entrance test. In case of non-receipt of hall ticket three (03) days before the entrance test, candidates can download hall ticket from IGNOU website (**www.ignou.ac.in**) and report to the examination centre for appearing in the entrance test, along with any I.D. proof.
- 2) Your record may not be included in the finalized list for any of the reasons like non-receipt of Application Form, or delay in receiving the Form, or not indicating the information correctly on the Form.
- 3) When you come for enquiry regarding non-receipt of Hall ticket you should bring a photocopy of the form.

### D) Reporting of Test Results

The result of the entrance test will be uploaded on the university website **www.ignou.ac.in**. No result card will be sent to individual candidate.

### E) Guidelines for filling up the Application form for entrance examination OPENNET -II

1. S.No-2 (Exam Centre Code) :- Please leave it blank for office use.
2. S.No-3 State Code – Select From Appendix –XI.
3. S.No-4 Write the category you belong to (general category write A1; SC, write B2; ST write C3; OBC write D4)  
In case of OBC category please fill D4A for creamy layer and write D4B for Non creamy layer.
  - a) Category filled by the candidate will not be changed.
  - b) For OBC category code D4 –B (non creamy layer) **the validity of the certificate will be considered after Jan 2011.**
4. For S.No. -5 -19 – please fill as per instruction in the form.
5. For S. No. -20 fill GNM as Educational qualification
6. For S.No. 21 please write date of completing to GNM programme
7. For S.No. 22 please write date of registration is Nursing Council .
  - a) Experience period will be counted from the date of registration as RNRM.
8. For S.No. 23-34 please fill as per instruction in the form.
9. Please fill the pin code correctly for the future correspondence

**Note :-In following conditions application form will be rejected**

- a) **In case of Incomplete application Form**
- b) **In case the candidate does not meet the eligibility criteria.**

#### INSTRUCTIONS

1. Please read the instructions in the information brochure before filling up the form.
2. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
3. Do not make any stray marks on this sheet.
4. Do not staple, pin, wrinkle scribble, tear or wet this sheet.
5. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.
6. Apply if you have completed 2 years of experience after RNRM Registration from Council (Till the last date of submission of application)
7. Apply if you are in service.

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
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**CONTROL NUMBER :**

<b>1. Programme Code</b> <input type="text" value="B.Sc. N PB"/>	<b>2. Exam Centre Code</b> <input type="text"/>	<b>3. State Code</b> <input type="text"/>	<b>4. Category</b> (Write the relevant code in the box)	<b>A1 - GEN C3 - ST</b> <b>B2 - SC D4 - OBC</b> (In case of OBC student, Please also indicate code either) D4A or D4B i) Creamy Layer - D4A ii) Non-Creamy Layer - D4B
<b>5. Nationality</b> (Write the relevant code in the box) A1 - Indian B2 - Others	<b>6. Gender</b> (Write the relevant code in the box) A1 - Male B2 - Female C3 - Other	<b>7. Marital Status</b> (Write the relevant code in the box) A1 - Married B2 - Unmarried	<b>8. Whether Minority :</b> (Write the relevant code in the box) A1 - Yes B2 - No	<b>9. Religion</b> (Write the relevant code in the box) A1 - Hindu D4 - Sikh G7 - Paris B2 - Muslim E5 - Jain H8 - Jews C3 - Christian F6 - Buddhist I9 - Others
<b>10. Date of Birth</b> Date                      Month                      Year <input type="text"/> / <input type="text"/> / <input type="text"/>	<b>11. Social Status</b> (Write the relevant code in the box) A1 - Ex-service man B2 - Warwidow C3 - Not applicable	<b>12. Whether Kashmiri Migrant ?</b> (Write the relevant code in the box) A1 - Yes B2 - No		
<b>13. Territory</b> A1 - URBAN B2 - RURAL C3 - TRIBAL	<b>14. Employment Status</b> C3 - Employed A1 - Unemployed B2 - IGNOU Regular Employee D4 - KVS Employee	<b>15.a. Whether a person with disability (write the relevant code)</b> A1 - Yes B2 - No	<b>15.b. If a person with disability (nature of disability) (Write the relevant code in box)</b> A1 - Hearing Impairment B2 - Locomotor Impairment C3 - Visual Impairment D4 - Reading Disability E5 - Any other, Please specify	
<b>16.a. Are your registered with (Ignou)</b> (Write the relevant code in the box) A1 - Yes B2 - No	<b>16.b. If yes write the Enrol. No. &amp; Program Code in the boxes below :</b> Enrolment No.                      Programme Code <input type="text"/>			
<b>17. Details of Scholarship being received if any</b> (a) Annual Scholarship Amount                      (b) Dept. Offering (Write the relevant code in the box) Scholarship A1 - Govt Deptt. B2 - Other	(c) Family income (yearly)	(d) Please indicate in case of below poverty line A1 - Yes B2 - No	(e) In case of Jail Inmates (Write the relevant code in the box) A1 - Yes B2 - No	
← Fold from here →				
<b>18. Name of the Candidate</b> (Leave one box empty between First Name, Middle Name & Surname) <input type="text"/>				
<b>19. Name of Father/Mother/Husband</b> (Strike out whichever not applicable) <input type="text"/>				
<b>20. Educational Qualifications :</b> (Which makes you eligible for the programme) <input type="text"/>				
<b>21. Date of Completion of GNM</b> Date                      Month                      Year <input type="text"/> / <input type="text"/> / <input type="text"/>				
<b>22. Date of Registration</b> Date                      Month                      Year <input type="text"/> / <input type="text"/> / <input type="text"/>				
<b>23. Course done in lieu of midwifery (Male Nurse)</b> <input type="text"/>				
R.N. No.                      R.M. No.				

<b>24. Write name &amp; Complete Mailing Address</b> (In BLACK BALL Point Pen only)	
Name :	
Address :	
PIN CODE :	<input type="text"/>

<b>25. For Office Use</b> Enrolment No. <input type="text"/>	<b>26. Candidate's Signature</b> <input type="text"/>
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<b>27. Photograph</b>  Affix your latest passport size photograph (4cm x 5 cm) duly attested by Gazetted Officer
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**28. Working Experience (will be considered after registration as RNRM)**

Duration Years   Months

Employed in  
(Cross (\*) any one of the appropriate box only)

Hospital  Community Health Centre  Nursing Home  School Health Scheme  Any Other

**29. Name of the Organization presently working**

**30. Annual Income** (Cross (\*) any one of the appropriate box only)

Upto Rs. 50000/-  Rs. 50000 to 1 lac  Rs. 1 lac to 1.5 lac  Rs. 1.5 lac to 2 lac  Above Rs. 2 lacs

**31. Address for Correspondence** (Do not give Post Box No. Leave a box between each unit of address like House No., Street Name, P.O., etc.) Do not repeat Student's Name/Father's Name


City  District

State  Pin Code

**32. Telephone Number** (if any) with STD Code/Mobile No. STD Code  Telephone No.

**33. Fax No.** (if any) with STD Code STD Code  Telephone No.

**34. E-mail address/ID** (if any)

**DECLARATION OF THE APPLICANT**

I hereby declare that I have read and understood the conditions of eligibility for the Post Basic B.Sc. Nursing programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard in the application form. I shall provide proof of my eligibility along with the original certificates in the event of qualifying for admission after Entrance Test. I have carefully studied the rules of the University as printed in the prospectus and I accept them and shall not raise any dispute in future over the same rules. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

Date: .....

(Signature of Applicant)

**INSTRUCTIONS FOR CANDIDATES**

1. Please send your Application form by Registered/Speed Post to the following Address :  
**Registrar**  
**SE DIVISION, BLOCK NO. 12**  
**IGNOU, MAIDAN GARHI, NEW DELHI-110068**
2. Last date for receipt of filled in application form for Post Basic B.Sc. Nursing is as per advertisement.
3. Application form received after the due date will not be accepted.
4. Please retain photo copy of the filled application form for future reference.
5. For Detailed instructions please refer Students Handbook & Prospectus.
6. No Documents are to be attached with this application form.
7. Original Certificate will be verified incase of selection.





**ignou**  
THE PEOPLE'S  
UNIVERSITY

# Indira Gandhi National Open University

## Student Satisfaction Survey

**Kind Attention: All Past and Present Students of IGNOU!**  
**Now you rank our Performance...**

*Dear Student,*

*As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to [www.ignou.ac.in](http://www.ignou.ac.in). Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.*

*Vice-Chancellor, IGNOU.*

Enrolment No. .... Name .....

Gender :  M  F

Age Group :  Below 30  31-40  41-50  Above 51

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

Regional Centre ..... State ..... Study Centre .....

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*After filling cut out this questionnaire and mail it to:*  
STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068

## INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 100/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station/ Concerned Regional Centre.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## STUDENT CARD

for

**BScN (PB) Post Basic BSC Nursing**

(FOR USE OF IGNOU FACILITIES ONLY)



Indira Gandhi National Open University

## ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU BScN (PB) Programme. We acknowledge the receipt of your Application Form. Your admission into this programme is provisional and subject to verification within IIBF databank. In case you are not a member of IIBF, your admission into the Programme shall be cancelled.

Please mention Enrolment Number and course applied for in all your future correspondence with the University.

### To be filled in by the Student.

Course Applied for : **BScN (PB)**  
DD No. : .....  
DD Date : .....  
Amount : .....  
DD Drawn on : .....

**For Office Use Only**

Your Enrolment Number is

Enrolment No. \_\_\_\_\_

Name of the Programme \_\_\_\_\_

Name \_\_\_\_\_

Father's/Husband's Name \_\_\_\_\_

\_\_\_\_\_

Address (in Capital Letters) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

Mobile No. \_\_\_\_\_

Full Signature of the Candidate \_\_\_\_\_

**PASTE**

LATEST PHOTOGRAPH TO BE  
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From  
The Regional Director,  
IGNOU Regional Centre

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PIN:

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