Prospectus

July, 2011

Post Graduate Diploma in Pre Primary Education (PGDPPED)

School of Education
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.

PRICE : Rs. 250.00 by cash at the Counter
Rs. 300.00 by registered post

Last date to submit filled-in application form to the concerned Regional Centre : 29 July 2011
31 August, 2011 (With late fee of Rs. 200)
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1. ABOUT THE UNIVERSITY

1.1 Introduction

Indira Gandhi National Open University came into being on September 20, 1985, by an Act of Parliament (1985) to achieve the following objectives:

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

1.2 Special Features

- International jurisdiction
- Flexible admission rules
- Individualised study: flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- Nationwide student support service network
- Cost-effective programmes
- Modular approach to programmes
- Resource sharing, collaboration and networking with Conventional Universities, Open Universities and other Institutions/Organisations
- Socially and academically relevant programmes based on students need analysis
- Convergence of open and conventional education systems

1.3 Important Achievements

- 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 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 the 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 535 within a year.

1.4 Schools of Studies & 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 & Technology (SOET)
• School of Management Studies (SOMS)
• School of Health Sciences (SOHS)
• School of Computer & Information Sciences (SOCIS)
• School of Agriculture (SOA)
• School of Law (SOL)
• School of Journalism and New Media Studies (SOJNMS)
• School of Gender and Development Studies (SOGDS)
• School of Tourism Hospitality Service Sectoral Management (SOTHSSM)
• 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)
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 (ACIL)

### 1.5 Academic Programmes

The university offers both short-term and long-term academic programmes leading to certificates, diplomas and degrees, covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial survey of the demand for such studies.

They are launched in order to fulfil the students’ need 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 materials are specially prepared by teams of experts drawn from different institutions and universities all over the country as well as in-house faculty. These materials are scrutinised by content experts, supervised by the instructors/unit designers and edited by language experts before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with course writers, in-house faculty and producers. The material thus prepared is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally despatched to the students, study centres and telecast through Gyan Darshan.

### 1.7 Credit System

The university follows the “Credit System” for most of its programmes. Each credit is of 30 hours of study comprising all learning activities. A four-credit course, for instance, involves 120 study hours. The course weightage is expressed in terms of credits. This helps the learner to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (degree, diploma or certificate) requires successful clearing of assignments, term-end examinations of each course in a programme and practical components.
1.8 Support Services

In order to provide individualised support to its learners, the university has a large number of study centres throughout the country. These are coordinated by 30 Regional Centres and Recognised Regional Centres. At the study centres, the learners interact with the Academic Counsellors and their peer groups, refer to books in the library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres is given in this booklet. The support services are also provided through work centres, programme centres and skill development 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 teaching-learning process. Most of the instruction is imparted through distance mode rather than face-to-face communication.

The university follows a multi-media approach for instruction. It consists of:

a) Self-instructional printed material
b) Audio-visual material
c) Counselling sessions/contact programmes
d) Teleconferencing
e) Practicals
f) Practical handbooks
g) Interactive radio counselling (IRC); Gyan Vani and Gyan Darshan

1.10 Associate Studentship

The University has a scheme of ‘Associate Studentship’ which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only on course or a limited number of course, subject to a minimum of 8 credits and maximum of 32 credits. An Associate Student is attached to a Study Centre for counselling, assignment evaluation library facility, etc. The application form provided at the end of the Prospectus can be used for registration. A fee of Rs. 600/- per 8 credit course or part thereof plus Rs. 100/- as registration fee is charged for admission to course(s) under BA, B.Com, B.Sc., BSW and BTS programmes. For the rest of the programme the fee will be charged on pro-rata basis, i.e. by dividing the programme fee by the number of courses in the programme, plus Rs. 100/- as registration fee.

The minimum and maximum period allowed to Associate students for completion of their course(s) would be six months and two years, respectively. There will be no separate counselling or lab work schedule for the associate students. They will have to be in touch with the Study Center concerned in order to know the schedule and participate in the sessions accordingly. Minimum period of six months would be allowed, if the courses opted by the students are up to 16 credits. If the option exceeds 16 credits, the minimum period would be one year.

Associate students would be permitted to seek admission in any of the admission cycles and to opt the courses that are on offer either in January or July cycle. However, no counselling and/or lab/practicals would
be conducted separately for the Associate Students. In such a case the students would be allowed to avail
the counselling/practical session in the next semester and accordingly the minimum duration would be extended
to another six months. However, the maximum duration of two years would remain unchanged.

If an Associate student opts for more than 16 credits worth of courses in either of the admission cycles, he/she is not entitled to seek admission in the next cycle unless the prescribed minimum duration is completed, except in the courses of Certificate Programmes.

Associate Students are not eligible to seek admission to the courses under the Programmes where the number of seats are limited and/or the admission is done through Entrance Test.

**Change of course is not permitted under the Associate Studentship scheme**

Similarly re-admission facility is not extended to associate students. Separate Enrolment Number i.e. ‘As.......’ would be allotted to such students. The filled-in forms of ‘Associate Studentship’ are to be sent to the Regional Director concerned. Forms received by any other Office than the Regional Centre concerned would be summarily rejected.

### 1.11 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multi-tier system of evaluation.

1. Self-assessment exercises within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshop/extended contact programmes.
3. Project works

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the Coordinator of the Study Centre concerned to which she/he is attached. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination is conducted at various examination centers spread all over the country and abroad in June and December.

IGNOU uses the following system of “Grading” for evaluating learner’s achievement

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Qualitative Level</th>
<th>Point Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>E</td>
<td>Unsatisfactory</td>
<td>1</td>
</tr>
</tbody>
</table>

For Bachelors’ and Masters’ degree programmes, normally the system of numerical marking is followed, and the marks secured in assignments, TEEs, etc. are later converted into grades as per the five point grading scale
given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass)

**Term-End Examination and Pay of Examination Fee**

The University conducts Term-End Examination twice a year in the months of June & December. Students will be permitted to appear in term-end examination subject to the conditions that 1) registration for the course, in which they wish to appear is valid, 2) minimum time to pursue these courses is elapsed, and 3) they have also submitted the required number of assignment(s), if any, in those courses by the due date.

Students can also submit on-line examination form as per guidelines through IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). Examination fee @ Rs. 60/- per course is required to be paid either through online payment gateway, cash deposit on designated banks and also through demand drafts.

### 2. UNIVERSITY RULES

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

#### 2.1 Educational Qualifications Awarded by Private Institutions

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

#### 2.2 Incomplete and Late Applications

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

The form 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.

#### 2.3 Validity of Admission

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

#### 2.4 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.

#### 2.5 Counselling and Examination Centre

All study centres, Programme study centre, special study centres are not Examination centres. Practical
Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals. Regular counselling sessions will be conducted at the learner support centres provided the number of learners for a particular course is equal to or more than 10. If the number is less than 10 then in place of regular counselling, intensive counselling sessions will be held which essentially means that 40% of the number of prescribed counselling sessions are to be conducted within a weeks time.

2.6 Change/Correction of Address

There is a printed card for change/correction of address 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 SRD, Maidan Garhi, New Delhi - 110068. Requests received directly will not be entertained. The form of change of address can also be downloaded from IGNOU Website 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.

2.7 Change of Region

Change of Study Centre/Regional Centre is not permissible in programmes where practical components are involved.

2.8 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have valid student visa for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website www.ignou.ac.in). Admission of foreign students residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

2.9 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.

2.10 Term-end Examination

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.
Examination Fee

Examination fee of Rs. 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. 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.

Examination Centre

Normally the study centre is the examination centre. However, 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 study centres available in the Student Handbook and Prospectus/Programme Guide. 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

<table>
<thead>
<tr>
<th>June, TEE</th>
<th>December, TEE</th>
<th>Late Fee</th>
<th>Where to Submit the Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st March to 31st March</td>
<td>1st Sept to 30th Sept</td>
<td>NIL</td>
<td>IGNOU, Maidan Garhi, New Delhi – 110068 or at the concerned Regional Centre</td>
</tr>
<tr>
<td>1st April to 20th April</td>
<td>1st Oct to 20th Oct</td>
<td>Rs. 100/-</td>
<td><strong>For outside Delhi students</strong> (Concerned Regional Centre)</td>
</tr>
<tr>
<td>21st April to 15th May</td>
<td>21st Oct to 15th Nov</td>
<td>Rs. 500/-</td>
<td><strong>For Delhi students</strong> (IGNOU, Maidan Garhi, New Delhi – 110068 or concerned Regional Centre)</td>
</tr>
<tr>
<td>16th May to 28th May</td>
<td>16th Nov to 28th Nov</td>
<td>Rs. 1000/-</td>
<td></td>
</tr>
</tbody>
</table>

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

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

2) it is advisable that students fill-up the examination form without waiting for the result of the previous examination. No examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form. However, if the student cannot successfully secure minimum pass marks in the preceding TEE and appears in the current TEE, he/she will have to pay examination fee for such courses.

3) fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;

4) 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 at least two weeks before the commencement of Term-end Examination. The same could also be downloaded from the University’s website 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 student can download the hall ticket from the website and approach the exam centre for appearing in the exam by producing his/her IGNOU identity card.

2.11 Disputes on Admission and Other University Matters

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

2.12 Recognition

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

2.13 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.

In case a student wants to have assignments, s/he can obtain a copy of the same from the Study Centre or may download it from the IGNOU website: www.ignou.ac.in.

In case of non-receipt of study material students are requested to write to concerned RC.

2.14 Re-admission

The student can take re-admission in the programme/non completed courses after the expiry of maximum duration of 4 years. The re-admission period is 2 years from the date of completion of maximum duration. No re-admission is allowed in any course after the expiry of six years from the date of first registration. The request for re-admission should be addressed to SRD, Maidan Garhi, only with pro-rata fee of Rs. 1600/- per course.

2.15 Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and/or selected for employment etc. and are required to produce statement of marks/grade cards by a specified given date, which is before the prescribed dates of declaration of the University’s results, the University arranges early processing of their answer scripts and declaration of their results. The students are required to apply in prescribed application form with fee of Rs. 700/- per course by means of demand draft drawn in favour of IGNOU and payable at city where Regional Centre is situated. New Delhi along with attested photocopy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University, in such cases, will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month time from the date of conduct of examination. Application for early declaration, for the reasons
such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained. Early declaration of result is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc. A sample prescribed application form with rules and regulations in detail for this purpose is given in the student hand book & prospectus and also made available at University’s website www.ignou.ac.in

2.16 Re-evaluation of Answer Script(s)

The students, who are not satisfied with the marks/grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University’s website on payment of Rs.500/- per course by means of demand draft drawn in favour of IGNOU and payable at city where Regional centre is situated in the prescribed application form. The better of the two scores of original marks/grades and marks/grades after re-evaluation will be considered and updated in students’ record. Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc. A sample prescribed application form with rules and regulations in detail for this purpose is given in the student hand book & prospectus and also made available at University’s website www.ignou.ac.in

2.17 Photocopy of the evaluated answer script

The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form from 1st March to 15th April for June Term-end Examination and 1st September to 15th October for December Term-end Examination alongwith the requisite fee of Rs. 100/- per course by means of demand draft drawn in favour of ‘IGNOU’ and payable at city where Regional Centre is situated. A sample prescribed application form with rules and regulations in detail for this purpose is given in the students hand book & prospectus and also made available at University’s website www.ignou.ac.in.

2.18 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.

2.19 Scholarship 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. SC/ST learners have to collect and subsequently submit their scholarship forms to the respective States’s Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee. Similarly, Physically Handicapped learners admitted to IGNOU Programmes are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.
2.20 Issue of official transcript

The students may also obtain ‘Official Transcript’ for submission to the Overseas or Indian Institutes/Universities on request. They may apply in the prescribed form by paying the requisite fee as under by means of demand draft in favour of ‘IGNOU’ and payable at ‘New Delhi’:-

1. Rs. 200/- per transcript, if it is to be sent to the student/institutes in India.
2. Rs. 400/- per transcript, if required to be sent to the Institutes outside India by the University.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the students hand book & prospectus and also made available at University’s website www.ignou.ac.in.

PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters programme, the University has recently established the Campus Placement Cell (CPC). The mission and endeavour of CPC is to enhance and facilitate the process of prospecting suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

3. SCHOOL OF EDUCATION

The functions of the School of Education are within the broad framework of the objectives of IGNOU, i.e., to undertake academic activities pertaining to two major areas.

i) the various aspects of the practice of education as a profession, and

ii) the various branches of education as an academic discipline.

The school comprises the following four disciplines:

a) Education
b) Distance Education
c) Educational Technology
d) Adult Education

The academic programmes being offered by the School are:

- Doctor of Philosophy (Ph.D)
- Master of Arts in Education M.A. (Education)
- Master of Education (M.Ed)
- Bachelor of Education (B.Ed.)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Diploma in School Leadership and Management (PGDSLM)
- Post-graduate Certificate in Professional Development of Teachers (PGCPDT)
- Post-graduate Diploma in Educational Technology (PGDET)
The academic programmes at various stages of development are:

M.Phil. in Education

Certificate in Inclusive Education

4. **POST GRADUATE DIPLOMA IN PRE PRIMARY EDUCATION (PGDPPED) PROGRAMME**

The Programme Post-graduate Diploma in Pre Primary Education offered by IGNOU aims at developing understanding and competencies required by teachers for effective functioning in pre-primary schools. The programme also provides opportunities of sharing experiences among teachers. It enables teachers to select and organize meaningful learning experiences according to the requirement of pre-primary learners. In addition, it provides knowledge and develops in them an understanding of various aspects of pre-school education such as its genesis, child development, management of pre-primary schools, etc.

**Programme Objectives**

The programme aims to enable teachers to achieve the following objectives:

i) To systematize experiences and strengthen the professional competencies of pre-school teachers.

ii) To acquire knowledge and develop an understanding of the various approaches of organising meaningful learning experiences for pre-school children.

iii) To develop skills required in selecting and organising learning experiences.

iv) To understand the developmental needs of pre-school children.

v) To gain knowledge and develop an understanding of various aspects of pre-school management.

**Duration**

The minimum duration of the programme is one year. However, the maximum period allowed for completion of the programme will be four years.

**Medium of Instruction**

English

**Eligibility**

Bachelor degree or a higher degree from any recognized university.

**Admission**

Application form should be submitted in the concerned Regional Centre and admission will be done at Regional Centre.
Programme Fee

Rs. 7000/- for the entire programme.

The programme fee should be paid only by way of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is situated. Please write in capital letters your name and the programme to which admission is sought, i.e., PGDPPED on the back of the Demand Draft to ensure proper credit of your fee to the relevant account.

Programme Structure

The programme is essentially a judicious mix of theory and practical courses to develop knowledge, skills and attitude in pre-school teachers. Discussions and activities comprise the core of each course. These are suitably supported by theoretical aspects to the extent needed. The programme consists of 32 credits. At IGNOU, each credit is equivalent to 30 hours of academic work relevant to the programme.

Considering the requirement of pre-school teachers and the programme objectives, the programme has the following four theory courses of 4 credits each and practical component (as Project) of 16 credits:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MES-081</td>
<td>Introduction to Pre-School Education</td>
<td>4 Credits</td>
</tr>
<tr>
<td>2.</td>
<td>MES-082</td>
<td>Human Development During Early Childhood</td>
<td>4 Credits</td>
</tr>
<tr>
<td>3.</td>
<td>MES-083</td>
<td>Principles of Childhood Education</td>
<td>4 Credits</td>
</tr>
<tr>
<td>4.</td>
<td>MES-084</td>
<td>Practices in Modern Childhood Education</td>
<td>4 Credits</td>
</tr>
<tr>
<td>5.</td>
<td>MES-085</td>
<td>Project</td>
<td>16 Credits</td>
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</tbody>
</table>

The detailed structure of the courses is as follows:

THEORY OF PRE-SCHOOL EDUCATION – (16 Credits)

MES 081 : Introduction to Pre-School Education 4 Credits

Block I : Theoretical Bases of Pre-school Education

Unit 1 Introduction to Education with Special Reference to Preschool Education
Unit 2 Education for National Development
Unit 3 Perspectives of Preschool Education
Unit 4 Aims of Education and Preschool Education
Unit 5 Nature of Knowledge

Block II : Societal Bases of Pre-school Education

Unit 6 Impact of Society on Education
Unit 7 Agencies of Education
Unit 8    Education, Culture and the Spirit of Nationalism
Unit 9    Contemporary Challenges to Education in the Emerging Indian Society

**Block III : Transforming Educational Theory into Practice**

Unit 10   Major Schools of Philosophy
Unit 11   Educational Principles of Great Educators
Unit 12   Globalization and Education
Unit 13   Education in the 21st century

**Block IV : Pre-School Education in Selected Educational Systems**

Unit 14   Childhood Education in Various Countries
Unit 15   Pre-School Education
Unit 16   Preparation of Teachers for Pre-School Education
Unit 17   Evaluating Learning/Developmental Outcomes in Pre-School Education

**MES-082 : Human Development During Early Childhood**  
4 Credits

**Block I : Human Growth and Development**

Unit 1    Basic concepts of Human Growth and Development
Unit 2    Dimensions of Human Development
Unit 3    Interactive role of Heredity and Environment on Human Growth and Development

**Block II : An Introduction to the Psychology of Education**

Unit 4    Psychology and Education
Unit 5    Nature and Scope of Child Psychology
Unit 6    Tools and Techniques of Child Study
Unit 7    Child Guidance: Principles and Procedures
Unit 8    Nature of Human Intelligence

**Block III : Stages of Development**

Unit 9    Nature of Human Development
Unit 10   Aspects of Child Development
Unit 11   Child Characteristics and Development from Ages 2-6
Unit 12   Special Characteristics of Early Childhood and Late Childhood
Unit 13   Psychological Needs of Children

**Block IV : Learning in Children**

Unit 14   Concept of Learning
Unit 15   Approaches to Human Learning-behaviorist
Unit 16 Education for Individual Differences
Unit 17 Role of Creative Activities in the Process of Pre-school Learning
Unit 18 Social Development in Pre-school Children

MES-083: Principles of Childhood Education 4 Credits

Block I: Childhood Education: Guiding Principles
Unit 1 An Overview of Education of Pre-schoolers
Unit 2 Pre-school Care and Learning of Children in the Indian Context
Unit 3 Development of National and Regional Values through Pre-school Education
Unit 4 Pedagogical Approaches with Illustrations in Pre-school Education

Block II: Pre-School Education Centres and Typical Programmes
Unit 5 Assessment of Preschool Programmes
Unit 6 Child-teacher-parent Relationships in Pre-schools
Unit 7 Pre-school teachers: Their Competencies and Professional Growth
Unit 8 Ideal Physical Environment

Block III: Content Cum Outputs in Pre-School Education
Unit 9 Activity-cum-output Schedules
Unit 10 Institutional Goals, Structure, Staff, Timing and Institutional Climate
Unit 11 Activities for Developing Earning Outcomes
Unit 12 Learning Readiness Acceleration Activities for School Entrants
Unit 13 Balancing Work and Play

Block IV: Pedagogical Approaches
Unit 14 Preschool Teacher and Teaching Profession
Unit 15 Parent-teacher-society Interaction
Unit 16 Understanding Child Development: Methods and Tools
Unit 17 Understanding and Improving Child Behaviour and Learning

MES-084: Practices in Modern Pre-school Education - 4 Credits

Block I: Child Care and Education
Unit 1 Child Rearing Practices in Modern Societies
Unit 2 Comparison of Child Rearing Practices in Developed and Developing Countries
Unit 3 Childhood Education in India
Unit 4 Childhood Education-regional Specificities and Practices; Their Implication for Pre-school Education in India
Block II : Training Practices

Unit 5    Sense Training Approaches in Early Childhood Education
Unit 6    Model, Kindergarten Programmes
Unit 7    Training in Critical Concept Formation
Unit 8    Higher Order Learning Activities
Unit 9    Training in Natural/Home/Social Activities
Unit 10   Training for Group Uniformity

Block III : Role of Teachers in Developing Child Health, Hygiene and Life skills

Unit 11   Childhood Health, Nutrition and Health Services
Unit 12   Practices for Developing Proper Health Habits
Unit 13   Life Skills in Childhood Education

Block IV : Stimulated Learning Environment for Pre-school Children

Unit 14   Learning Environment for Pre-school Children
Unit 15   Play and Early Childhood Education
Unit 16   Use of ICT and Multimedia Approach in Early Childhood Education

The details of the practical course have been given in the project manual. In this component the emphasis is
on skill development of the teachers through activities based on Pre-School Education.

INSTRUCTIONAL SYSTEM

The PGDPPED programme delivery system includes the multiple-media approach, i.e., self-instructional print
material, audio/video components, assignments, counselling sessions and practical work will be used.

a)  Printed Material

The print materials are the self-instructional materials for both theory and practical components of the programme.
It is supplied to the students in the form of blocks. Each block contains 3-5 units. The university sends study
material and assignments to the students by registered post and if a student does not receive the same for
any reason whatsoever, the university shall not be held responsible for that.

b)  Audio and Video Programmes

The audio and video programmes are supplementary, meant for clarification and enhancement of understanding.
These are used during counselling and workshop sessions at the programme centre. Besides, the video
programmes are telecast on the national network of Gyan Darshan.

c)  Assignments

Assignments are an integral and compulsory component of the instructional system. There are only one tutor-
marked assignments for each theory course. These assignments are to be submitted to the study centre in
accordance with the submission schedule provided separately in the programme guide.

d)  Counselling Sessions
Generally the counselling sessions will be held at the study centres during weekends (Saturdays and Sundays) and long holidays. Within the general schedule of the programme,

The coordinators at the programme centres will decide on the conduct of these sessions. The programme centre coordinators will also provide the counselling schedule. The counselling sessions will include clarifications required in the print material and audio/video programmes through active interaction with students.

e) **Teleconferencing**

To provide more clarity and understanding, two-way audio and one-way video facility will be used during teleconferencing at regional centres. Interactive radio counselling and interactive programmes through Gyan Vani and Gyan Darshan will also be made available.

f) **Conduct of Practical**

Details of this component has been provided in the Project Manual.

5. **EVALUATION**

The system of evaluation, both for theory and practical work, is as follows:

a) **Theory**

For theory courses, evaluation comprises three aspects:

i) Self-evaluation exercises within each unit of study (non-credit).

ii) Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. One assignment in each theory course is compulsory.

iii) The term-end examination has a weightage of 70% for each course. Term-end examinations will be held in June/December every year. For the candidates of academic year (July-2011), the first term-end examination will be held in June-2012. The students are specifically instructed to send their Examination Forms to concerned Regional Centre.

b) **Practical**

Evaluation of Practical component will be done on the basis of the report detailing the activities undertaken by the students and the viva.

The student will have to obtain at least D grade in each course in both continuous and terminal evaluation separately. However, the overall average should be at least C grade for the successful completion of a theory course. However, s/he is expected to obtain at least C grade in the project report and viva separately so that the overall average is at least C in the practical components.

If a student has missed any term-end examination of a course for any reason, he/she may appear in the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only up to a period of four years from the date of registration.

The letter grade system is used for grading continuous and terminal examination components. These letter grades are:
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Qualitative level</th>
<th>Point Grade</th>
<th>Percent (%)</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>5</td>
<td>80% &amp; above</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>4</td>
<td>60-79.9%</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>3</td>
<td>50-59.9%</td>
</tr>
<tr>
<td>D</td>
<td>Satisfactory</td>
<td>2</td>
<td>40-49.9%</td>
</tr>
<tr>
<td>E</td>
<td>Unsatisfactory</td>
<td>1</td>
<td>Below 40%</td>
</tr>
</tbody>
</table>

The rounding off decimal pring in Grade card/Mark Sheet to the next mark in case decimal point is between 0.5 and 0.9 and no change in case it is between 0.1 to 0.4. (Please see notification attached).

The student will be declared successful if he/she scores at least C grade in theory courses and practical courses separately.
WHOM TO CONTACT FOR WHAT

<table>
<thead>
<tr>
<th>1.</th>
<th>Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms</th>
<th>Concerned Regional Centre</th>
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<tr>
<td>2.</td>
<td>Non-receipt of study material and assignments</td>
<td>Regional Director, Concerned Regional Centre</td>
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<tr>
<td>3.</td>
<td>Examination Date Sheet</td>
<td>Assistant Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068.</td>
</tr>
<tr>
<td>4.</td>
<td>Result, Re-evaluation, Improvement, Provisional Certificate and Grade Card</td>
<td>Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068.</td>
</tr>
<tr>
<td>5.</td>
<td>Non-reflection of Assignment Grades/Marks</td>
<td>Asstt. Registrar, (Assignment Section) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068. <a href="mailto:assignments@ignou.ac.in">assignments@ignou.ac.in</a> or</td>
</tr>
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<td>6.</td>
<td>Change of Elective/Medium/ opting of left over electives/ Deletion of excess credits</td>
<td>Concerned Regional Centre</td>
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<td>7.</td>
<td>Re-admission</td>
<td>Assistant Registrar (R-II) Student Registration Division, Block No. 3, Maidan Garhi, New Delhi-110068</td>
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<td>8.</td>
<td>Original Degree/Diploma/Verification of Degree/Diploma</td>
<td>Deputy Registrar (Exam.I), SED, Block 9, IGNOU, Maidan Garhi, New Delhi - 110068.</td>
</tr>
<tr>
<td>9.</td>
<td>Purchase of Audio/Video Tapes</td>
<td>Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068</td>
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<td>10.</td>
<td>Academic Content</td>
<td>Director of the School concerned</td>
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<td>11.</td>
<td>Project Synopsis</td>
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<tr>
<td>12.</td>
<td>Student Support Services and Student Grievances</td>
<td>Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a> Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129</td>
</tr>
</tbody>
</table>

Admission to IGNOU PGDPPED will be given to those candidate who satisfy the eligibility criteria fixed by the University. Therefore, the candidates should not be misled by false promises of admission made by private individuals or institutions.
# LIST OF STATE, UT AND QUALIFICATION CODES

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## Appendix II

### INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**Addresses and Codes of Regional Centres, Recognized Regional Centres**

<table>
<thead>
<tr>
<th>S.NO</th>
<th>NAME OF RCs</th>
<th>RC CODE</th>
<th>ADDRESS</th>
<th>OPERATIONAL AREA</th>
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</table>
| 1 | AGARTALA | 26 | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
M.B.B. COLLEGE COMPOUND  
P.O. AGARTALA COLLEGE  
AGARTALA – 799 004  
TRIPURA  
PH.OFF: 0381-2519391 / 2516266  
FAX : 0381-2516266  
EMAIL: rcagartala@ignou.ac.in | STATE OF TRIPURA  
(DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA) |
| 2 | AHMEDABAD | 09 | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
OPP. NIRMA INSTT OF TECHNOLOGY  
SARKHEJ-GANDHINAGAR HIGHWAY  
CHHARODI  
AHMEDABAD – 382 481  
GUJARAT  
PH.OFF: 02717-242975-79  
FAX : 02717-241580  
EMAIL: rcahmedbad@ignou.ac.in | STATE OF GUJARAT  
(DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)  
DAMAN (U.T.) |
| 3 | AIZWAL | 19 | 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 | STATE OF MIZORAM  
(DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI) |
| 4 | ALIGARH | 47 | 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 | STATE OF UTTAR PRADESH  
(DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPUR, MATHURA, MORADABAD AND RAMPUR) |
| 5 | BANGALORE | 13 | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
NSSS KALYANA KENDRA  
293, 39TH CROSS, 8TH BLOCK  
JAYANAGAR  
BANGALORE - 560 070  
KARNATAKA | STATE OF KARNATAKA  
(DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, }
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<th>Name</th>
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<td>62</td>
<td>Regional Director</td>
<td>IGNOU Regional Centre</td>
<td>State of Bihar (District: Kishanganj, Araria, Kathihar, Purnea, Bhagalpur, Banka, Munger, Khagaria, Madhepura) Note: Currently under Darbhanga and Patna RCS</td>
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<tr>
<td>Bhopal</td>
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<td>State of Orissa (District: Angul, Bhadrak, Baragarh, Balasore, Cuttack, Deogarh, Dhenkanal, Ganjam, Gajapati, Jharsuguda, Jajpur, Jagatsinghpur, Khordha, Keonjhar, Kandhamal, Kendrapara, Mayurbhanj, Nayagarh, Puri, Sambalpur, Sundergarh)</td>
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<td>Regional Director</td>
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<td>State of Punjab (District: Patiala, Mohali, Rup Nagar, Fatehgarh Sahib), Chandigarh (U.T.)</td>
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<td>Regional Director</td>
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<td>Address 2</td>
<td>City</td>
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<td>Cochin</td>
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<td>Darbhanga</td>
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<td>Regional Director IGNOU Regional Centre</td>
<td>Lalit Narayan Mithla Univ.CMPS</td>
<td>Bihar</td>
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<td>Regional Director IGNOU Regional Centre</td>
<td>Nanoor Khera, Tapovan Rajpur Road</td>
<td>Uttarakhand</td>
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<tr>
<td>Delhi 1</td>
<td>07</td>
<td>Regional Director IGNOU Regional Centre</td>
<td>Plot No J-2/1 Block- B 1 Mohan Cooperative Industrial Estate Mathura Road</td>
<td>New Delhi</td>
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<tr>
<td>Delhi 2</td>
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<td>Gandhi Smriti &amp; Darshan Samiti Rajghat</td>
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<tr>
<td>Delhi 3</td>
<td>38</td>
<td><strong>REGIONAL DIRECTOR</strong>&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;F-634-636 PALAM EXTNSION&lt;br&gt;RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA&lt;br&gt;NEW DELHI - 110 045</td>
<td>PH.OFF: 011-25088939 / 25088944&lt;br&gt;FAX: 011-25088944&lt;br&gt;EMAIL: <a href="mailto:rcdelhi3@ignou.ac.in">rcdelhi3@ignou.ac.in</a></td>
<td><strong>STATE OF DELHI</strong>&lt;br&gt;(COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARH, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTINAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA), <strong>STATE OF HARYANA</strong>&lt;br&gt;(DISTRICT: GURGAON)</td>
</tr>
<tr>
<td>Gangtok</td>
<td>24</td>
<td><strong>REGIONAL DIRECTOR</strong>&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;GAIRIGAON TADONG&lt;br&gt;PO SHUMBUK HOUSE&lt;br&gt;GANTOK – 737 102&lt;br&gt;SIKKIM</td>
<td>PH.OFF: 0359-2270923&lt;br&gt;FAX: 0359-2212501&lt;br&gt;EMAIL: <a href="mailto:rcgangtok@ignou.ac.in">rcgangtok@ignou.ac.in</a></td>
<td><strong>STATE OF SIKKIM</strong>&lt;br&gt;(DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)</td>
</tr>
<tr>
<td>Guwahati</td>
<td>04</td>
<td><strong>REGIONAL DIRECTOR</strong>&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;HOUSE NO 71, GMC ROAD&lt;br&gt;CHRISTIAN BASTI&lt;br&gt;GUWAHATI – 781 005&lt;br&gt;ASSAM</td>
<td>PH.OFF: 0361-2343783 / 2343785-86&lt;br&gt;FAX: 0361-2343784&lt;br&gt;EMAIL: <a href="mailto:renguwahati@ignou.ac.in">renguwahati@ignou.ac.in</a></td>
<td><strong>STATE OF ASSAM</strong>&lt;br&gt;(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)</td>
</tr>
<tr>
<td>Hyderabad</td>
<td>01</td>
<td><strong>REGIONAL DIRECTOR</strong>&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;PLT NO 207 KAVURI HILLS&lt;br&gt;PHASE II, NEAR MADHAVPUR PS, JUBILEE HILLS (P.O.)&lt;br&gt;HYDERABAD - 500 033&lt;br&gt;ANDHRA PRADESH</td>
<td>PH.OFF: 040-23117550-53&lt;br&gt;FAX: 040-23117554&lt;br&gt;EMAIL: <a href="mailto:rchyalabadi@ignou.ac.in">rchyalabadi@ignou.ac.in</a></td>
<td><strong>STATE OF ANDHRA PRADESH</strong>&lt;br&gt;(DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOONNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)</td>
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<td>Address</td>
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| 20  | IMPHAL | 17     | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
ASHA JINA COMPLEX
NORTH AOC
IMPHAL – 795 001
MANIPUR
PH.OFF: 0385-2421190 / 2421191
FAX : 0385-2421192
EMAIL : rcimphal@ignou.ac.in | STATE OF MANIPUR
(DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL) |
| 21  | ITANAGAR| 03     | 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 : rcitanagar@ignou.ac.in | STATE OF ARUNACHAL PRADESH
(DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG) |
| 22  | JABALPUR| 41     | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
2ND FLOOR, RAJSHEKHAR BHAVAN
RANI DURGAVALI
VISHVAVIDYALAYA
CAMPUS, PACHPEDHI
JABALPUR - 482 001
MADHYA PRADESH
PH.OFF: 0761-2600411 / 2600441
FAX : 0761-2609919
EMAIL : rcjabalpur@ignou.ac.in | STATE OF MADHYA PRADESH
(DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGPUR, SEONI, SHAHDLAL, SIDDHI, SIHORA, SINGRAULI, AND UMARIA) |
| 23  | JAIPUR  | 23     | 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 : rcjaipur@ignou.ac.in | STATE OF RAJASTHAN
(DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARaulI, KOTA, NAGaur, Pali, PRATAPGARH, RAJSAMAND, SAWAI MADhopUR, SIKAR, Sirohi, SRI GANGANAGAR, TONK,UDAIPUR) |
| 24  | JAMMU   | 12     | 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 : 0191-2546995
EMAIL : rcjammu@ignou.ac.in | STATE OF JAMMU & KASHMIR
(JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAmpur) |
<table>
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<th>City</th>
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<th>Contact Details</th>
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<td>25</td>
<td>JORHAT</td>
<td>37</td>
<td>REGIONAL DIRECTOR \nIGNOU REGIONAL CENTRE \nNEAR HOME GUARD OFFICE KARNAL - 132 001 \nHARYANA \nPH/OFF: 0184-2271514 / 2260075 \nFAX : 0184-2255738 \nEMAIL : <a href="mailto:rckarnal@ignou.ac.in">rckarnal@ignou.ac.in</a></td>
<td>STATE OF ASSAM</td>
<td>(DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHENGAHAT, SONITPUR) \nNote: Currently under Guwahati RC</td>
</tr>
<tr>
<td>No.</td>
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<td>Code</td>
<td>Director</td>
<td>Address</td>
<td>State</td>
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| 31  | Lucknow | 27   | LUCKNOW  | IGNOU REGIONAL CENTRE
B-1/33, SECTOR - H
ALIGANJ
LUCKNOW - 226 024
UTTAR PRADESH                  | STATE OF UTTAR PRADESH | (DISTRICT: ALLAHABAD,
AURAIYA, BAHRAICH,
BALRAMPUR, BANDA,
BARABANKI, BAREILLY,
BASTI, CHITRAKUT,
FAIZABAD, FARUKHABAD,
FATEHPUR, GONDA,
HAMIRPUR, HARDOI,
JALAUN, JHANSI, KANNAUJ,
KANPUR RURAL, KANPUR URBAN,
KAUSHAMBI, LAKHIMPUR,
LALITPUR, LUCKNOW, MAHOBA,
PILIBHIT, PRATAPGARH,
RAEBAREILY, SHAHJANANPUR,
SHRAVASTI, SIDHARTHANPUR,
SITAPUR, SULTANPUR, UNNAO) |
| 32  | Madurai | 43   | MADURAI  | IGNOU REGIONAL CENTRE
SIKKANDAR CHAVADI
ALANGANALLUR ROAD
MADURAI - 625 018
TAMIL NADU                    | STATE OF TAMIL NADU    | (DISTRICT: COIMBATORE,
DINDIGUL, ERODE, KURUR,
MADURAI, NILGIRIS,
PUDUKKOTTAI,
RAMANATHAPURAM,
SIVAGANGA, THANJAVUR,
THENI, THIRUVAROOR,
TIRUCHIRAPPALLI,
TIRUNELVELI, TIRUPUR,
TUTICORIN, VIRUDHUNAGAR)   |
| 33  | Mumbai  | 49   | MUMBAI   | IGNOU REGIONAL CENTRE
OM LEVA VIKAS NIKETAN
NANEPADA ROAD,MULUND (E)
MUMBAI – 400 081             | STATE OF MAHARASHTRA  | (DISTRICT: MUMBAI, THANE,
RAIGARH AND RATNAGIRI)     |
| 34  | Nagpur  | 36   | NAGPUR   | IGNOU REGIONAL CENTRE
GYAN VATIKA
14 HINDUSTAN COLONY
AMARAVATI ROAD
NAGPUR 440 033              | STATE OF MAHARASHTRA  | (DISTRICT: AMRAVATI,
BULDHANA, AKOLA,
WASHIM, HINGOLI,
PARBHANI, NANDED,
YAVATMAL, WARDHA,
CHANDRAPUR, NAGPUR,
BHANDARA, GONDIA,
GADCHIROLI)                |
| 35  | Noida   | 39   | NOIDA    | IGNOU REGIONAL CENTRE
C - 53 SECTOR 62
INSTITUTIONAL AREA
NOIDA - 201 305
UTTAR PRADESH                | STATE OF UTTAR PRADESH | (DISTRICT: GAUTAM BUDH
NAGAR, GHAZIABAD,
MEERUT, BAGHPAT,
BARAUT)                     |
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<th>Phone Numbers</th>
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| 36 | PANAJI| 08  | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
BEHIND CHODANKAR HOSPITAL
NEAR P&T STAFF QUARTERS
ALTO PORVORIM
POVORIM – 403 521
GOA
PH.OFF: 0832-2462315
FAX : 0832-2414552
EMAIL : rcpanaji@ignou.ac.in | STATE OF GOA
(DISTRICT: NORTH GOA, SOUTH GOA),
STATE OF KARNATAKA
(DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD),
STATE OF MAHARASHTRA
(DISTRICT: SINDHDURG) |
| 37 | PATNA | 05  | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
2ND FLOOR, BISCIMAUN TOWER
WEST GANDHI MAIDAN,
PATNA - 800 001
BIHAR
PH.OFF: 0612-2219539 / 2219541
FAX : 0612-2219538
EMAIL : rcpatna@ignou.ac.in | STATE OF BIHAR
(DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI) |
| 38 | PORT BLAIR | 02  | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
JNRM CAMPUS
PORT BLAIR – 744 104
ANDAMAN & NICOBAR ISLANDS
PH.OFF: 03192-242888 / 230111
EMAIL : rcpatna@ignou.ac.in | ANDAMAN & NICOBAR ISLANDS (U.T.)
(DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR) |
| 39 | PUNE | 16  | 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 : rcpatna@ignou.ac.in | STATE OF MAHARASHTRA
(DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR) |
| 40 | RAGHUNATHGANJ | 50  | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
R.NO 312 SECOND FLOOR
NEW ADMINISTRATIVE BUILDING
SDO JANGIPUR OFFICF COMPUND
RAGHUNATHGANJ
DT.MURSHIDABAD - 742 225
WEST BENGAL
PH.OFF: 03483-271555 / 271666
EMAIL : rcraghunathganj@ignou.ac.in | STATE OF WEST BENGAL
(DISTRICT: MURSHIDABAD, BIRBHUM, MALDA) |
| 41 | RAIPUR | 35  | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
REST HOUSE & E.M. OFFICE HALL
SECTOR - 1
SHANKAR NAGAR
RAIPUR – 492 007
CHATTISGARH
PH.OFF: 0771-2428285 / 4056508
FAX : 0771-2445839
EMAIL : rcraipur@ignou.ac.in | STATE OF CHHATTISGARH
(DISTRICT: BILASPUR, DHAMITARI, DURG, JANJIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGuja, NARAYANPUR, BIZAPUR) |
<table>
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<tr>
<td>42</td>
<td>RAJKOT</td>
<td>IGNOU REGIONAL CENTRE</td>
<td>Saurashtra University Campus, RAJKOT – 360 005 GUJARAT</td>
<td>PH.OFF: 0281-2572988</td>
<td>FAX: 0281-2571603</td>
<td><a href="mailto:rcrajkot@ignou.ac.in">rcrajkot@ignou.ac.in</a></td>
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<tr>
<td>43</td>
<td>RANCHI</td>
<td>IGNOU REGIONAL CENTRE</td>
<td>457/A, Ashok Nagar, RANCHI – 834 022 JHARKHAND</td>
<td>PH.OFF: 0651-2244688 / 2244699 / 2244677</td>
<td>FAX: 0651-2244400</td>
<td><a href="mailto:rcranchi@ignou.ac.in">rcranchi@ignou.ac.in</a></td>
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<td>44</td>
<td>SHILLONG</td>
<td>IGNOU REGIONAL CENTRE</td>
<td>Sunny Lodge, Nongthymmi, Nongshillang, SHILLONG - 793 014 MEGHALAYA</td>
<td>PH.OFF: 0364-2521117 / 2521271</td>
<td>FAX: 0364-2521271</td>
<td><a href="mailto:rcsiliguri@ignou.ac.in">rcsiliguri@ignou.ac.in</a></td>
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<tr>
<td>45</td>
<td>SHIMLA</td>
<td>IGNOU REGIONAL CENTRE</td>
<td>Chauhan Niwas Building, Khalini, Shimla - 171 002 HIMACHAL PRADESH</td>
<td>PH.OFF: 0177-2624612 / 2624613</td>
<td>FAX: 0177-2624611</td>
<td><a href="mailto:rcsiliguri@ignou.ac.in">rcsiliguri@ignou.ac.in</a></td>
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<td>46</td>
<td>SILIGURI</td>
<td>IGNOU REGIONAL CENTRE</td>
<td>Netaji More, Siliguri – 734 001 WEST BENGAL</td>
<td>PH.OFF: 0353-2526818</td>
<td>FAX: 0353-2526819</td>
<td><a href="mailto:rcsiliguri@ignou.ac.in">rcsiliguri@ignou.ac.in</a></td>
</tr>
<tr>
<td>47</td>
<td>SRINAGAR</td>
<td>IGNOU REGIONAL CENTRE</td>
<td>Mantoo House, Rajbagh, Near Masjid Al-Faroq, Srinagar - 190 008 JAMMU &amp; KASHMIR</td>
<td>PH.OFF: 0194-2311251 / 2311258</td>
<td>FAX: 0194-2311259</td>
<td><a href="mailto:rcsrgj@nic.in">rcsrgj@nic.in</a></td>
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IGNOU-ARMY RECOGNIZED REGIONAL CENTRES

(FOR ARMY PERSONAL ONLY)

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<th>NAME OF RCs</th>
<th>CODE</th>
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|      | CHANDIMANDIR    | 52   | COL.DEBASHISH ROY
IGNOU ARMY RECOG. REG. CENTRE
COL. EDUCATION
HQ WESTERN COMMAND
C/O 56 APO
CHANDIMANDIR – 908 543
HARYANA |
<p>|      |                 |      | PH.OFF: 0172-2589355/2589423                                           | WESTERN COMMAND AREA                |
|      |                 |      | (CIVIL)                                                                 |
|      |                 |      | 2668(MILITARY)                                                          |
|      |                 |      | FAX : 0712-2589355                                                     |
|      |                 |      | EMAIL : <a href="mailto:iaecpr52@rediffmail.com">iaecpr52@rediffmail.com</a>                                        |</p>
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<th>Phone Numbers (Military)</th>
<th>Fax Numbers</th>
<th>Email Addresses</th>
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<td>JAIPUR</td>
<td>56</td>
<td>COL. KAMLAKAR MUKHERJEE</td>
<td>REGIONAL DIRECTOR</td>
<td>IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH</td>
<td>C/O 56 APO - 908 546</td>
<td>JAIPUR RAJASTHAN</td>
<td>PH.OFF: 0141-6640</td>
<td>EMAIL: <a href="mailto:swciaep@gmail.com">swciaep@gmail.com</a></td>
</tr>
<tr>
<td>3</td>
<td>KOLKATA</td>
<td>51</td>
<td>COL. JASWINDEEP SINGH</td>
<td>REGIONAL DIRECTOR</td>
<td>IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND</td>
<td>C/O 99 APO KOLKATA – 908 542</td>
<td>WEST BENGAL</td>
<td>PH.OFF: 033-22222668</td>
<td>EMAIL: <a href="mailto:rc51army_ec@yahoo.co.in">rc51army_ec@yahoo.co.in</a></td>
</tr>
<tr>
<td>4</td>
<td>LUCKNOW</td>
<td>53</td>
<td>BRIG. K K SUNNY</td>
<td>REGIONAL DIRECTOR</td>
<td>IGNOU ARMY RECOG. REG. CENTRE IAEP HQ CENTRAL COMMAND GS (EDN) LUCKNOW – 908 554</td>
<td>UTTAR PRADESH</td>
<td>PH.OFF: 0522-2482968</td>
<td>2670 (MILITARY)</td>
<td>EMAIL: <a href="mailto:iaepcc53@yahoo.co.in">iaepcc53@yahoo.co.in</a></td>
</tr>
<tr>
<td>5</td>
<td>PUNE</td>
<td>54</td>
<td>COL. G K CHOPRA</td>
<td>REGIONAL DIRECTOR</td>
<td>IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ SOUTHERN COMMAND</td>
<td>C/O 56 APO - 908 795</td>
<td>UTTAR PRADESH</td>
<td>PH.OFF: 020-26616592</td>
<td>EMAIL: <a href="mailto:armypunerc54@yahoo.com">armypunerc54@yahoo.com</a></td>
</tr>
<tr>
<td>6</td>
<td>UDHAMPIR</td>
<td>55</td>
<td>LT. COL. ANAND SWAROOP PAUL</td>
<td>REGIONAL DIRECTOR</td>
<td>IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545</td>
<td>C/O 56 APO, HQ NORTHERN COMMAND UDHAMPIR JAMMU &amp; KASHMIR</td>
<td>PH.OFF: 01992-242486</td>
<td>EMAIL: <a href="mailto:iaeparmy55@rediffmail.com">iaeparmy55@rediffmail.com</a></td>
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### IGNOU- NAVY RECOGNIZED REGIONAL CENTRES
(For Navy Personnel Only)

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<th>OPERATIONAL AREA</th>
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<tr>
<td>1</td>
<td>KOCHI</td>
<td>74</td>
<td>CAPTAIN S.R. SRIDHAR &lt;br&gt;REGIONAL DIRECTOR &lt;br&gt;IGNOU NAVY RECOG. REG. CENTRE &lt;br&gt;NAVAL BASE &lt;br&gt;HQ SOUTHERN NAVAL COMMAND &lt;br&gt;KOCHI – 682 004 &lt;br&gt;KERALA &lt;br&gt;PH.OFF: 0484-2667434 &lt;br&gt;FAX : 0484-2666194 &lt;br&gt;EMAIL : <a href="mailto:inepkochi_1@rediffmail.com">inepkochi_1@rediffmail.com</a></td>
<td>HQ SOUTHERN NAVAL COMMAND</td>
</tr>
<tr>
<td>2</td>
<td>MUMBAI</td>
<td>72</td>
<td>CAPTAIN V.S.BABELEY, &lt;br&gt;REGIONAL DIRECTOR &lt;br&gt;IGNOU NAVY RECOG. REG. CENTRE &lt;br&gt;HQ. WESTERN NAVAL COMMAND &lt;br&gt;SHAHID BHAGAT SINGH MARG &lt;br&gt;MUMBAI – 400 023 &lt;br&gt;MAHARASHTRA &lt;br&gt;PH.OFF: 022-22752245 &lt;br&gt;FAX : 022-22665458 &lt;br&gt;EMAIL : <a href="mailto:inepm@rediffmail.com">inepm@rediffmail.com</a></td>
<td>HQ WESTERN NAVAL COMMAND</td>
</tr>
<tr>
<td>3</td>
<td>NEW DELHI</td>
<td>71</td>
<td>CAPTAIN ROHTAS SINGH &lt;br&gt;REGIONAL DIRECTOR (I/C) &lt;br&gt;IGNOU NAVY RECOG. REG. CENTRE &lt;br&gt;DIRECTORATE OF NAVAL EDUCATION &lt;br&gt;INTEGRATED HQS.MINISTRY OF DEF &lt;br&gt;WEST BLOCK.5,IIND FLR,WING-II &lt;br&gt;RK PURAM, NEW DELHI – 110 066 &lt;br&gt;DELHI &lt;br&gt;PH.OFF: 011-26194686 &lt;br&gt;FAX : 011-26105067 &lt;br&gt;EMAIL : <a href="mailto:ineppdelhi@rediffmail.com">ineppdelhi@rediffmail.com</a></td>
<td>NAVAL HQS</td>
</tr>
<tr>
<td>4</td>
<td>VISAKHAPATNAM</td>
<td>73</td>
<td>CAPTAIN M GHANASYAM OJHA &lt;br&gt;REGIONAL DIRECTOR &lt;br&gt;IGNOU NAVY RECOG. REG. CENTRE &lt;br&gt;HQ EASTERN NAVAL COMMAND &lt;br&gt;VISAKHAPATNAM – 530 014 &lt;br&gt;ANDHRA PRADESH &lt;br&gt;PH.OFF: 0891-2812669 &lt;br&gt;FAX : 0891-2515834 &lt;br&gt;EMAIL : <a href="mailto:rc73@ignou.ac.in">rc73@ignou.ac.in</a> <a href="mailto:inepv@hotmail.com">inepv@hotmail.com</a></td>
<td>HQ EASTERN NAVAL COMMAND</td>
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### IGNOU- ASSAM RIFLES RECOGNIZED REGIONAL CENTRES
(For ASSAM RIFLES Personnel Only)

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<th>OPERATIONAL AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SHILLONG</td>
<td>81</td>
<td>MAJOR N.S. INGLE, RD &lt;br&gt;REGIONAL DIRECTOR &lt;br&gt;IGNOU ASSAM-RIFLES RECOG. R.C. &lt;br&gt;DIRECTORATE GENERAL ASSAM RIFLES (DGAR) &lt;br&gt;LAITUMUKHRIH &lt;br&gt;SHILLONG - 11 &lt;br&gt;MEGHALAYA &lt;br&gt;0364-2705181 &lt;br&gt;0364-2705184 &lt;br&gt;<a href="mailto:iarcc_81@yahoo.co.in">iarcc_81@yahoo.co.in</a></td>
<td>COMMAND AREA</td>
</tr>
</tbody>
</table>
## Board Codes

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

In order to facilitate the student, who have got offer of admission for higher study and or selected for employment etc. are required to produce statement of marks/grade cards by a specified given date, may apply for early processing of their answer scripts and declaration of result. The students are required to apply in prescribed application form with fee of Rs. 700/- per course by means of demand draft drawn in favour of IGNOU and payable at city where Regional Centre is situated along with attested photocopy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University, in such cases, will make arrangement for early precessing of answer scripts and declare the result as a special case possibly within a month time from the date of conduct of examination. Early declaration of result is permissible in term-end examination only and not in Practicals/ Lab courses, Project, Workshop, Assignment and Seminar etc. A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the Student Hand Book & Prospectus and also made available at University’s website www.ignou.ac.in

RE-EVALUATION OF ANSWER SCRIPT(S)

The students, who are not satisfied with the marks/ grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for the result of December term-end examination and 30th September for the result of June term-end examination or within one month from the date of declaration of the results i.e. the date on which the results are made available on the University’s website on payment of Rs. 500/- per course by means of demand draft drawn in favour of IGNOU and payable at city where Regional Centre is situated, in the prescribed application form. The better of the two scores of original marks/ grades and marks/ grades after re-evaluation will be considered and updated in student’s record. Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc. A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the Student Hand Book & Prospectus and also made available at University’s website www.ignou.ac.in
FORMS FOR MISCELLANEOUS USE
Blank
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 documentary evidence specifying the reason for early declaration)

5. Course(s) detail for early evaluation:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>COURSE CODE</th>
<th>DATE OF EXAMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ‘New Delhi’)

No. of Course(s): ................................ × Rs. 700/-  Total Amount: Rs.........................

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

Issuing Bank: .................................................................................................................................

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

Date: .................................  (Signature of the student)
**RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

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

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

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

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

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

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:**

<table>
<thead>
<tr>
<th>SL.No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068</td>
<td>All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad</td>
</tr>
<tr>
<td>2.</td>
<td>Dy. Registrar Evaluation Centre Periyar Thidal No.30, EVK Sampath Road Vepery, Chennai - 600 007</td>
<td>All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharashtra (area under Pune RC), Andaman &amp; Nicobar Islands</td>
</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001</td>
<td>All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh, Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre B-l/33, Sector-H, Aliganj Lucknow - 226 024</td>
<td>All Examination Centres in Himachal Pradesh, Uttarakhand, J&amp;K, Uttar Pradesh (areas under Varanasi &amp; Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam</td>
</tr>
<tr>
<td>5.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-411016</td>
<td>All Examination Centres in Gujrat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa</td>
</tr>
<tr>
<td>6.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road Christian Basti Guwahati - 781 005</td>
<td>All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

1st September to 15th October for June Term-end Exam.

1. Name: .........................................................................................................................

2. Programme: Enrolment No: .................................................................

3. Address: ...........................................................................................................

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

........................................................................................................ Pin Code

4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
   (a) Term-end examination: June/December ..................................
   (b) Exam Centre Code: ..............................................................
   (c) Exam Centre Address: ..............................................................

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

   (d) Course(s): ........................................................................................ ..........

5. Fee details:-

(The fee for 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: .............................................................................................................

   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. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.

2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at the city of Evaluation Centre.

3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.

4. Student’s application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University’s website, whichever is later.

5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.

6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.

7. Application form duly filled-in may be sent to the following address except CPE & DPE programmes:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068</td>
<td>All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad</td>
</tr>
<tr>
<td>2.</td>
<td>Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai - 600 007</td>
<td>All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharashtra (area under Pune RC), Andaman &amp; Nicobar Islands</td>
</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001</td>
<td>All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh, Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre B-I/33, Sector-H, Aliganj Lucknow - 226 024</td>
<td>All Examination Centres in Himachal Pradesh, Uttarakanchal, J&amp;K, Uttar Pradesh (areas under Varanasi &amp; Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam</td>
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<td>5.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-411016</td>
<td>All Examination Centres in Gujrat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa</td>
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<td>All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya</td>
</tr>
</tbody>
</table>

8. 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 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): ................. × Rs. 200 or 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
STUDENT EVALUATION DIVISION
APPLICATION FORM FOR ISSUE OF DUPLICATE STATEMENT OF MARKS/GRADE CARD

1. Name: ..............................................................................................................................

2. Programme: Enrolment No:

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

4. Fee detail:-
(The fee for duplicate grade card is Rs. 150/- which is to be paid through demand draft drawn in favour of ‘IGNOU’ & payable at ‘New Delhi’)
Demand Draft No.: Date: 
Issuing Bank: ....................................................................................................................... 

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.
APPLICATION FORM FOR IMPROVEMENT IN DIVISION CLASS

1. Name: ________________________________

2. Programme: ___________________________ Enrolment No: __________

3. Address: ____________________________________________________________________

____________________________________________________________________

________________________ Pin: ____________________________________________________________________

4. Term-end examination, in which programme completed June/December: ________________

Total marks/Overall point grade obtained Percentage obtained

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

(please enclose photocopy of the statement of marks/grades card)

5. Course(s) in which improvement is sought:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course Code</th>
<th>S.No.</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Fee details:-
(The fee for Improvement in Division 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) ....................... × Rs. 500/- = Total Amount .........................

Bank 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:-

Examination Centre Code:...................... City/Town: .................................

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

UNDEARTAKING

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 & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor’s/Master’s Degree Programmes, who have complete the programme. The eligibility is as under:

   a) The students of Bachelor’s/Master’s degree programmes who fall short of 2% marks to secure 2nd and 1st division.

   b) The students of Master’s degree programmes only, who fall short of 2% marks to secure overall 55% marks.

2. Only one opportunity will be given to improve the marks/grade.

3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.

4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.

5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.

6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.

7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.

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 envelop 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 – 110 068.
APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. **Name:** ..........................................................................................................................................

2. **Programme:** ........................................... **Enrolment No.:** ................................................................

3. **Address:** ......................................................................................................................................

4. **Month and Year of the Examination:** ...................................................................................

5. **Examination Centre Code:** .......................................................................................................

6. **Address of the Examination Centre:** .......................................................................................  

7. **Courses, in which re-evaluation sought**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>MARKS/GRADE OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

8. **Fee detail:-**

(The fee for Re-evaluation of answer scrip is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of ‘IGNOU’ & payable at ‘New Delhi’)

<table>
<thead>
<tr>
<th>No. of Course(s):</th>
<th>× Rs. 500/-</th>
<th>Total Amount: Rs.</th>
<th>Demand Draft No.:</th>
<th>Date:</th>
<th>Issuing Bank:</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068</td>
<td>All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad</td>
</tr>
<tr>
<td>2.</td>
<td>Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai - 600 007</td>
<td>All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharashtra (area under Pune RC), Andaman &amp; Nicobar Islands</td>
</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomoun Tower W. Gandhi Maidan Patna -800 001</td>
<td>All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh, Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024</td>
<td>All Examination Centres in Himachal Pradesh, Uttarakhand, J&amp;K, Uttar Pradesh (areas under Varanasi &amp; Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam</td>
</tr>
<tr>
<td>5.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-411016</td>
<td>All Examination Centres in Gujrat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa</td>
</tr>
<tr>
<td>6.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre H,No.71, GMC Road Christian Basti Guwahati - 781 005</td>
<td>All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya</td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM

Important Note: “Application form should be submitted to the Regional Director in whose jurisdiction, the Programme Centre falls”.

Please read the following instructions carefully before filling in the application form for admission.

Submission of the Application Form

The application form for admission enclosed in the Students Handbook and Prospectus is to be filled in carefully. Please write the relevant code in the boxes provided in the application form and submit to the Regional Director Concerned.

Filling in the Application Form

Please use block letters when filling in the form. The learners are requested to enclose the Photocopies of the following Documents duly attested by a Gazetted Officer along with the application form for admission:

2. Degree and mark sheets of Graduation and onwards examination
3. Category Certificate, if applicable.
4. Bank Draft of Rs.100/- towards Registration Fees.
Blank
INSTRUCTIONS

1. Please read the instructions in the Student Handbook & Prospectus 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 the 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.

1. Programme Code
2. Study Centre Code
3. State Code

5. Category
(Write the relevant code in the box)
A1 - GEN, C3 - ST
B2 - SC, D4 - OBC
D4-A Creamy Layer
D4-B Non-Creamy Layer

6. Nationality
(Write the relevant code in the box)
A1 - Indian
B2 - Others

7. Sex
(Write the relevant code in the box)
A1 - Male
B2 - Female

8. Marital Status
(Write the relevant code in the box)
A1 - Married
B2 - Unmarried

9. Whether Minority : (Write the relevant code in the box)
A1 - Yes
B2 - No

10. Religion
(Write the relevant code in the box)
A1 - Hindu
B2 - Muslim
C3 - Christian
D4 - Sikh
E5 - Jain
F6 - Buddhist
G7 - Parsi
H8 - Jews
I - Others

11. Date of Birth
Date
Month
Year

12. Social Status
(Write the relevant code in the box)
A1 - Ex-service man
B2 - War widow
C3 - Not applicable

13. Whether Kashmiri Migrant ?
(Write the relevant code in the box)
A1 - Yes
B2 - No

14. Territory
(Write the relevant code in the box)
A1 - URBAN
B2 - RURAL
C3 - TRIBAL

15. Employment Status
(Write the relevant code in the box)
A1 - Employed
B2 - Unemployed
C3 - IGNOU Regular Employee
D4 - KVS Employee

16. Whether a person with disability (Nature of disability)
(Write the relevant code in the box)
A1 - Hearing Impairment
B2 - Locomotor Impairment
C3 - Visual Impairment
D4 - Reading Disability
E5 - Any other, Please specify

17. If a person with disability
(Write the relevant code in the box)
A1 - Yes
B2 - No

18. Are you registered with (IGNOU)
(Write the relevant code in the box)
A1 - Yes
B2 - No

19. If yes write the Enrol. No. and Programme Code in the boxes below :
Enrolment No.
Programme Code

20. Medium Code
(Write the relevant code in the box)
A1 - English

21. Details of Scholarship being received if any :
(a) Annual Scholarship Amount

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

23. Name of Father/Mother/Husband (Strike out whichever is not applicable)

24. Relevant Qualifications : (Which makes you eligible for the programme)
(a) Qualification
Code
(b) Main Subjects

2011-07-0035
### DECLARATION BY THE APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for PGDPPED programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. 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. Further, 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.

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

(Signature of the Applicant)

---

### IMPORTANT INSTRUCTIONS FOR CANDIDATES

1. Please send your Application form by Regd. Post/Speed Post to the Regional Centre. Details of Regional Centres are given in the Student Handbook and Prospectus.
2. Application form to be submitted only at the concerned Regional Centre.
3. Application submitted at any other Office of the University will not be entertained.
4. Please retain the photocopy of the filled-in form for future reference.
5. Affix the Photograph and enclose the following:
   i) Certificates and MarkSheets in support of your educational qualifications.
   iii) Age certificate.
   iv) Bank draft of Rs. 100/- towards Registration Fees.
   v) Student card duly filled in along with photograph.
   vi) Acknowledgement Card duly stamped.
# INSTRUCTIONS
1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Do not staple. Only Clip the documents along with it.
3. 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**

---

**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**

---

**COURSE OPTION:**

Course codes for which appearing for the first time OR failed in the earlier TEEs including FEE @ Rs. 50/- PER COURSE

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course Code</th>
<th>S.No.</th>
<th>Course Code</th>
<th>S.No.</th>
<th>Course Code</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
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<td>9.</td>
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<td>17.</td>
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<tr>
<td>2.</td>
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<td>10.</td>
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<td>18.</td>
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<td>3.</td>
<td></td>
<td>11.</td>
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<td>19.</td>
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<td>4.</td>
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<td>12.</td>
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<td>20.</td>
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<td>5.</td>
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<td>13.</td>
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<td>21.</td>
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<td>7.</td>
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<td>15.</td>
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<td>23.</td>
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<td>8.</td>
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<td>16.</td>
<td></td>
<td>24.</td>
<td></td>
</tr>
</tbody>
</table>

Course Codes (Exam already taken in the last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
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<td>5.</td>
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<td>6.</td>
<td></td>
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<td>7.</td>
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<td>8.</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Total No. of Courses</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>× 50</td>
<td></td>
</tr>
<tr>
<td>Practical Courses</td>
<td>× 50</td>
</tr>
<tr>
<td>Late Fee</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

**ISSUING BANK**

---

**SIGNATURE OF THE STUDENT**

(within the Box only)

---

**CONTROL NO.**

(For Official Use only)

---
DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are 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)

<table>
<thead>
<tr>
<th>Dates for Submission of Exam Forms</th>
<th>FOR JUNE TEE</th>
<th>LATE FEE</th>
<th>FOR DEC TEE</th>
<th>LATE FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 March to 31 March</td>
<td>NIL</td>
<td>1 Sept. to 30 Sept.</td>
<td>NIL</td>
<td></td>
</tr>
<tr>
<td>1 April to 20 April</td>
<td>Rs. 100/-</td>
<td>1 Oct. to 20 Oct.</td>
<td>Rs. 100/-</td>
<td></td>
</tr>
<tr>
<td>21 April to 15 May</td>
<td>Rs. 500/-</td>
<td>21 Oct. to 15 Nov.</td>
<td>Rs. 500/-</td>
<td></td>
</tr>
<tr>
<td>16 May to 28 May</td>
<td>Rs. 1000/-</td>
<td>16 Nov. to 28 Nov.</td>
<td>Rs. 1000/-</td>
<td></td>
</tr>
</tbody>
</table>

Please submit the examination form at concerned Regional Centre only.

INSTRUCTION FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.

2. Students should submit the examination form only once for each Term-end Examination.

3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.

4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.

5. Term-end Examination result is also available on the university website i.e. www.ignou.ac.in Please see the result status before filling examination form.

6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.

7. 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 may 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.

8. Change of Examination Centre, once allotted, is not permissible under any circumstances.

9. 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).

10. 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.

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**Category Certificate**

(i) for SC/ST Candidates

This is to certify that Mr/Ms/Mrs. .............................................................. son / daughter / wife of Shri .............................................................. Town .............................................. Distt. ................................. State/U.T. ..............................................................

belongs to .............. Caste which is recognised as Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Caste Part C States) Order 1951 read with the SC/ST lists (Modification) order, 1956.

Mr./Ms./Mrs. .............................................................. and his/her family reside in Village/Town. ......................... District ......................... State/U.T. .........................

Signature of Tehsildar/Commissioner/District Magistrate

Signature : ..............................................

Place ..............................................

Date ..............................................

Saal/Stamp

---

**Category Certificate**

(ii) OBC Candidates (only non-creamy layer)

This is to certify that Mr/Ms/Mrs. .............................................................. son / daughter / wife of Shri .............................................................. Town .............................................. Distt. ................................. State/U.T. ..............................................................

belongs to .............. Caste who are eligible for availing the benefits as per central list of 5 to 13 Cs/OBC as per Resolution No. 12011/68/93-DCC(C) of Ministry of Social Justice and Empowerment as modified from time to time by that Ministry based on the advice of the National Commission for Backward Classes. (NCBC).

Mr./Ms./Mrs. .............................................................. and his/her family reside in Village/Town. ......................... District ......................... State/U.T. .........................

Signature of Tehsildar/Commissioner/District Magistrate

Signature : ..............................................

Place ..............................................

Date ..............................................

Saal/Stamp
Blank
Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. 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: ........................................................
DD/Challan No.: ........................................................
DD/Challan Date: ........................................................
Amount: ........................................................
DD Drawn on: ........................................................

For Office Use Only

Your Enrolment Number is
<table>
<thead>
<tr>
<th>Enrolment No.</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Programme</td>
<td>____________________________</td>
</tr>
<tr>
<td>Name</td>
<td>____________________________</td>
</tr>
<tr>
<td>Father’s/Husband’s Name</td>
<td>____________________________</td>
</tr>
<tr>
<td>Address (in Capital Letters)</td>
<td>____________________________</td>
</tr>
<tr>
<td>Pin Code</td>
<td>____________________________</td>
</tr>
<tr>
<td>Full Signature of the Candidate</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

**PASTE**

LATEST PHOTOGRAPH TO BE PASTED WHICH WILL BE ATTESTED BY UNIVERSITY OFFICE

ATTESTED BY
REGIONAL DIRECTOR
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

To

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

From
The Regional Director,
IGNOU Regional Centre

____________________________________

PIN: [ ] [ ] [ ] [ ]