

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

*Electronic version of the prospectus is also
available
for download at:
<http://www.ignou.ac.in>*

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)**

May, 2011

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

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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)

- School of Translation Studies and Training (SOTST)
- School of Performing & Visual Arts (SOPVA)

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

- National Centre for Disability Studies (NCDS)
- Centre for Corporate Education, Training and Consultancy (CCETC)
- Centre for Extension Education (CEE)
- Advanced Centre for Informatics and Innovative Learning (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 one course or a limited number of courses, 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.
4. 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

Letter Grade	Qualitative Level	Point Grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Average	2
E	Unsatisfactory	1

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.

Examination fee @ Rs. 60/- per course is required to be paid either through online payment gateway, cash deposit on designated banks andn 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 Vishwavidyaya (Sathapana Aur Vinnyaman), 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 concered 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

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

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 atleast two week 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 the 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 along with 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 out side 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 (PGDSLML)

Post-graduate Certificate in Professional Development of Teachers (PGCPDT)

Post-graduate Diploma in Educational Technology (PGDET)

Post-graduate Diploma in Educational Management and Administration (PGDEMA)
Diploma in Elementary Education (D.El.Ed.) (Previously DPE)
Certificate in Guidance (CIG)
Certificate in Primary Education (CPE)
Certificate in Elementary Teacher Education (CETE)

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:

Course No.	Course Code	Course Title	Credits
1.	MES-081	Introduction to Pre-School Education	4 Credits
2.	MES-082	Human Development During Early Childhood	4 Credits
3.	MES-083	Principles of Childhood Education	4 Credits
4.	MES-084	Practices in Modern Childhood Education	4 Credits
5.	MES-085	Project	16 Credits

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 Learning 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 PGDPED 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:

Letter Grade Qualitative level Point Grade Percent (%)

A Excellent-5 – 80% & above

B Very Good-4 – 60-79.9%

C Good-3 – 50-59.9%

D Satisfactory-2 – 40-49.9%

E Unsatisfactory-1 – Below 40%

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

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

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

Code	Description	Educational Qualification Code
State Code		Code Description
01.	Andhra Pradesh	001 Matriculation/SSC
02.	Andaman & Nikobar Islands (UT)	002 10+2 or Equivalent
03.	Arunachal Pradesh	003 Diploma in Engineering
04.	Assam	004 Graduation in Engineering
05.	Bihar	005 Graduation or Equivalent
06.	Chandigarh (UT)	006 Post Graduation or Equivalent
07.	Delhi	007 Doctoral or Equivalent
08.	Goa	008 BPP from IGNOU
09.	Gujarat	009 Bachelor of Library Information Science
10.	Haryana	010 Master of Library & Information Science
11.	Himachal Pradesh	011 PG Diploma in Dietetics and Public Health Nutrition or Equivalent
12.	Jammu & Kashmir	
13.	Karnataka	
14.	Kerala	
15.	Madhya Pradesh	
16.	Maharashtra	
17.	Manipur	
18.	Meghalaya	
19.	Mizoram	
20.	Nagaland	
21.	Orissa	
22.	Punjab	
23.	Rajasthan	
24.	Sikkim	
25.	Tamil Nadu	
26.	Tripura	
27.	Uttar Pradesh	
28.	West Bengal	
29.	Dadra & Nagar Haveli, Daman & Diu (UT)	
30.	Lakshadweep (UT)	
31.	Pondicherry (UT)	
32.	C/o56APO	
33.	C/o99APO	
34.	Learners Abroad	
35.	Chattisgarh	
36.	Jharkhand	
37.	Uttarakhand	

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

ADDRESSES AND CODES OF REGIONAL CENTRES, RECOGNIZED REGIONAL CENTRES

S.NO	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
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, MAINPURI, 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,

			PH.OFF: 080-26654747 / 26657376 FAX : 080-26644848 EMAIL : rcbangalore@ignou.ac.in	TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR BANKA, MUNGER, KHAGARIA, MADHEPURA) <i>Note: Currently under Darbhanga and Patna RCs</i>
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH PH.OFF: 0755-2578455 / 2578452 FAX : 0755-2578454 EMAIL : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOKNAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA PH.OFF: 0674-2301348 / 2301250 FAX : 0674-2300349 EMAIL : rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA PH.OFF: 0172-2590208 FAX : 0172-2590279 EMAIL : rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI,

			PH.OFF: 044-22541919 / 22542727 FAX : 044-22542828 EMAIL : rcchennai@ignou.ac.in	DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERY (U.T.).
11	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF: 0484-2340203 / 2348189 / 2330891 FAX : 0484-2340204 EMAIL : rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KANNUR, KASARAGOD, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THRISSUR, WAYANAD), LAKSHADWEEP (U.T.)
12	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR PH.OFF: 06272-251833 FAX : 06272-253719 EMAIL : rcdarbhang@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATI HAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
13	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL PH.OFF: 0135-2789180 / 2789200 FAX : 0135-2789190 EMAIL : rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFARNAGAR, BIJNORE)
14	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI – 110 044 DELHI PH.OFF: 011-26990082-83 FAX : 011-26990084 EMAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN, R K PURAM, VASANTKUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G K, MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAMVIHAR, FRIENDS CLY., BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)
15	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR,

			<p>PH.OFF: 011-23392374 / 23392376 -77 FAX : 011-23392375 EMAIL : rcdelhi2@ignou.ac.in</p>	<p>MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)</p>
16	DELHI 3	38	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI - 110 045</p> <p>PH.OFF: 011-25088939 / 25088944 FAX : EMAIL : rcdelhi3@ignou.ac.in</p>	<p>STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, 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),</p> <p>STATE OF HARYANA (DISTRICT: GURGAON)</p>
17	GANGTOK	24	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANTOK – 737 102 SIKKIM</p> <p>PH.OFF: 0359-2270923 FAX : 0359-2212501 EMAIL : rcgangtok@ignou.ac.in</p>	<p>STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)</p>
18	GUWAHATI	04	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI – 781 005 ASSAM</p> <p>PH.OFF: 0361-2343783 / 2343785-86 FAX : 0361-2343784 EMAIL : rcguwahati@ignou.ac.in</p>	<p>STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)</p>
19	HYDERABAD	01	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH</p> <p>PH.OFF: 040-23117550-53 FAX : 040-23117554 EMAIL : rchyderabad@ignou.ac.in</p>	<p>STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOBNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)</p>

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 DURGAVATI 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, SHAHDOL, 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)

25	JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) <i>Note: Currently under Guwahati RC</i>
26	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06, SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA PH.OFF: 0184-2271514 / 2260075 FAX : 0184-2255738 EMAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
27	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA – 141 401 PUNJAB PH.OFF: 01628-229993 / 237361 FAX : 01628-238284 EMAIL : rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
28	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA – 797 001 NAGALAND PH.OFF: 0370-2260366 / 2260167 FAX : 0370-2260216 EMAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
29	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA – 700 091 WEST BENGAL PH.OFF: 033-23349850 FAX : 033-23347576 EMAIL : rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
30	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT – 764 020 ORISSA PH.OFF: 06852-252982 / 251535 FAX : 06852-252503 EMAIL : rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)

31	LUCKNOW	27	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH</p> <p>PH.OFF: 0522-2746120 / 2745114 FAX : 0522-2746145 EMAIL : rclucknow@ignou.ac.in</p>	<p>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, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)</p>
32	MADURAI	43	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018 TAMIL NADU</p> <p>PH.OFF: 0452-2380387 / 2380733 FAX : 0452-2370588 EMAIL : rcmadurai@ignou.ac.in</p>	<p>STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)</p>
33	MUMBAI	49	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI – 400 081</p> <p>PH.OFF: 022-25633159 / 25635540 FAX : 022-25635540 EMAIL : rcmbombai@ignou.ac.in</p>	<p>STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH AND RATNAGIRI)</p>
34	NAGPUR	36	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR 440 033</p> <p>PH.OFF: 0712-2022000 FAX : EMAIL : rcnagpur@ignou.ac.in</p>	<p>STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)</p>
35	NOIDA	39	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH</p> <p>PH.OFF: 0120-2405012 / 2405014 FAX : 0120-2405013 EMAIL : rcnoida@ignou.ac.in</p>	<p>STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)</p>

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, BISCO MAUN 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 FAX : EMAIL : rcpportblair@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 : rcpune@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 OFFICE COMPOUND RAGHUNATHGANJ DT.MURSHIDABAD - 742 225 WEST BENGAL PH.OFF: 03483-271555 / 271666 FAX : 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, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)

42	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT – 360 005 GUJARAT PH.OFF: 0281-2572988 FAX : 0281-2571603 EMAIL : rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
43	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI – 834 022 JHARKHAND PH.OFF: 0651-2244688 / 2244699 / 2244677 FAX : 0651-2244400 EMAIL : rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR, KHUNTI, RAMGARH)
44	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLANG SHILLONG - 793 014 MEGHALAYA PH.OFF: 0364-2521117 / 2521271 FAX : 0364-2521271 EMAIL : rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
45	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH PH.OFF: 0177-2624612 / 2624613 FAX : 0177-2624611 EMAIL : rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
46	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY SILIGURI – 734 001 WEST BENGAL PH.OFF: 0353-2526818 FAX : 0353-2526819 EMAIL : rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
47	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF: 0194-2311251 / 2311258 FAX : 0194-2311259 EMAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)

48	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM - 695 017 PH.OFF: 0471-2590300 / 2590600 FAX : 0471-2590700 EMAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
49	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI – 221 005 UTTAR PRADESH PH.OFF: 0542-2368022 / 2368622 FAX : 0542-2369629 EMAIL : rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
50	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYWADA - 520 001 ANDHRAPRADESH PH.OFF: 0866-2565253 / 2565959 FAX : 0866-2565353 EMAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
51	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF KERALA (DISTRICT: KOZHIKODE, KANNUR, KASARAGOD, WAYANAD) <i>Note: Currently under Cochin RC.</i>

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

S.NO	NAME OF RCs	CODE	ADDRESS	OPERATIONAL AREA
1	CHANDIMANDIR	52	COL.DEBASHISH ROY IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR – 908 543 HARYANA PH.OFF: 0172-2589355/2589423 (CIVIL) 2668(MILITARY) FAX : 0712-2589355 EMAIL : iaepre52@rediffmail.com	WESTERN COMMAND AREA

2	JAIPUR	56	COL KAMLAKAR MUKHERJEE REGIONAL DIRECTOR IGNOU ARMY RECOG REG.CENTRE EDUCATION BRANCH C/O 56 APO - 908 546 JAIPUR RAJASTHAN PH.OFF: 0141-6640 (MILITARY) FAX : EMAIL : swciaep@gmail.com	SOUTH WESTERN COMMAND
3	KOLKATA	51	COL.JASWINDER SINGH REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND C/O. 99 APO KOLKATA – 908 542 WEST BENGAL PH.OFF: 033-22222668 (CIVIL) 2670 (MILITARY) FAX : 033-22222668 EMAIL : rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
4	LUCKNOW	53	BRIG K K SUNNY REGIONAL DIRECTOR IGNOU ARMY RECOG.REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW – 908 554 UTTAR PRADESH PH.OFF: 0522-2482968 (CIVIL) 2670 (MILITARY) FAX : EMAIL : iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
5	PUNE	54	COL G K CHOPRA REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 PH.OFF: 020-26616592 (CIVIL) 3019 (MILITARY) FAX : 020-26102670 EMAIL : armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
6	UDHAMPUR	55	LT.COL.ANAND SWAROOP PAUL REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR PH.OFF: 01992-242486 FAX : EMAIL : iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

IGNOU- NAVY RECOGNIZED REGIONAL CENTRES

(For Navy Personnel Only)

S.NO	NAME OF RCs	CODE	ADDRESS	OPERATIONAL AREA
1	KOCHI	74	CAPTAIN S.R. SRIDHAR REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI – 682 004 KERALA PH.OFF: 0484-2667434 FAX : 0484-2666194 EMAIL : inepkochi_1@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
2	MUMBAI	72	CAPTAIN V.S.BABELEY, REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI – 400 023 MAHARASHTRA PH.OFF: 022-22752245 FAX : 022-22665458 EMAIL : inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3	NEW DELHI	71	CAPTAIN ROHTAS SINGH REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI – 110 066 DELHI PH.OFF: 011-26194686 FAX : 011-26105067 EMAIL : inepdelhi@rediffmail.com	NAVAL HQS
4	VISAKHAPATNAM	73	CAPTAIN M GHANASYAM OJHA REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM – 530 014 ANDHRA PRADESH PH.OFF: 0891-2812669 FAX : 0891-2515834 EMAIL : rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND

IGNOU- ASSAM RIFLES RECOGNIZED REGIONAL CENTRES

(For ASSAM RIFLES Personnel Only)

S.NO	NAME OF RCs	CODE	ADDRESS	OPERATIONAL AREA
1	SHILLONG	81	MAJOR N.S. INGLE, RD REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (D GAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA 0364-2705181 0364-2705184 iarrc_81@yahoo.co.in	COMMAND AREA

Board Codes

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

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 processing 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 31 st 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

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STUDENT EVALUATION DIVISION

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

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

1. **Name:**

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

3. **Address:**

.....

..... **Pin**

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

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

5. **Course(s) detail for early evaluation:**

<i>Sl. No.</i>	<i>COURSE CODE</i>	<i>DATE OF EXAMINATION</i>
1.
2.
3.
4.

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

Exam. Centre Code: **Address of Exam. Centre:** _____

7. **Fee detail:-**

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

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



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:

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

UNDERTAKING

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

Date:

Signature:

Place:

Name:

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:

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

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.

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.



**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:-

<u>S.No.</u>	<u>Course Code</u>	<u>S.No.</u>	<u>Course Code</u>
1.	_____	4.	_____
2.	_____	5.	_____
3.	_____		

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:

.....

UNDERTAKING

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

Date

Signature:

Place

Name:

RULES & 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.**



STUDENT EVALUATION DIVISION

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. **Name:**

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

3. **Address:**

.....

..... **Pin**

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

5. **Examination Centre Code :**

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

.....

7. Courses, in which re-evaluation sought	COURSE CODE	MARKS/GRADE OBTAINED
--	--------------------	-----------------------------

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

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')

No. of Course(s): **× Rs. 500/- Total Amount: Rs.**.....

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

Issuing Bank:

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:-*

SI.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai - 600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024	All Examination Centres in Himachal Pradesh, Uttaranchal , J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam
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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:**

1. High and Higher Secondary / Sr. Secondary School Certificate indicating the date of birth.
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

25. Details of Registration Fees:

Demand Draft No.	D/D Date	Month	Year	Amount (in Rs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Name	<input type="text"/>			

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

<input type="text"/>	
<input type="text"/>	
City	District
<input type="text"/>	<input type="text"/>
State	Pin Code
<input type="text"/>	<input type="text"/>

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

STD Code	Telephone No.
<input type="text"/>	<input type="text"/>
Mobile No.	
<input type="text"/>	

28. Fax No. (if any) with STD Code

STD Code	Telephone No.
<input type="text"/>	<input type="text"/>

29. E-mail address/ID (if any)

<input type="text"/>

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.
 - ii) Category Certificate for SC/ST/PH/OBC/Kashmiri Migrant/War Widow candidates wherever required.
 - 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.


INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT REGISTRATION & EVALUATION DIVISION

MAIDAN GARHI, NEW DELHI-110 068

TERM-END EXAM JUNE / DECEMBER - 200___

EXAM FORM

Form No.

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	
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Programme Code	<input type="text"/>	Study Centre Code	<input type="text"/>
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Enrolment No.	<input type="text"/>	Exam Centre Code (Where you wish to appear in Exam)	<input type="text"/>
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Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname)	<input type="text"/>
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Address for Correspondence (Do not give Post Box No. Leave box blank between each unit of address like House No., Street Name, PO, etc.)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
City	<input type="text"/>
District	<input type="text"/>
State	<input type="text"/>
Pin Code	<input type="text"/>

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including FEE @ Rs. 50/- PER COURSE		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 border="1"> <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><input type="text"/></td><td>9.</td><td><input type="text"/></td></tr> <tr><td>2.</td><td><input type="text"/></td><td>10.</td><td><input type="text"/></td></tr> <tr><td>3.</td><td><input type="text"/></td><td>11.</td><td><input type="text"/></td></tr> <tr><td>4.</td><td><input type="text"/></td><td>12.</td><td><input type="text"/></td></tr> <tr><td>5.</td><td><input type="text"/></td><td>13.</td><td><input type="text"/></td></tr> <tr><td>6.</td><td><input type="text"/></td><td>14.</td><td><input type="text"/></td></tr> <tr><td>7.</td><td><input type="text"/></td><td>15.</td><td><input type="text"/></td></tr> <tr><td>8.</td><td><input type="text"/></td><td>16.</td><td><input type="text"/></td></tr> </tbody> </table>	S.No.	Course Code	S.No.	Course Code	1.	<input type="text"/>	9.	<input type="text"/>	2.	<input type="text"/>	10.	<input type="text"/>	3.	<input type="text"/>	11.	<input type="text"/>	4.	<input type="text"/>	12.	<input type="text"/>	5.	<input type="text"/>	13.	<input type="text"/>	6.	<input type="text"/>	14.	<input type="text"/>	7.	<input type="text"/>	15.	<input type="text"/>	8.	<input type="text"/>	16.	<input type="text"/>	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Course Code</th> </tr> </thead> <tbody> <tr><td>1.</td><td><input type="text"/></td></tr> <tr><td>2.</td><td><input type="text"/></td></tr> <tr><td>3.</td><td><input type="text"/></td></tr> <tr><td>4.</td><td><input type="text"/></td></tr> <tr><td>5.</td><td><input type="text"/></td></tr> <tr><td>6.</td><td><input type="text"/></td></tr> <tr><td>7.</td><td><input type="text"/></td></tr> <tr><td>8.</td><td><input type="text"/></td></tr> </tbody> </table>	S.No.	Course Code	1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>	4.	<input type="text"/>	5.	<input type="text"/>	6.	<input type="text"/>	7.	<input type="text"/>	8.	<input type="text"/>
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FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

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Issuing Branch																							
Payable at	N E W D E L H I																						

ISSUING BANK

<input type="text"/>

 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)

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
<i>1 March to 31 March</i>	<i>NIL</i>	<i>1 Sept. to 30 Sept.</i>	<i>NIL</i>
<i>1 April to 20 April</i>	<i>Rs. 100/-</i>	<i>1 Oct. to 20 Oct.</i>	<i>Rs. 100/-</i>
<i>21 April to 15 May</i>	<i>Rs. 500/-</i>	<i>21 Oct. to 15 Nov.</i>	<i>Rs. 500/-</i>
<i>16 May to 28 May</i>	<i>Rs. 1000/-</i>	<i>16 Nov. to 28 Nov.</i>	<i>Rs. 1000/-</i>

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.*



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



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INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 20/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



**INDIRA GANDHI
NATIONAL OPEN UNIVERSITY**

STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

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

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's Name _____

Address (in Capital Letters) _____

Pin Code _____

Full Signature of the Candidate _____

PASTE

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

ATTESTED BY
REGIONAL DIRECTOR _____
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Affix
Postage
stamp for
Rs 6/-

To

From
The Regional Director,
IGNOU Regional Centre

PIN:

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