

PROGRAMME GUIDE

CERTIFICATE PROGRAMME

IN

DISASTER MANAGEMENT

(CDM)



School of Social Sciences
Indira Gandhi National Open University
New Delhi

Printed material is our backbone . Our study material is prepared by team of experts keeping in view the interest of the learner group. Each course has an expert committee and resource persons from amongst distinguished academics and professionals who are involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellors at the Study Centres. Further, text Centres and Regional Centres. Therefore, students will have no need for any cheap or condensed guides for followig courses of IGNOU. In fact these may harm them. Hence, the University strongly advises the students not to take recourse to such type of guides.

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Further information on the Inidra Gandhi National Open University Courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110068

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CONTENTS

1.	The University	5
2.	Introduction to the Programme	5
2.1	Who may offer the Programme?	6
2.2	Programme Structure	6
3.	Scheme of Study	6
4.	Fee Structure	7
5.	Instructional System	7
5.1	Print Material	7
5.2	Audio-Video Material	8
5.3	Teleconferencing	8
5.4	Interactive Radio Counselling	9
5.5	Counselling	9
5.6	Study Centre	9
6.	Medium of Instruction	10
7.	Evaluation	10
7.1	Assignments	11
7.2	Term-end Examination	11
8.	Other Useful Information	14
9.	Some Useful Addresses	16
10.	Details of Courses	17
11.	Some Forms for Your Use	20

1. THE UNIVERSITY

Indira Gandhi National Open University (IGNOU) was established in September, 1985 by an Act of Parliament, with a view to democratise education so that it covers large segments of population, vocations and professions. The primary emphasis is on innovation, flexibility and cost effectiveness. Thus it is a University with a difference.

The major objectives of the university are:

- to promote the educational well-being of the community;
- to democratise higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote rural areas;
- to disseminate learning and knowledge through an innovative multi-media teaching-learning system,
- to provide high quality education at all levels; and
- to coordinate and determine the standards of Distance Education and Open University Systems throughout the country.

The salient features of this system of education are:

- study according to your own pace and convenience,
- study at your own chosen place,
- flexibility in choosing courses and combination of courses for a wide range of disciplines/ subjects,
- use of modern and appropriate educational and communication technology.

Student support services are provided by the university through a network of study centres spread all over the country. Study centres are the actual focal points to enable you to receive regular information and learning support. Each study centre provides you with library, audio and video facilities to further help you in the learning process. Senior and experienced academics and experts in Disaster Management are engaged in face-to-face counselling at study centres. The study centres are generally located in existing educational institutions and normally function on all holidays and Sundays and also in the evenings on working days. Each study centre is supervised by a Coordinator. Regional centres have been set up in different parts of the country to coordinate the functioning of study centres.

2. INTRODUCTION TO THE PROGRAMME

The natural and man-made disasters often involve a fatal combination of forces of natural and human error. Disasters strike with sudden violence, tearing bodies, destroying lives, families and structures apart. India has a dubious history of being hit by at least one major disaster every year. This alarming regularity calls for some strategies to mitigate the effects of disasters by taking into account disaster preparedness measures and also by emphasising upon systematic post-disaster rehabilitation activities. Thus to be effective, disaster management needs to be implemented as a comprehensive and continuous activity and not as post-disaster specially built mainly as a strategy to individual disaster circumstances and effects.

Universities can play a crucial role in providing education in the field of disaster management. IGNOU by virtue of being an apex body of higher learning in distance mode is most suitably placed at exercising leadership in promoting and re-inforcing education, information and awareness in the field of disaster management.

The Certificate Programme in Disaster Management (CDM) aims at providing knowledge to the learners in the areas of disaster preparedness, prevention, mitigation, relief, reconstruction and rehabilitation.

2.1 Who May Offer the Programme?

The programme will be of use to:

NGO functionaries and volunteers,

Military, Para-military, Police, Home Guards and Civil Defence Personnel,

Geologists, Scientists, Meteorologists, Engineers, Administrators and other Government and Public Sector Undertakings officials,

Rural Development Functionaries, Primary Health Centres Functionaries, Relief Workers, Social Workers, Environmentalists, etc. and

All those who may fulfill the basic eligibility requirements.

2.2 Programme Structure

The Certificate Programme in Disaster Management consists of a total of 16 credits i.e.

Course-1 (CDM-01) Foundation Course in Disaster Management 8 credits

Course-2 (CDM-02) Disaster management: Methods and Techniques 8 credits

Duration: Minimum 6 months; Maximum 2 years

Eligibility: 10 + 2 or its equivalent

Medium: English and Hindi

The Foundation Course in Disaster Management-CDM-01, stands to familiarise the learners with the meaning, factors, significance, causes and effects of disasters. This Course deals specifically with essentials of disaster preparedness and focuses on techniques for effective community participation, besides highlighting ways to collect relevant information pertaining to disasters and also its effective dissemination. The Elective Course-CDM-02 emphasises upon various methods and techniques to be made use of for appropriate and timely preparation and mitigation of disasters. This Course also focuses on relevant measures for proper health and casualty management and techniques for reconstruction and rehabilitation.

3. SCHEME OF STUDY

The University offers a lot of flexibility in the duration for the completion of its programme. If you plan in a systematic way, you will be able to finish the programme within the stipulated time frame. Here we would like to give you some information for deciding the time schedules.

Certificate in Disaster Management is a six month programme for which you will receive study material in one lot. However, you can take a maximum of 2 years to complete the programme, if

you wish so. For completing this programme in time, you should take term-end examination for both the courses as per the schedule. If due to some preoccupations, you feel that you can handle only one course in six months, select that course, and appear in term-end examinations. After that take up the other course, and appear in term end examination.

4. FEE STRUCTURE

The fee structure (including examination fee) for Certificate in Disaster Management programme is as follows:

CDM: Rs. 2,000/- (which you have already paid) to be paid along with the admission form.

There is no separate Examination fee and a student can take exams upto a period of 2 years to clear the programme. In case this limit is exceeded the student will have to re-register after paying a fee as per the University rules at the time.

5. INSTRUCTIONAL SYSTEM

The methodology of instruction in this University is different from that in the conventional universities. The Open University System is more learner-oriented, and the student is an active participant in the teaching- learning process. Most of the instructions are imparted through distance rather than face-to-face communication.

The University follows a multi media approach for instruction. It comprises

self-instructional print material

audio and video cassettes

audio-video programmes transmitted through Radio and Doordarshan

teleconferencing

face-to-face counselling at study centres by academic counsellors

Assignments

5.1 Print Material

Print material is the primary form of instructional material, although there will be a few audio-video programmes and counselling sessions in addition to the print material. Therefore, you have to concentrate mainly on the print material that we send to you.

The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks. Each Block consists of a number of Units (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block, i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured to facilitate self-study for you. The section on Objectives briefly states what we expect you to attain when you have completed the Unit. In **Introduction**, there is an attempt to

forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections. In the main body, there are a few self-check exercises under the caption **Check Your Progress**. Enough space is given for you to write your answers to the questions set in the self-check exercises. Answers to these exercises are given in the section Answers to Check Your Progress Exercises at the end of the Unit.

The section **Let Us Sum Up** summarises what has been discussed in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section **Key words**. Some books for additional reading are suggested in the section **Some Useful Books**. For your reference purpose some of these books are normally available at the study centre. The **Check Your Progress** Exercises are for your practice only, and **you should not submit answers** to these questions to the University for assessment.

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units mark the words that you do not fully understand. Look for the meaning of such words under the section **Key words** or in a dictionary. Read the Unit again and again until you have understood the point. You may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

Try to answer **Check Your Progress** questions. These exercises will help you reinforce the information/knowledge you gain through your first reading of the text. Proper comprehension of the units and the points/notes made by you while reading through the Units would help you in answering the **Check Your Progress Exercises** given in the Units. Once you have written the answer in the blank space provided for each question, you can compare your answers with the answer hints given in the section **Answers to Check Your Progress Exercises**.

5.2 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio- video material is supplementary to the printed material. Hence, we advise you to make use of it, as that will help you to understand the subject better. **Video programmes are transmitted by Doordarshan every Monday, Wednesday and Friday from 6.30 to 7.00 in the morning.** The transmission schedule is given in University News Letter which is sent to every student three times a year.

Audio-video material will not be supplied individually but will be made available to you at the Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from Wiley Eastern Ltd. (WEL), 4835/75, Ansari Road, Darya Ganj, New Delhi -110 002.

5.3 Teleconferencing

To reach our students spread in different parts of the country, we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the regional centres of IGNOU. It is a one way video and two way audio facility. You will be sent a schedule with topics in advance through your study centres. The faculty at Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone available at receiving centres. These will help in resolving your queries related to courses and other general queries pertaining to programmes of study.

5.4 Interactive Radio Counselling

IGNOU provides facility for Interactive Radio Counselling (IRC) to learners through the Gyan Vani - Delhi (Educational FM Radio) Channel 105.6 Mhzs). On every Sunday 4.00 p.m. - 5.00 p.m. & 5.00 p.m. - 6.00 p.m.) and Tuesday (5.00 p.m. - 6.00 p.m.) The IRC is a live programme. The learners can interact with experts through telephone 011-29532844/45 and Toll Free No. 1800-11-2345.

5.5 Counselling

In distance education, face-to-face contact between the learners and their tutors/counsellors is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts, which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the whole academic sessions. **The counselling sessions are not compulsory.** However, **they may be very useful in certain respects** such as: to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues, and get clarifications for your queries.

Face-to-face counselling will be provided to you at the study centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures. They try to help you overcome difficulties which you face while studying for this programme. In these sessions you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video cassettes that are available at that time will be played in the counselling sessions.

Before you go to attend the counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. Also try to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

Generally there will be 10 counselling sessions for an 8-credit course.

The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Study Centre.

5.6 Study Centre

To provide effective student support, we have set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you. The list of Study Centres where counselling facilities are available is provided in this Programme Guide.

Every Study Centre will have:

A Coordinator who will coordinate different activities at the center.

An Assistant Coordinator and other supporting staff appointed on a part-time basis.

Counsellors in different courses to provide counselling and guidance to you in the course comprising this programme.

A Study Centre will have six major functions:

- 1) **Counselling:** Face-to-face counselling for the courses is provided at the Study Centre. Generally, as stated earlier, there are 10 counselling sessions for an 8-credit course. The detailed programme of the counselling sessions will be sent to you by the Coordinator of your Study Centre.
- 2) **Library:** For each course some of the books suggested under Some Useful Books are available in Centre library. All audio and video tapes are also available in the library.
- 3) **Information and Advice:** At the Study Centre, you get relevant information regarding the courses offered by the University. counselling schedules, examination schedule, etc. You will also get guidance in choosing your courses.
- 4) **Audio-Video Facilities:** The Centres are equipped with audio-video facilities to help you make use of the audio and video cassettes prepared for different courses
- 5) **Interaction with Fellow-Students:** In the Study Centre, you get an opportunity to interact with fellow students.

Please bring your study material when you come to the counselling session.

6. MEDIUM OF INSTRUCTION

The Certificate Programme is offered by the University through the medium of both English and Hindi. You have to give your option for the medium of instruction. Printed course material is sent to you in the medium of your option. Similarly, you have to attempt the term-end examination in the language you have opted for.

7. EVALUATION

Evaluation consists of two parts: 1) continuous evaluation through assignments, and 2) term-end examination. In the final result, continuous evaluation (assignment of a Course) carries 30% weightage, while 70% weightage is given to term-end examination, Following is the scheme of awarding divisions and grades:

Division	Percentage Range	Grade	Point Grade
I	80 and above	A - Excellent	5
	60 to 79.9	B- Very Good	4
II	50 to 59.9	C - Good	3
Pass	40 to 49.9	D - Satisfactory	2
Unsuccessful	Below 40	E - Unsatisfactory	1

You are required to score at least 40% marks in continuous evaluation (assignments) as well as term-end examination separately. In the overall computation also, you must get at least 40% marks in each Course to claim the Certificate in Disaster Management.

7.1 Assignments

Assignments constitute the continuous evaluation system. Submission of assignments is compulsory. Assignments of a Course carry 30% weightage while 70% weightage is given to the term-end examination.

There is one Tutor-Marked Assignment (TMA) for each Course. You will have to submit one TMA for each Course. These assignments are designed to test your comprehension of the print material you receive, and to prepare you for the term-end examination. They are designed in such a way as to help you concentrate mainly on the printed Course material and supplement with personal experience, conceptual grasp, and keen observation.

The last date for submission of assignments (Jan-December Session) is 30 September and for (July-June Session) is 31st March.

You will not be allowed to appear for the term-end examination for a Course, if you do not submit the assignment in time for that Course.

The evaluators/counsellors after correcting the assignments shall send them back to you with their comments and marks. The comments guide you in your study and help in improving your performance.

The University/Coordinator of the Study Centre has the right not to entertain or to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

If you do not get a passing grade in any assignments you have to submit it again. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, on the part of the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that he/she forwards the correct score to the Student Evaluation Division (SED) at the Headquarters.

7.2 Term-end Examination

As stated earlier, term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result. You must fill and send your term-end examination form before the last dates, that is, 31st March for June exam, and 30th September for December exam.

In case, you fail to secure a pass score (40% marks) in the term-end examination, you will be eligible to reappear in the next term-end examination for that Course, as and when it is held, within the total span of the Programme. (Please Sec. 2.2 of the Programme Guide).

Eligibility for Examination

To be eligible to appear in the term-end examination in any Course, you are required to fulfil the following four conditions:

- 1) You should have paid the Course fee. You should not apply for appearing at the term-end examination of any Course without getting registered for the same and if you do so, your result would not be declared and the onus shall be on you.
- 2) You should have opted and pursued the prescribed Course.
- 3) You should have submitted the assignments for the respective Course; and
- 4) You should submit the examination form in time.

Examination Date Sheet

Examination date sheet (Schedule which indicates the date and time of examination for each course) are notified through IGNOU/website - www.ignou.ac.in in from time to time. Thus, normally, the date sheet for the June examination is available in April and for December examination in the month of September. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination (i.e., June or December as the case may be).

Online Submission of Examination Form

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Examination Form is available online at IGNOU website. Only one form is to be submitted for all the courses in one term-end examination. **You need to pay separate fee for the examination.**

A fee of ₹ 120/- per course is charged as examination fee. If result of the previous examination is not declared the fee for that course can be exempted while filling the form for the next exam. The detailed guidelines are available at ignou website www.ignou.ac.in. There is a separate late fee if forms are submitted after due date.

Keeping the interest of the students, University has approved the acceptance of the examination forms from the students through online mode only. The details are given below.

Description	June TEE	December TEE	Online submission
Without late fee	Upto 30th April	Upto 31st October	Online submission For Latest information see website : www.ignou.ac.in
Late fee of Rs. 1000/-	1st May to 10 May	1st November to 10th November	Online submission

* Online

For updation and recent notification kindly visit University Website : www.ignou.ac.in

The examination forms with the requisite late fee shall be submitted by the students from **1st May to 10th May** for June TEE and **1st November to 10th November** for December Term End Examination (TEE) through online mode only. The examination fee should be paid by students through Debit/Credit Card only.

Admit Card

After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Evaluation Division at the Headquarters. Now your admit cards for term-end examination are available on internet also. You can download the same from University website www.ignou.ac.in and the same would be valid provided you carry your Identity Card along with it. If your name is registered for examinations in the list sent to the Study Centre, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent, even if you have not received admit card or-misplaced it.

Every student must bring identity card for appearing in term end examination along with the Admit card.

Examination Centre

Your Study Centre is normally your examination centre. The University at its discretion may allot you any examination centre other than your study centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered. For this students should apply one month in advance to Registrar, SED at IGNOU.

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

Declaration of Result

It is your duty to check whether you are registered for a particular course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are therefore, advised to fill up the examination form without waiting for the result and get it cancelled at a later date if so required.

Early Declaration of Result

In order to facilitate the students who have got offer of admission and/or selected for employment etc. and are required to produce marks-sheet/grade card by a specified given date may apply for early processing of their answer scripts and declaration of the results for this purpose. The students are required to apply in the specified format which is available in this Programme Guide with the prescribed fee. The students 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 arrangements for processing the answer scripts and declare the result as a special case.

Re-evaluation of Scripts

There is provision for re-evaluation of answer scripts. The students can apply in the prescribed form which is available in the Programme Guide for re-evaluation of answer script against payment of Rs.750/- per course by means of 'demand draft drawn in favour of IGNOU', New Delhi within one month of the date of declaration of result.

Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the students" You are therefore, advised to get in touch with your Coordinator for day-to-day information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

You can also check your result on internet at our website **www.ignou.ac.in**.

While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.

8 OTHER USEFUL INFORMATION

IGNOU Newsletter

The university publishes newsletter three times a year in English as well as in Hindi. It is mailed to the students free of cost. All the important information relevant to the students is published in the news letter.

Reservation of Seats

The University provides reservation of seats for scheduled castes, scheduled tribes and physically handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fees

Reserved categories viz., scheduled caste/scheduled tribes and physically handicapped students, have to pay the fees at the time of admission to the University alone, with other students.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect the scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned State Government and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Similarly for reimbursement of programme fees SC/ST students have to submit their forms to the Directorate of the Social Welfare or Office of the Social Welfare Officer of the respective State Government through the concerned Regional Director.

Change or Correction of Address

There is a printed card for the change correction of address. This card is normally *sent* to you along with the study material. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to **Registrar, Student Registration Division, Block No. 13, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068**. You are advised not to write letter to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

Change of Study Centre

For the purpose of change of Study Centre you have to send request to the Director of your Regional Centre. A copy of the same may be sent to Registration Division at the headquarters.

Counselling facilities for a programme may not be available at all the Centre. As such you are advised to make sure that counselling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible, the request for change of Study Centre is considered favorably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

Change of Region

When you want transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer marking, copies to the Regional Centre where you would like to be transferred to and also to the Student Registration Division, New Delhi. Further, you have to

obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Student Registration Division, New Delhi. The records are normally sent by Registered Post to guard against loss in the postal transit.

Simultaneous Registration

A student is permitted to register for only one programme in the given academic session. You are, therefore, advised to seek admission to only one programme in the given academic session. Violation of this rule attracts cancellation of admission to all the programmes and forfeiture of the programme fees.

Identity Cards

Identity Cards are issued and validated by the Regional Centres. You should mail the filled-in Identity Card to the Regional Director at the Regional Centre under which you come.

How to Approach the University? .

For your information, addresses of important officers dealing with different aspects are given in this Programme Guide. Whenever you have a problem, you can directly contact the concerned officer.

Samples of various forms currently used in the University are provided in this Programme Guide as Appendix. Whenever you need any of these please take a photocopy, fill it and send it to us. In case of difficulty or for any further information you may also write on the following address:

Programme Co-ordinator
F Block, Tagore Bhawan, Room No. 135
School of Social Sciences
Indira Gandhi National Open University Maidan Garhi
New Delhi -110068

SOME USEFUL DATES

TO

REMEMBER

1st Feb to 31st March

Examination Form for June Exams

1st August to 30th September

Examination Form for December Exams

30th April

For submission of Assignments for June Exams

30th October

For submission of Assignments for December Exams

9 SOME USEFUL ADDRESSES

1. Examinations, examination centres, results, and other exam related matters.	Registrar (Student Evaluation Division) IGNOU, Maidan Garhi, New Delhi -110068
2. Non-receipt of study material	Registrar, MPDD, IGNOU, New Delhi
3. Change of course/programme admissions, fees, scholarships and Change of Address	Regional Director of your respective region
4. Counselling and other problems relating to Study Centres	Assistant Director (Student Affairs) Regional Services Division IGNOU, Maidan Garhi, New Delhi -110068
5. Purchasing of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi -110 068
6. Academic Matters	Programme Coordinator, School of Social Sciences, Block-F, IGNOU, Maidan Garhi, New Delhi -110068

10. DETAILS OF COURSES

1. FOUNDATION COURSE IN DISASTER MANAGEMENT (CDM-01) (8 Credits)

Disasters pose serious threat to the normal life as well as to the process of development. These strike with sudden violence, tearing bodies, destroying lives, families and structures apart. Natural disasters are both sudden and powerful. Human vulnerability to them is an age old-phenomenon. The Foundation Course in Disaster Management, among other aspects, stands to familiarise the learners with the meaning, factors, significance, causes and effects of disasters. Besides providing the regional and seasonal profile of natural disasters in India, the Course also presents a global view of the disasters. In keeping with the peculiarities of various disasters, the Course deals with the vulnerability, impact and effects, nature of damage, predictability, forecasting, etc., of various disasters namely Earthquake, Flood, Cyclone, Drought and Famine, Landslide and Snow Avalanche, Fire and Forest Fire, Industrial and Technological Disasters, and Epidemics. In order to create and sustain awareness of disasters among the community and to upgrade the information, knowledge and skills of the Governmental and Non-governmental Organisations' personnel dealing with disaster mitigation and management, the Course lays emphasis on disaster preparedness. To this effect, we shall be dealing specifically with essentials of disaster preparedness viz. planning, communication, leadership and coordination and warehousing and stock piling. To strengthen the resilience and self-confidence of local communities and to enable them to develop Community Action Plans to deal with pre and post disasters situations, the Course focuses on human behaviour and response; techniques for effective community participation, beliefs and myths regarding disasters, and ways to collect relevant information pertaining to disasters as well as effective dissemination of such information. It is a known fact that various agencies play different and significant roles in dealing with situations of disasters. Thus, we shall describe the roles of District Administration, Military and Para-military forces, Ministries and Departments at the Central and State levels. Non-governmental Organisations: International Agencies and Media.

Syllabus

Block - 1 Understanding Disasters

- Unit 1 Disaster: Meaning, Factors and Significance
- Unit 2 Understanding Disasters :Causes and Effects
- Unit 3 Disasters: A Global View
- Unit 4 Disaster Profile of India - Regional and Seasonal

Block - 2 Typology of Disasters - I

- Units 5 Earthquake
- Unit 6 Flood and Drainage
- Unit 7 Cyclone
- Unit 8 Drought and Famine

Block - 3 Typology of Disasters - II

- Unit 9 Landslide and Snow Avalanche
- Unit 10 Fire and Forest Fire
- Unit 11 Industrial and Technological Disaster
- Unit 12 Epidemics

Block - 4 Essentials of Disaster Preparedness

- Unit 13 Planning
- Unit 14 Communication
- Unit 15 Leadership and Coordination
- Unit 16 Warehousing and Stock Piling

Block - 5 Disaster Management and Awareness

- Unit 17 Human Behaviour and Response: Individual Community, Institutions
- Unit 18 Community Participation and Awareness
- Unit 19 Public Awareness Programme
- Unit 20 Information Organisation and Dissemination

Block - 6 Disaster Management: Role of Various Agencies

- Unit 21 District Administration
- Unit 22 Military and Para-Military Forces
- Unit 23 Ministries and Departments at Centre and State Levels
- Unit 24 Non-Governmental Agencies
- Unit 25 International Agencies
- Unit 26 Media

2. DISASTER MANAGEMENT: METHODS AND TECHNIQUES (CMS-02) (8 Credits)

This Elective Course-CDM-02 intends to familiarise the learners with various methods and techniques to be made use of for appropriate and timely preparedness and mitigation of disasters. This Course is divided into seven Blocks comprising thirty three units. Blocks 1 and 2 are devoted to increased understanding of various disasters viz., earthquake, flood and drainage, cyclone, drought and famine, landslide and snow avalanche, fire and forest fire, industrial and technological disasters and epidemics. The emphasis in these Blocks is on location, frequency, intensity, damage caused, relief steps taken and rehabilitation measures adopted with regard to the aforementioned disasters in India. Block 3 brings forth the elements of preparedness and mitigation of disasters. It has units on- disaster mapping, predictability, forecasting and warning, land use zoning and mitigation. The relief measures undertaken occupy a place of utmost importance in the over all management of disasters. Block 4 of the Course highlights methods and techniques to be used for providing relief measures. This Block has units on: search, rescue and evacuation, shelter for victims, clearance of debris and disposal of the dead and control of fire, etc. This course also lays emphasis on health and casualty management. Block 5 includes units on injuries/health problems, emergency health operations and hygiene and sanitation. Reconstruction and rehabilitation are significant facets of disaster management. Block 6 of the Course is devoted to the methods and techniques for reconstruction and rehabilitation. The last Block of the Course, that is, Block 7 is on skill assessment. The units in this Block focus upon monitoring and evaluation skills to be imparted to the learners.

Syllabus

Block - 1 Increased Understanding of Disasters - I

- Unit 1 Earthquake
- Unit 2 Flood and Drainage
- Unit 3 Cyclone
- Unit 4 Drought and Famine

Block - 2 Increased Understanding of Disasters - II

- Unit 5 Landslides and Snow Avalanche
- Unit 6 Fire and Forest Fire
- Unit 7 Industrial and Technological Disasters
- Unit 8 Epidemics

Block - 3 Preparedness and Mitigation

- Unit 9 Disaster Mapping
- Unit 10 Predictability, Forecasting and Warning
- Unit 11 Disaster Preparedness Plan
- Unit 12 Land-use Zoning for Disaster Management
- Unit 13 Preparing Community Through IEC
- Unit 14 Disaster Mitigation

Block - 4 Relief Measures

- Unit 15 Search, Rescue and Evacuation
- Unit 16 Shelter for Victims
- Unit 17 Livestock and Relief Measures
- Unit 18 Clearance of Debris and Disposal of the Dead
- Unit 19 Control of Fire
- Unit 20 Damage Assessment

Block - 5 Community Health and Casualty Management

- Unit 21 Community Health During Disasters
- Unit 22 Emergency Health Operations
- Unit 23 Drinking Water
- Unit 24 Food and Nutrition
- Unit 25 Hygiene and Sanitation

Block - 6 Reconstruction and Rehabilitation

- Unit 26 Rehabilitation: Social and Economic Aspects
- Unit 27 Reconstruction and Rehabilitation as Means of Development
- Unit 28 Agriculture and Irrigation
- Unit 29 Housing to Resist Disasters including Relocation
- Unit 30 Retrofitting, Repairing and Strengthening of Houses

Block - 7 Skill Assessment

- Unit 31 Monitoring
- Unit 32 Evaluation
- Unit 33 Review

11. SOME FORMS FOR YOUR USE

In this section we are enclosing the samples of some forms, which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these-forms are provided in this programme guide in different sections. The following forms are enclosed. .

- 1) Assignment Remittance-cum-Acknowledgement Card Form
- 2) Change of Programme Study / Change Medium of Study
- 3) Intimation of Non-receipt of Study Material
- 4) Form for Provisional Certificate
- 5) Form for Obtaining Photocopy of the Answer Script
- 6) Form for Obtaining Duplicate Grade Card/Marksheet
- 7) Form for Issue of Migration Certificate
- 8) Forms for Issue of a Duplicate Copy of University Diploma/Degree/Certificate
- 9) Form for Improvement in Division/Class
- 10) Form for Early Declaration of Term-end Examination

To,
Regional Director

Change of Programme: Rs.400/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course
Change of Medium : Rs.200/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course
Change of Courses: Rs.200/- for 2 or 4 credit per course Rs.400/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set of course material.

SUB: **1. CHANGE OF PROGRAMME OF STUDY**
 2. CHANGE OF MEDIUM OF STUDY

Enrolment No.

--	--	--	--	--	--	--	--	--	--

- 1. Change of Programme : From to
- 2. Change of Medium : From to

Change of courses of study as per following details:

Courses Offered	From	To

Fee Details : Demand draft is to be made in the name of IGNOU payable at Delhi

Demand Draft No Dated

Amount Rs. Drawn on

Signature
Name
Address
.....
.....

**Indira Gandhi National Open University
New Delhi**

NON RECEIPT OF STUDY MATERIAL

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name: Shri/Smt./Kum.....

Please indicate course code, course title, block no for which you need the study material in the following columns.

Sl. No.	Course Code	Course Title	Block no	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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

Name and Address.....

Signature.....

.....

Date.....

.....

.....

..... Pin.....

For Official Use Only :

Date of Despatch of study material to the student.....

**Please send this form to:
Concerned Regional Centre
Indira Gandhi National Open University**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(SED)
Maidan Garhi, New Delhi-110068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

--	--	--	--	--	--	--	--	--	--

Programme Title

Regional Centre

Name :

Father's Name

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

Address:

.....

.....

(Please Enclose a Copy of Your complete grade card).

Filled in Application Form should be sent to:

**Registrar (SED)
IGNOU
Maidan Garhi,
New Delhi-110 068**

Date

.....
Signature



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

1. Name

2. Programme: Enrolment No:

--	--	--	--	--	--	--	--	--	--

3. Address :

.....

.....Pin Code

--	--	--	--	--	--

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

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

(b) Exam Centre Code:

--	--	--	--	--	--

(c) Exam Centre Address :

.....

.....

(d) Course(s)

5. Fee details:-

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

No. of Course(s) : X 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, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date : Signature

Place : Name :

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

Sl.	Name of Evaluation Centre	Address	Name of In-charge	Mobile No.
1.	Ahmedabad	Regional Evaluation Centre IGNOU, Sarkhej-Gandhinagar Highway Opp: Nirma University Ahmedabad - 382 481	Shri S.G Swami Joint Registrar	09921047899
2.	Bhopal	Regional Evaluation Centre 3rd Floor,Sanchi Complex Shivaji Nagar, Bhopal - 462 016	Dr. U. C. Pandey Regional Director	09425302589
3.	Bhubaneswar	Regional Evaluation Centre C-1, Institutional Area Bhubaneswar - 751 013	Shri Abhilash Nayak Regional Director	09438036660
4.	Cochin	Regional Evaluation Centre Kaloor, Ernakulam District, Kerala-682 011	Shri Jojoy S. Pattathil Deputy Registrar	09496545487
5.	Delhi	Regional Evaluation Centre IGNOU, Maidan Garhi, New Delhi-110 068	Sh. P.V. Chadha Deputy Registrar	09818493536
6.	Lucknow	Regional Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj, Lucknow-226 024	Dr. Ashwini Kumar Deputy Director	09451584261
7.	Shillong	Regional Evaluation Centre NEHU Campus Umshing, Mawkyntroh Shillong-793 022, Meghalaya	Dr. Namrata Hagjer Deputy Director	09436503480

*For the revaluation of the answer script(s) of CPE and DPE programme, the application form send to the Regional Centre concerned.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

1. Name

2. Enrolment No.

--	--	--	--	--	--	--	--	--	--

3. Address

.....

.....

.....

Pin

--	--	--	--	--	--	--	--

4. Fee Details:

(The fee for duplicate grade card is Rs. 200/- 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 (SED)
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name
2. Father's Name
3. Address PIN
4. Particulars of last examination

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

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

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

Draft Details

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

Bank Name & _____ Place of Issue _____

(To be filled in by the Admissions Division)

1. The information furnished by Shri/Smt.Km. _____ is correct as per scholar register.
2. He/She may be issued the Migration Certificate applied for _____

Date _____

Dealing Assistant

Section Officer

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

Received the Migration Certificate No. _____ dated _____

Dated

INSTRUCTIONS

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the concerned Regional Centre City.
2. At the time of submission of the application for issue of Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issue on payment of Rs. 500/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, son/daughter of.....
resident ofhereby solemnly declare that the
Migration Certificate No.....dated.....issued
to me by theto enable me to join.....
University has been lost and I did not join any other University on the basis of the same nor have I
submitted the same for joining any other University”.



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

**FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE**

Note: For Instructions, please see reverse.

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

Sir,

I wish to have a duplicate copy of my Diploma/Degree/Certificate for the Programme _____ Examination for the following reasons:

The prescribed fee of Rs. 500.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): _____

(in Hindi): _____

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

Examination Passed in Term End Examination - June/December, _____

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully.

Signature of the Student

Postal Address _____

Date:

I certify that the above entries made by the applicant are correct.

**Signature of Regional Director
With Stamp**

**INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF
UNIVERSITY DEGREE/DIPLOMA/CERTIFICATE**

- 1 The form should be filled in duplicate legibly and signed by the candidate.
- 2 The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and duplicate copy will be sent through the Regional Director concerned.
- 3 A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of an affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost destroyed or defaced and on payment of the fee prescribed.
- 4 In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times, on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the University has been lost or destroyed, and on payment of the fee as prescribed for the issue of duplicate copy.

**FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP
PAPER OF THE VALUE OF RS. 10/- BEFORE A FIRST CLASS MAGISTRATE**

I _____ Son/Daughter of Shri _____
resident of _____

do hereby solemnly declare that the original Degree Certificate dated _____ issued to me by the Director. Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi-110068 on my having passed the _____ examination in _____ under University Enrolment No. _____ has been lost/destroyed.

I have filed an F.I.R. with _____ Police Station _____ and a copy of the same duly attested by a Gazetted Officer/First Class Magistrate is appended hereto.

I also undertake that if my Original Diploma/Degree/Certificate which has been lost is put to any unfair use by the person who may lay hands on it. I shall stand for the damages which may accrue from such use.

Deponent

Signature _____
Address _____

Verification

Verified _____ this _____ day of _____ year that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____

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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

1st to 31st October for December Term-end Exam.

1. Name:

2. Programme: Enrolment No:

--	--	--	--	--	--	--	--	--	--

3. Address:

.....

..... Pin

--	--	--	--	--	--	--

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

5. Term-end examination, in which programme completed June and December

6. Total marks/Overall point grade obtained Percentage obtained

.....

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

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

8. Fee details:

(The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of "IGNOU" payable at New Delhi)

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

Demand Draft No.: Date: Issuing Bank:.....

9. Term-end examination, in which you wish to appear : June/December, 20.....

10. Examination centre details, where you wish to appear in term-end examination:-

Exam. SCentre 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 completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes, who fall short of 2% marks to secure 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.
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 that the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS"**.
11. Application form must reach within the prescribed dates at the following address:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Block-12, Maidan Garhi,
New Delhi-110068**

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

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

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

1. Name :

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

5. Reason for early declaration of result:

.....

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

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

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

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

Exam. Centre Code:

Address of Exam. Centre: _____

8. **Fee detail:**

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

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

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.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar-751013 Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)		
Prof. Anju Sahgal Gupta, Chairperson, SOH	011-29572776	anjusgupta7@gmail.com
Ms. Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Kailash Saluja, A.R., MPDD	8800736002	kailashsaluja@ignou.ac.in
Prof. Jyantika Dutta, Lady Irwin College		
IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Uma Medury, Chairperson, SOSS	011-29572741	umamedury@ignou.ac.in
Dr. Gurmeet Kaur, Associate Professor, SOL	011-29572984	gurmeetkaur@ignou.ac.in
Dr. Neera Singh, Associate Professor, SOH	011-29572790	neerasingh@yahoo.com
Dr. Rakhi Sharma, Associate Professor, SOET	011-29572923	rakhis@ignou.ac.in
Mr. Raveendran P. T. , AR, F&A	011-29571211	
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rashmi Sarpal, PS, SOSS	011-29572702	rashmisarpal@ignou.ac.in
Ms. Parineeta, Assistant, SOTHSM	011-29571758	
Ms. Swati Pal, Ph.D in Chemistry		
Dr. Taisha Abraham, Associate Professor		
Ms. Naina Kapoor, Director (Sakshi, NGO)		
Regional Services Division Committee against Sexual Harassment (RSDCASH)		
Dr. Bini Toms, Chairperson, Dy. Director, RSD	011-29572407	binitoms@ignou.ac.in
Dr. G. Mythili, Dy. Director, STRIDE	011-29572614	gmythili@ignou.ac.in
Ms. Azra Arshad, Maintenance Engineer, EMPD		
Ms. Neeru Sayal, EA, RSD	011-29572417	neerusayal115@mail.com
Dr. Radhika Menon, Asst. Professor, Mata Sundari College, Delhi University		
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		

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

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. Name

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

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