

# **Programme Guide**

**(January 2018 Session)**

**BACHELOR OF EDUCATION (B.Ed.)**



**School of Education**

**Indira Gandhi National Open University**

**Maidan Garhi, New Delhi-110 068**

---

## Members of Faculty

---

### *School of Education*

Prof. Saroj Pandey	- Director
Prof. Vibha Joshi	- Professor
Prof. N. K. Dash	- Professor
Prof. C. B. Sharma (on EOL)	- Professor
Prof. D. Venkateshwarlu	- Professor
Prof. Amitav Mishra	- Professor
Ms. Poonam Bhushan	- Associate Professor
Dr. Eisha Kannadi	- Associate Professor
Dr. M. V. Lakshmi Reddy	- Associate Professor
Dr. Bharti Dogra	- Associate Professor
Dr. Vandana Singh	- Associate Professor
Dr. Y. Nirmala	- Associate Professor
Dr. Sutapa Bose	- Associate Professor
Dr. Gaurav Singh	- Assistant Professor
Dr. Elizabeth Kuruvilla	- Assistant Professor
Dr. Niradhar Dey	- Assistant Professor
Mr. Ajithkumar C.	- Assistant Professor
Dr. Anjuli Suhane	- Assistant Professor

**Programme Coordinators : Prof. Saroj Pandey and Dr. Gaurav Singh**

---

### Material Production

---

Prof. Saroj Pandey Director, SOE, IGNOU	Mr. S.S. Venkatachalam A.R. (Publication), SOE, IGNOU
--	--

---

**June, 2018**

©Indira Gandhi National Open University, 2018

*All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi National Open University. Further information on the Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110068.*

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi, by Director, School of Education. IGNOU, New Delhi.

Laser Typeset by: Rajshree Computers, V-166A, Bhagwati Vihar, (Near Sec. 2, Dwarka), New Delhi-110059

Printed at :

# CONTENTS

	<b>Pages Nos.</b>
<b>1. General Information</b>	<b>5</b>
1.1 Introduction	
1.2 Programme Objectives	
1.3 Duration	
1.4 Medium of Instruction	
1.5 Eligibility	
1.6 Programme Fees	
<b>2. Programme Structure</b>	<b>6</b>
<b>3. Instructional System</b>	<b>31</b>
<b>4. Delivery System</b>	<b>34</b>
<b>5. Operational Schedule</b>	<b>34</b>
<b>6. Evaluation</b>	<b>36</b>
<b>7. General Information About Assignments</b>	<b>37</b>
<b>8. Term-end Examination</b>	<b>41</b>
<b>9. General Instructions</b>	<b>42</b>

## Appendices

- I. Calendar of Activities
- II. List of Regional Centres
- III. List of Programme Centres
- IV. Some Forms for your Use

*Dear learner,*

*We welcome you to our academic programme Bachelor of Education (B.Ed.). Teacher education has been considered as one of the crucial aspects of education. Several commissions and committees have emphasized quality of teacher education and the need for professional improvement of teachers.*

*The National Council for Teacher Education (NCTE) has expressed concern regarding standard of teacher education programmes, especially those offered through open and distance mode. A committee appointed by the NCTE as far back as in 1990 felt that teacher education through open and distance mode, if suitably organized, could emerge as a trendsetter. Keeping in view recommendations such as these, the possibilities and technologies available in the distance education system and the existence of a large number of untrained teachers, IGNOU offers the B.Ed. Programme through open and distance learning (ODL) mode. Our B.Ed. programme is duly recognized by the National Council of Teacher Education (NCTE).*

*This B.Ed. Programme through ODL is different from that in full time/formal programmes. Here the teaching-learning takes place through self-instructional (Print) material and audio/video programmes. Besides this, counseling sessions and practical work/activities are also organized at Study centers as well as at schools, where you will be engaged as interns, to facilitate the teaching-learning process. In addition to this, you have to submit your assignments at a Programme Centre. Feedback will be provided to you on your assignments*

*This Programme Guide provides you with the important information about the programme viz., its objectives, structure, mode of delivery, counselling sessions, practical work, internship, workshops, assignments, evaluation, etc.*

*The information provided in the booklet will help you to organize and systematize your study related to the various components of the programme. This will further facilitate your active participation in the counselling sessions, internship and other practical activities and help you to submit assignments in time. It is expected that you will preserve this handbook to help you clarify your doubts during the programme.*

*With best wishes*

*Members of Faculty  
School of Education  
IGNOU*

---

# 1. GENERAL INFORMATION

---

## 1.1 Introduction

The Bachelor of Education (B.Ed.) programme of Indira Gandhi National Open University (IGNOU) has been designed with the aim to develop an understanding of teaching-learning process at secondary and senior-secondary level among student teachers. It focuses on enabling student-teachers to reflect critically on perspectives of education and integrate holistically the theory and practices to facilitate active engagement of learners for knowledge creation.

## 1.2 Programme Objectives

The B.Ed. programme will focus on:

- developing an understanding of context of education in contemporary Indian Society,
- appreciating the role of context and socio-political realities about learners in facilitating learning in inclusive settings,
- creating sensitivity about language diversity in classroom and its role in teaching-learning process,
- developing an understanding of paradigm shift in conceptualizing disciplinary knowledge in school curriculum,
- identifying, challenging and overcoming gender inequalities in school, classroom, curricula, textbook, social institutions, etc.,
- enabling student-teachers to acquire necessary competencies for organizing learning experiences,
- developing competencies among student-teachers to select and use appropriate assessment strategies for facilitating learning,
- engaging student-teachers with self, child, community and school to establish close connections between different curricular areas,
- enabling student-teachers to integrate and apply ICT in facilitating teaching-learning process and in school management,
- systematizing experiences and strengthening the professional competencies of student teachers, and
- providing first-hand experience of all the school activities through engaging student-teachers as interns in secondary/senior secondary schools.

## 1.3 Duration

The **minimum duration** of the programme is **two years**. However, the **maximum period allowed** for completion of the programme is **five years**.

## 1.4 Medium of Instruction

The Bachelor of Education (B.Ed.) programme is offered in Hindi and English medium.

## 1.5 Eligibility

Candidates with:

- at least fifty percent marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences/Social Sciences/Commerce/Humanity. Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto,

**AND**

- i) Trained in-service teachers in elementary education.
  - ii) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.
- The reservation and relaxation in marks will be provided for SC/ST/OBC (Non creamy layer)/ PWD as per the rules of the Central Government/State Government, whichever is applicable.

## 1.6 Programme Fee

**Rs. 50,000/- for entire programme in lumpsum.**

---

## 2. PROGRAMME STRUCTURE

---

The programme is essentially a judicious mix of theory and practical courses to facilitate student-teachers in acquiring skills and competencies necessary for teaching-learning at secondary/senior secondary level. Illustrations and cases of relevant situations and activities comprise the core of each course. These are suitably supported by theoretical aspects to the extent needed. Keeping this in view, the programme has the following components:

### First Year

Core Courses	16 credits
Content-based Methodology Courses (two)	08 credits
Workshop-I	04 credits
EPC I and II	04 credits
Internship-I	04 credits

### Second Year

Core Courses	12 credits
Optional Courses	04 credits
Workshop-II	04 credits
EPC III and IV	04 credits
Internship-II	12 credits

**One learner has to complete 72 credits for successful completion of the programme..**

## First Year

### Core Courses (16 Credits)

Course Code	Course Name	Credits
BES-121	Childhood and Growing Up	4
BES-122	Contemporary India and Education	4
BES-123	Learning and Teaching	4
BES-124	Language Across the Curriculum	2
BES-125	Understanding Disciplines and Subjects	2

### Content-based Methodology Courses (8 Credits)

(Any two Courses are to be Opted)

Course Code	Course Name	Credits
BES-141	Pedagogy of Science	4
BES-142	Pedagogy of Social Science	4
BES-143	Pedagogy of Mathematics	4
BES-144	Pedagogy of English	4
BES-145	Pedagogy of Hindi	4

### Practical Courses (12 Credits)

#### Workshop-I

Course No.	Course Code	Course Name	Credits
WBA 1	BESL-131	Workshop Based Activities	4

#### EPC

Course No.	Course Code	Course Name	Credits
EPC 1	BESL-121	Reading and Reflecting on the Texts	2
EPC 2	BESL-122	Application of ICT	2

#### Internship-I

Course No.	Course Code	Course Name	Credits
INT 1	BESL-133	Internship I	4

## Second Year

### Core Courses (12 Credits)

Course Code	Course Name	Credits
BES-126	Knowledge and Curriculum	4
BES-127	Assessment for Learning	4
BES-128	Creating an Inclusive School	2
BES-129	Gender, School and Society	2

### Optional Courses (04 Credits) (Any One Course to be Opted)

Course Code	Course Name	Credits
BESE-131	Open and Distance Education	4
BESE-132	Guidance and Counseling	4
BESE-135	Information and Communication Technology	4

### Practical Courses (20 Credits)

#### Workshop-II

Course No.	Course Code	Course Name	Credits
WBA 2	BESL-132	Workshop Based Activities	4

#### EPC

Course No.	Course Code	Course Name	Credits
EPC 3	BESL-123	Drama and Art in Education	2
EPC 4	BESL-124	Understanding the Self and Yoga	2

#### Internship-I

Course No.	Course Code	Course Name	Credits
INT 2	BESL-134	Internship II	12



## **Detailed Description of Courses (First Year)**

### **BES-121: CHILDHOOD AND GROWING UP**

#### **Course Objectives:**

After the completion of this Course, student-teachers will be able to:

- get acquainted with the concept of childhood and adolescence;
- develop understanding of the growing up process of children in diverse contexts;
- examine the different perspectives in child development;
- analyze and reflect on the impact of developmental contexts such as family life, schooling, peer groups and media upon children's development;
- discuss issues of children and adolescents and the need of developing Life Skills Education Programmes.

### **BLOCK 1: UNDERSTANDING CHILDHOOD AND ADOLESCENCE**

- Unit 1      Concept of Childhood and Adolescence
- Unit 2      Socialization and Growing up in Diverse Contexts
- Unit 3      Agencies of Socialization

### **BLOCK 2 GROWING UP: INFANCY TO ADULTHOOD**

- Unit 4      Understanding Growth and Development
- Unit 5      Different Perspectives in Child Development
- Unit 6      Dimensions of Child development
- Unit 7      Methods of Studying Children and Adolescents

### **BLOCK 3 CRITICAL DEBATES IN CHILDHOOD AND ADOLESCENCE**

- Unit 8      Growing Up with Media
- Unit 9      Contemporary Issues Affecting Adolescents
- Unit 10     Life Skills Education for Adolescents
- Unit 11     Child Rights and Legislation

### **BES 122: CONTEMPORARY INDIA AND EDUCATION**

**Course Objectives:** By this Course, the student-teachers will be able to:

- Understand the social realities of Indian society and its impact on education;
- Understand the issues relating to diversity, inequality and marginalization in society and its implications for education;
- Understand the concept of social change and social transformation in relation to education;
- Understand the concept and aims of education;

- Sensitize with different values enshrined in the constitution of India and its impact on education;
- Identify the contemporary issues in education and its educational implications;
- Understand the Historical developments and policy frameworks for public education in India; and
- Acquainted with the current development in universalization of secondary education.

### **BLOCK 1 INDIAN SOCIETAL CONTEXT AND EDUCATION**

Unit 1 Nature of Indian Society

Unit 2 Aspirations of Indian Society

Unit 3 Education and Policies

Unit 4 Indian Society and Education

### **BLOCK 2 POLICY FRAMEWORKS FOR EDUCATION IN INDIA**

Unit 5 Development of Education in India before Independence

Unit 6 Development of School Education – 1947 To 1964

Unit 7 Development of School Education – 1964 To 1985

Unit 8 Development in School Education In 1986 And After

### **BLOCK 3 PHILOSOPHICAL PERSPECTIVES OF EDUCATION**

Unit 9 Concept and Nature of Education

Unit 10 Philosophical Basis of Education

Unit 11 Democratic Principles of Education

Unit 12 Agencies of Education

### **BLOCK 4 ISSUES AND CONCERNS IN SECONDARY EDUCATION**

Unit 13 Universalization of Secondary Education

Unit 14 Equity and Equality in Education

Unit 15 Curricular Issues and Quality Concerns in Secondary Education

Unit 16 Professional Developments of Secondary Teachers

## **BES 123: LEARNING AND TEACHING**

**Course Objectives:** After completion of this course, student teachers will be able to:

- understand psychological and socio-cultural perspective of learning,
- critically analyze various theoretical constructs of learning,
- appreciate the role of various factors in facilitating learning,
- identify appropriate learning strategies for facilitating construction of knowledge,
- analyze the complex nature of teaching learning process,
- understand various dimensions of teaching-learning process,
- recognize teachers role as a professional as well as a facilitator for learning,
- act as an innovator and action researcher, and
- apply suitable teaching-learning strategy in diverse contexts.

### **BLOCK 1 LEARNING: PERSPECTIVES AND APPROACHES**

- Unit 1 Understanding learning
- Unit 2 Approaches to Learning
- Unit 3 Learning for Construction of Knowledge
- Unit 4 Learning in Various Contexts

### **BLOCK 2 UNDERSTANDING THE LEARNER**

- Unit 5 Learner in Socio-cultural Context
- Unit 6 Learner as an Individual-I
- Unit 7 Learner as an Individual-II

### **BLOCK 3 TEACHING-LEARNING PROCESS**

- Unit 8 Understanding Teaching
- Unit 9 Planning Teaching-Learning
- Unit 10 Organizing Teaching-Learning
- Unit 11 Teaching-Learning Resources
- Unit 12 Managing Classroom Teaching-Learning

### **BLOCK 4 TEACHER AS A PROFESSIONAL**

- Unit 13 Teacher in diverse Role
- Unit 14 Teacher as Innovator and Action Researcher
- Unit 15 Teacher as a Reflective Practitioner
- Unit 16 Professional Development of Teachers

## **BES 124: LANGUAGE ACROSS THE CURRICULUM**

### **Main objective:**

This course aims to foster integrated learning of language and other areas of curricular content which will enable the development of critical thinking, discourse perspective as well as communicative ability.

### **Course Objectives:**

- To provide scaffolding to support learning of language in each learner in all domains of language use, in each learning activity in school;
- To enhance language acquisition through awareness of language use;
- To create a link through the learning process;
- To enhance awareness of the relatedness of aspects;
- To provide opportunities to students to study content through different perspectives and modes(Reading, Writing, Listening, Speaking and all non-verbal means of representation and expression that we use when communicating);
- To encourage language and subject teachers to diversify methods and forms of classroom practice leading to innovation in the classroom;
- To create curriculum in response to student needs and interests;
- To use languages available in the classroom as a resource.

### **BLOCK 1: UNDERSTANDING LANGUAGE ACROSS THE CURRICULUM**

- Unit 1 Language and Society
- Unit 2 Language and Learning
- Unit 3 Understanding Language Across the Curriculum (LAC)
- Unit 4 Classroom as a Space for Discourse

### **BLOCK 2 TEACHING AND ASSESSING LANGUAGE ACROSS THE CURRICULUM**

- Unit 5 Teaching Listening Across the Curriculum
- Unit 6 Developing the Speaking Abilities
- Unit 7 Reading Comprehension
- Unit 8 Writing Across the Curriculum
- Unit 9 Assessing Language Across the Curriculum

## **BES 125: UNDERSTANDING DISCIPLINES AND SUBJECTS**

### **Course Objectives**

At the end of the Course, the student-teachers will be able to understand and explain:

- What is knowledge and how it is different from information;
- The ways in which knowledge is acquired;
- The structure of knowledge as reflected in different disciplinary streams and subjects;
- How did disciplines evolve and acquire their distinctive identities;
- The ways in which different disciplines and school subjects inter-linked;
- The nature of various school subjects;
- Inter-relationships amongst various disciplines;
- Inter-relationships between curriculum and syllabus;
- What constitute curricular materials;
- The pedagogical demands of disciplinary knowledge at different stages of school education;
- How content in various subjects are organised in school curricula; and
- The factors which determine choice of streams and subjects by students.

### **BLOCK 1 UNDERSTANDING KNOWLEDGE AND DISCIPLINES**

- Unit 1 Knowledge and Disciplines
- Unit 2 Perspectives of Disciplinary Knowledge
- Unit 3 Disciplinary Knowledge and School Education

### **BLOCK 2 SUBJECTS IN SCHOOL CURRICULUM**

- Unit 4 Subject Concerns in School Curriculum
- Unit 5 Organising Subjects in School Curriculum
- Unit 6 Making Subject Choices

### **Pedagogy Courses**

#### **BES 141: PEDAGOGY OF SCIENCE**

##### **Course Objectives**

**After completion of this course, student teachers will be able to:**

- understand the nature of science and its place in curriculum,
- appreciate the importance of development of scientific temper among learners,
- develop teaching-learning objectives for science teaching,
- identify and use appropriate approach for teaching learning of science,
- select and integrate suitable learning resources to facilitate learning in science,

- construct and use appropriate assessment tool for assessing learner's progress in science,
- appreciate the role of innovations and research in expanding knowledge domain of science,
- adopt appropriate strategies for professional development of self, and
- revisit few important concepts of science and integrate them thematically.

### **BLOCK 1 UNDERSTANDING SCIENCE**

- Unit 1 Science: Perspectives and Nature
- Unit 2 Aims and Objectives of Science Teaching-Learning
- Unit 3 Process Skills in Science
- Unit 4 Science in School Curriculum

### **BLOCK 2 TEACHING-LEARNING OF SCIENCE**

- Unit 5 Organizing Teaching-Learning Experiences
- Unit 6 Approaches in Science Teaching-Learning
- Unit 7 Methods in Science Teaching-Learning
- Unit 8 Learning Resources in Science
- Unit 9 Assessment in Science

### **BLOCK 3 CONTENT BASED METHODOLOGY-I**

- Unit 10 Food
- Unit 11 Material
- Unit 12 The Living World
- Unit 13 How Things work

### **BLOCK 4 CONTENT BASED METHODOLOGY-II**

- Unit 14 Moving Things, people and Idea
- Unit 15 Natural Phenomena
- Unit 16 Natural Resources

## **BES-142 PEDAGOGY OF SOCIAL SCIENCE Course Objectives:**

- To develop an understanding of the nature of Social Sciences and its relationship with natural sciences.
- To help student teachers reflect on the interface of Social Sciences with society.
- To develop professional outlook and humane approach among student teacher of Social Sciences.
- To acquaint student teacher with nature of different disciplines within Social Sciences and their interrelationships and concerns in teaching of Social Sciences.
- To help student teacher reflect on school curriculum, pedagogical practices and issues related to it.
- To acquaint student teacher with different approaches to teaching of Social Sciences.
- To acquaint students teachers with the use of specific pedagogic practices used in different subject areas in Social Sciences.
- To enable student teachers to make use of different teaching – learning strategies in a democratic classroom situation.
- To develop competencies in using different forms of evaluation among student teachers.
- To enable student teachers to become reflective practitioners capable of transacting theoretical knowledge into practices through innovative teaching leaning strategies.
- To equip student teachers with the knowledge of application of pedagogical principles in teaching of specific content areas in Social Sciences.

### **BLOCK 1 PEDAGOGY OF SOCIAL SCIENCES**

- Unit 1 Social Sciences: Nature, Context, and Concerns
- Unit 2 Issues and Challenges of Teaching Social Sciences
- Unit 3 Teaching Learning Strategies and Learning Resources in Social Sciences
- Unit 4 Planning and Organizing Teaching Learning Experiences
- Unit 5 Assessment and Evaluation in Social Sciences

### **BLOCK 2 TEACHING-LEARNING PROCESS: SPECIFIC TO SUBJECT AREAS**

- Unit 6 Teaching-Learning Process in History
- Unit 7 Teaching-Learning Process in Political Science
- Unit 8 Teaching – Learning Process in Geography
- Unit 9 Teaching-Learning Process in Economics

### **BLOCK 3 CONTENT BASED METHODOLOGY: HISTORY AND POLITICAL SCIENCE**

- Unit 10 Events and Processes
- Unit 11 Livelihood, Economics and Society
- Unit 12 State and Government
- Unit 13 Indian Constitution and Democratic Politics

### **BLOCK 4 CONTENT BASED METHODOLOGY: GEOGRAPHY AND ECONOMICS**

- Unit 14 India: Physical Environment
- Unit 15 Resources: Their Development and Utilization
- Unit 16 Major Economic Issues
- Unit 17 Economic Institutions

### **BES-143 PEDAGOGY OF MATHEMATICS**

#### **Course Objectives**

- After completion of the course, student-teacher will be able to:
- develop a critical understanding of changing perspectives of mathematics,
- appreciate the Indian contribution in development of mathematics,
- understand the nature of mathematics and its place in curriculum,
- construct teaching-learning objectives for mathematics,
- identify and use appropriate approach for teaching learning of mathematics,
- select and integrate suitable learning resources to facilitate learning in mathematics,
- construct and use appropriate assessment tool for assessing learner's progress in mathematics,
- appreciate the role of innovations and research in expanding knowledge domain of mathematics, and
- adopt appropriate strategies for professional development of self.

### **BLOCK 1 UNDERSTANDING THE DISCIPLINE OF MATHEMATICS**

- Unit 1 Nature and Scope of Mathematics
- Unit 2 Aims and Objectives of Teaching –Learning Mathematics
- Unit 3 How Children Learn Mathematics
- Unit 4 Mathematics in School Curriculum



## **BLOCK 2 TEACHING –LEARNING OF MATHEMATICS**

- Unit 5 Approaches and Strategies for Learning Mathematics
- Unit 6 Organizing Teaching-Learning Experiences
- Unit 7 Learning Resources and ICT for mathematics teaching –learning
- Unit 8 Assessment in Mathematics
- Unit 9 Professional Development of Mathematics Teacher

## **BLOCK 3 CONTENT BASED METHODOLOGY-I**

- Unit 10 Number system, Number theory, Exponents and Logarithms
- Unit 11 Polynomials: Basic Concepts and Factoring
- Unit 12 Linear Equation, Inequalities and Quadratic equation
- Unit 13 Set, Relation, Function and Graphs

## **BLOCK 4 CONTENT BASED METHODOLOGY-II**

- Unit 14 Statistics and Probability
- Unit 15 Parallel Line, Parallelogram and Triangles
- Unit 16 Trigonometry and Its Application
- Unit 17 Mensuration & Coordinate Geometry

## **BES-144 TEACHING OF ENGLISH**

•This course on the “Teaching of English’ is basically an attempt to enhance the student teachers’ understanding of their learners, the learning process, the nature and structure of language and the teaching of it in terms of more effective methodologies of teaching and valuation. The assumptions behind developing this course are:

- To gain insights about the language learner, not only as a cognitive entity, but as a social being functioning in a multilingual environment;
- To understand the nature of language as a dynamic entity, subject to variation and change;
- To critically reflect over their classroom experience and innovation teaching strategies so that they may more effectively teach the four skills of speaking, listening, reading and writing; and
- To upgrade themselves in the new issues related to the learners, the learning process, classroom management, methodology of teaching and evaluation.

## **BLOCK 1 INSTRUCTIONAL PLANNING IN TEACHING OF ENGLISH**

- Unit 1 Nature, Need and Objectives
- Unit 2 Who are the learners of Language
- Unit 3 Approaches, Methods and Techniques in English Language Teaching (ELT)
- Unit 4 Daily Unit Plans: Strategies For Classroom Transaction
- Unit 5 Monitoring Instruction

## **BLOCK 2 LISTENING COMPREHENSION AND SPEAKING**

- Unit 6 Teaching Listening
- Unit 7 Developing Speaking/Oral Skills
- Unit 8 Speaking Activities
- Unit 9 Testing Listening Ability and Listening Comprehension
- Unit 10 Testing Speaking Skills

## **Block 3 READING COMPREHENSION**

- Unit 11 The Reading Process and Developing Reading Skills
- Unit 12 Reading Comprehension
- Unit 13 Teaching Literature
- Unit 14 Teaching Vocabulary

## **BLOCK 4 TEACHING WRITING AND GRAMMAR**

- Unit 15 The Writing Process
- Unit 16 Different types of Writing
- Unit 17 Grammar Teaching – Changing Methodologies and their Implications
- Unit 18 Improving and Assessing Writing Ability
- Unit 19 Testing Grammar and Usage

**BES 145: fglUnh f'k{k.k i fof/k**

f'k{k.k ml's ; % इस पाठ्यक्रम के अध्ययन के पश्चात् शिक्षार्थी—

1. हिन्दी भाषा के शिक्षण के उद्देश्य बता सकेंगे;
2. हिन्दी का मातृ भाषा, द्वितीय भाषा तथा तृतीय भाषा के रूप में पढ़ाने के कारण बता सकेंगे;
3. हिन्दी को तीनों रूपों में पढ़ाने के उद्देश्य बता सकेंगे;
4. हिन्दी को तीनों रूपों में पढ़ाने में सक्षम हो जाएंगे;
5. हिन्दी भाषा की प्रकृति, प्रकार्य तथा भाषिक तत्त्वों के विषय में बता सकेंगे;
6. शिक्षार्थियों में भाषागत विभिन्न कौशलों का विकास कर सकेंगे;
7. हिन्दी भाषा का व्याकरण शिक्षण कर परिनिष्ठित भाषा का शिक्षण कर सकेंगे; और
8. मूल्यांकन, क्रियात्मक शोध कार्य करने तथा छात्रों द्वारा समुन्नयन कार्य सम्पन्न कराने में सक्षम हो सकेंगे।

fglUnh f'k{k.k % LkS) kfUrd i {k

- भाषा की प्रकृति एवं प्रकार्य
- भाषा अधिगम प्रक्रिया
- विद्यालयी स्तर की भाषा
- हिन्दी शिक्षण: विविध संसाधन

Hkkf"kd ; kX; rkvka dk fodkl

- हिन्दी के भाषिक तत्त्व
- श्रवण एवं मौखिक कौशलों का विकास
- पठन कौशल का विकास
- लिखित अभिव्यक्ति कौशल का विकास

I kfgfR; d fo/kkvka dk f'k{k.k , oa 0; kdj .k f'k{k.k

- भाषा शिक्षण एवं साहित्य शिक्षण
- कविता शिक्षण
- गद्य शिक्षण निबन्ध
- निबंधतेर गद्य विधाओं का शिक्षण
- व्याकरण शिक्षण

eW; krdU] fØ; kRed 'kks/k rFkk I eWUk; u dk; i

- भाषा संप्राप्ति मूल्यांकन
- सतत एवं व्यापक मूल्यांकन
- निदानात्मक एवं उपचारात्मक कार्य
- क्रियात्मक अनुसंधान
- समुन्नयन कार्य

## **COURSES ON ENHANCING PROFESSIONAL CAPACITIES(EPCs)**

### **BESL-121: READING AND REFLECTING ON THE TEXTS**

**Course Objectives:** Student-Teacher will be able to:

- develop reading skills to be able to have a deeper engagement with a variety of texts at the secondary and senior secondary level;
- enhance their capacities as readers and writers by becoming participants in the process of reading, comprehending and writing;
- read and reflect interactively by engaging with the text – individually and in small groups;
- develop skills of listening, speaking and writing, with a sense of purpose and meaning, and respond to the text with their own opinions within the context of other's ideas.

### **BLOCK: UNDERSTANDING, READING AND REFLECTING ON THE TEXT**

Unit 1: Reading

Unit 2: Reading for Text Comprehension

Unit 3: Reading and Reflection

### **BESL 122: APPLICATION OF ICT**

**Course Objectives:** Student-Teacher will be able to:

- explain the meaning of ICT;
- operate the Windows and/or Linux operating systems;
- use word processing, Spread sheets, and Presentation software;
- acquire the skill of maintaining the computer system and the skill of troubleshooting with the help of antivirus and other tools;
- elucidate the application of ICT for teaching-learning process;
- develop various skills to use computer technology for sharing the information and ideas through the Blogs and Chatting groups;
- understand the social, economic, security and ethical issues associated with the use of ICT;
- identify the policy concerns for ICT;

### **BLOCK: ICT IN EDUCATION AND ITS IMPLICATIONS**

Unit 1: ICT for Teaching and Learning

Unit 2: Use of ICT in Evaluation and Research

Unit 3: ICT for Administrative Support

Unit 4: ICT for building Knowledge Society

## **PRACTICAL COURSES SCHOOL INTERNSHIP**

The practical courses shall ensure student teacher's sustained engagement with the Self, the Learners, Community and School. The engagement with the field is comprised of (a) Tasks and Assignments, (b) School Internship; and (c) Courses on Enhancing Professional Competencies (EPC). School Internship shall provide learning opportunities to a student teacher like a regular teacher and participate in all kinds of school activities including practice teaching and organizing various school based activities. The objectives of School Internship that student teacher shall:

- involve in various school activities and processes in order to gain a 'feel' of the multiple roles of a teacher and an understanding of the 'school culture'; and
- learn to reflect upon, consolidate and share their school experiences; and to recognise one's own development as a teacher.
- develop a broad repertoire of perspectives, professional capacities, teacher disposition, sensibilities and skills;
- undertake responsibility for planning and implementation of learning situations for specific units of study;
- reflect on their practice, and learn to adapt and modify their visualisation/ implementation towards betterment of student learning;

In order to provide meaningful and holistic engagement with the learners and the school; the School Internship is spread over both years:

**Year I: School Internship-I** **04 credits**

**Year II: School Internship-II** **12 credits**

### **BESL 133: SCHOOL INTERNSHIP-I**

School Internship 1 is of shorter duration (4 weeks) than the School Internship 2 which is of longer duration (16 weeks). As part of “Engagement with the Field”, during internship the student teacher is expected to (a) involve in various school activities and processes, (b) reflect his/her professional capacities through various prescribed activities and (c) undertake different school based activities. These activities would help the student teacher to gain the feeling of the multiple roles of a teacher and develop understanding of the school culture.

During School Internship 1, the student teacher may be encouraged to gain experiences from various schools to understand the context of teaching in government and private schools or the dynamics of teaching at elementary and senior secondary levels. During internship, he/ she is expected to undertake the followings:

- A) Involvement in All Types of Ongoing School Activities & Processes**
- B) Activities under Courses on Enhancing Professional Capacities (EPCs)**
- C) Other School Based Activities**

### **BESL 131: WORKSHOP-1**

Workshop 1 will be of 12 days duration.

During the workshop, following activities will be undertaken:

- Assessment of reports/submissions related to Internship 1 i.e. BESL 133
- Assessment of reports of Individual activities related to BESL 121 and BESL 122
- Group activities and hands on practice related to BESL 121 and BESL 122
- Sessions for practice on various dimensions of teaching learning process i.e. planning, development of ICT resources, integration, development of assessment tools and activities suggested by various course coordinators, will be part of workshop.
- Workshop based activities will be assessed on the basis of tools, which will be developed as per nature of the activity.

## SECOND YEAR

### BES 126: KNOWLEDGE AND CURRICULUM

#### Course Objectives:

- To present appropriate theoretical understanding about nature knowledge and the corresponding process of knowing
- To become conscious of critical role of culture in knowing in the school context.
- To refine knowledge and analytical understanding about curriculum, syllabi and textbooks
- To develop understanding about the role various determinants (both at National and school Level) on curriculum.
- To develop thinking about the relationship between teaching and decision-making regarding curriculum by shaping the concepts of the teacher as a curriculum implementer, developer and the Principal as a curriculum leader.
- To develop understanding of alternatives related to decisions about what to teach, how you organize knowledge for learning, and how to imparting this knowledge to students.

#### BLOCK 1 KNOWLEDGE IN EDUCATION

- Unit 1 Understanding Knowledge
- Unit 2 Process of Knowing
- Unit 3 Educational Thinkers on Knowledge
- Unit 4 Knowledge, Society and Power

#### BLOCK 2 UNDERSTANDING CURRICULUM

- Unit 5 Curriculum: Meaning and its Dimensions
- Unit 6 Domains and Determinants of Curriculum
- Unit 7 Curriculum Designing
- Unit 8 Curriculum Renewal

#### BLOCK 3 CURRICULUM ENGAGEMENT IN SCHOOLS

- Unit 9 School: The Site of Curriculum Engagement
- Unit 10 Curriculum Implementation in Schools
- Unit 11 Curriculum Leadership

## **BES 127: ASSESSMENT FOR LEARNING**

**Objectives:** At the end of this course, the student-teachers will be able to:

- understand the critical role of Assessment in enhancing learning;
- understand the constructivist paradigm of assessment used in learning-teaching situations;
- understand the concept of assessment as an ongoing process of development of learning but not an end-teaching activity;
- understand the assessment and evaluation approaches used in learning-teaching situation;
- acquainted with the current trends and practices of educational evaluation;
- use various techniques and tools of evaluation;
- prepare different tools for assessing learner's performance;
- use ICT for assessing performance of the learners;
- understand the application of various statistical techniques/methods in assessing learners performance; and
- compare and interpret performance of the learners quantitatively and qualitatively.

### **BLOCK 1 EVALUATION IN TEACHING-LEARNING PROCESS**

- Unit 1 Concept and Purpose of Evaluation
- Unit 2 Perspectives of Assessment
- Unit 3 Approaches to Evaluation
- Unit 4 Issues, Concerns, and Trends in Assessment and Evaluation

### **BLOCK 2 TECHNIQUES AND TOOLS OF ASSESSMENT AND EVALUATION**

- Unit 5 Techniques of Evaluation
- Unit 6 Criteria of a Good Tool
- Unit 7 Tools for Assessment and Evaluation
- Unit 8 ICT Based Assessment and Evaluation

### **BLOCK 3 LEARNER'S EVALUATION**

- Unit 9 Teacher Made Achievement Tests
- Unit 10 Commonly Used Tests in Schools
- Unit 11 Identification of Learning Gaps and Corrective Measures
- Unit 12 Continuous and Comprehensive Evaluation (CCE)



## **BLOCK 4 ANALYSING AND INTERPRETING LEARNER'S PERFORMANCE**

Unit 13 Tabulation and Graphical Representation of Data

Unit 14 Measures of Central Tendency

Unit 15 Measures of Dispersion

Unit 16 Correlation – Its Interpretation and Importance

Unit 17 Nature of Distribution and Its Interpretation

## **BES 128: CREATING AN INCLUSIVE SCHOOL**

**OBJECTIVES:** At the end of the course, the learners will be able to:

- develop a comprehensive understanding of the concept and principles of inclusion
- identify and address diverse needs of all learners and appreciate their needs
- enable them to be sensitive towards the needs of children with special needs and ensure their participation
- understand policies, programmes and acts related to children with special needs
- familiarize with various teaching- learning strategies that engage all learners
- develop pedagogic materials to practice pedagogy that can develop ability and confidence in learners;
- evaluate the practices on inclusive education

## **BLOCK 1 DIVERSITY AND INCLUSION**

Unit 1 Introduction to Diversity and Inclusion

Unit 2 Children with Sensory Disabilities

Unit 3 Children with Neuro Developmental Disabilities

Unit 4 Children with Loco Motor, Multiple and Other Disabling Conditions

## **BLOCK 2 STRATEGIES FOR CREATING INCLUSIVE CLASSROOMS**

Unit 5 Strategies of Teaching-Learning and Evaluation

Unit 6 Adaptations in Curriculum and Expanded Core Curriculum

Unit 7 Aids, Appliances and ICT

Unit 8 Resources for Inclusion

## **BES 129: GENDER, SCHOOL AND SOCIETY**

**OBJECTIVES:** At the end of the course, the learners will be able to:

- understand gender issues in school and society
- generate sensitivity among student teachers
- understand the constitutional provisions of human rights and women's rights
- demonstrate competency and skills in addressing gender concerns
- familiarize with various pedagogic practices related to gender
- critically evaluate and challenge gender inequalities and explore the role of family, caste, religion, culture, law, state, media

### **BLOCK 1 GENDER ISSUES IN SCHOOL AND SOCIETY**

- Unit 1 Understanding Basic Gender Concepts
- Unit 2 Gender Roles and Patriarchy in Indian Perspective
- Unit 3 Patriarchies in Interaction with other Social Structures and Identities
- Unit 4 Gender Relations in School

### **BLOCK 2 GENDER AND PEDAGOGIC PRACTICES**

- Unit 5 Teaching as Activism
- Unit 6 Standpoint Theory and Knowledge Location
- Unit 7 Participatory Classroom
- Unit 8 Strategies to Promote Gender Equality in the Classroom

---

## **OPTIONAL COURSES**

---

### **BESE 131: OPEN AND DISTANCE EDUCATION**

**Objectives:** After working through the course, the learner will realize that open and distance education:

- is well-defined and highly institutionalized means of education to a large number of the disadvantaged learners;
- is highly dependent on multiple media and multimedia for teaching and learning at a distance;
- has effective mechanism for continuous and terminal evaluation of learning; and
- is a cost-effective system for education.

## **BLOCK 1 OPEN AND DISTANCE EDUCATION: GENESIS AND EVOLUTION**

Unit 1 Historical Developments

Unit 2 Theoretical Foundations

Unit 3 Indian Experiences

Unit 4 Global Practices

## **BLOCK 2 TEACHING AT A DISTANCE: DESIGN AND DEVELOPMENT OF ODE RESOURCES**

Unit 5 Designing SLMs

Unit 6 Media and Technology for ODE

Unit 7 Development of Self-Learning Print Materials

Unit 8 Development of eLearning Resources

## **BLOCK 3 LEARNER SUPPORT SERVICES IN ODE**

Unit 9 Distance Learners and Self-Directed Learning

Unit 10 Counselling and Tutoring in Teaching at a Distance

Unit 11 Assessment of Learner-Performance

Unit 12 Learner Support System and Services

## **BLOCK 4 PLANNING AND MANAGEMENT OF ODE**

Unit 13 Management of ODE Systems

Unit 14 Quality Assurance in ODE

Unit 15 Economics of ODE

Unit 16 Research in ODE

## **BESE 132: GUIDANCE AND COUNSELING**

### **Objectives of the Course:**

- To sensitize student-teachers towards need and importance of guidance and counseling
- To develop caring attitude and concern for children
- To identify the areas/situations that need guidance and counseling
- To develop competencies to help students resolve their social, emotional, academic and career problems to achieve optimum potential

- To acquaint oneself with different techniques of guidance and counseling to deal with student problems
- To design, plan and execute guidance programmes in school
- To promote inclusive learning environment in school

### **BLOCK 1 INTRODUCTION TO GUIDANCE AND COUNSELLING**

- Unit 1 Understanding Guidance and Counselling
- Unit 2 Guidance in the School
- Unit 3 Personnel in Guidance Programme
- Unit 4 Counselling in Schools

### **BLOCK 2 TECHNIQUES AND PROCEDURES**

- Unit 5 Techniques of Guidance
- Unit 6 Guidance Programme
- Unit 7 Group Guidance
- Unit 8 Techniques of Counselling

### **BLOCK 3 CAREER DEVELOPMENT**

- Unit 9 Nature of Work and Career Development
- Unit 10 Occupational Information
- Unit 11 Career Patterns
- Unit 12 Career Developments of Girls in India

### **BLOCK 4 GUIDING STUDENTS WITH SPECIAL NEEDS**

- Unit 13 Guiding Students with Disabilities
- Unit 14 Socio-Emotional Problems of Students with Disability
- Unit 15 Behavioural Problems of Students
- Unit 16 Mental Health and Stress Management

### **BESE 135: INFORMATION AND COMMUNICATION TECHNOLOGY**

**Objectives:** After going through this course, student teacher will be able to:

- explain the meaning, nature, scope and evolution of ET, IT and ICT in education
- Examine the teaching-learning system and the potential of ICT

- Interpret and adopt ICTs in line with educational aims and principles.
- Design, develop, use and evaluate ICTs
- Curate, critically evaluate and use available ICTs
- Integrate ICT into teaching-learning, evaluation, administration and other learning support systems
- Participate in collaborative networks for learning, sharing and co-creating knowledge,
- Use ICT for making classroom processes more inclusive and address multiple learning disabilities, and
- Use ICT for their professional development.

### **BLOCK 1 UNDERSTANDING ICT**

Unit 1 Meaning and nature of Information Communication Technology (ICT)

Unit 2 Scope and evolution of Information Communication Technology (ICT)

Unit 3 Learning Theories: Implications for ICT

Unit 4 Teaching-learning System

### **Block 2 TEACHING AND LEARNING RESOURCES**

Unit 5 Non-digital Teaching Learning Resources

Unit 6 Digital Teaching Learning Resources

Unit 7 Open Educational Resources

Unit 8 Educational Software Applications

### **BLOCK 3 ICT AND PEDAGOGY**

Unit 9 ICT mediated Teaching-learning Environment

Unit 10 Selection and Integration of ICT resources

Unit 11 ICT and Assessment

Unit 12 ICT: Collaboration, Co-creation and sharing of Knowledge

### **BLOCK 4 SUPPORT SYSTEMS, LEGAL AND ETHICAL ISSUES**

Unit 13 ICT for Educational Management

Unit 14 Learning Support Systems

Unit 15 ICT for Inclusive Classroom

Unit 16 ICT: Social, Legal and Ethical Issues

## **COURSES ON ENHANCING PROFESSIONAL CAPACITIES(EPCs)**

### **BESL 123: DRAMA AND ART IN EDUCATION**

**Objectives:** Student-Teacher will be able to:

- understand the relationship between the head, heart and hand through drama and art;
- develop ability to appreciate the inherent rhythm, beauty and harmony in teaching learning process;
- enhance teaching-learning skills through drama and art;
- use drama process and art to assess students in holistic way;
- develop aesthetic sensibilities;

### **BLOCK: DRAMA AND ART IN EDUCATION**

Unit 1: Application of Drama and Art in Education Unit 2: Drama and Art for Pedagogy

Unit 3: Drama and Art for Social Intervention

### **BESL 124: UNDERSTANDING THE SELF AND YOGA**

**Objectives:** Student-Teacher will be able to:

- understand the development of self;
- critically analyze the professional identity of teacher;
- understand the social identity of the self;
- use varied form of self expressions;
- appreciate the relation between self and yoga;
- revisit the childhood experiences and understand the influences on the self;
- interact with the self through different media.

### **BLOCK 1 THE WORLD WITHIN ONESELF**

Unit 1 Development of the self and Self Expression

Unit 2 Social self

Unit 3 Revisiting the self

### **BLOCK 2 SELF AND YOGA**

Unit 4 Introduction to Yoga and Yogic Practices

Unit 5 Yoga and Health

## **BESL 134: SCHOOL INTERNSHIP-II**

For school internship, the student teacher shall be placed in one school but may be in two levels (upper elementary/secondary/higher secondary). During the first week of SI, the student teacher is expected to undertake the following activities and write reflective diary: (a) Explores the school in totality, its philosophy and aims, organization and management, teachers and students with their profiling; (b) Critically study the transaction of curriculum followed by the school, assessment of teaching-learning and resources available within the school; and (c) Plan and execute student interaction and analyze the time table.

After one week of observation is done, then the following activities shall be undertaken as given in the following table for which some reports are to be submitted in Workshop II.

- A) Involvement in All Types of Ongoing School Activities & Processes**
- B) Classroom Teaching (2 School Subjects)**
- C) Activities under Courses on Enhancing Professional Capacities (EPCs)**
- D) Other School Based Activities**

## **BESL 132: WORKSHOP-2**

Workshop 2 will be of 12 days duration.

During the workshop, following activities will be undertaken:

- Assessment of reports/submissions related to Internship-II
- Assessment of reports of Individual activities related to EPC III and EPC IV
- Group activities related to EPC III and EPC IV
- Sessions for activities suggested by various course coordinators will be part of workshop.
- Workshop based activities will be assessed on the basis of tools, which will be developed as per nature of the activity.

---

## **3. INSTRUCTIONAL SYSTEM**

---

The B.Ed, programme-delivery-system includes the multi-media approach i.e., self-instructional print material, audio/video programmes, tele-conferencing, assignments, counseling session, internship including activities related to EPC, practice-teaching and school-based activities and workshop-based activities. The internship will be held at a secondary/senior secondary school (Work Centre), where the teacher trainee will work as fulltime intern, while the counseling and workshop-based activities will be carried out in the Teacher Training Institutes designated as Programme Study Centres (PSCs).

### **Print Material**

The print materials are study materials for both theory and practical courses of the programme. It is supplied to the students in the form of blocks. Each block contains 3-5 units. Each course has a code number. The print material related to workshop based activities and internship (BESL-131, 132, 133

and 134) is available in the Student-Teachers Handbook. The University sends study materials and assignments, wherever prescribed, to the learners 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.

### **Audio and Video Programmes**

The Audio and Video programmes are supplementary, meant for clarification and enhancement of understanding. These are used during counseling and workshop sessions at the programme centre. Besides, the video programmes are telecast on the national network of Doordarshan.

### **Assignments**

Assignments are the integral and compulsory component of the instructional system. There is one assignment for each theory course. These assignments are to be submitted to the concerned Programme Centre in accordance with the submission-schedule provided separately in the programme guide. In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website – *www.ignou.ac.in*.

### **Counselling Sessions**

Generally the counseling sessions will be held at the Programme Centres during weekends (Saturday and Sundays) and long holidays. Within the general schedule of the programme, the coordinators at the Programme Centres will decide on the coverage of these sessions. The Programme Centre coordinators will also provide the counseling schedule. The counseling sessions will include clarifications required in the print-material and audio/video programmes through active interaction with students. The counseling sessions are organised for theory courses. In this programme, 12 theory courses i.e. 9 core courses, 2 methodology courses and 1 special course are offered to each learner. Hence counseling sessions for 12 theory courses are to be organised at PSCs.

### **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 (IRC) and Interactive Programmes through Gyan Vani and Gyan Darshan will also be made available.

### **Conduct of Practicals**

To provide effective support to the practical work, IGNOU has set up a number of work Centres and Programme Centres all over the country.

- i) **Work Centre:** It is the High, Higher/Senior Secondary school where the student-teacher will work as intern and carry out activities related to EPC, practice teaching and school-based activities.
- ii) **Programme Centre:** It is a Teachers Training College where academic counseling and practical workshop will be conducted. The Programme Centre will be managed by the Programme Incharge and each Programme Centre will be handling about 50 students.

The detailed particulars regarding Programme Centre and Work Centre to which you are attached



will be communicated to you by the Regional Centre.

Practicals will be held in the schools (the work centre) and also in the institutions identified as Programme Centres. As mentioned earlier, in practical courses, the practical work consists of EPC courses, Internship including teaching-practice and school-based activities, Practical- oriented assignments and Activities related to EPC will be carried out in the school i.e., the works centre (the place where the student-teacher is teaching).

The workshop-based practicals will be organised in two practical workshops of 24 days duration, i.e., 12 days each spreading over two years. The two workshops include intensive face-to-face interaction to develop skills and competencies and will be organised at the Programme Centre or at any other suitable place. The student-teachers will have to do practical work and various activities required for the development of teaching skills and competencies in the school after taking due permission from the concerned school under the guidance of the supervisor (teacher educator) and Principal/Headmaster, senior teacher (Mentors). On the whole, A student-teacher is expected to go through approximately 864 hours of contact time. The details of practical work are provided in the Student Teacher handbook.

## WHOM TO CONTACT FOR WHAT

Centre/Place	Nature of Practical Work	Academic Persons
Work centre	a) Internship I and II	Headmaster/Principal/ Senior Teachers (Mentors)
	b) Activities related to EPC	Headmaster/Principal/ Senior Teachers (Mentors), Supervisors (Teacher Educators).
Programme Centre	a) Workshop-based Activities	Programme Centre, Coordinator/ Workshop Facilitator.
	b) Practical-oriented assignments and Assignments based on the theory courses	Academic counsellor/ Workshop facilitator.
	c) Counselling Sessions	Academic Counsellors.

---

## 4. DELIVERY SYSTEM

---

The B.Ed, programme is a continuous programme of 2 years. However, the courses of B.Ed, programme will be delivered in two clusters as suggested below:

### First Year

- Core Courses: Five (BES 121-125) 16 Credits
- Content-based Methodology Courses:  
(Two of the school teaching subjects from BES 141-BES 145) 08 Credits
- Workshop-I (12 days) 04 Credits
- Enhancing Professional Capacities Courses (EPC I & II) 04 Credits
- Internship-I (04 weeks) 04 Credits

### Second Year

- Core Courses: Five (BES 126-129) 12 Credits
- Optional Courses:  
(Any one course is to be opted from BESE 131-BESE 135) 04 Credits
- Workshop-II (12 days) 04 Credits
- Enhancing Professional Capacities Courses (EPC I & II) 04 Credits
- Internship-II (16 weeks) 12 Credits

---

## 5. OPERATIONAL SCHEDULE

---

### First Year

Despatch of the following course materials from the University will be done in staggered manner.

#### Compulsory Courses

BES 121 : All Blocks

BES 122 : All Blocks

BES 123 : All Blocks

BES 124 : All Blocks

BES 125 : All Blocks

BESL-121 and BESL-122: All Blocks

Programme Guide

Student-teachers' Handbook for Ist Year Practical  
Coruses

### **Content-based Methodology (Any Two courses)**

BES 141: All Blocks

BES 142: All Blocks

BES 143: All Blocks

BES 144: All Blocks

BES 145: All Blocks

### **Assignments (Compulsory and Content Based Methodology Courses)**

**July – September, 2018** – Academic Counseling for Theory Courses (BES 121-125)

**July – September, 2018** – Internship 1

**October – November, 2018** – Workshop 1

**December, 2018** – First Year Term-end Examination

### **Second Year**

Dispatch of the following course materials:

#### **Compulsory Courses**

BES 126 : All Blocks

BES 127 : All Blocks

BES 128 : All Blocks

BES 128 : All Blocks

#### **Optional Course (Only one course to be opted among the following)**

BESE 131: All Blocks

BESE 132: All Blocks

BESE 135: All Blocks

**Assignments** BES -126-129, BES-131-135.

*Assignments of any one of the optional Courses (BES - 131 to BES - 135) is to be completed.*

**January - March, 2019** – Academic Counselling (compulsory courses)

**March - September, 2019** – Internship II

**September - October, 2019** – Academic Counselling (optional courses)

**October - November, 2019** – Workshop II

**December, 2019** – Second Year Term-end Examination

---

## 6. EVALUATION

---

### Evaluation

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

**Theory:** For theory courses, evaluation comprises three aspects:

- a) Self-evaluation exercises within each unit of study (non-credit).
- b) Continuous evaluation in the form of periodic compulsory tasks/ assignments. This carries a weightage of 30% for each course. One task/assignment in each theory course is compulsory.
- c) The term-end examination has a weightage of 70% of the total for each course.

Term-end examinations will be held in June/December every year. But **for the candidates of academic year January, 2018, the first term-end examination will be held in December, 2018 only for first year courses. The students will be permitted to appear in the term-end examination for the courses of 2nd year only in December, 2019.**

**Practical:** For Practical courses, evaluation comprises following aspects:

- 1) Continuous assessment of the activities at school during internship by mentors.
- 2) Assessment of portfolio and reflective journal of the student-teacher, which is being prepared during internship.
- 3) Assessment of activities related to EPCs completed during internship and workshop at workshop
- 4) Assessment of performance in workshops.
- 5) Assessment during internship by a teacher educator appointed by RC/SOE. SOE will develop essential assessment tools for assessing various activities during internship.

**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 course.**

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 five years from the date of registration.

- **A learner can not attend both the workshops in one year. First year workshop could be attended only after completion of activities during Internship I. similarly, to attend 2<sup>nd</sup> workshop, completion of all the activities related to internship II will be a mandatory condition.**
- **Gap of one academic year is mandatory between Ist Workshop and IInd Workshop.**
- **A learner has to complete all activities related to internship II before attending workshop II i.e. workshop of Second Year.**

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 point 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.

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

---

## 7. GENERAL INFORMATION ABOUT ASSIGNMENTS

---

### Submission of Assignments

The purpose of our asking you to work on the assignment is to test your capacity of transferring the theoretical learning from the courses to practical situations. Thus, the assignments are practical in nature.

The answers are to be based on your own judgement and experience as a teacher. You should not reproduce the text materials or copy the information from other sources. However, you may use the course materials and any other sources of information you have for ready reference. But the answer should be in your own words and should reflect your own ideas. You do not have to worry about non-availability of extra reading materials for working on the assignments. They are designed in such a way so as to guide you to integrate the knowledge of the course materials with your concrete personal experiences. Please note that the assignments carries the weightage of 30% marks towards the final evaluation of theory courses and submission of related assignments is a pre-requisite for appearing in theory term-end examination for respective courses. If you do not complete the assignments, according to time schedule of Assignments of this year, then you have to attempt new assignment(s) of next academic year.

The following points should be kept in mind when you prepare the assignments:

- Make the answer concise and systematic. Always try to avoid irrelevant details and focus on the question and its various aspects.
- Take care of the work limit wherever specified in the assignments. Please stick to the word limit as far as possible. At the same time, make the descriptions adequate and not too short. The word limit is set to sharpen the focus of the responses and not to restrict your expression.
- You have to write the answers in your own handwriting. If you feel that your handwriting is not properly legible, you may send us typed responses.
- Orientation to the assignments will be provided in the workshops. You have to send the assignment responses to the Programme Centre you are attached to (as per the date set for each assignment).

The dates are given in the programme schedule provided later in this booklet. **How to send-in completed 'Assignment-Responses' and Other Issues**

- 1) Write your enrolment no., name and full address and date at the top right hand corner of the first page of your assignment response(s).
- 2) Write the course title code and assignment code in capital letters in the centre at the top of the first page of your response(s).

(Leave the top left-hand corner blank for office use). The top of the first page of your response(s) should look something like this: .

Course Title .....

Course Code .....

Assignment Code.....

Enrol. No .....

Name .....

Address .....

Date .....

(Please follow the format strictly. If you do not follow this format we will be obliged to return your responses to you for resubmission. If you do not write your enrolment number and address, your assignment-responses are likely to be lost.)

- 3) The assignment-response should be complete in all respects. Incomplete responses will bring you poor grades. Don't send responses piece-meal they may never be put together in our offices.
- 4) Use only foolscap size paper for your responses. Use ordinary writing paper, not the very thin variety.
- 5) Leave a 3/2" margin on the left, and at least 4 lines in between each answer in an assignment response. This will enable the resource person evaluating the response to write useful comments at appropriate places.
- 6) Make sure you answer the questions on the basis of the Units sent to you.
- 7) You should not send printed articles as your answers to assignments.
- 8) Please keep a copy of the assignment responses that you send us. You may need this in case you have to resubmit it in a situation when it may have been lost in postal transit.
- 9) Remember that any two or more answers to a particular assignment, if found to be identical or very similar, will either be returned unmarked or awarded very low grades. It is entirely the discretion of the evaluator to ask you to re-do the assignment or give a very low grade in such cases.

- 10) Please submit the assignments to the Programme Incharges of the concerned Programme Centre by the specified date. If the last for the submission of assignment falls on a holiday the assignment response should be submitted on the following working day.

### **Some Do's and Don'ts about writing assignments**

#### **Do's**

- When you receive a set of materials, units and assignments, check them immediately and ask for the missing page(s)/Unit(s)/assignment(s), if any. If you wait till you start writing answers to the assignments, you will lose valuable time.
- Write your Enrolment Number correctly. A slight change in the number may put the University and you to trouble.
- Maintain an account of assignment-responses sent to the concerned Programme Centre and the corrected responses received by you. This will help you to maintain the schedule of your work and avoid any difficulties and disappointments caused by unintended gaps in communication.
- Do your work regularly. You should remember that by working regularly you get a chance to do better in later assignments because you can benefit from comments received by you on the assignment.
- Before you write to us to answer your queries, do read this Programme Guide carefully. We may already have answered your query/queries. Do follow our instructions carefully.

#### **Don'ts**

- Do not write your assignments/letters on thin paper.
- Do not write your enrolment number, course title, etc., on a separate sheet and then paste/pin/tie it to the assignment. Write the enrolment number and the name on the top of assignment-response itself.
- Do not over-write, particularly, while writing your enrolment number and the assignment number. Let these be very distinct and clear.
- Do not remind the Programme Centre concerned to send back corrected responses. These will be sent to you at the earliest possible opportunity, if you follow the deadlines for submitting them.
- Do not misplace/lose your graded assignment-responses. You will need them till the Programme is over.
- Do not enclose doubts for clarification, if any, along with the responses. Send them separately giving your enrolment number, name, address, the title of the course, the number of the unit or the assignment. In case you want to draw our attention to something of urgent/important nature, send it in a separate cover.
- Do not lift sentence(s)/paragraph(s) from the text without giving the reference while answering the assignments.

- Do not get admitted to more than one Programme of the University simultaneously. The University Regulations do not allow it.

### ASSIGNMENT-SUBMISSION SCHEDULE FOR B.ED.

It will help you to complete the assignment in time if you start working on the assignments as soon as you get the print material. You should pace out your work, in such a way so that the assignment for each theory course is submitted by the date specified in the schedule

Last Date of Submission	Course Code	Assignment Code
September 30, 2018	BES - 121	01 - BES - 121
September 30, 2018	BES - 122	01 - BES - 122
September 30, 2018	BES - 123	01 - BES - 123
September 30, 2018	BES - 124	01 - BES - 124
September 30, 2018	BES - 125	01 - BES - 125

#### First Teaching Subject (ES - 341 to ES - 345) Choose any one subject

September 30, 2018	BES - 141 - 145	01 - BES - 141 - 145
--------------------	-----------------	----------------------

#### Second Teaching Subject (ES - 341 to ES - 345) Choose any one subject

September 30, 2018	BES - 141 - 145	01 - BES - 141 - 145
--------------------	-----------------	----------------------

#### Second year (For learner admitted in July, 2017)

September 30, 2019	BES - 126	01 - BES - 126
September 30, 2019	BES - 127	01 - BES - 127
September 30, 2019	BES - 128	01 - BES - 128
September 30, 2019	BES - 129	01 - BES - 129

#### Optional Course (BESE 131 to BESE 135)

##### Choose any one subject

September 30, 2019	BESE-131 to BESE-135	01-BESE-131 to BESE-135
--------------------	----------------------	-------------------------

#### Please note

- There is one assignment for each theory course. A total of 12 theory courses are offered to you.
- The Assignment Responses (AR's), may be submitted by hand at your Programme Centre or sent by post to the Coordinator of your Programme Centre.
- You should retain a copy of all the assignments in your own interest.
- If the last date for the submission of assignment falls on a holiday, the Assignment Response should be submitted on the following working day.



---

## 8. TERM-END EXAMINATION

---

As stated earlier, term-end examination is another component of the evaluation system. Term- end examination carries 70% weightage in the final result.

The University conducts term-end examinations twice a year i.e., in June and in December. You can take the examination after the completion of the minimum duration of the course i.e. completion of one year from commencement of session for first year exam and completion of two years from commencement of session for second year exam.

You can take the examination of B.Ed. (First year) in December, 2018 itself or you can take the same in December of subsequent years along with B.Ed. (Second year) within the total span of the programme.

In case you fail to get a pass score (D grade) 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 final span of the programme.

To be eligible to appear at the term-end examination in any course, you are required to fulfill the following three conditions:

- You should have opted and pursued the prescribed course.
- You should have completed the submission of assignments for the respective course.
- You should submit the examination form in time.

Examination date sheets (schedule which indicate the date and time of examination for each course) are sent to all the programme centres approximately 5 months in advance. The same is also notified through the IGNOU Newsletter from time to time. Thus, normally, the date sheet for December examination is sent in the month of July.

It is a pre-requisite to submit the Examination Form for taking an examination in any course. Copies of the examination forms are available at Programme Centres/Regional Centres/Students Evaluation Division at Headquarters. A copy is enclosed here in this programme guide.

Examination fee @Rs. 120/- per course in the form of demand draft drawn in favour of IGNOU and payable at concerned Regional Centre is required to be sent along with the Examination Form as per the appended schedule.

For June TEE	For December TEE	Late Fee	Form to be submitted to
1 <sup>st</sup> March to 31 <sup>st</sup> March	1 <sup>st</sup> September to 30 <sup>th</sup> September	Nil	Only at the concerned regional centre under which your examination centre falls
1 <sup>st</sup> April to 30 <sup>th</sup> April	21 <sup>st</sup> October to 31 <sup>st</sup> October	Rs.500/-	
1 <sup>st</sup> May to 15 <sup>th</sup> May	1 <sup>st</sup> November to 15 <sup>th</sup> November	Rs. 1000/-	

After receiving the examination form from you, the University will send the intimation slip 15 days before the commencement of examination. If you do not receive the intimation slip 15 days before the commencement of examination, you may contact your Programme Centre. Even if you have not

received intimation slips or misplaced the intimation slip, you can take the examination by showing your identity card (student card) to the examination centre superintendent.

Your programme centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to the **Registrar, Student's Evaluation Division, Block 12, at least one month before the commencement of examination.**

Your enrolment no. is your roll no. for the examination. Be careful in writing it. Any mistake in writing the roll no. will result in non-declaration of your results.

It is your duty to check whether you are registered for the 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 results will be cancelled.

Programme Centre is the contact point for you. The university cannot send communications to all the students individually. All the important communications are sent to the coordinators of the programme centres and regional directors. The coordinators will display a copy of such important circular/notification on the notice board of the programme centre for the benefit of all the students. You are therefore, advised to get in touch with your coordinator for so as to get the latest information about assignment, submission of examination forms, date sheet, list of students admitted to a particular examination, declaration of result, etc. While communicating with the university regarding examinations, please write your enrolment number and complete address clearly. In the absence of such details, your problems may not receive due attention.

#### **On-line submission of Examination Fee**

It is an essential pre-requisite for you to submit the Examination Form through online mode for taking examination in any course.

Examination fee @ ₹ 120/- per course is required to be paid through **online by Credit/Debit Card.** The student can submit On-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).

#### **Submission of Examination Form through online mode**

##### **Dates for submission**

<b>For June TEE</b>	<b>Late Fee</b>	<b>For December TEE</b>	<b>Late Fee</b>
1 <sup>st</sup> March to 31 <sup>st</sup> March	NIL	1 <sup>st</sup> September to 30 <sup>th</sup> September	NIL
1 <sup>st</sup> April to 30 <sup>th</sup> April	Rs. 500/-	1 <sup>st</sup> October to 31 <sup>st</sup> October	Rs. 500/-
1 <sup>st</sup> May to 15 <sup>th</sup> May	Rs.1000/-	1 <sup>st</sup> November to 15 <sup>th</sup> November	Rs. 1000/-

##### **Where to submit**

Examination form must be submitted **only online as per guidelines through IGNOU Website, [ignou.ac.in](http://ignou.ac.in).**

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

University issues Examination Hall Ticket at ignou website only. The Hall ticket must be downloaded from the University Website [www.ignou.ac.in](http://www.ignou.ac.in) and approach the exam centre for appearing in the exam.

---

## 9. GENERAL INSTRUCTIONS

---

- 1) Please file all letters that the University sends you, and keep the Programme Guide handy. A record of your progress is maintained at our Computer Division.
- 2) Do write to us if you have any difficulties or problems while working through the Programme.
  - a) Remember to intimate the relevant authority sufficiently in advance, if there is any change of address.
  - b) This will help the concerned official to send your lessons and letters promptly, without any risk of their being lost.
- 3) All types of communications are attended to as quickly as we can. It is, however, desirable that you make your letters brief and precise. If your letters present irrelevant detail or/and are written in ambiguous language, our responses to your queries will invariably get delayed.
- 4) Keep a time-table schedule for yourself and always try to stick to it. Be regular in your work. Much of your job will become easy.
- 5) In your own time-table you must make provision for unforeseen difficulties, such as illness, official duties, various social obligations, etc. By doing so, you will save yourself from unexpected delays and forced/unwanted postponements. The golden principle is to do today what you may have planned to do tomorrow.
- 6) Along with printed materials, the other inputs that you will receive are audio-video programmes, counselling sessions, internship and workshop guidance. On the basis of these inputs you will do practical, write assignments and prepare for the final examinations.
- 7) When you receive the printed material, read the Units carefully and note down the important points.
  - You can use the space in the broad margin of the pages for making notes and writing your comments. Try to answer ‘Check Your Progress’ questions. Please remember that the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance and to keep you on the right track. That is why they are called ‘Self-Check’ questions. They will enable you to realize whether you have comprehended what you have read.
  - If you are not satisfied with your answers, do not get disappointed. You can compare your answers with the model answers and see where improvement is needed. (At times, it is possible that you may have a better answer than the one we presented. We welcome your suggestions.) In any case they would help you reinforce the information/knowledge you gain through your first reading of the text.
  - The university reserves the right to change the rules detailed in this Students’ Programme Guide. However, you will be informed about those changes through supplementary circulars well in advance.

Calendar of Activities

Session Commences From January, 2018

Activities	First Year 2018												Second Year 2019											
	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
Admission																								
Induction at PSCs																								
Orientation of RPs																								
Despatch of Material																								
Counselling																								
Internship																								
Assignment Submission																								
Workshop																								
Term end Examination																								
Monitoring																								

**Indira Gandhi National Open University**  
**Regional Services Division**  
**List of Regional Centres**

S. N.	REGIONAL CENTRE, CODE AND NO OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1.	AGARTALA RC CODE : 26	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE TILLA AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516714 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2.	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI) DAMAN & DADRA NAGAR HAVELI (U.T.)
3.	AIZWAL RC CODE : 19	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO. YC-10 ROPHIRA BUILDING CHALTLANG DAWRKAWN AIZAWL - 796 012 MIZORAM 0389-2391692 / 2395260 0389-2391789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARH RC CODE : 47	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DIS- TRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI)
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA,

		BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 0641-2610077 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
7.	BHOPAL RC CODE : 15	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 0674-2301348 / 2301250 0674-2301352 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9.	BIJAPUR RC Code : 85	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ANANDA MAHAL OLD ZP OFFICE (EX OFFICE OF MP) BIJAPUR -586103 KARNATAKA 08352-260006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVER- ING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC Code : 06	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SCO 208 SECTOR 14 PANCHKULA - 134 109 HARYANA 0172-2590277, 2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)

11.	CHENNAI RC Code : 25	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI-600007 <a href="mailto:rcchennai@ignou.ac.in">rcchennai@ignou.ac.in</a> 044-26618438	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY (U.T.)
12.	COCHIN RC CODE : 14	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, KALOOR COCHIN – 682017, KERALA Ph. Off-0484-2340203/2348189/2330891 Fax: 0484-2340204 E-MAIL : <a href="mailto:rccochin@ignou.ac.in">rccochin@ignou.ac.in</a>	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, ADUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T.)
13.	DARBHANGA RC CODE : 46	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 06272-253719 <a href="mailto:rcdarbhanga@ignou.ac.in">rcdarbhanga@ignou.ac.in</a>	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE : 31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 0135-2789190 0135-2789180 <a href="mailto:rcdehradun@ignou.ac.in">rcdehradun@ignou.ac.in</a>	STATE OF UTTARAKHAND (DIS- TRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
15.	DELHI 1 RC CODE : 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 011-26990082 /26990082-83 011-26058354 011-26990084 <a href="mailto:rcdelhi1@ignou.ac.in">rcdelhi1@ignou.ac.in</a>	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTEN- SION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHO GAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16.	DELHI 2 RC CODE – 29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 / 23392737 011-26493257 011-23392375 <a href="mailto:rcdelhi2@ignou.ac.in">rcdelhi2@ignou.ac.in</a>	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)

17.	DELHI 3 RC CODE : 38	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, F-634-636 PALAM EXTENSION SHAHEED RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 077 DELHI 011-25088964 011-25088939 011-25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
18.	DEOGHAR RC CODE : 87	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448, 9234455958-957-975 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19.	GANGTOK RC CODE : 24	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 5TH MILE TADONG NH-10-A BELOW CENTRAL REFERRAL HOSPITAL, EAST SIKKIM GANKTOK - 737 102 SIKKIM 0359-231102/270923, 0359-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE : 04	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI, GUWAHATI GUWAHATI, ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 reguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ)
21.	HYDERABAD RC CODE : 01	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 TELANGANA 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE : 17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNUPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)



23.	ITANAGAR RC CODE : 03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN, PAPUM PARE ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2351705/2247536 0360-2247538 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 70/79, SECTOR - 7 PATEL MARG, MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2785427 0141-2396427, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GOVT. SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK, 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CO DE:88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439 PAL LINK ROAD OPP. KAMALA NAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2755424, 0291-2751524 0291-2756579 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATH NEAR NEHRU PARK JORHAT - 785001 ASSAM 0376-2301116, 0376-2301115/2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)

29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632, 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852-251535 06852-251535, 06852-252503 rckorapat@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH 0522-2442832 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DIS- TRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)

35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36.	MUMBAI RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING, M. G. ROAD OPP TO MULUND RLY. STATION MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA 022-25925540 / 25923159 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37.	NA GPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1570 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O. 403 521 GOA 0832-2414553, 0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI )

41.	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111, 03192-230111 rportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATH GANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666, 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DIS- TRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2583578, 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DIS- TRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT 0281-2572988 0281-2561449, 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)
46.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAİKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)

47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR SAHARSA 852201 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIA, KISHANGANJ & PURNIA)
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING MAWKYNROH NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364-2550088/2550102 / 2550015 0364-2551010 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 18001808055 (TOLL FREE) 0177-2620125, 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD SUBHAS PALLY SILIGURI SILIGURI - 734 001 WEST BENGAL 0353-2526818/2526819 0353-2526829, 0353-2526829 resiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DIS- TRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251, 0194-2311258 0194-2421506, 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPALAM, KARAMANA P.O. THIRUVANANTHAPURAM - 695 002 KERALA 0471-2344113/2344120 0471-2344115, 0471-2344121 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DIS- TRICTS: KANYAKUMARI, TIRUNELVELI, THOOTHUKUDI)

53.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, PRATAPGARH, SULTANPUR)
54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, 2ND FLOOR NUT STREET (PO), VATAKARA KOZHIKODE 673104 KERALA 0496-2525281, 0496-2516055 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)]
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA 520 001 ANDHRA PRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56.	VISAKHAPATNAM RC CODE: 84	rcvijayawada@ignou.ac.in REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM), [YANAM- PUDUCHERRY(UT)]

## IGNOU – Army Recognized Regional Centres

Sl. No.	Recognized RC Name Area	Code	Address	Operational
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 (CIVIL) 2670(MILITARY) 033-22222668 rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION (G.S. EDU. BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355, (CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE IAEP HQ. CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56 APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486, 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

06	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND
----	---------------	----	--	-----------------------------

### IGNOU – Navy Recognized Regional Centres

01	INEP - KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-266210, 2662515, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
02	INEP - MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN COMMAND
03	INEP - NEW DELHI	71	REGIONAL DIRECTOR 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 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
04	INEP - VISAKHAPATNAM	73	CAPTAIN A G SELVAM REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND

### IGNOU – Assam Rifles Recognized Regional Centres

01	IAREP - SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR), LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA
----	------------------	----	---	-----------------



**(THIS LIST IS SUBJECT TO UPDATION)**

**LIST OF B.ED. PSCs ACTIVATED FOR JANUARY, 2018 SESSION**

Sl. No.	RC Code	RC Name	PSC Code	PSC (Name & Address)	Name of PIC, Email & Mobile No.
1	36	Nagpur	1622P	BAR S.K.W. UNIV. COL. OF EDN LAW COLLEGE PREMISES AMRAVATI ROAD NAGPUR MAHARASHTRA 440010	Mr. Kishor M. Wath wath_kishor@yahoo.com 9422104333
2	88	JODHPUR	2349P	VIDYABHAWAN G.S. TEACHERS COL (INSTITUTE OF ADVANCE STUDIES IN EDUCATION) UDAIPUR RAJASTHAN 313004	vb_iase@yahoo.co.in,
3	88	JODHPUR	2351P	S.G. KABRA TEACHERS COLLEGE NEAR GEETABHAVAN UNMAID HOSPITAL ROAD JODHPUR RAJASTHAN 342003	sgktc@yahoo.com,
4	88	JODHPUR	2358P	MAA DURGA SHIKSHAN SANSTHAN WOMEN'S TEACHERS' TRAINING COL 432, JAJIA ROAD, DAMODARA JAISALMER RAJASTHAN 345001	ignousc_2358p@yahoo. co.in,
5	88	JODHPUR	2380P	MAULANA AZAD MUSLIM TEACHER TRAINING COLLEGE, PAL LINK ROAD KAMLA NEHRU NAGAR JODHPUR RAJASTHAN 342008	ignou2380@gmail.com
6	88	JODHPUR	88019P	MAHILA TEACHER'S TRAINING COLLEGE KAMLA NEHRU NAGAR SOORSAGAR ROAD JODHPUR - 342009	
7	32	RANCHI	3602P	LOYOLA COLLEGE OF EDUCATION RIVER VIEW AREA TELCO JAMSHEDPUR JHARKHAND 831004	Fr. Sunil Lakra sunillakrasj@gamil.com 9572473736

Sl. No.	RC Code	RC Name	PSC Code	PSC (Name & Address)	Name of PIC, Email & Mobile No.
8	04	GUWAHATI	0412P	BANIKANTA COLL OF TEACHER EDN. LACHIT NAGAR GUWAHATI ASSAM 781007	Dr. Mahindra Kour mahindrakour@gmail.com 9435195989
9	13	BANGALORE	1341P	NEW HORIZON COLLEGE 100 FT. ROAD INDIRA NAGAR BANGALORE KARNATAKA 560008	DR SHASHIKALA M S shashikalamath@gmail.com 9945024827
10	13	BANGALORE	13138P	HASANAMBA COLLEGE OF EDUCATION P.B. NO.-68 VIDYANAGAR HASSAN KARNATAKA 573201	SH MAHANTHESH B PATTANASHETTI geethasjayaraman12@ gmail.com 9845137558
11	21	BHUBANESWAR	2148P	DR. PARSURAM MISHRA INSTITUTE OF ADVANCE STUDIES IN EDN. AT/PO: MOTIJHARAN SAMBALPUR ODISHA 768001	NIRUPAMA BARPANDA PICIGNOU2148@ GMAIL.COM 9437566130
12	21	BHUBANESWAR	2149P	DIBAKAR PATNAIK INSTT. OF ADV. STUDIES IN EDUCATION (DPIASE) BERHAMPUR DISTT. GANJAM ODISHA	MR. RAJKISHORE MISHRA IGNOUSC2149@ GMAIL.COM 9437723505
13	21	BHUBANESWAR	2150P	RADHANATH INST OF ADV. STUDIES IN EDUCATION (RNIASE) AT: SAHEBZADA BAZAR CUTTACK ODISHA 753002	DR. NIBEDITA GURU RNIASE@GMAIL.COM 9437060137
14	21	BHUBANESWAR	2160P	NALINI DEVI. WOMEN'S COLLEGE UNIT-III, KHARVELA NAGAR, BHUBANESWAR ODISHA	DR. SMITA MISHRA DNWCTE@YAHOO.CO.IN 9338085544
15	21	BHUBANESWAR	2162P	COLLEGE OF TEACHER EDUCATION BALASORE ODISHA	DR. HAREKRUSHNA SAHOO IGNOU.CTE.BLS@ GMAIL.COM 9437267453

Sl. No.	RC Code	RC Name	PSC Code	PSC (Name & Address)	Name of PIC, Email & Mobile No.
16	21	BHUBANESWAR	2164P	NABAKRUSHNA COL.OF TEACHER EDU ANGUL, ODISHA 759122	DR. PUSPALATA SAHOO IGNOUC2164@GMAIL.COM 9438274355
17	21	BHUBANESWAR	2195P	COLLEGE OF TEACHER EDUCATION KABI SAMRAT, UPENDRA BHANJA AT/PO BHANJANAGAR DT. GANJAM ODISHA 761126	DR. SAROJINI BARAI KSUBCTEBHANJANAGAR@YAHOO.CO.IN 9437368206
18	21	BHUBANESWAR	2196P	COLLEGE OF TEACHER EDUCATION NAYA BAZAR, SECTOR-21 DT. SUNDERARGARH ROURKELA, ODISHA 769010	DR. BASANTA MANJARI RAY RKLCTE@GMAIL.COM 9437556865
19	21	BHUBANESWAR	2197P	ANANDPUR ANCHALIKA TRAINNG COL AT/PO FAKIRPUR VIA ANANDPUR DT. KEONJHAR, ODISHA 758022	DR. SRIKANT PAIKRAY principalaatc@gmail.com 8599876309
20	21	BHUBANESWAR	2198P	UTKAL MANI GOPAL BANDHU COLLEGE OF TEACHER EDUCATION AT. TAKATPUR, PO BARIPADA DT. MAYURBHANJ ODISHA	DR. BIJAY KUMAR MOHANTY UGCTEBARIPADA@GMAIL.COM 9437509325
21	16	PUNE	16130P	RDVP'S, ADHYAPAK MAHAVIDYALAYA, RAJGAD DNYANPEETH BLDG, OPP. DHANKAWADI PO, NEAR PUNE-SATARA ROAD, PUNE 411043	Dr Anita Belapurkar ignou1630p@gmail.com 9823676887
22	16	PUNE	16151P	DR. D.Y. PATIL COLLEGE OF EDU. SANT TUKARAM NAGAR PIMPRI, PUNE MAHARASHTRA 411018	Dr Rekha Pathak ignou16151@gmail.com 9850908748
23	43	MADURAI	2516P	SRI RAMAKRISHNA MISSION VIDYA. COLLEGE OF EDUCATION P. N. PALAYAM COIMBATORE TAMILNADU 641020	Dr. N. MUTHAIAH ignou2516@gmail.com 9443113790

Sl. No.	RC Code	RC Name	PSC Code	PSC (Name & Address)	Name of PIC, Email & Mobile No.
24	10	KARNAL	1051P	NATIONAL COLLEGE OF EDUCATION SIRSA PARISAR B BLOCK NEAR DURGA MANDIR SIRSA, HARYANA 125005V	DR SHALEEN KAMBOJ ncesirsa@yahoo.co.in 9728627427
25	49	MUMBAI	1623P	SEVASADAN'S COLLEGE OF EDU. SEVASADAN MARG, ULHAS NGR-3 DIST.THANE THANE MAHARASHTRA 421003	sevasadanunr@gmail.com 9969161746
26	44	KORAPUT	2158P	DAV COLLEGE OF TEACHER EDU. KORAPUT ODISHA 764020	Dr. Karunakar Pradhan davcte1990@gmail.com 7978533507
27	44	KORAPUT	2161P	COLLEGE OF TEACHER EDUCATION BOLANGIR ODISHA 767001	Dr. Sanatana Sethi ctebalangir.balangir@gmail.com 9437485394
28	39	NOIDA	2728P	MEERUT COLLEGE MEERUT UTTAR PRADESH 250001	Dr. Meenakshi Sharma meenakshims667@gmail.com 9761457688
29	85	BIJAPUR	1352P	BVV SANGH COLLEGE OF EDUCATION CNTRL OFFCE, BASVESHWR VRDHAKA CAMPUS, PO BAGALKOT DT. BAGALKOT KARNATAKA 587101	Dr.V.P.Hosakeri ignou1352p@gmail.com 9481981199
30	85	BIJAPUR	13114P	KOTTURSWAMY COLLEGE OF TEACHER EDUCATION YNAGESHSHASTRY NAGAR, KAPPAGA ROAD GANDHI NAGAR BELLARY 583103	Dr.P.Vikram Hiremath ignou13114@gmail.com 9448781450
31	85	BIJAPUR	08013P	JAIN MAHILA MANDAL'S S B PATIL WOMEN COLLEGE OF EDU SUBHASHCHANDAR NAGAR TILAKWADI BELGAUM KARNATAKA 590006	Shri. S.D.Hiremath ignou08013p@gmail.com 9482471520

Sl. No.	RC Code	RC Name	PSC Code	PSC (Name & Address)	Name of PIC, Email & Mobile No.
32	85	BIJAPUR	08019P	CHAUSON COLLEGE OFEDU. CHAUGULE HILLS CHIKODI NIPPANI ROAD DIST BELGAUM KARNATAKA 591201	Dr.Kanakachala Kanakagiri ignouchauson@gmail.com 7353561980
33	23	JAIPUR	2355P	SHRIAGRASEN PG COLLEGE OFEDU (CTE), KESHAV VIDYAPEETH JAMDOLI JAIPUR, RAJASTHAN 302003	Dr. Rajani Sharma ignoupsc2355@gmail.com 9414053384
34	23	JAIPUR	2366P	ICG INSTITUTE OF EDUCATIONAL RESEARCH & DEVELOPMENT MANSAROVAR GURUKUL MARG, SFS MANSAROVAR JAIPUR RAJASTHAN 302010	Dr. Sanjay Dedia ignoupsc2366@gmail.com 9783307209
35	23	JAIPUR	23124P	MOHINI DEVI GOENKA GIRLS BED COLLEGE, GHASSU LACHHMANGARH SIKAR 332315	Dr. Rakesh Kumar ignoupsc23124@gmail.com 8233096507
36	06	CHANDIGARH	06016P	DEV SAMAJ COLLEGE OF EDUCATION SECTOR 36-B CHANDIGARH CHANDIGARH 160036	Dr. Anuradha Agnihotri ignou06016p@gmail.com; anuagnihotri123@gmail.com 9417406868
37	38	DELHI 3	0781P	INSTT. OF TECHNOLOGY GOPAL NAGAR NAJAFGARH NEW DELHI DELHI 110043	Dr. Suman Nehra sumannehra@gmail.com 9810690245
38	38	DELHI 3	0773P	PMC COLLEGE OF EDUCATION PRATAP VIHAR, KIRAVI EXTN. NANGLOI, DELHI DELHI-110041	Dr. Bharti Dimri pmc_coll@yahoo.com 9811626662
39	38	DELHI 3	07124	IGNOU STUDY CENTRE V D INSTITUTE OF TECHNOLOGY KRISHAN VIHAR NEW DELHI DELHI-110086	vditrd@yahoo.com 9818264499

Sl. No.	RC Code	RC Name	PSC Code	PSC (Name & Address)	Name of PIC, Email & Mobile No.
40	27	LUCKNOW	27108P	SRIJNPG COLLEGE STATION ROAD CHARBAGH LUCKNOW UTTAR PRADESH 226001	DR. PERVEEN KUMAR perveen255@gmail.com 9415482441
41	07	DELHI 1	0735P	FACULTY OF EDUCATION JAMIA MILLIA ISLAMIA JAMIA NAGAR NEW DELHI DELHI 110025	
42	07	DELHI 1	0739P	COMM-IT ACADEMY FC-31, SHEIKH SARAI PHASE II NEAR LIVER HOSPITAL NEW DELHI DELHI 110017	
43	07	DELHI 1	0757P	AMITY INSTITUTE OF EDUCATION AMITY CAMPUS, 44 M-BLOCK SAKET NEW DELHI DELHI 110017	
44	07	DELHI 1	07133P	BALAJI COLLEGE OF EDUCATION ADARSH NAGAR BALLABGARH FARIDABAD HARYANA 121004	



**STUDENT REGISTRATION DIVISION**  
**Application for Change of Address/Correction of Name**

Date : .....

<i>Please tick the appropriate box:</i>	
Change/Correction of Address	<input type="checkbox"/>
Correction of Name	<input type="checkbox"/>

To  
 Registrar, SRD  
 IGNOU  
 Maidan Garhi  
 New Delhi-110 068..

**THROUGH CONCERNED REGIONAL DIRECTOR**

Enrolment No. .... Programme .....

Name (in caps) .....

**I. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS**

New Address	Old Address
.....	.....
.....	.....
City.....Pin.....	City.....Pin.....
State .....	State .....

**2. CORRECTION OF NAME**

*(For correction in the spelling of name please attach an attested photocopy of 10th class Certificate)*

Name as recorded.....(in Capital Letters)

Correct Name .....(in Capital Letters)

.....

Signature of Student

Phone/Mobile Number.....

---

**FOR OFFICE USE**

---

**CONTROL NUMBER ..... LOT NO. .... DATE .....**





**STUDENT REGISTRATION DIVISION**
**Indira Gandhi National Open University  
 Maidan Garhi, New Delhi-110 068**
**RE-ADMISSION FORM**

1. Name &amp; Address of the student

---



---



---

 2. Programme Code :      

 3. Enrolment No. :          

 4. Regional Centre Code :  

 5. Study Centre Code :    

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

Sl. No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
Total Rs.				

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s)/ semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee Rs.

 8. Total Fee (col.no.6+7) Rs. \_\_\_\_\_ enclosed vide Demand Draft No. \_\_\_\_\_  
 Date \_\_\_\_\_ of \_\_\_\_\_ (Name of Bank)

(DD should be drawn in favour of "IGNOU" payable at New Delhi)

Dated : \_\_\_\_\_

Signature of the Student

 Mail this **Re-admission Form** along with DD to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

**Note:** Please retain a copy of this form for any further references

## RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:
  - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
  - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme Curriculum within the maximum span period prescribed.
2. **Students who do not registrar for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.**
3. Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:
  - a) **Six months** - for all Certificate Programmes of six months duration
  - b) **One year** - for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, MADE, ADIT etc.)
  - c) **Two Years** - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.
4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
7. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the *pro-rata Re-admission fee* as per details given in Table-A, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of *BCA-MCA Integrated Programme* should pay the *pro-rata re-admission fee*, in lump sum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.
11. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '*Re-admission*' on the reverse of the DD.

\*\*\*

P.S

1. As per policy decision taken by the Academic Council at its 49<sup>th</sup> meeting held on 17.5.2007, BCA students registered in the pre-revised syllabus in Jan. 1996, Jan. 1997 & Jan. 1998 batches are allowed to complete all the requirements for the award of BCA Degree by Dec. 2010 Term-end examination.
2. Similarly, students of MCA pre-revised syllabus and B.Sc. (Nursing) old syllabus are also allowed to complete all the requirements for the award of the respective Degree by Dec. 2010 Term-end examination. However, MLIS old syllabus students would be allowed to complete all the requirements for the award of Degree by Dec. 2009 TEE.



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

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

Prescribed dates for submission of form:- 1<sup>st</sup> March to 15<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> September to 15<sup>th</sup> 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): ..... × 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: .....

P.T.O.

## **RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
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 15<sup>th</sup> October and for December term-end examination by 15<sup>th</sup> April or within 45 days from the date of declaration of result on the University's website, whichever your 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. The 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.	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, Dlehi-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, Bhubaneshwar-751013 Orissa	Bhubaneshwar, 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.

**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. 1000/- or ..... = Total Amount: .....

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

Issuing Bank: .....

Date:.....

(Signature of the student)

P.T.O.

## RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
  - i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
  - ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	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, Dlehi-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, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghnathganj, 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.

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

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

5. Month and Year of the Examination: .....

6. Examination Centre Code:

7. Address of the Examination Centre: .....

.....

8. Courses, in which Re-evaluation is sought:	<b><u>COURSE CODE</u></b>	<b><u>MARKS/GRADE OBTAINED</u></b>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

9. Fee details:-  
 (The fee for Re-evaluation of answer script is Rs. 750/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$75 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. 750/- or ..... = Total Amount: .....

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

Issuing Bank: .....

Date:.....

(Signature of the student)

**P.T.O.**

## **RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

1. The request for re-evaluation by the student must be made within one month of declaration of his/her result.
2. The date of declaration of result will be calculated from the date on which the result(s) 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](http://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. The application form duly filled-in may be sent to the following address except CPE\* & DPE\* programmers.
8. Application form must reach within the prescribed dates at the following address:-

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, Dlehi-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, Bhubaneshwar-751013 Orissa	Bhubaneshwar, 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, Chandigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



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

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

**IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE**

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

.....	.....	.....	.....	.....	.....
-------	-------	-------	-------	-------	-------

  
 .....Pin
4. Contact No: (Mobile No. )..... Landline No: .....
5. Purpose for which, transcript is required:.....  
 .....

**6. FEE FOR THE OFFICIAL TRANSCRIPT:- (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):**

- (i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
- (ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.
- (iii) Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.
- (iv) \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI)**

7. **No. of Transcript(s) required:** ..... × Rs.300/- or Rs.500/- or ..... = **Total Amount:** Rs.....  
 Demand Draft No.: ..... Date:..... Issuing Bank: .....
8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.
9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-  
 .....  
 .....  
 .....
10. **If, the Transcript is required to collect Personally : Name.....**  
**Mobile No.....(Please see Instructions in back-side at Point-C)**

## INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

(A) The filled in form duly signed by the student with the requisite fee & documents may be sent to:-

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

(B) The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.-6. Incomplete application will not be entertained.

(C) If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No. 10, IGNOU, Maidan Garhi, New Delhi-110068 (India)** then He/She is required to mention such information & Mobile No. under Point No. 10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof. at the time of collecting their Transcripts.

**Note:-** If the student want to collect his/her transcript by-hand through any other person from the above Section then the receiver has to produce all above documents of the student alongwith “Authorization-Letter” of the concerned student. The person who want to receive the Transcript(s) on behalf of the student, has to produce his/her valid Original Identity Proof for signature/photograph/residence etc. like Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License etc. and he is also required to submit the copies of the same to this Section at the time of collecting the Transcript.

(D) The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.

(E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.

(F) Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-

i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.

ii) Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.

(G) The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from “**Official Transcript Counter**” **Exam.-III Section of SED (Block-12, Room No. 10), IGNOU, Maidan Garhi, New Delhi-110068** personally or on **Telephone No. 011-29572210** between Monday to Friday during Office hours after 15 to 25 days of receiving the Application Form at this Section.



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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/  
MARKSHEET**

1. Name .....
2. Programme .....
3. Enrolment No. 

--	--	--	--	--	--	--	--	--	--
4. Complete Address .....
- .....
- .....
- ..... Pin 

--	--	--	--	--	--
5. Contact No.(Mobile No.) ..... Landline No. ....
6. Month and Year of the Exam. ....
7. Centre from where appeared at last examination .....
8. Bank Draft/IPO No. .... Dated .....
- for Rs. 200/- or .....in favour of "IGNOU" payable at New Delhi.
- Date.....
- .....  
Signature

**Note :** Fee for duplicate grade card is Rs. 200/- for Indian Students & Rs. 400/- for SAARC Countries Students and \$10 for Non-SAARC Countries Students. The duplicate grade card/mark sheet will be sent by Registered post by the University.

**The filled in form alongwith the requisite fee is to be sent to:-**

**The Registrar  
(Student Evaluation Division)  
Indira Gandhi National Open University  
Block 12, Maidan Garhi  
New Delhi-110 068**

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

**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: 1<sup>st</sup> to 30<sup>th</sup> April for June Term-end Exam.**

**1<sup>st</sup> to 31<sup>st</sup> 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:.....

P.T.O.

## **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**

## IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

### 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	011-29572006	kailashsaluja@ignou.ac.in
Prof. Jyantika Dutta, Lady Irwin College		
<b>IGNOU Committee against Sexual Harassment (ICASH)</b>		
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)		
<b>Regional Services Division Committee against Sexual Harassment (RSDCASH)</b>		
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		
<b>RCCASH for Regional Centres</b>		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		