

PROGRAMME GUIDE

CERTIFICATE IN POULTRY FARMING (CPF)

**IN COLLABORATION WITH
EDNERU, IGNOU, NEW DELHI**

AND

IGNOU REGIONAL CENTRE, AIZAWL (MIZORAM)



**School of Agriculture
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

YOU ARE GOING TO BE A DISTANCE LEARNER. TRY TO DEVELOP THE HABIT OF LEARNING THINGS BY WAY OF READING RELEVANT DOCUMENTS. LET THIS PROGRAMME GUIDE MAKE THE BEGINNING OF YOUR JOURNEY OF DISTANCE LEARNING.

This booklet contains relevant information in brief about the Programme on “Certificate in Poultry Farming” and the entire admission and examination procedures.

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985) IGNOU Degree/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities / Deemed Universities / Institutions vide UGC Circular No. F1-52/2000 (CPP-II) dated 5 May, 2004 & AIU Circular No. EV/B(449)/94/176915-177115 dated January 14, 1994.

The “Certificate in Poultry Farming” has been developed by the School of Agriculture, Indira Gandhi National Open University, New Delhi in collaboration with EDNERU and IGNOU Regional Centre, Aizawl (Mizoram)

© *Indira Gandhi National Open University*

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 Copyright holder.

Further information on the Indira Gandhi National Open University courses may be obtained from the University’s office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at www.ignou.ac.in.

Printed and Published on behalf of the Indira Gandhi National Open University, New Delhi, by Director, School of Agriculture.

Print Production: Shri. Rajiv Girdhar SO(P), SoA and Ms. Rajshree Saini, Proof Reader, SoA, New Delhi-110 068.

Laser typeset by : HD Computer Craft, WZ36A, Lajwanti Garden, New Delhi-110046.

Printed at :

CONTENTS

Sl. No.	Title	Page No.
1.	The University	5
2.	University Rules	9
3.	School of Agriculture	12
	3.1 Programmes on Offer	13
	3.2 Programmes under Development	13
4.	Certificate in Poultry Farming	14
	4.1 Objectives	14
	4.2 Programme Structure	14
	4.3 Syllabus of the Programme	14
	4.4 Eligibility for Admission	17
	4.5 Medium of Instruction	17
	4.6 Target Group	17
	4.7 Duration	17
	4.8 Programme Fee	17
	4.9 Programme Study Centre	18
	4.10 Other Useful Information	18
5.0	Study Material	18
	5.1 How to Study Print Material?	18
	5.2 Audio-Video Material	19
	5.3 Counselling	19
	5.4 Teleconferencing	19
	5.5 Practical Sessions	19
	5.6 Gyan Vani	20
	5.7 Interactive Radio-Counselling	20
	5.8 Study Centres	20
6.0	Evaluation	20
	6.1 Weightage to Continuous and Term-End Evaluation	20
	6.2 Pass Percentage for Theory and Practical Examination	21
	6.3 Modalities for Theory and Practical Examination Criteria	21
	6.4 Preparation of Consolidated Award List	22
	6.5 Participation and Attendance for Practical	22
	6.6 Pass Percentage for the Programme	22
	6.7 Result and Certification	22
	6.8 Term-End Examination (TEE)	23
	6.9 Re-evaluation of Answer Script(s).....	24
	6.10 Early Declaration of Results	24
	6.11 Issue of Official Transcript	24
	6.12 Photocopy of the Evaluated Answer Script	24

7.0	Some Useful Information	29
7.1	Some Useful Addresses	29
7.2	Online Facilities	30
7.3	Some Forms for Your Use	30
	APPENDICES	31
I.	List of Regional Centres	31
II.	Sample form for Change/Correction of Address	38
III.	Sample form for Non-receipt of Materials & Assignments	39
IV.	Sample form for Term-end Theory Examination	41
V.	Sample form for re-evaluation of result of Answer Scripts	43
VI.	Sample form for early declaration of result of Term-End Examination.....	45
VII.	Sample form for obtaining Duplicate Grade Card/Marksheet	46
VIII.	Sample form for Issue of Migration Certificate	47
IX.	Re-Admission form.....	49
X.	Application form for Issue of Provisional Certificate	51

1. THE UNIVERSITY

1.1 Introduction

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

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

1.2 Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction,
- flexible admission rules,
- individualised study: flexibility in terms of place, pace and duration of study,
- use of latest information and communication technologies,
- nationwide student support services network,
- cost-effective programmes,
- modular approach to programmes,
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations,
- socially and academically relevant programmes based on students needs analysis, and
- convergence of open and conventional educational systems.

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of 100 Fellowships by CoL as Rajiv Gandhi Fellowships to enable candidates from 19 countries in the Commonwealth to pursue IGNOU Programmes.
- Taking IGNOU programmes to African and West Asian countries, Maldives, Mauritius, Nepal, Indonesia, Bangladesh, Bhutan, Myanmar, Sri Lanka and Seychelles in all to 35 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24-hour Educational Channels 'Gyan Darshan I, II, III and Kisan Channel'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Launch of 'EDUSAT' videoconferencing channel (2 way video, 2 way audio).
- Launch of Gyan Vani and other dedicated educational FM channels.

1.4 The Schools of Studies

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

1. School of Humanities (SOH)
2. School of Social Sciences (SOSS)
3. School of Sciences (SOS)
4. School of Education (SOE)
5. School of Continuing Education (SOCE)
6. School of Engineering and Technology (SOET)
7. School of Management Studies (SOMS)
8. School of Health Sciences (SOHS)
9. School of Computer and Information Sciences (SOCIS)
- 10. School of Agriculture (SOA)**
11. School of Law (SOL)
12. School of Journalism and New Media Studies (SOJNMS)
13. School of Gender and Development Studies (SGDS)
14. School of Tourism Hospitality Service Sectoral Management (SOTHSSM)
15. School of Inter-disciplinary and Trans-disciplinary Studies (SOITS)
16. School of Social Work (SOSW)
17. School of Vocational Education and Training (SOVET)
18. School of Extension and Development Studies (SOEDS)
19. School of Foreign Languages (SOFL)
20. School of Translation Studies and Training (SOTST)
21. School of Performing and Visual Arts (SOPVS)

1.5 Academic Programmes

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

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment,

- diversification and updation of knowledge, and
- empowerment.

1.6 Course Preparation

Self Learning Materials (SLMs) as we call in distance mode of education is prepared by a team of experts selected from different Universities/Institutions all over the country as well as in-house faculty. This material is scrutinised by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and videocassettes are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally dispatched to the Study Centres and telecasted on Gyandarshan.

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Reading and comprehending the print material, listening to audio, watching of video, attending counselling sessions, teleconference and writing assignment report. Thus, a four-credit course involves 120 hours. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both the assignment and the term-end examination of each course in a programme.

1.8 Student Support Services

In order to provide individual support to its learners, the University has a large number of Study Centres throughout the country. These are coordinated by 55 Regional Centres and 5 Sub Regional Centres as on date. The list of Regional Centres is given in the Appendix-I. At the Study Centres / Programme Study Centres (Programme specific study centers are known as Programme Study Centre), the students interact with Academic Counsellors and other students, refer to books in the Library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters.

Learners may seek the help of following University functionaries for sorting out the problems indicated:

- For admission, change of centre, identity card, change of address, fee receipt and bonafide certificates, write to your Regional Centre.
- For non-receipt of study material and assignments, write directly to Registrar, Material and Production Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068.
- For queries relating to assignments, examination date sheet, result grade cards, re-checking, change of elective etc., write directly to Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110 068.
- For Migration Certificate requisition may be sent to the Regional Director along with the following documents:
 - Application (can be obtained from the Head Office and Regional Centres).
 - Attested copy of the Mark sheet.
 - A fee of Rs. 200/- in the form of demand draft drawn in favour of IGNOU.

Every student will select one of the study centers taking into consideration his place of work or residence. However, each study center can handle only a limited number of students, and despite our best efforts, it may not always be possible to allot the study center of his choice. The particulars regarding the Study Centre to which he is assigned will be communicated to him. The list of study centers is provided separately.

Every Study Centre has a Coordinator to coordinate different activities at the center, an Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide counselling and guidance to the students in the subjects.

1.8.1 Programme Study Centres perform the following major functions

- 1) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres / Programme Study Centres. Generally, there will be theory and practical counselling sessions for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the coordinator of the Study Centre.
- 2) **Library:** For each course a set of suggested books will be available in the Study Centre library. The students can refer these books during the working hours of the Study Centre.
- 3) **Information and Advice:** At the Study Centre, the students will get relevant information regarding the courses offered by the university, counselling schedule, examination schedule, etc. You will also get guidance in submitting various forms from time to time.
- 4) **Interaction with Fellow-Students:** In the Study Centres, the student gets an opportunity to interact with fellow students.
- 5) **Telecounselling Facility:** Some of the Programme study centers are equipped with the teleconference reception facilities. You can participate in telecounselling session at you study centre.

1.9 Instructional System

The University follows multimedia approach in imparting instruction to its learners. It comprises:

- Self-instructional printed course material packages.
- Supporting audio-video programmes.
- Face-to-face interaction with academic counsellors at Programme Study Centres and depending on programme requirement at work centres.
- Practicals at designated institutions.
- Project Work in some programmes.
- Work-related field project/Functional assignments as per programme requirements.
- Telecast of video programmes on the National Network of Doordarshan and Gyandarshan.
- Broadcast of audio programmes by All India Radio (selected stations).

1.10 Programme Delivery

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

The University follows a multimedia approach for instruction. It comprises:

- a) **Self instructional Written Material:** The written material for both theory and practical components of the programme is supplied to the students in batches of blocks for every course (on an average of 4 blocks per course). A block which comes in the form of a booklet comprises 3 to 5 units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during the hours of the counselling sessions.

The video programmes are telecast on National Network and Enrichment Channel of Doordarshan. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Students can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

- c) **Counselling Sessions:** Normally, counselling sessions are held as per a schedule drawn before hand by the Programme In-charge. They are held on weekends, that is to say, Saturday and Sunday of the week.

There will be 10 theory (2½ hours each) and 40 (4 hours each) practical counselling sessions for the entire programme at the selected Programme Study Centre. The practical counselling sessions will cover the practical exercises for the three courses. The participation in practical counselling is compulsory as the experiments are graded.

- d) **Teleconferences:** Live Sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios at EMPC, the schedule of which is made available at the study centres. The learner will have to go to the nearest center at the scheduled time for taking benefit of this facility.

- e) **Gyan Darshan Educational Channel:** A collaboration between MHRD, Prasar Bharti, IGNOU and other organizations has resulted in launching DD Gyan Darshan, the Educational Channel of India. GD signals can be conveniently received without any special equipment anywhere. Gyan Darshan has now gone completely digital and expanded into a bouquet of channels namely GD-1, GD-2 and GD-3 'Eklavya'. Educational programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/CIET, Directorate of Adult Education, IITs and other educational/development organizations in the country. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any break.

- f) **Gyan Vani:** IGNOU has been offered FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 10 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The detailed schedule can be accessed at IGNOU, EMPC-Gyandarshan Website:

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

- g) **Interactive Radio-Counselling:** Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number 1800 112345 has been provided for this purpose from selected cities.

2. UNIVERSITY RULES

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

2.1 Educational Qualifications Awarded By Private Institutions

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

2.2 Incomplete and Late Applications

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

duly attested by a Gazetted Officer. **The form is to be submitted to the Regional Director concerned ONLY on or before the due date.** The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

2.3 Validity of Admission

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

2.4 ‘Walk in Admission’ for Programmes

The candidates who are desirous of taking admission to any of the Programmes are required to approach the concerned Regional Director at any time during office hours. The admission for these programmes will remain open round the year; therefore, the candidates may get/submit the application forms as per the following schedule:

For January Session:

1st June to 31st October (without late fee)

1st November to 30th November (with late fee of Rs. 200/-)

For July Session:

1st December to 30th April (without late fee)

1st May to 31st May (with late fee of Rs. 200/-)

All other schedules, viz., the submission of Examination Form, assignments and dates for examinations will remain as notified by the University for all other programmes.

2.5 Simultaneous Registration

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

2.6 Re-admission

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional time of 6 months duration.

The student has to make payment per course on pro-rata basis. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres for the courses which they have not been able to complete. For further details, please see the website.

The student who fail to pay the prescribed full programme fee during the maximum duration of the Programme will have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

2.7 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website www.ignou.ac.in).

Admission of foreign students residing in India will be processed by the **International Division** of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

2.8 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, Defense Personal and Physically Handicapped and Kashmiri migrant students as per the Government of India rules.

2.9 Refund of Fee

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

Fee once paid will not be refunded under any circumstances.

2.10 Counselling and Examination Centre

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

2.11 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of Study Centre which is dispatched along with the study material. In case there is any correction/ change of address, the learner are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SRD Division, IGNOU, Maidan Garhi, New Delhi – 110068. **Request received directly at SRD Division, IGNOU, Maidan Garhi, New Delhi – 110068 will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the changes. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.** In case a change of Study Centre desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the Centers, learners are advised to make sure that counselling are available, for the subject he/she chosen at the new centre opted for. Change of address and Study Centre is normally accepted subject to the availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of study centre is not permissible in programmes where practical components are involved.**

2.12 Change of Region

When a student wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to and also to Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110068. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer from regarding the number of assignments submitted. The Regional Director from where the student

is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SRD) and the student.

2.13 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the **first year ONLY**, on payment of Rs. 100/- plus Rs. 150/- per 2/4 credit courses and Rs. 300/- per 6/8 credit course for undergraduate courses and Rs. 300/- per 2/4 credit course and Rs. 600/- per 6/8 credit course for Master degree programme by a Demand Draft drawn in favour of IGNOU payable at New Delhi. The request for change of medium should be addressed to Regional Director, concerned Regional Centre. The student is required to return-back the study material already received to Regional Director, concerned Regional Centre.

2.14 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not received the same for any reason whatsoever, the University shall not be held responsible for it. **In case, a student wants to have assignments, he 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.** In case of non-receipt of study material, students are required to write to concerned Regional Centre. Complain can be registered through e-mail at mpdd@ignou.ac.in.

2.15 Disputes on Admission and other University Matters

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

2.16 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000 (CPP-II) dated May 5, 2004 and AIU Circular No. EV/11 (449/94/176915-177155 dated January 14, 1994 and AICTE circular No. AICTE/Academic/MoU-DEC/2005 dated May 13, 2005 (See Annexure I, II & III).

3. SCHOOL OF AGRICULTURE

School of Agriculture has been established with a mission to improve and sustain productivity and quality of Human Life in Rural areas through Open and Distance Learning System (ODLS) in Agriculture and Allied Sectors. It aims to improve out-reach of agriculture education for rural masses particularly in remote, ecologically and socio-economically marginalized areas through academic, continuing and extension programmes. The objective is to strengthen human resource base through quality education and generate an army of trained manpower in agriculture through ODL in consonance with the national policies and market environment. It also aims to produce entrepreneurial skills and opportunities for life-long learning. The School is developing programmes in collaboration with various national and international organisations like Ministry of Agriculture & Cooperation, Ministry of Food Processing Industries, Ministry of Rural Development, Agricultural and Processed Food Products Export Development Authority (APEDA), Central Silk Board, International Network for Bamboo and Rattan (INBAR), Commonwealth of Learning (CoL) and Consultative Group on International Agricultural Research (CGIAR).

Objectives

- To develop excellence, skill and entrepreneurship for strengthening the human resource base in agriculture through quality education;

- To make use of technological innovations for improving outreach and effectiveness of distance education in agriculture;
- To establish professional linkages with reputed institutions in India and abroad having expertise and experience in Distance education for institutional benefits; and
- Provide equity, quality and relevant of education through principle of distance education.

3.1 Programmes on Offer

a) PG Programmes

1. Ph.D. in Agriculture Extension (Ph.D)
2. Ph.D. in Dairy Technology
3. PG Diploma in Food Safety and Quality Management
4. PG Diploma in Plantation Management (PGDPM)

b) Diploma Programmes

1. Diploma in Value Added Products from Fruits and Vegetables (DVAPFV)
2. Diploma in Dairy Technology (DDT)PG Certificate in Agriculture Policy (PGCAP)
3. Diploma in Meat Technology (DMT)
4. Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds (DPVCPO)
5. Diploma in Watershed Management
6. Diploma in Fish Product Technology (DFPT)

c) Certificate Programmes

1. Certificate in Organic Farming (COF)
2. Certificate in Sericulture (CIS)
3. Certificate in Beekeeping (CIB)
4. Certificate in Poultry Farming (CPF)
5. Certificate in Water Harvesting and Management (CWHM)

4. CERTIFICATE IN POULTRY FARMING

Poultry Farming have been one of the most important subsidiary occupation of the farming community in India. Poultry Farming is a remunerative business both in rural and urban areas due to the requirement of small space, low capital investment and quick return throughout the year. It has a significant role in the eradication of malnutrition and poverty as well as eliminating un- and under-employment among the rural masses. However, due to lack of modern and updated method of farming, farmers are practicing their own way which has been found to be unproductive and not commercially viable.

4.1 Objectives

The main objective of the programme is intended to:

- develop and strengthen Human Resource by infusing/imparting knowledge and skill in Poultry Farming through Open and Distance Learning (ODL) Mode;
- create awareness about the opportunities of employment and livelihood in Poultry Sector; and
- impart basic knowledge and technical proficiency in Poultry Breeding, Housing, Management and Nutrition.

4.2 Programme Structure

It shall be six months duration certificate programme of 16 credits and consist of five courses. In order to be eligible for the award of the certificate, a student has to complete the following 5 Courses equivalent to 16 credits (1 credit is equal to 30 study hours).

Sl. No.	Course Code	Title of the Course	Credits
1.	OLP -001	Introduction to Poultry Farming	2 Credits
2.	OLPI-001	Poultry Housing and Management	6 Credits
3.	OLPI-002	Poultry Feeds and Feeding	4 Credits
4.	OLPL-001	Poultry Health Care and Bio-security Measures	2 Credits
5.	OLPL-002	Poultry Farm Training	2 Credits
Total			16 Credits

4.3 Syllabus of the Programme

Code: OLP-001 COURSE 1 - INTRODUCTION TO POULTRY FARMING

Sl. No.	Block & Unit
Block 1	Poultry Industry
Unit 1	Overview of Poultry Farming
Unit 2	Farming Systems
Unit 3	Poultry Development Programmes in India
Block 2	Biology of Poultry
Unit 1	Breeds, Varieties and Strains
Unit 2	Body Systems and Functions
Unit 3	Breeding Systems

Sl. No.	Block & Unit
Block 1	Housing and Equipment
Unit 1	Principles of Housing
Unit 2	Housing Systems
Unit 3	Poultry Equipments
Block 2	Management of Chicken
Unit 1	Incubation and Hatching
Unit 2	Management of Broiler Chicken
Unit 3	Management of Laying Type Birds
Unit 4	Routine Management
Unit 5	Diseases and their Control
Block 3	Management of Backyard and Other Poultry Species
Unit 1	Backyard Poultry Farming
Unit 2	Duck and Geese Farming
Unit 3	Emu, Guinea Fowl and Turkey Farming
Unit 4	Quail Farming
Block 4	Economics and Marketing
Unit 1	Project Formulation
Unit 2	Farm Record Keeping
Unit 3	Farm Economics
Unit 4	Processing and Marketing

PRACTICAL MANUAL

Experiment No.	Title of the Experiment
EXPERIMENT 1	Identification of External Body Parts of a Bird
EXPERIMENT 2	Identification of Chicken Breeds
EXPERIMENT 3	Handling of Birds
EXPERIMENT 4	Brooding of Chicks
EXPERIMENT 5	Rearing, Feeding and Watering of Chicks, Growers and Layers
EXPERIMENT 6	Debeaking, Delicing, Deworming and Spraying
EXPERIMENT 7	Candling and Grading of Eggs
EXPERIMENT 8	Judging and Culling of Layers
EXPERIMENT 9	Calculation of Production Cost of an Egg and One Kilogram Live Broiler
EXPERIMENT 10	Poultry Farm Daily Routine Check List

Code: OLPI-002 COURSE 3 - POULTRY FEEDS AND FEEDING

Sl. No	Block & Unit
Block 1	Principles of Poultry Feeding
Unit 1	Energy and Protein Feedstuffs
Unit 2	Mineral and Vitamin Supplements
Unit 3	Feed Additives and Toxicants
Block 2	Feeding Standards
Unit 1	Dietary Requirements
Unit 2	Feed Processing and Quality Control
Unit 3	Feeding Methods

PRACTICAL MANUAL

Experiment No.	Title of the Experiment
EXPERIMENT 1	Identification of Feed Ingredients for Poultry Feeding
EXPERIMENT 2	Physical Examination and Judging of Feed Quality
EXPERIMENT 3	Sampling of Feed for Quality Control
EXPERIMENT 4	Identification and Mixing of Mineral in Poultry Feed
EXPERIMENT 5	Mixing of Vitamin Supplement in Poultry Feed
EXPERIMENT 6	Mixing of Feed Additives in Poultry Feed
EXPERIMENT 7	Visit to Feed Plant and Godowns
EXPERIMENT 8	Fumigation and Pest Control in Feed Mills/Godowns
EXPERIMENT 9	Maintaining Records for Ingredients/ Compounded Feeds
EXPERIMENT 10	Demonstration of Feeding in Poultry

Code: OLPL-001 COURSE 4 - POULTRY HEALTH CARE AND BIO-SECURITY MEASURES**PRACTICAL MANUAL**

Experiment No.	Title of the Experiment
EXPERIMENT 1	Identification of Healthy and Sick Birds
EXPERIMENT 2	Cleaning, Disinfection and Fumigation of Poultry Houses
EXPERIMENT 3	Cleaning and Disinfection of Poultry Equipments
EXPERIMENT 4	Cleaning and Disinfection of Hatchery and Equipments
EXPERIMENT 5	Bio-Safety Measures
EXPERIMENT 6	Common Medicines for Prevention and Treatment of Poultry Diseases

EXPERIMENT 7	Water Medication and Sanitation in Poultry
EXPERIMENT 8	Vaccination of Birds
EXPERIMENT 9	Packing of Sick or Dead Birds and Other Materials for Examination
EXPERIMENT 10	Safe Disposal of Sick/Dead Birds and Poultry Waste

Code: OLPL-002 COURSE 5 - POULTRY FARM TRAINING

Day	Title of the Experiment
DAY 1	General View of Poultry Farm
DAY 2	Visit to Broiler Farm
DAY 3	Visit to Layer Farm
DAY 4	Visit to Brooder House
DAY 5	Visit to Grower House
DAY 6	Visit to Hatchery
DAY 7	Visit to Feed Mixing Unit
DAY 8	Bio-security Measures
DAY 9	Visit to Other Farms
DAY 10	Discussion and Reporting

4.4 Eligibility for Admission

- 8th pass

4.5 Medium of Instruction

Certificate in Poultry Farming will be offered by the University in English, Hindi, Mizo and Telugu languages. Gradually the programme will be offered in other regional languages depending on the demand.

4.6 Target Group

- Rural youth
- Women
- Farmers
- Entrepreneurs

4.7 Duration

The minimum duration of the programme is 6 months. However, the students are given a maximum period of the two years to complete the programme from the date of registration. After which, the student have to apply for readmission paying the pro-rata fee for each incomplete course of theory for further period of one year only.

4.8 Programme Fee

The fee for the Certificate Programme is Rs. 3,600.00.

The course fee should be paid only by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated. Please write your name (in capitals), complete Enrolment No. and Programme Code on the back of Demand Draft to ensure proper credit to your account.

The Fee can also be remitted in cash in the branches of Indian Bank or IDBI. For this, Rs. 5/- (Rupees five only) is chargeable from the students per single transaction in cash while depositing the fees with the Bank.

4.9 Programme Study Centre

The programme study centers will be allocated to the students as per the availability.

4.10 Other Useful Information

The Student Handbook and Prospectus covers the following:

- (a) Information about the university like prominent features, the schools of studies, academic programmes, course preparation, credit system, student support services, instructional system, programme delivery, evaluation etc.
- (b) Information regarding the rules of the university like reservation, scholarships and reimbursement of fee, refund of fee, change/correction of address and study centres, change of region, incomplete and late applications, simultaneous registration, disputes on admission and other university matters, recognition etc.
- (c) List of Regional Centers.
- (d) Other useful forms.

The above information are not covered in this programme guide and the students are requested to refer to the Student Handbook and Prospectus for detailed information.

5. STUDY MATERIAL

Properly planned self-instructional print material both for the theory and practical components is the main part of the “Certificate in Poultry Farming”. The study materials prepared by the University are self-instructional in nature whereas the lessons which are called units in the theory component are structured to facilitate self-study, the practicals are structured for self-guidance during the practical work experience.

5.1 How to Study Print Material?

a) Theory

While going through the syllabi of courses, you must have noted that each course has been divided into 3-4 blocks for a 4 credit course. Each block has 2-4 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

The course material will be provided for you in the form of well designed printed books. Each book is a block containing units. The first page of each block indicates the numbers and titles of the units comprising the block. In the first block of each course, we start with the course introduction. This is followed by a brief introduction to the block.

Each unit has an introduction in which we tell you about the contents of the units. We outline a list of objectives which we expect you to achieve working through this unit. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end up each unit by summarizing its content to enable you to recall the main points.

In each unit, there are “Check Your Progress” which are meant to help you to assess your understanding of the subject. You must try attempting Check Your Progress.

b) Practical Manual

While, going through the Practical Manual you will note that each course has been divided into a number of experiments. Based on the theory courses of each subject, number of practicals/experiments are given under each course of practical. Rest of the pattern for the Practical Manual has been prepared with the objective of providing you a guideline to study and practice these skills/experiments when you are placed in the Laboratory/ Processing Hall/Centre for practical experience/work.

5.2 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the print material. The audio tapes and video cassettes are available at your programme study center. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are transmitted by Doordarshan on National Network and Gyan Darshan from 6.25 to 6.55 a.m. in the morning and evening 8.00-8.55 p.m.

Timings are subjected to change. Please check it with your Programme Study Centre.

Audio-video material will not be supplied individually to you but will be made available at the Programme Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068.

5.3 Counselling

The Programme Study Centre will organise counselling sessions for all courses of study. Here, as students, you can take help from the counsellors in the study. The counselling sessions are not meant to be classroom lectures. You must study the material and try to assimilate it prior to coming for counselling. Whatever problems, you have, you must consult your counsellor for clarifications and help.

There will be 10 theory and 40 practical counselling sessions for the entire programme at the selected Programme Study Centre. Each counselling session will be of 2½ hours duration for theory and 4 hours duration for practicals. The detailed programme of the counselling sessions will be prepared by the coordinator of the Programme Study Centre.

The counsellor will also organise sessions where you can listen to/view audio-video programmes. These programmes often supplement your course material. Exact dates of counselling sessions will be announced by the Study Centres concerned.

During the counselling session you will have the opportunity to interact with your fellow students which will help you to formulate self-help groups.

5.4 Teleconferencing

This is linked with both the theory and practical courses and is held once in a month. We advise you to attend these sessions regularly at your Regional Centre. The schedule can be obtained from your Regional Centre and Programme Study Centres. This would give you opportunity to interact with students all over the country.

5.5 Practical Sessions

The practical component of this programme has been designed to build on the theory text giving you an exposure of practical experiences and knowledge in the various areas/field of Poultry Farming. This practice will help you to improve the skills, qualities, knowledge and competencies that you will need to practice as a

competent Certificate holder with university education. Throughout the programme, the material provided to you will encourage you to think about what you have already known and do in your practice as a competent skilled professional handling Poultry.

Your practicals are, therefore, an integral and compulsory part of the Certificate programme.

75% attendance for practical work is compulsory for becoming eligible to appear in the Term-End Examinations.

We hope that in addition to developing new skills and competencies, you will be able to reflect on what you do, how well you do it and consider the ways you might do it better.

A compulsory 10-day continuous hands-on training (Course 5- Poultry Farm Training) will be conducted at the PSC, the exact dates will be announced by the concerned PSC.

5.6 Gyan Vani

IGNOU has been offering FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 10 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The detailed schedule can be accessed at IGNOU EMPC-Gyandarshan Website: <http://www.ignou.ac.in/gyandarshan>

5.7 Interactive Radio-Counselling

Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts in Poultry Science. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number **1800 112345** has been provided for this purpose from selected cities.

5.8 Study Centres

To provide effective support, IGNOU has set up a number of Study Centres all over the country. Programme Study Centres (PSCs) are being set up in selected Institutes for this Certificate Programme. Each PSC will be handling about 25-30 students. These centres will be managed by the Programme Incharge. The detailed particulars regarding the Programme Study Centres to which you are assigned, will be communicated to you. The practical sessions of the programme will be held at the Programme Study Centres.

Please bring all your units as per the schedule during the counselling sessions/practical sessions.

6. EVALUATION

In Indira Gandhi National Open University, every course is considered as an independent unit. Hence, every course will be evaluated separately and for all purposes each course will be considered as a separate entity. There are totally five courses in **Certificate in Poultry Farming** Programme comprising of 5 courses including poultry farm training. For successful completion of the programme, you will have to secure pass marks in all the five courses.

6.1 Weightage to Continuous and Term-End Evaluation

The system of evaluation in IGNOU is also different from that of conventional universities.

The weightage to theory and practical will be 50% each for those courses where practical component is involved.

i) Theory

For theory, the weightage to the term-end examination will be 80% and the weightage to the continuous assessment will be 20%. There will be one assignment for each course i.e. total three assignments for the programme. Each assignment will be of 50 marks which ultimately will be converted to have weightage of 20% of theory.

Assignments have to be submitted to the coordinator of programme study centre and instruction for formatting the assignment and date of submission of the same are given in the assignment booklet.

The theory term-end examination for each course will be of 50 marks. The marks obtained by the students in the term-end examination will be converted to have weightage of 80 % (on theory basis).

ii) Practical

The practical evaluation is divided under two components: (i) guided experiments and (ii) unguided experiments. The guided experiments shall be performed during the counselling sessions under the guidance of the counsellors. The unguided experiment shall be undertaken by the students in the last session. For unguided experiment, student shall not be provided any guidance while performing the experiment(s).

Both the components will be evaluated. The weightage of 70% will be assigned to guided experiments and 30% weightage is for unguided experiments. Each experiment performed by the student would be evaluated. The student performance would be assessed by the counsellors covering various aspects like manipulative skills, observation and their understanding of the basic concepts related to the experiment.

Weightage: Practical

Component	Weightage
Guided Experiments	70%
Un-guided Experiments	30%
Total	100 %

6.2 Pass Percentage for Theory and Practical Examination

The students will have to secure minimum 35% marks separately in all the components of the course- theory (term-end examination and continuous assessment i.e. assignment), practical on individual basis and as well as on aggregate basis for the course i.e. (i) term-end examination; (ii) assignment; (iii) practical (total marks obtained in guided and unguided experiments) and (iv) on aggregate basis.

6.3 Modalities for Theory and Practical Examination Criteria

Theory: Term-End Examination: 80% and Continuous Assessment: 20%

The examination shall be held twice in a year i.e. the month of the June and December.

Practical: Term-Guided Experiments: 70% and Unguided Experiments: 30%

(i) Evaluation- Guided Experiments

The students will be evaluated for performing the experiments by the counsellor. For a particular experiment, split up of marks may be broadly on the following lines:

S. No	Component	Weightage
a)	Actual performance of experiment and observation (psychomotor and manipulative skills)	40%
b)	Reporting (Problem solving skills)	20%
c)	Viva-voce	20%
d)	Record	20%

(ii) Evaluation of Assigned Unguided Experiments

It will be conducted in the last session of the laboratory work. The student should not be provided any guidance while performing this experiment. For this experiment, 30% marks are allotted, split up of marks may be broadly on the following lines:

S. No	Component	Weightage
a)	Actual performance of experiment and observation (psychomotor and manipulative skills)	50%
b)	Reporting (Problem solving skills)	25%
c)	Viva-voce	25%

There shall be one internal and one external examiner. The internal examiner will be from the same study centre and the external examiner will be the counsellor of IGNOU Study Centre of other District/State. The course-writer/faculty members of SOA/editors could also be act as external examiners.

6.4 Preparation of Consolidated Award List

The consolidated award list of all students shall be prepared by the programme study centre. This award list shall be directly sent to the Registrar, SED within seven days after completion of the practical counselling session.

6.5 Participation and Attendance for Practical

Practical are essential components of the programme. For successful completion of the Programme, a participant is required to have a minimum of 75% attendance in the practical sessions at Programme Study Centre. A student will not be eligible to appear in Term-End examination if the percentage of attendance in practical session (Programme Study Centre) falls below 75%.

6.6 Pass Percentage for the Programme

The students will have to secure 35% marks in all the courses on individual basis and on aggregate basis in all the four courses for award of the programme degree.

6.7 Result and Certification

The final certification of the Certificate shall be made on a five point scale and grade point average as approved by the university as follows:

Scheme of Awarding Division	Notional Correlates of the Letter Grade & Percentage of Marks		
I DIVISION : 60% and above	A GRADE	70% and above	Excellent
II DIVISION : 50% but below 60%	B GRADE	55% but below 70%	Very Good
PASS : 35% but below 50%	C GRADE	45% but below 55%	Good
	D GRADE	35% but below 45%	Satisfactory
	E GRADE	Less than 35%	Unsatisfactory

6.8 Term-End Examination (TEE)

The University conducts Term-end Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s) by the due date. Thus the students can take the examinations after the completion of the course. In the first year, they can take the examinations in December, failing which they can take the same in June or December, of subsequent three years within the total span of the programme.

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

- 1) You should pursue the prescribed course.
- 2) You should complete 75% of attendance is practical contact hours.
- 3) You should submit the examination form before stipulated date (which is explained later).

● Examination Fee

Examination fee of Rs. 50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. There is no separate/additional examination fee for the practical component of the course offered under this programme. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

● Examination Centre

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

● Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEE FORM	WHERE TO SUBMIT THE
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centres
1 st April to 20 th April	1 st Oct to 20 th Oct	Rs. 300/-	
21 st April to 15 th May	21 st Oct to 15 th Nov	Rs. 500/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delhi-110068
16 th May to 28 th May	16 th Nov to 26 th Nov	Rs. 1000/-	

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

1. remain in touch with your Study Centre/Regional Centre/Student Evaluation Division (SED) for change in schedule of submission of examination form fee if any;
2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;

3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form; and
4. retain proof of mailing/submission of examination form till you receive examination hall ticket.

● Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the student's at least two weeks before the commencement of Term-end Examination the same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam.

6.9 Re-evaluation of Answer Script(s)

The students who are not satisfied with the marks/grade secured by them in Term-end Examination can apply for re-evaluation within one month from the date of declaration i.e. the date on which the results are made available on the University website on payment of Rs. 500/- per course in the prescribed application form available on the University website. The better of the two scores of original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records, if applicable. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars etc.

6.10 Early Declaration of Results

In order to facilitate the students who have got offer of admission, and or selected for employment etc. and are required to produce mark-sheet/grade card by a specified given date may apply for early process of their answer scripts and declaration of the results for this purpose. The students are required to apply in the specified format available on the University website with a fee of Rs. 700/- per course through Bank Draft drawn in favour of IGNOU along with the attested photocopy of the offer of admission/ employment offer. The students can submit their requests for early declaration before the commencement of the Term-end Examination i.e., before 1st June and 1st December respectively. The University in such cases will make arrangements for processing the answer scripts and declare the results as a special case possibly in a month time from the date of examination.

6.11 Issue of Official Transcript

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

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

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

6.12 Photocopy of the Evaluated Answer Script

The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form from 1st March to 15th April for June Term-end Examination and from 1st September to 15th October for December Term-End Examination along with the requisite fee of Rs. 100/- per course by means of demand draft drawn in favour of 'IGNOU' and payable at 'New Delhi'.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the Students Hand Book & Prospectus and also made available at University's website www.ignou.ac.in



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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name: _____

2. Programme: Enrolment No:

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

4. Purpose for which:
transcript is required :

5. Fee details:-
Fee for the official transcript:-
Rs. 200/- per transcript, if it is to be sent to the student/institutes in India
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
No. of transcript(s): × Rs. 200/Rs. 400/- Total Amount: Rs.
required
Demand Draft No.: Date:
Issuing Bank:

6. Whether the transcripts to be mailed by the University: Yes/No (Please tick)

7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attach a separate list, if required)
.....
.....
.....

Date: (Signature of the student)

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

The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi – 110 068

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068.**

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

1. Name: _____
2. Programme: Enrolment No:
3. Address:
.....
..... Pin
4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - (a) Term-end Examination: June/December
 - (b) Exam Centre Code:
 - (c) Exam Centre Address:
.....
.....
 - (d) Course(s):
5. Fee details:-
(The fee for obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
No. of course(s): X Rs. 100/- = Total Amount: Rs.
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 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) along with the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever is later.
5. The students, who find that any portion of the answer was not evaluated or any totalling error is noticed, may point out the same and submit their representation along with a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form must reach within the prescribed dates at the following address except the answer scripts of CPE & DPE programmes:-

The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi – 110 068

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

7. SOME USEFUL INFORMATION

7.1 Some Useful Addresses

For your information, addresses of important officers dealing with different educational aspects are given below. Whenever you have a problem, you can directly contact the concerned officer. **If you have any query regarding admission procedures, please write to Regional Director of your region.**

WHOM TO CONTACT FOR WHAT	
1. Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned Regional Centre
2. Non-receipt of study material and assignments	Concerned Regional Director
3. Schedule/Information regarding Exam-form, Entrance Test, date-sheet, IGNOU, Hall Ticket	Assistant Registrar (Exam-II), Student Evaluation Division (SED), Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: sgoswami@ignou.ac.in Tele No. 011-29536743, 29535924-32 / Extn. 2202, 2209
4. Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcripts	Dy. Registrar (Exam-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: kramesh@ignou.ac.in or Ph. 011-29536103, 29535924-32 / Extn. 2201, 2211, 1525
5. Non-reflection of Assignment Grades/Marks	Asstt. Registrar (Assignment), Student Evaluation Division, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110 068 assignments@ignou.ac.in or Ph. 011-29532294, 29535924-32 / Extn.-1312, 1319, 1325
6. Change of elective/medium/opting of left over electives/ deletion of excess credits	Concerned Regional Centre
7. Original Degree / Diploma/Verification of Degree/Diploma	Dy. Registrar (Exam-I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail- opbangia@ignou.ac.in ; convocation@ignou.ac.in Ph. 011-29535438, 29535924-32/Extn. 2224, 2213
8. Student Grievances (online)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi. New Delhi-110 068 e-mail- sregrievance@ignou.ac.in Ph. 011-29532294, 29535924-32/Extn. 1313
9. Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068
10. Academic Content	Director, School of Agriculture, Zakir Hussain Bhawan, Academic Complex, Block – G, IGNOU, Maidan Garhi, New Delhi – 110068 Ph. 011-29533167, 29533166 e-mail- soa@ignou.ac.in
11. Information Regarding Counselling Sessions & Assignment Submission	Concerned study centres and Programme Study Centre

12. Approval of Project Synopsis	Project Coordinator in the Concerned School
13. Submission of Project Reports	Despatch Section, SED, Block -12, IGNOU, Maidan Garhi, New Delhi-110 068 Ph. 011-29535924-32/Extn. 2216
14. Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: ssc@ignou.ac.in Ph. :011-29535414, 29533869, 2953380 Fax: 011-2953 3129

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

You are also advised to get in touch with the Programme Incharge of your Study Centre.

7.2 Online Facilities

IGNOU website is www.ignou.ac.in. A few important links under the site are enlisted here.

- Schools:** Where you will get the information about the programmes offered by different schools. In the school of agriculture, programmes being offered in agriculture sector are available.
- For students:** Results; catalogue for print media and audio video; download facilities for assignment, question papers, queries about admission, registration, material despatch detail, address checking, convocation; term-end date sheet; examination form; campus placement and prospectus and application form.
- Single Window Information and Student Support (SWISS):** Here you will get the electronic version of the prospectus and application form, information about the admission data and entrance test hall ticket and result.
- Division:** Under this section, there are links of Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
Student Registration Division- This link will give you information about admission and re-admission. Student Evaluation Division- This link give information about term-end examination, results, date of submission of assignment and issue of study materials etc.
- New Initiatives:** Here is a link to Edusat where you will get the teleconferencing schedule of your programme.
- Electronic Media:** You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, teleconferencing schedule and feedback form.

7.3 Some Forms for Your Use

- Appendix II Sample Form for Change/Correction of Address
- Appendix III Sample Form for Non-receipt of Materials
- Appendix IV Sample Form for Term-end Theory Examination
- Appendix V Sample Form for Re-evaluation of Result of Answer Script
- Appendix VI Sample Form for Early Declaration of Result.
- Appendix VII Sample Form for Obtaining Duplicate Grade Card/Marksheet
- Appendix VIII Application Form for Issue of Migration Certificate
- Appendix IX Re-admission Form
- Appendix X Sample form for issue of Provisional Certificate

Student may use photocopies of the above application forms.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CODES AND ADDRESSES OF REGIONAL CENTERS AND RECOGNISED REGIONAL CENTRES

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1.	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799004 TRIPURA 0381-2516715 / 25162660381-2516714 rd_agartala@rediffmail.com rcagartala@ignou.ac.in	STATE OF TRIPURA
2.	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481 GUJARAT 02717-242975 02717-241579 02717-241580 rcignouahd@yahoo.com rcahmedbad@ignou.ac.in	STATE OF GUJARAT, UNION TERRITORY OF DAMAN, DIU, DADRA & NAGAR HAVELI
3.	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROADKHATLA (NEAR CENTRAL YMA OFF.) AIZWAL-796001 MIZORAM 0389-2311693, 0389-2311692, 0389-2311789 rd_aizwal@rediffmail.com rcaizawl@ignou.ac.in	STATE OF MIZORAM
4.	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310MARRIS ROAD ALIGARH-202001, UTTAR PRADESH 0571-2700120, 2701365 ignousrcaligarh@yahoo.com rcaligarh@ignou.ac.in	DISTRICT OF UTTAR PRADESH ETAH, KASGANJ, FIROZABAD, RAMPUR, ALIGARH, HATHRAS, BADAUN, AGRA BULANDSAHAR, MORADABAD, MANPURI, ETAWAH, MATHURA & J P NAGAR
5.	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376080-26639711 080-26644848 ignourcblr@gmail.com rcbangalore@ignou.ac.in	STATE OF KARNATAKA EXCEPT THE DISTRICTS DHARWAD, BELGAM & UTTARA KARNATAKA
6.	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016, MADHYA PRADESH 0755-2578455, 0755-2578454 0755-2578452 0755-2578454 ignoubhopal@rediffmail.com ignou_bhopal@yahoo.com rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH EXCEPT FOR DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR
7.	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348/2301250/2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER RC KORAPUT & GAJAPATI)

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
8.	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ignouch@gmail.com rchandigarh@ignou.ac.in	CHANDIGARH U.T., DISTRICT RUPNAGAR,PATIALA,MOHALI AND FATEHGARH SAHIB OF PUNJAB AND DISTRICT UNA OF HIMACHAL PRADESH OPERATED BY RC KHANNA
9.	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUSTARAMANI CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727044-22542121 044-22542828 rgndirector@yahoo.in rchennai@ignou.ac.in	STATE OF TAMILNADU THE FOLLOWING DISTRICTS AND UNION TERRITORY OF PONDICHEERY, CHENNAI,KANCHIPURAM, VELLORE, CHENGAIPAT,CUDDALORE, VILLUPPURAM,SALEM,NAMAKKAL, PERAMBALU & TIRUVALLORE
10.	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203,2348189,230484-2533021 0484-2533021,23308910484-2340204 igr14@vsnl.net rccochin@ignou.ac.in	STATE OF KERALA EXCLUDING DISTRICTS MENTIONED UNDER RC TRIVANDRUM
11.	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR,NEAR CENTRAL BANK DARBHANGA-846004 BIHAR 06272-253719 06272-251833 srddarbhang@yahoo.com antripathi29@rediffmail.com rcdarbhanga@ignou.ac.in	STATE OF BIHAR COVERING DISTRICTS OF PASCHIM CHAMPARAN,GOPALGANJ, SIWAN,SARAN,PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, VAISHALI, SITAMARHI,MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL, SAHARSA,KHAGARIA
12.	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVANRAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789180 0135-2789205 0135-2789190 dimrianilk2002@yahoo.co.in rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL, DISTRICTS OF SARANPUR, MUZAFFARNAGAR, BIJNOR, DEHRADUN, HARIDUAR, UTTARKASHI, SRINAGAR, RUDRAPRAYAG, KOTDWAR, GOPESHWAR, BOAGESHWAR, PITHORGRAH, CHAMPAWAT, ALMORA, NANITAL, UDHAMSINGNAGAR & PURI
13.	DELHI 1	07	REGIONAL DIRECTOR(I/C) IGNOU REGIONAL CENTRE 52, TUGHLAKABAD INSTT. AREA NEAR BATRA HOSPITAL, NEW DELHI 110 062 011-29956015/29958078 / 26056834 011-26058354 011-29053172 rcdelhi1@ignou.ac.in	SOUTH DELHI, WEST DELHI, DISTRICT FARIDABAD OF HARYANA
14.	DELHI 2	29	REGIONAL DIRECTOR-2 IGNOU REGIONAL CENTRE-2 GANDHI SMRITI & DARSHAN SAMITI RAJGHAT, NEW DELHI - 110 002 011-23392375 / 23392376 / 233923772 011-23392374011-233923732 ignourd2@ngmail.com rcdelhi2@ignou.ac.in	NORTH-EAST DELHI, EAST DELHI, NORTH DELHI & CENTRAL DELHI
15.	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE rcdelhi3@ignou.ac.in	WEST DELHI AND DISTRICT OF GURGAON OF HARYANA, OPERATED FROM RC DELHI -1
16.	GANGTOK	24	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANGTOK - 737102 SIKKIM 03592-2311102, 270923 03592-270364 03592-212501 rd_gangtok@rediffmail.com rcgangtok@ignou.ac.in	STATE OF SIKKIM

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
17.	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI GUWAHATI-781003, ASSAM 0361-2662879 grcignou@sancharnet.in rcguwahati@ignou.ac.in	STATE OF ASSAM
18.	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207,KAVURI HILLS PHASE II NEAR MADHAPUR POLICE STATION JUBILEE HILLS (P.O) HYDERABAD - 500 033 ANDHRA PRADESH 040-40266470,40266471,402266478 040-40266479 hyd2_ignourch@sancharnet.in rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH EXCEPT DISTRICTS COVERED UNDER RC VIJAYAWADA
19.	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH, AOC IMPHAL - 795001 MANIPUR 0385- 2421190 ,24211910385-2421192 385-2421192 ignouimphal@rediffmail.com rcimphal@ignou.ac.inignouimp@man.nic.in	STATE OF MANIPUR
20.	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX"C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110 ARUNACHAL PRADESH 0360-2247536 / 22475380360-2247537 rd_itanagar@rediffmail.com ignou_itanagar@yahoo.com rd_itanagar@rediffmail.com	STATE OF ARUNACHAL PRADESH
21.	JABALPUR	41	REGIONAL DIRECTORIGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 MADHYA PRADESH 0761-2609269,65335690761-2600411 0761-2609919 ignoujabalpur@hotmail.com rcjabalpur@ignou.ac.in website:www.ignoujabalpur.in	STATE OF MP COVERING DISTRICTS OF JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHDOL, UMARIA, KATNI, SIDHI, SINGRAULI & ANUPPUR
22.	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7 PATEL MARG, MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785750 0141-2274292 0141-2784043 ignou-raj@.nic.in rcjaipur@ignou.ac.in	STATE OF RAJASTHAN
23.	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE CANAL ROAD, JAMMU - 180 001 , JAMMU & KASHMIR 0191-25465290191-25795720191-2546995 jammurc12@rediffmail.com rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION)

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
24.	JORHAT	37		OPERATED FROM RC GUWAHATI
25.	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD, KARNAL - 132 001, HARYANA 0184-2271514 0184-22600750184-2255738 ignourck10@bsnl.in rckarnal@ignou.ac.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF PANCHKULA AND AMBALA)
26.	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB 01628- 229994/229993/237361/238284 ignoukhanna@yahoo.co.in rckhanna@ignou.ac.in	STATE OF PUNJAB (EXCEPT DISTRICTS RUPNAGAR,PATIALA,MOHALI AND FATEHGARH SAHIB)
27.	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NH-39, OPP. DZUVURU (MHON KHOLA) I.O.C. KOHIMA - 797001 NAGALAND 0370-2241903 / 22419040370-2241905 rd_kohima@rediffmail.com rckohima@ignou.ac.in	STATE OF NAGALAND
28.	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23592719/ 23589323 (RCL) 033-23347576 ignourd28@yahoo.com rd28cal@rediffmail.com rckolkata@ignou.ac.in	STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI)
29.	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA 06852-252982 06852-251535 ignou_koraput@rediffmail.com rckoraput@ignou.ac.in	KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, BALANGIR, SONEPUR, KALAHANDI, NUAPADA, BOUDH, PHULBANI (PART OF ORISSA) GAJAPATI, SRIKAKULAM (PART OF AP), DANTEWADA, BASTAR (PART OF CG)
30.	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - HALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2745114,09417966540522-2762410 (RCL/ 2364453 0522-2364889 ignoulko@sancharnet.in rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC VARANASI,RC ALIGARH AND RC NOIDA)
31.	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CSI INSTITUTIONAL CAMPUS TPK ROAD (NH -7) PAUMAALAI MADURAI - 625004 TAMIL NADU 0452-2380733,2380387, 0452-2370588 ignoumadurai@yahoo.co.in, rcmadurai@ignou.ac.in	FOLLOWING DISTRICTS OF TAMIL NADU COIMBATORE, NILGRIS, ERODE, KARUR, THANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, RAMANATHAPURAM, SIVAGANGA, PUDUKKUTTAI, THIRUPPUR TIRUNELVELI, TUTICORIN & TRICHI

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
32.	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN, NANEPADA ROAD, MULUND (E) MUMBAI - 400081 MAHARASHTRA 022-25633159 ignourcmumbai@gmail.com rcmumbai@ignou.ac.in	FOUR DISTRICTS OF MAHARASHTRA : MUMBAI,THANE,RAIGARH AND RATNAGIRI.
33.	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GURUNANAK BHAWAN NEAR NAGPUR UNIVERSITY AMARAVATI ROAD, NAGAPUR 440033 MAHRASHTRA 09657339936 (MOB) rcnagpur@ignou.ac.in	STATE OF MAHRASHTRA COVERING DISTRICTS AMRAVATI, BULDHANA, AKOLA WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL ,WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI (14 DISTRICTS)
34.	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE rcnoida@ignou.ac.in	NOIDA, GREATER NOIDA, GHAZIABAD, G.B.NAGAR, MEERUT & BAGPAT OF UTTAR PRADESH OPERATED FROM RC DELHI 2
35.	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL, NEAR P&T STAFF QUARTERS OF MAPUSA- PANAJI ROAD, POVORIM -403521 GOA 0-9444024242 MOB0832-2462315 msparthasarathy@yahoo.com	STATE OF GOA & THREE ADJOINING DISTRICTS OF KARNATAKA i.e DHARWARD, BELGAUM, UTTARA KANNAD & SINDHUDURG (DISTRICTS OF MAHARASHTRA)
36.	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2221538/ 22215410612-2221539 rcpatna@gmail.com rc05patna@gmail.com ignourcpatna@gmail.com	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC-DARBHANGA
37.	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS 03192-242888,230111 rc_portblair@rediffmail.com rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS
38.	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD, PUNE - 411 016 MAHARASHTRA 020-256671867 020-25671864 ignourcpune42@vsnl.net rcpune@ignou.ac.in	STATE OF MAHARASHTRA NANDURBAR DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR ,BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA & KOLHAPUR (14 DISTRICTS)
39.	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR – 492007 CHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2445839 rrcignou@cg.nic.in rcraipur@ignou.ac.in	STATE OF CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
40.	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT – 360005 GUJARAT 0281-2572988 subrcrajkot@yahoo.co.in rcrajkot@ignou.ac.in website:www.ignourajkot.org	STATE OF GUJRAT COVERING THE DISTRICTS OF RAJKOT,KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR & DIN
41.	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR, RANCHI – 834022 JHARKHAND 0651-2244688,2244699 0651-22446770651-2244400 ignouranchi@yahoo.com rdranchi@ignou.ac.in	STATE OF JHARKHAND
42.	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMAI NON SHILLIANG SHILLONG - 793 003 MEGHALAYA 0364-2521117 0364-2521271 0364-2521271 ignou18@sancharnet.in rd_shillong@rediffmail.com	STATE OF MEGHALAYA
43.	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING,KHALINI SHIMLA-171 002 HIMACHAL PRADESH 0177-2624613,2624611,2625843/ 2624612 0177-2624611 sml_ignoures@sancharnet.in dbnegi@gmail.com rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (EXCEPT DISTRICT UNA)
44.	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY SILIGURI – 734001 WEST BENGAL 0353-2526818 0353-2526819 ignourcsiliguri@yahoo.com rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL COVERING DISTRICTS OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN, DINAJPUR, MALDAH (PART OF WB)
45.	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE, RAJ BAGH NEAR MASJID AL-FAROOQ, SRI NAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-2311259 ignousgr@hotmail.com rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR & LADAKH REGION)
46.	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION, CHEKKALAMUKKU SREEKARIYAM, TRIVANDRUM -695017 KERALA 0944750581 (MOB) ignourctrivandrum@gmail.com rctrivandrum@ignou.ac.in	KANYAKUMARI, DISTRICT OF TAMIL NADU & THIRUVANANTHAPURAM, KOLLAM & PATHANAMTHITTA (DISTRICTS OF KERALA)

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
47.	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN, B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022,23686220522-2364893 0542-2317383 ignousrc.vns@gmail.com rcvaranasi@ignou.ac.in	DISTRICTS OF AMBEDKAR NAGAR, SANTKABIRNAGAR, MAHARAJGANJ, JAUNPUR, BALLIA, AZAMGARH, GORAKHPUR, DEORIA, KUSHINAGAR, SANT RAVIDAS NAGAR, MIRZAPUR, VARANASI, GHAZIPUR, MAUNATHBHANJAN, CHANDAUL, SONBHADRA
48.	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, SKPVV, HINDU HIGH SCHOOL KOTHAPETHA, VIJAYAWADA 520 001 ANDHRA PRADESH 0866-256595 0866-2565253 0866-2565353 ignourcvijaywada@gmail.com rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING THE DISTRICTS OF VIZAINAGARAM, VISAKHAPTNAM, EAST GODAVARI, WEST GODAVARIKHAMMAM, KRISHNA, GUNTUR, PRAKASHAM, NELLOR, SRIKAKULAM AND CHITTOOR

Form for Change/Correction of Address

Application for Change of Address

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. _____

Programme _____

Name (in caps) _____

1. Details for Change/Correction of Mailing Address

New Address

Old Address

City _____ Pin _____

City _____ Pin _____

State _____

State _____

Signature of Student

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

Form for Non-receipt of Materials

**The Regional Director
Concerned Regional Centre**

.....

Subject: *Non-receipt of Study Material & Assignments*

Enrolment No.

Programme Medium of Study.....

I have not received the Study Materials/Assignments in respect of the following:

Sl.No.	Course Code	Blocks	Assignments
--------	-------------	--------	-------------

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

Name and Address Signature.....
 Date

For Official Use

Date of dispatch of study material/assignments to students

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

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 Feb to 31 March	NIL	1 Aug to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct to 20 Oct.	Rs. 300/-
21 April to 15 May*	Rs. 500/-	21 Oct to 15 Nov*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov to 28 Nov*	Rs. 1000/-

*During these dates submit the examination form with late fees to the concerned Regional Centre (Outside Delhi). For Delhi, submit to the Registrar (SED).

Please submit the examination form up to 20th April / 20th Oct at the address mentioned below and no where else by Regd. Post / Speed Post

THE REGISTRAR (SED)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,
BLOCK-12, MAIDAN GARHI,
NEW DELHI - 110068

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02.)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.



**Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR RE-EVALUATION OF RESULT OF ANSWER SCRIPTS

1. Name:

2. Programme:

3. Enrolment No.

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

4. Address

PIN:

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

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	COURSE CODE	MARKS/GRADE OBTAINED
.....
.....
.....

9. Fee Details:
(The fee for this purpose is to be paid through Demand Draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s) X Rs. 500/- Total Amount

Demand Draft No. Date

Issuing Bank

Signature of the student

Date:

(Rules and Regulations are mentioned in the next/reverse side of this form)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the results 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 will also be made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the project/Dissertation/Practicals/Lab courses, Workshops, Assignments & Seminars etc.
6. The filled in form with the requisite fee is to be sent to:

**Deputy Registrar (Exam-III)
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi – 110068.**



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division

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

- 1. Name:
2. Programme: Enrolment No:
3. Reason for early declaration of result:

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

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

Table with 3 columns: S. No., Course Code, Date of Examination. Rows 1-4.

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

Exam. Centre Code: Address of Exam. Centre:

6. Total Amount paid Rs.: Bank DD No. Date
(Rs. 700/- per course)
Issuing Bank

Signature
Name & address
of the Student

Date:

Note:-

- 1. Request for early declaration of result will be entertained for final semester/year or maximum of 4 backlog courses only.
2. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
3. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Registrar (SED),
Indira Gandhi National Open University,
Maidan Garhi, New Delhi-110 068

The prescribed fee for early declaration of result is Rs. 700/- per course in form of demand draft issued in favour of 'IGNOU' and payable at 'New Delhi'.



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the student:

Programme:

Enrolment No.

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

Address (where grade card is to be sent)

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

PIN:

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

Bank Draft/IPO/ No. dated Issuing Bank/
post office

Date: Signature of the student

Note: Fee for duplicate grade card is Rs. 150/-. Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. The duplicate grade card will be sent by Registered post.

**The filled-in form with the requisite fee is to be sent to:
Registrar (Student Evaluation Division),
Indira Gandhi National Open University,
Maidan Garhi, New Delhi - 110 068**



Indira Gandhi National Open University
(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

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

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

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

Draft Details		
Amount Rs. _____	D.D. No. _____	Date _____
Bank Name & _____	Place of Issue _____	

1. I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect the Certificate shall be liable to cancellation by the University.

Signature of the Applicant

(To be filled in by the Regional Centre/ SE Division)

1. The information furnished by Shri/Smt./Km. _____
is correct as per Grade Card.
 2. He/She may be issued the Migration Certificate applied for _____
- Date _____ Dealing Assistant _____ Section Officer _____

Instructions

1. A fee of Rs. 200/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi as the case may be.
2. At the time of submission of the application for issue of Migration Certificate the applicant should attach Xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issue on payment of Rs. 200/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 2/- to be sworn before a Magistrate on the following format.

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

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.



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme

Regional Centre

Name

Father's Name

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

Mailing Address
.....
.....
.....

(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

Registrar (SED)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

Date.....

Signature

PROGRAMME GUIDE

CERTIFICATE IN POULTRY FARMING (CPF)

**IN COLLABORATION WITH
EDNERU, IGNOU, NEW DELHI**

AND

IGNOU REGIONAL CENTRE, AIZAWL (MIZORAM)



**School of Agriculture
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**