PROGRAMME GUIDE

for

Master's Degree Programme in Library and Information Science (MLIS)

ignou
THE PEOPLE'S
UNIVERSITY

Faculty of Library & Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068

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ABOUT THE UNIVERSITY

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

- democratise higher education by taking it to the door-steps of the students;

- provide access (irrespective of age, gender, religion, etc.) to high quality education to all especially to those disadvantaged groups and individuals by offering opportunities to upgrade their knowledge and skills;

- prepare and offer need-based academic programmes comprising innovative professional as well as vocational courses and promote distance education through a process of rich and varied technology adoption; and

- set, maintain and further the standards of distance education in the country as an apex body created for the purpose.

Significant Features of IGNOU

- relaxed entry rules;

- study according to the student's own pace and convenience;

- flexibility in choosing a combination of courses from across a whole range of disciplines; and

- use of modern computer and communication technologies in the pursuit and promotion of distance education.

MASTER'S DEGREE PROGRAMME IN LIBRARY AND INFORMATION SCIENCE (MLIS)

In the contemporary Information Society, information plays all pervasive role in different spheres of life. On the one hand, information services are being introduced to meet the needs and requirements of the society. On the other hand, the capability of many information services is being extended through technological and other changes. India is no exception to these trends. Manpower studies conducted by various experts and the societal scenario of employment opportunity reveal that there is a great need for trained manpower of different categories to man different positions in information/knowledge institutions in the country.

The Central as well as the State Governments have prescribed Master's Degree as a requisite qualification for recruitment to higher positions in libraries/information centres. The University Grants Commission (UGC) also prescribes Master's Degree as a minimum qualification for recruitment to the positions of professional assistant and higher cadres. Most of the states which are having library legislation on their Statute Book, have also made the Master's Degree in Library and Information Science, a compulsory qualification for occupying Gazetted posts under the Government. Of late, the corporate sector is also looking for Master's Degree holders in Library and Information Science as an essential requirement to meet their information requirements.

Presently, about 136 universities in India are offering Master's Degree Programme in Library and Information Science. Since the annual intake of each university does not exceed 25 students, it is becoming increasingly difficult for those aspiring to get higher degrees to secure admission to the Programme. For those who are already employed, the problem becomes more acute as getting long leave necessary to complete the Master's Degree Programme is difficult.

To meet the manpower requirements of the country in the area of Library and Information Science as also with a view to helping the employees in furthering their professional development, IGNOU thought it appropriate to launch the Master's Degree Programme in Library and Information Science through 'Distance Mode' in 1994. Due to the developments in Information Communication Technologies (ICTs), the face of the libraries and information centres, their functions and services are changing at a faster rate. Varieties of information systems, networks and programmes using ICT are being established since the past few years. Keeping in view this development in the subject and also the continuous increasing demand of the Programme, it has been revised in 2005 to keep pace with the changing needs and scenario.

OBJECTIVES AND SCOPE

Indira Gandhi National Open University (IGNOU) launched the Master's Degree Programme in 1994 to impart high level skills and training necessary for those aspiring to hold higher positions in library and information centres in the country. Since then tremendous changes have taken place in the discipline - in information handling and organisation, management and dissemination of information. The development in Information Communication Technologies (ICTs) particularly the Internet technology has added new dimension in information processing and its access. These changes have resulted in changes in the structure of the information institutions, systems and programmes. To prepare the library and information professionals for the changing scenario, the Programme has been completely revised to help professional development not only for those who are already employed in different types of libraries and information institutions but also for those who have to take up library and information science as a profession and upgrade their knowledge and qualification. The revised Programme comprises nine courses out of which **seven** are **Core Courses.** Six courses are devoted to various information related areas, application of information communication technologies, management of library and information centres, etc. And the seventh core course in on **Project Work/Dissertation**. In addition to this, there are **two Elective Courses** designed to impart specific skills required in particular types of libraries or in developing specialisation in selected areas of the discipline. These elective courses are to be chosen out of the six elective courses offered by the University.

The curriculum incorporates compulsory practical components wherever required, aimed at exposing the students to some important areas of Information Technology such as **CD-ROM, Online Searching of Databases, Database Design** using readily available software packages such as CDS/ISIS, and **Internet Searching,** etc. The **practical component** relates to courses MLII-101, MLII-102, MLII-103 and MLII-104. Particulars regarding the organisation of practical component will be communicated to the students by the coordinators of the respective Study Centres. Every student has to undergo this practical component as a pre-requisite for completion of the MLIS Programme. For those courses where there is no practical component, students are to participate in **seminars** in the respective areas. The objective of organising seminars is to provide students some communication skills and also opportunities for interactive group discussions. The performance of the students would be evaluated and marks awarded

to them based on their presentation and participation in the seminar. Apart from the practical assignments and seminars, a student has to complete and submit one tutor marked assignment (TMA) for each course. **It is imperative on the part of each student** to be present at the practicals and the seminars and take active part in it. **Submission of all the assignments is compulsory and students are to secure, minimum pass percentage (40%) in the assignments.** It must be mentioned here that a candidate becomes eligible to appear at term-end examination, only after fulfilling all the above mentioned conditions without any exception. Candidates are also advised to note that the MLIS Programme is offered, for the time being, **only through English Medium.**

A detailed schedule of Programme relating to practical assignments and seminars will be furnished by the respective Programme-in-Charges (PICs) in due course of time. This information would be available with the coordinators of Study Centres.

The total duration for the entire MLIS Programme is one academic year. At the end of one academic year, a student can take annual examination in all the eight courses in one sitting and submit the project work/dissertation and complete the Programme. The student also has the option to take examinations in some courses in the first instance, and appear for the rest of the courses at a subsequent examination. The maximum time allowed for the completion of the MLIS Programme is **four years.**

TARGET PARTICIPANTS AND ADMISSION CRITERIA

The Programme is open to candidates with:

i)   BLIS degree from any recognised university or any other qualifications considered equivalent to BLIS such as P.G. Diploma in Library Science/Librarianship from a recognised university.

ii)   Professional work experience will carry some weightage in consideration of candidature for admission along with merit. 'Professional work experience' would however, mean doing professional work in recognised library or information unit.

COMPONENTS OF THE MLIS PROGRAMME

The MLIS Programme comprises nine courses of which seven are Core and two are Elective Courses (to be selected from 6 electives being offered now). The courses are as under:

Core Courses

MLI-101   INFORMATION, COMMUNICATION AND SOCIETY

MLI-102   MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

MLII-101   INFORMATION SOURCES, SYSTEMS AND SERVICES

MLII-102   INFORMATION PROCESSING AND RETRIEVAL

MLII-103   FUNDAMENTALS OF INFORMATION AND COMMUNICATION TECHNOLOGIES

MLII-104   INFORMATION AND COMMUNICATION TECHNOLOGIES-APPLICATIONS

MLIP-002   PROJECT WORK/DISSERTATION

Electives

MLIE-101   PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

MLIE-102   RESEARCH METHODOLOGY

MLIE-103   ACADEMIC LIBRARY SYSTEM

MLIE-104   TECHNICAL WRITING

MLIE-105   INFORMETRICS AND SCIENTOMETRICS

MLIE-106   PUBLIC LIBRARY SYSTEM AND SERVICES

Note: Detailed contents of these courses are provided in the curriculum and syllabus on page 13.

STUDY AND TEACHING METHODOLOGY

Structure of the Courses

The MLIS Programme becomes complete with eight (8) courses and a project work / dissertation (Total 9 courses). A course is structured in the following way:

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│  Programme   │
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┌──────────────┐
│   Courses    │
└──────────────┘
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       ▼
┌──────────────┐
│    Blocks    │
└──────────────┘
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┌──────────────┐
│    Units     │
└──────────────┘
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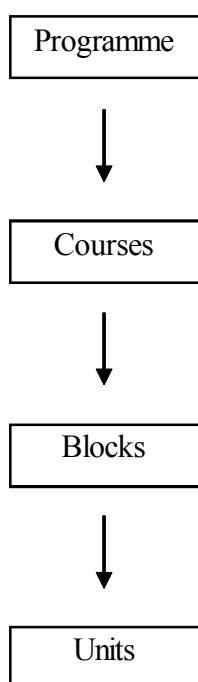
The eight courses of this Programme have been divided into 34 blocks and each block has certain number of units ranging from 3 to 5. The Unit constitutes the lowest self-contained material of the course material. The details regarding the Unit format are shown below:

- Unit number : the topic/ theme of the Unit

- Objectives

- Introduction

- The topic/theme divided into sections and sub-sections

- Sections containing Self Check Exercises to measure your own progress in understanding of the particular section, sub-section of the Unit.

- Summary of the Unit

- Answers to Self Check Exercises

- Keywords

- References and Further Reading

It is a credit-based Programme and as such, has the weightage of 36 credits for 9 courses. As the weightage is uniformly distributed, each such Course, therefore, is of 4 credits. One credit refers to 30 hours of study on the part of a student to be devoted to study of the print material, to watch the audio video programmes as well as to attend and spend time in teleconferencing, interactive radio counselling and class room counselling and the practical sessions.

Study Methodology

You must have a definite study programme in order to take maximum advantage of the facilities provided to you by the university. You are advised to read the Units carefully and make note of important points in the margins of the Units itself, for easy reference. These noted points will help you in answering the Self Check Exercises. Before you attempt to answer Self Check Exercises and write them in the space given or in separate note book, you should ascertain that: (i) you have understood the relevant text, and (ii) you are trying to locate thereafter the pertinent portions of the text which forms the answer to the question being attempted. The Self Check Exercises are incorporated with a view to help you develop skills and assess your own progress in the learning process. You do not have to send the answers to Self Check Exercises anywhere for evaluation. Check your answers with the answers given at the end of the Unit as a separate section and evaluate your performance.

STUDY CENTRES

Each student admitted to MLIS Programme will be attached to a **Study Centre/Programme Study Centre.** The Study Centres (visit http://www.ignou.ac.in for information) are located at different places of the country and abroad. Students may opt themselves for enrolment in the nearest Study Centre convenient to them. Every Study Centre is managed by a Coordinator or a Programme Specific Incharge (PIC). Particulars relating to counselling sessions, seminars and practicals are to be gathered by every student from the Coordinator of the respective Study Centre or from the Programme-in-Charge. For their own benefit, candidates are advised to attend majority of the counselling sessions. This will facilitate their preparation for the Term End Examinations. The students are advised to be in regular contact with

their respective Study Centres and interact with the Coordinator and Programme Specific Incharge as frequently as possible. The facilities provided at the Study Centres normally include the following:

- Counselling sessions in different courses relating to MLIS Programme.

- Library facility with basic reading materials related to various aspects of the discipline suggested for further reading.

- Audio-Video programmes specially designed for MLIS Programme.

- Compulsory Computer Practical sessions for MLIS Programme.

- Holding of Seminars.

The concept of work centre has been promoted specially for implementing the MLIS Programme keeping in view the practical exposure that each candidate should have in Information Technology and the necessary equipment required for the purpose.

How to Make Best Use of Study Centres

In an Open University, education is not imparted through class room lectures, it is usually done through what is known as distance education mode. This mode of learning is different from the conventional system you are used to. There will be no regular lectures relating to any subject. On the other hand, there will be counsellors for different subjects included in the curriculum. Your counsellor is available to you at the Study Centre which organises counselling sessions for different topics. The counsellor will 'guide' you through the **material,** as 'interpreter' and as 'facilitator' to enable you to understand different problem areas. To get the best out of the Counsellor you must carefully read your course material in advance and identify your problems and seek clarifications regarding them from the counsellor. It is essential for an open learning student to attend the counselling sessions and be an active participant. If you go well prepared to the counselling session with your own questions, the discussion will be purposeful and you will become faithfully involved in the learning process.

Counselling Sessions

Counselling sessions are held according to a schedule drawn beforehand by the Study Centre Coordinator. They are usually held on weekends, that is to say, Saturday and Sunday of a week. If necessary, counselling may be held on gazetted holidays also.

There will be a minimum of 10 counselling sessions of 2 hours duration each for each of the eight courses (20 hours for each course on an average) of the Programme devoted to **theoretical** aspects (except the Project Work/Dissertation). There will be compulsory computer practical in four courses besides counselling sessions (See Annexure II).

The assignments for these four courses carry 50 marks each. **A student has to secure minimum pass marks (40%) in practicals for clearing the programme.**

EXAMINATION AND EVALUATION

The Master's Degree Programme in Library and Information Science (MLIS) is a post-graduate professional programme. In other words, the basic admission requirement is that a candidate must possess

a Bachelor's Degree in Library and Information Science (BLIS) from any recognised university. It is a post graduate degree in Library and Information Science **after a Professional Degree** in that subject, and **is of one year duration** (this is mostly so even in the conventional system).

The examination relating to MLIS Degree has two components:

i)   Continuous evaluation 30%

ii)   Term-end examination 70%

Continuous evaluation is related to the **assignments** that each student has to submit including participation in **seminars and practical assignments** for exposure to Information Technology, which a student has to successfully complete. Every student has to complete and submit one assignment for each of the courses except MLIP-002 for which there is no assignment. The Tutor Marked Assignments are to be submitted to the Coordinator of the concerned Study Centre. The evaluation of the performance of the students in Tutor Marked Assignments will be done by the counsellors and marks/ grades will be awarded to each student. Term-End Examinations for all the eight courses constitute the second part of the examination. Answer scripts relating to the final (term-end) examination will also be evaluated as per the system of marks. For project work/dissertation, there is no continuous evaluation.

On the basis of the aggregate marks obtained in all the courses (theory, practicals and project work/ dissertation) the division will be awarded as under:

Division	Aggregate
I	60% and above
II	50% and above
III	40% and above

To fulfill the requirements of MLIS Degree Programme, a candidate has to score a minimum of 40% marks in both continuous evaluation and at the final Term End Examination. Those candidates scoring less than 40% will be considered as having failed in the examination and will not be entitled to receive a MLIS Degree from the University. For the project work/dissertation (Course MLIP-002), a candidate has to secure a minimum of 50% to pass in this course. Candidates who obtain a failure aggregate or who miss to attend the term-end examination may appear at the subsequent term-end examination and complete the Programme. A learner should not apply for appearing at the term-end examination of any course without getting registered for the same and that if s/he does so, her/his result would not be declared and the onus shall be on her/him. The maximum period provided for a student to complete the **Master Degree Programme in Library and Information Science** is four years from the date of her/his registration into the **Programme.**

Fees: The admission fee for MLIS Programme is Rs. 8000/- including registration fee.

SOME USEFUL ADDRESSES

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms	Concerned Regional Centre
2.	Non-receipt of Study Material and Assignments, for Counselling	Concerned Regional Centre
3.	Schedule/Infomation Regarding Exam-form, Entrance Test, Date-sheet, Hall Ticket	Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in Ph. :29536743, 29535924-32 / Extn. : 2202, 2209
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SED Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi -110068, E-mail : kramesh@ignou.ac.in Ph. :29536103, 29535924-32 / Extn. : 2201, 2211, 1316
5.	Non-reflection of Assignment Grades/Marks	Asstt. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : assignments@ignou.ac.in or rnjha@ignou.ac.in Ph. : 29535924 / Extn. : 1312, 1319, 1325
6.	Change of Elective/Medium	Concerned Regional Centre
7.	Re-admission and Credit Transfer	Student Registration Division, Block No. 3, IGNOU, Maidan Garhi, New Delhi-110068
8.	Original Degree/Diploma/Verfication of Degree/Diploma	Deputy Registrar (Exam.I), SED Block 9, IGNOU, Maidan Garhi, New Delhi - 110068 Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213
9.	Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 E-mail : sregrievance@ignou.ac.in Ph. : 29532294, 29535924 / Extn. : 1313
10.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU Maidan Garhi, New Delhi - 110068
11.	Clarification Regarding Academic Content	BLIS Programme Coordinator Faculty of Library and Information Science School of Social Sciences IGNOU, Maidan Garhi, New Delhi-110068
12.	Student Support Services and Student Grievances, Pre-admission Inquiry of Various Courses in IGNOU	Regional Director, Student Service Centre IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

CURRICULUM AND SYLLABUS

MLI-101: INFORMATION, COMMUNICATION AND SOCIETY

Block-1: Information: Nature, Property and Scope

Unit 1: Data, Information and Knowledge: Intellectual Assets

Unit 2: Data: Definition, Types, Nature, Properties and Scope

Unit 3: Information: Definition, Types, Nature, Properties and Scope

Unit 4 : Knowledge: Definition, Types, Nature, Properties and Scope

Block-2: Information Generation and Communication

Unit 5: Information Communication Process, Media and Diffusion

Unit 6: Generation of Information: Modes and Forms

Unit 7: Information Theory: Measure and Contents Evaluation

Unit 8: Digital Information

Block-3: Information and Society

Unit 9: Social Implications of Information

Unit 10: Information as an Economic Resource

Unit 11: Information Policies: National and International

Unit 12: Information Infrastructure - National and Global

Unit 13: Information Society

Block-4: Knowledge and Society

Unit 14: Knowledge Society

Unit 15: Knowledge Management: Concept and Tools

Unit 16: Knowledge Profession

MLI-102: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Block-1: Management Perspectives

Unit 1: Concepts and Schools of Management Thought

Unit 2: Management Functions

Unit 3: Total Quality Management

Unit 4: Change Management

Block-2: System Analysis and Control

Unit 5 : Systems Approach

Unit 6: Work Flow and Organisation Routine

Unit 7: Monitoring and Control Techniques

Unit 8 : Performance Measurement and Evaluation Techniques

Block-3: Human Resource Management

Unit 9 : Organisational Behaviour

Unit 10 : Managerial Quality and Leadership

Unit 11: Human Resource Planning and Development

Block-4: Financial Management

Unit 12: Budgeting and Types

Unit 13: Budgetary Control System

Unit 14: Costing Techniques

Unit 15: Cost Analysis

Block-5: Marketing of Information Products and Services

Unit 16: Information as a Marketable Comodity

Unit 17: Marketing: Approach and Techniques

Unit 18: E-Marketing

MLII-101: INFORMATION SOURCES, SYSTEMS AND SERVICES

Block-1: Information Institutions

Unit 1: Information Institutions: Evolution, Growth Functions and Types

Unit 2: Information Centres: Types and their Organisation

Unit 3: Data Centres and Referral Centres

Unit 4: Information Analysis and Consolidation Centres

Block-2: Information Sources, Systems and Programmes

Unit 5: Information Sources: Categorisation

Unit 6: Print and Non-Print Sources

Unit 7: National Information Systems and Programmes

Unit 8: Global Information Systems and Programmes

Unit 9: National and International Information Organisations

Block-3: Information Products and Services

Unit 10: Information Products - Part I

Unit 11: Information Products - Part II

Unit 12: Information Services - Part I

Unit 13: Information Services - Part 11

Block-4: Information Intermediaries as Sources of Information

Unit 14: Library and Information Professionals

Unit 15: Information Intermediaries

Unit 16: Database Designers and Managers

Unit 17: Database Intermediaries

Unit 18: Media Persons

Unit 19: Intelligent Agents

MLII-102: INFORMATION PROCESSING AND RETRIEVAL

Block-1: Organization of Information

Unit 1: Intellectual Organization of Information

Unit 2: Indexing Languages Part-I - Concepts and Types, Subject Headings Lists and Thesauri

Unit 3: Indexing Languages Part-II - Classification Schemes

Unit 4: Indexing Systems and Techniques

Unit 5: Evaluation of Indexing Systems

Block-2: Bibliographic Description

Unit 6: Principles and Evolution of Bibliographic Description

Unit 7: Rules for Bibliographic Description

Unit 8: Satandards for Bibliographic Record Format

Unit 9: Metadata : MARC 21-856 Field, Dublin Core, TEI

Block-3: Content Development

Unit 10: Norms and Guidelines of Content Development

Unit 11: Introduction to HTML and XML

Unit 12 Web-based Content Development

Unit I3: Multilingual Content Development (Using Unicode)

Block-4: Information Storage and Retrieval Systems

Unit 14: ISAR Systems: Objectives and Types, Operations and Design

Unit 15: Compatibility of ISAR Systems

Unit 16: Intelligent IR Systems

Block-5: Information Retrieval

Unit 17: Information Retrieval - Processes and Techniques

Unit 18: Information Retrieval - Models and their Applications

Unit 19: Search Strategy - Processes and Techniques

MLII-103: FUNDAMENTALS OF INFORMATION COMMUNICATION TECHNOLOGIES

Block-l: Computer Technology

Unit 1: Architecture and Technology

Unit 2: Software

Unit 3: Programming

Block-2: Communication Technology

Unit 4: Fundamentals of Communication Technology

Unit 5: Networks and Networking

Unit 6: Data Networks

Unit 7: Convergence Technology and Applications

Block-3: Media and Publishing Technology

Unit 8: Print and Non-Print Media

Unit 9: Publishing and Printing Technology

Unit 10: E-Publishing and Networking Publishing

Unit 11: Reprography and Micrography

Block-4: Resource Sharing Networks

Unit 12: Library and Information Networks

Unit 13: Bibliographic Utility Networks

Unit 14: Library and Information Networks in India

MLII-104: INFORMATION AND COMMUNICATION TIECHNOLOGIES - APPLICATIONS

Block-1: Database Design and Management

Unit 1: Database: Concepts and Components

Unit 2: Database Structures, File Organisation and Physical Database Design

Unit 3: Database Management Systems

Unit 4: Database Searching

Block-2: Library Automation

Unit 5: Housekeeping Operations

Unit 6 Software Packages - Features

Unit 7: Digitization: Concept, Need, Methods and Equipment

Block-3: Library and Information Services

Unit 8: Alerting Services

Unit 9: Bibliographic Full Text Services

Unit 10: Document Delivery Services

Unit 11: Reference Services

Block-4: Internet Resources and Services

Unit 12: Basics of Internet

Unit 13: Use of Search Engines

Unit 14: Internet Services

Unit 15: Internet Information Resources

Unit 16: Evaluation of Internet Resources

ELECTIVE COURSES

MLIE-101: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

Block-1: Library Materials: Preservation and Conservation

Unit 1: Need for Preservation and Conservation

Unit 2: Historical Development of Writing Materials

Unit 3: Palm Leaves 'Birch' Bark: Their Nature and Preservation

Unit 4 : Manuscripts, Books, Periodicals, Newspapers, Pamphlets, etc.

Unit 5: Non-book Materials

Block-2 : Hazards to Library Materials and Control Measures

Unit 6: Environmental Factors

Unit 7: Biological Factors

Unit 8: Chemical Factors

Unit 9: Disaster Management

Block-3: Binding

Unit 10: Types of Binding

Unit 11: Binding Materials

Unit 12: Binding Process

Unit 13: Standards for Binding

Block-4: Restoration and Reformatting

Unit 14: Material Repair

Unit 15: Microfilming and Digitisation

MLIE-102: RESEARCH METHODOLOGY

Block-1: Fundamentals of Research

Unit 1: Research: Meaning, Concept, Need

Unit 2: Historical Research

Unit 3: Survey Research

Unit 4: Experimental Research

Unit 5 Fundamental, Applied and Action Research

Block-2: Tools for Research

Unit 6: Measurement of Variables

Unit 7: Data Presentation

Unit 8: Statistical Techniques

Unit 9: Statistical Packages

Block-3: Research Methods

Unit 10: Observation Method

Unit 11: Questionnaire Method

Unit 12: Interview Method

Unit 13: Experimental Method

Unit 14: Case Study

Block-4: Research Process

Unit 15: Research Design

Unit 16: Research Plan

Unit 17: Statistical Inference

Unit 18: Presentation of Results

MLIE-103: ACADEMIC LIBRARY SYSTEM

Block-1: Development of Academic Libraries

Unit 1: Academic Libraries: Objectives and Functions

Unit 2: Role of UGC and other Bodies in Promoting Libraries in Universities, Colleges and other

Institutions of Higher Learning

Unit 3: Library Governance

Unit 4: Academic Library Services

Unit 5: Financial Management of Academic Libraries

Block-2: Collection Development

Unit 6: Collection. Development Policy/Weeding out Policy

Unit 7: Problems in Collection Organisation

Unit 8: Collection Development Programmes

Block-3: Staffing Pattern and Staff Development for Academic Libraries

Unit 9: Norms and Patterns of Staffing

Unit 10: Continuing Education Programmes (CEP)

Unit 11: Personnel Management

Block-4: Resource Sharing Programmes

Unit 12: Resource Sharing: Need and Objectives

Unit 13: INFLIBNET : Information and Library Network

Unit 14: Library Networks and Consortia

MLIE-104: TECHNICAL WRITING

Block-1: Communication Process

Unit 1: Overview of Communication Process

Unit 2: Characteristic Features of Technical Writing

Unit 3: Target Groups in Written Communication

Unit 4: Reader-Writer Relationship

Block-2: Linguistics

Unit 5: Language as Medium for Communication of Thought

Unit 6: Functional English Style: Semantics, Syntax, and Diction

Unit 7: Readability and Text

Unit 8: Aberrations in Technical Writing

Block-3: Structure and Functions of Technical Communication

Unit 9: Structure, Definition, Purpose, Characteristics and Functions

Unit 10: Collection, Organisation and Presentation of Data including Illustrations

Unit 11: Case Studies: Preparation of Short Communication, Review Articles, Technical Reports, Monographs, Dissertations and House Bulletins

Block-4: Technical Editing and Editorial Tools

Unit 12: The Editor

Unit 13: Editorial Process

Unit 14: Editorial Tools

MLIE-105: INFORMETRICS AND SCIENTOMETRICS

Block-1: Foundation of Informetrics and Scientometrics

Unit 1: Information and Measurement

Unit 2: Measure of Information

Unit 3: Informetrics: Definition, Scope and Evolution

Unit 4: Sociology of Science and Scientometrics

Unit 5: Organisations Engaged in Scientometrics and Informetrics Studies

Block-2: Informetrics: Elements and Applications

Unit 6: Law of Scattering and its Applications

Unit 7: Rank and Size Frequency Models

Unit 8: Informetrics Phenomena

Unit 9: Analysis of Library Related Data

Unit 10: User Studies

Block-3: Scientometrics: Elements and Applications

Unit 11: Laws of Scientific Productivity

Unit 12: Growth and Obsolescene of Literature

Unit 13: Science Indicators

Unit 14: Mapping of Science

Block 4: Techniques and Modeling in Informetrics and Scientometrics

Unit 15 : Elements of Statistics

Unit 16 : Probability Distributions and their Applications

Unit 17 : Regression Analysis

Unit 18 : Cluster Analysis and Factor Analysis

MLIE-106: PUBLIC LIBRARY SYSTEM AND SERVICES

Block-1: Public Library: Basic Concepts

Unit 1: Public Library: Origin and Growth

Unit 2: Public Library and Society

Unit 3: Agencies in the Promotion and Development of Public Library System

Unit 4: National Library Policy and Library Legislation

Block-2: Public Library System: Resource Development

Unit 5: Development Plans and Resource Mobilisation

Unit 6: Financial Resources

Unit 7: Physical and Documentary Resources

Unit 8.: Human Resources

Block-3: Management of Public Library System

Unit 9: Organisational Structure of Public Library System

Unit 10: Planning and Administration of Public Libraries

Unit 11: Public Library Norms, Standards and Guidelines

Unit 12: Governance of Public Libraries

Unit 13: Performance Evaluation

Block-4: Public Library Services

Unit 14: Types of Library Services

Unit 15: Application of Information Technology in Public Library Services

Unit 16: Resource Sharing Networking

Unit 17: Public Library Scenario in India, UK, USA and Canada

MLIP-002 PROJECT WORK/DISSERTATION

LIST OF SOME USEFUL VIDEO PROGRAMMES FOR MLIS STUDENTS

Four video programmes have been developed by the faculty to supplement the course materials of MLIS Programme. The titles of these programmes are given below:

1) Digital Library

2) Content Development in Digital Environment

3) Library and Information Networking

4) National Information Infrastructure

GUIDELINES FOR MLIS SEMINAR SESSIONS

The continuous evaluation of MLIS Programme consists of two components:

i)   Tutor Marked Assignments (TMAs), one for each course

ii)   Seminar/Practical

Submission of TMAs and participation in Seminars/Practical is compulsory to qualify for the Term End Examination.

Out of 9 courses, 8 courses will have seminar/practical components. Four (4) Core Courses will have practical components. Two other Core Courses and 2 Electives will have seminars. The students will have to participate in one seminar session for each of the four courses (two core and two electives selected by them).

Courses with Seminar Component

Core Courses

MLI-101:   INFORMATION, COMMUNICATION AND SOCIETY

MLI-102:   MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Electives

MLIE-101:   PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

MLIE-102:   RESEARCH METHODOLOGY

MLIE-103:   ACADEMIC LIBRARY SYSTEM

MLIE-104:   TECHNICAL WRITING

MLIE-105:   INFORMETRICS AND SCIENTOMETRICS

MLIE-106   PUBLIC LIBRARY SYSTEM AND SERVICES

Operational Modality

The total duration for each seminar session will be four hours. Two topics will be taken up for discussion in each session. Each session will be participated by two groups of about twelve students each. The seminar session will be further divided into two parts of two hours duration. In the first part one group (X) will prepare and present a paper, and the other group (Y) will be the observer group, which will interact and participate in the discussion with presenter group (X). In the second part of the seminar session, same process will be reversed where the second group (Y) will present another topic and the first group (X) will observe and respond through interaction.

```
                          Seminar Session
                           (Four Hours)
            ┌─────────────────────────┴─────────────────────────┐
   ┌─────────────────────┐                         ┌─────────────────────┐
   │  TOPIC 1 (TWO HOURS) │                         │  TOPIC 2 (TWO HOURS) │
   └─────────────────────┘                         └─────────────────────┘
      ┌──────────┴──────────┐                         ┌──────────┴──────────┐
 ┌──────────┐       ┌──────────┐               ┌──────────┐       ┌──────────┐
 │ GROUP X  │       │ GROUP Y  │               │ GROUP X  │       │ GROUP Y  │
 └──────────┘       └──────────┘               └──────────┘       └──────────┘
      │                  │                            │                  │
┌─────────────┐   ┌─────────────┐            ┌─────────────┐   ┌─────────────┐
│ Preparation │   │ Observation │            │ Observation │   │ Preparation │
│    and      │   │    and      │            │    and      │   │    and      │
│Presentation │   │Participation│            │Participation│   │Presentation │
└─────────────┘   └─────────────┘            └─────────────┘   └─────────────┘
```
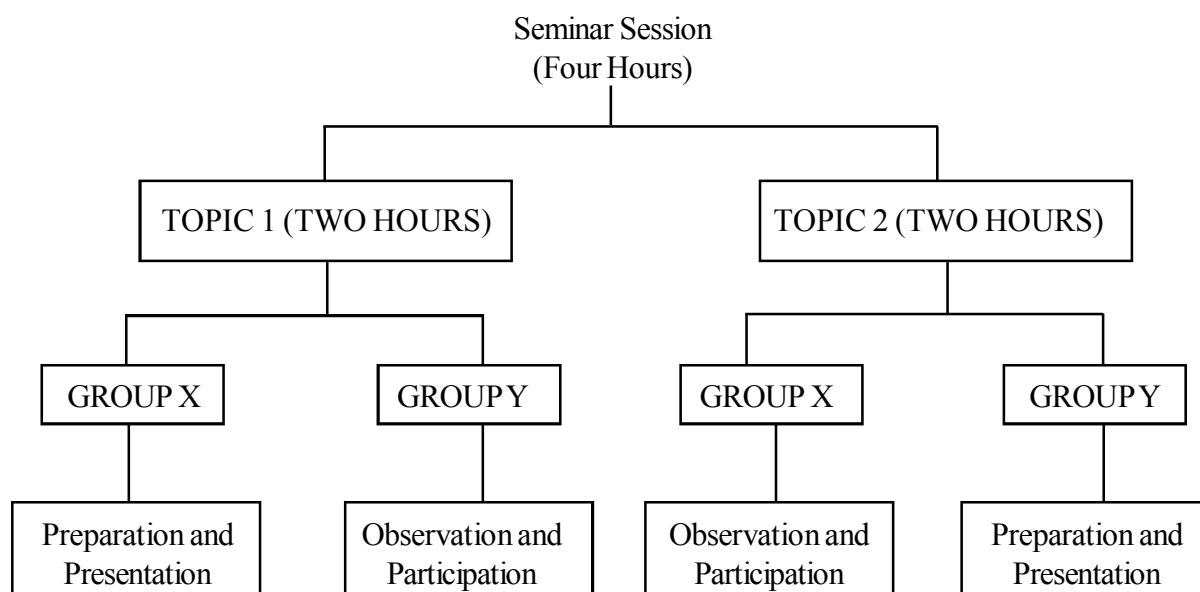
The topics for the seminar will be provided by the counsellors (model topics are enclosed along with these guidelines). The Programme In-charges (PICs) will allot the topics to different groups of students. The concerned counsellors will guide the students in identification of sources and preparation of the discussion paper.

Seminar Assessment

The PIC and the concerned counsellor will be present throughout the seminar session. They will moderate over the sessions and also evaluate the students' performance on the basis of their presentation of the topic and participation in the discussion. The total marks for the seminar is 50 and the students' performance will be evaluated on the basis of group assessment as well as individual assessment. The marking scheme will be as follows:

a) Pre-seminar Preparation (10 marks): The involves identification of sources from course materials as well as periodical literature and other sources available. The main theme of the topic will be divided into smaller parts and each student belonging to a particular group has to prepare for one part. The efforts made by each student will be consolidated into a complete discussion paper by the group as a whole.

b) Presentation and participation of the group discussion paper (15 marks): The discussion paper will be presented by the group leader and others will supplement her/him. The marking will be done on the basis of the presentation of the paper and the reaction and participation in the discussion by the presenter group.

c) Participation of the observer group (15 marks): This involves the participation of the observer group in the discussion of the topic and the relevance of the questions asked and the comments and suggestions made. The marking will be done on the basis of the relevant points raised by the individual student and her/his articulation.

d) Report writing (10 marks): After the seminar session each group will have to prepare and submit a report on the topics discussed in the seminar to the concerned counsellor. The marking will be done by the evaluator on the basis of the quality of the report which should reveal the discussions taken place in the seminar. The report should be written in third person and passive voice.

MODEL TOPICS FOR SEMINAR

MLI-101: Information, Communication and Society

1. Post-industrial Society.

2. CODATA Task Group (on Accessibility and Dissemination of Data).

3. Free Flow of Information (Barriers to Information).

4. Information Communication Chain.

5. Information Generation Process.

6. Shannon Weaver Model.

7. Holistic and Spectrum Approaches to Knowledge.

8. Growth Patterns of Disciplines.

9. Role of Information Scientists in Knowledge Utilisation.

10. Components of National Information Policy.

11. Information Economics.

12. Information Society.

13. National Information Infrastructure.

14. Digital Information.

15. Digitisation of Information.

16. Knowledge Professionals.

17. Knowledge Society.

18. Knowledge Management.

MLI-102: Management of Library and Information Centres

1. Management Framework for Libraries.

2. Role of Management Information System (MIS) in Planning and Controlling.

3. Leadership Styles.

4. Library and Information Systems.

5. Time and Motion Studies.

6. Operation Research in Libraries.

7. Management by Objectives (MBO).

8.   Human Resource Management in Libraries.

9.   Human Resource Planning for Libraries and Information Centres.

10. Total Quality Management (TQM).

11. Methods of Financial Estimation in Libraries.

12. Performance Management for Libraries and Information Centres.

13. Change Management Concepts.

14. Organisation Behaviour in Libraries and Information Centre.

15. Implication of e-marketing.

16. Budgetary Control for not-for-profit Organisations.

17. Cost Effectiveness Analysis vs. Cost Benefit Analysis.

18. Information as a Marketable Commodity.

19. Market Segmentation.

Elective Courses

MLIE-101: Preservation and Conservation of Library Materials

1.   Inherent Characteristics of Library Materials and their Preservation.

2.   History of Writing Materials in India.

3.   Preservation and Conservation of Palm Leaf Manuscripts.

4.   Preservation and Conservation of Birch Bark Manuscripts.

5.   Preservation and Conservation of Non-book Materials.

6.   Preservation of Optical Media.

7.   Environmental Factors as Detractors to Library Materials.

8.   Control Measures for Protection of Library Materials from Biological Pests.

9.   Preventive Conservation.

10. Binding for Different Type of Library Materials.

11. Binding Materials.

12. Stages of Binding Process.

13. International Standards for Binding.

14. Indian Standards for Binding.

15. Book Pests.

16. Disaster Management for Libraries.

17. Restoration Procedures for Library Materials.

18. Organisation for Knowledge Preservation.

MLIE-102: Research Methodology

1. The Quest for Solutions to Practical and Theoretical Problems Result in Research Activity.

2. Research in Library and Information Science leads to the Design and Better Management Skills on the Part of an Information Professional.

3. Library Science Research and Development of Operational Skills.

4. Basic Research vs. Applied Research: Objectives and Methods.

5. Research Techniques are Means Rather than Ends in Themselves.

6. Identification of a Research Problem.

7. Survey Analysis and Content Analysis as Methods of Research.

8. Presentation of Results of Research.

9. Time Series and its Components — Contribution to Research Techniques.

10. Steps involved in the Analysis of Data for the Preparation of a Research Report.

11. Drafting of Research Report.

12. Statistical Methods in LIS.

13. Designing a Questionnaire (Real example)

14. Preparing a Proposal (Real example)

15. Preparing a Research Report (Real example)

MLIE-103: Academic Library System

1. Academic Libraries Provide Access to Scholarship.

2. Academic Libraries form the Keystone in the Arch of Higher Education.

3. Role of Academics in Promoting Library Use.

4. Should we Go for Fee or Free Based Library Services in an Academic Library System?

5. Library Governance.

6. Library Collections are Described as "Instructors of Instructors".

7. The Success of an Academic Library Depends Much on its Personnel.

8. Teleconferencing as a Continuing Delivery System.

9. Resource Sharing Avoids Duplication of Money, Manpower and Material.

10. Library Networks Facilitate Sharing and Optimum Use of National and International Information Resources.

11. Resources and Services of INFLIBNET.

12. Role of UGC in Modernising the Library Services.

13. UGC Service Conditions and Pay Scales Enhance the Status of the Professionals.

14. Information Based Learning and Teaching.

15. E-consortia Approach to Academic Libraries.

MLIE-104: Technical Writing

1. Reader-writer Relationship.

2. Aberrations in Technical Writing.

3. Tools for Technical Writing.

4. Preparation of Technical Reports.

MLIE-105: Informetrics And Scientometrics

1. The Journey from Bibliometrics to Informetrics is Characterised by Development in Methods and Techniques Rather Than Objectives and Purposes.

2. Mathematical Models and their Application In Scientometrics and Informetrics.

3. Bibliometrics and Informetrics Laws and their Implications in Library and Information Science.

4. The Development of Science Citation Index is a Landmark for Scientometrics and Informetrics Studies.

5. Measuring Scientific Productivity - Problems and Prospects.

6. Growth and Obsolescence Study of Literature - A Means for Library and Information Centre Management.

7. Science and Technology Indicators - A Tool for Policy and Decision Makers.

8. Understanding Science in Developing Countries - A Methodological Approach Through Scientometrics and Informetrics.

9. Approaches to Modeling in Scientometrics and Informetrics.

MLIE-106: Public Library System And Services

1. Public Libraries Serve as an Instrument of Social Change.

2. Development of Public Libraries Needs an Appropriate Policy at State and National Level.

3. Physical, Financial and Human Resources Constitute an Effective Public Library System.

4. Planning Helps to Systematically Move Towards Achievement of Goals.

5. The Success of Management of Public Library System Depends Much on its Governance.

6. Performance Evaluation is an Important Tool to Measure the Strength and Weakness of Public Library System.

7. Accessibility Plays an Important Role in Providing Library Services.

8. Resource Sharing and Networking among Public Libraries Improve Quality of Library and Information Services.

N.B. The model topics listed for each of the courses are **suggestive and not exhaustive.** The PIC and counsellor in-charge of specific courses have the flexibility to add to or change any of these topics.

All the above mentioned topics may be divided into narrower areas comprising four or five concepts and a group of three students may be asked to take up one area out. of these and make intensive preparation to the extent the local resources allow them. Any explanation or clarification wanted by the second batch of participants must be provided by the individual groups on specific areas thus divided. As an example topic one of course MLI-101 Post-industrial Society can be considered consisting of the following four specific areas:

1. Social framework of Information Society.

2. The coming of Post-industrial Society.

3. Significance of information and the roles of different professionals.

4. Information work-force.

Role of PIC and Counsellor

1. Both PIC and counsellors will divide the total number of students in batches of 25 students each for a seminar session of four hours.

2. Two topics selected by PIC and counsellor will be allotted to the students. One topic for a group of twelve students and the second topic to the remaining group of students.

3. Each topic will be divided into at least four narrower area and each narrower area will be allotted to a sub-group of three students for intensive preparation.

4. The PIC and counsellor will provide guidance for the preparation of the topic. This comprises (a) helping them to find out appropriate references on the topic as a whole and on the specific areas.

5. The students will be asked to come out with short write-up on the specific areas of the topic and these write-ups will be consolidated into a single presentation report by the group with its group leader. The counsellor will extend help to the students in this process.

6. Once this preliminary preparation is over, the date for the seminar will be decided jointly by the PIC as well as the counsellor.

7. The PIC may chair and moderate the discussion and the counsellor may act as observer and provide help in the evaluation and marking of students' performance both in the pre-preparation stage, as well as in the seminar.

8. Once the seminar is over the respective groups may be asked to present the report of the discussion that took place in the seminar. The report should be brief and should indicate the deliberation of the seminar not exceeding in 1500 words. As far as possible, it should be brief and compact. This will be evaluated jointly by the PIC as well as the counsellor.

GUIDELINES FOR MLIS PRACTICAL SESSIONS

Four of the seven core courses are technology- based and have practical components which need practical hands-on experience. The Practical Sessions will be organized for these courses at the concerned Study Centers. The students will have to attend these practical sessions for each of the four courses.

Courses with Technology and Practical Components

Core Courses

MLII-l0l   Information Sources, Systems and Services

MLII-l02   Information Processing and Retrieval

MLII-l03   Fundamentals of Information Communication Technologies

MLII-l04   Information Communication and Technologies-Applications

The Duration of Practical Sessions for these Core Courses is as follows:

MLII-l0l   Information Sources, Systems and Services

        Five sessions of two hours each

MLII -102   Information Processing and Retrieval

        Ten sessions of two hours each

MLII -103   Fundamentals of Information Communication Technologies

        Fifteen sessions of two hours each

MLII-104   Information Communications and Technologies-Applications

        Twenty sessions of two hours each

Total Practical Sessions : 50

Total Hours for Practical Work : 100

A minimum of 75% attendance in the practical sessions is compulsory. A student needs to get a minimum of 40% of marks in practicals to clear the Programme. The practical component of the Programme involves hands on experience of the candidate to the use of modern information communication technology. Some of the broad practical based aspects of the four core courses are listed below:

MLII-101: Information Sources, Systems and Services

1)   Preparation of Information Products (CAS Products) and Services

2)   Searching On-line Databases

3)   Searching CD- ROM Bibliographic Databases

4)   Identify e -Resource Providers in different areas

5)   Find out the activities of Library and Information Networks at National and International level

MLII-102: Information Processing and Retrieval

1) a)   Creation of a database using CDS/ISIS.

   b)   Creation of index to the above database by using CDS/ISIS.

   c)   Generation of catalogue data according to AACR-IIR (either print or display).

2) XML Coding and creation of Web Page.

3) Database searching (Online/Offline) for creation of a bibliography on a particular topic.

MLII-103: Fundamentals of Information Communications and Technologies

1) Acquaintance with different parts of a computer and telecommunication technology used for networking.

2) Various MS-DOS commands.

3) Various functions of Windows Operating System.

MLII-104: Information Communications and Technologies- Applications

1) Searching, using different search options, databases that have been created using WINISIS.

2) Internet searching.

3) Selecting a news alert service from Internet and becoming its member.

4) Using and evaluating search engines.

5) Creation of e-mail accounts and related activities such as, sending-receiving mails, attaching files, etc.

The concerned counsellor will provide the students further details about the practical work. The performance of the student will be evaluated by the concerned counsellor at the study center.

The broad practical aspects listed above are suggestive and not exhaustive. The PIC and counsellor in charge of the specific course have the flexibility to add or to change any of these aspects.

GUIDELINES FOR PROJECT WORK/DISSERTATION

In addition to theoretical, practical and seminar components of eight courses (including electives) of this Programme, a student has to submit Project Work/Dissertation (MLIP-002) which is considered as a full course of 4 credits. The purpose of Project Work/Dissertation is to provide an opportunity to the students to develop skills in the areas which they have studied in the various courses of this Programme. A student has to secure a minimum of **50% pass marks** in **Project Work/Dissertation Course.** For the purpose of Project Work/Dissertation, a student has to work in an area related to any area of her/his courses of study. Students are advised to select a topic for work in consultation with a guide and send the proposal/synopsis to the Programme Coordinator, MLIS for approval. A student may choose her/his guide according to her/his choice. The proposal/synopsis should be accompanied by a biodata of the guide, duly signed by her/him. The minimum qualification of the guide is as follows:

a)   Ph.D in Library and Information Science and in lecturer's grade (UGC) or its equivalent .

<div align="center">Or</div>

b)   Master's Degree in Library and Information Science with two years experience in a library or information centre and in a lecturer's (UGC) scale or its equivalent.

<div align="center">Or</div>

c)   B.E./B.Tech. (Computer Science)/MCA or equivalent - with minimum of two years experience in a reputed library/information centre and similar organisation in lecturer's grade (UGC) or its equivalent.

Submission of Project Work/Dissertation

The Project Project Work/Dissertation should be typed in double space in A4 size paper and be in a bound form. This should include a certificate from the guide stating the fact that the work has been carried out under her/his supervision/guidance. Generally, the report should be in the following format:

1. Certificate
2. Acknowledgements
3. Table of Contents
4. Preface
5. Introduction
6. Review of Literature
7. Objectives
8. Methodology
9. Findings
10. Conclusion
11. Bibliography
12. Index
13. Appendices

Date of Submission

On receipt of the approval, the work may be carried out and final report may be sent to Registrar (SED). The schedule for submission of Proposal and final report is as follows:

Submission of Synopsis to the Programme Coordinator MLIS, Faculty of Lib. & Inf. Sc., SOSS, IGNOU, Maidan Garhi, New Delhi - 110 068	July 2016 session - 30th Nov, 2016 Jan 2017 session - 31st May, 2017
Submission of the Project Report (one copy) to: The Registrar (SED) IGNOU, Maidan Garhi New Delhi - 110 068	Before 30th April (For June Term-End Examination) Before 1st October (For December Term-End Examination)

Student are advised to read the Project Work/Dissertation Guide properly before taking up research work for Project Work/Dissertation course.

SOME FORMS FOR YOUR USE

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

> **Note:** **For Information on Regional Centres (RCs) and Study Centres (SCs) please visit IGNOU Website http://www.ignou.ac.in**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM

Programme :

Enrolment No. :

Name :

Course Code :   Medium : English/Hindi

S.No.	Assignment No.

FOR OFFICE USE ONLY

Sr. No. :

Signature of the receiver

Date :

Seal

Signature of the Student
Date :

Programme :

Enrolment No. :

Name :

Course Code :   Medium : English/Hindi

For Office Use Only

Sr. No. :

Date of Receipt :

Name of Evaluator :

Date of despatch to the Evaluator :

Date of receipt from Evaluator :

Sig. of dealing Accountant
Date :

Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.
2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

Programme Code

Date Change effective from

Existing Study Centre Code

New Study Centre Code :

Enrolment Number

Name

New Address

Town

State   Pin

State Code   (See Code List 2 of Guide to Applicant)

Signature :   Date :

If you change your address please complete the form using block capitals and indicating :

Programme of Study
Enrolment Number
Name
New or Corrected Address inlcuding Pin
New Study Centre Code
Choice for Medium of Study
Date of Change

For change/correction of address and change of study centre the form should be mailed to :

The Regional Director of your region.

NOTE : TWO FORMS ARE PRESENTED IN THIS PAGE, USE THE RELEVANT FORM ONLY.

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To

The Regional Director

_____

_____

_____

Sub.:   1. **Change of Medium of Study**
             2. **Change of Courses of Study**

Enrolment No.: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

1.   Change of Medium: From _____ to _____

2.   Change of courses of study as per following details:

Title of the Course offered at the time of Registration	Medium	New Course to be offered	Medium

Fee Details: Demand draft is to be made in the name of IGNOU payable at the city of your Regional Centre.

Demand Draft No. _____ Dated_____

Amount Rs. _____ Drawn on _____

Signature:

Name   _____

Address: _____

            _____

            _____

Phone &

Email_____

To

The Regional Director

_____

_____

_____

Sub : Non-receipt of Study Material & Assignments

Enrolement 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 is my address given as follows :

Name and Address :   ....   Signature :   ....

....   Date   :   ....

....

....

For Official Use

Date of despatch of study material/assignments to students ....

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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No. ☐☐☐☐☐☐☐☐☐

Programme Title ....

Regional Centre ....

Name   ....

Father's Name   ....

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

Mailing Address   ....

                                   ....

                                   ....

                                   ....

(Please Enclose a copy of your complete grade card.)

Filled in Application Form should be sent to:

The Registrar (Student Evaluation Division)
IGNOU,
Maidan Garhi,
New Delhi-110068

Date ....
                                                        Signature

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Blank

Please read the instructions overleaf before filling up this form :

Indira Gandhi National Open University
New Delhi
REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No. [ ][ ][ ][ ][ ][ ][ ][ ][ ]   Study Centre Code [ ][ ][ ][ ]

Write in BLOCK CAPITAL LETTERS only

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

Please indicate course, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

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

....   Date ....

....

.... PIN

For Official Use Only :

Date of Despatch of Assignments to student ....

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.

2. Assignments should be demanded only if your registration for that course (subject) is valid.

3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/title, Name of Semester/year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.

4. Submission of assignment within due dates is pre-requisite for appearing in the term end examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.

5. You can appear in term end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).

6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).

7. Please do not submit your assignment responses twice either at the same Study Centre or at different study Centres for evaluation.

Please mail this form to the Regional Director of your Regional Centre

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM JUNE / DECEMBER - 201___

EXAM FORM

Serial No.

Control No.

INSTRUCTIONS
1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Programme Code   **Regional Centre Code**   **Study Centre Code**

Enrolment No.   **Exam Centre Code** (Where you wish to appear in Exam)

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

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

City   District

State   Pin Code

MOBILE NO.

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes. FEE ₹ 120/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.

S.No.	Course Code	S.No.	Course Code
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

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

Total No. of		Total Amount
Theory Courses	₹ × 120	
Practical Courses	₹ × 120	
Late Fee		
TOTAL		

1. Draft No.

Amount

2. Draft No.

Amount

Date   /   /

Issuing Branch ————————————————

Payable at (Regional Centre under which your exam centre falls)

SIGNATURE OF THE STUDENT
(within the Box only) ☞

ISSUING BANK

Dates for Submission of Exam Forms				
FOR JUNE TEE	**LATE FEE**	**FOR DEC TEE**	**LATE FEE**	**Submission of Exam Form**
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	**ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS**
01 April to 30 April	₹ 500/-	01 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:
- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI…etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 120/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE :
Examination fee per course is	-	**₹120/- (Examination fee once paid will not be refunded/adjusted in any case)**
Examination form to be submitted at	-	**Regional Centre under which your examination centre falls**
Demand draft to be made in favour of	-	**IGNOU and payable at the city where submitting the exam form**

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM
1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. 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).
3. 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.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hal Ticket;
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. 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.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION
I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is 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)**

Phone No. (R) _____ Mobile No._____ Email Id_____

Phone No. (O) _____

(with STD code)

AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF
STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/
COMMUNITY COLLEGE

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code_____   **(Signature & Stamp of Co-ordinator/Incharge)**
Date _____   **Study Centre/PSC/PI/Community College**

![ignou THE PEOPLE'S UNIVERSITY]

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name : ....

Programme : ....

Enrolment No. ☐☐☐☐☐☐☐☐☐

Address:...

....

....

PIN : ☐☐☐☐☐☐

Month and Year of the Exam : ....

Name of Exam Centre: ....

Centre Code : ....

Course, in which Re-evaluation is sought	COURSE CODE	TITLE OF THE COURSE
	....	....
	....	....
	....	....
	....	....

Fee detail:
(The fee for Re-evaluation of answer script is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

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

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

Issuing Bank: ....

Date: ....   **Signature of the student**

(P.T.O)

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RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.

2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.

3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.

4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.

5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.

6) On the top of the envelope containing the prescribed application form,

Please mention **'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'**

7) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name ....

Enrolment No.

Address   ....

....

....

....

Pin

Programme ....

Month and Year of the Exam. ....

Centre from where appeared at
last examination ....

Bank Draft / IPO No. .... Dated...

for Rs. 200/- in favour of IGNOU, New Delhi ....

....
Signature

Dated ....

Note : Fee for duplicate grade card Rs.200/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

Blank

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

1. Name : ....

2. Father's/Husband's Name :...

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

4. Particulars of last examination ....

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

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

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

   Draft Details

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

   Bank Name _____ Place of Issue _____

(To be filled in by the Admissions Division)

1. The information furnished by Shri/Smt./Km. _____ is correct as per scholar register.

2. He/She may be issued the Migration Certificate applied for _____

Date _____ Dealing Assistant_____ Section Officer _____

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

Received the Migration Certificate No. _____ dated _____

Date: _____   Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 400/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.

2. At the time of submission of the application for issue of Migration Certificate the student 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 issued on payment of Rs. 400/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

"I, _____Son/daughter/wife 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 same for joining any other University. In case the lost Migration Certificate

is found, I shall deposit the same to the University".

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068
FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE

Note: For Instructions, please see reverse.

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

Sir,

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

       The prescribed fee of Rs. 750.00 is submitted herewith.

The required particulars are given below:

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

                          (in Hindi) : _____

Father's Name (in Block Letters): _____

Programme : [_____]   Enrolment Number: [_____]

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

Result: _____   Grade/Division _____

Name of the Study Centre   : _____

Name of the Regional Centre   : _____

& other particulars   : _____

Full Permanent Address of student : _____

_____

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

                              Yours faithfully.

                          Signature of the Student

                Postal Address _____

                _____

                Date:

I Certify that the above entires made by the applicant are correct.

Signature of Regional Director
With Stamp

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

1. The form should be filled in duplicate legibly and signed by the candidate

2. The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and duplicate copy will be sent through the Regional Director concerned.

3. A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of an affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost destroyed or defaced and on payment of the fee prescribed.

4. In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times, on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the University has been lost or destroyed, and on payment of the fee as prescribed for the issue of duplicate copy.

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

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

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

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

<div style="text-align:right">

Deponent

Signature_____
Address _____
</div>

Verification

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

<div style="text-align:right">

Deponent
</div>

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name: ....

2. Programme: Enrolment No:

3. Address: ....

    ....

    .... Pin

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

    Total marks/Overall point grade obtained   Percentage obtained

    ....

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

5. Courses(s), in which   **COURSE CODE**   **COURSE CODE**
    improvement is sought:

                                  1. ————————————   4. ————————————————

                                  2. ————————————   5. ————————————————

                                  3. ————————————

6. **Fee details:**

    (The fee for Improvement in Division/Class is Rs. 750/- 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. 750/-   =   Total Amount: …..........................

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

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

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

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

    Exam. Centre Code………………   City/Town ....

    ....

UNDERTAKING

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

Date:...........................   Signature…………………..

Place: ………………..   Name:……………………...

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RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

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

    a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
    b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.

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

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

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

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

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

7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.

8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.

9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.

10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.**

11. Application form must reach within the prescribed dates at the following address:-

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

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

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

1. Name : ....

2. Programme: [_____]   Enrolment No: [_____]

3. Address: ....

....

.... Pin [_____]

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

....

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

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

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

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

Exam. Centre Code: [_____]   Address of Exam. Centre: _____

_____

_____

_____

7. **Fee detail:**

(The fee for early declaration of result is Rs. 1000/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): ……….………… × Rs. 1000/-   =   Total Amount: …..........................

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

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

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

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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

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

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

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

4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

1. Name …………………………………………………………………………………......................

2. Programme: [   ]   Enrolment No: [ ][ ][ ][ ][ ][ ][ ][ ][ ]

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

…………………………………………………………………………………………..................

………………………………………………….......................... Pin Code

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

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

b) Exam Centre Code: ....

c) Exam Centre Address: ………………………………………………....................................

…………………………………………....…………………………..................

…………………………………………....…………………………..................

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

5. **Fee details:**

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

No. of Course(s): …………..…… X Rs. 100/-   =   Total Amount: ....….….....

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

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

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

UNDERTAKING

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

Date: ....   Signature ....

Place: ....   Name: ....

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

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

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

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

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name : ....

2. Programme: [   ]   Enrolment No: [ ][ ][ ][ ][ ][ ][ ][ ][ ]

3. Address: ....

   ....

   .... Pin [ ][ ][ ][ ][ ][ ]

4. Purpose for which: ....
   transcript is required ....

5. **Fee detail:**
   Fee for the official transcript:-
   Rs. 200/- per transcript, if to be sent to the student/institute in India.
   Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
   (The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

   No. of transcript(s): …………..…… X 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 (attached a separate list, if required)
   ....
   ....
   ....

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

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

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

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

Blank

Information for Statistical Purpose, Students are required to fill-up this Annexure Compulsorily

1. Name of Student : ....

2. Enrolment No. ☐☐☐☐☐☐☐☐☐

3. Programme Code: ☐☐☐☐☐☐

4. Categoy: (Corss (×) the appropriate Box only)

   General ☐   ☐   SC ☐   ST OBC ☐

5. Whether Kashmiri Migrant: (Cross (×) if applicable): ☐

6. Whether Physically handicapped: (Cross (×) if applicable) ☐

7. Whether minority: (Cross (×) if applicable) ☐

8. Social Status: (Cross (×) if applicable Box only)

   Ex-serviceman ☐   War-widow ☐   Not applicable ☐

9. Employment Status : (Cross (×) if applicable Box only)

   ☐   ☐   ☐   ☐

   Unemployed   Employed   IGNOU Employee   KVS Employee

10. Religion : (Cross (×) if applicable Box only)

   ☐   ☐   ☐   ☐   ☐   ☐   ☐   ☐   ☐

   Hindu Muslim Christian Sikh Jain Buddhist Parsi Jews Others
   (please specify
   _____)

11. Details of Scholarship being received, if any.

   (a) Amount (Annually)   (b) Govt./Deptt.   (c) Family income (yearly)

   Rs.   Rs.

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

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

Indira Gandhi National Open University
Student Satisfaction Survey

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

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. .... Name ....

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

Programme of Study ....

Year of Enrolment .... Year of Completion ....

Regional Centre .... State .... Study Centre ....

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

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material					
2.	The learning materials were received in time					
3.	Supplementary study material (like video/audio) available					
4.	Academic counsellors explain the concepts clearly					
5.	The counselling sessions were interactive					
6.	Changes in the counselling schedule were communicated to you on time					
7.	Examination procedures were clearly given to you					
8.	Personnel in the study centres are helpful					
9.	Academic counselling sessions are well organised					
10.	Guidance from the Programme Coordinators and Teachers from the School0					
11.	Assignments are returned in time					
12.	Feedback on the assignments helped in clarifying the concepts					
13.	Project proposals are clearly marked and discussed					
14.	Studying in this programme provided the knowledge of the subject					
15.	Results and grade card of the examination were provided on time					
16.	Overall, I am satisfied with the programme					

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