

PROGRAMME GUIDE

DIPLOMA IN FISH PRODUCTS TECHNOLOGY (DFPT)



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

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

This booklet contains relevant information in brief about the Programme on “Diploma in Fish Products Technology” and the entire admission and examination procedures.

RECOGNITION

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

The “Diploma in Fish Products Technology” has been developed by the School of Agriculture, Indira Gandhi National Open University, New Delhi under the project “Open Learning Interventions for Development of Customized Open Learning Education/Training Packages for Development of competent and Productive Human Resources for Food Processing” sponsored by the Ministry of the Food Processing Industries, Government of India.

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

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1. THE UNIVERSITY

1.1 Introduction

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

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

1.2 Prominent Features

IGNOU has certain unique features such as:

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

1.3 Important Achievements

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

1.4 The Schools of Studies

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

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

1.5 Academic Programmes

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

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

- diversification and updation of knowledge, and
- empowerment.

1.6 Course Preparation

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

1.7 Credit System

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

1.8 Student Support Services

In order to provide individual support to its learners, the University has a large number of Study Centres throughout the country. These are coordinated by 62 Regional Centres as on date. The list of Regional Centres is given in the Appendix-I. At the Study Centres / Programme Study Centres (Programme specific study centers are known as Programme Study Centre), the students interact with Academic Counsellors and other students, refer to books in the Library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters.

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

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

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

Every Study Centre has a Coordinator to coordinate different activities at the center, an Assistant Coordinator

and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide counselling and guidance to the students in the subjects.

1.8.1 Programme Study Centres perform the following major functions

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

1.9 Instructional System

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

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

1.10 Programme Delivery

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

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

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

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

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

There will be 20 theory and 80 practical counselling sessions for the entire programme at the selected Programme Study Centre. The practical counselling sessions will cover the practical exercises for six courses. The participation in practical counselling is compulsory as the experiments are graded.

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

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

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

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

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

2. UNIVERSITY RULES

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

2.1 Educational Qualifications Awarded By Private Institutions

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

2.2 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. **The form is to be submitted to the Regional Director concerned**

ONLY on or before the due date. The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

2.3 Validity of Admission

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

2.4 ‘Walk in Admission’ for Programmes

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

For January Session:

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

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

For July Session:

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

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

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

2.5 Simultaneous Registration

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

2.6 Re-admission

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional time of 1 year duration.

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

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

2.7 Foreign Students

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

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

2.8 Reservation

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

2.9 Refund of Fee

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

Fee once paid will not be refunded under any circumstances.

2.10 Counselling and Examination Centre

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

2.11 Change/Correction of Address and Study Centres

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

2.12 Change of Region

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

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

2.13 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the **first year ONLY**, on payment of Rs. 200/- plus Rs. 200/- per 2/4 credit course and Rs. 400/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs. 200/- plus Rs. 400/- per 2/4 credit course and Rs. 800/- per 6/8 credit course. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of medium should be addressed to the concerned Regional Centre only as per schedule.

2.14 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not received the same for any reason whatsoever, the University shall not be held responsible for it. **In case, a student wants to have assignments, he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in.** In case of non-receipt of study material, students are required to write to concerned Regional Centre.

2.15 Disputes on Admission and other University Matters

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

2.16 Recognition

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

3. SCHOOL OF AGRICULTURE

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

Objectives

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

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

3.1 Programmes on Offer

(a) PG Programmes

1. Ph.D. in Agriculture Extension (Ph.D AgE)
2. Ph.D. in Dairy Science and Technology (PHDDR)
3. PG Diploma in Food Safety and Quality Management (PGDFSQM)
4. PG Diploma in Plantation Management (PGDPM)
5. PG Certificate in Agriculture Policy (PGCAP)

(b) Diploma Programmes

6. Diploma in Value Added Products from Fruits and Vegetables (DVAPFV)
7. Diploma in Dairy Technology (DDT)
8. Diploma in Meat Technology (DMT)
9. Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds (DPVCPO)
10. Diploma in Fish Products Technology (DFPT)
11. Diploma in Watershed Management (DWM)

(c) Certificate Programmes

12. Certificate in Organic Farming (COF)
13. Certificate in Sericulture (CIS)
14. Certificate in Water Harvesting and Management (CWHM)
15. Certificate in Poultry Farming (CPF)
16. Certificate in Beekeeping (CIB)

(d) Awareness Programmes

17. Awareness Programme on Dairy Farming for Rural Farmers (APDF)
18. Awareness Programme on Value Added Products from Fruits and Vegetables (APVPFV)
19. Certificate Programme on Integrated Pest Management Technology on Potato Cultivation (CIPMT-Non Credit)
20. Short Term Training Programme for Farmers of Betel-vine

3.2 Programmes under Development

(a) PG Programmes

1. Masters in Agri-Business Management
2. PG Diploma in Agriculture Policy (PGDAP)
3. PG Diploma in Food Technology (PGDFT)

(b) Vocational and Entrepreneurial Programmes

4. Diploma in Animal Husbandry (DAH)
5. Certificate in Bamboo Use, Technologies & Enterprise Development
6. Certificate in Rattan Use, Technologies & Enterprise Development

4. DIPLOMA IN FISH PRODUCTS TECHNOLOGY (DFPT)

The fisheries sector makes an important contribution to the national economy of a developing country like India. Apart from providing food and employment to thousands of rural people, it also helps us earn the much needed foreign exchange. India has now emerged as one of the largest producers of fish in the world. Due to the awareness that fish is very valuable as a cheaper source of protein as well as health food, the consumption of fish has increased. The increase in demand for fish has also led to modernization of fish capture techniques. Since fresh fish can get spoiled very quickly the development of technology for post-harvest preservation and methodology to convert fish to value added Products have also become popular in recent times. Value addition helps in getting high price for the fishery Products.

The time has come, that the fish processing companies have to improve their Production and Products diversification by employing managerial skills and latest technological innovations to enhance their Productivity to become globally competitive. This calls for capacity building in the fisheries sector especially at the supervisory/managerial levels. This diploma course will help to develop and strengthen human resources who have the basic knowledge and technical proficiency in post harvest management, processing, value addition, quality control and marketing of fish and fishery Products. The human resource developed will also be able to start their own entrepreneurship and thus become partners in the overall development of the country.

4.1 Objectives

The main objective of the programme is intended to:

- develop and strengthen human resource by infusing and imparting knowledge and skills in Value Added Fish Products;
- training of personnel for self-employment and creating awareness and competency in the fish processing as well as fish Products preparation; and
- impart basic knowledge and technical proficiency in Post-Harvest Management, primary processing of fish, value addition, quality control and marketing.

4.2 Programme Structure

It shall be One Year duration Diploma programme of 32 credits and consist of seven courses. In order to be eligible for the award of the certificate, a student has to complete the following 7 courses equivalent to 32 credits (1 credit is equal to 30 study hours).

Sl. No.	Course Code	Title of the Course	Credits
1.	BPVI-041	Introduction to Fish, Processing, Packaging and Value Addition	6 (4+2)
2.	BPVI-042	Mince and Mince Based Products	4 (2+2)
3.	BPVI-043	Coated Products	6 (2+4)
4.	BPVI-044	Fish By-Products and Waste Utilization	6 (2+4)
5.	BPVI-045	Quality Assurance	4 ((2+2)
6.	BPV -046	Marketing and Entrepreneurship Development	4 (4+0)
7.	BPVL-047	Training and Field Visits	2 (0+2)
		Total	32 (16+16)

4.3 Syllabus of the Programme

Code: BPVI-041 INTRODUCTION TO FISH, PROCESSING, PACKAGING AND VALUE ADDITION

Sl. No.	Block & Unit
Block 1	Fish as Food
Unit 1	Introduction to Fisheries
Unit 2	Composition and Nutrition
Unit 3	Fish Spoilage
Unit 4	Fish Handling and Chill Storage
Block 2	Fishery Products
Unit 5	Products of Commerce
Unit 6	Dried, Cured and Smoked Products
Unit 7	Frozen Products
Unit 8	Heat Processed Products
Block 3	Packaging and Value Addition of Fishery Products
Unit 9	Packaging Materials
Unit 10	Types of Packaging Systems
Unit 11	Packaging Requirements for Value Added Fish Products and Safety of Packaging Materials for Food Contact Applications
Unit 12	Value Addition

PRACTICAL MANUAL

Experiment No.	Title of the Experiment
Experiment 1	Quality Evaluation of Commercial Marine Fishes and Shellfishes in a Fish Landing Centre
Experiment 2	Estimation of the Proximate Composition of a Fish
Experiment 3	Chemical Estimation of Freshness of Fish and Shellfish
Experiment 4	Handling Techniques of Fish on-Board a Fishing Vessel
Experiment 5	Preparation of Frozen Fish and Shellfish Products
Experiment 6	Production of Cured and Smoked Fish Products
Experiment 7	Canning of Oil Sardine in Oil/Brine
Experiment 8	Preparation of Salted and Dried Fish
Experiment 9	Chilling of Fish using Ice
Experiment 10	Estimation of Different Types of Spoilages on a Fish Sample
Experiment 11	Quality Evaluation of Frozen Fishery Products
Experiment 12	Testing of Packaging Materials Used in Fish Products
Experiment 13	Packaging Requirements for Value Added Fish Products - A Survey
Experiment 14	Survey of Value Added Fish Products Available in Local Supermarkets

Code: BPVI-042 MINCE AND MINCE BASED PRODUCTS

Sl. No.	Block & Unit
Block 1	Fish Mince
Unit 1	Production of Fish Mince
Unit 2	Storage and Shelf Life
Unit 3	Utilization
Block 2	Surimi
Unit 4	Definition, Raw Materials, Processing and Storage
Unit 5	Surimi Based Products
Unit 6	Grading and Quality Considerations of Surimi

PRACTICAL MANUAL

Experiment No.	Title of the Experiment
Experiment 1	Experimental Protocols in the Manual Preparation of Fish Mince
Experiment 2	Procedural Methodologies of the Commercial Preparation of Fish Mince using Machinery
Experiment 3	Preparation of Fish Cutlets using Fish Mince
Experiment 4	Determination of the Effect of Frozen Storage Temperature on the Storage Stability of Fish Mince
Experiment 5	Procedural Protocols of the Production of Surimi
Experiment 6	Estimation of the Quality of Surimi
Experiment 7	Procedural/Protocols of Preparation of Kamaboko from Surimi
Experiment 8	Procedural/Protocols for Preparation of Analogue Products in a Modern Commercial Unit

Code: BPVI-043 COATED PRODUCTS

Sl. No.	Block & Unit
Block 1	Battering and Breading
Unit 1	Batter
Unit 2	Breadings
Unit 3	Process
Block 2	Process Line
Unit 4	Equipment for Coated Products, Freezing and Storage
Unit 5	Quality of Coated Products
Block 3	Types of Products
Unit 6	Whole Fish and Shell Fish Based
Unit 7	Moulded Products

PRACTICAL MANUAL

Experiment No.	Title of the Experiment
Analytical Procedures	
Experiment 1	Determination of Viscosity of Batter
Experiment 2	Determination of Fish Flesh Content (FFC) in Frozen Coated Fish Products
Experiment 3	Sensory Evaluation of Coated Fish Products
Experiment 4	Formulation of a Simple Batter Mix
Experiment 5	Preparation of Bread Crumbs from Loaves
Protocols for the Preparation of Coated and Stuffed Products from Fish and Shrimp	
Experiment 6	Preparation of Deskinning and Deboned Fish Fillets
Experiment 7	Preparation of Coated Fish Fillets
Experiment 8	Preparation of Fish Steaks
Experiment 9	Preparation of Fish Fingers
Experiment 10	Preparation of Coated Fish Balls
Experiment 11	Preparation of Peeled and Deveined Shrimp for Coated Products
Experiment 12	Preparation of Coated Fantail Round Shrimp
Experiment 13	Preparation of Coated Butterfly Shrimp
Experiment 14	Preparation of Coated "Nobashi" Shrimp
Experiment 15	Preparation of Breaded "Peeled and Deveined Shrimp"
Experiment 16	Preparation of Coated Squid Rings
Experiment 17	Preparation of Coated Stuffed Squid
Experiment 18	Preparation of Coated Products from Mussel, Clams and Oysters
Experiment 19	Preparation of Crab Meat Balls and Crab Claw Balls
Machinery Used for the Preparation and Storage of Coated Fishery Products	
Experiment 20	Fish Meat Bone Separator
Experiment 21	Batter and Breading Machine
Experiment 22	Silent Cutter
Experiment 23	Air Blast Freezer

Code: BPVI-044 FISH BY-PRODUCTS AND WASTE UTILIZATION

Sl. No.	Block & Unit
Block 1	Fish Meal and Oil
Unit 1	Production of Fish Meal and Oil
Unit 2	Uses of Fish Meal and Oil, Quality and Storage
Block 2	Other By-Products
Unit 3	Bech-de-mer, Isinglass, Shark Fin, Shark Fin Rays and Squalene
Unit 4	Seaweeds based Products
Block 3	Other Speciality Products
Unit 5	Fish Flakes, Fish Sauce and Fish Soup Powder
Unit 6	Fish Noodles and Pickles
Block 4	Waste Utilization
Unit 7	Chitin, Chitosan and Glucosamine
Unit 8	Silage and Shark Skin
Unit 9	Nutraceuticals and Miscellaneous Products

PRACTICAL MANUAL

Experiment No.	Title of the Experiment
Experiment 1	Preparation of Fish Meal
Experiment 2	Familiarization with Fish Meal Manufacturing Equipments
Experiment 3	Extraction of Fish Body Oil
Experiment 4	Extraction of Shark Liver Oil
Experiment 5	Identification of Commercially Important Sea Cucumbers
Experiment 6	Preparation of Beche-De-Mer
Experiment 7	Collection and Drying of Air Bladder
Experiment 8	Preparation of Isinglass
Experiment 9	Collection and Drying of Shark Fin
Experiment 10	Preparation of Shark Fin Rays
Experiment 11	Identification of Commercially Important Seaweeds
Experiment 12	Extraction of Agar
Experiment 13	Preparation of Sodium Alginate
Experiment 14	Estimation of Properties of Seaweed Gums
Experiment 15	Preparation of Fish Flakes/Wafers

Experiment 16	Preparation of Fish Soup Powder
Experiment 17	Preparation of Prawn Pickle
Experiment 18	Extraction of Chitin from Prawn Shell
Experiment 19	Preparation of Chitosan
Experiment 20	Preparation of Fish Silage
Experiment 21	Collection and Drying of Shark Skin

Code: BPVI-045 QUALITY ASSURANCE

Sl. No.	Block & Unit
Block 1	Criteria for Food Safety and Quality
Unit 1	Introduction to Food Safety and Quality
Unit 2	Spoilage Indices
Unit 3	Food Safety Hazards
Block 2	National and International Standards
Unit 4	Prevention of Food Adulteration Act (PFA)
Unit 5	National Standards
Unit 6	International Standards
Block 3	Methods of Quality Assurance
Unit 7	HACCP
Unit 8	ISO 22000 and ISO 17025
Block 4	Quality Evaluation
Unit 9	Sensory Evaluation
Unit 10	Chemical and Microbial Methods of Evaluation

PRACTICAL MANUAL

Experiment No.	Title of the Experiment
Experiment 1	Estimation of Iron in Water (used in Fish Handling and Processing)
Experiment 2	Estimation of Total Dissolved Solids in Water (used in Fish Handling and Processing)
Experiment 3	Estimation of Chlorides in Water (used in Fish Handling and Processing)
Experiment 4	Estimation of Total Hardness in Water (used in Fish Handling and Processing)
Experiment 5	Estimation of Sulphates in Water (used in Fish Handling and Processing)
Experiment 6	Estimation of Nitrate in Water
Experiment 7	Heterotrophic Plate Count (Pour Plate Methods)
Experiment 8	Basis of Heavy Metal Detection in Fish Samples

Code: BPV-046 MARKETING AND ENTREPRENEURSHIP DEVELOPMENT

Sl. No.	Block & Unit
Block 1	Basics of Marketing
Unit 1	Overview and Types of Marketing
Unit 2	Major Functions of Marketing
Unit 3	Marketing Functionaries and Channels
Unit 4	Marketing Efficiency
Block 2	Economics for Marketing
Unit 5	Demand and Supply
Unit 6	Production Economics
Unit 7	Financial Management Measures
Unit 8	Price Analysis
Block 3	Marketing Management
Unit 9	Market Planning and Research
Unit 10	Consumer Behaviour
Unit 11	Sales Management and Promotion
Unit 12	Institutional Arrangements for Marketing
Block 4	Human Resource Development for Marketing
Unit 13	Empowerment
Unit 14	Entrepreneurship
Unit 15	Economics of Production of Value Added Products
Unit 16	Establishment of Production Unit and Formulation of Bankable Projects

Code: BPVL-047 TRAINING AND FIELD VISITS

Hands-on training for 15 days in a fish processing plant and field visit.

4.4 Eligibility for Admission

- Senior Secondary Pass Outs
- BPP (Under IGNOU / OLS Mode)
- 10th pass may enrol simultaneously for the BPP and Diploma programme.

4.5 Medium of Instruction

Diploma in Fish Products Technology will be offered by the University in English. Gradually, the programme will be offered in Hindi and other regional languages depending on the demand.

4.6 Target Group

- Rural Youth
- Workers/ technicians working in fish and fish processing industry including fishermen

- Small and medium entrepreneurs
- Fish processors in an unorganized sector
- Personnel working in processing plants, NGO functionaries/trainers and farmers

4.7 Duration

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

4.8 Programme Fee

The fee for the Diploma Programme is Rs. 10,800.

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

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

4.9 Programme Study Centre

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

4.10 Other Useful Information

The Student Handbook and Prospectus covers the following:

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

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

5. STUDY MATERIAL

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

5.1 How to Study Print Material?

a) Theory

While going through the syllabi of courses, you must have noted that each course has been divided into 3-4

blocks for a 4 credit course. Each block has 2-4 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

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

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

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

b) Practical Manual

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

5.2 Audio-Video Material

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

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

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

5.3 Counselling

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

There will be 20 theory and 80 practical counselling sessions for the entire programme at the selected Programme Study Centre. Each counselling session will be of 2½ hours duration for theory and 4 hours duration for practicals. The detailed programme of the counselling sessions will be prepared by the coordinator of the Programme Study Centre.

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

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

5.4 Teleconferencing

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

5.5 Practical Sessions

The practical component of this programme has been designed to build on the theory text giving you an exposure of practical experiences and knowledge in the various areas/field of Fish Processing, Products Development and Value Addition. This practice will help you to improve the skills, qualities, knowledge and competencies that you will need to practice as a competent Certificate holder with university education. Throughout the programme, the material provided to you will encourage you to think about what you have already known and do in your practice as a competent skilled professional handling fish.

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

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

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

A compulsory 15-day continuous hands-on training (Course 7- Training and Field Visits) will be conducted at the PSC, the exact dates will be announced by the concerned PSC.

5.6 Gyan Vani

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

5.7 Interactive Radio-Counselling

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

5.8 Study Centres

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

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

6. EVALUATION

In Indira Gandhi National Open University, every course is considered as an independent unit. Hence, every course will be evaluated separately and for all purposes each course will be considered as a separate entity. There are totally seven courses in “**Diploma in Fish Products Technology**” Programme. For successful completion of the programme, you will have to secure pass marks in all the seven courses.

6.1 Weightage to Continuous and Term-End Evaluation

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

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

i) Theory

For theory, the weightage to the term-end examination will be 70% and the weightage to the continuous assessment (assignment) will be 30%. There will be one assignment for each course with theory component i.e. total six assignments for the programme. Each assignment will be of 50 marks which ultimately will be converted to have weightage of 30% of theory.

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

The theory term-end examination for each course will be of 50 marks. The minimum pass marks in Term-end Examination will be 25. The marks obtained by the students in the term-end examination will be converted to have weightage of 70 % (on theory basis).

ii) Practical

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

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

Weightage: Practical

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

6.2 Pass Percentage for Theory and Practical Examination

The students will have to secure minimum 50% marks separately in all the components of the course- theory (term-end examination and continuous assessment i.e. assignment), practical on individual basis and as well as on aggregate basis for the course i.e. (i) term-end examination; (ii) assignment; (iii) practical (total marks obtained in guided and unguided experiments) and (iv) on aggregate basis.

6.3 Modalities for Theory and Practical Examination Criteria

Theory: Term-End Examination: 70% and Continuous Assessment: 30%

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

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

(i) Evaluation- Guided Experiments

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

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

ii) Evaluation of Assigned Unguided Experiments

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

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

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

6.4 Preparation of Consolidated Award List

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

6.5 Participation and Attendance for Practical

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

6.6 Distribution of Marks

Every course is considered as an independent unit. Each integrated course will have 50 marks for theory and 50 marks for practical. The course-wise distribution of marks is given below in the table:

Course-wise Distribution of Marks

Course Code	Theory		Practical		Total marks obtained out of 100
	Term-end	Continuous Assessment	Guide Experiment	Unguided Experiment	
BPVI-041	35 (17.5)	15 (7.5)	35 (17.5)	15 (7.5)	100(50)
BPVI-042	35 (17.5)	15 (7.5)	35 (17.5)	15 (7.5)	100(50)
BPVI-043	35 (17.5)	15 (7.5)	35 (17.5)	15 (7.5)	100(50)
BPVI-044	35 (17.5)	15 (7.5)	35 (17.5)	15 (7.5)	100(50)
BPVI-045	35 (17.5)	15 (7.5)	35 (17.5)	15 (7.5)	100(50)
BPV-046	70 (35)	30 (15)	-	-	100(50)
BPVL-047	-	-	70 (35)	30 (15)	100(50)
Total	245 (122.5)	105 (52.5)	245 (122.5)	105 (52.5)	700 (350)

The marks in bracket indicate minimum pass marks.

6.7 Pass Percentage for the Programme

The students will have to secure 50% marks in all the courses on individual basis and on aggregate basis in all the four courses for award of the programme degree.

6.8 Result and Certification

The final certification of the Diploma shall be made on a five point scale and grade point average as approved by the university vide item no. 19.6 of the Academic Council standing Committee is as follows:

Letter Grade	Point Grade	Range	% of Marks	Division
A	5	4.50 and above	80% and above	1 st Division with Dist.
B	4	3.50 to 4.49	60% to 79.9%	1 st Division
C	3	2.50 to 3.49	50% to 59.9%	2 nd Division
D	2	1.50 to 2.49	40% to 49.9%	Failed
E	1	0 to 1.49	Below 40%	Failed

6.9 Term-End Examination (TEE)

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

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

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

● **Examination Fee**

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

● **Examination Centre**

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

● **Date of Submission of Examination Forms**

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

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

1. remain in touch with your Study Centre/Regional Centre/Student Evaluation Division (SED) for change in schedule of submission of examination form fee if any;
2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form; and
4. retain proof of mailing/submission of examination form till you receive examination hall ticket.

● **Issue of Examination Hall Ticket**

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

6.10 Re-evaluation of Answer Script(s)

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

6.11 Early Declaration of Results

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

6.12 Issue of Official Transcript

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

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

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

6.13 Photocopy of the Evaluated Answer Script

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

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



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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name: _____

2. Programme: Enrolment No:

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3. Address:

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..... Pin

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4. Purpose for which:
transcript is required :

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

No. of transcript(s): × Rs. 200/Rs. 400/- Total Amount: Rs.
required

Demand Draft No.: Date:

Issuing Bank:

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

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

.....

.....

.....

Date: (Signature of the student)

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

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

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



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

1. Name: _____
2. Programme: Enrolment No:
3. Address:
.....
..... Pin
4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - (a) Term-end Examination: June/December
 - (b) Exam Centre Code:
 - (c) Exam Centre Address:
.....
.....
 - (d) Course(s):
5. Fee details:-
(The fee for obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
No. of course(s): X Rs. 100/- = Total Amount: Rs.
Demand Draft No.: Date:
Issuing Bank:
6. Self attested photocopy of the Identity Card: Attached/Not attached
Issued by the University

UNDERTAKING

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

Date: Signature:
Place: Name:

P.T.O

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of Demand Draft drawn in favour of 'IGNOU' and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) along with the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever is later.
5. The students, who find that any portion of the answer was not evaluated or any totalling error is noticed, may point out the same and submit their representation along with a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form must reach within the prescribed dates at the following address except the answer scripts of CPE & DPE programmes:-

The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi – 110 068
8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.

7. SOME USEFUL INFORMATION

7.1 Some Useful Addresses

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

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

12. Approval of Project Synopsis	Project Coordinator in the Concerned School Despatch Section, SED, Block -12, IGNOU, Maidan Garhi, New Delhi-110 068 Ph. 011-29535924-32/Extn. 2216
13. Submission of Project Reports	
14. Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	
	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: ssc@ignou.ac.in Ph. :011-29535414, 29533869, 29533870 Fax: 011-2953 3129

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

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

7.2 Online Facilities

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

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

7.3 Some Forms for Your Use

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

Student may use photocopies of the above application forms.

Codes and Addresses of Regional Centres and Recognised Regional Centres

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
1.	AGARTALA	26	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE, AGARTALA-799 004, TRIPURA Ph.(Off)-0381-2519391/2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2.	AHMEDABAD	09	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, OPP. NIRMA INSTT. OF TECHNOLOGY, SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD - 382481, GUJARAT Ph.(Off)-02717-242975-79 rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) DAMAN (U.T.)
3.	AIZAWL	19	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LAL BULAIA BUILDING, M.G. ROAD KHATLA, (NEAR CENTRAL YMCA OFF.) AIZAWL-796001, MIZORAM Ph.(Off)-0389-2311693/2311692 rcaizawl@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARH	47	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3/310 MARRIS ROAD, ALIGARH-202001, UTTAR PRADESH Ph.(Off)-0571-2700120/2701365 rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD AND RAMPUR)
5.	BANGALORE	13	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA, 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070, KARNATAKA Ph.(Off)-080-26654747/26657376 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIK- MAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR	82	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR BANKA, MUNGER, KHAGARIA, MADHEPURA) NOTE: CURRENTLY UNDER DARBHANGA AND PATNA RCS)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
7.	BHOPAL	15	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SANCHI COMPLEX, 3RD FLOOR, OPP. BOARD OF SECONDARY EDN., SHIVAJI NAGAR, BHOPAL - 462 016, MADHYA PRADESH Ph.(Off)-0755-2578455/2578452 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, SHOKNAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8.	BHUBANESHWAR	21	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C-1, INSTITUTIONAL AREA, BHUBANESHWAR - 751 013, ORISSA Ph.(Off)-0674-2301348/2301250 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, UNDERGARH)
9.	CHANDIGARH	06	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SCO 208, SECTOR 14, PANCHKULA-134 109 HAYRANA Ph.(Off)- 0172-2590208 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB) STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10.	CHENNAI	25	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C.I.T. CAMPUS TARAMANI, CHENNAI -600 113, TAMIL NADU Ph.(Off)-044-22541919/22542727 rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.).
11.	COCHIN	14	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, KALOOR, COCHIN - 682 017, KERALA Ph.(Off)-0484-2340203, 2348189, 2330891 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KANNUR, KASARAGOD, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THRISSUR, WAYANAD) LAKSHADWEEP (U.T.)
12.	DARBHANGA	46	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHLA UNIV. CMPS, KAMESHWARA NAGAR, NEAR CENTRAL BANK, DARBHANGA-846004, BIHAR Ph.(Off)-06272-251833 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATI HAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
13.	DEHRADUN	31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NANOOR KHERA, TAPOVAN, RAIPUR ROAD, DEHRADUN-248 001, UTTARANCHAL Ph.(Off)-0135-2789180/2789200 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFARNAGAR, BIJNORE)
14.	DELHI 1	07	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO J-2/1 BLOCK- B1, MOHAN COOPERATIVE, INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI-110 044, DELHI Ph.(Off)- 011-26990082-83 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN, R K PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G K, MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAMVIHAR, FRIENDS CLY., BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)
15.	DELHI 2	29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI-110002 Ph.(Off)- 011-23392374/23392376-77 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)
16.	DELHI 3	38	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, F-634-636, PALAM EXTENSION, RAM PHAL CHOWK, (NEAR SECTOR 7), DWARKA, NEW DELHI - 110 045 Ph.(Off)- 011-25088939/25088944 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUN- JABI BAGH, BAKARWALA, MEERA BAGH, MOTINAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA) STATE OF HARYANA (DISTRICT: GURGAON)
17.	GANGTOK	24	REGIONAL DIRECTOR (I/C), IGNOU REGIONAL CENTRE, GAIRIGAON TADONG, PO SHUMBUK HOUSE, GANGTOK-737 102, SIKKIM Ph.(Off)-0359-2270923 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
18.	GUWAHATI	04	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO 71, GMC ROAD, CHRISTIAN BASTI, GUWAHATI-781005, ASSAM Ph.(Off)-0361-2343783/2343785-86 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
19.	HYDERABAD	01	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO 207, KAVURI HILLS, PHASE II, NEAR MADHAPUR POLICE STATION, JUBILEE HILLS (PO), HYDERABAD- 500 033, ANDHRA PRADESH Ph.(Off)-040-23117550-53 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOBNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20.	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX NORTH, AOC IMPHAL-795 001 MANIPUR Ph.(Off)-0385-2421190,2421191 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHU- RACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
21.	ITANAGAR	03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 'HORNHILL COMPLEX' C SECTOR, (NEAR CENTRAL SCH.) NAHARLAGUN, ITANAGAR-791 110, ARUNACHAL PRADESH Ph.(Off)-0360-2247536/2247538 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
22.	JABALPUR	41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 2ND FLOOR, RAJSHEKHAR BHAVAN, RANIDURGAVATI VISHVAVIDYALAYA, CAMPUS, PACHPEDHI, JABALPUR - 482 001, MADHYA PRADESH Ph.(Off)-0761-2600411,2600441 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, AND UMARIA)
23.	JAIPUR	23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 70/79, SECTOR-7 PATELMARG, MANSAROVAR, JAIPUR-302 020, RAJASTHAN Ph.(Off)-0141-2785750/2785763 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGAUAR, PALI, PRATAPGARH, RAJSAMAND, SAWAI MADHOPUR, SIKAR, SIROHI, SRI GANGANAGAR, TONK, UDAIPUR)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
24.	JAMMU	12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SPMR COLLEGE OF COMMERCE, AUROBINDO BLOCK, 1ST FLOOR, CANAL ROAD, JAMMU -180 001, JAMMU & KASHMIR Ph.(Off)-0191-2579572/2546529 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHT- WAR, POONCH, RAJOURI, RAM- BAN, REASI, SAMBA, UDHAMPUR)
25.	JORHAT	37	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE Note: Currently under Guwahati RC	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
26.	KARNAL	10	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 06, SUBHASH MARG, SUBHASH COLONY, NEAR HOME GUARD OFFICE, KARNAL-132 001, HARYANA Ph.(Off)-0184-2271514/2260075 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
27.	KHANNA	22	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, I.T.I. BUILDING, BULEPUR, (DISTRICT LUDHIANA) KHANNA-141 401, PUNJAB Ph.(Off)-01628- 229993/237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
28.	KOHIMA	20	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NEAR MOUNT HERMON SCHOOL, DON BOSCO HR. SEC. SCHOOL ROAD, KENUOZOU, KOHIMA - 797 001, NAGALAND Ph.(Off)-0370-2260366/2260167 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
29.	KOLKATA	28	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK, SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091, WEST BENGAL Ph.(Off)-033-23349850 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24, PARAGANAS, SOUTH 24, PARGANAS, PURBA MEDINIPUR, PASCHIM, MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
30.	KORAPUT	44	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, DISTRICT AGRICULTURE OFFICE RD, BEHIND PANCHAYAT BHAVAN, KORAPUT-764 020, ORISSA Ph.(Off)-06852-252982/251535 rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
31.	LUCKNOW	27	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, B-1/33, SECTOR -H ALIGANJ, LUCKNOW - 226 024, UTTAR PRADESH Ph.(Off)-0522-2746120/2745114 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)
32.	MADURAI	43	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SIKKANDAR CHAVADI, ALANGANALLUR ROAD, MADURAI - 625 004, TAMIL NADU Ph.(Off)-0452-2380733/2380387 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
33.	MUMBAI	49	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, OM LEVA VIKAS NIKETAN, NANEPADA ROAD, MULUND(E) MUMBAI-400 081, MAHARASHTRA Ph.(Off)-022-25633159/25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH AND RATNAGIRI)
34.	NAGPUR	36	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GYAN VATIKA, 14 HINDUSTAN COLONY, AMARAVATI ROAD, NAGPUR-440 033, MAHARASHTRA Ph.(Off)-0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
35.	NOIDA	39	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C-53 SECTOR 62, INSTITUTIONAL AREA, NOIDA -201 305, UTTAR PRADESH, Ph.(Off)- 0120-2405012/2405014 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
36.	PANAJI	08	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, BEHIND CHODANKAR HOSPITAL, NEAR P&T STAFF QUARTERS, ALTO PORVORIM, POVORIM-403 521, GOA Ph.(Off)-0832-2462315 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA) STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD) STATE OF MAHARASHTRA (DISTRICT: SINDHDURG)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
37.	PATNA	05	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 2ND FLOOR, BISCOMAUN TOWER, WEST GANDHI MAIDAN, PATNA-800 001, BIHAR Ph.(Off)-0612-2219539/2219541 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
38.	PORT BLAIR	02	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, JNRM CAMPUS, PORT BLAIR-744 104 ANDAMAN & NICOBAR ISLANDS Ph.(Off)-03192-242888,230111 reportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS (U.T.) (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
39.	PUNE	16	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 1ST FLOOR, MSFC BUILDING, 270, SENAPATI BAPAT ROAD, PUNE - 411 016, MAHARASHTRA Ph.(Off)-020-25671867,25651321 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR)
40.	RAGHUNATHGANJ	50	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, R.NO 312, SECOND FLOOR, NEW ADMINISTRATIVE BUILDING, SDO JANGIPUR OFFICE COMPOUND, RAGHUNATHGANJ, DT. MURSHIDABAD, -742 225, WEST BENGAL Ph.(Off)- 03483-271555/271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
41.	RAIPUR	35	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, REST HOUSE & E.M. OFFICE HALL, SECTOR -1, SHANKAR NAGAR, RAIPUR-492 007, CHATTISGARH Ph.(Off)-0771-2428285/4056508 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
42.	RAJKOT	42	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SAURASHTRA UNIVERSITY CAMPUS, RAJKOT - 360 005, GUJARAT Ph.(Off)-0281-2572988 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
43.	RANCHI	32	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 457/A. ASHOK NAGAR, RANCHI - 834 022, JHARKHAND Ph.(Off)-0651-2244688/2244699/2244677 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR, KHUNTI, RAMGARH)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
44.	SHILLONG	18	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SUNNY LODGE NONGTHYMMI, NONGSHILLANG, SHILLONG - 793 014, MEGHALAYA Ph.(Off)-0364-2521117/2521271 reshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RIBHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
45.	SHIMLA	11	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA-171 002, HIMACHAL PRADESH Ph.(Off)-0177-2624613/2624612 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
46.	SILIGURI	45	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NETAJI MORE SUBHAS PALLY, SILIGURI - 734 001, WEST BENGAL Ph.(Off)-0353-2526818 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
47.	SRINAGAR	30	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, MANTOO HOUSE, RAJ BAGH, NEAR MASJID AL-FAROOQ SRI NAGAR-190 008, JAMMU & KASHMIR Ph.(Off)-0194-2311251/2311258 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARA- MULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
48.	TRIVANDRUM	40	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, MEPRAM MANSION, CHEKKALAMUKKU, SREEKARIYAM, TRIVANDRUM-695 017, KERALA Ph.(Off)-0471-2590300/2590600 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM)
49.	VARANASI	48	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI BHAWAN, B.H.U. CAMPUS, VARANASI-221 005, UTTAR PRADESH Ph.(Off)-0542-2368022/2368622 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
50.	VIJAYAWADA	33	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, #9-76-18, 1ST FLOOR. SKPVV. HINDU HIGH SCHOOL, KOTHAPETHA, VIJAYWADA-520 001, ANDHRA PRADESH Ph.(Off)-0866-2565253/2565959 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
51.	VATAKARA		REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	

List of established PSCs of “Diploma in Fish Products Technology” Programme:

Sl. No.	PSC Code	RC	Name and Address of the PSC
1.	14159	Kochi	Dr. M.K. Venu, Programme In-charge, IGNOU Programme Study Centre, National Institute of Fisheries, Post Harvest Technology and Training, Ministry of Agriculture, Govt. of India, P.B. No. 1801, Fine Arts Avenue, Foreshore Road, Cochin – 682016, Kerala Ph.: 0484-2352072, 2361317 E-mail: ifpchn@nic.in

Form for Change/Correction of Address
Application for Change Address
THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. _____

Programme _____

Name in(caps) _____

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

City _____ Pin _____

City _____ Pin _____

State _____

State _____

Signature of Student

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

Form for Non-receipt of Materials

The Regional Director

Concerned Regional Centre

.....

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

Enrolment No.

Programme Medium of Study

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

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

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

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

For Official Use

Date of dispatch of study material/assignments to students

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

DECLARATION

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

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

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

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

Exam for these students will be conducted at Regional Centre city only.

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

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

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

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



Indira Gandhi National Open University
Maidan Gari, New Delhi – 110068

APPLICATION FORM FOR RE-EVALUATION OF RESULT OF ANSWER SCRIPTS

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

--	--	--	--	--	--	--	--	--	--
4. Address:
-
-
- PIN:

--	--	--	--	--	--
5. Month and Year of the Examination:
6. Examination Centre Code:
7. Address of the Examination Centre:
-
8. Courses in which Re-evaluation is sought
- | | COURSE CODE | MARKS/GRADE OBTAINED |
|-------|-------------|----------------------|
| | | |
| | | |
| | | |
9. Fee Details:
- (The fee for this purpose is to be paid through Demand Draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
- No. of Course(s) × Rs. 500/- Total Amount
- Demand Draft No. Date
- Issuing Bank

Signature of the student

Date:

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

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division

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

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

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

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

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

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

Exam. Centre Code

Address of Exam Centre:

Total Amount paid Rs.: _____ Bank DD No. _____ Date _____

(Rs. 700/- per course)

Issuing Bank _____

Signature _____

Name & Address _____

Of the Student _____

Date: _____

Note:-

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

Registrar (SED)
Indira Gandhi National Open University,
Maidan Garhi, New Delhi – 110068.

The prescribed fee for early declaration of result is Rs700/- per course in form of demand draft issued in favour of 'IGNOU' and payable at 'New Delhi'



Indira Gandhi National Open University
Maidan Garhi New Delhi – 110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the student:

Programme:

Enrolment No.

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Address (where grade card is to be sent)
.....
.....
.....
.....

PIN:

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

Bank Draft/IPO/No. dated Issuing Bank/

Post office

Date: Signature of the Student

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

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

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



Indira Gandhi National Open University

(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

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

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

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

Draft Details

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

Bank Name _____ Place of issue _____

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

Signature of the Applicant

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

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

Instructions

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

“I, _____ son/daughter of _____

Resident of _____

hereby solemnly declared 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 bases

of the same nor have I submitted the Migration Certificate for joining any other University”.

**STUDENT REGISTRATION DIVISION**

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

RE-ADMISSION FORM FOR ALL PROGRAMMES**(other than MP & MPB - Details as shown in Table-A)**

1. Name & Address of the student

Dates for submission : 1st Aug. to 31st Oct. or 1st Feb. to 30 th April
--

Email ID. _____ Mobile No. _____

2. Programme Code : 3. Enrolment No. : 4. Regional Centre Code : 5. Study Centre Code :

6. Details of course(s) not completed for which re-admission is sought (please enclosed a separate Annexure, if the table below is found insufficient).

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

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

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

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

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

Dated : _____

Signature of the Student

Mail this Re-admission Form along with DD to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.
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Note: Please retain a copy of this form for any further references

RULES & GUIDELINES FOR RE-ADMISSION

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

P.S.

1. As per policy decision taken by the Academic Council at its 40th meeting held on 17.05.2007, BCA students registered in the pre-revised syllabus in Jan. 1996, Jan. 1997 & Jan. 1998 batches are allowed to complete all the requirements for the award of BCA Degree by Dec. 2010 Term-end examination due to winding up of BCA (old syllabus); subject to remittance of pro-rata fees once again.
2. Similarly, students of stand alone MCA pre-revised syllabus and B.Sc.(Nursing) old syllabus are also allowed to complete all the requirements for the award of the respective Degree by Dec.2010 Term-end examination because of winding up of these programme; subject to remittance of pro-rata fee once again. However, MLIS old syllabus students would be allowed to complete all the requirements for the award of Degree by Dec.2009 TEE.
3. Besides above, BCA (revised syllabus) students admitted in July 1998 and up to Jan. 2002 batches, either in stand alone BCA programme or under Integrated MCA Programme are also eligible to complete all the requirements for the award of Degree of BCA and/or MCA; subject to revalidation of the left-over courses up to Dec. 2010 by remitting the pro-rata fees once again, in lump-sum.
4. No term-end examination will be conducted after Dec. 2010 TEE for the courses of BCA (old syllabus) as well as MCA (old syllabus).



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division
Maidan Garhi, New Delhi- 110068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme

Regional Centre

Name

Father's name

Month and year of last examination

In which you have completed the Programme

Mailing Address

.....

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.....

(Please enclose a copy of your complete grade card)

Filled-in Application form should be sent to:-

Registrar (SED)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

Date.....

.....
Signature



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 mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

After filling cut out this questionnaire and mail it to:

STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068