

Diploma Programme in Teaching German as a Foreign Language

PROGRAMME GUIDE

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**Programme designed and self-learning materials prepared
in collaboration with**



**GOETHE-INSTITUT
Max Mueller Bhavan**

and



**School of Foreign Languages
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110068**

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January, 2017 (Revised)

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Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068 or visit University's web site <http://www.ignou.ac.in>

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

Laser Typeset by : Tessa Media & Computers, C-206, A.F.E.-II, Okhla, New Delhi

Printed at : Hi-Tech Graphics, F-53, Okhla Industrial Area, Phase-I, New Delhi-110 020

Dear Learner,

Welcome to the Diploma in Teaching German as a Foreign Language being offered by the Indira Gandhi National Open University (IGNOU) has been developed in collaboration with the Goethe-Institut/Max Mueller Bhavan and the University of Vienna. To pursue this programme we have prepared this booklet to provide you with all the relevant information.

The Diploma Programme to Teach German as a Foreign Language (DTG) is an innovative programme and the prominent feature of the DTG is the practical classroom teaching. This aspect is new to foreign language teaching (through distance mode) in India. This initiative will help improve the quality of teaching German at Indian secondary schools. Kindly read the instructions regarding examinations carefully in the Programme Guide. There is a continuous assessment as also Term-End examination. Your final grading will be the grand total of the marks secured in the continuous component and the Term-End component. Keeping this in mind, take the components of the programme seriously. Please retain this booklet till you have completed the programme.

For any further query, contact School of Foreign Languages at sofl@ignou.ac.in

Wishing you all the best,

Programme Coordinator

Diploma in Teaching German as a Foreign Language (DTG)

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I. ABOUT THE UNIVERSITY

Indira Gandhi National Open University (IGNOU) was established in September, 1985 by an Act of Parliament, with the aim of democratizing higher education and reaching out to learners belonging to diverse sections of our population, residing in remote, far flung areas of the country.

The University follows a learner-centric approach, with openness and flexibility in terms of relaxed entry qualifications, and place of study.

The University teaches using multiple media-print, web, A/V CDs teleconferencing, radio counseling face-to-face sessions.

The University, at present, offers about 228 certificate, diploma, degree and doctoral programmes to a cumulative student strength of over 3 million in India and other countries through 21 Schools of Studies and a strong network of 67 Regional Centers, around 2,667 Learner Support Centers, and 29 overseas Partner institutions.

II. ABOUT THE GOETHE-INSTITUT

The Goethe-Institut was founded in 1951 as successor to the German Academy (Deutsche Akademie, DA). Its initial task was to provide further training for foreign German teachers in Germany. Today the Goethe-Institute is the Federal Republic of Germany's cultural institute active worldwide. It promotes the study of German abroad and encourages international cultural exchange. With its network of Goethe-Instituts, Goethe Centers, cultural societies, examination and language learning centers, the institute has been the first point of contact for many with Germany for over sixty years. The Goethe Institut has long-lasting partnerships with leading institutions and individuals in over ninety countries who actively engage with Germany and its culture, working independently and without any political ties.

The Goethe-Institut is a renowned centre for:

- German language courses in accordance with the “Common Framework of European Languages”
- Internationally recognized examinations
- Teacher's training Programmes
- Students-teacher's exchange programme
- Cooperation with universities & educational institutions

The programme “Diploma in Teaching German as a Foreign Language (DTG)” has been jointly developed is the first of its kind for German teachers of the secondary level in India.

III. ABOUT THE UNIVERSITY OF VIENNA

The University of Vienna was founded in 1365. It is the oldest university in the German-speaking world and one of the largest in Central Europe (currently about 85,000 students and 6,500 scientists). The main task and goal of this university lies in creating and sustaining top-quality research and teaching which are regarded as one inseparable entity.

UoV's activities include more than 180 Bachelor/Master and Ph.D. programmes. A strong focus is on research, combining fundamental with application-oriented research.

The UoV has always been strongly orientated towards international research and teaching and therefore is continuing its efforts to maintain its relationships with other countries.

The department of German as a Foreign and Second Language specializes in theories of second/foreign language learning. It is a partner in programs of the Council of Europe and has established a cooperative network with 50 universities worldwide and with international agencies such as the international Association of Teachers of German. In its teaching programme theory, empirical research and teaching practice are integrated

IV. ABOUT THE PROGRAMME

What are the aims of the programme?

To meet the increasing demand for qualified German language teachers/counselors for IGNOU in India is the main aim of the programme. This specially designed training programme will help the teacher in:

- **Classroom Management:** How to organize a successful and effective classroom and how to deal with any problems which may arise
- **Lesson planning:** How to create interesting, challenging and stimulating lesson plans for students
- **Teaching Skills:** How to teach Speaking, Reading, Listening, Writing, Vocabulary, and Grammar lessons with confidence.
- **Vocabulary:** How to increase vocabulary during the course with our special emphasis on developing the students' range of vocabulary
- **Grammar:** How to acquire a detailed knowledge of several key grammar areas and be able to apply them to teach at several different levels
- **Pronunciation:** How to be able to teach Pronunciation successfully and have a thorough knowledge of key aspects of the sounds and structure of the Language
- **Assessing and motivating your students:** How to acquire the skills to assess a student's level of the Language with our practical Assessment Techniques and be able to motivate students to perform better.

The DTG is meant for all persons who have a B.A. degree and German knowledge of B1 level (according to the Common European Framework of References for Languages) and/or equivalent language proficiency and who want to teach German as a Foreign Language at Indian secondary schools.

Credit System

As per University's policy of following the credit system, the DTG programme comprises of 24 credits in all. Each credit amounts to 30 hours of study comprising all learning activities. To successfully complete the programme, you will have to earn 24 credits over a period of one year. Distribution of credits is as follows:

DTG-01: 6 credits

DTG-02 : 4 credits

DTG-03 : 4 credits

DTG 04 : 10 credits (8 credits for the practicum and 2 credits for the theory)

Duration of the Programme:

Minimum: 1 year

Maximum: 3 years

V. SCHEME OF STUDY

DTG is a tightly structured, progressive programme where each course, block and unit is important to successfully complete the programme:

It involves:

DTG-01 : *General principles of teaching*

In this Course we will be dealing firstly with strategies of vocabulary learning and encoding texts with special reference to the text which the participants will be reading during the course of the teachers training.

Then we shall take up the different approaches in methodology and didactics chronologically starting from translation method and coming to today's modern communicative multi-media method and how multilingualism today has been integrated into foreign language teaching. This will then lead to learner orientation, the varied learners groups and their different learning strategies, the learner playing the determining role in modern teaching methodology. Therefore how to deal with this internal differentiation and how to work with large groups would be our next chapter which in turn will lead to intercultural sensitization and learning. We will close this Course with the methodology of a class analysis, explaining the various terminology and concepts which are essential for such an analysis and finally come to the varied teaching material and aid which are an integral part of language teaching today.

1) Language

- Introduction into the DTG and into teaching of German in India

- Working with words and texts:
 - Concept of words: Word Families, Question Words, etc.
 - Patterns to decode words: Syllabication, Compound Words, Antonyms, Synonyms etc.
 - Introduction to language structure
 - Principles of language analysis
 - Range of texts

2) **Teaching Methods**

- Approaches in didactics (Methods and Concepts of teaching):
 - Grammar Translation Method
 - Audio Lingual Method
 - Communicative Approaches
- Multilingualism:
 - Resources of the target and host culture
 - Linguistic resources in the class room
- Learning to learn:
 - Ways of learning autonomy
 - Learning Styles
- Internal differentiation/Coping with heterogeneity:
 - Multiple intelligence
 - Learner variables in FLA
- Working with large groups:
 - Teaching & learning in large groups

3) **Intercultural Learning**

- Culture and Civilization in a German Class:
 - Concepts of ‘culture’ and ‘civilization’ and how they are related to each other
 - German Culture and language learning
- Intercultural Learning:
 - Advantages of intercultural competence in a multi-cultural society

4) **Focus on the German classroom**

- Analysis of a German language class:
 - Techniques of Classroom analysis
- Analysis and Evaluation of teaching material:
 - External and internal teaching aids

DTG-02 - Skill Development

This Course encompasses the development of the various skills starting with vocabulary learning and phonetics training and going to the four basic skills i.e. the reading, listening, speaking and writing skill. It emphasises both on the fluency and accuracy of vocabulary usage and elucidates the theoretical updates and new insights on the teaching of these four skills.

1) Teaching Vocabulary

- Vocabulary Learning Strategies:
 - Techniques of vocabulary improvement, formulating phrases, lexical chunks, Context based usage etc.

2) Receptive Skills I

- Reading:
 - Reading comprehension the four reading skills: skimming, scanning, extensive and intensive reading

3) Receptive Skills II

- Phonetics and Listening:
 - Articulatory phonetics: vowels, consonants, stress, phonological systems
 - Strategies for improving listening skills

4) Productive Skills

- Speaking
 - Use of vocabulary, of the correct register, guidelines for a oral discourse
- Writing
 - Strategies and guidelines of improving writing skills

DTG-03 - Classroom Teaching

In this Course we will be taking up the topic of how Grammar is integrated into foreign language learning. This will be then combined with the various types of exercises, games and project work, which is not only an integral part of Grammar teaching but also of the skill development in the previous course. The second part of this Course shall prepare the participants for the practical training in the final course. Here he/she shall be acquainted with the techniques of classroom observation, how communication takes place there, how visual aids are put into practice and enhance the teaching & learning quality. We shall close the Course with error correction procedures.

1) Teaching Grammar

- Techniques of teaching grammar
- Grammar games, grammar for editing purpose both spoken and written

2) Classroom techniques:

- Teaching children and adolescents
- Games in the classroom
- Projects in the classroom including the multimedia

- 3) **Classroom observation**
 - Classroom observation and assessment
- 4) **Communication in a classroom:**
 - Types of Communication
 - Visual aids
 - Errors and error correction

DTG-04 - Lesson Planning, Preparation and Evaluation

Course 4 comprises of practical training, preceded by planning and preparing classroom teaching. Here the participant shall be required to attend practical classes in a school referred by the Goethe-Institut/Max Muller Bhavan and the University, where he/she shall first sit in a class and observe live teaching and analyze this with the help of all that he/she has learnt in all the previous three Courses, plan a teaching unit of 90 minutes or 2 teaching units of 45 minutes each independently. At the end of the practical training, the candidate will be required to give two demonstration lesson of 90 minutes each in the school where the he/she did his/her practical training. We will close this chapter with methods of testing and evaluation and student counselling procedures.

- 1) **Lesson Planning**
- 2) **Practice Teaching- Practicum**
- 3) **Evaluation and counselling**
 - Assessment and Testing
 - Evaluation.
 - Student counselling

Contact Classes

The contact classes are a very important aspect of the programme. You will be helped by the especially trained tutors to learn all the necessary skills by a judicious combination of activities and methodology and further improvisation. In order to guarantee your progress, we made 50% of these DTG-session compulsory (i.e. there will be 20 contact classes of 2hr 30mins each plus one induction workshop). The sessions give you the opportunity to build learning teams with other participants and to enhance your knowledge and speaking skills of German as you have to attend a language proficiency of B2 (according to the Common European Framework of References for Languages) during the DTG. Additionally, you will be assessed during these sessions.

Distribution of Material

The material will be received by you after registration. Subsequently, you will receive information about the induction workshop where you will also be introduced to the Open and Distance Education systems. A detailed discussion on the entire programme will also take place.

VI. SCHEME OF ASSESSMENT AND EVALUATION

There will be three components of evaluation for DTG

- 1) Continuous assessment (Theory)
- 2) Practical assessment in course four only
- 3) Term-End (Theory)

The weightage is 30% for the theory assignments and 70% for the term-end examination in all four courses.

1) CONTINUOUS ASSESSMENT

Continuous assessment will be done during the study of the course. It will consist of two parts:

- i) Theory Assignment
- ii) Practical assignment

The weightage of continuous assessment for theory assignment will be 30% of the overall marks in each course.

Theory Assignments

Courses 1, 2 and 3 will have one theory assignment each. The student can do it at home and submit to the Counsellor at the study centre. Detailed instructions for these assignments will be provided separately.

Practical Assignment

Student will be assessed during practical training for Course 4 in the designated schools (for details read page 9 course 4).

Pass Percentage

Every student will have to obtain at least 50% marks in each theory assignment and 50% in the practical assessment. The average pass percentage will be 50%. Attendance requirement minimum of 70% attendance is a must to complete the programme.

2) TERM-END EXAMINATION

First Term-End examination for each course will be held June and December every year. Students can take up examination whenever it is convenient to them. The Term-End examination will have a weightage of 70% in overall assessment scheme. Students will have to 50% marks in each course separately to successfully complete this programme.

Scheme of Examination

Examination for all four Courses will be held of 3 hours duration each.

Examination Fee

Student will have to pay Rs. 120/- for each course as examination fee. In case a student fails to secure pass marks in any of the courses, s/he will have to reappear in that course again after paying the fee @ Rs. 120/- per course.

Examination Date Sheet

Examination Date sheet (Schedule which indicates the date and time of examination for each course) is put on the IGNOU website (www.ignou.ac.in) well in advance.

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 wishes 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 it is not activated, the University will allot another examination centre under the same Region.

Examination Form

Filling up of examination form is compulsory for taking term-end examination. A copy of the Examination form is given in the Programme Guide. You can use it or download examination form from IGNOU website i.e. www.ignou.ac.in. Examination form can be submitted as per the following scheme:

June Tee	December Tee	Late Fee	Where to Submit the Examination Form
1 st March to 31 st March	1 st August to 30 th September	NIL	Concerned Regional Centre
1 st April to 30 th April	1 st October to 31 st October	Rs. 500/-	Concerned Regional Centre
1 st may to 15 th May	1 st November to 15 th November	Rs. 1000/-	

Please write your correct enrolment number, programme code and name at the back of the Demand Draft drawn in favour of IGNOU, and payable at respective place.

The examination form received after due dates or without late fee, wherever applicable, shall be rejected.

Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students at least two week 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.

Eligibility for Examination

Before taking examination a student should meet the following conditions:

- i) Submitted the assignments prescribed for the courses
- ii) Submitted the examination form within prescribed dates
- iii) Submitted the examination fee as prescribed

Scheme of Awarding Divisions

As already indicated a student has to obtain minimum 50% marks in each component of the assessment i.e. theory assignment, practical assignment and term-end examination in each course. Overall scheme of awarding Division is as follows:

Distinction	-	75% and above
I st Division	-	60% to 74.9%
II nd Division/Pass	-	50% to 59.9%
Unsuccessful	-	Below 50%

Specific Instructions for Assignments

The top of the first page or-your response sheet should look like this:

Enrolment No.: _____	Porgramme Title: DTG
Course Code: _____	Assignment No. _____
Course Title : _____	
Student's Name: _____	
Address : _____	
Signature with date: _____	

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand comer of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Assignment number and Name of you Study Centre on the left hand comer of the first page of your response sheet.

Course Code and Assignment Code may be reproduced from the assignment.

- 3) Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
- 4) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the- left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 5) Write the responses in your own hand. Do not print or type the answers.

- 6) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 7) Write each assignment separately. All assignments should not be written in continuity.
- 8) Write the question number and the question with each answer.
- 9) The completed assignment should be submitted to counsellor of your respective centres. Under any circumstances do not send the tutor marked response sheets to the Student Registration and Evaluation Division at the Head Quarters for evaluation.
- 10) After submitting the assignment get the acknowledgement from the counsellor on the prescribed assignment remittance-cum-acknowledgement card.

Admit Card

After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact the Regional Director, or School of Foreign Languages at sofl@ignou.ac.in. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received admit card or misplaced it, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

Every student must bring identity card for appearing in Term End Examination along with the Admit Card.

Examination Centre

The University at its discretion may allot you any examination centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered. Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

Declaration of Result

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

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

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

Refund of Fees

Fee once paid will not be refunded under any circumstances whatsoever.

VII. CREDIT BREAK-UP OF THE COURSES

Course	Block	Title/Marks			Course/ Marks	Credits	
Course 1	1	Introduction 0	Working with word and texts 20		100	1	
	2	Teaching Concepts and Methods 10	Multilingualism 5	Learning to learn 10		3	
		Internal Differentiation 10	Working with large groups 10				
	3	Culture and civilization 5	Intercultural Learning 5				1
	4	Focus on the German Classroom 15	Analysis and Evaluation of Teaching Material 10				1
Course 2	1	Teaching Vocabulary 20			100	1	
	2	Reading 20				1	
	3	Phonetics 10	Listening 20			1	
	4	Speaking 20	Writing 10			1	
Course 3	1	Teaching Grammar 20			100	1	
	2	Teaching Children and Adolescents 20	Games in the classroom 10	Projects in the Classroom 5		1	
	3	Classroom observation and assessment 20				1	
	4	Types of communication 10	Visual Aids 10	Error and error correction 5		1	
Course 4	1	Lesson planning 20			100	1	
	2	Practice Teaching: 2 Demonstration lessons of 90 Minutes each 60				8	
	3	Testing and Assessment 10	Evaluation 5	Student counselling 5		1	

VIII. CREDIT BREAK-UP OF EVALUATION

Course	Block	Title/Marks			Course/ Marks	Credits	
Course 1	1	Introduction 0	Working with word and texts 20		100	1	
	2	Teaching Concepts and Methods 10	Multilingualism 5	Learning to learn 10		3	
		Internal Differentiation 10	Working with large groups 10				
	3	Culture and civilization 5	Intercultural Learning 5				1
	4	Focus on the German Classroom 15	Analysis and Evaluation of Teaching Material 10				1
Course 2	1	Teaching Vocabulary 20			100	1	
	2	Reading 20				1	
	3	Phonetics 10	Listening 20			1	
	4	Speaking 20	Writing 10			1	
Course 3	1	Teaching Grammar 20			100	1	
	2	Teaching Children and Adolescents 20	Games in the class room 10	Projects in the Class room 5		1	
	3	Classroom observation and assessment 20				1	
	4	Types of communication 10	Visual Aids 10	Error and error correction 5		1	
Course 4	1	Lesson planning 20			100	1	
	2	Practice Teaching: 2 Demonstration lessons of 90 Minutes each 60				8	
	3	Testing and Assessment 10	Evaluation 5	Student counselling 5		1	

IX. DTG PROGRAMME IS ACTIVATED IN THE FOLLOWING SIX CITIES

Cities	Centre Address
Chennai	Regional Director, IGNOU Regional Centre, 3rd Floor, GR Complex, 407-408, Anna Salai, Nandanam, Chennai - 600 035 Tele: - 044-2431 2766 / 2431 2979 Fax: - 044-2431 2799 Email : rcchennai@ignou.ac.in
Delhi	Regional Director, IGNOU Regional Centre, NCT of Delhi-2 Gandhi Smriti & Darshan Samiti Rajghat New Delhi - 110 002 Tele: 011-23392376/77 FAX: 011-23392375 E-Mail: rcdelhi2@ignou.ac.in
Kolkata	Regional Director, IGNOU Regional Centre, Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City), Kolkata -700091 Tele: 033- 2334 9850 / 2359 2719 Fax: 033- 23347576 E-mail : rckolkata@ignou.ac.in
Bangalore	Regional Director, IGNOU Regional Centre No.293, 39th Cross, 8th Block, Jayanagar Bangalore- 560 070 Tel. : 080 2665 4747, 2665 7376 Fax : 080 2664 4848 Email: ignourcblr@gmail.com
Mumbai	Regional Director, IGNOU Regional Center 2nd and 3rd Floor, Kappeesh Building M. G. Road, Opp to Mulund Rly. Station Mulund (West), Mumbai - 400080 Tele: 022-25923159 / 25925540 Fax: 022-25925411 E-Mail :- rcmbombai@ignou.ac.in
Pune	Regional Director, IGNOU Regional Centre, 1st Floor, MSFC Building, 270, Senapati Bapat Road Pune, 411016 Maharastra Ph:- +91-020-25671867 Fax:- +91-020-25671864 Email Id:- rcpune@ignou.ac.in

X. SOME FORMS FOR YOUR USE

Enrolment No. : <input type="text"/>	Programme : <input type="text"/>	M.A. History
Name : _____	Medium : <input type="text"/>	
Course Code : _____	For Office Use Only	
S.No.	Assignment No.	Sr. No. : _____
		Date of Receipt : _____
		Name of Evaluator : _____
		Date of despatch to the Evaluator : _____
		Date of receipt from Evaluator : _____
Sig. of dealing Accountant		
Date : _____		

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM		
Enrolment No. : <input type="text"/>	Programme : <input type="text"/>	
Name : _____	Medium : <input type="text"/>	
Course Code : _____	FOR OFFICE USE ONLY	
S.No.	Assignment No.	Sr. No. : _____
		Signature of the receiver
		Date : _____
Signature of the Student		Seal
Date : _____		

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study				
Enrolment Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>			
New or Corrected Address including Pin	<input type="text"/>			
New Study Centre Code	<input type="text"/>			
Choice for Medium of Study	<input type="text"/>			
Date of Change	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
For change/correction of address and change of study centre the form should be mailed to :				
The Regional Director of your region.				
Signature :	<input type="text"/>	Date :	<input type="text"/>	
Existing Study Centre Code	<input type="text"/>	New Study Centre Code :	<input type="text"/>	<input type="text"/>

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

To
The Regional Director



Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

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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 despatch of study material/assignments to students

Please read the instructions overleaf before filling up this form :

**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

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

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

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

Name and Address

Signature

.....

Date

.....

..... PIN

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/title, Name of Semester/year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.
4. Submission of assignment within due dates is pre-requisite for appearing in the term end examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. You can appear in term end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different study Centres for evaluation.

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
 STUDENT EVALUATION DIVISION
 MAIDAN GARHI, NEW DELHI-110 068
 TERM-END EXAM JUNE / DECEMBER - 201___

EXAM FORM

Serial No.	
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Control No. _____

INSTRUCTIONS 1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls. 2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below. <table border="1" style="width:100%; text-align:center;"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td> <td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td> </tr> </table>	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		

Programme Code	<input type="text"/>	Regional Centre Code	<input type="text"/>	Study Centre Code	<input type="text"/>
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Enrolment No.	<input type="text"/>	Exam Centre Code (Where you wish to appear in Exam)	<input type="text"/>
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Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address for Correspondence (Do not give Post Box No. Address. Leave a blank box between each unit of address like House No., Street Name, PO, etc.)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	<input type="text"/>	District	<input type="text"/>						
State	<input type="text"/>	Pin Code	<input type="text"/>						
MOBILE NO.	<input type="text"/>								

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

S.No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>

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

Total No. of		Total Amount		1. Draft No.	<input type="text"/>
Theory Courses	<input type="text"/>	₹ × 120	<input type="text"/>	Amount	<input type="text"/>
Practical Courses	<input type="text"/>	₹ × 120	<input type="text"/>	2. Draft No.	<input type="text"/>
Late Fee	<input type="text"/>		<input type="text"/>	Amount	<input type="text"/>
TOTAL			<input type="text"/>	Date	<input type="text"/>

SIGNATURE OF THE STUDENT (within the Box only)	Issuing Branch _____ Payable at (Regional Centre under which your exam centre falls) _____
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ISSUING BANK	<input type="text"/>
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Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
01 April to 30 April	₹ 500/-	01 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:

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

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

PLEASE NOTE :

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

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hal Ticket;
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date _____

(Signature of the student)

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

Phone No. (O) _____

(with STD code)

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

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

Centre Code _____
Date _____

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



Control No.....

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

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

Address

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at last examination

Bank Draft / IPO No. Dated

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

.....
Signature

Dated

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

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

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



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

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

Filled in Application Form should be sent to:

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

Date

.....
Signature



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name :

Programme :

Enrolment No.

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

Address:.....
.....
.....

PIN :

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

Month and Year of the Exam :

Name of Exam Centre:

Centre Code :

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

Fee detail:

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

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

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

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

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

1. Name
2. Father's/Husband's Name :.....
3. AddressPin
4. Particulars of last examination

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

5. Name of the Regional Centre and Study Centre in which the Candidate is attached
6. Name of the University to which the Candidate wants to migrate

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

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 400/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 400/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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

To
The Regional Director

Change of Medium: Rs. 200/- + Rs. 400/- for 4 credit and Rs. 800/- for 8 credit per course
Change of Courses: Rs. 400/- for 4 credit per course Rs. 800/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set of course material

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

Enrolment No.:

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1. Change of Medium: From _____ to _____
2. Change of courses of study as per following details:

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

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

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature:

Name _____

Address: _____

Phone &

Email _____

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



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:
.....
..... Pin

--	--	--	--	--	--
4. Purpose for which:
transcript is required
5. **Fee detail:**
Fee for the official transcript:-
₹ 200/- per transcript, if to be sent to the student/institute in India.
₹ 400/- or US\$1000 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): × ₹ 300/ ₹ 500/- or US\$120 = Total Amount: Rs..... Required
- Demand Draft No.: Date:
- Issuing Bank:
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

Date:.....

(Signature of the student)

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

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

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

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

RE-ADMISSION FORM

1. Name & Address of the Student:

.....

.....

2. Programme Code:

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3. Enrol. No:

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

4. Regional Centre Code:

--	--

5. Study Centre Code

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

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

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

Year(s) semester(s)	Course Codes(s) of the missed year(s)/semester(s)	Re-registration fee ₹

8. Total Fee (col. No. 6 + 7) ₹..... enclsod vide Demand Draft No.

Date Amount

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, SR Division IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

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 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) as per rate applicable for the session for which re-admission is sought, in addition to *the pro-rata fee for re-admission* for each of the course(s) they failed to successfully complete within the maximum span period prescribed.
3. Course fee paid for re-admission would be valid for a period of one year only.
4. **The additional period indicated at point no. 3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the extended period as stated at (3) above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period.
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 student will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the pro-rata Re-admission fee per course in lump sum as applicable for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances. The University may revise the re-admission fee from time to time.**
11. Other conditions as prescribed by the University relating to the admission and re-admissions shall remain the same.
12. The Demand Draft for Re-admission fee together with the registration fee of the missed year(s), if any, should be drawn) in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and the also the words 'Re-admission' on the reverse of the DD.

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

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

Note: For instructions, please see reverse.

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

Received Rs.

Bank Draft No.

Dealing Assistant
IGNOU

Sir,

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

The prescribed fee of Rs. **500** is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block letters in English

(in Hindi):.....

Father's Name (in Block letters):.....

Programme: Enrolment Number:

Examination Passed in Term End Examination-July/December, 20.....

Result: Grade / Division:.....

Name of the Study Centre:

Name of the Regional Centre:

& other particulars:

Full Permanent Address of Student:

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

Yours faithfully

Signature of the Student
Postal Address.....
.....

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

Signature of Regional Director
With Stamp

1. Fee for issuing a duplicate of (a) Diploma (b) Degree & (c) Certificate Rs. 500/- payable by means of demand draft in favour of IGNOU, New Delhi.

Note: To be filled in duplicate, original copy will be forwarded by Regional Director to registrar (SED) and duplicate copy to be retained by the Regional Director for reference.

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

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

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

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

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

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

Deponent

Signature:

Address:

.....

Verification:

Verified at this day of20 that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature:

Designation:

Office Seal:

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

FORM OF SEXUAL HARASSMENT

FORM No. 1

To

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

A complaint of sexual harassment has been made against you by Ms.
on The complaint refers to incidents (s) that allegedly took place
on/between in where you allegedly

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

The Committee Against Sexual Harassment is at present examining the
complaint. The Committee would like to meet you on at a.m/p.m in
the Office.

You are also requested to submit a written statement in this regard to the Committee.

If in the opinion of the Committee a prima facie case is made out against you, an enquiry
shall be instituted into the complaint. In such an event, you shall be informed in writing.

For any change in the time or date of your appointment with the Committee, please contact
undersigned.

Yours truly,

Member Committee Against Sexual Harassment

Tel(O) (R)

Date:

FORM No. 2

To

.....
.....

This is with reference to the complaint of sexual harassment made against you by Ms.
..... with the Committee Against Sexual Harassment on

The Committee has determined that a prima facie case of sexual harassment is made out against you and has instituted enquiry proceedings under the IGNOU. IGNOU’s Policy and Rules & Procedures for prevention, prohibition and punishment of sexual harassment of women at the workplace.

The Committee has designated an enquiry committee consisting of persons, the names and other details of whom are listed below. .

The Enquiry Committee has prepared a chargesheet against you and the same is enclosed.

You are requested to meet the Enquiry Committee on at a.m/p.m, at the Office.

You are also requested to submit a written statement to the Enquiry Committee

If you wish to be accompanied by a person known to you in this hearing, and/or to have any witness examined with regard to this complaint, please provide in writing the names, postal addresses and telephone numbers of such person (s) to the Enquiry Committee.

Any requested for a change in time or date of your deposition must also be addressed to the Convenor of the Enquiry Committee.

Please find enclosed a copy of IONOU’s Policy and Rules & Procedures for prevention, prohibition and punishment of sexual harassment of women at the workplace.

Yours truly,

Members Enquiry Committee

Name: Convenor Enquiry Committee

Tel (O) (R)

Name : Member

Name : Member

Name : Member

Name : Member

Encl:

Copy of Chargesheet

Copy of complaint

Copy of IGNOU’s Policy and Rules & Procedures for Prevention, Prohibition and Punishment of Sexual harassment of Women.

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 School0	<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:

SOFL, Block-15, IGNOU, Maidan Garhi, New Delhi - 110 068

NOTE