

M.A. (Public Administration)

PROGRAMME GUIDE



**School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068**

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Further information about the School of Social Sciences and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi – 110 068, India.

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CONTENTS

Sl. No.	Particulars	Page No.
1.	About the University	5
2.	University Rules	5
3.	School of Social Sciences	6
4.	M.A (Public Administration)	8
5.	Evaluation	19
6.	Tips for Effective Learning in Open University	22
7.	Some Useful Addresses	24
8.	Some Forms for Your Use	26
9.	Programmes Offered by the School of Social Sciences	50

M.A. (PUBLIC ADMINISTRATION)

Programme Code:	MPA (Credits: 64)
Educational Qualifications:	Bachelor's Degree in any subject or a higher degree.
Duration:	Minimum: 2 years, Maximum: 5 years
Medium of Instruction:	Both in English and Hindi medium.
Programme Fee Total:	Rs. 10800/- Learners are required to pay Rs. 5600/- in the First year and Rs. 5400/- in the Second year.
Academic Session:	July to June and January to December

Term End Exam: June and December

- **Note: Those taking admission in July will take their First Year Examination only after a year in June. Those unable to clear their First Year or Second Year Examination in June can take the Examination in December.**
- **Those taking admission in January will take their First Year Examination only after a year in December. Those unable to clear their First Year or Second Year Examination in December can take the Examination in June.**

First Year	Courses	Credit
MPA-011:	State, Society and Public Administration	8
MPA-012:	Administrative Theory	8
MPA-013:	Public Systems Management	8
MPA-014:	Human Resource Management	8
Second Year	Courses	
MPA-015	Public Policy and Analysis	8
MPA-016	Decentralisation and Local Governance	8
MPA-017	Electronic Governance	4
MPA-018	Disaster Management	4
MSO-002	Research Methodologies and Methods	8
MPS-003	India: Democracy and Development	8
MPAP-002	Project Work	8

After the 1st year, whether you pass/attempt the first year examination or not, you can seek admission for the 2nd year by submitting the programme registration form with requisite programme fee within the re-registration schedule as notified by the university. At present 2nd year registration is to be done between **1st Feb to 31st March** for July Session and **1st August to 30th September** for January Session. With late fee registration can be done as per following scheme:

Sl.No	July Session	January Session	Late Fee
1.	1 st April to 30 th April	3 rd October to 31 st October	₹200
2.	1 st May to 31 st May	1 st November to 30 th November	₹500
3.	1 st June to 20 th June	1 st December to 20 th December	₹1000

(Re-registration form is to be submitted through **online** mode only.)

Note: Even if the university does not send any communication for re-registration in 2nd year, you are advised to visit our website www.ignou.ac.in during the relevant months as mentioned above to seek registration.

1. ABOUT THE UNIVERSITY

The Indira Gandhi National Open University (IGNOU) is a University with a difference in that it aims at providing educational opportunities to all those who desire higher education without being handicapped by the limitations of place and time. With a view to develop a versatile education system with the emphasis upon innovation, cost effectiveness, flexibility, universality and societal involvement, IGNOU was established in September 1985 by an Act of Parliament and ranks as one of the premier educational institutions in the world. IGNOU has contributed significantly to the development of higher education in India. It has been a world leader in open-distance education and that is why the “Centre of Excellence Award” in Distance Education was conferred on it in 1993 by the Commonwealth of Learning (COL). It also received the “Award of Excellence for Distance Education Materials” in 1999 from COL.

The significant features of Indira Gandhi National Open University are:

- 1 relaxed entry rules;
- 2 study according to the student’s own pace and convenience;
- 3 study at the students’ own chosen place;
- 4 flexibility in choosing a combination of courses from across a whole range of disciplines; and
- 5 use of modern educational, computer and communication technology.

The University functions with the objectives of:

- 6 providing access to higher education to large segments of population and thereof seeking to achieve the educational well being of the community;
- 7 providing access to higher education to the disadvantaged groups and individuals and thereby opening up opportunities to upgrade knowledge and skills;
- 8 bringing higher education to the door-steps of all those who want it;
- 9 providing an integrated development of human personality;
- 10 promoting awareness of national integration; and
- 11 providing high quality education at the university level.

2. UNIVERSITY RULES

2.1 Open Access

Access to the Programme is open to all subject to fulfilment of minimum eligibility criteria.

2.2 Scholarships and Reimbursement of Fee

Reserved categories, viz, Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped students have to pay the fee at the time of admission to the University along with other students.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Governments’ Directorate of Social Welfare or the office of the Social Welfare Officer and submit the filled-in forms to them through the Regional Director concerned.

Similarly, SC/ST and other Backward Class students have to submit their scholarship forms to the respective State Directorates of Social Welfare or to the Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

2.3 Change of Optional Courses

Change in Optional Courses is permitted within one month of the first receipt of study material on payment of Rs. 250/- per course by Demand Draft drawn in favour of IGNOU payable at New Delhi. The request should be addressed to the Registrar (SR) Division, IGNOU, Maidan Garhi, New Delhi - 110 068.

2.4 Validity of Admission Lists

Candidates who are offered admissions 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.

2.5 Incomplete and Late Applications

Incomplete and late application forms/re-registration forms and forms furnishing false information can be rejected without any intimation to the candidates. The candidates are, therefore, advised to fill the relevant columns carefully and enclose attested copies of all the necessary certificates asked for, and submit the form to the Regional Director concerned on or before the due date.

2.6 Simultaneous Registration

A student is permitted to register for only one programme in a given academic session. Violation of this rule results in the cancellation of admission to the programmes and forfeiture of the programme fee.

Note: Registration fee once paid will not be refunded under any circumstances. Programme fee may, however, be refunded if admission is not given for any reason.

2.7 IGNOU Website

You may also access all relevant information and assignments from the University Website at www.ignou.ac.in

3. SCHOOL OF SOCIAL SCIENCES

The School of Social Sciences have eight disciplines namely Economics, History, Library and Information Science, Political Science, Public Administration, Anthropology, Psychology and Sociology. The School is engaged in planning and development of academic programmes at the degree, diploma and certificate levels. It is actively involved in preparation of Audio/Video programmes and conducting research.

The School offers the following programmes:

Doctoral Degree

- Doctor of Philosophy in Gandhian Thought and Peace Studies (PhD in Gandhian Studies) Integrates (DoPGPS)
- Doctor of Philosophy in Psychology (PhD in Psychology)
- Doctor of Philosophy in Public Administration (PhD in Public Administration)
- Doctor of Philosophy in History (PhD in History)
- Doctor of Philosophy in Political Science (PhD in Political Science)
- Doctor of Philosophy in Sociology (PhD in Sociology)
- Doctor of Philosophy in Library and Information Science (PhD in Library and Information Science)

- Doctor of Philosophy in Anthropology (PhD in Anthropology)
- M Phil in Gandhian Thought and Peace Studies (M Phil in Gandhian Studies)
- M Phil in Economics (M Phil in Economics)

Master's Degree

- Master in Anthropology (MAAN)
- MA in Psychology (MAPC)
- Master of Arts Sociology (MSO)
- Master of Library and Information Science (MLIS)
- Master of Arts (Public Administration) (MPA)
- Master of Arts in Gandhian Thought and Peace Studies (MA(GPS))
- Master of Arts (Political Science) (MPS)
- Master of Arts (History) (MAH)
- Master of Arts (Economics) (MEC)

PG and Advance Diploma

- Post Graduate Diploma in Gandhi and Peace Studies (PGDGPS)
- Post Graduate Diploma in Participatory Management of Displacement Resettlement and Rehabilitation (PGDMRR)
- Post Graduate Diploma in Disaster Management (PGDDM)
- Post Graduate Diploma in Library Automation and Networking (PGDLAN)

PG and Advance Certificate

Post Graduate Certificate in Gandhi and Peace Studies (PGCGPS)

Bachelor's Degree

- BA in Psychology (BAPC)
- Bachelor's Degree in Library and Information Science (BLIS)
- Bachelor Preparatory Programme (BPP)
- Bachelor in Arts (BA)

Diploma

- Diploma in Women's Empowerment & Development (DWED)

Certificate

- Certificate in Disaster Management (CDM)
- Certificate in Environment Studies (CES)

4. M.A. IN PUBLIC ADMINISTRATION (MPA)

4.1 Introduction

IGNOU is committed to providing quality education at low costs to those who have for some reason or the other missed or have not had the opportunity for further studies. Keeping the heterogeneous nature and varied needs of its clientele, the university offers a range of programmes catering to human resource development as well as self-enrichment. The aim of the M.A. (Public Administration) is to provide comprehensive knowledge to the learners on the nature and relationship of State, Society and Administration. It will develop the conceptual faculties of the learners on various administrative theories, postulates, models, processes, methods, instruments, techniques, etc.

4.2 Eligibility

In accordance with the University's general policy of 'openness' and 'flexibility' vis-à-vis eligibility criteria, all graduates are eligible for admission even if they do not have Public Administration background at the undergraduate level. There would be no admission test.

4.3 Duration

The programme can be completed in a minimum period of two years and a maximum period of five years.

4.4 Medium of Instruction

The M.A. Public Administration is available both in English and Hindi medium.

4.5 Credit System

In IGNOU we follow the credit system. For obtaining degree of M.A. Public Administration you have to successfully complete course worth 64 credits. These are spread in two years. Each year you have to opt for 32 credits. One credit is equivalent to 30 hours of study by the students. A learner will have to devote approximately 240 hours of study to complete an eight credit course.

4.6 Programme Structure

MPA is a 64-credit Programme consisting of compulsory and optional Courses. The following Courses are available in the first and second year of study:

I Year Courses	Compulsory/Optional		Credits
MPA-011:	State, Society and Public Administration	Compulsory	8
MPA-012:	Administrative Theory	Compulsory	8
MPA-013:	Public Systems Management	Compulsory	8
MPA-014:	Human Resource Management	Compulsory	8
II Year Courses			
MPA-015	Public Policy and Analysis	Compulsory	8
MPA-016	Decentralisation and Local Governance	Compulsory	8
MPA-017	Electronic Governance	Optional	4
MPA-018	Disaster Management	Optional	4
MSO-002	Research Methodologies and Methods	Optional	8
MPS-003	India: Democracy and Development	Optional	8
MPAP-002	Project Work	Optional	8

Choosing Elective Courses

In the first year, you will be studying 32 credits worth of courses. All first year Courses are compulsory Courses. In the second year, you have to complete another 32 Credits. Two Courses namely MPA-015 and MPA-016 are compulsory courses. Thus, you have to choose optional Courses worth 16–credits out of Courses namely MPA-017 (4-Credits), MPA-018 (4-Credits), MSO-002 (8-Credits), MPS-003 (8-Credits) and MPAP-002 (8-Credits).

Learners who opt for Project Work are to write dissertation of 10000-15000 words. This Course is recommended for those who are interested in pursuing further studies in Public Administration.

4.7 Instructional System

MPA Programme adopts a multimedia approach, viz. self-instructional print material, audio-video programmes, assignments, counselling sessions and teleconferencing.

I. Print Materials

These comprise mainly self-instructional material. Other study materials required for a particular Course such as original texts of thinkers or essays from secondary sources will be made available at the study centres libraries.

The Units in the Course material have been carefully designed and written by specialists engaged in study, research and profession of Public Administration. The names of the authors are listed in the Course material. It may, however, be added that the Units are by no means comprehensive in discussing different themes. It is, therefore, advised that you read as much of the books and research articles as possible, suggested at the end of the print material. The University will make some of these books and articles available at the Study Centre libraries.

II. Audio-video Programmes

The Audio and Video programmes are supplementary, meant for clarification and enhancement of understanding. These are used during counselling sessions at the Study Centres. Video programmes are also telecast on the national network of *Doordarshan /Gyan Darshan*. Besides, live counselling is provided on radio. These sessions are conducted for an hour on Sundays from 189 All India Radio Stations spread throughout the country. You can ask questions right from your home on telephone.

III. Counselling Sessions

Generally, counselling sessions are held at the Study Centres during weekends (Saturdays and Sundays) and holidays. The Study Centre Coordinators will provide the counselling schedule.

IV. Teleconferencing

The Teleconferencing Sessions are organised by the School of Social Sciences with the help of the Electronic Media Production Centre (EMPC) staff, it shall be two way video and audio through EDUSAT. The subject experts counsel students on various aspects of the courses in these sessions. You will be informed of the schedule of these sessions in advance through the IGNOU Newsletter and website. The learner will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

V. Study Centres

Each student admitted to this programme will be attached to a **Study Centre**. At present, there are 278 study centres located in different places of the country activated for this Programme. Students may opt for enrolment in the nearest study centre. Every study centre is managed by a Coordinator. The students are advised to be in regular contact with their respective study centres and interact with the Coordinator as frequently as possible. The facilities provided at the study centres, normally, include the following:

- Counselling sessions in different courses relating to M.A. (Public Administration).
- Library facility with basic reading materials related to various aspects of the discipline.
- Audio-Video programmes specially designed for M.A. (Public Administration).
- Teleconferencing and Radio Counselling (at the Regional Centres).

4.8 Structure of Courses

MPA – 011 STATE, SOCIETY AND PUBLIC ADMINISTRATION

(8 Credits)

The Course on State, Society and Public Administration familiarises the learners on the evolution and transformation of the State. It brings out the nature of the State and throws light on its different perspectives. The Course outlines the relationship between the State and Society, State and Administration as well as Society and Administration. The objective is to highlight the changing role of bureaucracy and Indian State, impact of globalisation on administration, societal perceptions of administration, problems of governability, rise of new managerialism, importance of conflict resolution, accent on good governance and many other pertinent issues underlying Public Administration.

- Unit 1 Nature of the State
- Unit 2 Relationship among State, Society and Public Administration
- Unit 3 Changing Role of the State: Issues and Challenges
- Unit 4 Liberal and Marxist Perspectives of the State
- Unit 5 Neo-liberal Perspective
- Unit 6 Gandhian Perspective
- Unit 7 Interface between Citizens and Administration
- Unit 8 Democratic Peoples' Struggles: Case Studies
- Unit 9 Changing Norms of Social Equity, Participation, Flexibility and Autonomy
- Unit 10 Social Participation: Issues of Gender, Weaker Sections and Environment
- Unit 11 Changing Nature of Indian State
- Unit 12 Role of Bureaucracy in Policy Formulation, Implementation and Analysis
- Unit 13 Contemporary Context of Indian Bureaucracy
- Unit 14 Impact of Globalisation on Administration
- Unit 15 Challenges to Traditional Bureaucratic Paradigm
- Unit 16 Emerging Concepts: New Public Management, Reinventing Government and Business Process Reengineering
- Unit 17 Concept of Good Governance
- Unit 18 Governmental Institutions: Towards Reforms
- Unit 19 Growing Role of Civil Society Organisations
- Unit 20 Redefinition of Conflict Resolution
- Unit 21 Ethical Concerns in Public Administration

MPA-012 ADMINISTRATIVE THEORY

(8 Credits)

This Course introduces the concepts and theories in Public Administration to the learners. It analyses different approaches to Public Administration such as the classical, bureaucratic, human relations, behavioural, socio-psychological, systems, new public administration, critical and public choice, etc. at length.

- Unit 1 Public Administration - Meaning, Nature, Scope and Importance
- Unit 2 Nature and Typologies of Organisation
- Unit 3 Development and Growth of Administrative Theories
- Unit 4 Scientific Management Approach
- Unit 5 Administrative Management Approach
- Unit 6 Max Weber's Theory of Bureaucracy
- Unit 7 Critique of Bureaucracy
- Unit 8 Human Relations Approach
- Unit 9 Views of Herbert A. Simon on Decision-Making in an Organisation
- Unit 10 Organisational Structure, Processes and Functioning
- Unit 11 Socio-Psychological Approach: Views of Chris Argyris
- Unit 12 Socio-Psychological Approach: Views of Abraham Maslow and Frederick Herzberg
- Unit 13 Socio-Psychological Approach: Views of Douglas McGregor and Victor Vroom
- Unit 14 Open and Cooperative Systems
- Unit 15 Systems Approach: Views of David Easton and Chester Barnard
- Unit 16 Concept of Learning Organisation
- Unit 17 New Organisational Culture
- Unit 18 New Public Administration
- Unit 19 Perspective of Public Choice
- Unit 20 Pertinence of Critical Theory
- Unit 21 New Public Management Perspective
- Unit 22 State of Administrative Theory in 21st Century

MPA-013 PUBLIC SYSTEMS MANAGEMENT

(8 Credits)

The Course on Public Systems Management familiarises the learners with the concept, nature and scope of public systems management (PSM) as well as its political, socio-economic context and the impact of new technologies on PSM. Governance that occupies a strategic place in the management of public systems, is dealt in a holistic manner covering its key features and institutions. The important techniques used in the management of public systems are highlighted. In the present scenario of liberalisation, with changes being ushered in various fields, the significant aspects of responsiveness of PSM towards reforms are highlighted.

- Unit 1 Public Systems Management: Concept, Nature, Scope and Characteristics
- Unit 2 Distinctiveness of Public Systems Management

- Unit 3 Public Systems Management: Constitutional Context
- Unit 4 Public Systems Management: Political Context
- Unit 5 Public Systems Management: Socio-economic Context
- Unit 6 New Technologies and Public Systems Management
- Unit 7 Concept of Governance: An Introduction
- Unit 8 Governance: Role of Bureaucracy and Political Executive
- Unit 9 Governance: Role of the Legislature and the Judiciary
- Unit 10 Inter-governmental Relations in the Process of Governance
- Unit 11 Financial Management
- Unit 12 Materials / Logistics Management
- Unit 13 Strategic Management
- Unit 14 Key Management Tools
- Unit 15 Management Information System
- Unit 16 Work Measurement
- Unit 17 Selective Market Techniques
- Unit 18 Future Designing Techniques
- Unit 19 Accountability
- Unit 20 Responsiveness in Public Systems Management
- Unit 21 Transparency and Right to Information
- Unit 22 Networking and Inter-institutional Coordination in Governance
- Unit 23 Reforms and Change Management
- Unit 24 Empowerment
- Unit 25 Continuity and Change in Public Systems Management

MPA-014 HUMAN RESOURCE MANAGEMENT (8 Credits)

The Course deals with the concept and significance of human resource management. The key components of the public personnel management that include human resource planning, recruitment, promotion, performance appraisal and remuneration are discussed. Employer-employee relations, human resource development, assessment of the effectiveness of human resource management form part of this Course.

- Unit 1 Human Resource Management: Meaning, Nature, Scope and Significance
- Unit 2 Strategic Human Resource Management
- Unit 3 Human Resource Planning and Strategy
- Unit 4 Job Analysis and Job Design
- Unit 5 Recruitment, Selection, Appointment and Promotion
- Unit 6 Performance Appraisal

- Unit 7 Remuneration and Salary System
- Unit 8 Rewards and Incentive Management
- Unit 9 Employee Benefits
- Unit 10 Training and Development
- Unit 11 Redeployment and Reskilling
- Unit 12 Learning and Development
- Unit 13 Management Development
- Unit 14 Employee Capacity Building Strategies
- Unit 15 Total Quality Management
- Unit 16 Employee Health and Safety
- Unit 17 Human Resource Management and Employee Involvement
- Unit 18 Human Resource Management and Industrial Relations
- Unit 19 Discipline and Grievances
- Unit 20 Assessing Human Resource Management Effectiveness
- Unit 21 Human Resource Audit
- Unit 22 Managing Change at the Work Place
- Unit 23 Stress Management

MPA-015 PUBLIC POLICY AND ANALYSIS

(8 Credits)

This Course deals with the significance of public policy and the role of different agencies in policy making. It also highlights the models of public policy, policy implementation process, policy monitoring, policy evaluation and policy analysis. It throws light on a few case studies in order to bring out the strategies and constraints involved in the policy process.

- Unit 1 Understanding Public Policy
- Unit 2 Policy Cycle
- Unit 3 Models of Public Policy
- Unit 4 Importance of Public Policy: Contemporary Context
- Unit 5 Public Policy: Policy Sciences
- Unit 6 Policy Making: Role of Inter-governmental Relations
- Unit 7 Policy Making: Role of Planning Commission and National Development Council
- Unit 8 Policy Making: Role of Cabinet Secretariat and Prime Minister's Office
- Unit 9 Policy Making: Role of Civil Society Organisations
- Unit 10 Policy Making: Role of International Agencies
- Unit 11 Constraints in Policy Making
- Unit 12 Public Policy: Implementation System and Models
- Unit 13 Policy Implementation: Role of Various Agencies
- Unit 14 Policy Implementation Problems

- Unit 15 Monitoring of Public Policy – I
- Unit 16 Monitoring of Public Policy – II
- Unit 17 Understanding Policy Evaluation
- Unit 18 Ascertaining Policy Impact
- Unit 19 Policy Analysis
- Unit 20 Policy Analysis: Methods and Techniques – I
- Unit 21 Policy Analysis: Methods and Techniques – II
- Unit 22 Policy Analysis: Optimisation Studies
- Unit 23 Disinvestment Policy of India: A Case Study
- Unit 24 Telecom Policy of India: A Case Study

MPA-016 DECENTRALISATION AND LOCAL GOVERNANCE

(8 Credits)

This Course deals with meaning and significance of decentralisation and local governance. It throws light on the ecological factors and administrative dimensions of local governance. It also underlines the challenges to decentralised development and discuss the ways of meeting them through cooperation with the Central, state and local governments, Specific Purpose Agencies and the Civil Society Organisations. The types of local government – Urban and Rural, and contemporary issues and trends in local governance are also dealt with.

- Unit 1 Concept, Evolution and Significance of Democratic Decentralisation
- Unit 2 Contextual Dimensions of Democratic Decentralisation - I: Political, Constitutional and Administrative
- Unit 3 Contextual Dimensions of Democratic Decentralisation - II: Social, Economic and Geographical
- Unit 4 Understanding Decentralisation in Contemporary Settings
- Unit 5 Components of Decentralised Development – I: Empowerment
- Unit 6 Components of Decentralised Development – II: Socio-Economic and Politico-Administrative
- Unit 7 Components of Decentralised Development – III: Equal Distribution of Benefits of Development
- Unit 8 Partnership among Different Levels of Government - I: Union and State Governments
- Unit 9 Partnership among Different levels of Government - II: Local Authorities and Special Purpose Agencies
- Unit 10 Partnership of Local Government with Non-State Agencies/Actors
- Unit 11 Impact of Decentralised Development
- Unit 12 Evolution of Local Governance (Before 73rd and 74th Amendments)
- Unit 13 Features of 73rd and 74th Constitutional Amendments
- Unit 14 Organisational Structure of Rural Local Bodies
- Unit 15 Organisational Structure of Urban Local Bodies
- Unit 16 Intra-Local Government Relationship – I: Rural
- Unit 17 Intra-Local Government Relationship – II: Urban

- Unit 18 Development Planning (Nature and Scope)
- Unit 19 Micro Level Plans (Formulation and Implementation)
- Unit 20 Structural Reforms (Resources, Finances, Powers and Functions)
- Unit 21 Capacity Building of Grassroots Functionaries
- Unit 22 Sustainable Development: Challenges to Decentralised Governance
- Unit 23 Decentralised Governance: The Road Ahead

MPA-017 ELECTRONIC GOVERNANCE

(4 Credits)

This Course deals with the application of the Information and Communication Technology (ICT) in the day-to-day governance. It discusses the concept and role of ICT and brings out the problems and challenges in the area.

- Unit 1 Concept and Significance of E-governance
- Unit 2 Concept and Components of Information and Communication Technology
- Unit 3 Applications of ICT in Governance
- Unit 4 Role of ICT in Governance
- Unit 5 Role of E-governance in Administration
- Unit 6 Reforms in Bureaucratic Culture
- Unit 7 Applications in Local Self Government
- Unit 8 Rural Development Programmes and ICT
- Unit 9 Application of E-governance in Educational Programmes, Training and Research
- Unit 10 E-governance in Economic Development
- Unit 11 Citizen and Government Interface
- Unit 12 Projects and Experiments at National Level
- Unit 13 Projects and Experiments at State Level
- Unit 14 Challenges to E-Governance
- Unit 15 Information Policy

MPA-018 DISASTER MANAGEMENT

(4 Credits)

The aim of the course is to introduce the concept, characteristics and key aspects of management of disasters to the learners.

- Unit 1 Meaning and Classification of Disasters
- Unit 2 Disaster Management Cycle
- Unit 3 Disaster Management: Recent Trends
- Unit 4 Disaster Management: System in Indian Preparedness
- Unit 5 Disaster Prevention and Preparedness

- Unit 6 Vulnerability Analysis and Risk Assessment
- Unit 7 Resource Analysis and Mobilisation
- Unit 8 Disaster Mitigation
- Unit 9 Community Based Disaster Management
- Unit 10 Search, Rescue and Evacuation
- Unit 11 Temporary Shelters and Warehousing and Stock Piling
- Unit 12 Distribution of Relief Material
- Unit 13 Emergency Operation Centers
- Unit 14 Damage Assessment
- Unit 15 Rehabilitation and Reconstruction
- Unit 16 Disasters and Development
- Unit 17 First Responders
- Unit 18 Disaster Managers
- Unit 19 Strategies for Effective Disaster Management

MSO-002 RESEARCH METHODOLOGIES AND METHODS

(8 Credits)

The aim of the course is to expose the learners to the fundamentals of research method techniques so that they understand the nature of social reality concerns in social research. It endeavours to provide the learners conceptual understanding of techniques of research (methods along with the perspective or orientation (methodology) that governs research.

With the basic assumption that different methods and techniques are needed for different kinds of research themes, the first three Blocks (1 to 3) introduce philosophical roots of current methodologies in social research and sensitise its learners to critically look at them for obtaining conceptual clarity. The remaining Blocks deal with the study of (a) research methods as a way to understand social phenomena (b) tools and techniques to gather, organise and analyse the information collected. Among other pedagogic strategies the learners of this course would receive exposure to fieldwork for inculcating the spirit of inquiry through research. The details of this course are as follows:

Block 1 Approaches to Understanding Social Reality

- Unit 1 Logic of Inquiry in Social Science Research
- Unit 2 Empiricism
- Unit 3 Diverse Logic of Theory Building
- Unit 4 Theoretical Analysis

Block 2 Philosophical Foundations of Social Research

- Unit 5 Issues of Epistemology
- Unit 6 Philosophy of Social Science
- Unit 7 Positivism and its Critique
- Unit 8 Hermeneutics

Block 3 Contemporary Perspectives

Unit 9 Comparative Method

Unit 10 Feminist Approach

Unit 11 Participatory Method

Block 4 Types, Methods and Design of Research

Unit 12 Types of Research

Unit 13 Methods of Research

Unit 14 Elements of Research Design

Block 5 Quantitative Methods

Unit 15 Sampling Methods and Estimation of Sample Size

Unit 16 Measures of Central Tendency

Unit 17 Measures of Dispersion and Variability

Unit 18 Statistical Inference: Tests of Hypotheses

Unit 19 Correlation and Regression

Block 6 Survey Research

Unit 20 Survey Method

Unit 21 Survey Design

Unit 22 Survey Instrumentation

Unit 23 Survey Execution and Data Analysis

Block 7 Qualitative Research Methods and Techniques

Unit 24 Field Research I

Unit 25 Field Research II

Unit 26 Reliability, Validity and Triangulation

Unit 27 Qualitative Data Formatting and Processing

Unit 28 Writing Up Qualitative Data

Block 8 Data Analysis and Presentation of Research Findings

Unit 29 Using Internet Word processor

Unit 30 Using SPSS for Data Analysis

Unit 31 Using SPSS in Report Writing

Unit 32 Tabulation and Graphic Presentation

Unit 33 Guide to Research Project Assignment

MPS-003 INDIA: DEMOCRACY AND DEVELOPMENT (8 Credits)

The eight credits course on India: Democracy and Development refers to the major issues of democracy in India from the historical perspective. It focuses on the ongoing debate in the context of society and economy, society and institutions, political processes, issues in development, which include gender and development, regional imbalances, migration and development, sustainable development, etc. It also throws light on challenges of democracy and development in India with reference to economic reforms and globalisation.

The broad objective of the course is to develop deep understanding of Indian democracy to analyse, interpret ongoing challenges. It acquaints the students with the issues relating to various social groups, globalisation and challenges of the state and society. The course contains a mixture of theoretical and empirical analyses with opportunities to examine the a few case studies relevant in the context of debate and development.

Block 1 Democracy and Development

Unit 1 Legacy of National Movement with reference to Development, Rights and Participation.

Unit 2 Debates on Models of Development

Unit 3 Constitution and Social Transformation

Block 2 Society and Economy

Unit 4 Diversity and Pluralism

Unit 5 Inequality: Caste and Class

Unit 6 Political economy of Development

Unit 7 Structure and Growth of Economy (Poverty, Surplus and Unevenness)

Block 3 State Institutions

Unit 8 Legislature

Unit 9 Bureaucracy, Police and Army

Unit 10 Legal System and Judiciary

Unit 11 Federalism

Unit 12 Devolution of powers and Local Self Government

Block 4 Political Process

Unit 13 Political parties and Participation

Unit 14 Workers and Peasant Movements

Unit 15 Media and Public Policy

Unit 16 Interest groups and Policy Making

Unit 17 Identity Politics (caste, religion, language and ethnicity)

Unit 18 Civil Society: Social Movements, NGOS and Voluntary Action

Block 5 Issues in Development

Unit 19 Human Development: Health, Education and Social Security

Unit 20 Gender and Development

- Unit 21 Regional Imbalances
- Unit 22 Migration and Displacement
- Unit 23 Environment and Sustainable Development
- Block 6 Challenge of Democracy and Development**
- Unit 24 Economic Reforms and Globalisation
- Unit 25 Religious Politics
- Unit 26 Ethnicity and Nation – State
- Unit 27 Democracy and Development in India: An Assessment

MPAP-002 PROJECT WORK

(8 Credits)

The aim of this Course is to provide to the MPA students with the basic methodology for undertaking research in Public Administration. Learners get an opportunity to write a 10,000 to 15,000-word dissertation (excluding bibliography) on any topic within the field of MPA programme studied. The broad list of topics of dissertation shall be sent to the learners along with the M.A. II year course material.

The dissertation should be an independent examination of an issue in which the candidate already has an interest. It need not be an account of original research and may rely on secondary sources, but it should be the product of work done independently and unaided by the candidate. Candidates are, however, free to use original material such as unpublished documents, newspapers, files or personal interviews.

The topic and the research proposal have to be approved by the University's Faculty. A Handbook containing detailed advice on preparation of the proposal and other aspects of the dissertation writing will be sent to you.

Approval for the topic should be sought within three to four month's time from registration for the Second year.

An evaluation committee set up by the Faculty of Public Administration evaluates all dissertations at the headquarters. There is no oral examination and defence of the dissertation.

5. EVALUATION

The evaluation consists of two parts: 1) continuous evaluation through assignments, and 2) term-end examination. In the final result, continuous evaluation (assignments of a course) carries 30% weightage while 70% weightage is given to term-end examination. The following is the scheme of awarding divisions and grades:

Division	Percentage Range	Grade	Point Grade
I	80 and above	A-Excellent	5
	60 to 79.9	B-Very Good	4
II	50 to 59.9	C-Good	3
Pass	40 to 49.9	D-Satisfactory	2
Unsuccessful	Below 40	E-Unsatisfactory	1

You are required to score at least 40% marks in both continuous evaluation (assignments) as well as term-end examination separately. In the overall computation also, you must get at least 40% marks in each course to claim the Degree of M.A. (Public Administration).

5.1 Assignments

Assignments constitute the continuous evaluation system. The submission of assignments is compulsory. Assignments of a Course carry 30% weightage while 70% weightage is given to the term-end examination.

All assignments are Tutor-Marked Assignments (TMAs). You will have to submit One TMA for each course. These assignments are designed to test your comprehension of the print material you receive and to prepare you for the term-end examination. They are designed in such a way as to help you concentrate mainly on the printed Course material and supplement with the personal experience, conceptual grasp and keen observation.

You will not be allowed to appear for the term-end examination for a Course if you do not submit the specified number of assignments in time for that Course.

The evaluators/counsellors after correcting the assignments shall send them back to you with their comments and marks. The comments guide you in your study and help in improving your performance.

The University/Coordinator of the Study Centre has the right not to entertain or to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

If you do not get a passing grade in any assignment, you have to submit it again. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, on the part of the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that he/she forwards the correct score to the Student Registration and Evaluation Division at the Headquarters.

Whenever you receive a set of material and assignments, check them immediately and ask for missing book/books, if any, to the Regional Director of your Regional Centre.

5.2 Term-end Examination

As stated earlier, term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result. You must fill and send your term-end examination form before the last dates that is, 31st March for June and 30th September for the December exam to the Assistant Registrar (Exam-II), SED, IGNOU, Maidan Garhi, New Delhi – 110 068.

In case, you fail to secure a pass score (40% marks) in the term-end examination, you will be eligible to reappear in the next term-end examination for that course as and when it is held, within the total span of the programme.

Eligibility for Examination

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

- 1) You should have paid the Course fee;
- 2) You should have opted and pursued the prescribed Course;
- 3) You should have submitted the assignments for the respective Course; and
- 4) You should submit the examination form in time.

Note: ‘A learner should not apply for appearing at the term-end examination of any course without getting registered for the same and that if he does so, his result would not be declared and the onus shall be on him’.

Examination Date Sheet

Examination date sheet (Schedule which indicates the date and time of examination for each course) is sent to all the Study Centres approximately five months in advance. The same is also notified through IGNOU News Letter from time to time. Thus, normally, the date sheet for the June examination is released in January and for the December examination in July. You can see the date sheet at IGNOU website also.

Online Submission of Examination Form

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Examination Form is available online at IGNOU website. Only one form is to be submitted for all the courses in one term-end examination. **You need to pay separate fee for the examinations.**

A fee of ₹120/- per course is charged as examination fee. If result of the previous examination is not declared the fee for that course can be exempted while filling the form for the next exam. The detailed guidelines are available at ignou website www.ignou.ac.in. There is a separate late fee if forms are submitted after due date.

Keeping the interest of the students, University has approved the acceptance of the examination forms from the students through **online mode only**. The details are given below.

Description	June TEE	December TEE	Online submission
Without late fee	Upto 30 th April	Upto 31 st October	Online submission For Latest information see website: www.ignou.ac.in
Late fee of Rs. 1000/-	1 st May to 10 th May	1 st November to 10 th November	Online submission

For update and recent notification kindly visit University's website: www.ignou.ac.in

The examination forms with the requisite late fee shall be submitted by the students from **1st May to 10th May** for June TEE and **1st November to 10th November** for December Term End Examination (TEE) through **online mode only**. The examination fee should be paid by students through Debit/Credit Card only.

Examination Intimation Slip

After receiving the examination forms from you, the University will send an information slip to you before the commencement of the exams. If you do not receive the intimation slip 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received or misplaced the intimation slip, you can take the examination by showing your Identity Card (Student Card) to the Superintendent of the Examination Centre.

Examination Centre

Your Study Centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to the Registrar, Student Evaluation Division, at least one month before the commencement of examinations. Your enrolment number is your Roll Number for the examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your 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.

Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

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

6. TIPS FOR EFFECTIVE LEARNING IN OPEN UNIVERSITY

How to Approach your Studies: It would be beneficial for you to go through the Programme Guide as well as the Handbook provided by the University. This will help you to know exactly about the facilities being extended and how you can make best use of these in your learning. This will provide you an idea of what to expect from the system and how best to use the support being provided.

Quasi-permanent Separation: To bridge your semi-permanent separation from your counsellor and to enable you to take advantage of the flexibilities provided in the Open Distance Learning (ODL) system, provision for Face-to-Face interaction has been made. Moreover, you can contact your teachers at the Headquarters through phone and e-mail. However, the onus of learning is on you. You must make full use of the flexibility, facilities and innovativeness provided by the system.

Adhere to the Schedule of Operations: Various activities in the ODL system are time bound and the details are given in the programme guide and the handbook sent to you. Adherence to the Schedule of Operations shall help you enormously in completion of the courses. As a thumb rule, if you study three hours a day regularly, you should be successful in the minimum stipulated time.

Studying at your Pace and Place: You can learn at your pace and place, but it would help if you periodically revise what you have learnt. This would also enable you to assess as to how much remains to be done. The DE system provides for an in-built teacher in the Self Instructional Materials (SIMs). Your pace of learning could be faster and effective if you abide by the instructions given to you in the SIMs and follow the sequence and steps suggested therein, as the objective of these access devices is to regulate your pace of learning.

Taking Notes: In SIMs, some space has been provided to take important notes. You should identify keywords/terms, and put remarks while going through it. This facilitates cross-referencing. You must answer/solve problems in the Self-assessment Questions (SAQs) and Terminal Questions (TQs) yourself for better understanding and preparation for the examination.

Using Media Effectively: The audio-visual learning is faster and can be more effective. That is why multi-media is one of the integral components of our multiple media instructional package. For complementing your learning with the help of multi-media effectively, you should visit your study centre for counselling and insist that your counsellor shows A/V programmes. Such visits will also help you obtain the latest information on broadcast, and telecast of programmes and tele-conferences being held. Now IGNOU has a 24 hr TV Channel Gyan Darshan and a countrywide network of FM radio stations. You should contact your cable operators to beam Gyan Darshan. In case, it is not possible for you to visit your SCs for some reason, you can procure these cassettes/CDs from the University for convenient viewing.

Preparing Assignment Responses: The separation between the teacher and the taught in the ODL system is bridged through dialogue established by continuous assessment. Your assignment responses provide an opportunity to your counsellor to guide you and pace your learning depending on your progress. Therefore, you must write your assignment yourself, in your words depending on the scope of every question. In some questions, you might be required to give a brief outline while in others you may be asked to give your justifications/demonstrate your skills and knowledge/give detailed description etc. It is also possible that you may be required to refer to a particular source of information or data and present your analysis. If possible, discuss implications and suggest application and/or give illustrations. When you have answered the assignments, pause for a while and recheck your response to make sure that:

- the language is your own, simple and comprehensible;
- it covers all the relevant aspects and with expected details;
- the content is accurate and relevant;
- the presentation is logical and clear;
- the main points are well supported by examples/arguments/illustrations; and

- the response has been legibly written.

You must keep a copy of all assignments and file them in order, separately, for each Course. While submitting your assignment at your Study Centre / Programme Centre, you must insist on obtaining acknowledgement. In case you send your assignment by post, keep the registration slip as evidence. In case of any difficulty or unconvincing response at the Study Centre, please contact your Regional Centre or the Headquarter. Normally, you should obtain your Tutor Marked Assignment within 45 days. In case you do not receive your evaluated TMAs with tutor comments in the stipulated period, you should check with the Study Centre Coordinator. Once you receive the evaluated assignment responses, go through the tutor comments. A careful reading of the comments should give you an idea as to how you can improve your responses in future.

Learning from Counselling and Peer Group: In order to make the best use of the counselling sessions, you should have read the relevant Units before going for the counselling session. This will enable you to have useful interactions with your counsellor and peer group. Participate in the discussion with an open mind. Take note of important points identified by other peer group members and the counsellor. Do not hesitate to clarify doubts, even if they are trivial.

Taking the Term-end Examination: In our system of education, career prospects are influenced by the performance in examinations. So, you should approach examinations with some caution. However, this should not cause anxiety. Another important point to be kept in mind is that you must submit your assignments as per schedule before the examination.

Preparing for the Examinations: The surest way to success in examination is to conscientiously employ effective study techniques over a period of time. For example, if you follow the tips provided here, your chances of success will improve. Thus, you will certainly remember more, have a better understanding, and be able to organise your ideas quickly and effectively.

On the Examination Day: When you receive the question paper:

Read the instructions and the question paper right through very carefully paying attention to each question;

Be objective and assess what precisely the questions demand of you;

Budget your time, that is, you should carefully allocate your time according to the weight age given to each question; and

Plan your answer and form a sense of priority.

7. SOME USEFUL ADDRESSES

1) Examinations, examination centres, results, and other exam related matters.	Registrar (Student Evaluation Division) IGNOU, Maidan Garhi, New Delhi-110 068
2) Non-receipt of study material,	Registrar, MPDD, IGNOU, New Delhi
3) Change of course/programme, admissions, fees, scholarships and Change of Address	Regional Director of your respective region.
4) Counselling and other problems relating to Study Centres New Delhi – 110 068	Assistant Director (Student Affairs), Regional Services Division, IGNOU, Maidan Garhi,
5) Purchasing of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068
6) Academic Matters	Prof. E. Vayunandan Prof. Alka Dhameja Programme Co-ordinators M.A. (Public Administration) School of Social Sciences IGNOU, Maidan Garhi, New Delhi-110 068 evayunandan@ignou.ac.in alkadhameja@yahoo.com

You are also advised to get in touch with the Co-ordinator of your Study Centre for timely information.

IMPORTANT POINTS

- Please file all letters that the University sends you, and read this Programme Guide carefully. A record of your progress is maintained at the SR&E Division, but you must maintain your own record for comparisons, if needed.
- Do write to us if you have any difficulties or problems while working through the Programme. Remember to intimate the relevant authority sufficiently in advance.
- Some forms along with instructions for filling in are printed in the Programme Guide. Students are advised to make use of photocopies of these forms and not the forms printed here as these are only sample forms.
- All types of communication (letters, applications, etc.) are attended to as soon as we can. It is therefore, desirable that you make your letters brief and precise. It is mandatory to mention your enrolment number and present address in all your correspondence.
- The University reserves the right to change the rules detailed in this Programme Guide. However, you will be informed about those changes through supplementary circulars well in advance.
- In your own time-table, you must make provision for unforeseen difficulties, such as illness, official duties, various social obligations, etc. By doing so, you will save yourself from unexpected delays. The golden principle is to do it today what you have planned to do tomorrow.

Wish You Good Luck

8. SOME FORMS FOR YOUR USE

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

- 1) Assignment remittance-cum-acknowledgement form
- 2) Change of Medium/Courses
- 3) Application for credit transfer
- 4) Intimation of non-receipt of study material
- 5) Form for provisional certificate
- 6) Form for re-evaluation of answer scripts
- 7) Form for duplicate grade card/marksheet
- 8) Migration certificate form
- 9) Form for Issue of Duplicate Degree/Diploma/Certificate
- 10) Form for improvement in Division/Class
- 11) Form for early declaration of Result
- 12) Form for obtaining photocopy of the Answer Script
- 13) Form for use of Official Transcript.

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

Enrolment No. : Programme :

Name : _____

Course Code : _____ Medium : English/Hindi

S.No. Assignment No. _____

Signature of the Student _____

Date : _____

FOR OFFICE USE ONLY
Sr. No. : _____
Signature of the receiver _____
Date : _____
Seal

Enrolment No. : Programme :

Name : _____

Course Code : _____ Medium : English/Hindi

For Office Use Only

Sr. No. : _____
Date of Receipt : _____
Name of Evaluator : _____
Date of despatch to the Evaluator : _____
Date of receipt from Evaluator : _____

Sig. of dealing Accountant _____
Date : _____

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

To
The Regional Director

Change of Medium: Rs. 350/- + Rs. 600/- for 4 credit and
Rs. 1200/- for 8 credit per course
Change of Courses: Rs. 600/- for 4 credit per course
Rs. 1200/- 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.:

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

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 _____



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

Please see instructions overleaf

Application for Credit Transfer in M.A. (Public Administration) Programme

Enrolment No.

Name & Address _____ Programme of Study :

Details of Credit Transfer Fee paid : _____

D.D. No. _____ Date _____ Amount _____

Drawn on (Bank & Branch) _____
Payable in favour of IGNOU, New Delhi (fee is Rs. 500/- per 8 credit course or a part thereof)

Details of Courses applied for Credit Transfer :					IGNOU Credit Equivalence desired					
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits		
All of the Information provided above is true to the best of my knowledge (For Office use only) _____ Student Signature & Date :										
Recommendations of Schools :										
Credit Transfer recommended for the following Courses										
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

- 1) Read the instructions given in your Programme Guide carefully.
- 2) For M.A. Credit Transfer is allowed upto a maximum of 32 credits only.
- 3) Enclose the attested copies of the following alongwith the form :
 - Marks lists issued by the accredited Institute/University.
 - Syllabus of accredited Institute/University.
 - Prospectus issued by the accredited Institute/University.
- 4) Pay the credit transfer fee at the rate of Rs. 500/- per 8 credits or part thereof through a crossed Demand Draft in favour of 'India Gandhi National Open University' payable at New Delhi.
- 5) Submit the filled in Credit Transfer Form to the following address :

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

To
The Registrar,
MPDD, IGNOU
Maidan Garhi, New Delhi



Sub : Non-receipt of Study Material

Enrolement No.

Programme

Medium of Study

I have not received the study Materials respect of the following :

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

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

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

Signature :
Date :

For Official Use

Date of despatch of study material to students



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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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.



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



INDIRAGANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

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

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

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

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

(To be filled in by the Admissions Division)

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

Date _____ Dealing Assistant _____ Section Officer _____

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 500/- 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. 500/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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



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

Note: For Instructions, please see reverse.

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

Sir,

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

The prescribed fee of Rs. 750.00 is submitted herewith.

The required particulars are given below:

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

(in Hindi): _____

Father's Name (in Block Letters): _____

Programme :

Enrolment Number:

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

Result: _____

Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

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

Yours faithfully.

Signature of the Student

Postal Address _____

Date: _____

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

Signature of Regional Director
With Stamp

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

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

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

I _____ Son/Daughter of Shri _____
resident _____ of _____

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

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

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

Deponent

Signature _____
Address _____

Verification

Verified _____ this _____ day of _____ year 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 STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

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

Total marks/Overall point grade obtained Percentage obtained

.....

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

5. Courses(s), in which improvement is sought:	COURSE CODE	COURSE CODE
	1. _____	4. _____
	2. _____	5. _____
	3. _____	

6. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

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

Demand Draft No.: Date:

Issuing Bank:

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

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

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

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria.
 - a) The students mentioned at 1(a) above in June 2008.
 - b) The students mentioned at 1(b) above in June 2008 or December 2008.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. Students wishing to improve their performance should submit the application in the prescribed format along with fee @Rs.500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-

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

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



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

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

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

1. Name :

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Reason for early declaration of result:

.....

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

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

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

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

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

7. **Fee detail:**

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

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

Demand Draft No.: Date:

Issuing Bank:

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

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Ban- galore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd 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, 1 st 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, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

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

UNDERTAKING

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

Date: Signature
Place: Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Veperay 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 2 nd 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, 1 st 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, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
 2. Programme: Enrolment No:

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

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

No. of transcript(s): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....
Required

Demand Draft No.: Date:
- Issuing Bank:
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
 7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

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

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

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

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

9. PROGRAMMES OFFERED BY THE SCHOOL OF SOCIAL SCIENCES

S. N.	Name of the Programme	Programme Code	Eligibility	Minimum age on 1st Jan. of the Academic year	Duration in years		Programme Fee*	Medium of Instruction	Future Prospects
					Min.	Max.			
1.	Doctor of Philosophy (History, Pol. Science, Economics, Sociology, Public Admn., Library & Information Sciences)	Ph.D.	An M.Phil. degree and a Post-Graduate degree in a relevant discipline with minimum 55 per cent marks (50 per cent marks for SC/ST/PH candidates) or an equivalent grade from a University or a recognized institution of higher training; OR Master's degree in a relevant discipline with minimum 55 per cent marks (50 per cent marks for SC/ST/PH candidates) or an equivalent grade from a University or a recognized institution of higher learning and five years of teaching/industry/administration/professional experience at senior level	No Bar	2 yrs	5 yrs	Rs.7000/-	English & Hindi	Teaching and Research in Institutions of higher learning, Universities and research institutes
2.	M.Phil programmes in Economics under face to face mode.	REC	Same	No Bar	1 1/2 yrs	4 yrs	Rs. 10,500/-	English	Teaching, Research and Professional Economist
3.	M.A. Public Policy	MPP	For IAS probationers only.	-	-	-	-	-	-
4.	Master in Library and Information Science	MLIS	i) BLIS Degree from any recognized University or its equivalent. ii) Weightage will be given to the candidates having working experience in Libraries, information centres and other related organizations	No Bar	1 yr.	4 yrs.	Rs.10800/-	English	To prepare professionals of different levels to take up employment in libraries and Information Centres in the - Govt. Departments, Universities & other Academic Institutions - Public Libraries, - Public Sector Undertakings, - Corporate Bodies, News & Advertising Agencies, Consultancy Information Broker
5.	Master of Arts (Political Science)	MPS	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 5600/- (1 st Year) Rs. 5400/- (2 nd Year)	English & Hindi	Teaching and Research in Political Science
6.	Master of Arts (History)	MAH	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 5600/- (1 st Year) Rs. 5400/- (2 nd Year)	English & Hindi	Research and Teaching in History and job opportunities in museums, archives, archaeological Institutions
7.	Master of Arts (Psychology)	MAPC	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 8000/- (1 st Year) Rs. 7800/- (2 nd Year)	English	1. Clinical Psychologist 2. Counselors 3. Human Resource Department 4. Teachings & Research

8.	Master of Arts (Economics)	MEC	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 7400/- (1 st Year) Rs. 7200/- (2 nd Year)	English & Hindi	Research and Teaching in Economics
9.	Master of Arts (Public Admn)	MPA	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 5600/- (1 st Year) Rs. 5400/- (2 nd Year)	English & Hindi	Research and Teaching in Public Administration
10.	Master of Arts (Sociology)	MSO	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 5600/- (1 st Year) Rs. 5400/- (2 nd Year)	English & Hindi	Research and Teaching in Sociology
11.	Bachelor Preparatory Programme	BPP#	No formal qualification	No bar	2 yrs	5 yrs	Rs. 1400/-	English & Hindi	After completing BPP one may go for graduation/ BSW/BTS
12.	Bachelor of Arts	BA	10+2 or its equivalent or BPP from IGNOU	No bar	3 yrs	6 yrs	Rs. 2600/- (1 st Year) Rs. 2400/- (2 nd Year) Rs. 2400/- (3 rd Year)	English & Hindi	After completing BA one can go for Masters level programme in any institution of higher learning or B.Lib. or MA available in any discipline in IGNOU. Besides one can also go for a large number of Post Graduate Diploma Programme offered by the University.
13.	Bachelor of Arts (Psychology)	BAPC	10+2 or its equivalent or BPP from IGNOU	No bar	3 yrs	6 yrs	Rs. 7000/-	English	After completing BA one can go for Masters level programmes
14.	Bachelor in Library and Information Science	BLIS	i) Second Class Bachelor's Degree with 50% marks. OR ii) Bachelor's Degree with Diploma in Library Science. OR iii) Bachelor's Degree with two years of working experience in a Library and Information Centre. OR iv) Bachelor's Degree in a Professional area such as Engineering, Pharmacy, Law etc.	No bar	1 yr	4 yrs	Rs. 6200/-	English & Hindi	To prepare library professionals of different levels to take up employment in libraries and Information centres in the: - Govt. Departments - Universities & Other Academic Institutions - Public Libraries - Public Sector Undertakings - Corporate Bodies - News & Advertising Agencies
15.	Post Graduate Diploma in Library Automation and Networking	PGDLAN	Bachelor's Degree in Library and Information Science	No bar	1 yrs	4 yrs	Rs.18200/-	English & Hindi	This programme provides sufficient exposure and handsome experience on developing automated systems and providing the services in new form using ICT.
16.	Post Graduate Diploma in Disaster Management	PGDDM	Graduate in any discipline	No bar	1 yrs	4 yrs	Rs. 6200/-	English & Hindi	Useful for PSU, Rural Dev. Functionaries and Social & Env. Workers.
17.	Post Graduate Diploma in Mental Health	PGDMH	Post Graduate Degree in Psychology/Social Work/Nursing or All medical graduate (Allopathy/ Homeopathy/ Ayurvedic/Unani/ Siddha)	No bar	1 yrs	4 yrs	Rs. 9000/-	English	This programme aims at providing sound base in the field of mental health. It is a capacity building programme to train the physical and mental health personnel to address the mental health requirements of people in view of the shortage of mental health personnel in India.

18.	Certificate in Disaster CDM Disaster Management	CDM	10+2 or its equivalent	No bar	6 mon ths.	2 yrs	Rs. 2400/-	English & Hindi	Aims at providing knowledge to the learners in the areas of disaster preparedness, prevention, mitigation, relief, reconstruction and rehabilitation
19.	Certificate in Environmental Studies	CES	BPP from IGNOU or 10+2 or its equivalent	No bar	6 mon ths.	2 yrs	Rs. 2400/-	English & Hindi	Environmental Studies is one of the fastest growing areas that cater to current issues of social and economic concern. Recent upsurge in academic interest in the issues of development and environmental conservation provide the raison d'etre for this course.
20.	Master in Anthropolgy	MAAN	Graduate in any discipline	No bar	2 yrs	5 yrs	Rs.16800/-	English	This programme aims to develop professional competence in the light of perceivable need for trained anthropologists in academic and research, institutes, NGOs, government organisations and applied sciences.
21.	Master of Arts (Gandhi and Peace Studies)	MGPS	Graduate in any discipline	No bar	2 yrs	5 yrs	Rs.10800/-	English & Hindi	This programme aims to provide an in-depth knowledge in the area of Peace and Conflict Resolution and enable the learners to specialize in Gandhian philosophy and thinking in peace studies, political theory and critical philosophical traditions.
22.	Post Graduate Diploma in Gandhi and Peace Studies	PGDGPS	Graduate in any discipline	No bar	1 year	3 yrs	Rs. 4200/-	English & Hindi	To impart knowledge particularly young people on the thoughts and ideas of Gandhi on Economics, social, political development and environment also to train in peace making and conflict resolution in real life situations.
23.	Post Graduate Certificate in Gandhi and Peace Studies	PGCGPS	Graduate in any discipline	No bar	6 months	2 yrs	Rs. 2400/-	English & Hindi	To promote the Gandhian vision of peace and non-violent activism and to understand Gandhi's concept of World Order for Global Peace and Security.

* For may be revised from time to time by the University

Thisprogramme is meant for those students who have not passed 10+2 and wish to do BA/B.Com. After successfully completing this programme students are admitted in B.A./ B.Com. and a number of other diploma/ certificate programmes.

@ Programme offered by the School of Social Sciences are also useful to the students of the formal system. There is no bar on learners of the formal system in joining theseprogrammes even while pursuing regular College and University Courses.

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

1. Name of Student :

2. Enrolment No.

3. Programme Code:

4. Category: (Cross (×) the appropriate Box only)

General SC ST OBC

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

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

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

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

Ex-serviceman War-widow Not applicable

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

Unemployed Employed IGNOU Employee KVS Employee

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

Hindu Muslim Christian Sikh Jain Buddhist Parsi Jews Others

(please specify _____)

11. Details of Scholarship being received, if any.

(a) Amount (Annually)

(b) Govt./Deptt.

(c) Family income (yearly)

Rs.

Rs.

IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website www.ignou.ac.in. Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

I. IGNOU REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH)

1	Dr. Bini Toms, RSD, Chairperson RSDCASH	29572407/2505	isdcash@ignou.ac.in
2	Dr. G. Mythili, Dy. Director, STRIDE	29572604	gmythili@ignou.ac.in
3	Ms. Azra Arshad, Maintenance, Engineer EMPC	29573261 29532164	aarshad@ignou.ac.in
4	Ms. Neeru Sayal, EA, RSD	29572417	neerusayal15@gmail.com
5	Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)		

II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

1	Prof. Uma Medury, Professor, SOSS, Chairperson ICASH	29572741	cash@ignou.ac.in
2	Dr. Gurmeet Kaur, Associate Professor, SOL	29572984	gurmeetkaur@ignou.ac.in
3	Dr. Neera Singh, Associate Professor, SOH	29572790	neerasingh@ignou.ac.in
4	Dr. Rakhi Sharma, Director, SOET	29572923	rakhisharma@ignou.ac.in
5	Ms. Renu Katyal, AR, SOA	29572977	renu@ignou.ac.in
6	Mr. P.T. Raveendran, AR, F & A	29571211	ptraveendran@ignou.ac.in
7	Ms. Rashmi Sarpal, PS, SOSS	29572702	rashmisarpal@ignou.ac.in
8	Ms. Parineeta, Assistant, SOTHSM	29571751/1758	parinita@ignou.ac.in
9	Dr. Neeraja Singh, Associate Professor (in History), Satyawati College, DU, New Delhi		
10	Dr. Bani Bora, Social & Development Research and Action Group) SADRAG, Noida (U.P.)		
11	Ms. Swati Pal-Ph. D. in Chemistry		

III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

1	Prof. Anju Sehgal Gupta, Professor, SOH Chairperson ACASH	29532054	asgupta@ignou.ac.in
2	Ms. Kailash Saluja, AR, MPDD	29572006/2030	kailashsaluja@ignoua.c.in
3	Ms. Gazala Parven, Prod. Asst. EMPC	29573366	ghazala.syed.mail@gmail.com
4	Prof. Jyantika Dutta, Lady Irwin College		

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

For Complaints please write to:

Address at IGNOU (Hqrs.):

Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068

Email: rsdcash@ignou.ac.in

OR

Address at your Regional Centre:

Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).

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