Master’s Degree Programme in Psychology (MAPC)

PROGRAMME GUIDE

School of Social Sciences (SOSS)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068
Dear Learner,

The Discipline of Psychology, SOSS, IGNOU welcomes you to MAPC (MA Psychology) programme. The programme is offered in Open and Distance Learning (ODL) mode. It is possible that this may be your first experience as an ODL learner. Unlike the conventional system of education, where teaching and learning takes place in face to face manner, IGNOU adopts a multi-media approach to facilitate teaching-learning process.

The course material (Self-Learning Material) is the primary medium of instruction. It will also be supplemented with audio-video programmes. Further, teleconference sessions and interactive radio counselling sessions will also be organised from time to time which you can take benefit from. You can get information regarding this from your Regional Centre. You will also get support and guidance from the counselling sessions organised at the Study Centres. Counselling sessions will be conducted for both theory and practicum courses. Attendance in counselling sessions of theory courses is not mandatory; however it is compulsory to attend the counselling sessions for practicum courses.

Please ensure that you keep in touch with your Study Centre with regard to the schedule of counselling sessions.

This programme guide will help you understand the programme in a better way with regard to its features, structure, courses, assignments, evaluation and so on. It will also help you to organise your study related to various components of the programme.

We wish you all the best.

Discipline of Psychology

SOSS, IGNOU
The course material that will be provided to you is written in such a manner that promotes self learning. Further, you may also refer to textbooks and reference books given at the end of each Unit under References and Suggested Readings. You may also visit libraries attached to the Study Centres, Regional Centres and IGNOU Headquarter. There is no need to refer to cheap and abridged guides available in the market for the programme. It is advised that the learners do not take resort to such type of guides.

The University reserves the right to change the rules and procedures described in this programme guide.

The University sends study material and assignment, wherever prescribed, to the learners by registered post and if a learner does not receive the same for any reason whatsoever, the University shall not be held responsible for that.

The learners are instructed to send the Examination Forms to concerned Regional Centres only and to no other place and they are also advised to submit the Registration/Re-registration forms only at the respective Regional centres and nowhere else. If any learner sends the Registration/ Re-registration form, Examination forms at wrong places and thereby misses the scheduled date and consequently a year, he/she will have no claim on the University for regularisation.
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1. THE UNIVERSITY

The Indira Gandhi National Open University established in 1985 through an Act of Parliament, ranks as one of the premier educational institutions in the world. In the brief span of around two decades of its existence, it has contributed significantly to the development of higher education in India through the distance mode.

In the face of an ever increasing demand for higher education, upgradation of skills and need for continuous training of the workforce, IGNOU is fast developing into a sustainable system for enhancing seamless access to education in the country. At present it caters to around 2.5 million students through its vast network of 62 Regional Centers and around 3000 Study Centres spread all over the country and its headquarters located in New Delhi. Its mission is to advance the frontiers of knowledge and provide sustainable and learner-centric quality education, skill upgradation and training to all by using innovative technologies and methodologies.

The University is committed to quality in all its activities – teaching, research, training and extension. IGNOU also acts as a national resource centre for expertise and infrastructure in the ODL system. It is an apex body responsible for ensuring the sharing of professional capabilities and resources as well as for improving the standards of distance education in the country.

Objectives

In order to fulfill its mission of providing access to quality education to all citizens of this country, the University is mandated to:

- impart education and knowledge through various means suited to the open and distance education mode;
- provide higher education to large sections of the population, particularly to the disadvantaged segments of society;
- encourage, coordinate and assist open universities and distance education institutions to raise standards of education in the country; and
- promote national integration and strengthen the natural and human resources of the country through the medium of education.

Functions

IGNOU serves two main functions:

1) It offers various academic programmes that lead to Certificates, Diplomas and Degrees. It develops and produces courses for delivery through open learning and distance education mode. It is actively involved in research, training and extension education activities.

2) In its capacity as an apex body, it coordinates and monitors the open learning and distance education systems in the country through the Distance Education Council and provides expertise and financial assistance to such institutions.

Features

IGNOU has certain unique features such as:

- National jurisdiction
- Flexible admission rules
- Individualised study
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
• An effective student support services network
• Cost-effective programmes
• Modular programmes, and
• Resource sharing, collaboration and networking with Open Universities and other institutions.

2. SCHOOL OF SOCIAL SCIENCES

School of Social Sciences is the biggest in terms of disciplines, courses offered and the faculty strength. The school enfolds eight disciplines: Anthropology, Economics, History, Library and Information Science, Political Science, Psychology, Public Administration, Sociology.

The school offers the following programmes:

Research Degree
• Doctor of Philosophy in Gandhian Thought and Peace Studies (PhD in Gandhian Studies) Integrates (DoPGPS)
• Doctor of Philosophy in Economics (PhD in Economics)
• 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
• MPhil in Economics (MPhil (Economics))

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

PG and Advance Diploma
• Post Graduate Diploma in Gandhian Thought and Peace Studies (PGDGPS)
• Post Graduate Diploma in Disaster Management (PGDDM)
• Post Graduate Diploma in Library Automation and Networking (PGDLAN)

PG and Advance Certificate
Post Graduate Certificate in Gandhian Thought 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)

3. UNIVERSITY RULES

3.1 Open Access
Access to the programme is open to all subject to fulfillment of minimum eligibility criteria.

3.2 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.

3.3 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.

3.4 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.

3.5 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. This, however, does not apply in the case of Certificate in Computing.

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.

3.6 IGNOU Website
You may also access all relevant information and assignments from the University Website at www.ignou.ac.in
4. MASTER’S DEGREE PROGRAMME IN PSYCHOLOGY (MAPC)

4.1 Introduction

The M.A. (Psychology), degree programme is offered by the School of Social Sciences (SOSS), IGNOU. In the recent past Master’s Degree in Psychology has been in great demand with many schools, hospitals, (both private and public), voluntary welfare agencies and correctional institutions as well as industrial and corporate sectors. Psychology has a broad scope ranging from clinical, educational, organisational fields to sports, military, forensic and so on. After completing Masters in Psychology, one can also get into teaching and research. Further, the degree will also help an individual in various application oriented fields as well.

Fee Structure and Schedule of Payment:

<table>
<thead>
<tr>
<th>Year</th>
<th>Fee</th>
<th>Along with the admission form</th>
<th>Admission and re-registration forms along with the draft are to be submitted at Regional Centers and NOT at the headquarters of IGNOU.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>Rs. 6500/-</td>
<td>Along with prescribed re-registration form and draft.</td>
<td></td>
</tr>
<tr>
<td>2nd year</td>
<td>Rs. 6500/-</td>
<td>With a late fee up to announced scheduled date from time to time.</td>
<td></td>
</tr>
</tbody>
</table>

The university can revise the programme fee and the revised fee shall be payable by the learner as per the schedule of payment notified by the university.

The programme fee should be paid only by means of a demand draft drawn in favour of IGNOU and payable at the city where the learner’s regional center is situated. To identify your Regional Centre, please see the list attached at the end of the programme guide. Please write your name (in capital), enrolment number and programme code and period for which the fee is paid at the back of your demand draft to ensure proper credit to your fee account.

Timely payment of programme fees is the responsibility of the learner. Learners are expected to remit fee as early as possible without waiting for the last date. Late payments will not be entertained. In case the learner fails to remit the fee as per the above schedule he or she will have to wait for the next cycle of admission.

Keeping the above in view and the commitment of IGNOU to providing quality education at low costs to those who have for some reason or the other missed opportunities for further studies, the present programme caters to varied clientele, such as fresh graduate learners as well as those who want to enter the employment arena and those already employed but do not possess the Master’s Degree in Psychology.

The aim of this programme is to give the learners a sound base in psychology and human behaviour through an in-depth investigation into a broad range of psychological techniques and skills as applied to diverse settings.

4.2 Eligibility

In accordance with the university’s general policy of ‘openness’, ‘flexibility’ vis-a-vis eligibility criteria, all those who have completed graduation in any field, are eligible for admission to M.A. programme in Psychology. There will be no admission test.

4.3 Duration

The programme can be completed in a minimum period of 2 years and a maximum period of 5 years.
4.4 Medium of Instruction

The M.A. Psychology Course is available in English Medium.

4.5 Credit System

IGNOU follows the credit system. For obtaining the degree of M.A. Psychology a learner has to successfully complete course work of 64 credits. These credits are spread over 2 years. Each year the learner has to opt for 32 credits. One credit is equivalent to 30 hours of study by the learner. For example, a learner will have to devote approximately 240 hours of study to complete an 8 credit course.

Electronic version of the prospectus is available at http://www.ignou.ac.in

For further information you may contact any IGNOU Regional Centre or write to the Programme Coordinator.

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4.6 Programme Structure and Details of the Syllabus of MA (Psychology)

Structure of MAPC

Duration: 2 years

First Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPC 001</td>
<td>Cognitive Psychology, Learning and Memory</td>
<td>4 credits</td>
</tr>
<tr>
<td>MPC 002</td>
<td>Life Span Psychology</td>
<td>4 credits</td>
</tr>
<tr>
<td>MPC 003</td>
<td>Personality: Theories and Assessment</td>
<td>4 credits</td>
</tr>
<tr>
<td>MPC 004</td>
<td>Advanced Social Psychology</td>
<td>4 credits</td>
</tr>
<tr>
<td>MPC 005</td>
<td>Research Methods</td>
<td>4 credits</td>
</tr>
<tr>
<td>MPC 006</td>
<td>Statistics in Psychology</td>
<td>4 credits</td>
</tr>
<tr>
<td>MPCL 007</td>
<td>Practicum in Experimental Psychology and Psychological Testing</td>
<td>8 credits</td>
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<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>32</strong></td>
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</tbody>
</table>

Second Year

Group A: Clinical Psychology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MPCE 011</td>
<td>Psychopathology</td>
<td>4 credits</td>
</tr>
<tr>
<td>MPCE 012</td>
<td>Psychodiagnostics</td>
<td>4 credits</td>
</tr>
<tr>
<td>MPCE 013</td>
<td>Psychotherapeutic methods</td>
<td>4 credits</td>
</tr>
</tbody>
</table>
MPCE 014    Practicum in Clinical Psychology    6 credits
MPCE 015    Internship    8 credits
MPCE 016    Project    6 credits
Total Credits    32

OR

Group B: Counselling Psychology
MPCE 021    Counseling Psychology    4 credits
MPCE 022    Assessment in Counselling and Guidance    4 credits
MPCE 023    Interventions in Counselling    4 credits
MPCE 024    Practicum in Counselling Psychology    6 credits
MPCE 025    Internship    8 credits
MPCE 026    Project    6 credits
Total Credits    32

OR

Group C: Industrial and Organisational Psychology
MPCE 031    Organisational Behaviour    4 credits
MPCE 032    Human Resource Development (HRD)    4 credits
MPCE 033    Organisational Development (OD)    4 credits
MPCE 034    Practicum in Organisational Behaviour    6 credits
MPCE 035    Internship    8 credits
MPCE 036    Project    6 credits
Total Credits    32

4.7 Details of the Syllabus

Detailed Course in the Format of Blocks and Units

FIRST YEAR

MPC 001    Cognitive Psychology, Learning and Memory

Block 1    Information Processing
Unit 1    Cognitive Psychology
Unit 2    Information Processing in Learning and Memory
Unit 3    Neuropsychological Basis of Learning and Memory
Unit 4    Models of Information Processing (All the Models)

Block 2    Intelligence and Creativity
Unit 1    Theories of Intelligence (G and S Factor and the Model of JP Das)
Unit 2    Theories of Multiple Intelligence (Guilford, Gardner and Steinberg)
Unit 3    Measurement of Intelligence
Unit 4    Creativity and Problem Solving
### Block 3  
**Language**
- **Unit 1** Language Acquisition (Cognitive Theory)
- **Unit 2** Language Processing (Comprehension and Language Expression)
- **Unit 3** Multilingualism and Cognition
- **Unit 4** Language and Speech Disorders

### Block 4  
**Problem Solving**
- **Unit 1** Nature of Problem Solving and Processes
- **Unit 2** Stages and Strategies of Problem Solving
- **Unit 3** Theoretical Approaches to Problem Solving
- **Unit 4** Impediments in Problem Solving

### MPC 002  
**Lifespan Psychology**

#### Block 1  
**Prenatal, Infancy and Early Childhood**
- **Unit 1** Concept of Development, Growth and Development, Life Span Perspective, Methods of Studying Development and Characteristics of Development
- **Unit 2** Prenatal Development (Genetics, Environment Influence and Hazards of Development)
- **Unit 3** Development During Infancy (Physical, Psychosocial, Cognitive and Linguistic)
- **Unit 4** Early Childhood (Physical, Psychosocial, Cognitive and Linguistic)

#### Block 2  
**Development During Early School Years (6-11)**
- **Unit 1** Physical Development
- **Unit 2** Cognitive, Social, Emotional and Moral Development
- **Unit 3** Schooling and Development
- **Unit 4** Identification of Problems in School Children and Remedial Measures

#### Block 3  
**Development During Adolescence**
- **Unit 1** Physical Changes
- **Unit 2** Cognitive Changes
- **Unit 3** Identity, Self Concept, Self Esteem, Peer Group Relationship
- **Unit 4** Challenges and Issues in Adolescent Development

#### Block 4  
**Adulthood and Aging**
- **Unit 1** Physical Changes (Early Adulthood Middle Age, Old Age)
- **Unit 2** Cognitive Changes (Early Adulthood Middle Age, Old Age)
- **Unit 3** Psycho-social Changes (Early Adulthood Middle Age, Old Age)
- **Unit 4** Challenges and Issues in Aging Process

### MPC 003  
**Personality: Theories and Assessment**

#### Block 1  
**Personality : Theories and Assessment**
- **Unit 1** Definition and Concept of Personality and Personality Development
- **Unit 2** State/Trait Approaches to Personality
- **Unit 3** Assessment of Personality
- **Unit 4** Key Issues in Personality
Block 2  Theories of Personality I
Unit 1  Psychodynamic Theory (Including Horney and Sullivan)
Unit 2  Social Cognitive Theory of Personality (Bandura)
Unit 3  Learning Theory of Personality (Pavlov and Skinner)
Unit 4  Humanistic and Self Theory (Maslow, Rogers)

Block 3  Theories of Personality II
Unit 1  Allport
Unit 2  Cattell
Unit 3  Eysenck
Unit 4  The Big 5 Factor Model

Block 4  Assessment of Personality
Unit 1  Introduction to Assessment and Testing
Unit 2  Approaches to Personality Assessment (Self Report, Problems of Response in Projective and Behavioural Assessment)
Unit 3  Behavioural Assessment
Unit 4  Other Measures of Personality

MPC 004 Advanced Social Psychology

Block 1  Introduction to Social Psychology
Unit 1  Nature and Concept of Social Psychology and Social Psychology Related to other Disciplines
Unit 2  Social Cognition (Attribution Theory)
Unit 3  Methods of Social Psychology (Observation, Ethnography, Correlational, Experimental Social Psychology)
Unit 4  Current Trend in Social Psychology and Ethical Issues

Block 2  Process of Social Influence
Unit 1  The Concept of Social Influence
Unit 2  Pro Social Behaviour and Factors Contributing to Prosocial Behaviour
Unit 3  Inter Personal Attraction
Unit 4  Aggression and Violence

Block 3  Attitude, Stereotypes, Prejudice and Discrimination
Unit 1  Introduction to Attitude and Stereotypes
Unit 2  Formation of Attitude and Attitude Change
Unit 3  Prejudice and Discrimination
Unit 4  Social Conflicts and Resolution

Block 4  Group Dynamics
Unit 1  Introduction to Group, Formation, Types of Group
Unit 2  Group Dynamics
Unit 3  Social Identity, Crowding and Crowd Behaviour
Unit 4  Cooperation, Competition and Conflicts
MPC 005 Research Methods

Block 1 Introduction to Research Methods in Psychology
Unit 1 Basic Process/Concept in Research
Unit 2 Reliability and Validity (External and Internal)
Unit 3 Variables and Constructs
Unit 4 Hypothesis Formulation and Sampling

Block 2 Types of Research
Unit 1 Survey Research
Unit 2 Ex-post Facto Research
Unit 3 Experimental Research (including Field Experiment)
Unit 4 Case Study

Block 3 Research Design
Unit 1 Experimental Design: Single Factor
Unit 2 Experimental Design: Factorial Design
Unit 3 Quasi Experimental Design
Unit 4 Other Designs (Correlational Design and Comparative Design)

Block 4 Qualitative Research in Psychology
Unit 1 Introduction Including Ethnography
Unit 2 Grounded Theory
Unit 3 Discourse Analysis (Content Narrative)
Unit 4 Reporting and Evaluating Quality Research

MPC 006 Statistics in Psychology

Block 1 Introduction to Statistics
Unit 1 Parametric and Nonparametric Statistics
Unit 2 Descriptive and Inferential Statistics
Unit 3 Type I and Type II Errors
Unit 4 Setting Up The Level of Significance

Block 2 Correlation and Regression
Unit 1 Product Moment Coefficient of Correlation
Unit 2 Other Types of Correlation (including Phi-coefficient)
Unit 3 Partial and Multiple Correlation
Unit 4 Bivariate and Multiple Regression

Block 3 Normal Distribution
Unit 1 Characteristics of Normal Distribution
Unit 2 Significance of Mean Differences, Standard Error of the Mean
Unit 3 Anova (One-Way)
Unit 4 Two-Way Anova
Block 4  Nonparametric Statistics
Unit 1  Rationale
Unit 2  Mann Whitney ‘U’ Test For Two Sample Test
Unit 3  Kruskal Wallis Analysis of Variance
Unit 4  Chi Square and Kendall Rank Correlation

MPCL 007 Practicum: Experimental Psychology and Psychological Testing

Practical 1  Span of Attention
Practical 2  Memory Experiments
Practical 3  Intelligence Testing (Bhatia Battery)
Practical 4  Personality Testing (16 PF)
Practical 5  Test For Social Behaviour (Vineland Social Maturity Scale)
Practical 6  Sociometry
Practical 7  Family Pathology Scale
Practical 8  Problem Behaviour Checklist (PBCL)

Note: All eight practicals are to be conducted by the learner in the psychology laboratory. Out of the above eight practicals, five practicals are to be written in proper format (as given in the Handbook on Practicum) in the practical record/notebook. This note book is to be assessed by the concerned academic counselor. Actual conduction of practicals and reporting it in practical note book (internal assessment) carries 50% weightage and the term end practical examination including viva- voce (external assessment) carries 50% weightage. You may keep a photocopy of your Practicum Notebook before submitting it at your Study Centre.

SECOND YEAR

GROUP A: CLINICAL PSYCHOLOGY (OPTIONAL 1)

MPCE 011 Psychopathology

Block 1  Foundations of Psychopathology
Unit 1  A Brief History of Psychopathology
Unit 2  Classification of Psychopathology DSM IV TR
Unit 3  Developmental Pathogenesis
Unit 4  Childhood Mental Disorder

Block 2  Generalised Anxiety Disorder and Other Mild Mental Disorders
Unit 1  Anxiety Disorders, Panic Disorder and Phobias
Unit 2  Generalised Anxiety Disorder and Obsessive Compulsive Disorder
Unit 3  Post-traumatic Stress Disorder (PTSD)
Unit 4  Somatoform Disorder and Dissociative Disorder

Block 3  Mood Disorders
Unit 1  Mild, Moderate and Major Depressive Disorder
Unit 2  Bipolar Disorder
Unit 3  Other Mood Disorders: Mood Disorder Due to General Medical Condition
Unit 4  Substance Induced Mood Disorder
Block 4 | Schizophrenia and Other Psychotic Disorders
---|---
Unit 1 | Schizophrenia: Etiology, Neurocognitive Functioning and Interpersonal Aspects
Unit 2 | Paranoid and Delusional Disorders
Unit 3 | Psychotic Disorder Due to General Medical Condition
Unit 4 | Substance Induced Psychotic Disorders

Block 5 | Personality Disorders
---|---
Unit 1 | Borderline Personality Disorder
Unit 2 | Narcissistic Personality Disorder
Unit 3 | Dependent and Histrionic Personality Disorder
Unit 4 | Schizoid and Paranoid Personality Disorder

MPCE 012 | Psychodiagnosics
---|---
Block 1 | Introduction to Psychodiagnosics
Unit 1 | Introduction to Psychodiagnosics, Definition, Concept and Description
Unit 2 | Methods of Behavioural Assessment
Unit 3 | Assessment in Clinical Psychology
Unit 4 | Ethical Issues in Assessment

Block 2 | Psychodiagnosics in Psychology
---|---
Unit 1 | Objectives of Psychodiagnosics
Unit 2 | Different Stages in Psychodiagnosics
Unit 3 | Batteries of Test and Assessment Interview
Unit 4 | Report Writing

Block 3 | Tests of Cognitive Functions
---|---
Unit 1 | Measures of Intelligence and Conceptual Thinking
Unit 2 | The Measurement of Conceptual Thinking (The Binet Simon Intelligence Scale and Wechsler’s Intelligence Scales)
Unit 3 | Measurement of Memory and Creativity
Unit 4 | Utility of Data from the Test of Cognitive Functions

Block 4 | Projective Techniques in Psychodiagnosics
---|---
Unit 1 | Introduction to Projective Techniques and Neuropsychological Test
Unit 2 | Principles of Measurement and Projective Techniques, Current Status with Special Reference to the Rorschach Test
Unit 3 | The Thematic Apperception Test, Children’s Apperception Test
Unit 4 | Personality Inventories

MPCE 013 | Psychotherapeutic Methods
---|---
Block 1 | Psychological Treatment of Mental Disorders: Major Modalities
Unit 1 | Psychoanalysis, Psychoanalytic/ Psychodynamic Therapy
Unit 2 | Insight Psychotherapy, Interpersonal Psychotherapy
Unit 3 | Short Term Psychotherapies
Unit 4 | Methods of Child Psychotherapy
Block 2  Cognitive and Behaviour Therapies
Unit 1  Behaviour Modification Techniques
Unit 2  Cognitive Behaviour Therapies (Including Rational Emotive Therapy)
Unit 3  Solution Focussed Therapies
Unit 4  Integrative and Multimodal Therapies

Block 3  Other Therapies for Psychological Interventions
Unit 1  Roger’s Client Centered Therapy
Unit 2  Family and Group Psychotherapy
Unit 3  Psychodynamic Couple Therapy
Unit 4  Psychotherapy Integration

Block 4  Psychotherapy Across Life Cycle
Unit 1  Psychotherapy with Children and Adolescents
Unit 2  Psychotherapy with Adults and Middle Aged Persons
Unit 3  Psychotherapy with Older Adults
Unit 4  Psychotherapy in Terminal Illnesses (AIDS, Cancer)

MPCE 014  Practicum in Clinical Psychology

The following practicals are to be conducted by the learners:

1)  Sentence Completion Test
2)  TAT
3)  Rorschach Test
4)  Neuropsychological Test (AIIMS Neuropsychological Battery)
5)  Interviewing Practice in laboratory (Case Study, Mental Status Examination)
6)  Draw a Person Test
7)  Beck Depression Inventory
8)  State – Trait Anxiety Scale

The practicum should be conducted in the psychology laboratory in the Study Centre. All eight practicals are to be conducted by the learner in the psychology laboratory and are to be written in proper format (as given in the Handbook on Practicum) in practical note book. This note book is to be assessed by the concerned academic counselor. Actual conduction of practicals and reporting it in practical note book (internal assessment) carries 50% weightage and the term end practical examination including viva- voce (external assessment) carries 50% weightage. You may keep a photocopy of your Practicum Notebook before submitting it at your Study Centre.

MPCE 015  Internship

Internship provides learner with an opportunity to integrate theoretical knowledge, research, and clinical skills. The internship experience includes a minimum of 240 training hours in one year. Some of the places the learners could do their internship are given below:
1) Children’s Centre/NGO serving children and adolescents.

2) Agencies catering to population with severe emotional disturbances requiring psychiatric treatment.

3) Community mental health centers serving children, adolescents, adults, and geriatric populations, primarily from low economic category should be taken up. Client problems may include moderate to severe family and individual dysfunctions. Services provided include individual assessment, individual, family, and group therapy. Some agencies focus on specific populations, such as patients with life-threatening illnesses or sexual problems like HIV/AIDS/STD.

4) Institutions like, State hospital, that caters to patients from every age group, including forensic populations. Trainees may be involved in providing individual and group psychotherapy, behavioural treatment, assessment, and working with an interdisciplinary treatment team.

5) Trainees may also work in the counselling centres, where clients, range in age from late adolescence up to 80’s, suffering from problems such as adjustment disorders, mood disorders, psychotic disorders, alcohol/drug problems, career decision making and learning disabilities. Trainees may participate in individual psychotherapy, group psychotherapy, outreach consultation, vocational testing and counseling, psychological assessment, and learning disability assessment.

6) Another institution for training is the correctional institution, wherein the inmates with problems ranging from adjustment issues to severe persistent mental disorders, to facing crises could be attended to by the learners during the training. For example, learners may do assessment, consultation, and group and individual psychological interventions.

7) Children’s Home, Home for women, special homes for the handicapped, home for beggars, mental hospitals, nursing homes dealing with mentally ill persons, where assessment consultation and group and individual therapies are carried on.

The selection of agency can be done by the learner as well as the academic counselors/study centres. The training goal is to help learners acquire skills in clinical psychology. The learners, thus, will learn and acquire skills and professional acumen under trained practitioners in the concerned setting. There will be one to one supervision and the learners will be closely supervised by the supervisor who will give them the feedback about their performance.

Note: 10 cases with case history, Mental Status Examination and Psychological testing are to be handled by the learner in a year. Out of these 10 cases, for any 2 cases intervention needs to be carried out by the learner. A report in proper format (as given in Handbook on Internship) has to be submitted by the learner to the Academic Counsellor. Assessment by academic counselor carries 30% weightage, assessment by agency supervisor carries 30% weightage and assessment by the external examiner (viva – voce) carries 40% weightage. Keep a photocopy of Internship Report before submitting it at your Study Centre.

**MPCE 016 Project**

Any topic of interest to learners while doing the course could be taken up as a project. The Research Project can be from primary or secondary source data. In consultation with the guide (guide can be either academic counselor or any other supervisor, subject to the approval by the Discipline of Psychology, SOSS, IGNOU, New Delhi) the learner should select a topic and work on it.

Project proposal has to be prepared by the learner in consultation with the academic counsellor and the same has to be submitted to the Programme Coordinator (MAPC), School of Social Sciences, IGNOU, New Delhi. The final project report/dissertation is to be submitted in proper format (given in the Handbook on Project) at the concerned study centre only.

Note: The Term-End Examination (TEE) for Practicum Courses will be held at the respective Study Centres. The TEE (viva-voce) for Internship and Project will be held at the concerned Regional Centre. Completion of MPC-005 and MPC-006 (MAPC Part I) is pre-requisite before starting MPCE-016.
**GROUP B: COUNSELLING PSYCHOLOGY (OPTIONAL 2)**

**MPCE 021 Counselling Psychology**

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<th>Block 1</th>
<th>Introduction</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Introduction to Counselling and Characteristics of a Counsellor</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Process of Counselling</td>
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<tr>
<td>Unit 3</td>
<td>Theoretical Approaches to Counselling</td>
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<tr>
<td>Unit 4</td>
<td>Ethics in Counselling</td>
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<thead>
<tr>
<th>Block 2</th>
<th>Counselling: Models and Approaches</th>
</tr>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Psychoanalysis, Psychodynamic Psychotherapy</td>
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<tr>
<td>Unit 2</td>
<td>Behavioural Therapy and Cognitive Behaviour Therapy Approaches to Counselling</td>
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<tr>
<td>Unit 3</td>
<td>Drama and Art Therapy in Counselling</td>
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<tr>
<td>Unit 4</td>
<td>Other Therapies (Person Centered Counselling, Solution Focused Counselling)</td>
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<table>
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<tr>
<th>Block 3</th>
<th>Types of Counselling</th>
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<tr>
<td>Unit 1</td>
<td>HIV/AIDS Counselling</td>
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<tr>
<td>Unit 2</td>
<td>Educational and Vocational Counselling</td>
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<td>Unit 3</td>
<td>Child Protection and Child Rights Counselling</td>
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<td>Unit 4</td>
<td>Addiction/Anxiety Counselling</td>
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<th>Counselling for Mental Disorders</th>
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<td>Unit 1</td>
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<td>Unit 2</td>
<td>Personality Disorder</td>
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<td>Unit 3</td>
<td>Gender Identity Disorder</td>
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<tr>
<td>Unit 4</td>
<td>Eating Disorder</td>
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</table>

**MPCE 022 Assessment in Counselling and Guidance**

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<th>Block 1</th>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Introduction to Assessment: Definition, Description and Differentiating between Testing and Assessment</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Assessment Complexities</td>
</tr>
<tr>
<td>Unit 3</td>
<td>The Ambience and Climate Needed for Assessment and Counseling</td>
</tr>
<tr>
<td>Unit 4</td>
<td>Determination of aspects to be covered in counseling</td>
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</table>

<table>
<thead>
<tr>
<th>Block 2</th>
<th>Approaches to Assessment in Counseling</th>
</tr>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Interview, Case History, Testing</td>
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<tr>
<td>Unit 2</td>
<td>Approaches to Counselling: Psychodynamic Approach and Cognitive Approaches</td>
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<td>Unit 3</td>
<td>The Person Centered Approach to Assessment and Counseling</td>
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<td>Unit 4</td>
<td>The Narrative Approach to Assessment and Counseling</td>
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<thead>
<tr>
<th>Block 3</th>
<th>Assessment in Counselling and Guidance</th>
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</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>The Counselling Setting, and the Role of Counselors in Guidance and Counselling</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Individual and Group Techniques in Counseling and Guidance</td>
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</tbody>
</table>
Unit 3 Counselling and Guidance for Career Planning and Decision Making
Unit 4 Multicultural Counselling and Guidance: Role of Counselors In Preventing Illness and Promoting Positive Health

**Block 4** Organising and Planning Counselling and Guidance
Unit 1 Introduction to Developing Guidance and Counselling Programme
Unit 2 Rationale and Purpose of Guidance and Counselling Programme
Unit 3 Organising and Evaluation of Guidance and Counselling Programme
Unit 4 Methods of Evaluation

**MPCE 023 Interventions in Counselling**

**Block 1** Psychological Intervention: Major Modalities
Unit 1 Psychoanalysis/Psychodynamic Counselling
Unit 2 Insight and Short Term Counselling
Unit 3 Interpersonal Counselling
Unit 4 Counselling Children

**Block 2** Cognitive Behavioural Counselling
Unit 1 Introduction to Behaviour Modification and Cognitive Approach in Counselling
Unit 2 Application of Cognitive Therapies in Counselling
Unit 3 Cognitive Behaviour Modification (Stress Inoculation, Self-instructional, Self-management, Problem Solving)
Unit 4 Solution Focussed Counselling and Integrative Counselling

**Block 3** Other Counselling Interventions
Unit 1 Roger’s Client Centered Counselling
Unit 2 Psychodynamic Couple’s Counselling
Unit 3 Family and Group Counselling
Unit 4 Eclectic Counselling

**Block 4** Counselling: Future Directions
Unit 1 Teaching and Training for Counselling
Unit 2 Current Status of Counselling with Special Reference to India
Unit 3 Future Direction
Unit 4 Research Findings

**MPCE 024 Practicum in Counselling Psychology**

The following practicals are to be conducted by the learners:

1) Interviewing Skill Practice
2) Intelligence Testing (WAIS/ Standard Progressive Matrices)
3) Sentence Completion Test
4) Bender Gestalt Test
5) Differential Aptitude Test (DAT)
6) Interest Inventory
7) Career Preference Record
8) Adjustment Inventory

The practicals should be conducted in the psychology laboratory in or the Study Centre. Psychological tests and other assessments, including interviewing techniques, will be taught during contact classes in the laboratory. All eight practicals are to be conducted by the learner in the psychology laboratory and are to be written in proper format (as given in the Handbook on Practicum) in the practical notebook. This note book is to be assessed by the concerned academic counselor. Actual conduction of practicals and reporting it in practical note book (internal assessment) carries 50% weightage and the term end practical examination including viva- voce (external assessment) carries 50% weightage. You may keep a photocopy of your Practicum Notebook before submitting it at your Study Centre.

**MPCE 025 Internship**

Internship provides learner with an opportunity to integrate theoretical knowledge, research, and clinical skills. The internship experience includes a minimum of 240 training hours in one year. Some of the places the learners could do their internship are given below:

1) Schools
2) Hospitals
3) Private clinics
4) NGO’s providing service for women and children and other deprived population.
5) Correctional institutions
6) Child Guidance Clinics

The selection of agency can be done by the learner as well as the academic counselors/study centres. The training goal is to help learners acquire skills in counselling. The learners thus will learn and acquire skills and professional acumen under trained counsellors in the concerned setting. There will be one to one supervision and the learners will be closely supervised by the supervisor who will give them the feedback about their performance.

**Note:** 10 cases with case history and Psychological testing are to be handled by the learner in a year. Out of these 10 cases, for any 2 cases counselling needs to be carried out by the learner. A report in proper format (as given in Handbook on internship) has to be submitted by the learner to the Academic Counsellor. Assessment by academic counselor carries 30% weightage, assessment by agency supervisor carries 30% weightage and assessment by the external examiner (viva – voce) carries 40% weightage. Keep a photocopy of your Internship Report before submitting it at your Study Centre.

**MPCE 026 Project**

Any topic of interest to learners while doing the course, could be taken up as a project. The Research Project can be from primary or secondary source data. In consultation with the guide (guide can be either academic counselor or any other supervisor, subject to the approval by the Discipline of Psychology, SOSS, IGNOU, New Delhi) the learner should select a topic and work on it.

Project proposal has to be prepared by the learner in consultation with the academic counsellor and the same has to be submitted to the Programme Coordinator (MAPC), School of Social Sciences,
IGNOU, New Delhi. The final Project report/dissertation is to be submitted in proper format (given in the Handbook on Project) to the concerned study centre only.

**Note:** The Term-End Examination (TEE) for Practicum Courses will be held at the respective Study Centres. The TEE (viva-voce) for Internship and Project will be held at the concerned Regional Centre. Completion of MPC-005 and MPC-006 (MAPC Part I) is pre-requisite before starting MPCE-026.

**GROUP C: INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY (OPTIONAL 3)**

**MPCE 031 Organisational Behaviour**

**Block 1** Organisational Psychology  
- Unit 1: Introduction to Organisational Psychology  
- Unit 2: Organisational Behaviour, Definition and Importance  
- Unit 3: Fundamental Concepts of Organisational Behaviour  
- Unit 4: Different Models of OB (Autocratic, Custodial, Supportive, Collegial, etc.)

**Block 2** Personality and Attitudes in OB  
- Unit 1: Job Satisfaction  
- Unit 2: Work Motivation  
- Unit 3: Content Theory, Process Theory and Schedule of Reinforcement  
- Unit 4: Organisational Commitment

**Block 3** Leadership and Team Building  
- Unit 1: Definition of Leadership and Importance of Team Building  
- Unit 2: Change Management  
- Unit 3: Team Management  
- Unit 4: Resolving Conflicts

**Block 4** Learning Process and Motivation in Organisational Behaviour  
- Unit 1: Principles and Process of Learning  
- Unit 2: Behavioural Management  
- Unit 3: Motivation in Organisation  
- Unit 4: The Process of Motivation for Higher Moral and Productivity

**MPCE 032 Human Resource Development**

**Block 1** Human Resource Planning  
- Unit 1: Assessment of Human Resource in Organisation and Human Resource Planning  
- Unit 2: Human Resource Management  
- Unit 3: People Dimension in Human Resource Management and Short Term Human Resource Planning  
- Unit 4: Short-term Programmes in HR and Evaluation

**Block 2** Steps in HRM (Human Resource Management)  
- Unit 1: Introduction to HRM, Planning and Management  
- Unit 2: Training and Development  
- Unit 3: Workforce Diversity and Multicultural Factors  
- Unit 4: Globalisation and Changing Economy and their Effects on HRM
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<tr>
<th>Block 3</th>
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<td>Unit 1</td>
<td>Intellectual Property Rights</td>
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<td>Unit 2</td>
<td>Labour Laws (Indian and International)</td>
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<td>Unit 3</td>
<td>Laws Related to Workplace Violence and Harassment</td>
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<td>Unit 4</td>
<td>Laws Related to Human Rights Violation</td>
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<tr>
<th>Block 4</th>
<th>Importance of HR Planning</th>
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<tr>
<td>Unit 1</td>
<td>Goals and Objectives of Human Resource Planning, Corporate Social Responsibility</td>
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<tr>
<td>Unit 2</td>
<td>Business Strategy and Operational Strategies (Technology and Innovation in HR)</td>
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<tr>
<td>Unit 3</td>
<td>Retention of Qualified and Technical Personnel (Competency Mapping and Performance Appraisal)</td>
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<tr>
<td>Unit 4</td>
<td>Planning Investment in Development (Including Corporate Counselling)</td>
</tr>
</tbody>
</table>

**MPCE 033 Organisational Development**

<table>
<thead>
<tr>
<th>Block 1</th>
<th>Introduction</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Definition and Introduction to Organisational Development</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Foundations of Organisational Development</td>
</tr>
<tr>
<td>Unit 3</td>
<td>Conceptual Frame Work of OD</td>
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<tr>
<td>Unit 4</td>
<td>First Order and Second Order Change</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Block 2</th>
<th>Assumptions, Beliefs and Values in OD</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Participation and Empowerment</td>
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<tr>
<td>Unit 2</td>
<td>Teams and Teamwork</td>
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<td>Unit 3</td>
<td>Parallel Learning Structures</td>
</tr>
<tr>
<td>Unit 4</td>
<td>A Normative Re-educative Strategy of Change</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Block 3</th>
<th>Analysing and Managing the OD Process</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Components of OD Process,</td>
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<tr>
<td>Unit 2</td>
<td>Diagnosing the System, Sub Units and Processes</td>
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<tr>
<td>Unit 3</td>
<td>Models for Managing Change (Including Six-box Organisational Model)</td>
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<tr>
<td>Unit 4</td>
<td>The Programme Evaluation Process in OD (Including Third Wave Consulting)</td>
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<tr>
<th>Block 4</th>
<th>OD Interventions</th>
</tr>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Definition, Factors to be Considered, Nature and Classification of OD Interventions.</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Selection and Organising of Intervention Activities</td>
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<tr>
<td>Unit 3</td>
<td>Typology of Interventions Based on Target Groups.</td>
</tr>
<tr>
<td>Unit 4</td>
<td>Human Process Interventions: Individual, Group and Inter-group, Coaching, Counseling, Training, Behavioural Modeling, Mentoring, Motivating etc.</td>
</tr>
</tbody>
</table>

**MPCE 034 Practicum in Organisational Behaviour**

The following practicals are to be conducted by the learners:

1) MBTI (Myers Briggs Typology Indicator)
2) Achievement Orientation Test (Dev Mohan Achievement Test)
3) Value System Test (Personal Value Scale)

4) Personality Test (Multidimensional Personality Assessment Test)

5) Sentence Completion Test

6) Conflict Resolution Technique

7) Competition Entrepreneurship Scale

8) Job Stress Scale

The practicals should be conducted in the psychology laboratory in the Study Centre. Psychological tests and other assessments, including interviewing techniques, will be taught during contact classes in the laboratory. All eight practicals are to be conducted by the learner in the psychology laboratory and are to be written in proper format (as given in the Handbook on Practicum) in practical notebook. This note book is to be assessed by the concerned academic counselor. Actual conduction of practicals and reporting it in practical note book (internal assessment) carries 50% weightage and the term end practical examination including viva-voce (external assessment) carries 50% weightage. You may keep a photocopy of your Practicum Notebook before submitting it at your Study Centre.

**MPCE 035 Internship**

Internship provides learner with an opportunity to integrate theoretical knowledge and research. The internship experience includes a minimum of 240 training hours in one year. The learners opting for industrial psychology would be required to work in the HR department of any corporate / company, and do their field work under the HR manager.

The selection of agency can be done by the learner as well as the academic counselors/study centres. The training goal is to help learners acquire skills in counselling. The learners thus will learn and acquire skills and professional acumen under trained counsellors in the concerned setting. There will be one to one supervision and the learners will be closely supervised by the supervisor who will give them the feedback about their performance.

**Note:** 10 case studies with Psychological testing or any human resource activity are to be handled by the learner in a year. Out of these 10 cases, for any 2 cases counselling needs to be carried out by the learner. A report in proper format (as given in Hand book on Internship) has to be submitted by the learner to the Academic Counsellor. Assessment by academic counselor carries 30% weightage, assessment by agency supervisor carries 30% weightage and assessment by the external examiner (viva – voce) carries 40% weightage. Keep a photocopy of Internship Report before submitting it at your Study Centre.

**MPCE 036 Project**

Any topic of interest to learners while doing the course, could be taken up as a project. The Research Project can be from primary or secondary source data. In consultation with the guide (guide can be either academic counselor or any other supervisor, subject to the approval by the Discipline of Psychology, SOSS, IGNOU, New Delhi) the learner should select a topic and work on it.

Project proposal has to be prepared by the learner in consultation with the academic counsellor and the same has to be submitted to the Programme Coordinator (MAPC), School of Social Sciences, IGNOU, New Delhi. The final project report/dissertation is to be submitted in proper format (given in the Handbook on Project) to the concerned Study Centre only.
Note: The Term-End Examination (TEE) for Practicum Courses will be held at the respective Study Centres. The TEE (Viva-voce) for Internship and Project will be held at the concerned Regional Centre. Completion of MPC-005 and MPC-006 (MAPC Part I) is pre-requisite before starting MPCE-036.

4.7 STUDY CENTRES

Each learner admitted to this programme will be attached to a Study Centre. At present, there are 197 study centres located in different places of the country. Learners may opt for enrolment in the nearest study centre. Every study centre is managed by a Coordinator. The learners 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. (Psychology)
- Library facility with basic reading materials related to various aspects of the discipline
- Audio-Video programmes specially designed for M.A. (Psychology)
- Teleconferencing and Radio Counselling (at the Regional Centres)

4.8 INSTRUCTIONAL SYSTEM

The Master’s Degree Programme adopts a multimedia approach, viz. self-instructional print materials, 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 the original texts of political thinkers or essays from secondary sources will be made available at the study centre libraries.

The units in the course material have been carefully designed and written by specialists engaged in study and research in the discipline of Psychology. 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 book. 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/GyanDarshan. 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.

SCHEME OF STUDY

The counselling schedule for theory and practicum courses in MA 1st year will be as under:

Number of counselling sessions allocated for theory courses (4 credits each): 06 sessions, (each of 02 hours duration) for each theory course.

Total = 36 sessions for 6 theory courses.
Number of counselling sessions allocated for practicum course (8 credits): 08 sessions, each of 03 hours duration.

The counselling schedule for theory and practicum courses in MA IInd year will be as under:

Number of counselling sessions allocated for theory courses (4 credits each): 06 sessions, (each of 02 hours) for each theory course.

Total = 18 sessions for 3 theory courses.

Number of counselling sessions allocated for practicum course (6 credits): 06 sessions of 03 hours (6 credits).

The programme also has courses on Internship and Project/ Dissertation (according to learner’s specialisation). These courses are mandatory. Details of the activities to be carried out during Internship and Project/ Dissertation are specified in Handbook on Internship and Handbook on Project.

iv) Teleconferencing

The Teleconferencing Sessions are organised by the School of Social Sciences with the help of the Electronic Media Production Centre (EMPC) staff. The technical part comprises one way video and two way audio components. The subject experts counsel learners 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. The learner will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

5. EVALUATION

The evaluation consists of two parts: 1) continuous evaluation through assignment, and ii) Term End Examination. In the final result all the assignments of a course carry 30% weightage, while 70% weightage is given for Term End Examination.

The following is the scheme of awarding divisions:

<table>
<thead>
<tr>
<th>Division</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>1st Division</td>
<td>60% and above</td>
</tr>
<tr>
<td>IIInd Division</td>
<td>50% but below 59.9%</td>
</tr>
<tr>
<td>IIIrd Division</td>
<td>40% but below 49.9 %</td>
</tr>
<tr>
<td>Unsuccessful</td>
<td>Below 40%</td>
</tr>
</tbody>
</table>

You are required to score at least 40% marks in both continuous evaluation (assignments) as well as Term End Examination of each course separately. In the overall computation also you must get at least 40% marks in each course to claim the M.A. degree. The scores of continuous evaluation and Term End Examination are not complementary to each other for qualifying a course.

Learners who do not qualify in the Term End Examination are again allowed to take up the Term End Examination in the next year. It means that you can take the Term End Examination of the First year courses in the Second year of study. But you cannot appear in examination for more than 48 credits in one examination. You have to successfully complete all the courses within 5 years of your registration.
5.1 Assignments

Assignments constitute a part of continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignment of a course carries 30% weightage, while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously.

You have to complete the assignments within the deadline specified in the assignments booklet or within one month of the date of receipt of assignments whichever is later. You will not be allowed to appear for the term-end examination for any course if you do not submit the specified number of assignments in time for that course. If you appear in term-end examination, without submitting the assignments the result of term-end examination would be liable to be cancelled.

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors will send back the marked and corrected assignments with their comments. The comments will surely guide you in your study and help in improving your comprehension. The content provided in the printed course materials should be sufficient for answering the assignments. At Postgraduate level it is expected that you will consult other prescribed books also. You need not however worry too much about the non-availability of extra reading materials for working on the assignments. The assignments are designed in such a way as to help you concentrate mainly on the printed course materials and your analytical capabilities.

All the assignments are Tutor Marked Assignment (TMA) which shall be evaluated by the counselor. There will be one assignment for each course. The assignments carry 30 percent weightage in evaluation as mentioned earlier.

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

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete assignments bring you poor grades.

You have to submit your assignments to the Coordinator of the Study Centre assigned to you. After evaluation these TMAs will be sent back to you with comments and marks.

The University/Coordinator of the Study Centre has the right to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

Do not forget to get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your performance. This may help you to improve future assignments.

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your study centre. This may help you to improve upon future assignments. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.
If you do not get pass grade in any assignment, you have to submit it again. To get fresh assignments you should write to Regional Director of your Region. 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, committed by 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 the correct score is forwarded by him to the Student Evaluation Division at Headquarters. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments on your record.

In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the coordinator of your study centre with a request to forward correct award list to the SE Division at the Headquarters.

Do not enclose or express doubts for clarification if any about study material or assignment alongwith the assignment. Send your doubts in a separate cover to the Director of the concerned School at IGNOU, MaidanGarhi, New Delhi-110068. Give your complete enrolment number, name, address, phone/mobile number, title of the course, and the number of the Unit or the assignment, etc. on top of your letter.

SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMAs)

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

   Course Code and Assignment Code may be reproduced from the assignment: The top of the first page of your response sheet should look like this:

   ENROLMENT NO.: .................................................................

   PROGRAMME TITLE:........................................ NAME: .................................................................
   COURSE CODE: ................................................ ADDRESS: .................................................................
   COURSE TITLE: .................................................... ADDRESS: .................................................................
   ASSIGNMENT CODE: ........................................ SIGNATURE: .................................................................
   STUDY CENTRE: ................................................ DATE: .................................................................

All Tutor Marked Assignments are to be submitted at the study centre assigned to you.

3) Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.

4) Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the
answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.

5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.

6) Write the responses in your own hand. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero mark for the respective question.

7) Do not copy from the response sheets of other learners. If copying is noticed, the assignments of such learners will be rejected.

8) Write each assignment separately. All the assignments should not be written in continuity.

9) Write the question number with each answer.

10) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Learner Evaluation Division at Headquarters for evaluation.

11) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.

12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.

13) If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect you should approach the coordinator of your study centre for correction and transmission of correct score to headquarters.

14) Assignments are also available on IGNOU Website: www.ignou.ac.in, under Student Zone.

5.2 Term-end Examinations

As stated earlier, the 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 i.e. 31st March for June and 30th September for the December exam.

In case you fail to secure a pass score (40% marks) in the term-end examination, you will be eligible to reappear at 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 at the Term-end Examination in any course, you are required to fulfil the following 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.
4) You should have completed the psychology practicals and submitted the record and got it evaluated.

5) You should have submitted the examination form and fees in time.

**Examination Date Sheet**

Examination date sheets (Schedule which indicates the date and time of examination for each course) are sent to all the Study Centres approximately five months in advance. The same is also notified through the 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. It may be accessed from the website as well.

**Examination Form and Examination Fee**

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Copies of the examination form are available at Study Centres/Regional Centres/Student Evaluation Division at Headquarters. A copy is also printed here in this Programme Guide. This copy is only a sample. You should download the form from IGNOU website to submit it. Only one form is to be submitted for all the courses in one term-end examination. **You need to pay a separate fee for the examinations.**

A fee of Rs. 60/- per course is charged as the examination fee. **The examination fee is also applicable for courses on Practicum, Internship and Project.** If the result of the previous examination is not declared the fee for that course can be exempted while filling the form for the next examination. The detailed guidelines are available on the examination form (copy of form is available in this Programme Guide). There is a separate late fee if forms are submitted after the due date. The details are given below.

Keeping the interest of the learners, the University has approved the acceptance of the examination forms from the learners as under:

<table>
<thead>
<tr>
<th>Description</th>
<th>June TEE</th>
<th>December TEE</th>
<th>Where to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Without late fee</td>
<td>Upto 31st March</td>
<td>Upto 30th September</td>
<td>The Regional Centre under which your Examination Centre fall</td>
</tr>
<tr>
<td>Late fee of Rs. 300/-</td>
<td>1st April to 20th April</td>
<td>1st October to 20th October</td>
<td>At your Regional Centre (to take exam in Delhi forms are to be submitted at SED, Maidan Garhi, New Delhi).</td>
</tr>
<tr>
<td>Late fee of Rs. 500/-</td>
<td>21st April to 30th April</td>
<td>21st October to 31st October</td>
<td>At your Regional Centre (to take exam in Delhi forms are to be submitted at SED, Maidan Garhi, New Delhi).</td>
</tr>
<tr>
<td>Late fee of Rs. 1000/-</td>
<td>1st May to 15th May</td>
<td>1st November to 15th November</td>
<td>At your Regional Centre (to take exam in Delhi forms are to be submitted at SED, Maidan Garhi, New Delhi).</td>
</tr>
</tbody>
</table>
Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favour of IGNOU, New Delhi or the city where your Regional Centre is located representing the examination fee and late fee and properly tag with your examination form to avoid its misplacement.

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

It is your duty to check whether you are registered for a 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.

No learner is allowed to reappear in an examination or submit assignments after successfully passing it for improving the marks/grade.

Study Centre is the contact point for you. The University cannot send communication to all the learners individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the learners. 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 learners admitted to a particular examination, declaration of result, etc.

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

**Examination Intimation Slip**

After receiving the examination forms from you, the University will send an intimation slip to you before the commencement of the exams. If you do not receive the intimation slip 15 days before the commencement of the examinations, you may contact your Study Centre or Regional Centre or Student Registration and 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 it or misplaced the intimation slip, you can take the examination by showing your Identity Card (Learner Card) to the Superintendent of the Examination Centre.

The date sheet for the June/December Term-end examination is available on the University website, [www.ignou.ac.in](http://www.ignou.ac.in) January/July.

**Examination Centre**

Your Study Centre is normally your examination centre. However, the University at its discretion may allow you any examination centre other than your study centre. Change of the examination centre is not generally permitted. In exceptional cases only change of centre may be considered. For this you should apply one month in advance to the Registrar, SED at IGNOU.

Your enrolment number is your Roll Number for the examination. Be very careful in writing it. Any mistake in writing the Roll Number will result in the non-declaration of your result.

**Declaration of Result**

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

Improvement of marks/grades is permissible for those learners of M.A. who fall short by 2% marks in securing a 1st or 2nd Division. It is also permissible for those learners of M.A. who fall short by 2% marks in securing 55% overall marks. The prescribed form for the purpose is given in this Programme Guide. Please read the conditions governing this provision given on the back of the form.

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

6. OTHER USEFUL INFORMATION

IGNOU Newsletter

The University publishes a newsletter in English as well as in Hindi. It is mailed to the learners free of cost. All the important information relevant to the learners is published in the newsletter.

Reservation of Seats

The University provides reservation of seats for scheduled castes, scheduled tribes and physically handicapped learners as per the Government of India rules. The details regarding scholarship and reimbursement of fee are given in section 3.

Change of Study Centre

The candidates are required to opt for only such study centres which are activated for the programme. As far as possible the university will allot the study centre opted by the candidate. However, the university may change the study centre at its convenience without concurrence of the learner at any time.

Change of Study Centre is not permitted in programmes where practical component are involved. For the purpose of change of the Study Centre you have to send a request to the Director of your regional Centre. A copy of the same may be sent to the Learner Registration and Evaluation Division at the headquarters.

Counselling facilities for a programme may not be available at all the Centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible the request for a change of the Study Centre is considered favourably. However, the allotment of the new Study Centre is subject to availability of seats for the programme at the new Centre.

Change of Region

When you want transfer from one region to another, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to the Registrar, Student Registration & Evaluation Division, IGNOU New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and the Registrar, Student Registration & Evaluation Division. The records are normally sent by Registered Post to guard against loss in the postal transit. For change of Region in practical oriented Programme NO OBJECTION CERTIFICATE is to be obtained from the concerned Regional Centre/Study Centre where the learner seeks his/her transfer.
For change of Region in Practical oriented programme ‘NO OBJECTION CERTIFICATE’ is to be obtained from the concerned Regional Centre/Study Centre where the learner needs his/her transfer.

Re-evaluation

In IGNOU there is a provision for re-evaluation. Re-evaluation is done with reference to the grade/marks given in the Answer Book and Award list. The request should be made on the prescribed form along with a draft of Rs. 500/- per course payable at IGNOU, New Delhi. The request for reevaluation by the learners 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. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

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

The revised marks after the re-evaluation shall be incorporated in the learner record and the revised Grade card/Marks sheet shall be sent to the learners within one month from the receipt of the application.

Re-evaluation is not permissible for Projects, Practicals, Assignments, Seminar etc. Prescribed form for the purpose is given in this Programme Guide.

Issue of Duplicate Grade Card/Mark sheet/Degree/Diploma/Certificate

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of Rs. 150/- to be paid in favour of IGNOU, New Delhi. In case of loss of Degree, a duplicate can be obtained after paying a fee of Rs. 200/- and filling the prescribed form. The forms for the purpose are given in this Programme Guide.

Migration Certificate

For Migration Certificate, requisition may be sent to the Regional Director concerned along with the following documents:

1) Application (can be obtained from the Head office or photocopy of the one given in the Programme Guide could be used.)
2) Attested copy of the mark sheet.
3) Fee of Rs. 400/- in the form of a Demand Draft drawn in favour of IGNOU payable at the city where the Regional Centre is located.

Credit Transfer Definition

“Credit transfer” means allowing a learner of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A learner thus admitted does not need to write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for fulfilling the IGNOU requirements for the award of a degree/diploma.

Eligibility

The credit transfer scheme is applicable to only those candidates who have not completed their degree from any other recognized University and yet are willing to complete it through IGNOU as per the rules provided.
Modalities

1) Normally credit transfer will be applicable only from a diploma, bachelor’s degree, master’s degree to an equivalent diploma, bachelor’s degree and a master’s degree.

2) Credit transfer will be permissible only in the case of learners coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution “deemed to be university” or an “institution of national importance” or institutions recognized by statutory bodies like AICTE, ICMR, ICAR, CSIR etc.

3) Credit transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.

4) In order to get a diploma/degree from IGNOU a learner will be required to earn at least 50% credit from IGNOU. For example, a M.A. Learner should earn at least 32 credits from IGNOU for an IGNOU degree.

5) The degree, certificate or the marks list thus given to the learners will specifically indicate the credits earned in IGNOU and those obtained from the other institution.

Rules and Regulations for Credit Transfer

1) Learners who want to avail credit transfer shall get registered with IGNOU for the programmes they want to study. All the applications for credit transfer should be addressed to Dy. Registrar, SR&E, IGNOU, Maidan Garhi, New Delhi-110068.

2) The learners have the choice to opt for the electives of second year in the 1st year of their study.

3) The learner by opting for the courses in such a way so as to complete the balance credits can reduce the period of study prescribed for the completion of the degree programme and thereby, avail no payment of fees for the period not covered. The learners availing credit transfer would be allowed to complete the programme early provided they do not offer more than 32 credits in a year.

4) IGNOU “programmes” and “Courses” means “subjects” or “papers” respectively of conventional universities.

5) Learners seeking credit transfer should apply directly to the Registrar (SR&E) IGNOU, Maidan Garhi, New Delhi – 110068 enclosing a Demand Draft for Rs. 200/- per course drawn in the name of IGNOU and payable at New Delhi, attested copies of Marks sheet and attested copies of syllabus of such courses, covered by them. Such cases will be examined separately by the Equivalence Committee at the Headquarters of the university. This process will take a minimum period of three months from the date of receipt of such requests with all the relevant documents by the above concerned officer.

Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. The form is to be submitted to the respective Regional Centres only on or before the due date. The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

Re-admission

The learners who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:
<table>
<thead>
<tr>
<th>Programme</th>
<th>Duration</th>
<th>Total Fee</th>
<th>Total No. of Courses</th>
<th>Pro-rata Fee Per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Degree Programme</td>
<td>2 Years</td>
<td>Rs. 13000/-</td>
<td>13</td>
<td>Rs. 1700/- per 08 Credits</td>
</tr>
<tr>
<td></td>
<td>(Max. 05 years)</td>
<td></td>
<td></td>
<td>Rs. 1300/- per 06 Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rs. 850/- per 04 Credits</td>
</tr>
</tbody>
</table>

For re-admission the student has to pay pro-rata fee for each incomplete course. The details of pro-rata fee and the Re-admission Form are available at the Regional Centres and also on the Website, for the courses which they have not been able to complete (for further details, please see the website.

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

**Refund of Fee**

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

**Study Material and Assignments**

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

**Counselling and Examination Centre**

All Study Centres, Programme Study Centres, Special Study Centres may not Examination Centres. Regular counselling sessions will be conducted at the Study Centres.

Term End Examination (TEE) for Practicum will be held at the Study Centre. TEE (Viva-Voce) for Project and Internship will be held at respect the Regional Centres.

**Change of Elective/Course**

Change in Elective/Course is permitted within 30 days form the receipt of first set of course material on payment of Rs. 400/- for 2/4 credits and Rs. 800/- for 6/8 credits course. Payment should be made by way of a Demand Draft drawn in favour of “IGNOU” payable at the place of concerned Regional Centre. All such requests for change of Elective/Course should be addressed to the concerned Regional Centre only as per schedule.

**Change/Correction of Address and Study Centres**

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

Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have valid student visa for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website ignou.ac.in). Admission of foreign students residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programme with limited number of seats are not offered for foreign students.

Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068. A fee of Rs. 200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs. 400/- in case of request for sending transcript outside India.

Disputes on Admission and other University matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi.

Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member University of Association of Indian University (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian University/Institutions, as per UGC Circular letter no. F.1-S2/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11 (449/94/176915-177115 dated January 14, 1994 & AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005.

Early Declaration of Result

Sometimes students are offered admission in other institutions and/or are selected for employment etc. and they are supposed to submit mark-sheet/grade card within a specified time period. Such students may apply for an early evaluation of their answer scripts and declaration of the result. For this purpose, the students are required to apply in the specified format available on the University website on payment of the prescribed fee through Bank Draft in favour of IGNOU, Delhi along with the attested photocopy of the offer of admission/employment etc. The students can submit their requests for early declaration of result before the commencement of the Term-End Examination, i.e., 1st June and 1st December, respectively. In such a situation; the University will make arrangements for the processing of the answer scripts and declaration of the result (as a special case). The result will be declared in a period of about one month beginning from the date of examination.
Re-evaluation of Answer Scripts

The students who are not satisfied with the marks/grade secured by them in Term-End Examination may apply for re-evaluation within one month from the date or the declaration of result, i.e., the date on which the result is made available on the University website, on payment of the prescribed fee per course in the prescribed application form available on the University website.

Provisional Certificate

On request from the student a provisional certificate will be issued on completion of 64 credits/32 credits course prescribed and opted by the student. For provisional certificate you have to write to the Registrar SED, IGNOU, New Delhi 110068, in prescribed form as contained in this Programme Guide.

Re-Registration

Learners are advised to submit the Re-Registration forms only to the respective Regional Centre and nowhere else. If any student sends the Registration/Re-registration forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.

Issue of Duplicate Grade Card/Mark sheet

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of Rs. 150/- to be paid in favour of IGNOU, New Delhi.

Issue of Duplicate Degree Certificate

A duplicate degree certificate can be issued after a request is made on the prescribed form along with a demand draft of Rs. 200 in favour of IGNOU, New Delhi. The following documents are required to be attached with the requests for issue of duplicate degree certificate:

1) Affidavit on non-judicial stamp paper of Rs. 10/-.
2) Copy of FIR lodged with the police station regarding loss of Degree, Certificate.
3) Demand Draft/IPO for requisite fee.

Samples of various forms currently used in the University are provided in this programme Guide. Whenever you need any of these please take a photocopy, fill it and send it to us.

7. TIPS FOR EFFECTIVE LEARNING IN OPEN UNIVERSITY

How to approach your studies: It would be good for you to go through the Programme Guides as well as the Handbooks 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. That is, you should have 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 guides and the handbooks 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 rather than looking for solutions at the end.

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 GyanDarshan and a countrywide network of FM radio stations. You should contact your cable operators to beam GyanDarshan. 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 neatly typed or legibly written.

You must keep a copy of each of your 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 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 we 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 any 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. If you follow them, you will certainly remember more, have a better understanding, and be able to organise your ideas quickly and effectively.

Even solving previous examination question papers and getting your answers checked by your counsellor should help improve your performance. You can download these from the IGNOU website www.ignou.ac.in. Revision of text materials plays a vital role in your preparation for the examinations. The following are two good reasons for doing regular revisions right from the start:

You may not have enough time to revise everything you have studied in a course/programme at the last minute.

You will find the latter materials easier to study if you have sound understanding of what has been studied earlier.

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 weightage given to each question.

Plan your answer and form a sense of priority.
# SOME USEFUL ADDRESSES

| 1)  | Non-receipt of study material and assignments, Repeat assignments | Regional Director of your Region |
| 2)  | Counsellors and other problems related to study centres | 1. Regional Director of your region  
2. Assistant Director (Student Affairs)  
   Regional Services Division  
   IGNOU  
   Maidan Garhi, New Delhi-110 068 |
| 3)  | Change of address and all other related problems | Registrar (SRD)  
IGNOU  
Maidan Garhi, New Delhi-110 068 |
| 4)  | Purchasing of Audio/Video Tapes | Marketing Unit, EMPC  
IGNOU  
Maidan Garhi, New Delhi-110 068 |
| 5)  | Academic Matters | Dr. Swati Patra  
Associate Professor  
Discipline of Psychology  
Academic Complex, Block-F  
SOSS, IGNOU,  
Maidan Garhi, New Delhi-110068  
Telephone : 011-29572707  

Dr. Smita Gupta  
Assistant Professor  
Discipline of Psychology,  
Academic Complex,  
SOSS, IGNOU,  
Maidan Garhi, New Delhi-110068  
Telephone : 011-29572761 |

You are also advised to contact Co-ordinator of your Study Centre for timely information.
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<th>Sl. No.</th>
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<th>Address of the Regional Centre Tel., Fax &amp; E-mail</th>
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| 1      | Agartala  
RC Code: 26 | REGIONAL DIRECTOR (I/C)  
IGNOU REGIONAL CENTRE  
M.B.B. COLLEGE COMPOUND  
P.O. AGARTALA COLLEGE  
AGARTALA - 799 004, TRIPURA  
0381-2519391, 0381-2516266  
rcagartala@ignou.ac.in | STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA) |
| 2      | Ahmedabad  
RC Code: 09 | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
OPP. NIRMA INSTT OF TECHNOLOGY  
SARKHEJ-GANDHINAGAR HIGHWAY  
AHMEDABAD - 382 481, CHHARODI, GUJARAT  
02717-242975-242976  
02717-241579  
02717-256458,  
02717-241580  
rcahmedbad@ignou.ac.in | STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) |
| 3      | Aizwal  
RC Code: 19 | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
LAL BULAIA BUILDING, M.G. ROAD  
AIZWAL - 796 001, KHATLA  
(NEAR CENTRAL YMCA OFF), MIZORAM  
0389-2311693 / 2311692  
0389-2311789  
rcaizwal@ignou.ac.in | STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLA) |
| 4      | Aligarh  
RC Code: 47 | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
3/310, MARRIS ROAD  
ALIGARH - 202 001, UTTAR PRADESH  
0571-2700120 / 2701365  
0571-2402147  
rcaligarh@ignou.ac.in | STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETHEH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPUR, MATHURA, MORADABAD, RAMPUR) |
| 5      | Bangalore  
RC Code: 13 | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
NSS KALYANA KENDRA  
293, 39TH CROSS, 8TH BLOCK  
BANGALORE - 560 070,  
JAYANAGAR, KARNATAKA  
080-26654747/26657376  
080-26639711  
080-26644848  
rcbangalore@ignou.ac.in | STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RANAGAR, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI) |
| 6      | Bhagalpur  
RC Code: 82 | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
CAMP OFFICE, MARWARI COLLEGE PREMISES  
BHAGALPUR, BHAGALPUR, BIHAR 812007  
0641-2905028/2905029  
rcbhagalpur@ignou.ac.in | STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER) |
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<td>7</td>
<td>BHOPAL &lt;br&gt; RC CODE: 15</td>
<td>REGIONAL DIRECTOR &lt;br&gt; IGNOU REGIONAL CENTRE &lt;br&gt; SANCHI COMPLEX, 3RD FLOOR &lt;br&gt; OPP. BOARD OF SECONDARY EDN. &lt;br&gt; BHOPAL - 462 016, SHIVAJI NAGAR &lt;br&gt; MADHYA PRADESH &lt;br&gt; 0755-2578455/2578452 &lt;br&gt; 0755-2762524 &lt;br&gt; <a href="mailto:rcdbhopal@ignou.ac.in">rcdbhopal@ignou.ac.in</a></td>
<td>STATE OF MADHYA PRADESH &lt;br&gt; (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GIALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN)</td>
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<td>8</td>
<td>BHUBANESHWAR &lt;br&gt; RC CODE: 21</td>
<td>REGIONAL DIRECTOR &lt;br&gt; IGNOU REGIONAL CENTRE &lt;br&gt; C - 1, INSTITUTIONAL AREA &lt;br&gt; BHUBANESHWAR - 751 013, ORISSA &lt;br&gt; 0674-2301348 / 2301250 &lt;br&gt; 0674-2301352 &lt;br&gt; 0674-2371457, 0674-2300349 &lt;br&gt; <a href="mailto:rcbhubaneswar@ignou.ac.in">rcbhubaneswar@ignou.ac.in</a></td>
<td>STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GJAPATI, JHARSUGUDA, JAJIPUR, JAGATSINGHPUR, KORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUndergarh)</td>
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<td>9</td>
<td>BIJAPUR &lt;br&gt; RC CODE: 85</td>
<td>REGIONAL DIRECTOR &lt;br&gt; IGNOU REGIONAL CENTRE &lt;br&gt; C/O BLDEA'S JSS COLLEGE OFEDU. &lt;br&gt; SS JUNIOR COLLEGE CAMPUS &lt;br&gt; BIJAPUR - 586101, KARNATAKA &lt;br&gt; 08352-258417 &lt;br&gt; 09901498384 &lt;br&gt; <a href="mailto:rcbbijapur@ignou.ac.in">rcbbijapur@ignou.ac.in</a></td>
<td>STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR &amp; YADGIR, HAVERI, GADDAG, BELLARY) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)</td>
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<td>CHANDIGARH &lt;br&gt; RC CODE: 06</td>
<td>REGIONAL DIRECTOR &lt;br&gt; IGNOU REGIONAL CENTRE &lt;br&gt; SCO 208, SECTOR 14 &lt;br&gt; PANCHKULA - 134 109, HARYANA &lt;br&gt; 0172-2590277, 2590278 &lt;br&gt; 0172-2590279 &lt;br&gt; <a href="mailto:rcchandigarh@ignou.ac.in">rcchandigarh@ignou.ac.in</a></td>
<td>STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICTS AMBALA, PANCHKULA), CHANDIGARH (U.T.)</td>
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<td>CHENNAI &lt;br&gt; RC CODE: 25</td>
<td>REGIONAL DIRECTOR &lt;br&gt; IGNOU REGIONAL CENTRE &lt;br&gt; 3RD FLOOR G R COMPLEX &lt;br&gt; 407-408 ANNA SALAI, CHENNAI - 600 035 &lt;br&gt; NANDANAM, TAMILNADU &lt;br&gt; 044-24312766/24312979 &lt;br&gt; 044-24729779, 0044-24312799 &lt;br&gt; <a href="mailto:rcchennai@ignou.ac.in">rcchennai@ignou.ac.in</a></td>
<td>STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR, ARYALUR), PONDICHERRY (U.T.)</td>
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<td>REGIONAL DIRECTOR &lt;br&gt; IGNOU REGIONAL CENTRE &lt;br&gt; KALOOR, COCHIN - 682 017, KERALA &lt;br&gt; 0484-2340203 / 2348189 / 2330891 &lt;br&gt; 0484-2340204 &lt;br&gt; <a href="mailto:rccochin@ignou.ac.in">rccochin@ignou.ac.in</a></td>
<td>STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)</td>
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<td>DARBHANGA RC CODE: 46</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWARANAGAR DARBHANGA - 846 004 NEAR CENTRAL BANK, BIHAR 06272-251833 06272-251318, 06272-253719 <a href="mailto:rcdnagar@ignou.ac.in">rcdnagar@ignou.ac.in</a></td>
<td>STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR &amp; WEST CHAMPARAN)</td>
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<td>14</td>
<td>DEHRADUN RC CODE: 31</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAI PUR ROAD, DEHRADUN - 248 001 UTTARANCHAL 0135-2789205 0135-2789200 0135-2665317 0135-2789190 <a href="mailto:rcddehradun@ignou.ac.in">rcddehradun@ignou.ac.in</a></td>
<td>STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJORE, SHAMLI (PRABUDH NAGAR))</td>
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<td>15</td>
<td>DELHI 1 RC CODE: 07</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 3-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, DELHI 011-26990091 /26990082-83 011-26058354 011-26990084 <a href="mailto:rcddelhi1@ignou.ac.in">rcddelhi1@ignou.ac.in</a></td>
<td>STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPUR, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, Saket, Green Park, Lajpat Nagar, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIK, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALwal)</td>
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<td>DELHI 2 RC CODE: 29</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI &amp; DARSHAN SAMITI RAGHAT, NEW DELHI - 110 002, DELHI 011-23392374 /23392376 23392377 011-26493257 011-23392375 <a href="mailto:rcddelhi2@ignou.ac.in">rcddelhi2@ignou.ac.in</a></td>
<td>STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPUR, PITAMPURA, JAHINGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)</td>
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<td>17</td>
<td>DELHI 3 RC CODE: 38</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK NEW DELHI - 110 045 (NEAR SECTOR 7) DWARKA, DELHI 011-25088964 011-25088983 <a href="mailto:rcddelhi3@ignou.ac.in">rcddelhi3@ignou.ac.in</a></td>
<td>STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPUR, SUBHASH NAGAR, UTTAM NAGAR, JANAKPUR, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHUALA KUAN, NARAINA, MAVHAPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)</td>
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<td>DEOGHAR RC CODE: 87</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE A S COLLEGE, DEOGHAR DEOGHAR, JHARKHAND 814142 06432-34448 <a href="mailto:rcddeoghar@ignou.ac.in">rcddeoghar@ignou.ac.in</a></td>
<td>STATE OF JHARKHAND COVERING (DISTRICTS KODAGU, MANDYA, MYSORE, UDUPI), DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA &amp; GIRIDIH</td>
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<td>GANGTOK RC CODE: 24</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG, PO SHUMBUK HOUSE GANGTOK - 737 102, SIKKIM 0359-2270923 0359-2212501 <a href="mailto:rcgangtok@ignou.ac.in">rcgangtok@ignou.ac.in</a></td>
<td>STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)</td>
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<td>GUWAHATI RC CODE: 04</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD, GUWAHATI CHRISTIAN BASTI, ASSAM 781003 0361-2343786 / 2343783 0361-2343784 <a href="mailto:rcgwahati@ignou.ac.in">rcgwahati@ignou.ac.in</a></td>
<td>STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAIJ, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAO, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)</td>
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<td>21</td>
<td>HYDERABAD RC CODE: 01</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, HYDERABAD - 500 033 JUBILEE HILLS (P.O.), ANDHRA PRADESH 040-23117550-53 040-27152527 040-23117554 <a href="mailto:rchyderabad@ignou.ac.in">rchyderabad@ignou.ac.in</a></td>
<td>STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOBOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)</td>
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<td>22</td>
<td>IMPHAL RC CODE: 17</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC, IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 <a href="mailto:rcimphal@ignou.ac.in">rcimphal@ignou.ac.in</a></td>
<td>STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMEGLONG, THOUBAL, UKHRUL)</td>
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<td>ITANAGAR RC CODE: 03</td>
<td>REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) ITANAGAR - 791 110, NAHARLAGUN ARUNACHAL PRADESH 0360-23517051/2247536 0360-2247535, 0360-2350990 <a href="mailto:rcitanagar@ignou.ac.in">rcitanagar@ignou.ac.in</a></td>
<td>STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)</td>
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<td>JABALPUR</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJASHKEKAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA JABALPUR - 482 001 CAMPUS, PACHPEDHI, MADHYA PRADESH 0761-2600411 /2609896, 2609902 0761-2609919 <a href="mailto:rcjabalpur@ignou.ac.in">rcjabalpur@ignou.ac.in</a></td>
<td>STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, HARSHINGAPUR, SEONI, SHAHDL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)</td>
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<td>25</td>
<td>JAIPUR</td>
<td>REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 70/79, SECTOR - 7, PATEL MARG JAIPUR - 302 020, MANSAROVAR, RAJASTHAN 0141-2785730 / 2785750 0141-2274292 0141-2785763 0141-2784043 <a href="mailto:rcjaipur@ignou.ac.in">rcjaipur@ignou.ac.in</a></td>
<td>STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGANJ, JAIPUR, JHALAWAR, JHUNJHUNU, KARAI, KOTA, SAWAI, SIKAR, SRIGANGANAGAR &amp; TONK )</td>
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<td>26</td>
<td>JAMMU</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE UROBINDO BLOCK 1ST FLOOR JAMMU - 180 001, CANAL ROAD JAMMU &amp; KASHMIR 0191-2579572 / 2546529 0191-2502921 0191-2561154 <a href="mailto:rccjammu@ignou.ac.in">rccjammu@ignou.ac.in</a></td>
<td>STATE OF JAMMU &amp; KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHITW, POONCH, RAJOURI, RAMBAN, REASI, Samba, UDHAMPUR)</td>
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<tr>
<td>27</td>
<td>JODHPUR</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE, JODHPUR - 342008 RAJASTHAN 0291-2753989 <a href="mailto:rcjodhpur@ignou.ac.in">rcjodhpur@ignou.ac.in</a></td>
<td>STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)</td>
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<td>28</td>
<td>JORHAT</td>
<td>REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE CKB COMMERCE COLLEGE NEAR CIRCUIT HOUSE, JORHAT-785001, ASSAM 9435733728 <a href="mailto:rccjorhat@ignou.ac.in">rccjorhat@ignou.ac.in</a></td>
<td>STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGAR, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC)</td>
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<td>29</td>
<td>KARNAL</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHSHA COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001, HARYANA 0184-2271514 / 2260075 0184-22754621 0184-2255738 <a href="mailto:rckarnal@ignou.ac.in">rckarnal@ignou.ac.in</a></td>
<td>STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAIJAR, JIND, KAIHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)</td>
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<td>Sl. No.</td>
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<td>ADDRESS OF THE REGIONAL CENTRE TEL., FAX &amp; E-MAIL</td>
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<td>30</td>
<td>KANNA</td>
<td>RC CODE: 22</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;I.T.I. BUILDING, BULEPUR&lt;br&gt;KHANNA - 141 401, (DISTRICT LUDHIANA)&lt;br&gt; PUNJAB&lt;br&gt;01628-229993 / 237361&lt;br&gt;01628-238632&lt;br&gt;01628-238284&lt;br&gt;<a href="mailto:rckhanna@ignou.ac.in">rckhanna@ignou.ac.in</a></td>
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<td>31</td>
<td>KOHIMA</td>
<td>RC CODE: 20</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;NEAR MOUNT HERMON SCHOOL&lt;br&gt;DON BOSCO HR.SEC SCHOOL ROAD&lt;br&gt;KOHIMA - 797 001&lt;br&gt;KENDOUZOU, NAGALAND&lt;br&gt;0370-2260366 / 2260167&lt;br&gt;0370-2241968&lt;br&gt;0370-2260216&lt;br&gt;<a href="mailto:rckohima@ignou.ac.in">rckohima@ignou.ac.in</a></td>
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<td>32</td>
<td>KOLKATA</td>
<td>RC CODE: 28</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;BIKASH BHAWAN, 4TH FLOOR&lt;br.NORTH BLOCK, KOLKATA - 700 091&lt;br&gt;SALT LAKE, BIDHAN NAGAR, WEST BENGAL&lt;br&gt;033-23349850&lt;br&gt;033-23592719 / 23589323 (RCL)&lt;br&gt;033-24739393&lt;br&gt;033-23347576&lt;br&gt;<a href="mailto:rckolkata@ignou.ac.in">rckolkata@ignou.ac.in</a></td>
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<td>33</td>
<td>KORAPUT</td>
<td>RC CODE: 44</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;DISTRICT AGRICULTURE OFFICE RD&lt;br&gt;BHIND PANCHAYAT BHAVAN&lt;br&gt;KORAPUT - 764 020, ORISSA&lt;br&gt;06852-252982&lt;br&gt;06852-251535&lt;br&gt;06852-252503&lt;br&gt;<a href="mailto:rckoraput@ignou.ac.in">rckoraput@ignou.ac.in</a></td>
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<td>34</td>
<td>LUCKNOW</td>
<td>RC CODE: 27</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;B-1/33, SECTOR - H, ALIGANJ&lt;br&gt;LUCKNOW - 226 024, UTTAR PRADESH&lt;br&gt;0522-2746120 / 2745114&lt;br&gt;0522-2326793&lt;br&gt;0522-2746145&lt;br&gt;<a href="mailto:rclucknow@ignou.ac.in">rclucknow@ignou.ac.in</a></td>
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<td>MADURAI RC CODE: 43</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 <a href="mailto:rcmadurai@ignou.ac.in">rcmadurai@ignou.ac.in</a></td>
<td>STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAL, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPPUR, VIRUDHNAGAR)</td>
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<td>36</td>
<td>MUMBAI RC CODE: 49</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD,MULUND (E) MUMBAI - 400 081 022-25633159 022-25635540 <a href="mailto:rcmumbai@ignou.ac.in">rcmumbai@ignou.ac.in</a></td>
<td>STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)</td>
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<td>37</td>
<td>NAGPUR RC CODE: 36</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY NAGPUR - 440 033, AMARAVATI ROAD 0712-2536999, 0712-2537999 0712-2538999 <a href="mailto:rcnagpur@ignou.ac.in">rcnagpur@ignou.ac.in</a></td>
<td>STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)</td>
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<td>38</td>
<td>NOIDA RC CODE: 39</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305, UTTAR PRADESH 0120-2405012 0120-2405014 0120-2405013 <a href="mailto:rcnoida@ignou.ac.in">rcnoida@ignou.ac.in</a></td>
<td>STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDD NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT, GHAZIPUR, BULANDSHAHAR) STATE OF DELHI (MAYUR VIHAR PH-I &amp; II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)</td>
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<td>39</td>
<td>PANAJI RC CODE: 08</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&amp;T STAFF QUARTERS POVORIM - 403 521 ALTO PORTORIM, GOA 0832-2462315 0832-2414552 <a href="mailto:rcpanaji@ignou.ac.in">rcpanaji@ignou.ac.in</a></td>
<td>STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNADA), STATE OF MAHARASHTRA (DISTRICT: SINGHIDURG)</td>
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<td>40</td>
<td>PATNA RC CODE: 05</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2687042 0612-2219538 <a href="mailto:rcpatna@ignou.ac.in">rcpatna@ignou.ac.in</a></td>
<td>STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPRA)</td>
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<td>41</td>
<td>PORT BLAIR (I/C) RC CODE: 02</td>
<td>REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE JNRM CAMPUS, PORT BLAIR - 744 104 ANDAMAN &amp; NICOBAR ISLANDS 03192-242888 03192-230111 <a href="mailto:rportblair@ignou.ac.in">rportblair@ignou.ac.in</a></td>
<td>ANDAMAN &amp; NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH &amp; MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)</td>
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<td>42</td>
<td>PUNE RC CODE: 16</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR PUNE - 411 016 270, SENAPATI BAPAT ROAD MAHARASHTRA 020-25671867 / 25651321 020-25880091 020-25671864 <a href="mailto:rcpune@ignou.ac.in">rcpune@ignou.ac.in</a></td>
<td>STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)</td>
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<td>43</td>
<td>RAGHUNATHGANJ RC CODE: 50</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 03483-271666 <a href="mailto:rcraghunathganj@ignou.ac.in">rcraghunathganj@ignou.ac.in</a></td>
<td>STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)</td>
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<td>44</td>
<td>RAIPUR RC CODE: 35</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX KACHNA, RAIPUR - 492 014 POST: SADGU, CHHATTISGARH 0771-2428285 0771-5056508 0771-2445839 0771-2583578 <a href="mailto:rcraipur@ignou.ac.in">rcraipur@ignou.ac.in</a></td>
<td>STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGuja, NARAYANPUR, BIZAPUR)</td>
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<td>45</td>
<td>RAJKOT RC CODE: 42</td>
<td>REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 <a href="mailto:rcrakot@ignou.ac.in">rcrakot@ignou.ac.in</a></td>
<td>STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)</td>
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<td>46</td>
<td>RANCHI RC CODE: 32</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 0651-2244677 0651-2244400 <a href="mailto:rcranchi@ignou.ac.in">rcranchi@ignou.ac.in</a></td>
<td>STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARNWA, WEST SINGHBHUM, SARAIKELA,KHARASAWAN,EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, KODERMA, KHUNTI, RAMGARH</td>
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<td>47</td>
<td>SAHARSA RC CODE: 86</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA, SAHARSA BIHAR 582201 06478-219014, 06478-219015 06478-219018 <a href="mailto:rcsaharsa@ignou.ac.in">rcsaharsa@ignou.ac.in</a></td>
<td>STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPALP, MADHEPURA, KATIHAR, ARARIYA, KISHANGANJ &amp; PURNIA)</td>
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<td>48</td>
<td>SHILLONG RC CODE: 18</td>
<td>REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMNI SHILLONG - 793 014 NONGSHILLIANG, MEGHALAYA 0364-2521117, 0364-2521271 0364-2252252 <a href="mailto:rcsbillong@ignou.ac.in">rcsbillong@ignou.ac.in</a></td>
<td>STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAITIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)</td>
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<td>SHIMLA RC CODE: 11</td>
<td>REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, SHIMLA - 171 002, KHALINI HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2620125 , 0177-2624611 rcs <a href="mailto:shimla@ignou.ac.in">shimla@ignou.ac.in</a></td>
<td>STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL &amp; SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)</td>
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<td>50</td>
<td>SILIGURI RC CODE: 45</td>
<td>REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY, SILIGURI - 734 001 WEST BENGAL 0353-2526818, 0353-2526829 0353-2526819 rcs <a href="mailto:siliguri@ignou.ac.in">siliguri@ignou.ac.in</a></td>
<td>STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)</td>
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<td>51</td>
<td>SRINAGAR RC CODE: 30</td>
<td>REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008, JAMMU &amp; KASHMIR 0194-2311251, 0194-2311258 0194-2421506 , 0194-2311259 <a href="mailto:rcsrinagar@ignou.ac.in">rcsrinagar@ignou.ac.in</a></td>
<td>STATE OF JAMMU &amp; KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULgam, Kupwara, Leh, PULWAMA, SHOPIAN, SRINAGAR)</td>
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<td>52</td>
<td>TRIVANDRUM RC CODE: 40</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP PRS HOSPITAL TRIVANDRUM - 695 002 KILIPPALAM KARAMANA PO 0471-2344113, 0471-2344115 0471-2590700 <a href="mailto:rctrivandrum@ignou.ac.in">rctrivandrum@ignou.ac.in</a></td>
<td>STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, ThIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)</td>
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<td>VARANASI RC CODE: 48</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN, B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rc <a href="mailto:varanasi@ignou.ac.in">varanasi@ignou.ac.in</a></td>
<td>STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRzapur, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBhadra, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)</td>
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<td>CHANDIMANDIR</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADOHAVI BUILDING NUT STREET (PC) VATAKARA 673104, KERALA 0496-2525281 <a href="mailto:rvatakara@ignou.ac.in">rvatakara@ignou.ac.in</a></td>
<td>STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAGOD WAYANAND) KOZHIKODE Note: Currently under Cochin RC</td>
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<td>55</td>
<td>JAIPUR</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.P.V.V. HINDU HIGH SCHOOL, VIJAYWADA 520 001 KOTHAPET, ANDHRAPRADESH 0866-2565253 / 2565959 <a href="mailto:rcvijayawada@ignou.ac.in">rcvijayawada@ignou.ac.in</a></td>
<td>STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM)</td>
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<td>56</td>
<td>KOLKATA</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEX USHODAYA JUNCTION VISAKHPATNAM-530017 ANDHRA PRADESH 0891-2511200, 0891-2511300 <a href="mailto:rcvisakhapatnam@ignou.ac.in">rcvisakhapatnam@ignou.ac.in</a></td>
<td>STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHPATNAM, VIZIANAGARAM &amp; SRIKAKULAM)</td>
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IGNOU-ARMY RECOGNIZED REGIONAL CENTRES

(For ARMY Personnel Only)

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<td>1</td>
<td>CHANDIMANDIR RC CODE: 52 NO OF LSC: 5</td>
<td>REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, G S (EDUCATATION) BRANCH HQ WESTERN COMMAND CHANDIMANDIR – 134107 HARYANA PH.OFF : 0172-2589355 (CIVIL) 2670 (MILITARY) FAX : 0712-2589355 EMAIL : <a href="mailto:iaeprc52@rediffmail.com">iaeprc52@rediffmail.com</a></td>
<td>WESTERN COMMAND AREA</td>
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<tr>
<td>2</td>
<td>JAIPUR RC CODE: 56 NO OF LSC: 3</td>
<td>REGIONAL DIRECTOR IGNOU ARMY RECOG REG.CENTRE EDUCATION BRANCH C/O 56 APO - 908 546 JAIPUR, RAJASTHAN PH.OFF : 0141-6640 (MILITARY) EMAIL : <a href="mailto:swciaep@gmail.com">swciaep@gmail.com</a></td>
<td>SOUTH WESTERN COMMAND</td>
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<td>3</td>
<td>KOLKATA RC CODE: 51 NO OF LSC: 4</td>
<td>REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA – 908 542, WEST BENGAL PH.OFF : 033-22222668 (CIVIL) 2670 (MILITARY) FAX : 033-22222668 EMAIL : <a href="mailto:rc51army_ec@yahoo.co.in">rc51army_ec@yahoo.co.in</a></td>
<td>EASTERN COMMAND AREA</td>
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<td>4</td>
<td>LUCKNOW RC CODE: 53 NO OF LSC:5</td>
<td>REGIONAL DIRECTOR (I/C) IGNOU ARMY RECOG. REG. CENTRE IAEP HQ, CENTRAL COMMAND - GS (EDN) LUCKNOW – 908 554, UTTAR PRADESH PH.OFF : 0522-2482968 (CIVIL) 2670 (MILITARY) EMAIL : <a href="mailto:iaepcc53@yahoo.co.in">iaepcc53@yahoo.co.in</a></td>
<td>CENTRAL COMMAND AREA</td>
</tr>
<tr>
<td>5</td>
<td>PUNE RC CODE: 54 NO OF LSC:6</td>
<td>REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG &amp; CENTRE C/O 56 APO - 908 795 PH.OFF : 020-26616592 (CIVIL) 3019 (MILITARY) FAX : 020-26102670 EMAIL : <a href="mailto:armypunerc54@yahoo.com">armypunerc54@yahoo.com</a></td>
<td>SOUTHERN COMMAND AREA</td>
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**IGNOU-NAVY RECOGNIZED REGIONAL CENTRES**

*(For Navy Personnel Only)*

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(For ASSAM RIFLES Personnel Only)

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10. 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; change/correction of address/study centre
2) Change of Medium/Courses
3) Application for credit transfer
4) Intimation of non-receipt of study material/assignments
5) Form for provisional certificate
6) Requisition for fresh set of assignments
7) Term-end examination form
8) Form for re-evaluation of answer scripts
9) Form for duplicate grade card/marksheet
10) Migration certificate form
11) Course Registration Form for 2nd year
12) Form for Issue of Duplicate Degree/Diploma/Certificate
13) Form for improvement in Division/Class
14) Form for early declaration of Result
15) Form for obtaining photocopy of the Answer Script
16) Form for use of Official Transcript.
Enrolment No. | Programme :  
---|---
Name :  
Course Code : | Medium : English/Hindi  

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<tr>
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<tr>
<td>Date of despatch to the Evaluator :</td>
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<tr>
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<td>Date of receipt from Evaluator :</td>
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Notes : 1. Submit this form to the coordinator of your study centre along with the assignment.  
2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

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

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

The Regional Director of your region.

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

Programme Code

<table>
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<th>Date Change effective from</th>
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Name

New Address

Existing Study Centre Code

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

Signature : Date :

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

______________________________  
______________________________  
______________________________  

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

Enrolment No.:  

1. Change of Medium: From _________________ to ________________  

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

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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_____________________

Change of Medium: Rs. 200/- + Rs. 400/- for 4 credit and Rs. 800/- for 8 credit per course
Change of Courses: Rs. 400/- for 4 credit per course Rs. 800/- for more than 4 credit per course.  

This is permitted within 30 days from receipt of first set of course material.

66
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

Application for Credit Transfer in M.A. (Psychology) 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. 200/- per 8 credit course or a part thereof)

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

All of the Information provided above is true to the best of my knowledge

Student Signature & Date :

(For Office use only)

Recommendations of Schools :

Credit Transfer recommended for the following Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Marks</th>
<th>Percentage</th>
<th>Signature of Director of School</th>
</tr>
</thead>
</table>

Credit Transfer for the following courses not recommended

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Reasons for Rejection</th>
<th>Signature of Director of School</th>
</tr>
</thead>
</table>
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. 200/- 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
Sub : Non-receipt of Study Material & Assignments

Enrolment No. ____________________________

Programme ____________________________ Medium of Study ____________________________

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Blocks</th>
<th>Assignments</th>
</tr>
</thead>
</table>

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

Name and Address : __________________________________ Signature : ________________________________

________________________________________ Date : ________________________________

________________________________________

________________________________________

For Official Use

Date of despatch of study material/assignments to students ________________________________
APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.  

Programme Title  

Regional Centre  

Name  

Father’s Name  

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

Mailing Address  

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

Filled in Application Form should be sent to:

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

Date ........................................  Signature ........................................
Indira Gandhi National Open University  
New Delhi  

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study  

Enrolment No.  
Study Centre Code  

Write in BLOCK CAPITAL LETTERS only

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

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Assignments Code</th>
<th>Course Title</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<td></td>
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<tr>
<td>5.</td>
<td></td>
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<tr>
<td>6.</td>
<td></td>
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<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

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

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

For Official Use Only:

Date of Despatch of Assignments to student .................................................................
INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

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

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

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

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

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

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

Please mail this form to the Regional Director of your Regional Centre
**EXAM FORM**

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

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

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Regional Centre Code</th>
<th>Study Centre Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrolment No.</th>
<th>Exam Centre Code (Where you wish to appear in Exam)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address for Correspondence (Do not give Post Box No. Leave box blank between each unit of address like House No., Street Name, PO, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MOBILE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**COURSE OPTION:**

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes FEE @ Rs. 60/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEE DETAILS (Please write your Name &amp; Enrolment No. at the back of the Draft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of Courses × ₹ 60</td>
</tr>
<tr>
<td>Practical Courses × ₹ 60</td>
</tr>
<tr>
<td>Late Fee</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Draft No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Draft No.</td>
<td>Amount</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>/</th>
<th>/</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF THE STUDENT (within the Box only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISSUING BANK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Dates for Submission of Exam Forms

<table>
<thead>
<tr>
<th>FOR JUNETEE</th>
<th>LATE FEE</th>
<th>FOR DECETEE</th>
<th>LATE FEE</th>
<th>Submission of Exam Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 March to 31 March</td>
<td>NIL</td>
<td>1 Sept. to 30 Sept.</td>
<td>NIL</td>
<td>ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS</td>
</tr>
<tr>
<td>1 April to 20 April</td>
<td>Rs. 300/-</td>
<td>1 Oct. to 20 Oct.</td>
<td>Rs. 300/-</td>
<td></td>
</tr>
<tr>
<td>21 April to 30 April</td>
<td>Rs. 500/-</td>
<td>21 Oct. to 31 Oct.</td>
<td>Rs. 500/-</td>
<td></td>
</tr>
<tr>
<td>1 May to 15 May</td>
<td>Rs. 1000/-</td>
<td>1 Nov. to 15 Nov.</td>
<td>Rs. 1000/-</td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**
- Examination fee per course is Rs. 60/- (Examination fee once paid will not be refunded/adjusted in any case).
- Examination form to be submitted at Regional Centre under which your examination centre falls.
- Demand draft to be made in favour of IGNOU and payable at the city where submitting the exam form.

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

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

**DECLARATION**

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

Date_______________________

(Signature of the student)

Phone No. (R)______________ Mobile No.______________ Email Id_____________________

Phone No. (O)______________ (with STD code)

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

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

Centre Code_______________________

Date_______________________

(Signature & Stamp of Co-ordinator/Incharge)

Study Centre/PSC/PI/Community College
APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

Name:...............................................................................................................................................................

Programme:                                             Enrolment No.:

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

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

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

PIN: ..............................................................................................................................................................

Name of Exam Centre: .................................................................

Centre Code: ......................................................................................................................

Address of the Examination Centre: .................................................................

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

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

Course, in which Re-evaluation is sought

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>MARKS/GRADE OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fee detail:
(The fee for Re-evaluation of answer script is Rs. 500/- 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. 500/- = 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:-

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

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

Signature

Dated .................................................................

Note: Fee for duplicate grade card Rs.150/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

The Registrar (Student Evaluation Division)
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(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 ......................................................................................................

<table>
<thead>
<tr>
<th>Examination Passed (Programme)</th>
<th>Year of Passing</th>
<th>Enrolment No.</th>
<th>Marks Obtained</th>
<th>Grades Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

(To be filled in by the Admissions Division)

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

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

Date _______________ Dealing Assistant ___________________ Section Officer _______________

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

Received the Migration Certificate No. ________________ dated ________________

Date: _______________ Signature of the Applicant
INSTRUCTIONS

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

2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.

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

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

Enrollment No. .................................................. Regional Centre Code .......................................................... Study Centre Code ..........................................................

1. Name of the Student (in capital letter) : ............................................................................................................
2. Complete Address: .............................................................................................................................................

Details of fee paid : Draft is to be made in the name of IGNOU payable at the city where your Regional Centre is located.

   a. Name of the Bank................................................................................ Place ................................................................
   b. Bank Draft No. ..................................................................................... Date ................................................................
   c. Amount Rs. 6500/- and late fee as applicable.

I hereby register for the following courses for II year M.A. (Psychology) commencing July 20 ......

Choices of courses

Out of the three optional on officer, you have to choose anyone group Olse ( ) the relevant column in the boxes provided below:

Optional *[Tick ( ) any ONE Group]

1. Group A: Clinical Psychology 32 credits
2. Group B: Counselling Psychology 32 credits
3. Group C: Industrial and Organisational Psychology 32 credits

Total 32 credits

Note : 1) For all the above courses, a student is eligible for appearing in TEE after one year of registration. For this you may fill up the examination form as per schedule notified by the University

2) Please keep a photocopy of this form for your record.

Date : _______________ Signature of student..............................
E-mail ID ..........................................................
Mobile Ph. No. : ..........................................

*Schedule for submission of Re-registration form at the Regional Centre only :

<table>
<thead>
<tr>
<th>S.No.</th>
<th>July Session</th>
<th>January Sessions</th>
<th>Late Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1st February to 31st March</td>
<td>1st August to 1st October</td>
<td>Nil</td>
</tr>
<tr>
<td>2.</td>
<td>1st April to 31st April</td>
<td>3rd October to 31st October</td>
<td>Rs. 200/-</td>
</tr>
<tr>
<td>3.</td>
<td>1st May to 31st May</td>
<td>1st November to 30th November</td>
<td>Rs. 500/-</td>
</tr>
<tr>
<td>4.</td>
<td>1st June to 20th June</td>
<td>1st December to 20th December</td>
<td>Rs. 1000/-</td>
</tr>
</tbody>
</table>

PS : Students are required to fill-up compulsorily the statistical information in the enclosed Annexure-1 of the RR Form.
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. 500.00 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 entries 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 ________________
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:
   1. ———————————— 4. ————————————
   2. ———————————— 5. ————————————
   3. ————————————

6. Fee details:
   (The fee for Improvement in Division/Class is Rs. 500/- 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. 500/- = 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 ………………………………………

UNDEARTAKING

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.

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

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

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

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

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

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

   The Registrar,
   Student Evaluation Division,
   Indira Gandhi National Open University,
   Maidan Garhi,
   New Delhi-110068
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. 700/- 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. 700/- = 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:-

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

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: ..........................................................................................

4. 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: .................................................................................................

   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: .............................................
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 15\textsuperscript{th} October and for December term-end examination by 15\textsuperscript{th} 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:-

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
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<tbody>
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<td>All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.</td>
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<td>3.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 2\textsuperscript{nd} Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001</td>
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<td>All Examination Centres in Kolkata, Darbhanga and Ranchi.</td>
</tr>
</tbody>
</table>

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.
APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name: ......................................................................................................................................................

2. Programme: __________________________ Enrolment No: __________________________

3. Address: ...................................................................................................................................................
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### 11. PROGRAMMES OFFERED BY THE SCHOOL OF SOCIAL SCIENCES

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of the Programme</th>
<th>Programme Code</th>
<th>Eligibility</th>
<th>Minimum Age on 1st Jan. of the Academic year</th>
<th>Duration in years</th>
<th>Programmes Fee*</th>
<th>Medium of Instruction</th>
<th>Future Prospects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Doctor of Philosophy (History, Pol. Science, Economics, Sociology, Public Admn., Library &amp; Information Sciences, Psychology, Anthropology and Gandhian Studies)</td>
<td>Ph.D.</td>
<td>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.</td>
<td>No Bar</td>
<td>1 yrs</td>
<td>Rs. 7000/-</td>
<td>English &amp; Hindi</td>
<td>Teaching and Research in Institutions of Higher Learning, Universities and Research Institutes</td>
</tr>
<tr>
<td>2.</td>
<td>M.Phil programmes in Economics</td>
<td>REC</td>
<td>Same</td>
<td>No Bar</td>
<td>1 1/2 yrs</td>
<td>Rs. 10,500/-</td>
<td>English</td>
<td>Teaching, Research and Professional Economist</td>
</tr>
<tr>
<td>3.</td>
<td>M.A. Public Policy</td>
<td>MPP</td>
<td>For IAS probationers only.</td>
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<td>4.</td>
<td>Master in Library and Information Science</td>
<td>MLIS</td>
<td>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.</td>
<td>No Bar</td>
<td>4 yrs</td>
<td>Rs. 9000/-</td>
<td>English</td>
<td>To prepare professionals of different levels to take up employment in Libraries and Information Centres in the - Govt. Departments, Universities &amp; other Academic Institutions - Public Libraries, - Public Sector Undertakings, - Corporate Bodies, News &amp; Advertising Agencies, Consultancy Information Broker</td>
</tr>
<tr>
<td>5.</td>
<td>Master of Arts (Political Science)</td>
<td>MPS</td>
<td>Bachelor’s Degree or a higher degree in any discipline from a recognized University.</td>
<td>No bar</td>
<td>2 yrs</td>
<td>Rs. 4500/- (1st Year) Rs. 4500/- (2nd Year)</td>
<td>English &amp; Hindi</td>
<td>Teaching and Research in Political Science</td>
</tr>
<tr>
<td>6.</td>
<td>Master of Arts (History)</td>
<td>MAH</td>
<td>Bachelor’s Degree or a higher degree in any discipline from a recognized University.</td>
<td>No bar</td>
<td>2 yrs</td>
<td>Rs. 4500/- (1st Year) Rs. 4500/- (2nd Year)</td>
<td>English &amp; Hindi</td>
<td>Research and Teaching in History and job opportunities in museums, archives, archaeological institutions</td>
</tr>
<tr>
<td>7.</td>
<td>Master of Arts (Psychology)</td>
<td>MAPC</td>
<td>Bachelor’s Degree or a higher degree in any discipline from a recognized University.</td>
<td>No bar</td>
<td>2 yrs</td>
<td>Rs. 6500/- (1st Year) Rs. 6500/- (2nd Year)</td>
<td>English</td>
<td>1. Clinical Psychologist 2. Counselors 3. Human Resource Department 4. Teachings &amp; Research</td>
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<tr>
<td>No.</td>
<td>Programme</td>
<td>Qualification</td>
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<tr>
<td>8.</td>
<td>Master of Arts (Economics)</td>
<td>Bachelor’s Degree or a higher degree in any discipline from a recognized University</td>
<td>No bar</td>
<td>2 yrs</td>
<td>5 yrs</td>
<td>Rs. 6000/- (1st Year)</td>
<td>Rs. 6000/- (2nd Year)</td>
<td>English &amp; Hindi</td>
</tr>
<tr>
<td>9.</td>
<td>Master of Arts (Public Admn)</td>
<td>Bachelor’s Degree or a higher degree in any discipline from a recognized University</td>
<td>No bar</td>
<td>2 yrs</td>
<td>5 yrs</td>
<td>Rs. 4500/- (1st Year)</td>
<td>Rs. 4500/- (2nd Year)</td>
<td>English &amp; Hindi</td>
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<td>10.</td>
<td>Master of Arts (Sociology)</td>
<td>Bachelor’s Degree or a higher degree in any discipline from a recognized University</td>
<td>No bar</td>
<td>2 yrs</td>
<td>5 yrs</td>
<td>Rs. 4500/- (1st Year)</td>
<td>Rs. 4500/- (2nd Year)</td>
<td>English &amp; Hindi</td>
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<tr>
<td>11.</td>
<td>Bachelor Preparatory Programme BPP</td>
<td>No formal qualification</td>
<td>No bar</td>
<td>2 yrs</td>
<td>5 yrs</td>
<td>Rs. 1000/-</td>
<td></td>
<td>English &amp; Hindi</td>
</tr>
<tr>
<td>12.</td>
<td>Bachelor of Arts</td>
<td>10+2 or its equivalent or BPP from IGNOU</td>
<td>No bar</td>
<td>3 yrs</td>
<td>6 yrs</td>
<td>Rs. 2000/- (1st Year)</td>
<td>Rs. 2000/- (2nd Year)</td>
<td>Rs. 2000/- (3rd Year)</td>
</tr>
<tr>
<td>13.</td>
<td>Bachelor of Arts (Psychology)</td>
<td>10+2 or its equivalent or BPP from IGNOU</td>
<td>No bar</td>
<td>3 yrs</td>
<td>6 yrs</td>
<td>Rs. 7000/-</td>
<td></td>
<td>English</td>
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<tr>
<td>14.</td>
<td>Bachelor in Library and Information Science</td>
<td>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.</td>
<td>No bar</td>
<td>1 yr</td>
<td>4 yrs</td>
<td>Rs. 5000/-</td>
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<td>English &amp; Hindi</td>
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<tr>
<td>15.</td>
<td>Post Graduate Diploma in Library Automation and Networking</td>
<td>Bachelor’s Degree in Library and Information Science</td>
<td>No bar</td>
<td>1 yrs</td>
<td>4 yrs</td>
<td>Rs.15000/-</td>
<td></td>
<td>English &amp; Hindi</td>
</tr>
<tr>
<td>16.</td>
<td>Post Graduate Diploma in Disaster Management</td>
<td>Graduate in any discipline</td>
<td>No bar</td>
<td>1 yrs</td>
<td>4 yrs</td>
<td>Rs. 5000/-</td>
<td></td>
<td>English &amp; Hindi</td>
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<tr>
<td>17.</td>
<td>Post Graduate Diploma in Participatory Management of Displacement, Resettlement and Rehabilitation</td>
<td>Graduate in any discipline</td>
<td>No bar</td>
<td>1 yrs</td>
<td>4 yrs</td>
<td>Rs. 7000/-</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>Programme</td>
<td>Department</td>
<td>Eligibility</td>
<td>Duration</td>
<td>Fee</td>
<td>Language</td>
<td>Description</td>
<td></td>
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<tr>
<td>Certificate in Disaster Management</td>
<td>CDM</td>
<td>10+2 or its equivalent</td>
<td>No bar</td>
<td>6 months</td>
<td>English &amp; Hindi</td>
<td>Aims at providing knowledge to the learners in the areas of disaster preparedness, prevention, mitigation, relief, reconstruction and rehabilitation.</td>
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</tr>
<tr>
<td>Certificate in Environmental Studies</td>
<td>CES</td>
<td>BPP from IGNOU or 10+2 or its equivalent</td>
<td>No bar</td>
<td>6 months</td>
<td>Rs. 2000/-</td>
<td>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.</td>
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<tr>
<td>Master in Anthropology</td>
<td>MAAN</td>
<td>Graduate in any discipline</td>
<td>No bar</td>
<td>2 yrs</td>
<td>Rs. 14000/-</td>
<td>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.</td>
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<tr>
<td>Master of Arts (Gandhi and Peace Studies)</td>
<td>MGPS</td>
<td>Graduate in any discipline</td>
<td>No bar</td>
<td>5 yrs</td>
<td>Rs. 9000/-</td>
<td>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.</td>
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<tr>
<td>Post Graduate Diploma in Gandhi and Peace Studies</td>
<td>PGDGPS</td>
<td>Graduate in any discipline</td>
<td>No bar</td>
<td>3 yrs</td>
<td>Rs. 3500/-</td>
<td>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.</td>
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</tr>
<tr>
<td>Post Graduate Certificate in Gandhi and Peace Studies</td>
<td>PGCGPS</td>
<td>Graduate in any discipline</td>
<td>No bar</td>
<td>2 yrs</td>
<td>Rs. 2000/-</td>
<td>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.</td>
<td></td>
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</tbody>
</table>

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

# This programme 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 these programmes even while pursuing regular College and University Courses.
INFORMATION FOR STATISTICAL PURPOSE, STUDENTS ARE REQUIRED TO FILL-UP THIS ANNEXURE COMPULSORY

1. Name of student: ______________________

2. Enrol. No.: __________________________

3. Programme Code: _______________________

4. Category: (Cross (X) the appropriate Box only)
   - General
   - SC
   - ST
   - OBC

5. Whether Kashmiri Migrant: (Cross (X) if applicable) __________

6. Whether Physically handicapped: (Cross (X) if applicable) __________

7. Whether minority: (Cross (X) if applicable) __________

8. Social Status: (Cross (X) the appropriate Box only)
   - Ex-service man
   - War-widow
   - Not applicable

9. Employment Status: (Cross (X) the appropriate Box only)
   - Unemployed
   - Employed
   - IGNOU Employee
   - KVS Employee

10. Religion: (Cross (X) the appropriate 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) ₹ __________
IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

<table>
<thead>
<tr>
<th>Apex Committee Against Sexual Harassment (ACASH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Anu Aneja Chairperson, SOGDS</td>
</tr>
<tr>
<td>Dr. Zeba Khan DD, EMPC</td>
</tr>
<tr>
<td>Ms. Kalyani Menon Sen Feminist Activist</td>
</tr>
<tr>
<td>Prof. Pravin Sinclair Director, NCERT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IGNOU Committee against Sexual Harassment (ICASH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Srilatha Chairperson, SOMS</td>
</tr>
<tr>
<td>Prof. Malati Mathur, SOH</td>
</tr>
<tr>
<td>Ms. Poonam Bhushan, SOE</td>
</tr>
<tr>
<td>Prof. Dolly Mathew, SOSS</td>
</tr>
<tr>
<td>Ms. Santosh Gogia, AR, SOEDS</td>
</tr>
<tr>
<td>Ms. Rajni A. Jeet, AR, IUC</td>
</tr>
<tr>
<td>Mr. Praveen Kumar Sharma, SPA, SOPVA</td>
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<tr>
<td>Ms. Neelam Rawat, SO, Admin</td>
</tr>
<tr>
<td>Ms. Sandhya Chopra, RTA, SOSS</td>
</tr>
<tr>
<td>Ms. Chitra Mudgal Writer, Novelist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regional Services Division Committee against Sexual Harassment (RSDCASH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Asha Khare Chairperson &amp; Dy. Director, EDNERU</td>
</tr>
<tr>
<td>Dr. Neeta Kapai Dy. Director, CCETC</td>
</tr>
<tr>
<td>Ms. Seema Chandok D. Librarian</td>
</tr>
<tr>
<td>Ms. Sharda JAT, Gen. Admin.</td>
</tr>
<tr>
<td>Ms. Mridula Tandon Sakshi, NGO</td>
</tr>
</tbody>
</table>
## 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.

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

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After filling cut out this questionnaire and mail it to:

STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068
FREQUENTLY ASKED QUESTIONS (FAQ’S)
(PSYCHOLOGY, SCHOOL OF SOCIAL SCIENCES)

Q. What is the scope of Psychology?
A. The scope of Psychology is very wide. One may be placed in clinics, hospital, school, industry, research and education according to his/her specialization and interest area.

Q. Is the programme recognized by RCI?
A. RCI is not applicable in our programmes.

Q. Is the degree recognized by UGC?
A. Yes.

Q. Is there any admission test for this programme?
A. No.

Q. When are the admission forms available?
A. Admission forms are available round the year.

Q. From where do I get the admission form?
A. Website (www.ignou.ac.in) and Regional Centers.

Q. What is the eligibility for M.A. Psychology programme?
A. Graduation in any field.

Q. Where should I submit the form?
A. At the concerned Regional Center.

Q. What is the duration (minimum & maximum) for M.A. (Psychology) programme?
A. Minimum 2 years and maximum 5 years for M.A. (Psychology) Programme.

Q. Are the programmes available in Hindi?
A. No, they are only available in English language.

Q. What is the programme fee for M.A. (Psychology)?
A. Rs. 6500/- in the M.A. 1st year & Rs.6500/- in M.A. 2nd year.

Q. How many courses are there in M.A. (Psychology) programme?
A. 7 courses in 1st year and 6 courses in 2nd year.

Q. Which are the compulsory courses and which are the optional ones?
A. All courses are compulsory for the award of degree. Though, the learner has to choose an area for specialization in M.A. 2nd year. The areas are Clinical Psychology/Counselling Psychology/Industrial and Organizational Psychology.

Q. What are the total credits in M.A. (Psychology) programme?
A. 64 credits.

Q. How is the total credit of the programme distributed among the courses/components comprising it?
A. 32 credits in M.A. 1st year and 32 credits in M.A. 2nd year.
Q. What do you mean by ‘Credit’?
A. IGNOU follows credit system. Each credit in this system is equivalent to 30 study hours. Thus, a 4 credit course involves 120 hours of study. This helps the learner to know the academic effort s/he has to put in to successfully complete a course

Q. Who will help me in clearing my doubts in the subject matter?
A. Academic counselor at the study centre will help in clearing your doubts.

Q. Where is academic counseling held?
A. Academic counseling is held at the Study Center.

Q. Is it essential to attend academic counseling sessions?
A. Though it is not mandatory to attend the sessions, but it will definitely help in clearing your doubts.

Q. Where should I submit my assignments?
A. Assignments should be submitted at the Study Center.

Q. Am I allowed to write my assignments & TEE in Hindi?
A. Yes.

Q. During an academic calendar, when am I supposed to submit my assignments?
A. Assignments can be submitted twice a year (March 31st & September 30th), but minimum duration should be considered.

Q. If record of my assignment responses submission and/or grade(s) is not available, to whom should I contact?
A. Asstt. Registrar(Assignment), SED, Block-III, Room no.12, IGNOU, MaidanGarhi, New Delhi-110068.

Q. To whom should I submit my revised assignment question response?
A. Study Center.

Q. If, I have not submitted my assignment on the due dates, assignments of which session/year will I have to attempt?
A. Assignments (Psychology) are valid for one year. Same assignment is applicable for July & January sessions.

Q. Where will the practicum classes be held?
A. Practicum classes will be held at the respective study centers, where the learner is enrolled.

Q. Where will the TEE for practicum be held?
A. At the Study Center where the learner is enrolled.

Q. What is internship?
A. Internship gives you hands on experience or field experience.

Q. Can I do internship in my organization/agency, where I am working?
A. Yes, you may, provided it fulfills the criteria mentioned in the handbook.

Q. Who will help me in finding an organization/agency for internship?
A. The learner may find a suitable organization/agency on their own (as per the criteria given in the internship handbook). S/he may also approach the academic counselor.
Q. What is Project?
A. Project is a research study where you need to collect data and compile it in form of project report/dissertation.

Q. Where should I submit project proposal (synopsis)?
A. Presently, the project proposal is submitted to the Discipline of Psychology, School of Social Sciences, IGNOU, MaidanGarhi, New Delhi-68.

Q. Where should I submit my project report/dissertation?
A. It should be submitted at the Study Center.

Q. During an academic calendar, when am I supposed to submit my project report/dissertation?
A. Project report/dissertation has to be submitted as per the dates mentioned in the Handbook of Project

Q. Will there be a viva-voce based on my project report/dissertation?
A. Yes, there will be viva-voce.

Q. Is it compulsory to enclose a copy of the approval of the proposal in the project report?
A. Yes.

Q. How many copies of the project report is to be submitted?
A. Only one copy (hard copy) is to be submitted. But one copy is to be kept by the learner, and one copy is to be given to the guide/project supervisor.

Q. Where will the TEE (viva-voce) for Internship & Project be held?
A. Viva-voce will be held at respective Regional Center.

Q. Do I need to carry practical notebook/Internship/Project Report for TEE (viva-voce)?
A. Yes, without the Notebook/Report, you will not be allowed to appear for TEE.

Q. Can I register for M.A. 2nd year even if I have not appeared for M.A. 1st year TEE?
A. Yes, you may register for M.A. 2nd year.

Q. When is Term End Examination (TEE) held?
A. TEE is held twice a year, June & December.

Q. Where is TEE held?
A. At IGNOU Examination Centers.

Q. Can I appear in TEE for MA 1st year papers and 2nd year papers together?
A. Yes, you may appear for the papers together. There is no credit limit.

Q. Can I practice, once I complete my M.A. (Psychology) with Counseling Psychology or Clinical Psychology, as specialization?
A. It is advisable to pursue further studies in the concerned area.

Q. Am I eligible to appear in NET/SLET after completing M.A. (Psychology) from IGNOU?
A. Yes.