

**Master of Science in Dietetics
and
Food Service Management
[M.Sc. (DFSM)]**

PROGRAMME GUIDE

Please keep this Programme Guide safely till you complete the programme. You will need to consult it while working on the programme.



School of Continuing Education
Indira Gandhi National Open University
New Delhi -110068

MATERIAL PRODUCTION

Mr. Rajiv Girdhar
Asstt. Registrar (Publications)
SOCE, IGNOU

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

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The degrees and diplomas of IGNOU are recognized and have the same status as those of any other Central or State University in India

**ASSOCIATION OF INDIAN
UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG,
NEW DELHI-110002**

January 14, 1994

The Registrar
Member Universities

**Sub: Recognition in Degrees/ Diplomas
of Open Universities**

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions.

Resolved that the examinations of the University should be recognized by another on a reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university."

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking you,

Yours faithfully,

Sd/-

(K.C.Kalra)
Joint Secretary

**UNIVERSITY GRANTS
COMMISSION
BAHADUR SHAH SAFAR MARG,
New Delhi-110002**

No.F. 1-8/92(CPP)
February, 1992

The Vice-Chancellor/
Director's of all the Indian
Universities/ Deemed Universities/Institutions of National importance

**Sub: Recognize of Degrees/Diplomas
Awarded by Indira Gandhi National
Open University, New Delhi**

I am directed to say that Indira Gandhi National Open University New Delhi has been established by Sub-Section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F.13-12/85- Desk(U) dated 19-09-1985 issued by the Govt. of India. Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/diploma. The Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Yours faithfully,
Sd/-

(Gurcharan Singh)
Under Secretary

1. THE UNIVERSITY

Indira Gandhi National Open University was established in September, 1985 by an Act of Parliament, with a view to democratize education, so that it covers large segments of population, vocations and professions. The primary emphasis is on innovation, flexibility and cost-effectiveness. Thus, it is a University with a difference.

The major objectives of the University are:

- to promote the educational well-being of the community,
- to democratize higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote and rural areas,
- to disseminate learning and knowledge through an innovative multi-media teaching-learning system,
- to provide high quality education at all levels,
- to coordinate and determine the standards of Distance Education and Open University Systems throughout the country.
- The salient features of this system of education are:
 - study according to your own pace and convenience,
 - study at your own chosen place,
 - flexibility in choosing courses and combination of courses from a wide range of disciplines/ subjects, and
 - use of modern and appropriate educational and communication technology.

Student support services are provided by the University through a network of study centres scattered all over the country. Study Centres are the actual focal points to enable you to receive regular information and learning support. Each Study Centre provides you with library, audio and video facilities to further help you in the learning process. Senior and experienced academics are engaged in face-to-face counselling at study centres. The study centres are generally located in existing educational institutions and normally function on all holidays and Sundays and also in the evenings on working days. Each study centre is supervised by a Coordinator. Regional Centres have been set up in different parts of the country to coordinate the functioning of study centres.

2. THE SCHOOL OF CONTINUING EDUCATION

It is widely realized that in the active career of every individual, there is many-fold increase in knowledge, particularly in the professional and vocational spheres. This has forced a paradigm shift in the continuous professional and training needs and life long learning. To meet these emerging trends, the university established the *School of Continuing Education*. The School keeps in mind Sustainable Development with focus on the changing scenario of the country, amelioration of rural poverty or development of women and children. The School has addressed several areas of concern such as Rural Development, Women's Empowerment, Nutrition and Dietetics, Child Development, Disability, HIV and Family Education, Youth in Development Work, Journalism and Mass Communication and Social Work.

3. WHY THIS PROGRAMME OF STUDY IN THE AREA OF DIETETICS?

The need for providing professional dietetics was first felt in India, somewhere around 1949. Realizing the need, a one year post-graduate Diploma in Dietetics and Public Health Nutrition (DDPHN) was introduced in many universities. At that time, the diploma along with a graduate degree (B .Sc. Home-Science) was taken as the eligibility criteria for the post of dieticians in hospitals. A candidate with this qualification was considered fully trained and competent to handle the Dietetic Department of any hospital. Subsequently, in the last decade or so, to meet the demands placed by modernization, industrialization and changes in the area of nutritional sciences and dietetics, a Master's programme in Nutrition and Dietetics was introduced.

As we approach 2000 AD., there is tremendous demand for trained personnel in the field of hospital dietetics and community nutrition. Today, more and more people are becoming conscious about their body image and healthy living. Awakened interest in health and nutrition of children, adolescents and adults has led to the emergence of a number of health/nutrition clinics/programmes all over the country. Nutrition/Diet counselling forms a major component of such programmes/clinics. Dietetics has emerged as a dynamic health issue.

Hence, there was an urgent need for focused course design in open learning institutions in the area of Dietetics, catering to the needs of a large number of students – imparting knowledge, upgrading their knowledge skills and improving their professional qualifications.

The Master's programme in the area of Dietetics and Food Service Management assumes importance in the context of the following:

- to provide access to high quality education to all those interested in dietetics and food service management;
- to avoid frustration due to under-employment or unemployment in a large section of young generation dieticians/food technicians;
- to open the channels of promotion for the present working dieticians (with DDPHN qualifications) which otherwise would almost be nil; and
- to enhance the professional qualifications of in-service dieticians, food technicians and others interested in nutrition/dietetics and food service management.

Further, there are a large number of people who have been interested in nutrition/Dietetics and their work may have nutritional implications. They may already have a professional knowledge of a part of the subject, but little or none of some of the other aspects. Such people may be doctors, para-medical personnel, food scientists and manufacturers, educationists and administrators. The Master's programme will help them increase the range of their knowledge and broaden their view point. Conventional universities have little to offer to them.

4. SALIENT FEATURES OF M.Sc. (DFSM) PROGRAMME

The programme details are presented in this section.

4.1 What is so Unique About the M.Sc. (DFSM) Programme?

The Masters programme in Dietetics and Food Service Management offered by IGNOU is unique and innovative in many respects. The salient features of this programme are:

- Graduates or its equivalent from science, medical, health background can seek admission provided they have a basic degree (Diploma, Certificate) in the area of nutrition from IGNOU.
- Both male and female students can seek admission.
- Every student of M.Sc.(DFSM) is placed at a programme study centre close to his/her residence to attend both the theory and practical sessions .
- Student can study at his/her own pace and convenience over a period of 2 to 5 years.
- Student can study at his/her own chosen place.
- Indigenously prepared self-instructional print materials are provided to students.
- Print materials are supported with audio and video programmes.
- Multi-media programme package is available in English.
- Every student of M.Sc. (DFSM) shall be placed under the supervision of a professionally qualified dietician for the internship programme.
- Students can exit from the programme after one year having completed *30 credits of course work plus 16 credit internship with a Post Graduate Diploma in Dietetics and Public Nutrition (PGDDPN)*

4.2 Who is this Programme Meant For?

The programme is targeted at:

- persons interested in becoming dietitians/diet counsellors/nutrition and health communicators
- individuals looking for expertise in nutrition and dietetics. These could be food scientists, technologists, technicians, food administrators, health practitioners (medical, para-medical personnel) etc.
- individuals, government and non-government organization functionaries who are involved in institution food administration and health/dietetic care in hospitals/clinics/community settings
- graduates or the equivalent from a variety of backgrounds for example, health care, pharmaceutical, food and drink industries, biochemistry, nutrition and dietetics
- government and NGO functionaries involved with community development programmes
- people interested in setting up their own food service units
- workers, supervisors, managers employed in food service units.

4.3 Who is Eligible for Admission to the M.Sc. (DFSM) Programme?

In keeping with the policy of ‘openness’ and ‘flexibility’, the admission to the M.Sc. (DFSM) course is open to all graduates from nutrition, science and health background, even if they have not studied nutrition at the graduate level. The eligibility criteria include:

Graduates with a B.Sc. (Home-Science) Degree with specialization in Foods and Nutrition and/or Dietetics and Clinical Nutrition.

OR

PG Diploma in Dietetics and Public Health Nutrition (DDPHN) or its equivalent can seek direct admission to the programme.

OR

Graduates with a B.Sc. Degree (or the equivalent i.e. MBBS, BHMS) from the following background: Home science/food science and technology, sciences, health care, medical, pharmaceutical, catering would require either the *Diploma in Nutrition and Health Education Degree (DNHE)* OR the Course “*Nutrition for the Community*” (CNCC) offered by IGNOU, to be eligible for admission to the M.Sc. (DFSM) programme.

With respect to learners who fulfil the 3rd criteria for admission given above, *simultaneous admission to the Course “Nutrition for the Community” (CNCC) (offered by IGNOU) along with admission to the M.Sc. (DFSM) programme* shall be granted.

There is no admission test for seeking admission.

4.4 What are the Programme Objectives?

The main objectives of the programme are to:

- provide comprehensive and essential practical guidance on all aspects of dietetics from the promotion of health to the management of diseases
- develop a knowledge base in key areas of nutrition/dietetics and food service management such as clinical nutrition and therapeutic diets, quantity cooking, institution food administration, public nutrition, nutrition epidemiology, biochemistry, food microbiology and physiology
- impart necessary expertise to enable learners to function as dietitians, diet counsellors and nutrition and health communicators
- provide practical, field level experience in institutional food administration and dietetics
- cater to the needs of persons employed in government and non-government institutions engaged in providing health/dietetic care and food service, and
- equip individuals to start their own food service unit, leading to entrepreneurship.

4.5 Medium of Instruction

The M.Sc. (DFSM) programme is available in English medium only. Printed course-material and assignments are sent to you in English medium. You have to submit the assignments and attempt the term-end examination in English language. Audio-video programmes and counselling may be provided in English and Hindi medium.

4.6 The Programme Structure

M.Sc. (DFSM) is a multimedia package which includes print material and audio-visual material. The programme is multidisciplinary in nature. It draws knowledge from disciplines such as biochemistry, physiology, microbiology, sociology, biostatistics, food science, management etc. In view of the above objectives and the nature of the programme, the courses so designed will help the learners:

- gain knowledge
- develop critical abilities
- offer scientific opinion on popular nutrition, dietetic and other related issues and controversies – acquire a basic grounding in research techniques
- train and develop as a diet counsellor and nutrition/health communicator
- develop as institution food administrator or food service managers, and
- develop entrepreneurship skills.

The duration of the M.Sc.(DFSM) programme is of two years, i.e., July to June of a calendar year. In IGNOU parlance, the study hours are measured in credit system. One credit is equivalent to 30 learning hours. To successfully complete the M.Sc. (DFSM) programme, you will have to earn 72 credits (equivalent to 1920 study hours) over a period of 2-5 years depending on your convenience. However, you will not be allowed to earn more than 30-32 credits in a year.

The pool of courses constituting the Master's and the Post Graduate Diploma programme along with the credit weightage includes:

Course Code		Title of the Course	Credit Weightage	
			Theory	Practicals
MFN-001		Applied Physiology	4	-
MFN-002	MFNL-002	Nutritional Biochemistry	2	2
MFN-003	MFNL-003	Food Microbiology and Safety	2	2
MFN-004	MFNL-004	Advance Nutrition	4	2
MFN-005	MFNL-005	Clinical and Therapeutic Nutrition	4	2
MFN-006	MFNL-006	Public Nutrition	4	2
MFN-007	MFNL-007	Entrepreneurship and Food Service Management	4	2
MFN-008	MFNL-008	Principles of Food Science	2	2
MFN-009		Research Methods and Biostatistics	6	-
MFN-010		Understanding Computer Applications	2	-
	MFNP-011	Internship Programme		16*
	MFNP-012	Dissertation		8
			Total= 72 Credits	

*Credit transfer is permissible for PGDDPN 16 credits.

For M.Sc. (DFSM) Programme:

1st Year Course: MFN-001, MFN-002, MFNL-002, MFN-003, MFNL-003, MFN-006, MFNL-006, MFN-008, MFNL-008 and MFN-010.

2nd year Course: MFN-004, MFNL-004, MFN-005, MFNL-005, MFN-007, MFNL-007, MFN-009, MFNP-011 and MFNP-012.

For PGDDPN Programme:

Course: MFN-001, MFN-002, MFN-003, MFN-004, MFN-005, MFNL-005, MFN-006, MFNL-006, MFN-007, MFNL-007 and MFNP-011.

4.7 The Programme Package

This programme package in distance education mode is developed with the help of available technology commonly known as multi-media package. The package for the M.Sc.(DFSM) programme consists of

print material in the form of course booklets/practical manuals and the audio video materials in the form of cassettes. Besides these, there is arrangement for teleconferences and contact sessions at programme study centres.

The print material consists of 10 theory booklets, 7 practical manuals, one programme guide and 10 assignments. You will receive the print materials in two instalments. The audio/video cassettes developed for the programme will be made available at programme study centres in due course of time.

Each course booklet consists of 12-18 chapters called units. Usually each course represents 4 to 6 credits (2-4 for theory plus 2 for practical). The practical manuals are meant for guidance for practical. The dissertation and internship are of 8 credits and 16 credits, respectively.

For PGDDPN

Please note, those students wanting to exit the M.Sc. (DFSM) programme after completing 30 credit of course work and 16 credit (3 months) of internship with a Post Graduate Diploma in Dietetics and Public Nutrition (PGDDPN) will have to apply in this regard to Registrar (SED) with an undertaking to this effect. Such students thereafter will not be permitted to continue the programme further to acquire M.Sc.(DFSM).

4.8 Know the Syllabi of Your Programme

The pools of courses which constitute the Master's programme along with the Units included in each course include:

Applied Physiology (MFN-001) – 4 Credits

- Unit 1 : Introduction to Physiology
- Unit 2 : Cell and Blood
- Unit 3 : The Immune System
- Unit 4 : Cardiovascular System
- Unit 5 : Respiration
- Unit 6 : Physiology of Gastrointestinal System
- Unit 7 : Physiology of Renal System
- Unit 8 : Maintenance of Body Homeostasis
- Unit 9 : Nervous System
- Unit 10 : Special Senses
- Unit 11 : Physiology of the Endocrine System
- Unit 12 : The Reproductive System

Nutritional Biochemistry (MFN-002) – 4 Credits

- Unit 1 : Carbohydrates
- Unit 2 : Lipids and Proteins
- Unit 3 : Vitamins
- Unit 4 : Enzymes and Coenzymes
- Unit 5 : Digestion, absorption and transport of Carbohydrates, Lipid and Proteins
- Unit 6 : Carbohydrate Metabolism
- Unit 7 : Lipid Metabolism
- Unit 8 : Protein and Nucleic Acid Metabolism
- Unit 9 : Antioxidants

- Unit 10 : Vitamins and Minerals
- Unit 11 : Hormones
- Unit 12 : Inborn Errors of Metabolism

Practical manual (MFNL-002)

Food Microbiology and Safety (MFN-003) – 4 Credits

- Unit 1 : Microbiology of Foods
- Unit 2 : Food Safety – Basic Concept
- Unit 3 : Occurrence and Growth of Microorganisms in Foods
- Unit 4 : Food Spoilage
- Unit 5 : Food Hazards of Microbial Origin
- Unit 6 : Food Contaminants
- Unit 7 : Food Additives
- Unit 8 : Food Adulteration
- Unit 9 : Food Safety in Food Service Establishment and Other Food Areas
- Unit 10 : Hygiene and Sanitation in Food Service Establishments
- Unit 11 : Food Packaging
- Unit 12 : Risk Analysis
- Unit 13 : HACCP – A Food Safety Assurance System
- Unit 14 : Food Regulations – Standards and Quality Control

Practical manual (MFNL-003)

Advance Nutrition (MFN-004) – 6 Credits

- Unit 1 : Understanding Nutrition
- Unit 2 : Energy
- Unit 3 : Carbohydrates
- Unit 4 : Proteins
- Unit 5 : Lipids
- Unit 6 : Water
- Unit 7 : Vitamins (Fat Soluble) - Vitamin A, D, E and K.
- Unit 8 : Vitamins (Water Soluble) - Vitamin B complex, C.
- Unit 9 : Minerals (Macrominerals) - Calcium, phosphorus, magnesium, sodium, potassium and chloride.
- Unit 10 : Minerals (Microminerals) - (Copper, zinc, iodine, fluoride, manganese, selenium and chromium)
- Unit 11 : Food Components Other than Essential Nutrients
- Unit 12 : Meal Planning and Balanced Diets for Adults
- Unit 13 : Pregnant and Lactating Women
- Unit 14 : Infants and Preschool Children
- Unit 15 : Older Children and Adolescents
- Unit 16 : The Elderly
- Unit 17 : Sports Nutrition
- Unit 18 : Nutritional Requirements for Special Conditions
- Unit 19 : Nutritional Regulation of Gene Expression

Practical manual (MFNL-004)

Clinical and Therapeutic Nutrition (MFN-005) – 6 Credits

- Unit 1 : Introduction to Diet Therapy and Therapeutic Nutrition
- Unit 2 : Adaptations of Therapeutic Diets
- Unit 3 : Nutritional Management of Fevers and Infections
- Unit 4 : Nutrition in Critical Care
- Unit 5 : Nutritional Management of Patient with Metabolic stress - Burns, Trauma, Sepsis and Surgery
- Unit 6 : Nutritional Management of Food Allergies and Food Intolerance
- Unit 7 : Nutrition, Diet and Cancer
- Unit 8 : Nutrition Care for Weight Management
- Unit 9 : Nutritional Management of Cardiovascular Diseases
- Unit 10 : Nutritional Management of Metabolic Diseases
- Unit 11 : Nutritional Management of Gastrointestinal Tract Disorders
- Unit 12 : Nutritional Management in Pancreatic, Gall bladder and Liver Diseases
- Unit 13 : Nutritional Management of Renal Disease
- Unit 14 : Nutritional Management of Neurological Disorders
- Unit 15 : Paediatric and Geriatric Nutrition– Special Considerations

Practical manual (MFNL-005)

Public Nutrition (MFN-006) – 6 Credits

- Unit 1 : Concept of Public Nutrition
- Unit 2 : Public Nutrition: Multidisciplinary Concept
- Unit 3 : Nutritional Problems -I
- Unit 4 : Nutritional Problems -II
- Unit 5 : Public Nutrition: Health Economics and Economics of Malnutrition
- Unit 6 : Population Dynamics
- Unit 7 : Assessment of Nutritional Status in Community Setting-I
- Unit 8 : Assessment of Nutritional Status in Community Setting -II
- Unit 9 : Nutrition Monitoring and Surveillance
- Unit 10 : National Nutrition Policy
- Unit 11 : Strategies to Combating Public Nutrition Problems -I
- Unit 12 : Strategies to Combating Public Nutrition Problems -II
- Unit 13 : Nutrition Programmes
- Unit 14 : Programme Management and Administration
- Unit 15 : Case Studies
- Unit 16 : Conceptualization and the Process of Nutrition Education
- Unit 17 : Nutrition Education Programmes: Formulation
- Unit 18 : Nutrition Education Programmes: Implementation
- Unit 19 : Nutrition Education Programmes: Evaluation

Practical manual (MFNL-006)

Entrepreneurship and Food Service Management (MFN-007) – 6 Credits

- Unit 1 : History and Development of Food Service System
- Unit 2 : Planning a Food Service Unit
- Unit 3 : Setting up a Food Service Unit
- Unit 4 : Entrepreneurship and Food Service Management
- Unit 5 : Menu Planning: Focal Point of all Activities in Food Service Establishment
- Unit 6 : Food Purchasing and Storage
- Unit 7 : Quantity Food Production -Planning and Control
- Unit 8 : Quantity Food Production -Kitchen Production
- Unit 9 : Food Management: Records and Controls
- Unit 10 : Delivery and Service- Goals and Issues
- Unit 11 : Delivery and Service: Styles
- Unit 12 : Delivery and Service in Different Systems
- Unit 13 : Administrative Leadership
- Unit 14 : Staff Planning and Management
- Unit 15 : Personnel Functions: Work Productivity
- Unit 16 : Plant and Equipment Maintenance
- Unit 17 : Plant - Sanitation and Safety
- Unit 18 : Issues in Food and Worker Safety and Security

Practical manual (MFNL-007)

Principles of Food Science (MFN-008) – 4 Credits

- Unit 1 : Introduction to Food Science and Simple Sugars
- Unit 2 : Food Polysaccharides and their Applications
- Unit 3 : Lipids
- Unit 4 : Proteins
- Unit 5 : Vitamins and Minerals
- Unit 6 : Enzymes and Pigments
- Unit 7 : Sols, Gels and Emulsions
- Unit 8 : Properties of Food
- Unit 9 : Chemical, Physical and Nutritional Alterations Occurring in Foods During Processing and Storage
- Unit 10 : Introduction to Food Processing
- Unit 11 : Methods of Food Processing -I
- Unit 12 : Methods of Food Processing - II
- Unit 13 : Pre and Primary Processing – Some Basic Concepts
- Unit 14 : Product Development and Evaluation

Practical manual (MFNL-008)

Research Methods and Biostatistics (MFN-009) – 6 Credits

- Unit 1 : Basic Concepts
- Unit 2 : Formulation of Research Problem
- Unit 3 : Design Strategies in Research -Descriptive Studies
- Unit 4 : Design Strategies in Research-Analytic Studies I

- Unit 5 : Design Strategies in Research -Analytic Studies II
- Unit 6 : Project Proposal
- Unit 7 : Data Collection
- Unit 8 : Data Collection: Tools and Techniques-I
- Unit 9 : Data Collection: Tools and techniques-II
- Unit 10 : Presentation and Summarization of Data-I
- Unit 11 : Presentation and Summarization of Data-II
- Unit 12 : Measures of Disease Frequency and Association
- Unit 13 : Reference Values and Validity of Diagnostic Tests
- Unit 14 : Hypothesis Testing -I
- Unit 15 : Report Writing
- Unit 16 : Research Studies in Health, Nutrition

Understanding Computer Applications (MFN-010) – 2 Credits

- Unit 1 : Information & Communication Technologies – An Introduction
- Unit 2 : Introduction to Computers
- Unit 3 : Windows Interface
- Unit 4 : Windows Explorer & Applications
- Unit 5 : Introduction to Internet
- Unit 6 : Introduction to MS Word
- Unit 7 : Formatting Documents
- Unit 8 : Desktop Publishing Features
- Unit 9 : Advanced Features in Word
- Unit 10 : Introduction to Microsoft PowerPoint
- Unit 11 : Advanced Features of Microsoft PowerPoint
- Unit 12 : Introduction to Excel
- Unit 13 : Computer Maintenance and Troubleshooting
- Unit 14 : Ergonomics

Internship (MFNP - 011) Dissertation (MFNP- 012)

5. FEE STRUCTURE AND SCHEDULE OF PAYMENT

Fee for the programme is to be paid year-wise. In the first year the fees is Rs. 13,500/- and in the second year it is Rs. 13,500/-. The fee should be paid in lump sum along with the filled in application form. In the 2nd year also the fees is to be paid as per schedule without waiting for any communication from the University. The schedule for payment of fee for the 2nd year is: during 1st February – 31st March along with prescribed registration form and draft. With a late fee of Rs. 200/- upto 20th April.

The programme fee should be paid only by means of demand draft drawn in favour of IGNOU and payable at the city where your regional centre is situated. To identify your Regional centre, please see the list attached with this programme guide. Please write your name (in Capitals) and programme Code and period for which fees is paid at the back of your demand draft to ensure proper credit to your fee account.

Timely payment of programme fee is the responsibility of the student. In case you fail to remit the fee as per above schedule you will have to wait for next cycle of admission after a year.

6. SCHEME OF STUDY

For convenience of study, the whole duration of theory and practical sessions are divided. The counselling schedule for theory shall be as under:

- For each 2 *credit* theory course (see the list of courses given above) 5-6 *counselling sessions* of 2 1/2 hour (two and a half hour) each,
- For 4 *credit* theory course 8 *counselling sessions* of 2 1/2 hour (two and a half hour) each, and
- For 6 *credit* theory course 8 *counselling sessions* of 2 1/2 hour (two and a half hour) each have been planned at the programme study centres.

For the practical (2 credit course) a total of 15 sessions have been scheduled. 14 sessions of 4 hour each should be organized for each 2 credit practical course (see the list of courses above). The practical shall be conducted over one week (7 working days) period consisting of two 4 hour sessions (total 14 sessions) each day for 7 days. The 15th Session is scheduled for the practical examination (6 hours).

You will be provided the schedule of counselling by your programme-in-charge/coordinator.

Duration of internship for three months, in the Dietetic Department of a recognized hospital/institution, for the award of M.Sc. (DFSM) degree is compulsory. The recognized institution may be from Delhi, Mumbai, Kolkata, Chennai, Chandigarh, Ludhiana, Hyderabad, Bangalore etc. A list of dietetic departments of recognized hospital/institution where the internship can be undertaken shall be provided to you by the programme coordinator.

The dissertation shall be carried out under the supervision of the counsellor/guide appointed to each learner by the programme incharge/coordinator at the respective programme study centre. The dissertation (thesis) shall be submitted to the University for Evaluation. Students will have to appear for a viva-voce to defend their thesis and on successful completion of the course the M.Sc. (DFSM) degree shall be awarded.

6.1 Despatch of Study Material

For M.Sc. (DFSM) programme, all the study material will be despatched in one lot. The despatch will be made within 6-8 weeks of the last date of admission. Along with the study material you will also receive Programme Guide and Assignments. If any thing is missing please ask for it. If you do not get material in time write to Concerned Regional Director of IGNOU.

6.2 Registration in 2nd Year

After the 1st year, whether you pass/attempt the first year examination or not, you can seek admission for the 2nd year by submitting the programme registration form with requisite programme fee within the re-registration schedule as notified by the University. At present, 2nd year registration is to be done between 1st Feb to 31st March with late fee of Rs.200/- registration can be done upto 20th April.

Note: *Even if the university does not send any communication for re-registration in 2nd year, you are advised to make use of the Registration form printed in the programme guide to seek registration.*

6.3 Decide Your Time Schedule

The University offers a lot of flexibility and openness in the courses and duration for the completion of programmes. You should take full advantage of this flexibility. As indicated earlier, you can finish this programme in two years if you clear 64 credits. If you are not able to complete it within this period, you

can take a maximum of five years to complete it. It would be better if you plan it in a systematic way. For two years you will receive study materials and assignments according to scheme of study but it is upto you to decide which courses you will complete in a particular year. Completion of a course would involve studying the course, completing the assignments, undertaking the practical sessions and appearing in theory and practical term-end examination. If you are busy elsewhere and not able to fully devote yourself to the programme you should fix your targets every year. If you feel that instead of 32 credits you would do only 24 or 16 credits plan it from the beginning of the year, study only these courses do the assignments, attend the practical sessions for them and appear for term end exam. Carry over the rest to next year. Again next year, decide your goals for that year. Whenever you decide to do the previous year's course, ask for fresh assignments in the beginning of the year, submit them according to the schedule and appear in the term end examination. Through a proper planning you can finish this programme according to your convenience.

7. INSTRUCTION SYSTEM

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

- The University follows a multi-media approach for instruction. It comprises:
- Self-instructional print material
- Audio and video-cassettes
- Audio-video programmes transmitted through Doordarshan and Radio
- Teleconferencing
- Face-to-face counselling at Programme Study Centres by academic counsellors
- Gyan Darshan Channel
- Assignments
- Practicals

7.1 Print Material

Print material is the primary form of instructional material, although there will be a few audio-videoprogrammes and counselling sessions. Therefore, you have to concentrate mainly on the printed materials that we sent you periodically. The printed material would be sufficient to write assignment responses and prepare for the term-end examinations.

How to use Print Material

The print material prepared by the University is self-instructional in nature. Each Course consists of a number of Units (lessons). Normally, all the Units covered in one course have a thematic unity. The first page of each Course booklet indicates the contents of the course i.e., the number and titles of the Units covered in that course. This is followed by a brief introduction to the Course. This Course introduction explains the total coverage of the course as a whole, as well as, the coverage of each Unit in that course.

Each Unit is structured to facilitate self study for you. The section on *Objectives* briefly states what we expect you to attain when you have completed the Unit. In *Introduction*, there is an attempt to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections. In the main body there are a few self-check exercises under the caption *Check Your Progress Exercise*. Enough space is

given for you to write your answers to the questions set in the self-check exercises. Answers to these exercises are given in the section *Answers to Check Your Progress Exercises* at the end of the Unit.

The Section *Let Us Sum Up* summarizes what has been said in the whole Unit. This summary enables you to recall the main points concerned in the Unit. To facilitate comprehension, important words/ terms covered in the Unit are explained in the section *Glossary*. Some books for additional reading are suggested in the section *Suggested Readings*. For your reference purpose, some of these books may be available in the study centre. Please note, *the Check Your Progress Exercises are for your practice only, and you should not submit answers to these questions to the University for assessment.*

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units mark the words that you do not fully understand. Look for the meaning of such words under the section *Glossary* or in a dictionary. Read the Unit again and again until you have understood the point. You may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your Counsellor during the face-to-face sessions at the Programme Study Centre for clarification.

Try to answer 'Check Your Progress' questions. These exercises will help you to reinforce the information/knowledge you gain through your first reading of the text. Proper comprehension of the units and the points/notes made by you while reading through the Units would help you in answering the

Check Your Progress Exercises given in the Units. Once you have written the answer in the blank space provided for each question, you can compare your answers with the answers given in the section '*Answers to Check Your Progress Exercises*'.

7.2 Audio-Video Material

In addition to the print material, audio and video tapes have been prepared for each course. The audio-video material is supplementary to the printed material. Hence, we advise you to make use of it, as that will help you to understand the subject better. *Video programmes are transmitted by Doordarshan every Monday, Wednesday and Friday from 6.30 to 7.00 in the morning. The Schedule of transmission is communicated to you through the IGNOU Newsletter.*

Audio programmes are broadcast in some select states also through Radio Stations. Information about these would be available at your Regional Centre.

The telecast schedule for transmission of programmes through Gyan Darshan is communicated through a monthly booklet. Audio-Video material will not be supplied individually but will be made available to you at the Programme Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them directly from: *Director, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi – 110 068.*

A Course-wise list of audio-video programmes shall be given to you subsequently.

7.3 Interactive Radio Counselling

The University has started interactive counselling through AIR network all over India. You can participate in it by turning in to your area Radio Station. Experts from various discipline areas are available for this counselling. Students can put across their questions to these experts by using the telephone. The telephone numbers are announced by respective Radio Stations. This counselling is available on every Sunday between 4 and 5 in the evening.

Under the Gyan Vani FM Radio initiative IGNOU has also set up a network of stations. The GV channels offer a mix of programmes aimed at higher education, continuing and distance education, in the area of health, nutrition, science and technology, women empowerment among others.

7.4 Gyan Darshan

IGNOU in collaboration with Doordarshan now has an exclusive Educational TV Channel of India called Gyan Darshan. It is available through cable TV network. The channel telecasts educational programmes for 24 hours every day. Apart from programmes of IGNOU it will have educational programmes produced by various national education institutions. You should try to get access to it through your cable operator. The schedule of programmes with time and date is sent to all study centres one month in advance. Please obtain it from there.

7.5 Teleconferencing

To reach our students spread in different parts of the country we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the Regional Centres and specified Study Centres of IGNOU. It is a one way video and two way audio facility. You will be sent a schedule with topics in advance through your programme study centres. The faculty at Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone available at receiving centres. These will help in resolving your queries related to courses and other general information pertaining to programmes of study.

7.6 Counselling

In distance education, face-to-face contact between the learners and their tutors/counsellors is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced academic counsellors at the Programme Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. ***Note an attendance of 60 per cent is compulsory for the theory counselling sessions.*** Theory counselling, may be very useful in certain respects such as: to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues, and get clarifications for many doubts which you would not otherwise try to raise, and consult academic counsellors for selecting courses of study. ***The practical counselling sessions are all compulsory.***

Face-to-face counselling will be provided to you at the Programme Study Centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic, as well as, personal) which you face while studying for this programme. In these sessions you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video cassettes that are available at that time will be played in the counselling sessions.

Before you go to attend the counselling session, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. Also try to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

The details regarding the counselling sessions for the M.Sc. (DFSM) programme is already presented in Section 6 above. For Internship and Dissertation work, details are given in the Internship and Dissertation Journal/Manual.

7.7 Programme Study Centres (PSC)

To provide effective student support, we have set up and are still in the process of setting up a number of Programme Study Centres all over the country. A list of PSC is provided at Page 32. You will be allotted

one of these Programme Study Centres taking into consideration your place of residence or work. However, each Programme Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The list of Programme Study Centres in your region can be obtained from the Regional Directors. The particulars regarding the Programme Study Centre to which you are assigned will be communicated to you.

Every Programme Study Centre will have:

- A Coordinator who will coordinate different activities at the Centre.
- Counsellors in different courses to provide counselling and guidance to you in the courses you have chosen.

A Programme Study Centre will have six major functions:

- 1) *Counselling*: Face-to-face counselling for the courses will be provided at the Study Centres. The detailed programme of the counselling sessions will be sent to you by the Coordinator of your Study Centre.
- 2) *Evaluation of Assignments*: Tutor Marked Assignments (TMA) will be evaluated by the Counsellor appointed for different courses at the Study centre. These assignments will be returned to you with tutor comments and marks obtained. These comments will help you in your studies.
- 3) *Library*: For each course some of the books suggested under 'Suggested readings' will be available in the Study Centre Library. All audio and video tapes are also available in the Library.
- 4) *Information and Advice*: At the Study Centre you get relevant information regarding the courses offered by the University, counselling schedules, examination schedule, etc. You will also get guidance in choosing the institutions where you will undertake the internship course.
- 5) *Audio-Video Facilities*: The Centres are equipped with audio-video facilities to help you make use of the audio and video cassettes prepared for different courses. Media notes of these audio- video programmes will also be available at the Study Centre. This will help you to know the contents of each programme.
- 6) *Interaction with Fellow-Students*: In the Study Centre you get an opportunity to interact with fellow-students.

Please bring all your Units and your folder of corrected assignment with you when you come to the counselling session.

8. HOW WILL YOU BE EVALUATED?

In IGNOU each course is considered as an independent unit. The evaluation for the M.Sc. (DFSM) covers the following aspects:

- a) Continuous evaluation through assignments (Tutor Marked Assignments) (TMAs).
- b) Term-end examinations
- c) Practical Component (Internal Assessment and Term-end Exam)
- d) Dissertation and Internship.

Evaluation, therefore, will be made both concurrent (internal-assessment through assignments) and at the end (end-assessment through the term end examination). Theory and practical component will be evaluated separately. In theory, the weightage of the internal assessment will be 30% and that of the end-assessment

will be 70%. For practical, the weightage of the internal assessment will be 40% and that of the end-assessment will be 60%. Students will be declared successful in theory and practical only if he/she scores 40% marks in aggregate combining the internal and term-end assessment. He/she should obtain at least 40% marks separately in concurrent and term end evaluation of each paper.

Depending on the percentage of marks secured by a candidate, the divisions will be awarded as follows:

Ist Division with distinction	– 80% and above
Ist Division	– 60% to 79.9%
IInd Division	– 50% to 59.9%
Pass	– 40% to 49.9%
Unsuccessful	– Below 40%

8.1 Internal Assessment of Theory Component (Assignments)

In IGNOU, the internal assessment for theory is carried out through assignments.

For the M.Sc. (DFSM) programme, you will have to do a total of *10 assignments*. Thus for each course, depending on the credit weightage, you will have to work up one assignments and score at least 40% marks to pass the paper (assignment component). If one fails to secure 40% marks, he/she will have to repeat the assignment. The last date for submission will be mentioned against each assignment.

For PGDDPN a total of 7 assignments will be provided.

Assignments – Instructions

Assignments constitute the continuous evaluation. The submission is compulsory. The marks that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously. A simple *omission on your part may cause loss to you and inconvenience at all levels in the University*.

You have to complete the assignment within the due dates specified in the assignments booklets 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 results 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 after correcting the assignments send them back to you with their comments and marks. The comments guide you in your study and help in improving it. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them. The assignments are designed in such a way to help you concentrate mainly on the printed course materials and exploit your personal experience.

Whenever you receive a set of material and assignment, check them immediately. You can download the assignments also from the site on IGNOU website www.ignou.ac.in.

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 answer sheets bring you poor grades.

The University/Coordinator of the programme 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.

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 go to the site www.ignou.ac.in. 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 programme 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 along with the assignment. Send your doubts in a separate cover to *Programme Coordinator, M.Sc. (DFSM) Programme, School of Continuing Education, IGNOU, Maidan Garhi, New Delhi-110068*. Give your complete enrolment number, name, address, title of the course, and the number of the Unit or the assignment, etc. on top of your letter.

8.2 Term-end Theory Examination

As stated earlier, term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result.

The University conducts Term-end Examinations twice a year in the month of June and December every year. In the first year you can take the examination for all courses in June of subsequent year failing which you can take the same in December of subsequent year within the total span of the programme. Similarly, in the case of second year courses, you can take the examination in June of the subsequent year. Whenever you are repeating examination you can appear either in June and December.

Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid or in other words the maximum time to pursue the programme has not elapsed and they have also submitted the required number of assignment(s) in those courses by the due date.

● Examination Fee

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Examination fee of Rs. 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in. A sample copy is also printed here in this Programme Guide (*refer to Appendix VII*).

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 towards payment of late fee and properly tag it to your examination form to avoid its misplacement.

The examination form received after the due date or without late fee, whenever applicable shall be rejected.

● **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the examination centre code in the examination form. You are advised to go through the list of study centers available in the Student Handbook and Prospectus/ Programme Guide. In case a student likes to take examination at a particular centre, the code of the chosen centre has to be filled up as examination centre code. However, in case an examination centre chosen by a student is not activated, the university will allot another examination centre in the same Region.

● **Date of Submission of Examination Forms**

FOR JUNE, TEE	Late TEE	For Dec TEE	Late Fee	Where to Submit the Form
1 st March to 31 st March	NIL	1 st Sep. to 30 th Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 st April to 20 th April	Rs. 300/-	1 st Oct. to 20 th Oct.	Rs. 300/-	
21 st April to 30 th April	Rs. 500/-	21 st Oct. to 31 st Oct.	Rs. 500/-	
1 st May to 15 th May	Rs. 1000/-	1 st Nov. to 15 th Nov.	Rs. 1000/-	

To avoid discrepancies in filling up the examination form or to overcome other difficulties while appearing in the term-end examination, students are advised to:

- 1) remain in touch with the Study Centre/Regional Centre/SE Division so as to enquire about any change in schedule of submission of examination form/fee etc., if any;
- 2) fill up the examination form for the next term-end examination without waiting for the result of the previous term-end examination and also specify courses, for which result is awaited;
- 3) retain proof of mailing/submission of examination form till the time of receiving the examination hall ticket.

● **Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the students atleast two weeks before the commencement of Term-end Examination. The hall ticket may also be downloaded from the University’s website www.ignou.ac.in. In case a student fails to receive the Examination Hall Ticket within one week before the commencement of the examination s/he can download the hall ticket from the website and approach the examination centre for appearing in the exam. He/she must also carry the University Identity Card.

● **Early Declaration of Results**

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 with a fee of Rs. 700/- per course 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., before 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 Script(s)**

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 of the declaration of result i.e. the date on which the result is made available on the University website on payment of Rs. 500/- per course in the prescribed application form available on the University website. The better of the two results i.e. original marks/grade and re-evaluated marks/grade will be considered and the revised marks/grades shall be incorporated in the student's record. The revised grade card/marks-sheet will be sent to the students within one month from the receipt of application. Re-evaluation is not permissible for Projects, Practicals and Assignments.

8.3 Practical Component (Internal Assessment and Term-end Examination)

A) Internal Assessment of Practical Component

Unlike the theory component, the practical will have 40% weightage from internal assessment. The internal assessment of the practical will be done by the counsellors located at the PSC. There are no formal question papers to assess the component; however, the counsellor will make a subjective assessment of your understanding and performance by the end of the respective spell.

The marks on internal assessment will be given by the PSC counsellors in a Proforma provided for each practical course. This proforma will be handed over by the respective PSC counsellor to the programme-in-charge as soon as you complete all the practicals under them.

Passing in internal assessment of the practical is a prerequisite for appearing in the term-end examination. A student will have to secure at least 40% marks in Practical Assessment to be declared as pass in internal assessment component. If the student fails to secure pass marks, he/she will have to repeat all the practical activities of related paper.

B) Term-end Practical Examination

For term-end practical examination, there will be one internal and one external examiner. The internal examiner will be from the same programme study centre and the external examiner may be from IGNOU or from other academic institution (in the area of nutrition/dietetics/food science and technology) in the city. The examiners will be decided by SED in consultation with the school.

The examination pattern will be uniform in the whole country. You will be given experiments/exercises to do and there will be a viva voce.

You will appear in the term-end examination of practical component at your Programme Study Centre. For making you eligible for appearing in the examination, you will have to complete the practical sessions (14 session of 4 hours each) scheduled for the course. Your programme coordinator will inform you about the schedule of your examination of practical component.

You could appear for the practical term-end examination in all or any one of the course offered in that year. *For appearing in the practical term-end examination, you should fulfil the following requisites:*

- Attend all the practical sessions at the PSC (related to the courses you want to appear) and complete all the activities. The completion certificate signed by respective counsellors is to be submitted as proof.
- Have secured at least 40% marks in the practical internal assessment.

8.4 Dissertation and Internship

The dissertation shall be carried out under the supervision of the counsellor/guide appointed to each learner by the programme incharge/coordinator at the respective programme study centre. After completing the dissertation (thesis), the *report* is to be submitted to the University for Evaluation. Students will have to appear for a viva-voce to defend their thesis and on successful completion of the course the M.Sc. (DFSM) degree shall be awarded.

Duration of internship for three months, in the Dietetic Department of a recognized hospital/institution, for the award of M.Sc. (DFSM) degree is compulsory (except in case of credit transfer cases). The internship report will be prepared and submitted by the learner for evaluation at IGNOU. For PGDDPN internship for three months is compulsory.

9. OTHER USEFUL INFORMATION

IGNOU Newsletter

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

Reservation of Seats

The University provides reservation of seats for scheduled castes, scheduled tribes, other backward classes, wards of defence personnel who lost their lives or were seriously injured and physically handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fees

Reserve categories viz., scheduled caste/scheduled tribe, other backward classes and physically handicapped students, have to pay the fees 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 the scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned State Government and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Provisional Certificate

On request from the student a provisional certificate will be issued on completion of 32/64 credits courses prescribed and opted by the student in the Ist/IIInd year, respectively. For provisional certificate you have to write to the Registrar, SE Division, IGNOU, New Delhi – 110 068, in prescribed form as contained in this Programme Guide (*Look at Appendix V*).

Change or Correction of Address

There is a printed card for the change/correction of address. This card is normally sent to you along with the study material a copy of the same is given in this programme guide (*Appendix I*). In case there is any correction or change in your address, you are directed to make use of that printed card addressed to *Registrar, SRD, IGNOU, Maidan Garhi, New Delhi – 110 068*. You are advised not to write letter to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change.

Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

Change of Programme Study Centre

The candidates are required to opt 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 student at any time.

For the purpose of change of Study Centre you have to send request to the Director of your Regional Centre. A copy of the same may be sent to Student 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 change of Study Centre is considered favourably. However, the allotment of new Programme Study Centre is subject to availability of seats for the programme at the new Centre asked for.

Course Registration (II year)

You have to submit the Registration form, for 2nd year only at your respective Regional Centre and however, else, if any student sends the Registration/Re-registration Forms/Examination 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. A copy of the M.Sc. (DFSM) registration form for the 2nd year is enclosed in *Appendix XI*.

Change of Regional Centre

When you want transfer from one Region to another Region, 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 Registrar (SRD), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Programme 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 Registrar (SRD). The records are normally sent by Registered Post to guard against loss in the postal transit.

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. The form for the purpose is given in this Programme Guide (*Appendix IX*).

Re-admission

If you are not able to complete the programme in a maximum of 5 years, University has made a special provision of readmission. The form and the guidelines are available in this Programme Guide (*Appendix XVII*). Kindly fill and submit it as per instructions.

Simultaneous Registration

A student is permitted to register for only one programme in the given academic session. You are, therefore, advised to seek admission to only one programme in the given academic session. Violation of this rule attracts cancellation of admission to all the programmes and forfeiture of the programme fees.

However, for the benefit of learners, who fulfil the 3rd criteria for admission given above in Section 4, {i.e. graduates from science, medical, health background (from non-nutrition stream)}, *simultaneous admission to the Certificate Programme in Foods and Nutrition (CFN)/Certificate Programme in Nutrition*

and Child Care (CNCC) (offered by IGNOU) along with admission to the M.Sc. (DFSM) programme shall be granted.

Refund of Fees

Fee once paid will not be refunded under any circumstances. Programme fee may, however, be refunded if admission is not offered by IGNOU for any reason.

Migration Certificate

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

- 1) Application (can be obtained from the Head Office or photocopy of the one given in programme guide (*Appendix X*) could be used.)
- 2) Attested copy of the mark sheet.
- 3) Fee of Rs. 300/- in the form of demand draft drawn in favour of IGNOU payable at the city where Regional Centre is located.

Credit Transfer Scheme

University allows credit transfer in the M.Sc. (DFSM) Programme on the request of students who are *in-service dietitians* (with a degree in Post Graduate Diploma in Dietetics and Public Health Nutrition) and from candidates who have successfully completed a 3 (*three*) month internship programme as part of the Post Graduate Degree in Dietetics and Public Health Nutrition from a recognized institution/ University in the last five years.

Candidates can seek transfer for the Internship (MFNP-011) Course for a maximum of 8 credit. Those students who are granted credit transfer are not required to do the internship programme. The credit earned by the student (in the Internship Programme) as part of the Post Graduate Degree in Dietetics and Public Health Nutrition will be transferred to the M.Sc. (DFSM) Programme. Credit transfer is also applicable for candidates who have completed some courses under the Post Graduate Diploma Programme in Dietetics from IGNOU.

Students seeking credit transfer should apply in the prescribed form (*Appendix III*) directly to the Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110 068 enclosing a Demand Draft for Rs.200/- drawn in favour of IGNOU and payable at New Delhi. ***Attested copies of Marks Sheet and syllabus of the Post Graduate Diploma in Dietetics and Public Health Nutrition Course***, should also be enclosed along with the application. In-service dietitians must also enclose the employment certificate.

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.

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.

Disputes on Admission and other University Matters

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

How to Approach the University

During the course of your study you might require some further information or knowledge about rules and regulations. You must know whom to contact for specific information. We are providing information about these matters below under the heading Some Useful Addresses.

The information about the suitable forms for specific purpose is also provided in Section 12 of this programme guide. Whenever you need take a copy of the relevant form and send as per instructions given in the form.

Some Useful Addresses

- 1) Academic Matters
Prof. Deeksha Kapur
Programme Coordinator {M.Sc. (DFSM)}
School of Continuing Education
Indira Gandhi National Open University,
Maidan Garhi, New Delhi – 110 068.
Ph. : 011-29572960/29536347
- 2) Non-receipt of study material,
assignments and for fresh assignments
Regional Director
Concerned Regional Centre, IGNOU.
- 3) Admissions, Fees, Scholarships,
Exam Schedule, Migration
Certificate and Change of Address
Regional Director of your Region
- 4) Counsellors and other problems
relating to Study Centres
Assistant Director (Student Affairs)
Regional Services Division
IGNOU, Maidan Garhi, New Delhi – 110 068.
- 5) Purchasing of Audio/ Video Tapes
Marketing Unit
EMPC, IGNOU, Maidan Garhi
New Delhi – 110 068.
- 6) Enquiry for any problem
Deputy Director
Student Support Cell (SSC) IGNOU,
Maidan Garhi New Delhi-110 068.

The following helplines are also available for the student:

SRD & SRE Registrar's Secretariat

Contact No. Phone No: 011- 29535828/2482 Intercom No. 011-29535529 FAX No. 011-29534429 <u>E-mail: sre@ignou.ac.in</u>	
Examination – I	
Contact No.	Issues related to:
Phone No: 011-29535438 Intercom No. 2224/22 13 <u>E-mail: opbangia@ignou.ac.in</u>	1) issues of Degree/Diploma certificate 2) Dispatch of returned Degrees 3) Verification of Degrees
Examination – II	
Contact No.	Issues related to:
Phone No: 0 11-295356743 Intercom No. 2202 <u>E-mail: seemagoswami@ignou.ac.in</u>	1) Issue of Provisional Certificates and Grade Cards 2) Issue of duplicate hall tickets 3) Addition and deletion of course(s) in the hall ticket 4) Non receipt of hall tickets for term and examination 5) Change of examination center
Examination – III	
Contact No.	Issues related to:
Phone No: 011-29536103/6743 Intercom No. 2201/2211 <u>E-mail: kramesh@ignou.ac.in</u>	1) Declaration of pending results of TEE 2) Incorporation of practical marks 3) Verification of provisional certificate and grade card 4) Issue of transcripts
Examination – V	
Contact No.	Issues related to:
Phone No: 011-29532630 Intercom No. 1302/1304/13 17	1) Status of project Reports for BTCM, BTWRE, B.Sc(N), MSC (DFSM), MADE, B.ED, BLIS & MLIS 2) Change of Electives, programme, medium in Bachelor/ Master's Degree programmes (Except BTCM, BTWRE, B.Sc(N), MSC (DFSM), MADE, B.ED, BLIS & MLIS) 3) Re- registration/re-admission in BTCM,BTWRE, BSc.(N), MSC (DFSM), MADE, B.ED, BLIS & MLIS 4) Correction in name in Bachelor/s/Master's Degree programmes (Except BTCM,BTWRE, B.Sc(N),MSC (DFSM), MADE, B.ED, BLIS & MLIS 5) Credit transfer in Bachelor/s/Master's Degree programmes (Except BTCM,BTWRE, B.Sc(N),MSC (DFSM), MADE, B.ED, BLIS & MLIS)
Assignment Section	
Contact No.	Issues related to:
Phone No: 011-29532294 Intercom No. 1312/1319/1325 <u>E-mail: assignments@ignou.ac.in</u>	non incorporation of assignment marks

Online Student Grievance Cell	
Contact No.	Issues related to:
Phone No: 011-29532294 Intercom No. 1312/1319/1325 E-mail: sregrievance@ignou.ac.in	Online student grievances
Front office (May I help You)	
Contact No.	Issues related to
Phone No: 0 11-29535924-32 Intercom No. 2218	Students' General Enquiries

10. IGNOU WEBSITE

You can get the details of information about IGNOU from the website *ignou.ac.in*. Information on a particular programme is incorporated to the respective programme. If you want to know anything about M.Sc. (DFSM) Programme, you have to click against the programme. The following information will be of use to you.

The screenshot shows the IGNOU website homepage. At the top, there is a search bar with the address <http://www.ignou.ac.in/> and a 'Go Links' button. The main content area is divided into two columns of links. The left column includes: About Us, News, Distance Education Council, State Open Universities, M.H.R.D., Advertisements Indian Journal of Open Learning (IJOL), Corp-Publications, Contact Us, Hindi website, ICDE 2005, and MU Summit'2005. The right column includes: Academic Programmes on offer Schools, Operational Divisions, Cells/Centres/Institutes, Virtual Campus, Sponsored Projects, Electronic Media, Regional Centres, Study Centres, CIC & BPP Result, June'05, EDUSAT, Openmat XVIII Hall, and Ticket. In the center, there is a large logo for IGNOU (The People's University) and a 'Special Announcements' section with two items: 'On-Line Examination Form/Datesheet for BIT/ADIT, August 20' and 'Final Result of BNS Programme for August' 2005 Batch'. At the bottom right, there is an 'Internet' icon.

Figure 1: Webpage of IGNOU Website

The screen of the home page is mention in Figure 1. Please click the respective icons about which you want further information. For example, if you want information on School of Continuing Education, click on the word Schools, similarly if you want information on a specific regional centre, click on Regional Centre. If you want information on Gyan Darshan Down linking Centre, click on Institute/Centres/Cell/Unit link.

As a student of IGNOU, you will be interested to know your examination date sheet, term-end theory result, grade card, your correspondence address as recorded at IGNOU Head Quarters and the status of the print materials that you are supposed to be provided in the beginning of the session. In addition you may be interested in downloading information like old question papers, fresh assignments etc. All these information related to student learning process is clubbed together which could be accessed by clicking on the word **Student Zone**. Once you click on this word, a different screen will appear as shown in Figure 2.

Figure 2: Webpage showing student support Details

You may also notice some information rolling on the screen of the home page. These information are usually displayed periodically according to its relevance. For example, facility for online filling of theory term-end forms will appear only in the month of March or September. Special information like declaration of result, rescheduling of examination etc. are displayed as applicable from time to time. You should click on these to know more details. Access process for some of the important information are mentioned below:

Information on Term-end Theory Examination Date Sheet

The term-end examination datesheet gets displayed by the month of February/August for June/December examination respectively. You can see it by clicking at [Term End Examination Datesheet.](#)

11. LIST OF MSC(DFSM) STUDY CENTRE

S. No.	RC Code	RC Name	SC Code Category	Place of SC	Name & Address
1	26	Agartala	2608	Agartala	Dr. Samir Kumar Nag Coordinator IGNOU Study Centre M.B.B. College College Tilla, Po Agartala Col Agartala West Tripura Tripura-799004 226728
2	09	Ahmedabad	0958 P	Vallabh Vidya Nagar	Mrs. Bhavana Yogeshchandra Prog. I/C IGNOU Prog. Study Centre S.M. Patel College Of Home Sc. Vallabh Vidya Nagar Distt. Anand Gujarat-388120 02692-230245
3	13	Bangalore	1349 P	Bangalore	Ms Mary Regi Prog. I/C IGNOU Prog. Study Centre Mount Carmel College No.58, Palace Road Bangalore Karnataka-560052 080-22261759, 22286386
4	15	Bhopal	1571 P	Bhopal	Dr Manjula Vishwas Prog. I/C IGNOU Prog. Study Centre Sarojani Naidu Govt.G.S PG Col Shivaji Nagar Bhopal Madhya Pradesh-462016 0755-2552560, 5281236
5	21	Bhubaneswar	2194P	Bhubaneswar	Dr. Pranati Das Prog. I/C IGNOU Prog. Study Centre College of Home Science Ouat Bhubaneswar Orissa-751003 0674-2402818 Ext 197
6	06	Chandigarh	06003 P	Chandigarh	Dr Nandini Kapoor Prog I/C IGNOU Prog Study Centre Govt Medical College & Hospital, Sector 32 B Chandigarh-160030 0712-25665253

S. No.	RC Code	RC Name	SC Code Category	Place of SC	Name & Address
7	25	Chennai	25113 P	Kilpauk (Chennai)	Mrs. B. Srilakshmi Prog. I/C IGNOU Prog. Study Centre SCS Kothari Academy, SBK House, 17 Venkatapathy Str., Kilpauk Chennai Tamilnadu-600010 044-26460558, 26460820
8	14	Cochin	1477	Eranakulam	Dr Helen K J Coordinator IGNOU Study Centre St Teresa's College Park Avenue, Kochi Dist Eranakulam Eranakulam Kerala-628011 0484-2351870
9	31	Dehradun	3712 P	Pantnagar	Dr.(Mrs) Kalpana Kulshrestha Prog. I/C IGNOU Prog. Study Centre College of Home Sciences G.B. Pant Univ. of Agri & Tech. Pantnagar Uttaranchal-263145 05944-233333
10	07	Delhi 1	0787	Hauz Khas	Mrs Sharda Gupta Coordinator IGNOU Study Centre Instt. of Home Economics Hauz Khas Enclave New Delhi Delhi-110016 011-26532402, 26510711
11	07	Delhi 1	07109	Delhi	Ms Monika Arora Coordinator Ignou Study Centre Institute of Public Health & Hygiene, RZ A-44 Mahipalpur Delhi-110037 Delhi
12	41	Jabalpur	1585 P	Jabalpur	Mrs. Syeda Tasneem Ali Prog. I/C IGNOU Prog. Study Centre Govt. M.H. College of Home Sce & Science For Women Jabalpur Madhya Pradesh-482001 0761-4005716, 2407326

S. No.	RC Code	RC Name	SC Code Category	Place of SC	Name & Address
13	23	Jaipur	2353 P	Jaipur	Dr HA Joshi Prog. I/C IGNOU Prog. Study Centre International College of Girls Mansarover Jaipur Rajasthan-302020 0141-2400160, 2400161
14	12	Jammu	1282 P	Jammu	Sh Pawan Kumar Sharma Prog I/C IGNOU Prog Study Centre C/O Director Horticulture Food Vegetable Crafts Centre Chand Nagar Jewel Jammu-180001 J & K 0191-2505781, 2501219
15	12	Jammu	1257 P	Jammu	Prof Sudha Gupta Prog. I/C IGNOU Prog. Study Centre Govt. Women's College Gandhi Nagar Jammu J & K
16	10	Karnal	1034 P	Santpura	Mrs. Rati Puri Prog. I/C IGNOU Prog. Study Centre Guru Nanak Girls' College Santpura Yamunanagar Haryana-135001 0171-3721671
17	22	Khanna	2224 P	Ludhiana	Dr. Molly Joshi Prog. I/C IGNOU Prog. Study Centre Christian Medical College Ludhiana Punjab-141008 0161-5026999
18	22	Khanna	2242 P	Ludhinana	Dr (Mrs) Paramjit Chawla Prog I/C IGNOU Prog Study Centre College Of Home Science Punjab Agriculture University Ludhiana Punjab 0161-2401960

S. No.	RC Code	RC Name	SC Code Category	Place of SC	Name & Address
19	28	Kolkata	2870 P	Durgapur	Ms. Chaitali Dutta Prog. I/C IGNOU Prog. Study Centre Durgapur Society of Mgt.scienc Dr. Zakir Hussain Avenue Bidhannagar, Durgapur Distt. Burdwan West Bengal-713206 0343-2537756
20	28	Kolkata	2871 P	Kolkata	Dr (Ms) Aindrila Chandra Prog. I/C IGNOU Prog. Study Centre Dinabandhu Andrews College Garia, Kolkata West Bengal-700084 033-24304377
21	28	Kolkata	28112 P	Jadavpur	Ms Ranjini Datta Prog I/C IGNOU Prog Study Centre Kpc Medical College& Hospital 1 F Raja S C Mullick Road Jadavpur, Kolkata West Bengal-700032 033-30016136
22	27	Lucknow	2775 P	Lucknow	Ms Rachna Mishra Prog. I/C IGNOU Prog. Study Centre Isabella Thoburn College 7, Faizabad Road Lucknow Uttar Pradesh-226020 0522-2331107
23	43	Madurai	2562 P	Thoothukudi	Sr. Mary Hilda Prog. I/C IGNOU Prog. Study Centre Holy Cross Home Sc. College 52, New Colony Dt. Thoothukudi Thoothukudi Tamilnadu-628003 0461-2328295, 2321557
24	49	Mumbai	1649 P	Juhu (Mumbai)	Prof. Shobha A. Udipi Prog. I/C IGNOU Prog. Study Centre Sndt Women's University Dept.of Pg Stdes & Res.home Sc Sir Vithalda Vidyavihar, Juhu Mumbai, Maharashtra-400049 022-26608855

S. No.	RC Code	RC Name	SC Code Category	Place of SC	Name & Address
25	36	Nagpur	1665 P	Nagpur	Dr (Mrs) S A Vali Prog. I/C IGNOU Prog. Study Centre Deptt Home Science Mahatma Jyotiba Phule Campus R T M Nagapur University Amravati Road Nagapur Maharashtra-440010 0712-2500370
26	35	Raipur	3512 P	Bilaspur	Smt. Archana Dixit Prog. I/C IGNOU Prog. Study Centre Govt. Girls Pg (Autonms) Colle Link Road, Bilaspur Dt. Bilaspur Dt. Bilaspur Chattisgarh-495001 07752-509952, 224240
27	35	Raipur	3513 P	Raipur	Dr. Aruna Palta Prog. I/C IGNOU Prog. Study Centre D.B.Girls Autonmous PG College Raipur Chattisgarh-492001 0771-229248
28	42	Rajkot	0960 P	Rajkot	Dr. Nilambarir Dave Prog. I/C IGNOU Prog. Study Centre Smt.sb Gandhi Instt.of Home Sc Saurashtra University Rajkot Gujarat-360005 0281-2586413
29	18	Shillong	1831 P	Dist. Eastkhasi Hills	Mrs Kobita Deka Prog. I/C Ignou Prog. Study Centre St.mary's College Laitumkhras Shillong Dist.East Khasi Hills Dist.East Khasi Hills Meghalaya-793003 0364-2501053, 2501820
30	11	Shimla	1134 P	Shimla	Dr. K.D. Chandel Prog. I/C IGNOU Prog. Study Centre St. Bede's College Nav Bahar, Shimla Himachal Pradesh-171002 0177-2842304

S. No.	RC Code	RC Name	SC Code Category	Place of SC	Name & Address
31	30	Srinagar	1261 P	Hazratbal (Srinagar)	Dr. Naheed Vaida Prog. I/C IGNOU Prog. Study Centre Instt.of Home Science Univ. of Kashmir Hazratbal Srinagar J & K-190006 0194-2420078
32	40	Trivandrum	1455 P	Vellayani	Dr. Mary.Ukkuru.P Prog. I/C IGNOU Prog. Study Centre College of Agriculture Kerala Agriculture University Vellayani Dt. Thiruvananthapuram Kerala-695522 0471-2381829
33	48	Varanasi	2781 P	Gorakhpur	Mrs. Divya Rani Singh Prog. I/C IGNOU Prog. Study Centre DDU, Gorakhpur University Gorakhpur Uttar Pradesh 0551-2330767
34	48	Varanasi	48022	Varanasi	Dr Shuchi Tiwari Coordinator IGNOU Study Centre Arya Mahila PG College Chetganj Varanasi Uttar Pradesh 221001 0542-2411893
35	33	Vijayawada	0159	Tirupati	Ms. P. Uma Maheswari Devi Coordinator IGNOU Study Centre Sri Padmvthi Mahila Vshvidyaly Dt. Chittoor Tirupati Andhra Pradesh-517502 0877-2248481

12. LIST OF REGIONAL CENTRES

S. No.	RC Code	RC Name	Name & Address	Operational Area
1	26	Agartala	Dr. K. S. Chakraborty Regional Director IGNOU Regional Centre M.B.B. College Compound P.O. Agartala College Agartala-799 004, Tripura 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	State of Tripura (District: Dhalai, North Tripura, South Tripura, West Tripura)
2	09	Ahmedabad	Dr. Srikant Mohapatra Regional Director IGNOU Regional Centre Opp. Nirma Instt. of Technology Sarkhej-gandhinagar Highway Chharodi Ahmedabad-382 481, Gujarat 02717-242975-79, 02717-241370,02717-256458 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	19	Aizwal	Dr. S. R. Zonunthara Regional Director IGNOU Regional Centre Lal Bulaia Building M.G. Road Khatla (Near Central YMCA Off) Aizwal - 796 001, Mizoram 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	State of Mizoram (District: Aizwal, Lunglei, Kolasib, Mamit, Serchhip, Saiha, Champhai, Lawngtlai)
4	47	Aligarh	Dr. A. N. Tripathi Regional Director IGNOU Regional Centre 3/310 Marris Road Aligarh - 202 001 Uttar Pradesh 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	State of Uttar Pradesh (District: Aligarh, Agra, Budaun, Bulandshahr, Etah, Etawah, Firozabad, J.P. Nagar, Kashiram Nagar/Kasganj, Mahamaya Nagar/Hathras, Mainpuri, Mathura, Moradabad, Rampur)

S. No.	RC Code	RC Name	Name & Address	Operational Area
5	13	Bangalore	Dr. B. M. Agarwal Regional Director (I/C) IGNOU Regional Centre Nsss Kalyana Kendra 293, 39th Cross, 8th Block Jayanagar Bangalore - 560 070 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, Bagalkot, Bijapur, Gadag, Haveri, Bellary, Bidar, Gulbarga, Koppal, Raichur, Yadgir, Chamarajanagar, Chikmagalur)
6	82	Bhagalpur	Dr. U.C. Pandey Regional Director IGNOU Regional Centre C/O Marwari College Premises, Bhagalpur Bihar-812007 (M) 8292526534 ucpandey@ignou.ac.in	State of Bihar (District: Kishanganj, Araria, Kathihar, Purnea, Bhagalpur, Banka, Munger, Khagaria, Madhepura)
7	15	Bhopal	Dr. K. S. Tiwari Regional Director IGNOU Regional Centre Sanchi Complex, 3rd Floor Opp. Board of Secondary Edn. Shivaji Nagar Bhopal - 462 016 Madhya Pradesh 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	State of Madhya Pradesh (District: Alirajpur, Balaghat, Bhind, Chhatarpur, Datia, Harda, Khandwa, Mandsaur, Neemuch, Rajgarh, Sagar, Shajapur, Bawani, Bhopal, Dewas, Guna, Hoshangabad, Jhabua, Khargone, Morena, Panna, Ratlam, Satna, Sheopur)
8	21	Bhubaneswar	Dr. S. K. Tripathy Regional Director IGNOU Regional Centre C - 1, Institutional Area Bhubaneswar - 751 013 Orissa 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	State of Orissa (District: Angul, Bhadrak, Baragarh, Balasore, Cuttack, Deogarh, Dhenkanal, Ganjam, Gajapati, Jharsuguda, Jajpur, Jagatsinghpur, Khordha, Keonjhar, Kandhamal, Kendrapara, Mayurbhanj, Nayagarh, Puri, Sambalpur, Sundergarh)
9	06	Chandigarh	Dr. Asha Sharma Regional Director IGNOU Regional Centre SCO 208 Sector 14	State of Punjab (District: Patiala, Mohali, Rup Nagar, Fatehgarh Saheb), State of Haryana (District: Ambala, Panchkula), Chandigarh (U.T.)

S. No.	RC Code	RC Name	Name & Address	Operational Area
			Panchkula - 134 109 Hayrana 0172-2590208,0172-2590279 rcchandigarh@ignou.ac.in	
10	25	Chennai	Dr. S. Mohanan Regional Director IGNOU Regional Centre C.I.T. Campus Taramani Chennai-600 113, Tamilnadu 044-22541919 / 22542727 044-22542121, 044-24729779 044-22542828 rcchennai@ignou.ac.in	State of Tamil Nadu (District: Chennai, Thiruvallur, Kanchipuram, Vellore, Thiruvannamalai, Krishnagiri, Dharmapuri, Salem, Namakkal, Villupuram, Cuddalore, Perambalur, Nagapattinam, Thiruvallur), Pondicherry (U.T.)
11	14	Cochin	Dr. K. S. D. Nair Regional Director IGNOU Regional Centre Kaloor Cochin - 682 017, Kerala 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	State of Kerala (District: Alappuzha, Ernakulam, Idukki, Kottayam, Kozhikode, Malappuram, Palakkad, Thiruvallur, Lakshadweep (U.T.))
12	46	Darbhanga	Dr. S. S. Singh Regional Director IGNOU Regional Centre Lalit Narayan Mithila Univ. Cmpps Kameshwaranagar, Near Central Bank Darbhanga - 846 004 Bihar 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	State of Bihar (District: Araria, Begusarai, Darbhanga, East Champaran, Gopalganj, Katihar, Khagaria, Saharsa, Supaul, Madhepura, Purnea, Kishanganj, Saran, Siwan, Sheohar, Sitamarhi, Samastipur, Madhubani, Muzaffarpur, West Champaran)
13	31	Dehradun	Dr. Anil Kumar Dimri Regional Director IGNOU Regional Centre Nanoor Khara, Tapovan Raipur Road Dehradun - 248 001 Uttaranchal 0135-2789200 / 2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	State of Uttaranchal (District: Dehradun, Pauri, Chamoli, Tehri, Uttarakashi, Rudraprayag, Haridwar, Nainital, Almora, Pithoragarh, US Nagar, Champawat, Bageshwar), State of Uttar Pradesh (District: Saharanpur, Muzaffar Nagar, Bijnore)

S. No.	RC Code	RC Name	Name & Address	Operational Area
14	07	Delhi 1	Dr. Sanjeev Pandey Regional Director IGNOU Regional Centre Plot No J-2-1 Block - B 1 Mohan Cooperative Industrial Estate, Mathura Road New Delhi - 110 044, Delhi 011-26990082 / 26990083 011-26058354, 011-26990084 rcdelhi1@ignou.ac.in	State of Delhi (Covering Areas of Mehrauli, Chanakyapuri, Lodhi Colony, South Extension, R.K. Puram, Vasant Kunj, Saket, Green Park, Lajpat Nagar, G.K., Malviya Nagar, Bhogal, Ashram, Hauz Khas, Munirika, Okhla, Sangam Vihar, Friends Colony)
15	29	Delhi 2	Dr. Neeta Kapai Regional Director (I/c) IGNOU Regional Centre Gandhi Smriti & Darshan Samiti Rajghat New Delhi - 110 002, Delhi 011-23392374 / 23392376 / 23392377, 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	State of Delhi (Covering Areas of Karala, Prahladpur, Banagar, Libaspur, Rama Vihar, Rani Bagh, Sultan Puri, Bud Vihar, Mangolpuri, Pitampura, Jahangir Puri, Jharoda Maja, Burai, Dr. Mukherjee Nagar, Model Town, Shakurpur, Colony, GTB Nagar)
16	38	Delhi 3	Dr. M.K. Dash Regional Director (I/C) IGNOU Regional Centre F-634-636 Palam Extension Ram Phal Chowk (Near Sector 7) Dwarka New Delhi - 110 045, Delhi 011-25088939 / 25088944 011-25088983 rcdelhi3@ignou.ac.in	State of Delhi (Covering Areas of Mundka, Nangloi Jat, Peeragarhi, Punjabi Bagh, Bakarwala, Meera Bagh, Moti Nagar, Tilak Nagar, Tilangpur, Kotla, Vikaspuri, Subhash Nagar, Uttam Nagar, Janakpuri, Nazafgarh, Mahavir Enc., Sagarpur, Dwarka, Palam)
17	24	Gangtok	Dr. Ila Das Regional Director IGNOU Regional Centre Gairigaon Tadong PO Shumbuk House Ganktok - 737 102, Sikkim 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	State of Sikkim (District: East Sikkim, West Sikkim, North Sikkim, South Sikkim)
18	04	Guwahati	Dr. (Mrs) Vardhini Bhattacharjee Regional Director IGNOU Regional Centre House No 71, GMC Road Christian Basti Guwahati, Assam 0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	State of Assam (District: Tinsukia, Dibrugarh, Sibsagar, Dhemaji, Jorhat, Lakhimpur, Golaghat, Sonitpur, Karbi, Anglong, Nagaon, Marigaon, Darrang, Kamrup, Nalbari, Barpeta, Bongaigaon, Goalpara, Kokrajhar, Dhubri, North Cachar Hills, Cachar)

S. No.	RC Code	RC Name	Name & Address	Operational Area
19	01	Hyderabad	Dr. B. Rajagopal Regional Director IGNOU Regional Centre Plot No 207, Kavuri Hills Phase II, Near Madhapur PS, Jubilee Hills (P.O.) Hyderabad - 500 033 Andhra Pradesh 040-23117550-53 040-27152527, 040-23117554 rhyderabad@ignou.ac.in	State of Andhra Pradesh (District: Adilabad, Anantapur, Hyderabad, Kadapa, Karim Nagar, Kurnool, Medak, Mahaboob Nagar, Nalgonda, Nizamabad, Ranga Reddy, Warangal)
20	52	IAEP - Chandimandir	Col. Debashish Roy Regional Director IGNOU Army Recog. Reg. Centre Col. Education Hq Western Command C/O 56 APO Chandimandir - 908 543 Haryana 0172-2589355 / 2589423 (civil); 2668 (mil); 0712-2589355 iaeprc52@rediffmail.com	Western Command Area
21	56	IAEP - Jaipur	Col. Kamlakar Mukherjee Regional Director IGNOU Army Recog. Reg. Centre Education Branch C/O 56 APO 908546 Jaipur, Rajasthan 0141-6640 (Army) swciaep@gmail.com	South Western Command
22	51	IAEP - Kolkata	Col. Jaswinder Singh Regional Director IGNOU Army Recog. Reg. Centre Col. Education, Fort William Hq Eastern Command C/O 99 APO Kolkata - 908 542 West Bengal 033-22222668, 033-22222668 rc51army_ec@yahoo.co.in	Eastern Command Area
23	53	IAEP - Lucknow	Brig. K.K. Sunny Regional Director IGNOU Army Recog. Reg. Centre IAEP Hq. Central Command-GS (Edn)	Central Command Area

S. No.	RC Code	RC Name	Name & Address	Operational Area
			Lucknow - 908 554 Uttar Pradesh 0522-2482968 (Civil); 2670 (Mil) iaepcc53@yahoo.co.in	
24	54	IAEP - Pune	Col. G.K. Chopra Regional Director IGNOU Army Recog. Reg. Centre Col. Education H Q Southern Command C/O 56 APO - 908 795 020-26616592 (Civil); 3019 (Mil) 020-26102669, 020-26102670 armypunerc54@yahoo.com	Southern Command Area
25	55	IAEP - Udhampur	Lt. Col. Anand Swaroop Paul Regional Director IGNOU Army Recog. Reg. Centre Col. Education Uttar Kaman Mukhyalaya 908545 C/O 56 APO, Hq Northern Command Udhampur Jammu & Kashmir 01992-242486, 01992-242486 iaeparmy55@rediffmail.com	Northern Command Area
26	81	IAREP - Shillong	Major N.S. Ingle Regional Director IGNOU Assam-Rifles Recog. R.C. Directorate General Assam Rifles (Dgar) Laitumukhrah Shillong - 793 011 Meghalaya 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	Command Area
27	17	Imphal	Regional Director IGNOU Regional Centre Asha Jina Complex North AOC Imphal - 795 001 Manipur 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	State Of Manipur (District: Bishnupur, Churachandpur, Chandel, Imphal East, Imphal West, Senapati, Tamenglong, Thoubal, Ukhrul)

S. No.	RC Code	RC Name	Name & Address	Operational Area
28	74	INEP - Kochi	Captain S.R. Sridhar Regional Director IGNOU Navy Recog. Reg. Centre Naval Base Hq Southern Naval Command Kochi - 682 004 Kerala 0484-2667434, 0484-2666194 inepkochi_10@rediffmail.com	Hq Southern Naval Command
29	72	INEP - Mumbai	Captain V. S. Babeley Regional Director IGNOU Navy Recog. Reg. Centre Hq. Western Naval Command Shahid Bhagat Singh Marg Mumbai - 400 023 Maharashtra 022-22752245, 022-22665458 inepm@rediffmail.com	Hq Western Naval Command
30	71	INEP - New Delhi	Captain Rohtas Singh Regional Director (I/C) IGNOU Navy Recog. Reg. Centre Directorate of Naval Education Integrated Hqs. Ministry of Defence West Block.5, Iind Flr, Wing-II RK Puram, New Delhi – 110 066 Delhi 011-26194686, 011-26105067 inepdelhi@rediffmail.com	Naval Hqs
31	73	INEP - Visakhapatnam	Captain M. Ghanasyam Ojha Regional Director IGNOU Navy Recog. Reg. Centre Hq Eastern Naval Command Visakhapatnam - 530 014 Andhra Pradesh 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	Hq Eastern Naval Command

S. No.	RC Code	RC Name	Name & Address	Operational Area
32	03	Itanagar	Regional Director IGNOU Regional Centre 'Hornhill Complex' 'C' Sector (Near Central School) Naharlagun Itanagar - 791 110 Arunachal Pradesh 0360-2247536 / 2247538 0360-2247535, 0360-2247537 rcitanagar@ignou.ac.in	State of Arunachal Pradesh (District: Anjaw, Changlang, East Kameng, East Siang, Kurung Kumey, Lohit, Lower Dibang Valley, Lower Subansiri, Papum Pare, Tawang, Tirap, Upper Dibang, Upper Subansiri, Upper Siang, West Kameng, West Siang)
33	41	Jabalpur	Dr.masood Parveez Regional Director IGNOU Regional Centre 2nd Floor, Rajshekhar Bhavan Rani Durgavati Vishvavidyalaya Campus, Pachpedhi Jabalpur - 482 001 Madhya Pradesh 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	State of Madhya Pradesh (District: Annupur, Balaghat, Chhindwara, Dindori, Jabalpur, Katni, Mandla, Narshingapur, Seoni, Shahdol, Siddhi, Sihora, Singrauli, Umaria)
34	23	Jaipur	Dr. S. N. Ambedkar Regional Director IGNOU Regional Centre 70/79, Sector - 7 Patel Marg Mansarovar Jaipur - 302 020 Rajasthan 0141-2785763 / 2785750 0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	State of Rajasthan (District: Ajmer, Alwar, Banswara, Baran, Barmer, Bharatpur, Bhilwara, Bikaner, Bundi, Chittorgarh, Churu, Dausa, Dholpur, Dungarpur, Hanumangarh, Jaipur, Jaisalmer, Jalor, Jhalawar, Jhunjhunu, Jodhpur, Karauli, Kota, Nagaur, Pali)
35	12	Jammu	Er. K. K. Bhat Regional Director IGNOU Regional Centre SPMR College of Commerce Aurobindo Block 1st Floor Canal Road Jammu - 180 001 Jammu & Kashmir 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	State of Jammu & Kashmir (Jammu Region - District: Doda, Jammu, Kathua, Kishtwar, Poonch, Rajouri, Ramban, Reasi, Samba, Udhampur)

S. No.	RC Code	RC Name	Name & Address	Operational Area
36	37	Jorhat	Dr. Maguni Ch Behra Regional Director IGNOU Regional Centre Jorhat Assam rcjorhat@ignou.ac.in	State of Assam (District: Nagaon, Golaghat, Jorhat, Shivasagar, Dibrugarh, Insukia, Lakhimpur, Dhemaji, Sonitpur)
37	10	Karnal	Dr. Ashok Sharma Regional Director IGNOU Regional Centre 06 Subhash Marg Subhash Colony Near Home Guard Office Karnal - 132 001 Haryana 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	State of Haryana (District: Bhiwani, Fatehabad, Hisar, Jhajjar, Jind, Kaithal, Karnal, Kurukshetra, Mahendragarh, Mewat, Palwal, Panipat, Rewari, Rohtak, Sirsa, Sonapat, Yamunanagar)
38	22	Khanna	Dr. Santosh Kumari Regional Director IGNOU Regional Centre I.T.I. Building Bulepur (District Ludhiana) Khanna - 141 401 Punjab 01628-229993 / 237361 01628-238632, 01628-238284 rckhanna@ignou.ac.in	State of Punjab (District: Gurdaspur, Amritsar, Tarn Taran, Kapurthala, Jalandhar, Hoshiarpur, Sbs Nagar/ Nawanshahr, Barnala, Sangrur, Bathinda, Mansa, Muktsar, Ludhiana, Ferozepur, Faridkot, Moga)
39	20	Kohima	Dr. T. Iralu Regional Director IGNOU Regional Centre Near Mount Hermon School Don Bosco Hr. Sec School Road, Kendouzou Kohima - 797 001 Nagaland 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	State of Nagaland (District: Kohima, Dimapur, Wokha, Mokokchung, Zunheboto, Tuensang, Longleng, Kiphire, Mon, Peren, Phek)
40	28	Kolkata	Dr. Sujit Kumar Ghosh Regional Director IGNOU Regional Centre Bikash Bhawan, 4th Floor, North Block Salt Lake, Bidhan Nagar, Kolkata - 700 091 West Bengal 033-23349850 / 23589323 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	State of West Bengal (District: Kolkata, North 24 Paraganas, South 24 Paraganas, Purba, Medinipur, Paschim Medinipur, Bankura, Howrah, Hooghly, Purulia, Burdwan, Nadia)

S. No.	RC Code	RC Name	Name & Address	Operational Area
41	44	Koraput	Dr. Abhilash Nayak Regional Director IGNOU Regional Centre District Agriculture Office Road Behind Panchayat Bhavan Koraput - 764 020 Orissa 06852-252982 / 251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	State of Orissa (District: Koraput, Malkangiri, Rayagada, Nabarangpur, Kalahandi, Nuapada, Bolangir, Sonepur, Boudh), State of Chhattisgarh (District: Bastar, Narayanpur, Dantewada, Bijapur)
42	27	Lucknow	Dr. Amit Chaturvedi Regional Director IGNOU Regional Centre B-1/33, Sector - H Aliganj, Lucknow - 226024 Uttar Pradesh 0522-2746120 / 2745114 0522-2326793, 0522-2746145 rclucknow@ignou.ac.in	State of Uttar Pradesh (District: Allahabad, Auraiya, Bahraich, Balrampur, Banda, Barabanki, Bareilly, Basti, Chitrakut, Faizabad, Farukhabad, Fatehpur, Gonda, Hamirpurko, Hardoi, Jalaun, Jhansi, Kannauj, Kanpur Rural, Kanpur Urban, Kaushambi)
43	43	Madurai	Dr. M. Shanmugham Regional Director IGNOU Regional Centre Sikkandar Chavadi Alanganallur Road Madurai-625 018, Tamil Nadu 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	State of Tamil Nadu (District: Coimbatore, Dindigul, Erode, Karur, Madurai, Nilgiris, Pudukkottai, Ramanathapuram, Sivaganga, Thanjavur, Theni, Thiruvaroor, Tiruchirappalli, Tirunelveli, Tirupur, Tuticorin, Virudhunagar)
44	49	Mumbai	Dr. M. Rajesh Regional Director IGNOU Regional Centre Om Leva Vikas Niketan Nanepada Road, Mulund (E) Mumbai - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	State of Maharashtra (District: Mumbai, Thane, Raigarh, Ratnagiri)
45	36	Nagpur	Dr. P. Sivaswaroop Regional Director IGNOU Regional Centre Gyan Vatika 14 Hindustan Colony Amaravati Road Nagpur - 440 033 0712-2022000 rcnagpur@ignou.ac.in	State of Maharashtra (District: Amravati, Buldhana, Akola, Washim, Hingoli, Parbhani, Nanded, Yavatmal, Wardha, Chandrapur, Nagpur, Bhandara, Gondia, Gadchiroli)

S. No.	RC Code	RC Name	Name & Address	Operational Area
46	39	Noida	Dr. Gulab Jha Regional Director IGNOU Regional Centre C-53 Sector 62 Institutional Area Noida - 201 305 Uttar Pradesh 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	State of Uttar Pradesh (District: Gautam Budh Nagar, Ghaziabad, Meerut, Baghpat, Baraut)
47	08	Panaji	Dr. M.S. Parthasarathy Regional Director IGNOU Regional Centre Behind Chodankar Hospital Near P&T Staff Quarters Alto Porvorim Povorim - 403 521, Goa 0832-2462315,0832-2414552 rcpanaji@ignou.ac.in	State of Goa (District: North Goa, South Goa), State Of Karnataka (District: Belgaum, Dharwad, Uttara Kannad), State Of Maharashtra (District: Singhdhurg)
48	05	Patna	Dr. Q. Haider Regional Director IGNOU Regional Centre 2nd Floor, Biscomaun Tower West Gandhi Maidan, Patna - 800 001, Bihar 0612-2219539 / 2219541 0612-2687042, 0612-2219538 rcpatna@ignou.ac.in	State of Bihar (District: Arwal, Aurangabad, Banka, Bhagalpur, Bhojpur, Buxar, Gaya, Jamui, Jehanabad, Kaimur, Lakshisarai, Munger, Nalanda, Nawada, Patna, Rohtas, Sheikhpura, Vaishali)
49	02	Port Blair	Sh.S.Srinivas Regional Director IGNOU Regional Centre Jnrm Campus Port Blair - 744 104 Andaman & Nicobar Islands 03192-242888 / 230111 rcportblair@ignou.ac.in	Andaman & Nicobar Islands [U.t.] (District: North & Middle Andaman, South Andaman, Nicobar)
50	16	Pune	Dr. Kameshwari Moorty Regional Director IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune - 411 016 Maharashtra 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	State of Maharashtra (District: Nandurbar, Dhule, Jalgaon, Aurangabad, Nasik, Jalna, Ahmadnagar, Bid, Pune, Osmanabad, Solapur, Sangli, Satara, Latur, Kolhapur)

S. No.	RC Code	RC Name	Name & Address	Operational Area
51	50	Raghunathganj	Dr. S. Raja Rao Regional Director IGNOU Regional Centre Bagan Bari Near Dena Bank Fultala Raghunathganj Dt. Murshidabad West Bengal-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	State of West Bengal (District: Murshidabad, Birbhum, Malda)
52	35	Raipur	Dr. H. Sangeeta Majhi Regional Director IGNOU Regional Centre Rest House & E. M. Office Hall Sector – 1, Shankar Nagar Raipur - 492 007 Chattisgarh 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 rcraipur@ignou.ac.in	State of Chhattisgarh (District: Bilaspur, Dhamtari, Durg, Janjgir-champa, Jashpur, Kanker, Kawardha, Korba, Koriya, Mahasamund, Rajgarh, Raipur, Rajnandgaon, Surajpur, Sarguja, Narayanpur, Bizapur)
53	42	Rajkot	Dr. P. Ashok.kumar Regional Director IGNOU Regional Centre Saurashtra University Campus Rajkot - 360 005, Gujarat 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	State of Gujarat (District: Rajkot, Kachchh, Jamnagar, Porbander, Junagadh, Amreli, Bhavnagar, Surendranagar), Diu (U.T.)
54	32	Ranchi	Dr. G.N. Shiv Kumar Regional Director IGNOU Regional Centre 457/A, Ashok Nagar Ranchi - 834 022, Jharkhand 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	State of Jharkhand (District: Ranchi, Lohardaga, Gumla, Simdega, Palamu, Latehar, Garhwa, West Singhbhum, Saraikela Kharsawan, East Singhbhum, Dumka, Jamtara, Sahebganj, Pakur, Godda, Hazaribagh, Chatra, Koderma, Giridih, Dhanbad, Bokaro, Deoghar)
55	18	Shillong	Dr. (Mrs) Didecy Laloo Regional Director IGNOU Regional Centre Sunny Lodge Nongthymmi	State of Meghalaya (District: East Khasi Hills, East Garo Hills, Jaintia Hills, Ri-bhoi, South Garo Hills, West Khasi Hills, West Garo Hills)

S. No.	RC Code	RC Name	Name & Address	Operational Area
			Nongshilliang Shillong - 793 014 Meghalaya 0364-2521117 / 2521271 0364-2521271, 0364-2252252 0364-2521271 rcshillong@ignou.ac.in	
56	11	Shimla	Dr. D. B. Negi Regional Director IGNOU Regional Centre Chauhan Niwas Building, Khalini Shimla - 171 002 Himachal Pradesh 0177-2624612 / 2624613 0177-2624612,0177-2620125 0177-2624611 rcshimla@ignou.ac.in	State of Himachal Pradesh (District: Bilaspur, Chamba, Hamirpur, Kangra, Kinnaur, Kullu, Lahul & Spiti, Mandi, Shimla, Sirmaur, Solan, UNA)
57	45	Siliguri	Dr. Yonah Bhutia Regional Director IGNOU Regional Centre, 17/12 J.C.Bose Road, Subhas Pally, Siliguri - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	State of West Bengal (District: Coochbehar, Jalpaiguri, Darjeeling, Uttar Dinajpur, Dakshin Dinajpur)
58	30	Srinagar	Dr. Mirza Nehal Ahmed Baig Regional Director (I/C) IGNOU Regional Centre Mantoo House Raj Bagh Near Masjid Al-farooq Srinagar - 190 008 Jammu & Kashmir 0194-2311251 / 2311258 0194-2311258, 0194-2421506 0194-2311259 rcsrinagar@ignou.ac.in	State of Jammu & Kashmir (Srinagar Region - District: Anantnag, Bandipore, Baramulla, Budgam, Ganderbal, Kargil, Kulgam, Kupwara, Leh, Pulwama, Shopian, Srinagar)
59	40	Trivandrum	Dr. B. Sukumar Regional Director IGNOU Regional Centre Rajdhani Shopping Complex, Opp. PRS Hospital, Killippalem, Karamana (P.O.) Trivandrum - 695 002 (M) : 9447500581 rctrivandrum@ignou.ac.in	State of Kerala (District: Kollam, Pathanamthitta, Thiruvananthapuram), State of Tamil Nadu (District: Kanyakumari)

S. No.	RC Code	RC Name	Name & Address	Operational Area
60	48	Varanasi	Dr. Manorma Singh Regional Director IGNOU Regional Centre Gandhi Bhawan B.H.U. Campus Varanasi-221005 Uttar Pradesh 0542-2368022 / 2368622 0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	State of Uttar Pradesh (District: Ambedkar Nagar, Azamgarh, Ballia, Chandauli, Deoria, Ghazipur, Gorakhpur, Jaunpur, Kushinagar, Maharajganj, Mau, Mirzapur, Sant Kabir Nagar, Sant Ravidas Nagar, Sonebhadra, Varanasi)
61	83	Vatakara	Dr. S. J. Neethirajan IGNOU Regional Centre Madhavi Building, Nut Street (PO), Vatakara, Kerala-673 104 0496-2525281/09446303111 rdvatakara@gmail.com	State of Kerala (District: Calicut, Kannur, Kasaragod Wayanand)
62	33	Vijayawada	Dr. M. Krishnaiah Regional Director (I/C) IGNOU Regional Centre #9-76-18, 1st Floor, S.k.p.v.v. Hindu High School, Kothapet Vijaywada 520 001 Andhrapradesh 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	State of Andhra Pradesh (District: Krishna, Guntur, Prakasham, Nellore, Chittoor, Khammam, East Godavari, West Godavari, Visakhapatnam, Vizianagaram, Srikakulam)

13. SOME FORMS FOR YOUR USE

In this section we are enclosing the sample 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 as appendix:

- 1) Assignment remittance-cum-acknowledgement form; change/correction of address/study centre
- 2) Sample Form for Change of Medium of Study and Courses of Study
- 3) Sample Form for Credit Transfer
- 4) Sample Form for Non-receipt of Study Material & Assignments
- 5) Sample Form for Provisional Certificate
- 6) Sample Form for Requisition for Fresh Set of Assignments
- 7) Sample Form for Term-end Examination Form and Instructions
- 8) Sample Form for Re-evaluation of Answer Scripts
- 9) Sample Form for Duplicate Grade Card/Mark-sheet
- 10) Sample Form for Migration Certificate of Issue
- 11) Course Registration Form for M.Sc. (DFSM) IIInd Year
- 12) Sample Form for Issue of a Duplicate Copy of University Diploma/Degree/Certificate
- 13) Sample Form for Improvement in Division/Class
- 14) Sample Form for Early Declaration of Result of Term-end Examination
- 15) Sample Form for Obtaining Photocopy of the Answer Script
- 16) Sample Form for Issue of Official Transcript
- 17) Re-admission Form and Guidelines

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

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

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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**

Enrolment Number	<input type="text"/>	Programme Code	<input type="text"/>
	<input type="text"/>	Date Change effective from	<input type="text"/>

Name	<input type="text"/>				
New Address	<input type="text"/>				
Existing Study Centre Code					
<input type="text"/>					

Town	<input type="text"/>	Pin	<input type="text"/>
State	<input type="text"/>		
State Code	<input type="text"/>	(See Code List 2 of Guide to Applicant)	
Signature :	<input type="text"/>	Date :	<input type="text"/>
	<input type="text"/>	New Study Centre Code :	<input type="text"/>

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

Appendix - II

To
The Regional Director

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

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

Enrolment No.:

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

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

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

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

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature: _____
Name _____
Address: _____

Phone & Email _____

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

APPLICATION FOR CREDIT TRANSFER TO M.Sc. (DFSM)
(To be filled only for credit Transfer against MFNP-011)

- 1) Enrolment Number
- 2) Study Centre Code 3) Regional Centre Code
- 4) Name of the Student:
(in Capital Letters)
- 5) Father's/Husband's Name:
- 6) Complete Postal Address:
Distt. Pin
- 7) Programme from which credit Transfer is sought
- 8) Details of Course Opted for Credit Transfer:
(Please refer to the details of the Credit Transfer Scheme)

Sl. No.	Course Code	Course for which Credit Transfer is Sought	Fec Rs. 200/-
1.	MFNP-011	Internship	

9. Details of Fee being paid for Credit Transfer:
Demand Draft No. Dt..... Amount Rs.
Name of the Bank.....Place.....

UNDERTAKING

I a student of M.Sc. (DFSM) of IGNOU request for Credit Transfer of the Course as detailed above. I undertake not to revive the registration of these courses for credit transfer to any other programme. Option exercised herein is firm & final. Certified copies of Marksheets/Diploma are enclosed. Signed this on.....day..... of..... 201....

To
The Registrar (SRD)
IGNOU, Maidan Garhi
New Delhi-110068

Signature of Student

Name :

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

- 1) Read the instructions given in your Programme Guide carefully.
- 2) For M.Sc. (DFSM) Credit Transfer is allowed up to a maximum of 16 credits only.
- 3) Enclose the attested copies of the following alongwith the form:
 - Certificate and marks lists issued by the accredited Institute/University for PG Diploma in Dietetics and Public Health Nutrition.
 - Syllabus of accredited Institute/University.
 - Employment Certificate in Care of In-Service Dietitians.
- 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 'Indira 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-110068



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT REGISTRATION DIVISION
 Maidan Garhi, New Delhi - 110068

Application for Internal Credit Transfer (CT) in Master's Degree Programme MTM/M.A. (Edn.)/MSCDFS/M.Ed.MF/M.Sc. (Sc. (CFT)/MLIS for those who have sought admission 'afresh'

1. Enrolment No. (Old) (New) Prog. _____ RC Code: _____

2. Credit Transfer fee paid: DD No. _____ Date _____ Amount _____ Bank _____ (fee @ Rs.200/- per course)

3. Name & Address of Student _____

Phone/Mobile (with STD Code) _____ E-mail _____

4. Credit transfer sought for (only for courses successfully completed under old Enrolment Number).

Sl. No.	Course	Title of the course	Credit	Overall Marks obtained	(for Office use only)	
					CT granted	CT granted Remarks
1.	2.	3.	4.	5.	6.	7. 8.

For MSc.(DFS M) Candidates to submit the PG Diploma in Dietetics and Public Health Nutritions Certificates & Marksheet and Internship Certificate for three months.

The Regional Director

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

Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

Medium of Study

--

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

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

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

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

Signature :
Date :

For Official Use

Date of despatch of study material/assignments to students



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No. [Grid of 10 boxes]

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

Please read the instructions overleaf before filling up this form :



Appendix - VI

**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

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

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

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

Name and Address

Signature

.....

Date

.....

.....PIN

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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

EXAM FORM

Serial No.	
------------	--

Control No.

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INSTRUCTIONS 1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls. 2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.																																				
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5px;">0</td><td style="width: 12.5px;">1</td><td style="width: 12.5px;">2</td><td style="width: 12.5px;">3</td><td style="width: 12.5px;">4</td><td style="width: 12.5px;">5</td><td style="width: 12.5px;">6</td><td style="width: 12.5px;">7</td><td style="width: 12.5px;">8</td><td style="width: 12.5px;">9</td><td style="width: 12.5px;">A</td><td style="width: 12.5px;">B</td><td style="width: 12.5px;">C</td><td style="width: 12.5px;">D</td><td style="width: 12.5px;">E</td><td style="width: 12.5px;">F</td><td style="width: 12.5px;">G</td><td style="width: 12.5px;">H</td><td style="width: 12.5px;">I</td><td style="width: 12.5px;">J</td><td style="width: 12.5px;">K</td><td style="width: 12.5px;">L</td><td style="width: 12.5px;">M</td><td style="width: 12.5px;">N</td><td style="width: 12.5px;">O</td><td style="width: 12.5px;">P</td><td style="width: 12.5px;">Q</td><td style="width: 12.5px;">R</td><td style="width: 12.5px;">S</td><td style="width: 12.5px;">T</td><td style="width: 12.5px;">U</td><td style="width: 12.5px;">V</td><td style="width: 12.5px;">W</td><td style="width: 12.5px;">X</td><td style="width: 12.5px;">Y</td><td style="width: 12.5px;">Z</td> </tr> </table>	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	

Programme Code	Regional Centre Code	Study Centre Code
----------------	----------------------	-------------------

Enrolment No.	Exam Centre Code <small>(Where you wish to appear in Exam)</small>
---------------	---

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

--

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

City	District
State	Pin Code
MOBILE NO.	

COURSE OPTION:
Course codes for which appearing for the first time OR failed in the earlier TEEs Programmes FEE @ Rs. 60/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls).

S.No.	Course Code	S.No.	Course Code
1.	<table border="1" style="width: 100%; height: 20px;"></table>	9.	<table border="1" style="width: 100%; height: 20px;"></table>
2.	<table border="1" style="width: 100%; height: 20px;"></table>	10.	<table border="1" style="width: 100%; height: 20px;"></table>
3.	<table border="1" style="width: 100%; height: 20px;"></table>	11.	<table border="1" style="width: 100%; height: 20px;"></table>
4.	<table border="1" style="width: 100%; height: 20px;"></table>	12.	<table border="1" style="width: 100%; height: 20px;"></table>
5.	<table border="1" style="width: 100%; height: 20px;"></table>	13.	<table border="1" style="width: 100%; height: 20px;"></table>
6.	<table border="1" style="width: 100%; height: 20px;"></table>	14.	<table border="1" style="width: 100%; height: 20px;"></table>
7.	<table border="1" style="width: 100%; height: 20px;"></table>	15.	<table border="1" style="width: 100%; height: 20px;"></table>
8.	<table border="1" style="width: 100%; height: 20px;"></table>	16.	<table border="1" style="width: 100%; height: 20px;"></table>

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

Total No. of		Total Amount
Courses	x ₹ 60	<table border="1" style="width: 100%; height: 20px;"></table>
Practical Courses	x ₹ 60	<table border="1" style="width: 100%; height: 20px;"></table>
Late Fee		<table border="1" style="width: 100%; height: 20px;"></table>
TOTAL		<table border="1" style="width: 100%; height: 20px;"></table>

1. Draft No.	<table border="1" style="width: 100%; height: 20px;"></table>
Amount	<table border="1" style="width: 50%; height: 20px;"></table>
2. Draft No.	<table border="1" style="width: 100%; height: 20px;"></table>
Amount	<table border="1" style="width: 50%; height: 20px;"></table>
Date	<table border="1" style="width: 100%; height: 20px;"></table>
Issuing Branch	_____
Payable at (Regional Centre under which your exam centre falls)	

SIGNATURE OF THE STUDENT
(within the Box only) ✍

--

ISSUING BANK

--

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-	
21 April to 30 April	Rs. 500/-	21 Oct. to 31 Oct.	Rs. 500/-	
1 May to 15 May	Rs. 1000/-	1 Nov. to 15 Nov.	Rs. 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

- | | |
|--------------------------------------|--|
| Examination fee per course is | - ₹ 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 Hal Ticket;
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

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

Date _____ (Signature of the student)

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

Phone No. (O) _____

(with STD code)

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

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

Centre Code _____

Date _____

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

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

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	COURSE CODE	MARKS/GRADE OBTAINED
.....
.....
.....
.....

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 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 will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,

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

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre “Mangolik”, H/H-19/1, Bagvipara PO - Aswini Nagar, VIP Road, Bagwati, Kolkata-700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.



Control No.....

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/
MARKSHEET

Name

Programme

Enrolment No.

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

Address

.....

.....

.....

Pin

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

Bank Draft / IPO No. Dated

for Rs. 150/- in favour of IGNOU, New Delhi

.....
Signature

Dated

Note : Fee for duplicate grade card Rs.150/-. Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. 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

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

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

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

1. 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.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

(To be filled in by the Admissions Division)

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

INSTRUCTIONS

1. A fee of Rs. 300/- 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. 300/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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



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

Note: For Instructions, please see reverse.

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

Sir,

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

The prescribed fee of Rs. 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 solmnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully.

Signature of the Student

Postal Address _____

_____ Date:

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

**Signature of Regional Director
With Stamp**

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

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

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

I _____ Son/Daughter of Shri _____ resident of

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

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

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

Deponent

Signature _____

Address _____

Verification

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

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____



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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

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

Total marks/Overall point grade obtained Percentage obtained

.....

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

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

	COURSE CODE	COURSE CODE
--	-------------	-------------

1. _____ 4. _____

2. _____ 5. _____

3. _____

6. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 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

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.**
11. Application form must reach within the prescribed dates at the following address:-

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



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

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

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

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

4. Reason for early declaration of result:
.....
(enclose a copy of the documentary evidence specifying the reason for early declaration)

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

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

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

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

7. **Fee detail:**

(The fee for early declaration of result is Rs. 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:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre “Mangolik”, H/H-19/1, Bagvipara PO - Aswini Nagar, VIP Road, Bagwati, Kolkata-700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name

2. Programme: Enrolment No:

3. Address:

.....

..... Pin Code

4. Month and Year of Examination

5. Examination Centre Code:

6. Address of the Examination Centre:

.....

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

a) Term-end examination: June/December

b) Exam Centre Code:

c) Exam Centre Address:

.....

.....

d) Course(s):

8. **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:

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

UNDERTAKING

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

Date:

Signature

Place:

Name:

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 (as mentioned below in the last para) alongwith the prescribed fee upto 31st March and 30th September for December Term-End Examination and June Term-End Examination, respectively, or within 45 days from the declaration of results.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre “Mangolik”, H/H-19/1, Bagvipara PO - Aswini Nagar, VIP Road, Bagwati, Kolkata-700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :

2. Programme: Enrolment No:

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

3. Address:

.....

..... Pin

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

4. Purpose for which:
transcript is required

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

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

Demand Draft No.: Date:

Issuing Bank:

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

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

.....

.....

.....

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

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

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

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

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

**Re-Admission Form for All Programmes
(other than MP & MPB-Details as shown in Table-A)**

1. Name & Address of the Student

.....

2. Programme Code :

3. Enrolment No:

4. Regional Centre Code :

5. Study Centre Code :

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

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

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

Years semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration Fee as per (Rs.)

8. Total Fee (col. no. 6+7) Rs. enclosed vide Demand Draft No.

Date..... of(Name of Bank)

(DD should be drawn in favour of “IGNOU” payable at New Delhi

Dated:

Signature of the Student

<p>Mail this Re-admission Form along with DD to Registrar, SR Division, IGNOU, Maidan Garhi, New Delhi-110068 on or before the last date mentioned above.</p>
--

Note : Please retain a copy this form for any future refernece.

RULES & GUIDELINES FOR RE-ADMISSION

Re-admission is permissible in the following cases

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

MFN-001

**Term-End Examination Sample Paper
June, 2006-2011**

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2006

MFN-001: APPLIED PHYSIOLOGY

Time : 3 hours

Maximum Marks: 100

Note : Answer *five* question in all Question No. 1 is *compulsory* All questions carry equal marks.

1. (a) Explain the following in 2 - 3 sentences only 10
- (i) Haemopoiesis
 - (ii) Lysosome
 - (iii) Phagocytosis
 - (iv) Erythropoiesis
 - (v) Antigen
- (b) Match the items in Column A with the items in Column B 10
- | Column A | Column B |
|---|---|
| (i) Nephron | (a) hormones secreted by anterior pituitary |
| (ii) Neuron | (b) examples of gastrointestinal hormone |
| (iii) Motor cortex | (c) hormone secreted by adrenal cortex |
| (iv) Secretin, CCK | (d) functional unit of kidney |
| (v) Luteinizing hormone, prolactin | (e) muscular tube which carries spermatozoa |
| (vi) Oxytocin, antidiuretic hormone | (f) hormone secreted by the thymus gland |
| (vii) Insulin, glucagon | (g) hormone secreted by posterior pituitary |
| (viii) Aldosterone, cortisol, cortisone | (h) retinal nerve cell |
| (ix) Melatonin | (i) cerebral functional area |
| (x) Vas Deferens | (j) hormone secreted by pineal gland |
| (k) hormone secreted by the pancreas | |
| (l) basic unit of the nervous system | |
2. (a) "Physiology is an interlink between nutrition and healthy human body." Elaborate on the statement, highlighting the relationship between nutrition and physiology. 8
- (b) Differentiate between eukaryotic cells and prokaryotic cells, illustrating their structure and functions. 12
3. (a) Briefly describe the role of macrophages in the immune system. 10
- (b) What do you understand by the term cardiac cycle? Explain the phases and the significance of cardiac cycle. 10

4. (a) What are the functions performed by the following organs of the respiratory system: 6
- (i) Larynx
- (ii) Lungs
- (b) Briefly describe the process involved in the interchange of gases within the lungs. 8
- (c) What is artificial respiration? Describe in brief the techniques of artificial respiration. 6
5. (a) Describe the structure and functions of the following organs: 6+6
- (i) Liver
- (ii) Pancreas
- (b) "The small intestine secretes intestinal juices". Elaborate the functions of these intestinal juices. 8
6. (a) What is the functional unit of the kidney? Illustrate the functional unit, describing the parts and their functions. 10
- (b) Briefly describe the two processes involved in the transportation of substances across the cell membrane. 10
7. (a) Describe the nerve cell morphology and explain how neurons communicate with each other. 10
- (b) Name the two organs which form the central nervous system. 2
- (c) Describe the structure and functions of cerebrum with the help of suitable diagram. 8
8. Write short notes on any *four* of the following: 5+5+5+5
- (i) Female reproductive organs and their functions
- (ii) Structure and functions of the internal ear
- (iii) Organs involved with taste perception
- (iv) Innate Immunity
- (v) Tissue and their functions

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2006

MFN-002: NUTRITIONAL BIOCHEMISTRY

Time : 3 hours

Maximum Marks: 100

Note : Answer *four* questions in all Question no. 1 is *compulsory*.

1. (a) Fill in the blanks: 5
 - (i) Carbohydrates are basically polyhydroxy _____ or ketones or their derivatives.
 - (ii) Simple lipids are esters of _____ with various alcohols
 - (iii) Molecules which have the characteristics of an acid and a base and are capable of reacting chemically either as an acid or a base are called _____ molecules
 - (iv) Vitamin _____ functions as a coenzyme for the transfer of NH_2 group from amino acids.
 - (v) The biochemical role of ascorbic acid is related to it being a good _____ agent.
- (b) Explain the following in 2 - 3 sentences only: 10
 - (vi) Holoenzyme
 - (vii) Nucleotide
 - (viii) Inulin
 - (ix) Chylomicron
 - (x) Gluconeogenesis
2. (a) What is meant by the term isomerism? Explain the term in the context of the structural isomers of carbohydrates. 2+8
- (b) Give the general structural formula of an amino acid. Classify the amino acids according to the nature of the side chain, giving examples. 2+3
3. Justify the following statements giving examples: 5+5+5+5
 - (i) Isoenzymes are often estimated to specify a disease organ/tissue.
 - (ii) Insulin influences the intracellular utilization of glucose.
 - (iii) Low protein diet is recommended in arginemia.
 - (iv) Calcitriol affects calcium homeostasis.
4. (a) Enumerate the various steps of cholesterol synthesis and discuss how it is regulated in the body.
- (b) What is lipogenesis? List the reactions involved in this process. 8
5. (a) What is the significance of citric acid cycle? Enumerate the reactions of this cycle. 15
- (b) Enumerate the components of electron transport chain. 5
6. (a) What is the major end product of protein metabolism? Elaborate on the steps involved in the urea cycle. 12

(b) Differentiate between ketogenic and glucogenic amino acids giving examples.

8

7. Write short notes on any *four* of the following:

5+5+5+5

(i) Mechanism of enzyme action

(ii) Inborn disorders of lipid metabolism

(iii) Role of pancreas in digestion

(iv) Biological role of vitamin A

(v) Classification of hormones according to their mechanism of action

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2006

MFN-003: FOOD MICROBIOLOGY AND SAFETY

Time : 3 hours

Maximum Marks: 100

Note : Answer *four* questions in all Question no. 1 is *compulsory*.

1. (a) Explain the following in 2 -3 sentences only: 10
- (i) Probiotics
- (ii) Water Activity
- (iii) Favism
- (iv) Sequestrants
- (v) Bar Code
- (b) Match the items in Column A with the items in Column B 5
- | <i>Column A</i> | <i>Column B</i> |
|--------------------------------------|--|
| (i) ISO 14000 | (a) Carbonates of calcium and magnesium |
| (ii) Controlled atmosphere packaging | (b) Disinfectant with bactericidal capacity |
| (iii) Iodophorp | (c) Cyanogenic glycosides |
| (iv) Buffering agent | (d) International reference for quality requirement to meet the environmental challenges |
| (v) Toxicant in plant foods | (e) Acetic acid used in beverages and cold drinks |
| | (f) Phytates, tannins, oxalates |
| | (g) Maintain the desired atmosphere throughout the shelf-life of the product. |
2. (a) Briefly discuss the role of microbiology in biotechnology and fermented foods, giving and two examples for each. 5+5
- (b) Elaborate on the factors affecting food safety. 10
3. (a) Graphically, present the four phases of bacterial growth and discuss any three factors which affect the growth of bacteria. 3+7
- (b) Briefly, explain the physical methods used for the control of micro-organisms. 10
4. (a) List the three categories of food borne diseases. Describe any one of the above categories 3+7
- (b) “A variety of naturally occurring toxicants present in animal foods have been linked to human ill-health and death.” Elaborate on the statement, giving appropriate justifications. 10
5. (a) Differentiate between food contamination and food adulteration, giving examples. 5

- (b) With the help of examples, briefly explain the functional role of additives in foods. 7
- (c) Discuss the voluntary schemes of certification aimed at providing quality and safety in our country. 8
6. (a) “Packaging is crucial for food safety.” Justify the statement, highlighting the significance and functions of packaging.
- (b) What is HACCP? Discuss the need, relevance and the principles of HACCP in a food service establishment. 10
7. Write short notes on any *four* of the following: 5+5+5+5
- (i) Recent concerns of food safety
 - (ii) Measures to be adopted by the street food vendors to ensure food safety
 - (iii) Spoilage of meat
 - (iv) Use of disinfecting agents in food industry
 - (v) Environmental issues linked to food packaging

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2006

MFN-004 : ADVANCE NUTRITION

Time : 3 hours

Maximum Marks: 100

Note: Attempt *Five* questions in all. Question No.1 is *compulsory*. All questions carry *equal marks*.

- 1) a) Explain the following in 2 - 3 sentences only : 10
- i) Probiotics
 - ii) Safe requirements
 - iii) 2 compartment model
 - iv) Altitude sickness
 - v) Gene expression
- b) Give the national and the FAD/WHO recommendations for: 10
- i) Vitamin A requirement (retinol equivalent) for a 4 - 6 year old child
 - ii) Thiamin requirement for adult sedentary man
 - iii) Vitamin C intake of adult women
 - iv) Iron intake of 16 - 18 year old adolescent girl (for 5% iron bioavailability)
 - v) Calcium intake of pregnant woman
- 2) a) Briefly discuss the energy requirement for adult man and woman as given by ICMR and FAO/WHO/UNU. 10
- b) Describe the properties and effects of dietary fibre in human nutrition. 5+5
- 3) Explain the following statements; giving examples: 5+5+5+5
- i) Age, sex, body weight affect nutrient requirements.
 - ii) The dietary reference intakes (DRI) are a set of four nutrient-based reference values.
 - iii) Absorption of glucose into the mucosal cells is by active transport.
 - iv) Nutrient balance studies for determining nutrient requirements.
- 4) a) Present a Critical analysis on the protein quality of Indian diets. Also enumerate the measures you may adopt to improve the quality of protein in your diet. 5+5
- b) Explain the following and their role in human nutrition: 10
- i) Saturated. and unsaturated fatty acids
 - ii) Short chain, medium chain and long chain fatty acids
 - iii) Essential fatty acids
 - iv) Trans fatty acids

- 5) Explain the following, giving appropriate examples: 5+5+5+5
- i) Retinol and carotenoids have different vitamin A activity
 - ii) Factors affecting calcium absorption
 - iii) Role of folate in DNA biosynthesis and methylation cycle
 - iv) Absorption of zinc depends on the composition of the diet
- 6) a) What is the aim of menu planning? 5
- b) Briefly describe the effects of maternal undernutrition on lactation performance and quality of milk. 8
- c) Highlight the major difference between the national and international energy recommendations for infants and preschoolers. 7
- 7) a) What indicators would you use to assess the iron status of population groups? Comment. 7
- b) “Iodine and selenium content of foods is highly variable.” Comment on the statement, highlighting the factors which influence the content of these nutrients in the diet. 7
- c) What are polyphenols ? Briefly discuss their health benefits. 7
- 8) Write short notes on any *four* of the following: 5+5+5+5
- i) Guidelines for the management of population groups during emergency/natural disaster.
 - ii) Types of food in the space food system.
 - iii) Common nutritional problems of older children and adolescents.
 - iii) Nutrient requirements of the elderly.
 - iv) Health benefits of other dietary factors with anti-nutritional effects.

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2006

MFN-005 : CLINICAL AND THERAPEUTIC NUTRITION

Time : 3 hours

Maximum Marks: 100

Note : Answer *five* question in all Question No. 1 is *compulsory* All questions carry equal marks.

- 1) a) Fill in the blanks : 10
- i) is a disease of inherited metabolic disorder of three branched chain amino acids, leucine; isoleucine and valine.
 - ii) Abre intake recommendations for adult women is per day.
 - iii) Celiac disease patients should be given free diet.
 - iv) Energy requirement for a preterm infant is kca/kg/day.
 - v) quality protein is reeommended for renal patients.
 - vi) The amino acids are desirable for liver diseases
 - vii) WHO recommends..... mg/day intake of cholesterol for prevention of heart diseases.
 - viii) An underweight individual undertaking moderate activity would require kcal/kg IBW/day.
 - ix) Day time restriction of dietary has been shown to improve the efficacy of the drug given to Parkinson's disease patients.
 - x) Inflammatory bowel disease (IBD) is a general term used to refer to chronic inflammatory condition of the
- b) Define the following in 2/3 sentences each: 10
- i) Diverticulosis
 - ii) Cholelithiasis
 - iii) Cancer Cachexia
 - iv) Tyrosinemia
 - v) Syndrome X .
- 2) a) Explain the concept of medical nutrition therapy, highlighting the role of dietitian in health care and counselling. 10
- b) Enlist the common acute and chronic fevers/infections. Briefly describe the dietary management of any one chronic infection/fever mentioned above. 10
- 3) a) What feeding. methods would you adopt for providing nutritiomif support to ill patients? Explain briefly. 10

- b) List the various phases of a stress response. Briefly describe the dietary management (pre-operative and post-operative) of a patient undergoing surgery. 10
- 4) a) As a dietitian, how would you diagnose an adverse food reaction? Elaborate on the preventive measures you would advocate to a patient and his family regarding the adverse food reaction. 10
- b) “Treatment of obesity today has shifted from mere, ‘weight loss’ to ‘weight management’”. Justify the statement, highlighting the three-pronged approach to obesity management. 10
- 5) a) What is dyslipidemia ? Briefly describe the dietary management of dyslipidemia. 10
- b) Briefly describe the importance of exchange table and glycemic index in a diabetic diet. 10
- 6) Elaborate on the medical nutrition therapy for: 5+5+5+5
- a) Peptic ulcer
- b) Galactosemia
- c) Gastritis
- d) Ulcerative colitis
- 7) a) Enlist the common liver diseases. Describe the recommendations and dietary management for viral hepatitis. 10
- b) Present the rationale for the dietary modifications/recommendations for an acute renal failure patient. 10
- 8) Write short notes on any *four* of the following : 5+5+5+5
- i) Role of anti-oxidants in cancer prevention
- ii) Nutrient and drug interaction
- iii) Common eating disorders
- iv) PKU
- iv) Feeding and nutritional care of patients suffering from Alzheimer’s disease

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2006

MFN-006: PUBLIC NUTRITION

Time : 3 hours

Maximum Marks: 100

Note : Answer *five* question in all Question No. 1 is *compulsory* All questions carry equal marks.

1. (a) Explain the relationship between the following sets of terms in 2 - 3 sentences only. 10
- | | | | |
|---------------------------|---|--------------------------|--|
| (i) ICDS | — | Anganwadi | |
| (ii) Programme Management | — | Programme Administration | |
| (iii) Food Security | — | Food Availability | |
| (iv) Food Behaviour | — | Socio-cultural factors | |
| (v) Marasmus | — | Wasting | |
- (b) Fill in the blanks:
- (i) _____ literally means to supervise, or “to keep an eye on” or to scrutinize.
 - (ii) Swelling in the feet and accumulation of water in the tissues, hands, legs and face refers to the condition called _____ .
 - (iii) One of the well recognized features of iodine deficiency is _____ .
 - (iv) _____ is the disease caused due to the excessive consumption of a pulse which contains a toxic amino acid.
 - (v) The scientific study of the human population is termed as _____ .
- (c) State True or False. Correct the false statements. 5
- (i) Pellagra is a disease that occurs when a person does not get enough thiamine in the diet.
 - (ii) Cost benefit analysis is a tool to establish the priority of a particular health service action.
 - (iii) Sex ratio is defined as the number of males per 1000 females.
 - (iv) The ratio of weight (in kg)/height (m²) is referred to as overweight.
 - (v) Under the Pradhanmantri Gramodaya Yojana, the feeding is supplemental to meet the calorie/protein gap of 500 kcal, 25 g proteins for pregnant and nursing mothers.
2. (a) “Public nutrition is a multi-disciplinary concept.” Elaborate on the statement giving appropriate justifications. 10
- (b) Define the concept of health care. Define the health system functioning at different levels in our country. 10
3. (a) Differentiate between the clinical and sub-clinical forms of PEM. 8
- (b) What is ariboflavinosis? How can we prevent it? 4
- (c) Briefly describe the measures you would recommend for the prevention of iron deficiency anaemia in a community. 8

4. (a) What is malnutrition? With the help of a flow chart enumerate the economic consequences of malnutrition. 10
- (b) What is nutrition surveillance? Present a brief review on the major national agencies involved with collection and compilation of data related to public health significance. 10
5. (a) What is nutritional anthropometry? Briefly enumerate the determinants of nutritional status using anthropometric measurements.
- (b) What do you understand by biochemical assessment? What is its significance? Describe the biochemical tests for any one public nutrition problem that we can use to assess the nutritional status of an individual. 10
6. (a) Enumerate the aims and the instruments of the national nutrition policy of India. 8
- (b) List the different nutrition programmes implemented in our country to combat malnutrition. 4
- (c) Discuss the need, relevance and the components of the national programme of nutrition support to primary education. 8
7. (a) Briefly describe the various steps you would adopt in planning, implementing and evaluating a public nutrition programme. 10
- (b) “Use of different communication channels is effective for behaviour change”. Justify the statement, giving appropriate examples. 10
8. (a) Write short notes on any four of the following: 5+5+5+5
- (i) Social marketing: a key to successful public health programme
- (ii) Types of evaluation of nutrition education programmes
- (iii) Immunization as a strategy to combat public health problems.
- (iv) Supplementation — the medicinal approach to combat public health problems.
- (v) Food based approaches — benefits and applications.

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2006

MFN-007 : .ENTREPRENEURSHIP AND FOOD SERVICE MANAGEMENT

Time : 3 hours

Maximum Marks: 100

Note : Answer *five* question in all Question No. 1 is *compulsory* All questions carry equal marks.

- | | | | |
|----|-------|--|----|
| 1) | a) | Differentiate between the following <i>sets</i> of terms.: | 10 |
| | i) | Centralized and Decentralized Food Service | |
| | ii) | Adulteration and Misbranding | |
| | iii) | Direct and Indirect Transmission of disease | |
| | iv) | Sanitizing Agent and Cleaning Agent | |
| | v) | Autocratic and Participative Approach to Staff Management | |
| | b) | Give one example for each of the following: | 10 |
| | i) | Principles of management | |
| | ii) | Approaches to food service management | |
| | iii) | Types of plan | |
| | iv) | Parts of a planning guide | |
| | v) | Characteristics of successful entrepreneur | |
| | vi) | Types of menu | |
| | vii) | Moist cooking methods | |
| | viii) | Types of service in a restaurant | |
| | ix) | Productivity measures | |
| | x) | Methods to wash, rinse and sanitize food contact services | |
| 2) | a) | Describe the food service systems model highlighting its components and significance. | 8 |
| | b) | What is planning? Enumerate the phases of planning a layout. | 12 |
| 3) | a) | Discuss the process of management and how it affects the planning of a food service unit. | 10 |
| | b) | Briefly describe the various factors which have influenced the development of food service establishments. | 10 |
| 4) | a) | “Menu is one essential, critical focal point of aU. activities in a food service establishment.” Justify the statement, giving appropriate examples. | 10 |
| | b) | Briefly elaborate on the methods of purchase you will adopt for purchasing raw food materials for a hospital dietetic kitchen. | 10 |

- 5) a) With the help of a flow chart illustrate the typical activities of a food service establishment. Enumerate the record needed in each of these operations, illustrating with an example. 4+8
- b) What is meant by production control in a food service operation? Briefly discuss the important tool of production control, highlighting its importance. 8
- 6) a) What is a food processing continuum? Classify the food service systems based on the food processing' continuum. 10
- b) Enumerate the skills and responsibilities required by a dietitian and/or a food service manager for making the organization successful. 10
- 7) a) What processes would you adopt for selection and recruitment of a manager in your catering establishment? 10
- b) What are the components of a job design? Discuss. 10
- 8) Write short notes on any *four* of the following: 5+5+5+5
- i) Application of the growth phases of bacteria to the food industry
- ii) Temperature guide for food safety
- iii) Types of equipment used in food establishments
- iv) Laws enacted for the benefit of employees and employers in a food service unit
- v) Staff scheduling

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2006

MFN-008: PRINCIPLES OF FOOD SERVICE

Time : 3 hours

Maximum Marks: 100

Note : Answer *four* questions in all Question no. 1 is *compulsory*.

- | | | |
|----|---|----|
| 1. | (a) Give one example for each of the following: | 10 |
| | (i) Monosaccharide | |
| | (ii) Components of starches | |
| | (iii) Saturated fatty acids | |
| | (iv) Dryer types for liquid and solid food | |
| | (v) Vocabulary used to describe flavour of food | |
| | (b) Define the following | 10 |
| | (i) Reducing sugar | |
| | (ii) Isoelectric point | |
| | (iii) Tyndall Effect | |
| | (iv) Winnowing | |
| | (v) Concentration | |
| 2. | (a) What do you understand by food science and food technology? | 5 |
| | (i) What are sugars? Briefly describe the role played by sugars in the appearance of food. | 14 |
| 3. | (a) "Lipid oxidation is the major cause of food spoilage." Justify the statement, graphically presenting the lipid autoxidation process. | 10 |
| | (b) Differentiate between protein concentrates, isolates and hydrolysates, highlighting their application in the food industry. | 10 |
| 4. | (a) "Analysis of enzymes in foods provides useful information regarding the condition of food". Comment on the statement, giving justifications in favour of the statement. | |
| | (b) How does a solution differ from a colloidal system? Present the classification of colloidal system, with suitable examples. | 10 |
| 5. | (a) Present a brief review on the quality attributes of foods and their significance. | 10 |
| | (b) Discuss briefly, the various alterations occurring in fruits and vegetables, during processing. | 10 |
| 6. | (a) Indicate the significance of the 12 D process used in the canning food industry. | 8 |
| | (b) What are fermented foods? Discuss the indigenous fermented foods and the micro-organisms involved in the preparation of these foods. | 12 |

7. Write short notes on any *four* of the following:

5+5+5+5

- (i) Sensory evaluation of food products
- (ii) Primary processing techniques
- (iii) Functional foods and their significance
- (iv) Seed gums and their food applications
- (v) Food spoilage and its causes

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2006

MFN-009 : RESEARCH METHODS AND BIostatISTICS

Time : 3 hours

Maximum Marks: 100

Note : Answer *five* question in all Question No. 1 is *compulsory* All questions carry equal marks.

- 1) a) Differentiate between the following sets of terms : 10
- i) Alpha error and Beta error
 - ii) Ordinal and Nominal scale
 - iii) Systematic and Random error
 - iv) Discrete and Continuous variable
 - v) Single and Double blind study
- b) Give one example for each of the following: 10
- i) Components of epidemiology Stages of research process
 - iii) Forms of hypothesis
 - iv) Experimental designs
 - v) Non-probability sampling
 - vi) Characteristics of a good research tool
 - vii) Research tools in Biostatistics
 - viii) Representation of frequency distribution
 - ix) Measure of uncertainty
 - x) Limits/levels of confidence interval
- 2) Iron deficiency anaemia is a major public health problem in our country. The Government is interested in designing a study to demonstrate/study the role/efficacy of supplementation and nutrition/health education as strategies to combat this problem.
- Plan a research study to be conducted by you in your region, covering the following aspects: 20
- i) Statement of problem
 - ii) Formulation of Hypothesis and Objectives
 - iii) Research Design (to include sample design, operational, observational and statistical design)
 - iv) Sample size determination
 - v) Interpretation of data
- 3) a) Describe the various types of descriptive studies which can be conducted at the population and individual level. 10

- b) Differentiate between observational and experimental study designs, highlighting their advantages and Unutations. 10
- 4) a) What do you understand by the. terms “Level of significance” and “Power” ?
Comment on their significance in research. 6
- b) Explain the concept of normal probability distribution. 6
- c) Given herewith is the data related to the weight of tWo groups of subjects :

S. No.	Weight (kg)	
	Children	Adolescents
1	7.5	35.5
2	6.5	55.0
3	5.5	45.0
4	8.0	42.0
5	6.0	56.5

Find out which group shows greater Vi\riance. 8

- 5) a) Consider the following situations:
- A researcher randomly selected 2 states. Within the states she selected 3–4 districts and then from these districts, a sample of anganwadis were selected for the study.
 - To study the incidence of anaemia by nutritional status, a researcher first categorized the subjects according to nutritional status (i.e. normal, mild, moderate, severely malnourished) and then drew independent random sample of 20 subjects from each nutritional status category.
 - To study the prevalence of obesity among children in secondary schools in an urban area, a researcher just made a list of the schools, based on proximity to his/her home. Then out of the 1000 children, he/she decided to study 150 subjects, by selecting every kth. child.
- A) Indicate the method of sampling adopted by the researcher in each of the situations above. 3
- B) Highlight the advantages/limitations of each method. 8
- b) Differentiate between the following tools, giving examples: 9
- Structured and Unstructured interview
 - Closed and Open-ended questionnaire
 - Participant and Non-participant observation
- 6) a) In a study of Systolic Blood Pressure (SBP) in children of hypertensive and nonnal fathers, the following data was obtained:

Systolic Bood Pressure 0/ children with

Hypertensive

Norm otensive

Father

Father

(n = 5)

(n – 10)

107

104

121	115
100	110
95	94
110	100
	102
	95
	98
	114
	97

Test whether the . mean SBP in children of hypertensive fathers is significantly higher than those in normotensive fathers at $p = 0.05$. 10

- b) What are the different ways in which you can represent your nominal and ordinal data? Explain, giving examples. 10
- 7) a) In a study to estimate the risk of smoking to coronary heart disease, a group of researchers found 863 smokers within 2000 coronary heart disease patients and 1563 smokers among 5000 healthy people.
- i) What kind of epidemiological study is this? Explain its characteristics. 2+4
- ii) Construct a 2 x 2 table and calculate the odds ratio. 4
- b) A researcher is interested to find out if there is a gender difference in nutritional status (weight for age) among pre-school children. For this, she selected a random sample of 200 (120 boys and 80 girls) pre-school children. Data related to weight for age suggested that 28 girls have normal weight for age, and 52 were underweight. Among boys 68 were normal and 52 underweight. Help the researcher by analysing the data at $\alpha = 0.05$ level of significance. 10
- 8) Write short notes on any **four** of the following: 5+5+5+5
- i) Measures of relationship
- ii) Measures of relative positions
- iii) Degree of Freedom
- iv) Indicators of morbidity
- v) Issues in the design and conduct of clinical trials.

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2006

MFN-001: APPLIED PHYSIOLOGY

Time : 3 hours

Maximum Marks: 100

Note : Question No. 1 is *compulsory* and carries 15 marks. Attempt any *three* questions from the remaining.

1. (a) Define the following terms (in two to three sentences each) 5×2=10
 - (i) Application Software
 - (ii) Windows Applications — Paint and Character Map
 - (iii) Format Painter of MS-Word
 - (iv) Clip Art of MS-Powerpoint
 - (v) Autofill feature of MS-Excell
- (b) State whether True or False, and correct the false statements 5×1=5
 - (i) Outlook Express is a software package used to create spreadsheets.
 - (ii) The shortcut to save a document in MS-Word is CTRL + S.
 - (iii) AutoCorrect corrects the grammatical mistakes in a WORD document.
 - (iv) Ergonomics refers to the study of work and its environment in order to improve efficiency.
 - (v) Scan disk is a system tool which will delete all the unused and unwanted files on the hard disk.
2. (a) Mention at least five differences between the text interface (command driven) and Graphical User Interface (GUI). Give two examples for each of them. 10
- (b) List and explain the functionality of any five tools that are available on the WORD toolbar. 10
3. (a) Write a step-by-step procedure to create and insert data in a table of 3 rows and 5 columns in MS-Word. Explain with the help of an example. 10
- (b) How can you do the following activities using MS-Powerpoint? 5×2=10
 - (i) Include some clip-art on a slide
 - (ii) Set slide transition timings
 - (iii) Add video in the presentation
 - (iv) Print the handouts of the presentation (iv) Insert a new slide in a presentation
4. (a) How can you provide security/protection at Workbook level and at Worksheet level in MS-EXCEL? Explain the steps involved for each. 10
- (b) Describe briefly the usage of the following system tools: 4×21/2=10
 - (i) Disk defragmenter
 - (ii) Disk cleanup
 - (iii) System restore
 - (iv) Scan disk
5. (a) “Using computers for extended period of time can cause visual discomfort, headache and vision challenges.” Justify the statement by giving the symptoms and the common causes leading to these symptoms. 10
- (b) Explain the role of CHARTS in MS-EXCEL. Mention the process of creating a column chart with the help of an example. 10
6. Write short notes on any *four* of the following: 4×5=20
 - (i) Backup tool of WINDOWS
 - (ii) Types of views in MS-WORD
 - (iii) Adding various shapes in a presentation using MS-POWERPOINT
 - (iv) EXCEL functions
 - (v) Preventing virus problems

Kind Attention: All Past and Present Students of IGNOU!

Now you rank our Performance...

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

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

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)

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Ms. Neena Jain EMPC	neenajain@ignou.ac.in

Regional Services Division Committee against Sexual Harassment (RSDCASH)

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