

**(CLIS)**

# **PROGRAMME GUIDE**

**For**

**Certificate Programme in  
Library and Information Science  
(CLIS)**



**Faculty of Library and Information Science  
School of Social Sciences  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068**

### ***Important Information***

*“The University sends study materials to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.”*

*“In case you want to have access to IGNOU course materials in electronic form you may visit the website [www.egyankosh.ac.in](http://www.egyankosh.ac.in) .”*

*“Assignments are uploaded online on the University website. Students are advised to download it from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in).”*

*“The students are specifically instructed to submit the Examination Forms through online mode ONLY. 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.”*

### ***Regional Centres and Study Centres***

*“A Complete list of Regional Centres of the University, their jurisdiction and Study Centres/Learner Support Centres for CLIS is given on our website. Please visit the website to check them ([www.ignou.ac.in](http://www.ignou.ac.in)).”*

### **Programme Coordinators**

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Faculty of Library & Information Science, IGNOU, New Delhi

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Regional Director, Regional Centre, Aizwal, Mizoram

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### **Print Production**

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Mr. Manjit Singh  
Section Officer (Pub.), SOSS, IGNOU, New Delhi

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*Further information on the Indira Gandhi National Open University courses may be*

*obtained from the University's Office at Maidan Garhi, New Delhi-110 068 or visit our website: <http://www.ignou.ac.in>*

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## 1. ABOUT THE UNIVERSITY

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The Indira Gandhi National Open University (IGNOU) is a University with a difference in that it aims at providing educational opportunities to all those who desire higher education without being handicapped by the limitations of place and time. With a view to develop a versatile education system with the emphasis upon innovation, cost effectiveness, flexibility, universality and societal involvement, IGNOU was established in September, 1985 by an Act of Parliament.

**The significant features of Indira Gandhi National Open University are:**

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

**The University functions with the objectives of:**

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

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## 2. CERTIFICATE PROGRAMME IN LIBRARY AND INFORMATION SCIENCE (CLIS)

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The Certificate Programme in Library and Information Science (CLIS) is being launched with an objective to cater to the staffing needs of rural libraries as well as for imparting basic skills and training in library management. Since most rural libraries are being managed by untrained persons, it will provide them an opportunity to take up basic training in library and information science profession.

Trained human resources are required to occupy various lower positions in libraries, documentation centres and information centres/institutions in the country. For instance, professionally trained human resource at different levels is necessary to manage libraries in schools, colleges, universities, government departments, commercial and industrial establishments, scientific research institutions, R&D establishments, public libraries, etc., set up by central, state governments, local and corporate bodies.

To meet the above requirement, IGNOU initiated the CLIS Programme in distance education mode. In this mode, education is imparted through different media, such as printed lessons, audio/ video programmes, counselling, telecounselling, interactive radio counselling sessions and face- -to-face interactions with the counsellors in the study centres. This approach provides certain degree of

flexibility and obviously helps in self-learning process. Modern communication technologies are utilised for imparting educational inputs to students in a relaxed and convenient manner, while counselling at study centres is intended to provide the students the opportunity of periodic face-to-face interaction with the tutors.

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### **3. OBJECTIVES AND SCOPE**

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The CLIS Programme is meant to impart skills and training necessary for the effective organisation and management of libraries and information units in the country in the present day context and providing varieties of library and information services with the help of IT wherever possible. The main objectives of the Programme are to:

- Sensitise library and information science professionals at grassroot level.
- Impart basic skills and training in library management and information handling.
- Give an opportunity of professional skill development to those who are already working in libraries and not having any professional qualifications.

The duration for the entire Programme is six months. At the end of six months, a student can take annual examination in all the four courses in one sitting and complete the Programme or s/he can take examinations in some courses at the end of the session, and appear for the rest of the courses at subsequent examinations. The maximum time provided for the completion of four courses in different sittings is two years from the date of registration. The medium of instruction is English at present. However, students can write their assignments and TEE in Hindi language as well.

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### **4. TARGET PARTICIPANTS AND ADMISSION CRITERIA**

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The Programme is open to candidates who have completed their 10+2 or BPP (Bachelor's Preparatory Programme) of IGNOU.

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### **5. COMPONENTS OF THE CLIS PROGRAMME**

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The CLIS Programme comprises four courses . The courses are as under:

- BLI-011: Libraries: An Introduction**
- BLII-012: Document Processing and Organisation**
- BLII-013: Information Sources and Services**
- BLII-014: ICT in Libraries**

Detailed contents of these courses are given in Annexure-I.

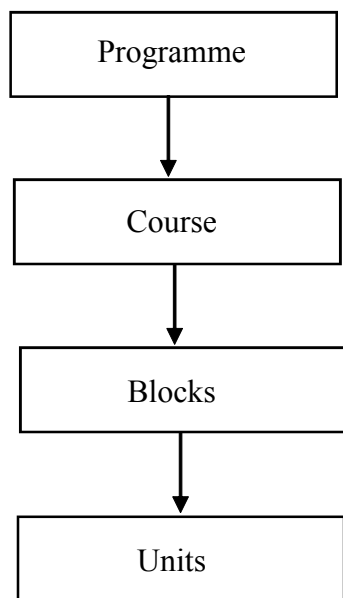


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## 6. STRUCTURE OF THE COURSES

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The CLIS Programme is structured in the following way:



The entire programme comprises four courses divided into 10 blocks and each block has certain number of units ranging from 2 to 4. The entire course material works out to 27 units in print, and constitutes 10 booklets. In other words, one unit constitutes the lowest self-contained measure of the course material. The details regarding the Unit format are as follows:

- Unit number : the topic covered in the unit
- Learning Outcomes
- Introduction
- The theme divided into sections and sub-sections
- Sections containing Self-Check Exercises to measure, on your own, your progress
- Summary of the unit
- Answers to Self Check Exercises
- Keywords
- References and Further Reading

The different units are developed thematically in a logical sequence and graded in such a way as to enable the student to grasp and retain in memory the topics discussed in the units. The main sections are printed in bold capital letters while the sub-sections are shown by lower case bold type faces.

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## **7. STUDY METHODOLOGY**

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You must have a definite study plan in order to take maximum advantage of the facilities provided to you by the university. We suggest that you read the units very carefully and make note of important points in a separate note book. It is convenient for you to note down important points in the margins for easy reference. These points will help you in answering the Self Check Exercises.

Before you attempt to answer Self Check Exercises you should ascertain whether you understood the relevant text, and try to locate pertinent portions of the text which form the answer to the individual questions. After this step, write down your answers to the Self Check Exercises in the blank space provided for the purpose or in your note book according to necessity.

The Self Check Exercises are incorporated with a view to help you develop understanding of the skills and assess your own progress in the learning process. Do not send the answers of Self Check Exercises to us for evaluation. Check your answers yourself with the answers given at the end of the Unit and evaluate your performance. It will be fruitful if you keep the DDC (classification scheme) and AACR-2R (catalogue code) handy while studying BLII-012.

A ten days continuous training workshop is a compulsory component for all the students of this Programme. All the practical sessions will be conducted during these ten days as well as the students has to visit the library of her/his choice and present a report of the visit.

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## **8. STUDY CENTRES**

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Each student admitted to CLIS Programme will be attached to a Study Centre. The Study Centres of CLIS are located in different parts of India. Visit IGNOU's Website <http://www.ignou.ac.in> for information on Study Centres and Regional Centres. Students may opt themselves for enrolment in the nearest convenient Study Centre suitable to them. Every Study Centre is managed by a Coordinator. The students are advised to be in regular contact with their respective Study Centres and interact with the Coordinator as frequently as possible. The facilities provided at the Study Centres normally include the following:

- Counselling sessions in different courses relating to CLIS Programme.
- Facilities for practical work in the concerned courses.
- Library facility with basic reading materials related to various aspects of the discipline.
- Audio-Video programmes useful for CLIS Programme.
- Teleconferencing and Interactive Radio Counselling sessions.
- In addition to video programmes, regular programmes are telecasted through DD I and separate educational TV Channel Gyan Darshan.
- All video programmes are available at [www.youtube.com/user/egyankoshIGNOU](http://www.youtube.com/user/egyankoshIGNOU)

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## **9. HOW TO MAKE BEST USE OF STUDY CENTRES**

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Education is not imparted through regular class room lectures in an open university system. Distance education mode is generally followed in the open university system. This mode of learning is different from the conventional system you are used to. There will be no regular lectures relating to any subject. On the other and, there will be counselling for different courses included in the curriculum. Your counsellor is available to you at the Study Centre which organises counselling sessions on different topics. The Counsellor will 'guide' you through the material, as 'interpreter' and as 'facilitator' to enable you to understand different problem areas. To get the best out of the 'Counsellor',

you must carefully read your course material in advance, identify your problems and seek clarifications regarding them from the counsellor. Therefore, it is essential for you to attend the counselling and practical sessions and be an active participant. If you attend counselling session well prepared with your own questions, the discussion will be purposeful and you will become faithfully involved in the learning process. You may seek clarifications from faculty members also at IGNOU Headquarters through e-mail. The addresses of individual faculty members are provided in the 2nd cover of this booklet. The replies also will be sent by e-mail.

The audio-visual component to the course material is designed to imbibe into you a skill development process; it may take some time for you to get at it. All the more, you must be mentally active when you watch or listen to these programmes and make a mental note of the key aspects focussed in them. Problems which come to your mind, while watching these programmes, may be discussed with your counsellor for further clarification. You may use the library facilities available at the Study Centres. Library contains reference books like Dewey Decimal Classification (19<sup>th</sup> Edition), Anglo American Cataloguing Rules (AACR-2R) and Sears List of Subject Headings required for BLII-012. 10 counselling sessions are provided for each of the courses BLI-011, BLII-012, BLII-013 and BLII-014. The duration of each counselling session is 2 hours.

S.No.	Name and Code of the Course	Hours of Counselling	
1.	BLI-011 : Libraries : An Introduction	20	---
2.	BLII-012 : Document Processing and Organisation	10	10
3.	BLII-013 : Information Sources and Services	20	--
4.	BLII-014 : ICT in Libraries	10	10

## 10. EXAMINATION AND EVALUATION

The examination relating to CLIS Programme has two components:

- i) Continuous evaluation 30%
- ii) Terminal examination 70%

Continuous evaluation is related to the **assignments** that each student has to submit before being declared eligible to appear for the Term End Examination (TEE). There will be one assignment each in all the courses. The evaluation of the performance of the student in Tutor Marked Assignments (TMAs) will be done by the counsellors and marks will be awarded to each student. Answer scripts relating to the final Term End Examination (TEE) will also be evaluated as per the above mentioned system.

A student of CLIS Programme is required to secure a minimum of 40% marks in continuous evaluation of a course and 40% in Term End Examination (TEE) of that course separately in order to become eligible for award of Certificate in Library and Information Science.

On the basis of the aggregate marks obtained in all the courses (theory and practicals) the division will be awarded as under:

Division	Aggregate
I	60% and above
II	50% and above
Pass	40% and above

Candidates who obtain marks below 40% or who miss to attend the Term End Examination (TEE) may appear at the subsequent TEE and complete the Programme. This facility will be available to the student until s/he secures a pass percentage in all subjects s/he missed earlier. But, the maximum period provided for a student to complete the **Certificate in Library and Information Science is two years** from the date of registration into the Programme. In case a student is not able to secure the pass percentage in **two years**, s/he has to re-register as a fresh candidate, in case s/he wants to pursue the programme.

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## 11. SOME USEFUL ADDRESSES

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- |  |  |
|--|--|
| 1) Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms         | Concerned Regional Centre  |
| 2) Non-receipt of Study Material   | Registrar, MPDD<br>IGNOU, Maidan Garhi, New Delhi-110068   |
| 3) Schedule/Infomation Regarding Exam-form, Entrance Test, Date-sheet, Hall Ticket                     | Assistant Registrar (Exam.II), SED, Block-12,<br>Room No. 2, IGNOU, Maidan Garhi,<br>New Delhi-110068<br>E-mail : sgoswami@ignou.ac.in<br>Ph. :29536743, 29535924-32 / Extn. : 2202, 2209                  |
| 4) Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript | Deputy Registrar (Exam-III), SED<br>Block-12, Room No. 1, IGNOU, Maidan Garhi,<br>New Delhi-110068, E-mail: kramesh@ignou.ac.in<br>Ph.:29536103, 29535924-32/Extn.:2201, 2211, 1316                        |
| 5) Non-reflection of Assignment Grades/Marks   | Asstt. Registrar, (Assignment) SED,<br>Block-3, Room No. 12, IGNOU, Maidan Garhi,<br>New Delhi-110068,<br>E-mail :assignments@ignou.ac.in or<br>mjha@ignou.ac.in,<br>Ph. : 29535924/Extn.:1312, 1319, 1325 |
| 6) Change of Elective/Medium   | Concerned Regional Centre  |
| 7) Re-admission and Credit Transfer  | Student Registration Division, Block No. 3, IGNOU,<br>Maidan Garhi, New Delhi-110068   |
| 8) Original Degree/Diploma/Verfication of Degree/Diploma   | Deputy Registrar (Exam.I), SED<br>Block 9, IGNOU, Maidan Garhi,<br>New Delhi - 110068<br>Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213  |
| 9) Student Grievances (SED)  | Asstt. Registrar (Student Grievance)<br>SED, Block-3, Room No. 13, IGNOU<br>Maidan Garhi, New Delhi-110068<br>E-mail: sregrievance@ignou.ac.in<br>Ph. : 29532294, 29535924 / Extn. : 1313                  |

- 10) Purchase of Audio/Video Tapes  
Marketing Unit, EMPC, IGNOU  
Maidan Garhi, New Delhi – 110068
- 11) Clarification Regarding  
Academic Content  
CLIS Programme Coordinator  
Faculty of Library and Information Science  
School of Social Sciences  
IGNOU, Maidan Garhi, New Delhi-110068
- 12) Student Support Services and  
Student Grievances, Pre-admission  
Inquiry of Various Courses in IGNOU  
Regional Director, Student Service Centre  
IGNOU, Maidan Garhi, New Delhi - 110068  
E-mail : [ssc@ignou.ac.in](mailto:ssc@ignou.ac.in)  
Telephone Nos.: 29535714, 29533869, 2953380  
Fax: 29533129

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## SYLLABUS

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### **BLI-011 LIBRARIES: AN INTRODUCTION**

#### **BLOCK 1 : LIBRARIES: BASICS AND CONTEXTS**

- Unit 1 Role of Libraries in Society
- Unit 2 Types of Libraries and their Functions
- Unit 3 Functional Unit and Operational Aspects
- Unit 4 Library Staff: Role and Responsibilities

#### **BLOCK 2 LIBRARY ROUTINES**

- Unit 5 Document Selection and Acquisition
- Unit 6 Physical Processing
- Unit 7 Library Records
- Unit 8 Library Maintenance

### **BLII-012 DOCUMENT PROCESSING AND ORGANISATION**

#### **BLOCK 1 CLASSIFICATION**

- Unit 1 Basics of Classification
- Unit 2 Classifying Documents using DDC (Dewey Decimal Classification)

#### **BLOCK 2 CATALOGUING**

- Unit 3 Basics of Cataloguing
- Unit 4 Different Types of Selection Tools and their Importance

#### **BLOCK 3 FILING AND SHELVING**

- Unit 5 Filing Rules
- Unit 6 Shelving and Shelf Rectification

### **BLII-013 INFORMATION SOURCES AND SERVICES**

#### **BLOCK 1 INFORMATION SOURCES AND THEIR USE**

- Unit 1 Categories of Information Sources
- Unit 2 Types of Information Sources

**BLOCK 2 LIBRARY SERVICES**

Unit 3 Circulation Service

Unit 4 Reference Service

Unit 5 Awareness Service

Unit 6 User Orientation

**BLII-014 ICT IN LIBRARIES**

**BLOCK 1 DIGITAL LITERACY**

Unit 1 Computer Basics

Unit 2 Office Tools

**BLOCK 2 LIBRARY AUTOMATION**

Unit 3 House-Keeping Operations

Unit 4 Library Automation Packages

**BLOCK 3 INTERNET TOOLS AND SERVICES**

Unit 5 Internet Basics

Unit 6 Web Tools

Unit 7 Web-based Services

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**LIST OF SOME USEFUL AUDIO/VIDEO PROGRAMMES**


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<b>Course Number</b>	<b>Course Title</b>	<b>Audio</b>	<b>Video</b>
BLI-011	Library: Basic and Contexts	Book Trade in India (Part I & II) Organising Technical Section	Birth of Public Library Selection to Circulation
BLII-012	Document Processing and Organisation	Universe of Subjects - Its Theory Structure and Development Three Planes of Work Dewey Decimal  History of MARC Subject Cataloguing: The Role of Thesaurus	Classification (Part I to 8)   AACR-11 (Parts 1 to 5)

For other videos programmes on CLIS Courses, kindly visit [egyankosh.ac.in](http://egyankosh.ac.in) and also watch YouTube Videos given under SOSS of IGNOU.



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## **SOME FORMS FOR YOUR USE**

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In this section we are enclosing the samples of some forms, which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein.

**Note: For Information on Regional Centres (RCs) and Study Centres (SCs) Visit  
IGNOU Website <http://www.ignou.ac.in>**

**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"/>	For Office Use Only	
S.No.	Assignment No.	Sr. No.:	<input type="text"/>
<input type="text"/>	<input type="text"/>	Date of Receipt:	<input type="text"/>
<input type="text"/>	<input type="text"/>	Name of Evaluator:	<input type="text"/>
<input type="text"/>	<input type="text"/>	Date of despatch to the Evaluator:	<input type="text"/>
<input type="text"/>	<input type="text"/>	Date of receipt from Evaluator:	<input type="text"/>
Sig. of dealing Accountant			
Date:			

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"/>	<b>FOR OFFICE USE ONLY</b>	
S.No.	Assignment No.	Sr. No.:	<input type="text"/>
<input type="text"/>	<input type="text"/>	Signature of the receiver	<input type="text"/>
<input type="text"/>	<input type="text"/>	Date:	<input type="text"/>
<input type="text"/>	<input type="text"/>	Signature of the Student	<input type="text"/>
<input type="text"/>	<input type="text"/>	Date:	<input type="text"/>
		Seal	<input type="text"/>

- 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.



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

**CHANGE/CORRECTION OF ADDRESS**

I request that all correspondence to be sent at the following address:

Enrolment No. 

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

Date of change effective from 

--

Write in BLOCK LETTERS only

Name	Mr./Ms.
------	---------

New Address

Programme of Study

Town										
State	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;">Pin</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		Pin							
	Pin									

--

Date : .....

**Signature**

The filled up form should be mailed to:

**The Regional Director Concerned who  
will forward the request after verifying  
your signature to The Registrar,  
SED, IGNOU, Maidan Garhi, New Delhi-110068**

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

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



**Sub : Non-receipt of Study Material**

Enrolement No.

Programme

Medium of Study

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

---

<b>Sl. No.</b>	<b>Course Code</b>	<b>Blocks</b>
----------------	--------------------	---------------

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---

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

Name and Address : .....

Signature : .....

.....

Date : .....

.....

.....

**For Official Use**

---

Date of despatch of study material to students .....

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

## APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name .....

Enrolment No.

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

Address

.....

.....

.....

.....

Pin

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

Programme .....

Month and Year of the Exam. ....

Centre from where appeared at  
last examination .....

Bank Draft / IPO No. .... Dated .....

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

.....  
Signature

Dated .....

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

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

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

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



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

**COURSE RE-ADMISSION FORM**

1. Name & Address of the Student : .....

.....

.....

2. Programme Code : 

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

3. Enrol No. 

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

4. Regional Centre Code: 

--	--

5. Study Centre Code: 

--	--	--

6. Details of the Bank

i) Name of the Bank ..... Place .....

ii) Bank Draft No. .... Dated .....

iii) Amount Rs. .... (Rupees .....)

.....)

The students are advised to fill the boxes provided by indicating the details of courses they would like to re-register for:

S.No.	Course Code	Title of the Course	Fee
<b>Total Rs.</b>			

Please send the Course Re-admission Form to **Registrar SED** along with a fee of Rs. 775/- per course. The fee is to be paid through demand draft drawn from any nationalised bank in favour of Indira Gandhi National Open University, New Delhi.

**Signature of the student**

To  
The Regional Director



Change of Medium: Rs. 350/- for 4 credit and Rs. 700/- for 8 credit per course  
Change of Courses: Rs. 350/- for 4 credit per course  
Rs. 700/- for 8 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 Evaluation Division**

**Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title .....

Regional Centre .....

Name .....

Father's Name .....

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

Mailing Address .....

.....

.....

.....

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

Filled in Application Form should be sent to:

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

Date.....

.....  
Signature





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

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT**

Name : .....

Programme : .....

Enrolment No. 

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

PIN : 

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Month and Year of the Exam : .....

Name of Exam Centre: .....

Centre Code : .....

Course, in which Re-evaluation is sought	<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
	.....	.....
	.....	.....
	.....	.....
	.....	.....

**Fee detail:**

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

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

Demand Draft No. .... Date: .....

Issuing Bank: .....

Date: .....

**Signature of the student**

(P.T.O)

## **RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

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

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

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

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



**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  
.....

<p>Draft Details</p> <p>Amount Rs. _____ D.D. No. _____ Date _____</p> <p>Bank Name _____ Place of Issue _____</p>
--

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Applicant

## INSTRUCTIONS

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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

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

1. Name of Student : .....

2. Enrolment No.

3. Programme Code:

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

General   SC  ST OBC

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

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

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

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

Ex-serviceman  War-widow  Not applicable

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

Unemployed      Employed      IGNOU Employee      KVS Employee

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

Hindu    Muslim    Christian    Sikh    Jain    Buddhist    Parsi    Jews    Others  
(please specify \_\_\_\_\_)

11. Details of Scholarship being received, if any.

(a) Amount (Annually)

(b) Govt./Deptt.

(c) Family income (yearly)

Rs.

Rs.

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

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

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

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

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

## II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

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

## III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

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

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

**For Complaints please write to:**

**Address at IGNOU (Hqrs.):**

Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068

**Email: [rsdcash@ignou.ac.in](mailto:rsdcash@ignou.ac.in)**

**OR**

**Address at your Regional Centre:**

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

**Kind Attention: All Past and Present Students of IGNOU!**

**Now you rank our Performance...**

*Dear Student,*

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

Vice-Chancellor, IGNOU.

Enrolment No. .... Name .....

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

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

Regional Centre ..... State ..... Study Centre .....

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

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

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