PROGRAMME GUIDE

Post Graduate Diploma in Book Publishing (PGDBP)

School of Humanities
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

PG Diploma in Book Publishing

Programme Code	**PGDBP**
Programme Credits	30
Eligibility	Graduation with English as one of the subjects, familiarity with computers and word processing
Duration	1-3 years
Programme Fees	Rs 9000/-
Programme Begins	January and July every year
Term End Examination	June/ December of the following year & every six months thereafter
Last Date to submit Admission Form	As per dates given in the Advertisement

Regarding academic information

you may write to:

Programme Coordinator, PGDBP
School of Humanities
I.G.N.O.U.
Maidan Garhi

Email malathy@ignou.ac.in

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IGNOU

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1. THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University was established by an Act of Parliament in 1985 to achieve the following objectives:

- democratizing higher education by taking it to the doorsteps of the learners
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender
- offering need-based academic programmes by giving professional and vocational orientation to the courses
- promoting and developing distance education in India, and
- setting and maintaining standards in distance education in the country as an apex body.

1.2 Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction;
- flexible admission rules;
- individualised study: flexibility in terms of place, pace and duration of

study;

- use of latest information and communication technologies;
- nationwide student support services
- modular approach to programmes;
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/ Organisations;
- socially and academically relevant programmes based on students' need analysis; and
- convergence of open and conventional education systems.

You may also pursue your study in any other university while being a learner of IGNOU.

1.3 The Schools of Studies

With a view to developing interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School's staff and different academic, administrative and service wings of the University.

The emphasis is on providing a wide choice of courses at different levels.

1.4 Academic Programmes

The University offers both short-term and long-term programmes leading to Certificates, Diplomas and Degrees which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such programmes. They are launched with a view to fulfill the learner's needs for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment,
- diversification and updation of knowledge, and
- empowerment.

1.5 Course Preparation

Our learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area spread throughout the country as well as in-house faculty. These materials are scrutinized by content experts, supervised by the instructors/ unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/modified, wherever necessary, before they are finally dispatched to the students/Study Centres.

1.6 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of study comprising all learning activities (i.e. reading and comprehending the print material, listening to audios, watching videos, attending counselling sessions and teleconference sessions and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This credit system helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals/ projects and the term-end examination of each course in a programme.

1.7 Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres spread throughout the country. These Study Centres are co-coordinated by Regional Centres and Recognized Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres for this programme is given in this handbook. Support services for other programmes are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

1.8 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement. The University follows a multimedia approach for instruction, which comprises:

a) **Self Instructional Written Material**: The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners in batches of blocks for every course (on an average 1 block per credit). A Course comes in the form of a booklet usually comprising 3 to 5 blocks.

b) **Audio-Visual Material Aids**: The learning package has audio and video CDS which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 30-35 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

c) **Counselling Sessions**: Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held during the non-working hours of the host Institutions where the study centres are located.

d**) Practicals/Project Work**: Some Programmes have practical/project component also. Practicals are held at designated institutions for which a schedule is provided by the Study Centres. Attendance at practicals is compulsory.

2. UNIVERSITY RULES

Any information not covered in this Guide may be obtained from www.ignou.ac.in

2.1 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Wards of Military/Paramilitary Forces and Physically Handicapped students as per the rules laid down by the Government of India.

2.2 Scholarships and Reimbursement of Fee

Reserved categories, viz. Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped students have to pay the fee at the time of admission to the University along with other students. They can get it reimbursed as below:

- Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective state Government Directorate of Social Welfare or the office of the Social Welfare Officer and submit the filled–in forms to them through the Regional Director concerned.
- Similarly, SC/ST and Other Backward Class students have to submit their scholarship forms

to the respective State Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement fo programme fee.

2.3 Introduction of Examination Fee

The University has introduced an Examination fee and learners have the facility of submission of the Examination form online. For further details, please see www.ignou.ac.in

Date of Submission of Examination Forms

Please note that you must fill out examination forms for the courses for which you intend to take the coming exams and submit them with the specified fees otherwise you will not be permitted to sit for the exam.

The dates for submission of examination forms for June and December Term-end Examinations are:

Date of Submission of Examination Forms for June TEE	Late Fee	Date of Submission of Examination Forms for December TEE	Late Fee
1st March to 31st March*	NIL	1st September to 30th September*	NIL
1st April to 30th April**	Rs. 500/-	1st October to 31st October**	Rs. 500/-
1st May to 15th May**	Rs. 1000/-*	1st November to 15th November**	Rs.1000/-*

* Examination Forms to be submitted at the following address:
Only at the Concerned Regional Centre under which your Examination Centre falls.

** During these dates submit the Examination Form with late fee to concerned Regional Centre (outside Delhi), Exam for these students will be conducted at Regional Centre city only. For Delhi submit to the RC-I, RC-II, & RC-III (whichever one you come under).

** You should visit the University website to check for any changes in the above dates / details.

2.5 IGNOU Website

Students may also access all relevant information and assignments from the University website at *www.ignou.ac.in.*

2.6 Disputes on Admission and other University Matters

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

3. SCHOOL OF HUMANITIES

The School of Humanities comprises the disciplines of English, Hindi, Sanskrit and Urdu.

The School performs the following functions:

Planning and development of academic programmes at the degree, diploma and certificate levels; Editing study materials and other publications of the university; Translating and vetting course materials, official circulars, reports, press releases etc.; and supervising printing and re-printing of course materials.

4.0 PG DIPLOMA IN BOOK PUBLISHING

- **Title of Programme: PG Diploma in Book Publishing**

- **Programme Code: PGDBP**

- **Eligibility:** Graduation, good knowledge of English and familiarity with word processing.
- **Fees: Rs. 9000/-**

About the Programme

The PG Diploma in Book Publishing is a unique programme that is on offer for the first time in India. While there are many other courses of a similar nature, the uniqueness of our programme lies in the fact that we are providing teaching materials in a variety of modes—print, audio and video, teleconference, and face-to-face interaction. In Course 8, the learner can opt for training in a publishing house where the student will get a chance to work and learn on the job.

While discussing the various aspects of book publication, we shall be pointing out the job openings where the student could conceivably be absorbed. One does not necessarily have to be only an editor, copy editor, proof reader or book designer—there are many, many openings and the student may choose one that suits his/her interest and temperament.

This **programme** has eight courses (called papers in conventional terminology), five of which are compulsory and three are electives. This means that the student can choose to do any two of the elective courses—depending on the area the student is interested in. Courses 1-4 are compulsory and courses 5-7 are electives (the student could choose any two).

Course 8 is a compulsory course where the student can either go in for training in a publishing house and submit a report on the training (prepared as per specific guidelines) OR submit a project report prepared and submitted as per specific guidelines.

The **eight courses** of the Diploma cover all aspects of the field of publishing, particularly book publishing on the assumption that the student is completely new to the field. Of course, there will be some who are experienced hands but this would serve as a refresher course to such persons.

The eight courses are

1. Introduction to Publishing and its Legal Aspects
2. Editing and Pre-Press
3. Production and Emerging Technologies
4. Marketing, Promotion and Distribution of Books
5. Editing Books for Children
6. Editing Scientific, Technical and Medical Books
7. Editing Textbooks
8. Apprenticeship/Training Or
   Project Work

Of these eight courses, Courses 1-4 and Course 8 are compulsory. Of Courses 5, 6, and 7 the student may choose any two.

Objectives of the Programme

To provide an opportunity for either:

- Self employment to aspiring/practicing publishing professionals

Or

- Skill – upgradation/ skill acquisition in the various aspects of publishing

Or

- To offer options to students to acquire marketable skills in the various areas of publishing, particularly editing, copyediting and proofreading online.

Eligibility Criteria:

Graduation, good command over English, familiarity with word processing.

Medium of Instruction: English

Programme Duration: ***Minimum:*** *one year* ***Maximum:*** *three years*

Programme Fees Rs 9000/-

Evaluation:

This Programme has seven courses (four compulsory, three elective) and a Training / Project (covered under Course 8). The evaluation will be in two stages: Continuous and Termend. Each of the Courses 1-7 has an assignment that must be submitted as per instructions given in the Assignment Booklet. The student is expected to submit assignments for courses 1-4 since these are Compulsory Courses. Courses 5-7 are elective and the student should submit assignments only for those (two) courses that the student has chosen as electives.

Course 8 would have assessment in three parts: Assessment of Project Report, Supervisor's Evaluation, and Viva voce of 2 credits. Each component would carry equal weightage. Alternatively, in the project work, students will have to submit a detailed project report of 5000 words on a topic approved by the concerned faculty, which will be evaluated and followed by Viva.

Programme Contents

DETAILS OF COURSES

Programme	Course Code	Course Title	Course Status	Credits
PG Diploma in Book	MBP001:	Introduction to Publishing and Its Legal Aspects	Compulsory	4
PG Diploma in Book	MBP00 2:	Editing and Pre-Press	Compulsory	4
PG Diploma in Book	MBP003:	Production and Emerging	Compulsory	4
PG Diploma in Book	MBP004:	Marketing, Promotion and	Compulsory	4
PG Diploma in Book	MBP005:	Editing Books for Children	Elective	4
PG Diploma in Book	MBP006:	Editing Scientific, Technical	Elective	4
PG Diploma in Book	MBP007:	Editing Textbooks	Elective	4
PG Diploma	Course 8: MBPA-001	Apprenticeship/Training	Compulsory	4
PG Diploma	Course 8: MBPP-001	Project	Compulsory	4
PG Diploma		Viva	Compulsory	2

COURSE I: MBP-001: INTRODUCTION TO PUBLISHING AND ITS LEGAL ASPECTS

BLOCK 1: OVERVIEW OF PUBLISHING

Unit 1: History of Publishing

Unit 2: International Publishing Scenario

Unit 3: Various kinds of Publishing

Unit 4: Structure of a Publishing House

Unit 5: Openings in Book Publishing

BLOCK 2: INTELLECTUAL PROPERTY RIGHTS

Unit 6: Charter of the Book and Preservation of Digital History

Unit 7: The Copyright Act 1957

Unit 8: Copyright and Related Rights

Unit 9: Publishing Rights and Controls

BLOCK 3: CREATING THE BOOK

Unit 10: Acquisition and Evaluation

Unit 11: Publisher's Contract or Memorandum of Agreement

COURSE 2: MBP 002: EDITING AND PRE-PRESS

BLOCK 1: IDEAS INTO BOOKS I

Unit 1: Kinds of Editors and Kinds of Editing

Unit 2: Editor-Author-Publisher Relationship

Unit 3: House Style and Style Manuals

Unit 4: Latest Technologies in Book Publishing

BLOCK 2: IDEAS IN TO BOOKS II

Unit 5: Acquisition and Commissioning

Unit 6: Evaluation and Refereeing

Unit 7: Tracking the Progress

BLOCK 3: COPY EDITING AND PROOF READING

Unit 8: Kinds of Copy Editing

Unit 9: Checklist of Copy Editing

Unit 10: Proof Reading and Copy Marking

BLOCK 4: LAYOUT & DESIGN

Unit 11: Introduction to Layout Types

Unit 12: Cover Design

Unit 13: Illustrations and Sketches (including maps, tables and charts)

Unit 14: Art Proofs

COURSE 3: PRODUCTION AND EMERGING TECHNOLOGIES

BLOCK 1: INTRODUCTION TO BOOK PRODUCTION

Unit 1: Role of the Production Department

Unit 2: Book Design

Unit 3: Parts of a Book

BLOCK 2: PRINTING

Unit 4: Various Printing Processes

Unit 5: Types of Composing

Unit 6: Casting Off and Costing

Unit 7: Paper History, Types, and Selection

BLOCK 3: BINDING

Unit 8: History of Binding

Unit 9: Kinds of Binding

Unit 10: Binding Operations

Unit 11: Materials for Binding

BLOCK 4: EMERGING TECHNOLOGIES IN BOOK PRODUCTION

Unit 12: Use of New Technologies

Unit 13: Word Processing Programs (Quark Xpress, PageMaker) Unit 14: Design Programmes (Corel DRAW, Photoshop**)**

COURSE 4: MBP 004 MARKETING, PROMOTION AND DISTRIBUTION OF BOOKS

BLOCK 1: MARKETING AND SALES

Unit 1: Different Strategies for Different Books Unit 2: E-Marketing

Unit 3: Publisher's Agreement (Wholesales and Distributors)

BLOCK 2: SALES PROMOTION

Unit 4: Point of Purchase Publicity

Unit 5: Materials for Mailing

Unit 6: Book Reviews

Unit 7: Author's Participation

Unit 8: Miscellaneous Strategies

BLOCK 3: DISTRIBUTION & SALES

Unit 9: Trade Fairs

Unit 10: Mass Distribution

Unit 11: Book Clubs and Subscription Books

Unit 12: Distribution Systems

BLOCK 4: ECONOMICS OF PUBLISHING

Unit 13: Finance and Cash

Unit 14: Stock Taking, Provisions Costing

Unit 15: Book – Even Point and Profit Planning

COURSE 5: EDITING BOOKS FOR CHILDREN

BLOCK 1: BASIC EDITORIAL COMPETENCIES

Unit 1: Understanding Issues of Language, Vocabulary, Phonetics and Grammar

Unit 2: Understanding Developmental Psychology of Students

Unit 3: Editing Multimedia Packages

Unit 4: Art and Graphics

BLOCK 2: EDITING GENERAL BOOKS

Unit 1: Editing Books for Children of Different Age Groups

Unit 2: Editing Stories, Fables and Adaptations/ Abridged Versions

Unit 3: Editing Scientific Literature, Adventures, Thrillers

Unit 4: Editing Biographies, Narratives and Travelogues

BLOCK 3: EDITING EDUCATIONAL PUBLICATIONS

Unit 1: Editing Text Books

Unit 2: Editing Teacher support Materials

Unit 3: Editing Magazines

Unit 4: Editing Dictionaries and Encyclopedias for Children

BLOCK 4: BEYOND TEXT BOOKS

Unit 1: Editing Comics Illustrated Books

Unit 2: Editing Material on Safety Education for Children

Unit 3: Editing Patriotic Literature for Children

Unit 4: Editing Literature for Children with Special Needs

COURSE: 6 EDITING SCIENTIFIC TECHNICAL AND MEDICAL BOOKS (EDITING STM)

BLOCK 1: EDITING STM: AN OVERVIEW

Unit 1: Fundamentals of STM Communication

Unit 2: STM Publishing in India

Unit 3: Language of STM Communication

Unit 4: Software Resources for STM Editors

Unit 5: Specific Issues in STM Editing

BLOCK 2: EDITING SCIENTIFIC BOOKS

Unit 6: Editing Scientific Research Writing

Unit 7: Editing Illustrations, Tables, Charts, and Graphs
Unit 8: Editing Mathematical Expressions and Chemical Formulae

Unit 9: Multi-media Packages for Scientific Communication

BLOCK 3: EDITING TECHNICAL, IT AND E-BOOKS

Unit 10: Editing Technical Books

Unit 11: Editing IT Books

Unit 12: Moving towards E-books

BLOCK 4: EDITING MEDICAL BOOKS

Unit 13: Editing Medical Writing

Unit 14: Editing Medical Books

Unit 15: Editing Medical Research Reports

COURSE-7: EDITING TEXTBOOKS

BLOCK 1: BASIC EDITORIAL COMPETENCIES

Unit 1: Understanding Issues of Language, Vocabulary, Phonetics and Grammar

Unit 2: Understanding Developmental Psychology of Students

Unit 3: Current Issues: NLP; EI, MI;

Unit 4: Understanding Art and Graphics

BLOCK 2: EDITING GENERAL BOOKS

Unit 5: Brief Introduction to Curriculum, Syllabus and Pedagogy

Unit 6: Concept Development with Illustrations, Graphics etc.

Unit 7: Understanding Evaluation Inputs

Unit 8: Facilitation of Online Support Systems (Online Dictionaries, Thesaurus, etc.)

BLOCK 3: EDITING EDUCATIONAL PUBLICATIONS

Unit 9: Editing Prose and Poetry

Unit 10: Editing Stories, Theatre, Press and Textbooks

Unit 11: Editing of Science and Technology Textbooks

Unit 12: Editing Competitive Books

BLOCK 4: BEYOND TEXT BOOKS

Unit 13: Editing Interactive Books

Unit 14: Editing Teacher Support Materials

Unit 15: Editing Multimedia Packages

Unit 16: Editing Literature for Students with Special Needs

COURSE 8: TRAINING

MBPA-001

Internship Period: It is required to complete training of four weeks in a publishing house. After training, every student is required to submit a **Project Report/Workbook** which records the performance and the same shall be authenticated with remarks by the Supervisor.

A separate **Confidential Report** in a prescribed format shall be submitted by the Supervisor about the performance of the student during the training.

A Viva Voce would be held at Headquarters/ (Regional Centres)/ PCs (Programme Centres) with weightage for each component t– Supervisor Report, Project evaluation and Viva. After the corona pandemic, University Authorities have allowed for the conduct of online viva. The viva has a weightage of 2 credits.

COURSE 8: PROJECT (As an Alternative to Training)
MBPP-001

As an alternative to training/apprenticeship, students opting for MBPP-001 will be required to write a project of about 5000 words on a relevant theme/ topic in the domain of publishing. The theme/topic would be approved by the course faculty and the student will have to seek prior approval for that. The project report will be evaluated and graded and will be followed by viva (which has a weightage of 2 credits).

5.0 EVALUATION AND CERTIFICATION

The evaluation of the performance of the students is done through the term-end examination and will be based on both marks and a grading system.

- The certificate will be given to you on successful completion of the Programme.
- The degrees and diplomas of this University are recognized and have the same status as those of any other Central and State University in the country.
- Term End Examination will be conducted twice a year in June and in December.
- At the end of the period of study, there will be a term-end examination, for each course (1-7).

5.1 Examinations

The primary component of the evaluation in PGDBP is the term-end examinations held in June and December every year. The student can sit for any of these two cycles of examinations conducted by the University during the year. The only conditions are that she/he should have completed the minimum time prescribed for the programme pursued, which in case of PGDBP is one year, before taking the exam for the first time, and submitted all assignments.

For each Course, a student will have to obtain at least D grade separately in the two components –Assignment and Term-End Exam. However, the overall average should be at least a C grade in each course for the successful completion of the programme. The letter grade system used for term-end examinations in each course has already been explained in the section on Evaluation.

If a student fails to clear all the subjects in her/his first attempt, she/he can clear them in the subsequent examinations.

5.2 Term-end Examinations

As stated earlier, term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result. The student must fill and send the term-end examination form before the last dates i.e. 31st March for June and 30th September for the December exam (you should check the University website for any changes in dates).

The term-end examination in PGDBP will comprise seven papers, i.e., one paper each for the four compulsory courses and one each for the elective courses as well (only those opted for by the student need to be taken). The duration of each paper is three hours. Each paper in PGDBP carries 100 marks.

5.3 Eligibility for Examination

To be eligible to appear at the Term-end Examination in any course, the student is required to fulfill the following four conditions.

1) The student should have paid the course fee (Fee is paid during Feb/March each year).
2) The student should have opted and pursued the prescribed course.
3) The student should have submitted the assignments for the respective course.
4) The student should submit the examination form on time along with prescribed examination fee.
5) Please note that attendance at Counselling will be helpful **but is not compulsory.**

5.4 Examination Date Sheet

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU website from time to time. Thus, normally, the date sheet for June examinations is released in the month of January and for December examination in the month of July.

5.5 Examination Form

It is an essential pre-requisite for the student to submit the Examination Form for taking examination in any course. Copies of the examination form are available at Study Centres/Regional Centres/Student Registration and Evaluation Division at Headquarters, New Delhi and can also be downloaded from the IGNOU website www.ignou.ac.in We have provided only a model copy of the examination form in this Programme Guide. Please do not use it for submission purposes. Only one form is to be submitted for all the courses in one term-end examination. Examination fee is required to be sent along with the examination form.

Please note that you should submit your assignments before you can appear for the Term-End Exams. Please remember to keep a copy of your completed assignment just in case the one you submitted is lost in transit.

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

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

6. LIST OF REGIONAL CENTRES WHERE PGDBP IS ON OFFER

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	**MUMBAI** RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD,MULUND (E) MUMBAI – 400 081 PH.OFF : 022-25633159 / 25635540 FAX : 022-25635540 EMAIL : rcmumbai@ignou.ac.in	**STATE OF MAHARASHTRA** (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
2	**AHMEDABAD** RC CODE: 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD – 382 481 GUJARAT	**STATE OF GUJARAT** (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI,

		PH.OFF : 02717-242975, 242976,241579 FAX : 02717-241580 EMAIL : rcahmedbad@ignou.ac.in	PANCHMAHAL, TAPI) **DAMAN (U.T.)**
3	**BANGALORE** RC CODE: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA PH.OFF : 080-26654747 / 26657376 FAX : 080-26644848 EMAIL : rcbangalore@ignou.ac.in	**STATE OF KARNATAKA** (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR,RAMANAGARA, GADAG, HAVERI, BELLARY, CHAMARAJANAGAR & CHIKMAGALUR KODAGU, MANDYA, MYSORE, UDUPI)
4	**BHOPAL** RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH PH.OFF : 0755-2578455 / 2578452,2762524 FAX : 0755-2578454 EMAIL : 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, TIKAMGARH, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
5	**CHENNAI** RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd FLOOR G R COMPLEX 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU PH.OFF : 044-24312766, 24312979 FAX : 044-24312799 EMAIL : rcchennai@ignou.ac.in	**STATE OF TAMILNADU** (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR) **PUNDICHERRRY (U.T.)**

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
6	**DELHI 1** RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI – 110 044 DELHI PH.OFF : 011-26990090, 26990091 FAX : 011-26990084 EMAIL : 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, BADARPUR), **STATE OF HARYANA** (DISTRICT: FARIDABAD)
7	**JAIPUR** RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH.OFF : 0141-2785763 / 2785750 FAX : 0141-2784043 EMAIL : rcjaipur@ignou.ac.in	**STATE OF RAJASTHAN** (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAI, SIKAR, SRI GANGANAGAR TONK, TONK MADHOPUR, BANSWARA & PRATAPGARH
8	**KOLKATA** RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA – 700 091 WEST BENGAL PH.OFF : 033-23349850, 23592719 FAX : 033-23347576 EMAIL : rckolkata@ignou.ac.in	**STATE OF WEST BENGAL** (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
9	**LUCKNOW** RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH PH.OFF : 0522-2746120 / 2745114 FAX : 0522-2746145 EMAIL : 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, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHNAGAR, SITAPUR, SULTANPUR, UNNAO)
10	**PUNE** RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING	**STATE OF MAHARASHTRA** (DISTRICT: NANDURBAR, DHULE, JALGAON,

	270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF : 020-25671867/25651321 FAX : 020-25671864 EMAIL : rcpune@ignou.ac.in	AURANGABAD, NASIHK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI,SATARA, LATUR, KOLHAPUR)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
11	**HYDERABAD** RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH PH.OFF : 040-23117550-53 FAX : 040-23117554 EMAIL : rchyderabad@ignou.ac.in	**STATE OF ANDHRA PRADESH** (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
12	**PATNA** RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR PH.OFF : 0612-2219539 / 2219541 FAX : 0612-2219538 EMAIL : rcpatna@ignou.ac.in	**STATE OF BIHAR** (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD,KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS,SHEIKHPURA & VAISHALI)
13	**BHUBANESHWAR** RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA PH.OFF : 0674-2301348 / 2301250 FAX : 0674-2300349 EMAIL : 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)
14	**GUWAHATI** RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI GUWAHATI – 781 005 ASSAM OFF : 0361-2343783 / 2343785-86 FAX : 0361-2343784 EMAIL : 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, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
15	**COCHIN** RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF : 0484-2340203 /2348189/2330891 FAX : 0484-2340204 EMAIL : rccochin@ignou.ac.in	**STATE OF KERALA** (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, WAYANAD) **LAKSHADWEEP (U.T.)**

7. WHOM TO CONTACT FOR WHAT

1. Identity Card, Fee Receipt, Bonafide Certificate:	Concerned Regional Centre
2. Non-receipt of Study Material and Assignments:	Concerned Regional Centre
3. Examination Date-Sheet:	Assistant Registrar, (Exam II), Student Evaluation Division (SED), Block 12, IGNOU, Maidan Garhi, New Delhi-110 068
4. Result Checking Grade Card and Provisional Certificate:	Deputy Registrar, (Exam III), Student & Evaluation Division-I (SED), Block 12, IGNOU, Maidan Garhi, New Delhi-110 068
5. Non-reflection of Assignment Grades:	Assistant Registrar (SED), Block 12, IGNOU, Maidan Garhi, New Delhi-110 068
6. Change of Electives:	Assistant Registrar, (Evaluation-III), (SED), Block 12, IGNOU, Maidan Garhi, New Delhi-110 068
7. Purchase of Audio Tapes and Video CDs:	Marketing Unit, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi-110 068
8. Academic Content, Approval of Project Proposal:	Director, School of Humanities, F-Block, Academic Complex, IGNOU, Maidan Garhi, New Delhi-110 068
9. Submission of Project Report:	Assistant Registrar, (Project) SED, IGNOU, Maidan Garhi, New Delhi-110 068
10. Student Support Services and Student Grievances:	Assistant Registrar (SSC), IGNOU, Maidan Garhi, New Delhi-110 068
11. Original Diploma/Degree:	Deputy Registrar (Exam-I), SED, Block 12, IGNOU, Maidan Garhi, New Delhi-110 068

8.SOME FORMS FOR YOUR USE

Most of the operations of the University are online. Wherever you are required to submit a hard copy, the University has made available different application forms on its website. Download these forms from the Student Zone of the University website.

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

1) Assignment Remittance-cum-Acknowledgement Card form:
   Change/Correction of Address/Study Centre
2) Application for Credit Transfer
3) Requisition for Fresh Set of Assignments
4) Intimation of Non-receipt of Study Material and Assignments
5) Duplicate Grade Card/Marksheet
6) Term-end Examination Form
7) Issue is Provisional Certificate
8) Issue of Official Transcript
9) Early Declaration of Result of Term-End Examination
10) Re-evaluation of Answer Scripts
11) Obtaining Photocopy of Answer Scripts
12) Issue of Migration Certificate
13) Issue of Duplicate Degree/Diploma/Certificate

Enrolment No. : | | | | | | | Programme :

Name :

Course Code : Medium :

S.No.	Assignment No.	For Office Use Only
		Sr. No. :
		Date of Receipt :
		Name of Evaluator :
		Date of despatch to the Evaluator :

Sig. of dealing accountant
Date :

Date of receipt from evaluator :

INDIRAGANDHI NATIONALOPEN UNIVERSITY
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM

Enrolment No. : | | | | | | | | Programme

Name :

Course Code : Medium :

S.No.Assignment No.

Signature of the student
Date :

FOR OFFICE USE ONLY

Sr. No. :

Signature of the receiver

Date :

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 inlcuding Pin
New Study Centre Code
Choice for Medium of Study
Date of Change

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

The Regional Director of your region.

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

Programme Code

Enrolment Number | | | | | | | | | Date Change effective from

Name

New Address

Existing Study Centre Code

Town

State Pin

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

Signature :

Date :

New Study Centre Code :

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

Please see instructions oveleaf

Application for Credit Transfer in PGDBP Programme

Enrolment No. | | | | | | | | | |

Name & Address _____

_____

_____

Programme of Study :

Details of Credit Transfer Fee paid :

D.D. No. _____ Date _____ Amount _____

Drawn on (Bank & Branch) _____

Payable in favour of IGNOU, New Delhi (fee is Rs.400/- per 4 & 8 credit course & Rs. 400/- per 4 credit course or a part thereof)

Details of Courses applied for Credit Transfer :						IGNOU Credit Equivalence desired		
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits

All of the Information provided above is true to the best of my knowledge Student Signature & Date :

(For Office use only)

Recommendations of Schools :

Credit Transfer recommended for the following Courses						Credit Transfer for the following courses not recommended				
Course	Course Title	Credits	Marks	Percentage	Signature of	Course	Course Title	Credits	Reasons for	Signature of

					Director of School	Code			Rejection	Director of School

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

1) Read the instructions given in your Programme Guide carefully.
2) For M.A. credit transfer is allowed upto a maximum of 32 credits only.
3) Enclose the attested copies of the following alongwith the form :

   Marks lists issued by the accredited Institute/University.

   Syllabus of accredited Institute/University.

   Prospectus issued by the accredited Institute/University.
4) Pay the credit transfer fee at the rate of Rs. 400/- 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-110 068

Please read the instructions before filling up this form :

Indira Gandhi National Open University
New Delhi

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No. Study Centre Code

Write in BLOCK CAPITAL LETTERS only

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

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

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

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

Name and Address ..... Signature .....

..... Date .....

.....

..... PIN

For Official Use Only :

Date of Despatch of Assignments to student .....

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read the 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 and the assignments are requested for not available on the IGNOU website.

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 them to the concerned authorities.

4. Submission of assignment within due dates is a 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. Assignments should not be re-done to improve your score if you have already secured the minimum qualifying marks in a course.

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

7. Please remember that it is compulsory to submit your assignments before you can take the Term-End Examination. Also remember to keep a copy of your assignment with you and to take a receipt from your study centre when you submit the assignment.

Note : Remember the submission of assignments is a precondition for appearing in an Examination. If you have not submitted the assignment in time you will not be allowed to appear in the examination.

To

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 in my address given as follows :

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

..... Date : .....

.....

.....

For Official Use

Date of dispatch of study material/assignments to students .....

Control No.....

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name .....

Enrolment No. | | | | | | | | | |

Address .....

.....

.....

.....

Pin | | | | | | |

Programme .....

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

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

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

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

.....
Signature

Dated .....

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

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

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

EXAM FORM

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

MAIDAN GARHI, NEW DELHI-110 068

TERM-END EXAM JUNE / DECEMBER - 201___

Serial No.

Control No.

INSTRUCTIONS

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

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

₹

₹

Specimen copy (not to be used)

Programme Code		**Regional Centre Code**	**Study Centre Code**
Enrolment No.		**Exam Centre Code** (Where you wish to appear in Exam)	
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 including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes FEE @ Rs. 120/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.

S.No.	Course Code	S.No.	Course Code
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

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

Total No. of			**Total Amount**
Courses		× **120**	
Practical Courses		× **120**	
Late Fee			
TOTAL			

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /

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 PGDBP TEE	LATEFEE	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
21 April to 30 April	500/-	21 Oct. to 31 Oct.	500/-	
1 May to 15 May	1000/-	1 Nov. to 15 Nov.	1000/-	

Before submitting the examination form please ensure that:

The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.

The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI…etc.

Registration for the course(s) is valid and not time-barred.

Examination fee 120/- per course has been remitted and the relevant proof enclosed.

In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favourof IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**

The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

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

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

Date _____ **Study Centre/PSC/PI/Community College**

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
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIALTRANSCRIPT

1. Name : .....

2. Programme: [ ] Enrolment No: [ ][ ][ ][ ][ ][ ][ ][ ][ ]

3. Address: .....

   .....

   ..... Pin [ ][ ][ ][ ][ ][ ]

4. Purpose for which: .....
   transcript is required .....

5. **Fees detail:**
   Fees for the official transcript:-
   Rs. 300/- + 200/- per transcript, if to be sent to the student/Institute in India.
   Rs. 600/- + 600/- 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. 300/- + 200/- , 600/- + 600/- = 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 fees 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
STUDENT EVALUATION DIVISION

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

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

1. Name : .....
2. Programme: [ ] Enrolment No: [ ][ ][ ][ ][ ][ ][ ][ ][ ]
3. Address:

   .....

   ..... Pin [ ][ ][ ][ ][ ][ ]

4. Reason for early declaration of result: .....

   .....

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

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

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

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

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

_____

_____

_____

7. **Fee detail:**

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

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

   Demand Draft No.: …… Date: …….....

   Issuing Bank: …….....

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

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi NewDelhi-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, Bhubaneshwar, 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, Shillong, Agartala, Gangtok, Kohima and Aizawl.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

Name : .....

Programme : .....

Enrolment No. | | | | | | | | | |

Address:.....

.....

.....

PIN : | | | | | | |

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

Name of Exam Centre: .....

Centre Code : .....

Course in which re-evaluation is sought	**COURSE CODE**	**TITLE OF THE COURSE**
	.....	.....
	.....	.....
	.....	.....
	.....	.....

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

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

Demand Draft No. …… Date: ...…….....

Issuing Bank: ...…….....

Date: ..... **Signature of the student**

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OFANSWER SCRIPTS

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

   Please mention **'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'**
7) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi NewDelhi-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, Shillong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPTS

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

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

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

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 SCRIPTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi NewDelhi-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, Bhubaneshwar, 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, Shillong, Agartala, Gangtok, Kohima and Aizawl.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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.

INDIRAGANDHI NATIONALOPEN 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 registered.

   .....

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

   .....

Draft Details

Amount Rs. _____ D.D. No. _____ Date _____

Bank Name _____ Place of Issue _____

(To be filled in by the Registration 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 fees due to the University. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. _____ dated _____

Date: _____ Signature of the Applicant

INSTRUCTIONS

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

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

INDIRAGANDHI NATIONALOPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068

FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF UNIVERSITY DEGREE/DIPLOMA/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 Degree/Diploma/Certificate for the Programme _____ Examination for the following

reasons: The prescribed fees of Rs. 750/- 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 PermanentAddress of student : _____

_____

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

Signature of the Student

Postal Address: _____

_____

Date:

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

Signature of Regional Director

with Stamp

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

1. The form should be filled in duplicate legibly and signed by the candidate
2. The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination and duplicate copy will be sent through the Regional Director concerned.
3. A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of an affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost destroyed or defaced and on payment of the fees 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 fees 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 Registrar, 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 _____