PROGRAMME GUIDE

POST GRADUATE DIPLOMA
IN
ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

School of Sciences
Indira Gandhi National Open University
New Delhi - 110 068
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1. INTRODUCTION

Welcome to the PG Diploma Programme in Environment and Sustainable Development (PGDESD). This programme has been developed by the School of Sciences, IGNOU in collaboration with South Asian Foundation Learning Initiative (SAFLI), and the Open Universities of the SAARC region, namely, the Open University of Sri Lanka (OUSL), Bangladesh Open University (BOU), the Allama Iqbal Open University (AIOU), B R Ambedkar Open University, Hyderabad, India (BRAOU) and BRAC University, Bangladesh.

South Asia is an important region of the world. It covers only 5.38 percent of the total land area but inhabits more than 20 percent of global population and is a land of extreme diversity in all respects. It faces the problems of acute population pressure, abject poverty and development without environmental safeguards that have resulted in irreparable environmental degradation and depletion of natural resources. Consequently, in South Asia, the highest priorities are poverty alleviation, population management and pursuing the goal of environmentally sound and sustainable development.

The idea of sustainable development has gained growing recognition in recent years as an approach to environment and development issues in which the requirement to satisfy human needs is balanced with the capacity of the environment to cope with the consequences of economic development. Thus the need for continued economic development and growth is fully recognized, but it should be promoted in a manner, which does not jeopardize the position of vulnerable people nor depletes the future viability of the earth’s environment and resource base. Environmental protection and sustainable development are two sides of the same coin.

The vision of environmentally sustainable development encompasses the goal of attaining mutually complementary economic, environmental and social well being for everyone, on an ongoing basis. It identifies a direction of change. Movement in the direction of this vision requires action at international, national, regional, and community levels. This programme is an outcome of such a vision of educationists and environmentalists of the SAARC countries.

The objectives of this programme are to:

- disseminate information and exchange knowledge and experiences gained in the pursuit of the goal of sustainable development;

- strengthen regional co-operation in environmental capacity building especially in the area of environmental management; and

- educate and train individuals from different walks of life viz. development functionaries, government officials, journalists, policy makers, farmers, industrialists, grass-root workers, environmentalists who have a stake in protecting the environment as well as ensuring a better quality of life for the peoples of their countries.

In this Programme Guide, we will tell you about the University, SAFLI, and about the various courses in the PGDESD. It also contains the main rules and regulations and useful forms. You can xerox and use them as and when you need them.
2. THE UNIVERSITY

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

- Democratising higher education by taking it to the doorstep of the learners;
- Providing access to high quality education to all those who seek it irrespective of age, region or formal qualifications;
- Offering need-based academic programmes at affordable cost in emerging professional and vocational areas;
- Promoting and developing distance education in the country; and
- Setting and maintaining standards in distance education in the country as an apex body.

The University offers both short-term and long-term innovative programmes leading to Certificates, Diplomas and Degrees. The programmes are launched with a view to fulfil the learner’s needs for:

- Certification;
- Improvement of skills;
- Empowerment
- Acquisition of professional qualification;
- Continuing education and professional development at work place;
- Self-enrichment; and
- Diversification of knowledge.

The University uses a judicious multiple-media mix for instruction. The instructional package comprises a combination of one or more of the following:

- Self-instructional print materials;
- Audio and video cassettes;
- Telecast/broadcasts through the dedicated education channel of Doordarshan (GyanDarshan) and the All India Radio (Gyan Vani) Channel;
- Teleconferencing;
- Interactive Radio-counselling;
- Face-to-face counselling at select study centres;
- Assignments;
- Project work;
- Tele-conferencing;
- On line teaching-learning;
- Extended contact programmes; and
- Laboratory work.

The instructional package of PGDESD comprises self-instructional print material, and interactive audio and video programmes. The print material is the mainstay of this programme. It has been developed by teams of experts drawn from different universities/ institutions from India and other SAARC nations. Your study centre is
supervised by a Coordinator. Meet him/her if you want any information or help. The study centre will remain open on all holidays, Sundays and in the evenings on working days.

### 3. INTRODUCTION TO SAFLI

**South Asia Foundation** is a voluntary, secular, non-profit and non-political youth movement, which seeks to promote greater solidarity, understanding, cooperation, peace and progress through education and sustainable development among the peoples of South Asia.

Founded by UNESCO Goodwill Ambassador Madanjeet Singh, South Asia Foundation (SAF) is based in Switzerland and its seven SAF Chapters are registered in SAARC countries as national entities guided by eminent Chairpersons and their respective Advisory Boards.

**SAF Learning Initiative (SAFLI)** is an ambitious education project of SAF to link a number of Open Universities and other institutions in the SAARC countries and to provide students of SAARC countries a wider choice of subjects including well designed programmes on South Asian studies. The Post Graduate Diploma in Environment and Sustainable Development (PGDESD) is the first such programme, which encompasses issues like sustainable development, women's empowerment, environment, peace, cooperation and development, sustainable energy for development and human rights.

### 4. THE COURSES

The courses comprising the Post Graduate Diploma in Environment and Sustainable Development are:

**MED 001:** Understanding the Environment  
**MED 002:** Sustainable Development: Issues and Challenges  
**MED 003:** Energy and Environment  
**MED 004:** Towards Participatory Management  
**MED 005:** Integrated Environmental Management: Urban and Rural  
**MED 006:** Natural Resource Management: Physical and Biotic  
**MED 007:** Agriculture and Environment  
**MED 008:** Globalisation and Environment

All these courses are of 4 credits each. You will have to earn 32 credits to complete the Programme. You can earn these 32 credits over a period of 1 year to 3 years depending on your convenience.

One credit is equivalent to 30 hours of students study time. This study time includes the time taken for reading and understanding the print material, listening to audio programmes, watching video programmes, attending counselling sessions and doing assignments.

### 5. STUDYING THE COURSES

The study of various courses in the programme involves:

- **Studying print materials** on your own,
- **Listening to audio programmes**, 

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The Print Materials

The print material of each course is divided into blocks. Each block has a number of units. The first page of each block indicates the numbers and titles of the units comprising the block. In the first block of each course, we start with the course introduction. This is followed by a brief introduction to the block. We expect you to read the course introduction and the block introduction as these give you an overview of the course/block.

The objectives given in each unit outline what you are expected to accomplish after studying it. Each unit ends with a summary giving its main points and a set of terminal questions. Many units have references for further reading, if you wish to study the topics in-depth.

6. SYLLABI OF COURSES
Details of the courses are as follows:

<table>
<thead>
<tr>
<th>MED 001: UNDERSTANDING THE ENVIRONMENT</th>
<th>4 Credit</th>
</tr>
</thead>
</table>

The environment is the sum total of living and non-living life supporting factors and the circumstances that surround an individual or a community. This course entitled Understanding the Environment provides a complete picture of our environment in its natural setting. It has four themes: Our environment and its component introduces the concept of environment and discusses the lithosphere, atmosphere and the hydrosphere, which are closely associated with the biosphere. They provide the life supporting physical factors for life; Living components of the environment describes the characteristics and the types of living organisms along with their major life zones on land and in water; The ecosystem and its functioning explains the concept of the ecosystem, the basic functional unit in the environment, that allows us to understand the complex interactions between living organisms and the life supporting physical and biological factors in the biosphere; People and the Environment details the impact of human activities on environment including the environmental degradation and environmental pollution caused due to population growth and over-exploitation of natural resources.

Block 1  Our Environment and its Components
Unit 1   Introduction of the Environment
Unit 2   The Lithosphere
Unit 3   The Atmosphere
Unit 4   The Hydrosphere

Block 2  Living Components of the Environment
Unit 5   Organisms and their Characteristics
Unit 6   The Terrestrial Life
Unit 7   The Aquatic Life

Block 3  The Ecosystem and its Functioning
Unit 8   An Introduction to Ecosystem
Unit 9   Energy in Ecosystems
Unit 10  Cycling of Materials in the Ecosystem
Unit 11  Biotic Relations in the Ecosystems

Block 4  People and the Environment
Unit 12  Human Evolution and Population Growth
Unit 13  Environmental Degradation and Conservation
Unit 14  Environmental Pollution
Nature has supported and maintained life on earth since times immemorial and will continue to do so in the future. This capacity of the earth is known as the sustainability of nature or ecosystems or environment. But, once the alteration of nature’s initial state occurs, its ability to revert back is lost. The anthropocentric activities of development like industrialization have led to the indiscriminate exploitation of natural resources. The problem has attained global dimensions and has brought us to a position where not only the other life forms on this planet, but also the very existence of mankind are threatened. With the concern for development without degrading socio-economic and environmental conditions, and the realization that there is a limit to nature’s sustainability, people across the world have come together to deliberate and adopt the policy of sustainable development. This course entitled ‘Sustainable Development: Issues and Challenges’ seeks to explore the origin of the concept of sustainable development and the issues and challenges of sustainable development. It also aims at highlighting the initiatives taken at the local, regional, national and international levels towards sustainable development. It further explores the strategies that need to be developed to hasten the process of sustainable development.

Block 1  Introduction to Sustainable Development
Unit 1  What is Sustainable Development?
Unit 2  Parameters of Sustainable Development
Unit 3  Approaches to the Study of Sustainable Development
Unit 4  Issues and Challenges

Block 2  Developmental Issues
Unit 5  Natural Resource Exploitation
Unit 6  Patterns of Industrialisation
Unit 7  Inequitable Growth
Unit 8  Global and Regional Dimensions

Block 3  Initiatives towards Sustainable Development
Unit 9  State Initiatives
Unit 10  Regional Initiatives
Unit 11  Global Initiatives
Unit 12  Civil Societies and Community Initiatives

Block 4  Strategy for Sustainable Development
Unit 13  Community Knowledge
Unit 14  Harness Technology
Unit 15  Innovative Practices
Unit 16  Cooperation and Partnership

The large scale and pervasive nature of energy related human activities have perhaps made the greatest impact on the environment. Although energy and environment concerns were originally local in character, they have now widened to cover regional and global issues such as acid rain and the greenhouse effect. Such problems have now become major political issues and the subject of international debate and regulation. The concept of sustainable energy development has widened over a period of time to include economic, environmental, and social aspects, based on realities and constraints perceived by society. In a sustainable development perspective, we must address the quality and sustainability of our use of natural resources and ecosystems, the impact of production and use of energy, which is essential to our economies and, to our way of life. Further, environmental degradation and lack of access to clean affordable energy services affect the poor. These issues are also global as climate change, loss of bio-diversity and ozone layer depletion affect countries worldwide. This course addresses the current concerns...
related to energy and environment; policies and planning; economics of energy and environment; and energy, sustainability and environment.

Block 1  Energy and Environment: Current Concerns
Unit 1  Energy and Development
Unit 2  Energy Consumption
Unit 3  Energy Production Technologies
Unit 4  Environmental Impact of Energy Production and Use
Unit 5  The North-South Debate

Block 2  Energy Policy and Planning
Unit 6  Energy Policy
Unit 7  Energy Planning
Unit 8  Energy: The Indian Scenario

Block 3  Economics of Energy and Environment
Unit 9  Economic Approaches to the Energy Problem
Unit 10  Micro-Economic Perspective and Macro Linkage
Unit 11  Energy Infrastructure, Services and Efficiency Improvement
Unit 12  Social Control of Energy

Block 4  Energy, Sustainability and Environment
Unit 13  Solar Energy Technologies
Unit 14  Biomass Resources and Technologies
Unit 15  Hydropower and Wind Energy
Unit 16  Sustainable Energy for Clean Environment

MED 004: TOWARDS PARTICIPATORY MANAGEMENT  4 Credit

Participation as defined by United Nations Research Institute for Social Development (UNRISD) is an organized effort to increase control over resources and regulative institutions by groups and movements of those excluded from such control. Resources are one key (but neglected) aspect of the participatory decision-making process; the devolution of control over resources to local people is a procedure, which has been too little tried in development process. Organizations with resources are generally anxious to keep control over them; a positive institutional development approach will use the devolution of resources to build local management capacity. The quality of interaction between professionals, managers, politicians and ordinary people is another, better developed aspect of participatory process. Here there has been tremendous development of participatory techniques designed to bring outsiders and insiders to a closer understanding and respect of each other.

This course is designed to enable the students to explore the knowledge and skills required for working successfully with individuals in groups to integrate the conservation efforts with development through participatory process. They will be encouraged to think about and reflect on their successes and difficulties. The course also covers how other people have worked for participatory community development, and their theories about their work. The theory and practice of participatory community development will also be explored.

The course introduces the key concept of participatory management with a historical review; explaining state policies and programmes. Then it discusses the models of participatory management in South Asia and the approaches and practices to participatory management of resources followed by information about programmes and services in the area of participatory management with special focus on women and youth. Finally, salient issues related to the management of natural resources through participatory process are analysed.
Since the Rio Summit in 1992, intense interest and concern in processes of environmental degradation at local, regional and global level had developed. However, it soon became clear that reversing such degradation would not be a purely technical and managerial matter. All the technical knowledge in the world does not necessarily lead societies to change environmentally damaging behaviour. Hence, a critical understanding of socio-economic, socio-cultural, legal and political, and moral and ethical structure of the society has become of central importance in approaching the environmental problems. Most of these are complex problems whose solution will require people capable of grasping the big picture, able to appreciate and deal with complex problems and to support strategies having long-term impact. This is only possible by integrating environmental ideology into socio-economic, socio-cultural and ethical systems. There is a dire need to develop an environmental ideology based on a system of collectively held normative reputedly factual ideas, beliefs and attitudes advocating a particular pattern of social relationships with the environment and arrangements aimed at justifying a particular pattern of conduct towards environment. There is an increasing realization among environmental professionals that industry is now a permanent part of the environment. Therefore, efforts are being made by engineers, natural scientists and policy-makers to "internalise" industry within the ecological discourse. A salient feature of this new approach is its emphasis on the harmonization of various environmental disciplines and endeavours. Hence, the concept of "integrated environmental management" has emerged in the last few years and forms the subject matter of this course.
MED 006: NATURAL RESOURCE MANAGEMENT: PHYSICAL AND BIOTIC  4 Credit

The study of Natural Resources Management is essential in a programme of this nature since resources are needed for almost everything we do to meet our needs. When we decide what to do, what to buy, use or eat, we are making a decision about what resources to use and how to use them. The way we use our resources has an impact on the environment and is integrally linked to sustainable development; at present as well as for the future. In this course, we introduce the scientific concept of natural resources, how resources are being used, what action can be taken to conserve natural resources and manage them judiciously so that our current needs are met equitably without compromising their availability for the future generations.

Block 1 Natural Resources: Physical

Unit 1 Introduction to Natural Resources
Unit 2 Land, Soil and Water
Unit 3 Energy and Mineral Resources
Unit 4 Natural Resource Conservation

Block 2 Natural Resources: Biotic

Unit 5 Introduction to Biodiversity
Unit 6 Global Distribution of Biodiversity
Unit 7 The Value of Biodiversity
Unit 8 Resource Use of Biodiversity
Unit 9 Loss of Global Biodiversity

Block 3 Conservation of Biotic Resources

Unit 10 Conserving Biodiversity
Unit 11 Social and Economic Strategies of Biodiversity Conservation
Unit 12 Legal Aspects of Biodiversity Conservation

MED 007: AGRICULTURE AND ENVIRONMENT  4 Credit

Agriculture forms the backbone of economic activity in South Asian countries. The major challenge facing all countries in this region today is to feed an ever growing population without degrading the environment further and without further increasing pressures on a finite resource base. In the next 25 years, South Asia's food requirements are likely to double, while its natural resource base is likely to shrink. The Indian subcontinent itself
accounts for 21 percent of the world's population on just 3 percent of its land area. The only recourse for these countries is to increase agricultural productivity from existing lands through environment-friendly practices.

Safety of natural resources is of prime concern in order to ensure productivity, profitability and sustainability of agriculture for the present and future. The need of the hour is to strike a balance between the two diametrically opposite processes of exploitation and conservation. To achieve this, environmental protection, resource conservation and its rational utilization must form an integral part of all agricultural activities and processes. This course on Agriculture and Environment is being offered to address these very concerns.

**Block 1 Environment-Agriculture Relationship**

Unit 1  The Evolution of Agriculture  
Unit 2  Agro-Ecosystems  
Unit 3  Impact of Agriculture on Environment  
Unit 4  Impact of Environment on Agriculture  
Unit 5  Sustainability: The New Paradigm

**Block 2 Agro-Environmental Resources: Issues and Challenges**

Unit 6  Land  
Unit 7  Water  
Unit 8  Biodiversity  
Unit 9  Energy  
Unit 10 Off-farm Inputs

**Block 3 Strategies for Eco-friendly Agriculture**

Unit 11  Integrated Resource Management  
Unit 12  Integrated Farming Systems  
Unit 13  Integrated Disease, Pest and Weed Management  
Unit 14  Society and Agriculture

**Block 4 Towards a Greener Future**

Unit 15  Imperatives  
Unit 16  New Technologies  
Unit 17  Agricultural Waste Management  
Unit 18  Alternative Agriculture

**MED 008: GLOBALISATION AND ENVIRONMENT 4 Credit**

Globalisation, through large scale development interventions, has the capacity to order and reorder human lives. It is often hailed as an opportunity that would open up new vistas for many a nation. But it has had negative effects on the environment, thus transforming the local environmental problems into global issues. Globalisation has placed greater stress on energy production, resource extraction, thus enabling changes in the global climatic conditions and biodiversity. Though consumption of resources is common to any economic system and its growth, unlimited resource use will eventually trigger an irreversible crisis. The environmental problems are increasingly trans-boundary and global in scope and significance, leading to increasing levels of poverty, ecological destruction, social inequalities and uneven distribution patterns leaving the global community to search for effective alternatives.

The absence of a simultaneous empowerment of the local communities in tackling these crises has deprived the system of necessary checks and counterbalances. The international community has come together to formulate policies that would help restore the nature leading to the Rio Earth Summit, 1992. It is one of the most comprehensive frameworks ever designed for global environmental management. But the non-conformity by many developed countries and the lack of necessary infrastructure and finances in developing countries has
rendered it ineffective. This course examines the diverse issues related to globalisation and environment under four heads: **Global Concerns, Global Responses, Global Movements and Experiences, and Emerging Concerns**. Environmental Standards, technology concerns, role of the UN Agencies, International Laws and Agreements, initiatives from NGOs and people. The emerging concerns such as sustainable use of Biodiversity and its protection, greening of business around the globe and people’s right for clean environment have been highlighted. Some case studies from South Asian countries have been discussed.

Unit 1 Environmental Dimensions of Globalisation  
Unit 2 Environmental Calamities  
Unit 3 Man – made Disasters  
Unit 4 MNCs, TNCs and Developing Countries  
Unit 5 International Summits and Declarations  
Unit 6 International Environmental Laws and Agreements  
Unit 7 United Nations Agencies Role  
Unit 8 Environment in Multilateral Perspective  
Unit 9 South Asian Responses to Environmental Concerns  
Unit 10 Non Governmental Agencies Initiatives  
Unit 11 People’s Initiatives  
Unit 12 Case Studies and Alternatives  
Unit 13 Biodiversity: Problems and Prospectus  
Unit 14 Sustainable Human Development: Issues and Livelihood, Health and Education  
Unit 15 Greening of Business: Global and Local  
Unit 16 Right to a Clean Environment

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### 7. ASSESSMENT

The evaluation of each course consists of two components: (1) **continuous evaluation** through one assignment, and (2) **term-end examination**. You must pass both in continuous evaluation as well as in the term-end examination (TEE) of a course to earn the credits assigned to that course. In the final result, the assignment in each course carries 30% weightage while 70% weightage is given for the term-end examination. **You are required to score at least 35% marks separately in the continuous evaluation (assignment) and the term-end examination for each course.** In the overall computation also, you must get at least 35% marks in each course to earn the certification. The Division will be awarded on the basis of total marks obtained by you in all courses, as per details given below:

- 60% and above: **First Division**
- 50% and above but below 60%: **Second Division**
- 35% and above but below 50%: **Pass**
- Less than 35%: **Unsuccessful**

If you fail to score at least 35% in the TEE of any course, you can appear in the subsequent TEE for that course up to three years, the period for which your registration is valid.

**Assignments**

Assignments constitute the continuous evaluation component of the courses. The marks that you get in your assignments carry 30% weightage and will be counted in your final result. Therefore, you are advised to take your assignments seriously.
There will be one assignment for each course. You can download the assignments from the link https://webservices.ignou.ac.in/assignments/ . You have to complete the assignments in time. Assignment Submission Deadlines are as follows:

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Course</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>MED-001 to MED-004</td>
<td>March 31 of the same year</td>
</tr>
<tr>
<td></td>
<td>MED-005 to MED-008</td>
<td>September 30 of the same year</td>
</tr>
<tr>
<td>July</td>
<td>MED-001 to MED-004</td>
<td>September 30 of the same year</td>
</tr>
<tr>
<td></td>
<td>MED-005 to MED-008</td>
<td>March 31 of the next year</td>
</tr>
</tbody>
</table>

You will not be allowed to appear for the term-end examination for a course if you do not submit the assignment for each course within the deadline given above. If you appear in the term-end examination of a course without submitting its assignment, the result of the term-end examination is liable to be cancelled/withheld.

The main purpose of assignments is to test your comprehension of the learning material you receive from us. The assignment responses should be complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor grades.

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

For your own record, retain a copy of all the assignment responses which you submit to the coordinator of your Study Centre. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments on your assignments by the evaluator within a month after submission, please try to get it from your study centre personally. This may help you to improve upon future assignments.

The University sends study materials, wherever prescribed to the students by registered post and if you do not receive the same for any reason whatsoever, the University shall not be held responsible for that.

8. OTHER USEFUL INFORMATION

8.1 Change/Correction of Address and Change of Study Centre

A printed card for change/correction of address and change of Study Centre is dispatched along with the study material. In case there is any correction/change in the address, you are advised to make use of the Proforma (Form 1) provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student’s signature to SRD (Student Registration Division), Maidan Garhi, and New Delhi - 110068. Requests received directly at SRD, New Delhi will not be entertained. The form for change of address can also be downloaded from IGNOU website: www.ignou.ac.in. Normally, it takes 4-6 weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period. In case you want a change of Study Centre, you are advised to fill the Performa and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres, you are advised to make sure that counselling facilities are available, for the subject you have chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.
8.2 Change of Region

If you want to transfer from one region to another, you have to write to the Regional Centre from where you are seeking a transfer marking copies to the Regional Centre where you would like to be transferred to. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, SED and you. In case you are keen for transfer from Army/Navy/Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, you would have to pay the fee-share money to the Regional Centre. In case you seek transfer at the beginning of the session/cycle the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

8.3 Non-receipt of Study Material

If you do not receive your study material within a month after admission, fill up Form 2 and send it to the address mentioned on it.

8.4 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, the University will not be in a position to make adjustment.

8.5 Refund of Fee

- Fee once paid will not be refunded under any circumstances. It is not adjustable against any other programme of this university.
- In cases, where the University denies admission, the programme fee will be refunded after deduction of the processing fee, if any, electronically to the credit/debit/net banking account from where payment was made.

8.6 Term-end Examination

The University conducts Term-end Examination for all its programmes including this programme twice a year in the month of June and December every year.

<table>
<thead>
<tr>
<th>IMPORTANT</th>
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<tr>
<td>The following conditions apply in the first year of your enrolment for the cycle in which you enrol in the programme.</td>
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</tbody>
</table>

**January Cycle:** You will be allowed to appear in the TEE held in June of the same year for only MED-001, MED-002, MED-003, and MED-004. You can appear in the exam for the remaining courses MED-005 to MED-008 only in December in the same year.

**July Cycle:** You will be allowed to appear in the TEE held in December of the same year for only MED-001, MED-002, MED-003, and MED-004. You can appear in the exam for the remaining courses MED-005 to MED-008 only in June in the next year.
Important Information about Examination

- You will be permitted to appear in the Term-end Examination subject to the condition that registration for the courses in which you wish to appear is valid, maximum time to pursue the programme is not elapsed and you have also submitted the assignment, in each of those courses by the due date. You must carry IGNOU Identity Card for writing examination.

- **Examination Fee**

Examination forms are accepted online only. You can submit on-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in)

Examination fee of Rs.120/- per course is required to be paid through IGNOU online portal.

- **Examination Centre**

Normally the study centre is the examination centre. However, you are required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of the examination centres available at IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). In case you wish to take examination at a particular centre, you should fill the code of the chosen centre as examination centre code. However, in the examination centre chosen by you is not activated, the university will allot another examination centre under the same Region.

- **Date of Submission of Online Term End Examination Form**

<table>
<thead>
<tr>
<th>JUNE, TEE</th>
<th>DECEMBER, TEE</th>
<th>LATE FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st March to 30th April</td>
<td>1st Sept to 31st Oct</td>
<td>NIL</td>
</tr>
<tr>
<td>1st May to 10th May</td>
<td>1st Nov to 10th Nov</td>
<td>Rs. 1000/-</td>
</tr>
</tbody>
</table>

Examination fee once paid is not refundable, nor adjustable. For every exam (June/December) a student has to apply afresh.

To avoid discrepancies in filling up examination form/hardship in appearing in the term-end examination you are advised to:

1. Remain in touch with your Study Centre/Regional Centre/S.E.D (Student Evaluation Division) for change in schedule of submission of examination form fee if any;

2. Fill up all the particulars carefully and properly in the examination form to avoid rejection of the form;

3. Retain proof of mailing/submission of examination form till you receive the examination hall ticket.

- **Issue of Examination Hall Ticket**

Examination Hall Tickets are uploaded on the university website at 7 to 8 days before the commencement of Term-End Examinations. It can be downloaded from the University’s website [www.ignou.ac.in](http://www.ignou.ac.in). Please take print out of Hall Ticket from University website ([www.ignou.ac.in](http://www.ignou.ac.in)) and report at the Examination Centre along with the Identity Card issued by the university. In case you fail to receive the Examination Hall Ticket within one week before the commencement of the examination you can download the hall ticket from the website and approach the exam centre for appearing in the exam.
• Re-evaluation of Answer Script

IGNOU has a provision for re-evaluation. The request should be made on the prescribed Form (Form 3) along with a draft of Rs.750/- per course payable at city where concerned evaluation centre is situated (Please see format). Application form for this purpose will be entertain before 31st March for December TEE or 30th September for June TEE or within one month of declaration of results, whichever is later.

8.7 Re-admission

1. Re-admission in the programme is permissible for students who failed to complete the requirements in full or in part within the maximum prescribed period (three years).

2. Pro-rata fee paid for re-admission would be valid for a period of one year only.

3. The additional period indicated at point no. 2 above will commence from the date of completion of the maximum duration of three years for the Programme for which the registration was done initially.

4. Students shall not be on rolls of the university beyond the additional period indicated at point no.2 above.

5. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.

6. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.

7. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.

8. Students are required to pay the pro-rata Re-admission fee at the rate of Rs.700/- per course, in lump sum, for all the courses they failed to successfully complete earlier. Fee once paid will not be refunded under any circumstances.

9. Pro-rata fee for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.

10. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.

11. The Demand Draft for Re-admission fee should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrolment Number, Name and Programme code and also the words ‘Re-admission’ on the reverse of the DD.

12. You should send the Re-admission Form (Form 6) along with the DD to Registrar, SRD, IGNOU, Maidan Garhi, New Delhi-110068.

8.8 Disputes on Admission and other University matters

The place of jurisdiction for filing of a lawsuit, if necessary, will be at New Delhi/Delhi.
Only those students who satisfy the eligibility criteria fixed by the University will be admitted. Students will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not get misled by the false promises of admission made by any private individuals or institution.

8.9 IGNOU Newsletter

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

8.10 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of Other Backward Classes, War Widows, and Physically Handicapped wherever the number of seats is limited candidates as per the Government of India rules.

8.11 Scholarships and Reimbursement of Fee

The learners belonging to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates. SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State’s Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

Similarly, Physically Handicapped learners admitted to IGNOU Programmes are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.
<table>
<thead>
<tr>
<th>1. Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms/Change of Programme/Medium/Course/Elective /Opting of left over electives.</th>
<th>Concerned Regional Centre.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Non-receipt of study material and assignments</td>
<td>Registrar, Material and Production Distribution Division, IGNOU, Maidan Garhi, New Delhi-110068. Ph.: 011-29534521</td>
</tr>
<tr>
<td>3. Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, Hall ticket</td>
<td>Assistant Registrar (Exam. II), SED, Block-12, Room No.-2, IGNOU, Maidan Garhi, New Delhi-110068. Email: <a href="mailto:sgoswami@ignou.ac.in">sgoswami@ignou.ac.in</a> Ph.: 011-29536743, 29572202, 29572209</td>
</tr>
<tr>
<td>4. Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript</td>
<td>Deputy Registrar (Exam-III), SED, Block-12, Room No.-1, IGNOU, Maidan Garhi, New Delhi-110068. Email: <a href="mailto:npsingh@ignou.ac.in">npsingh@ignou.ac.in</a> Ph.: 011-29536103, 29572201, 29572212, 29572208</td>
</tr>
<tr>
<td>5. Non-reflection of Assignment Grades/Marks</td>
<td>Deputy Registrar, (Assignment), SED, Block-3, Room No.-12, IGNOU, Maidan Garhi, New Delhi – 110068, Email: <a href="mailto:assignments@ignou.ac.in">assignments@ignou.ac.in</a> Ph.: 011-29571312, 29571319, 29571325</td>
</tr>
<tr>
<td>6. Change of Elective/Medium/opting of left over electives/Deletion of excess credits</td>
<td>Concerned Regional Centre</td>
</tr>
<tr>
<td>7. Original Degree/Diploma/Verification of Degree/Diploma</td>
<td>Assistant Registrar (Exam-I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi – 110068 Email: <a href="mailto:convocation@ignou.ac.in">convocation@ignou.ac.in</a> Ph.: 011-29535438, 29572224, 29572213, 29535924-32 / Extn.: 2224, 2213</td>
</tr>
<tr>
<td>8. Student Grievances (online)</td>
<td>Assistant Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110068 Email: <a href="mailto:sregrievance@ignou.ac.in">sregrievance@ignou.ac.in</a>; <a href="http://igram.ignou.ac.in/">http://igram.ignou.ac.in/</a> Ph.: 29532294, 29535924 / Extn.: 1313</td>
</tr>
<tr>
<td>9. Academic Content</td>
<td>Director of the School concerned</td>
</tr>
<tr>
<td>10. Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU</td>
<td>Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: <a href="mailto:ssec@ignou.ac.in">ssec@ignou.ac.in</a>; <a href="http://igram.ignou.ac.in/">http://igram.ignou.ac.in/</a> Ph.: 29535714, 29572513, 29572514, 29533869, 29533870</td>
</tr>
</tbody>
</table>

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.
You are also advised to get in touch with the Coordinator of your Study Centre for timely information on any matter.

For any further information you can write to:

The Director
School of Sciences,
IGNOU, Maidan Garhi, OR
New Delhi-110068
Email: sos@ignou.ac.in
Phone no: 011-29572832/33
Dr. Subhakanta Mohapatra
Dr. Kakoli Gogoi
Programme Coordinators PGDESD
School of Sciences
IGNOU, Maidan Garhi,
New Delhi-110068
Email: pgdesd_programme@ignou.ac.in
Phone no: 011-29571680/79

ALWAYS KEEP A COPY OF YOUR CORRESPONDENCE, ASSIGNMENTS ETC. WITH THE UNIVERSITY WITH YOU.

9. USEFUL FORMS

We are enclosing the samples of following forms for your use. 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.

1. Change/Correction of Address & Change of Study Centre (Form No.1)
2. Intimation of Non-receipt/wrong receipt of Study Material (Form No.2)
3. Application form for Re-Evaluation of answer script (Form No.3)
4. Form for Duplicate Grade Card/Mark Sheet (Form No.4)
5. Form for Provisional Certificate (Form No.5)
6. Application form for early declaration of result of Term-End Examination (Form No.6)
7. Application form for obtaining photocopy of the answer script (Form No.7).
8. Assignment Remittance-cum-Acknowledgement Form (Form No. 8).

Whenever you have to correspond for any of the above listed subjects, it is better to retain the original form for reuse and get a photocopy of the relevant form, fill it carefully and send as per instructions therein.

Some important forms are available on the IGNOU Website:
http://www.ignou.ac.in/ignou/studentzone/forms
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

CHANGE/CORRECTION OF ADDRESS & CHANGE OF STUDY CENTRE

I request that all correspondence be sent at the following address and change of Study Centre be recorded.

<table>
<thead>
<tr>
<th>Enrolment No.</th>
</tr>
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</table>

Date from which change is effective

<table>
<thead>
<tr>
<th>Name</th>
<th>Mr./Ms</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>New or corrected Address</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Town/City</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State</th>
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<table>
<thead>
<tr>
<th>Pin Code:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Medium of Study</th>
<th>Programme of Study</th>
<th>New Study Centre Code</th>
</tr>
</thead>
</table>

Date: ____________ Signature: ____________

The form should be mailed to:

**The Registrar (SED)**
**Indira Gandhi National Open University,**
**Maidan Garhi,**
**New Delhi-110 068**
To
The Registrar,
Material and Production Distribution Division,
IGNOU, Maidan Garhi
New Delhi-110068.

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

Enrolment No.  

Programme  

Medium of Study  

I have not received the Study Material in respect of the following:

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Courses Code</th>
<th>Course Title</th>
<th>Block Nos.</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

I have remitted all the dues towards the course fee and there is NO CHANGE in address which is given as follows:

Name & address: __________________________________________

__________________________________________

__________________________________________

__________________________________________

Please send me the above study materials.

Date:___________   Signature:___________

**For Official Use**

__________________________________________

Date of despatch of study material to students.
APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

(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:_________ EnrolmentNo: ______________________________

3. Address:..............................................................................................

.............................................................................................................. Pin

4. Contact No: (Mobile No.)............................................. Landline No:............................... 

5. Month and Year of the Examination:..............................................

6. Examination CentreCode: ________________________________

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

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

8. Courses,in which Re-evaluation is sought: 

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>MARKS/GRADEOBTAINED</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

8. Feedetails:-
(The fee for Re-evaluation of answer script is Rs. 750/-per course for Indian Students &Rs. 1200/- for SAARC Countries Students and $75 for Non-SAARC Countries Students, 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. 750/- or ............... = Total Amount: ......................
Demand DraftNo................................................. Date:.............................
Issuing Bank: .........................................................

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

P.T.O.
RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made within one month of declaration of his/her result.
2. The date of declaration of result will be calculated from the date on which the result(s) 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 ANSWERSCRIPTS’
7. The application form duly filled-in may be send to the following address except CPE* & DPE* programmes.
8. Application form must reach within the prescribed dates at the following address:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Regional Director, IGNOU Regional Evaluation Centre, 3rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal-462016, Madhya Pradesh</td>
<td>All Examination Centres within Bhopal, Jabalpur, Raipur, Ranchi, Patna, Darbhanga, Bhagalpur, Jodhpur and Jaipur</td>
</tr>
<tr>
<td>2.</td>
<td>Regional Director, IGNOU Regional Evaluation Centre, C/1, Institutional Area, Bhubaneshwar-751013, Odisha</td>
<td>All Examination Centres within Bhubaneswar, Koraput, Kolkata, Deoghar, Siliguri, Raghubhandaganj, Vishakhapatnam, Vijayawada, Hyderabad</td>
</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar, IGNOU Regional Evaluation Centre- Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068 Ph.: 011-29533565, 011-29571501</td>
<td>All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions, Centres, Units &amp; Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centres/sources, if any.</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. Registrar, IGNOU Regional Evaluation Centre, IGNOU Complex, Kaloor, PO. Ernakulam, Distt. Kochi-682017 Kerala. Ph.: 0484-2337028, 2337038</td>
<td>All Examination Centres within Kochi, Trivandrum, Vatakara, Chennai, Madurai, Bangalore, Bijapur, Panaji, Port Blair, Mumbai, Pune, Nagpur, Rajkot, Ahmedabad</td>
</tr>
<tr>
<td>5.</td>
<td>Dy. Registrar, IGNOU Regional Evaluation Centre-Lucknow IInd Floor, 5 C / INS-1, Sector-5, Vrindavan Yojana, Telibagh, Lucknow 226029 Ph.: 0522-2442825</td>
<td>All Examination Centres within Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu, Srinagar</td>
</tr>
<tr>
<td>6.</td>
<td>Dy. Registrar, IGNOU Regional Evaluation Centre Shillong, IGNOU Regional Centre, NEHU Campus, Umshing, Mawkynrouh, Shillong-793022 Meghalaya. Ph.: 0364-2550130</td>
<td>All Examination Centres within Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal</td>
</tr>
</tbody>
</table>

*For the revaluation of the answer script(s) of CPE and DPE Programmes, the application form may be sent to the Regional Centre concerned.
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110 068

Application Form for obtaining Duplicate Grade Card/Statement of Marks

Name of the student: .................................

Programme: ................................................

Enrolment No. ...............................

Address (where grade card is to be sent) ..........................

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

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

Pin Code: ...............................

Telephone no: .............................., Mobile No: ..................................

Email: .................................

Bank Draft/IPO No. ..............................dated.................................

Issuing bank/post office.................

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

Note:  Fee for duplicate, grade card is Rs. 250/- . The duplicate grade card/mark list 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
Block 12, Maidan Garhi
New Delhi -110 068.
APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No. ____________________________

Programme Title ______________________________________

Name ________________________________________________

Father's name __________________________________________

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

Mailing Address _________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Please write the names of the course(s) successfully completed and enclose a copy of your grade card showing complete results.

1. ________________________________________________

2. ________________________________________________

3. ________________________________________________

4. ________________________________________________

Date: ______________ Signature: ______________________

The filled in form is to be sent to:

The Registrar
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068
STUDENT REGISTRATION DIVISION INDIRA GANDHI NATIONAL OPEN UNIVERSITY MAIDAN GARIH, NEW DELHI–110068

RE-ADMISSION FORM FOR ALL PROGRAMMES
(Other than MP & MPB)

1. Name & Address of the student

E-mail: ___________________________ Mob. No.

2. Programme Code: ___________________________

3. Enrol. No. ___________________________

4. Regional Centre Code: ___________________________

5. Study Centre Code: ___________________________

5. Details of course(s) not completed for which re-admission is sought

(Enclose a separate Annexure if the Table below is insufficient).

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course Code</th>
<th>Title of the Course</th>
<th>Credits</th>
<th>Course Fee (Rs.)</th>
</tr>
</thead>
<tbody>
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</table>

Total Rs. ___________________________

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

<table>
<thead>
<tr>
<th>Year(s)/semester(s)</th>
<th>Course Code(s) of the missed year(s)/semester(s)</th>
<th>Re-registration fee Rs.</th>
</tr>
</thead>
<tbody>
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</table>

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

Date of (Name of Bank) (DD should be drawn in favour of “IGNOU” payable at New Delhi)

Dated: ___________________________

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

Signature of the student

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

(P.T.O.)
RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:
   (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
   (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme curriculum within the maximum span period prescribed.

2. Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the pro-rata course fee for re-admission as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.

3. Course fee paid for re-admission would be valid for a period of six months/one year/two consecutive academic years or four consecutive semesters only, as given below:
   a) Six months - for all Certificate Programmes of six months duration
   b) One year - for all Diploma/PG Dip. Programmes of one year duration
      (including BLIS, MLIS, MADE, and collaborative programmes B.Com&M.Com of ICAI, ICWAI and ICSI)
   c) Two years - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.

4. The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.

5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.

6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.

7. No study material (SLMs) will be supplied on re-admission, including for the missed semester/year. If the earlier SLMs is replaced, the student will be required to buy changed course material. For that matter SLMs will not be provided for the courses re-registered as missed semester/year. Students will have to make their own arrangement for the SLMs.

8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.

9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.

10. Students are required to pay the pro-rata Re-admission fee as per details given in Table-A, in lumpsum, for all the courses they failed to successfully complete earlier. Fee once paid will not be refunded under any circumstances. Students of BCA-MCA Intg. Prog. Should pay the pro-rata re-admission fee, in lumpsum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.

11. Pro-rata fee for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.

12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.

13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol.No., Name and Programme code and also the words ‘Re-admission’ on the reverse of the DD.

P.S.
1. Students can check their Re-admission status from the website (www.ignou.ac.in> STUDENTSZONE> Admission> Registration Status> CHECK READMISSIONStatus>).

2. The following programmes have been wound-up and term-end examination will no longer be conducted in the old syllabus courses, hence re-admission not allowed:
   (iii) CIC (However Re-admission will be applicable for CIC-2 & CIC-5 for B.Com & CBS students) (iv) BIT, ADIT, (vi) MLIS (old sylb.), (vii) BLIS (old sylb.) & (viii) B.Sc(N) (old sylb.)
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:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Course Code</th>
<th>Date of Examination</th>
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<tbody>
<tr>
<td>1.</td>
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<td>4.</td>
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</tr>
</tbody>
</table>

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:-

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<tr>
<th>Sl. No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
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<tr>
<td>1.</td>
<td>Regional Director, IGNOU Regional Evaluation Centre, 3rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal-462016, Madhya Pradesh</td>
<td>All Examination Centres within Bhopal, Jabalpur, Raipur, Ranchi, Patna, Darbhanga, Bhagalpur, Jodhpur and Jaipur</td>
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<td>2.</td>
<td>Regional Director, IGNOU Regional Evaluation Centre, C/1, Institutional Area, Bhubaneswar-751013, Odisha</td>
<td>All Examination Centres within Bhubaneswar, Koraput, Kolkata, Deoghar, Siliguri, Raghunathganj, Vishakhapatnam, Vijayawada, Hyderabad</td>
</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar, IGNOU Regional Evaluation Centre- Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068 Ph.: 011-29533565, 011-29571501</td>
<td>All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions, Centres, Units &amp; Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centres/sources, if any.</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. Registrar, IGNOU Regional Evaluation Centre, IGNOU Complex, Kaloor, PO. Ernakulam, Distt. Kochi-682017 Kerala. Ph.: 0484-2337028, 2337038</td>
<td>All Examination Centres within Kochi, Trivandrum, Vatakara, Chennai, Madurai, Bangalore, Bijapur, Panaji, Port Blair, Mumbai, Pune, Nagpur, Rajkot, Ahmedabad</td>
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<tr>
<td>5.</td>
<td>Dy. Registrar, IGNOU Regional Evaluation Centre- Lucknow 1Ind Floor, 5 C / INS-1, Sector-5, Vrindavan Yojana, Telibagh, Lucknow –226029 Ph.: 0522-2442825</td>
<td>All Examination Centres within Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu, Srinagar</td>
</tr>
<tr>
<td>6.</td>
<td>Dy. Registrar, IGNOU Regional Evaluation Centre Shillong, IGNOU Regional Centre, NEHU Campus, Umshing, Mawkyrroh, Shillong-793022 Meghalaya. Ph.: 0364-2550130</td>
<td>All Examination Centres within Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal</td>
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</table>
INDIRA GANDHI NATIONAL OPEN UNIVERSITY MAIDAN GARHI, NEW DELHI-110068
APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name:________________________________________

2. Programme: __________________________ Enrolment No: __________________________

3. Address: ........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

........................................................................................................................................ Pin __________

4. Contact No:______________________________

5. 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): ......................................................................................................................

6. Fee details:-
   (The fee for this purpose is Rs.200/- 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):______________________XRs.200/- = Total Amount:_____________________

   Demand Draft No:________________________ Date:________________________

   Issuing Bank:............................................................................................................................
........................................................................................................................................
........................................................................................................................................

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

   UNDERTAKING

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

   Date:__________________ Signature:________________________

   Place:__________________ Name:________________________
RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. The fee for photocopy of the answer script shall be Rs.200/- (Rupees Two Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.

2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.

3. Student’s application form for photocopy (ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below) along-with the prescribed fee within 45 days from the date of declaration of results i.e. the date on which the result are placed on the IGNOU website.

4. The students, who find that any portion of the answer was not evaluated or any totalling error is noticed, may point out the same and submit their representation along with a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.

5. The students, who intend to apply for photocopy (ies) of the answer script(s) may simultaneously at the same time 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.

6. The application form duly filled in may be sent to the following address except CPE* & DPE* programmes:

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<th>Sl. No.</th>
<th>Address of Evaluation Centre</th>
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<td>Delhi-110068 Ph.: 011-2953</td>
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<td>26029 Ph.: 0522-2442825</td>
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<td>Mawknynroh, Shillong-793022</td>
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<td>Meghalaya. Ph.: 0364-2550130</td>
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* For the photocopy (ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**REGIONAL SERVICES DIVISION**  

**List of Study Centre Addresses**

**PROGRAMME:** Post Graduate Diploma in Environment and Sustainable Development (PGDESD)

<table>
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<tr>
<th>Sl. No.</th>
<th>RC Name</th>
<th>RC Code</th>
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<th>Category</th>
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IGNOU STUDY CENTRE  
BELONIA COLLEGE  
PO BELONIA  
SOUTH TRIPURA  
TRIPURA  
799155 | BPP BA BCOM BSC  
MEG CTS PGDRD  
MAH MPS CIT BCA  
PGDESD |
| 2       | AGARTALA | 26      | 2608    |          | AGARTALA   | COORDINATOR  
IGNOU STUDY CENTRE  
M.B.B. COLLEGE  
COLLEGE TILLA, PO  
AGARTALA COL  
AGARTALA  
WEST TRIPURA  
TRIPURA  
799004 | BSC BCA CIT PGCR  
CAFE CLD PGDT  
PGDHE CFN CES  
CPFM CPLT CCP  
BSW BPP BA BCOM  
DVAPFV MEG MSO  
PGDESD  
MSW CNM  
MSC(DFSM)  
MSC(CFT) BAPC  
MAPC |
| 3       | AHMEDABAD | 09      | 0901    |          | AHMEDABAD  | COORDINATOR  
IGNOU STUDY CENTRE  
L.D. ARTS COLLEGE  
NAVRANGPURA  
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GUJARAT  
380009 | BA BCOM MP MPB  
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BSCN(PB) BCA  
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CIG CNCC PGJMC  
CES CTE PGDRD  
CFN MTM MEG  
PGDMRR PGDT  
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| 4       | AHMEDABAD | 09      | 09131   |          | AHMEDABAD  | COORDINATOR  
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<td>Aligarh</td>
<td>2714</td>
<td>Coordinator: IGNOU Study Centre, Hindu College, Station Road, Moradabad, Uttar Pradesh 244001</td>
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<tr>
<td>7</td>
<td>Aligarh</td>
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<td>Coordinator: IGNOU Regular Study Centre, Kotihwal Adhatiay PG College, Kapoorchand Jain Marg, Kasganj Dist., Kasiraman Nagar, Uttar Pradesh 207123</td>
<td>BPP BA BCOM MP MPB PGDIBO BTS DTS CTS BSC BCA CIT PGDDE PGDHE PGDRD CFN CDM MTM MCA DCH DNHE CNCC CES CTE CRD CHR CCP MEG CTPM CIG CPLT BED BLIS BSW MAH MCOM PGDRP MARD MSO MEC PGDDM PGJMC MPS DAFE CAFE MSW PGDAC MLIS CPVE PGDESD PGDAST</td>
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<td>Coordinator: IGNOU Regular Study Centre, Jagdish Saran Hindu PG College, Amroha, J.P. Nagar, Uttar Pradesh 244221</td>
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**College Bundi, Rajasthan 323001**

**Coordinator**: IGNOU Regular Study Centre, Government PG College, Sawai Madhopur, Rajasthan 322001

**PGDGPS CES PGDDM**

**BPP BA PGDRD BCOM CHR CETM DCE CIG MARD DTS CTS PGDESD MAH MGPS MPS CES**

**Karauli, Rajasthan 322241**

**Coordinator**: IGNOU Regular Study Centre, Government PG College, Karauli, Rajasthan 322241

**BPP BA MPS MAH MSO MHD PGDRD CRD CETM PGDESD**

**Kota, Rajasthan 324001**

**Coordinator**: IGNOU Regular Study Centre, Govt. PG College, Kota, Rajasthan 324001

**BPP BA BCOM CFN DNHE PGDESD CFE CTE CRD CIG MEG DCE CHR MHD BSW PGJMC**

**Churu, Rajasthan 331001**

**Coordinator**: IGNOU Regular Study Centre, Lothia Government PG College, Opp. Railway Station, Churu, Rajasthan 331001

**BPP BA BCOM CUL DUL CHR PGIPR PGCCL PGDESD PGDCJ MHD MCOM MAH MPS PGDIBO CBS CES**

**Alwar, Rajasthan 301408**

**Coordinator**: IGNOU Regular Study Centre, Government PG College, Tehla Road, Rajgarh Dist. Alwar 301408

**BPP BA CRD CHR CTS CBS PGDESD CDM**

**Jammu, J & K 323001**

**Coordinator**: IGNOU Study Centre, Govt. M.A.M. College Jammu J & K

**BPP BA BCOM BSC CPLT CTPM BSW PGDAC MSW PGDESD**

**Dibrugarh, Assam 786004**

**Coordinator**: IGNOU Study Centre, Dibrugarh University Dept. of Applied Geology Dibrugarh Assam 786004

**MP MPB PGDIBO BCA MCA CIT MLIS BLIS MEG PGDDE PGDHE MCOM PGDESD CWED**
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C.K.B. COMMERCE
COLLEGE
JORHAT
ASSAM
785001

BPP BA BCOM MP
MPB PGDIBO BTS
BLIS CIT BCA MCA
PGDT DCE DTS
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DNHE DECE CHR
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MAEDS PGCEDS|
| 73 | KHANNA  | 22       | 2206| LUDHIANA| COORDINATOR
IGNOU STUDY CENTRE
GURU NANAK GIRLS
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MODEL TOWN
LUDHIANA
PUNJAB
141008

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DTS CTS BSCN(PB)
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ANDREWS COLLEGE
GARIA P.O.
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WEST BENGAL

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DEPTT. OF CHEMISTRY  
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UTTAR PRADESH  
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RAEBARELI  
UTTAR PRADESH  
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| 82    | LUCKNOW  | 27   | 2781  | COORDINATOR  
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IMPORTANT: PAY ATTENTION

YOU SHOULD NOT appear in the Term-End Examination of any course without registering for the course and without submitting the assignment for the course. Otherwise, your result will not be declared and the responsibility will be yours. In such a case, do not fill the examination form as it will not be accepted.

IMPORTANT

PLEASE RETAIN A COPY OF ALL YOUR COMMUNICATION WITH THE UNIVERSITY, THE STUDY CENTRE AND REGIONAL CENTRE INCLUDING TMA RESPONSES, IF POSSIBLE.

PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters Programme, the University has established the Campus Placement Cell (CPC). The mission and endeavour of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/ biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.
For any further information you can write to:

The Director  
School of Sciences,  
IGNOU, Maidan Garhi,  
New Delhi-110068  
Email: sos@ignou.ac.in

Dr. Subhakanta Mohapatra  
Dr. Kakoli Gogoi  
Programme Coordinators PGDESD  
School of Sciences  
IGNOU, Maidan Garhi,  
New Delhi-110068  
Email: pgdesd_programme@ignou.ac.in