Post Graduate Diploma in
Educational Technology

School of Education,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi-110068
"Education is a liberating force, and in our age it is also a democratising force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances."

- Indira Gandhi
## Print Production

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<th>Name</th>
<th>Department</th>
<th>University</th>
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March, 2012

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110068

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Dear Student,

We welcome you to our programme, Post Graduate Diploma in Educational Technology (PGDET). At the very outset we would like to tell you that following your enrolment in this programme, you have become a student of IGNOU, which offers educational programmes through the Open and Distance Learning (ODL) mode. It is quite likely that this is going to be your first experience as a distance learner. Unlike other educational institutions where teaching and learning take place in a face to face manner, IGNOU adopts a multi-media approach to facilitate teaching and learning. The print medium (the self learning material received by you) is the master medium. It is supplemented with instructions delivered through other media, made available as audio and video media at the study centres, teleconferencing sessions, interactive radio counselling sessions, broadcasts through radio and television and face to face academic counselling sessions. Besides, the assignments submitted by you will also link you with us. Thus, there would be multiple modes through which we would be interacting with each other.

Educational Technology is emerging as a new discipline. The growing popularity of this discipline lies in the advantages of integrating technology in the instructional system. The advantages are multifarious and may pertain to registration, delivery of instructions, the overall management of educational institutions and so on. Among these processes, the teacher is mainly concerned with delivering instructions and the application of educational technology is becoming indispensable for this process. Also, in keeping with the demands of the knowledge society, transaction of knowledge has to be freed from the confines of the classrooms and made available round the clock, at places convenient for the learner. Even within the classroom, technology may be used to strengthen the constructive approach to learning, whereby learners become the active seekers of knowledge. Therefore, from the sporadic use of technology, we have to move towards its seamless integration into the teaching–learning system. For this merely the skills to use technologies is not enough but it requires us to take several steps further and be able to use technology as a tool for imparting instructions. Hence, proficiency for selection of technology, designing instructions based on pedagogic principles, using technology effectively for reaching out to learners, making education a collaborative process and so on are necessary. This programme intends to make you adept in these areas and enable you to face the challenges of imparting education in the 21st century.

This programme has five courses and the fifth course, the Project will enable you to apply the knowledge and skills attained with the help of the first four courses. The first four courses are made up of blocks, and the blocks in turn are constituted by units. You will find that many of the units include not only self assessment questions to help you in checking the progress made while learning but also activities that have been designed with the objective of making learning experiential and an active process.

This programme guide has been designed to help you in gaining an overall idea about the various aspects related to the programme, PGDET in which you have enrolled. In case you have any further queries, you may contact the Programme Coordinator by E-mail at sbosc@ignou.ac.in. Or you may write at the address:

Programme Coordinator, PGDET
SOE, IGNOU, Maidan Garhi,
New Delhi (110068).

With best wishes,

Faculty
School of Education
IGNOU
1. ABOUT THE PROGRAMME

Introduction

With the passage of time, technology mediated education is becoming the norm rather than an exception. This is true not only for distance teaching and learning but also in situations involving face to face teaching and learning. Today it is necessary for teachers and trainers and those associated with the development of educational softwares to gear up for educational processes that embed technology. The programme, Post Graduate Diploma in Educational Technology (PGDET) has been developed to provide knowledge and skills related to this area.

Objectives of the Programme

This programme aims to develop a cadre of teachers and other professionals equipped with the knowledge and skills necessary for organizing teaching and training with the help of appropriate technologies. The objectives of the programme are as follows:

The programme will help the learners to:

- develop an understanding of the nature of educational technology and its impact on teaching and learning;
- build an awareness about the various educational technologies and their pedagogic uniqueness;
- develop the skills needed for making optimum use of the technologies enabling collaborative practices and sharing of educational resources;
- make judicious selection of technology and integrate it successfully in the instructional system;
- develop the know-how of designing and developing courseware for various media.

Target Population

The target population would comprise the following:

- Teachers teaching at different levels
- Developers of educational softwares for various media
- Educational administrators
- Others interested in the field of educational technology

Eligibility

The eligibility condition for this programme is graduation in any discipline.

Medium of Instruction

The Medium of Instruction for this programme is English.

Duration of the Programme

The duration of the programme is of minimum 1 year and maximum 3 years. You may appear at the Term End Examination (TEE) after one year of enrolment in this programme. In case one cannot clear all the courses in one go, there is no need to appear for the course(s) already cleared during the previous Term End Examination.
Weightage of the Programme

This programme is of 30 Credits with five courses of six credits each. At IGNOU, one credit is considered to be equivalent to 30 hours of study and other academic activities relevant to the Course. It gives you an idea of the inputs required by a course of study.

Programme Fees

The programme fee is Rs. 4,900/- for the entire programme. The total fee has to be paid at the time of admission.

Study Centres

IGNOU has established a number of study centres and programme study centres throughout the country. These centres provide counselling facilities on scheduled days at fixed hours on a regular basis, and also function as information centres, resource centres and exam centres. Each student is assigned a study centre/programme study centre where he/she submits the assignments to the study centre coordinators. In case the student cannot visit his/her study centre/programme study centre in person, the assignments can also be mailed to the coordinator of the centre. The Regional Centre offering admission, assigns study centre.

2. PROGRAMME FRAMEWORK

The programme PGDET consists of 5 courses. The details are as follows:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course</th>
<th>Title of the Course Code</th>
<th>Type of Course Compulsory/Optional</th>
<th>Credits</th>
<th>No. of Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MES-031</td>
<td>ET - An Overview</td>
<td>Compulsory</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>MES-032</td>
<td>Communication and Information Technology</td>
<td>Compulsory</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>3.</td>
<td>MES-033</td>
<td>Computer Technology</td>
<td>Compulsory</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>4.</td>
<td>MES-034</td>
<td>Designing Courseware</td>
<td>Compulsory</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>5.</td>
<td>MES-035</td>
<td>Project</td>
<td>Compulsory</td>
<td>6</td>
<td>—</td>
</tr>
</tbody>
</table>

Course Description

Course 1 (MES-031) : ET - An Overview

This is the first course of the programme, PGDET. This course provides an overview of the field of Educational Technology. It introduces you to the discipline - Educational Technology, through discussions on the meaning, nature and impact of this area on education. It also explains the pedagogic foundations of technology mediated delivery of instructions. This course includes deliberations on issues such as the concept of educational technology, its place in a systems approach to teaching and learning, policy issues related to educational technology, etc.

Course 2 (MES-032) : Communication and Information Technology

This course deals with the various Information and Communication Technologies useful for providing education and training. Teaching and learning may be within a classroom as well as outside it when the
learners learn on their own. Both the cases involve communication. While in the former case, there is direct communication between the teacher and the learners, in the latter case also there is communication. The only difference in the two situations is that in the latter case, communication is through a medium which could be print or electronic media. Within classrooms also, the teacher may use various technologies to communicate with the learners. This course will acquaint you with these aspects.

**Course 3 (MES-033) : Computer Technology**

This course is designed to develop understanding of the computer as a system and its utility for teaching and learning. It will help the learner to use stand-alone as well as networked machines and information sources for teaching-learning purposes. Today computer is used for carrying out many of the activities necessary for educational software development and also for delivering the software. It is expected that this course will help people involved in activities like text-designing and layout, those engaged in the production of educational softwares as well as those using telecommunication devices for teaching/training to use computer and communication technology for various educational purposes.

**Course 4 (MES-034) : Designing Courseware**

The curriculum is the basis of selection of learning experiences for teaching and learning in both face to face situations as well as in distance education. The learning experiences to be provided are abstractions that are concretized in the form of the content to be taught and learnt. The content is thus the courseware which may be taught directly by the teacher or delivered through a technology. The courseware is delivered through the print or audio or video medium or it may be in multimedia form. Again the courseware can be meant for teaching with the help of computer. Online delivery of coursewares over the Internet is also getting popular. There are thus a variety of media through which courseware can be delivered. This course will acquaint you with the process of designing courseware for various media.

**Course 5 (MES-035) : Project**

The fifth course is the project which has to be carried out by you. Through this course, you will get the opportunity to put into practice the theoretical concepts enunciated in the first four courses. This course thus suggests a mechanism for practising and applying the necessary skills, experiencing ground realities and thus gain first hand knowledge about aspects related to technology mediated teaching-learning scenarios. The project spells out certain activities that you would have to undertake. It has been designed in such a way that all the four theoretical courses are covered. There would be a viva on the basis of the project report submitted. The details are available in the project manual.

The detailed structure of the theory courses is as follows:

**MES-031: ET-AN OVERVIEW**

**Block 1 : Introduction to ET**

Unit 1 : Nature of ET
Unit 2 : Impact of ET
Unit 3 : Making ET Attractive
Unit 4 : ET: Evaluation, Research and Implications

**Block 2 : ET-A Systems Approach**

Unit 5 : Systems Approach and Problem Solving
Unit 6 : Feedback Mechanisms
Unit 7 : Transfer of Training
Block 3 : Learning and ET
Unit 8 : Learning: Concept and Forms
Unit 9 : Implications of Learning Theory
Unit 10 : Impact of ET on Learning
Unit 11 : Trends in Learning Approaches

Block 4 : Policy Issues for ET
Unit 12 : A Global Overview on ET Policy
Unit 13 : Evolving Policy Perspectives in Educational Technology
Unit 14 : ET Infrastructure/Initiatives
Unit 15 : Policy Implementation and Impact Assessment

MES-032: COMMUNICATION AND INFORMATION TECHNOLOGY

Block 1 : Communication Process
Unit 1 : Models and Processes of Communication
Unit 2 : Communication for Education and Training
Unit 3 : Classroom Communication
Unit 4 : Interactivity in Communication

Block 2 : Technology for Education and Training
Unit 5 : Technology and Educational Transactions
Unit 6 : Technology for Design, Development and Delivery of Materials
Unit 7 : Technology for Classroom Teaching and Self-Learning
Unit 8 : Technology-Based Training

Block 3 : Print Media
Unit 9 : Print and Human Learning
Unit 10 : Development of Print Media
Unit 11 : Self-Learning Print Material
Unit 12 : Issues in Reading and Study Skills

Block 4 : Audio and Video Media
Unit 13 : Broadcast Media: Radio and Television
Unit 14 : Non-Broadcast Media: Audio and Video
Unit 15 : Teleconferencing
Unit 16 : Digital Audio and DTH
Block 5: Appropriate Technology

Unit 17: General Consideration for Appropriateness
Unit 18: Technology Selection
Unit 19: Technology Integration for Teaching and Learning
Unit 20: Technology for Professional Development

MES-033: COMPUTER TECHNOLOGY

Block 1: Computer Basics

Unit 1: Computer Fundamentals
Unit 2: Introduction to Problem Solving with Algorithm
Unit 3: Elements of a Programming Language 'C'
Unit 4: Computer Software
Unit 5: Artificial Intelligence and Education

Block 2: Networking and Internet

Unit 6: Computer Networking and Education
Unit 7: Internet: An Overview
Unit 8: Internet Tools: E-mail, FTP, Telnet and Gopher
Unit 9: Browsers
Unit 10: Visiting Web Sites
Unit 11: Distributed Computing and Mobile Computing

Block 3: Educational Multimedia

Unit 12: Multimedia Growth and Development
Unit 13: Multimedia and Virtual Reality
Unit 14: Computer and Interactivity
Unit 15: Telematics in Education and Training

Block 4: Application Oriented Information

Unit 16: Word Processing and Its Creation: MS-Word
Unit 17: Data Bases and Its Users: Excel
Unit 18: Web Browser
Unit 19: Macromedia Director/Authorware
Unit 20: Computer and Education in Future
Block 1: Design Considerations
Unit 1: Course Design: Basics
Unit 2: Designing Audio and Video Materials
Unit 3: Design for Digital Delivery
Unit 4: Designing Technology Based Training

Block 2: Courseware Development Process
Unit 5: Media Courseware Development: Basics
Unit 6: Developing Courseware for Audio
Unit 7: Developing Courseware for Video
Unit 8: Developing Courseware for Computer

Block 3: Evaluation Concepts
Unit 9: Evaluation: A Broad Concept
Unit 10: Courseware/Programme Evaluation
Unit 11: Learner Evaluation
Unit 13: Techniques and Tools of Evaluation

Block 4: Management of Courseware Development and Delivery Mechanism
Unit 14: Management of Courseware Development
Unit 15: Management of Delivery/Distribution system

3. INSTRUCTIONAL SYSTEM

At IGNOU Multi-media approach is adopted for delivering instructions. The various instructional components are self-instructional print material, audio/video programmes, tele-conferencing, assignments, counselling sessions and television and radio broadcasts.

Printed Material

The print materials are the self-instructional materials for both theory and practical components of the programme. It is provided to the students in the form of blocks. Each block contains 2-5 units. The university sends study material and assignments to the students by registered post and if a student does not receive the same for any reason whatsoever, the university shall not be responsible for that.

Audio and Video Programmes

The audio and video programmes are supplementary, meant for clarification and enhancement of understanding. Besides, the video programmes are telecast on the national network of Gyan Darshan and audio programmes are broadcast on Gyan Vani Channel. Learners can confirm the dates for the programmes from their programme study centres. The information is also provided through IGNOU Newsletters sent to the learners periodically.
Assignment

Assignments are an integral and compulsory component of the instructional system. There is one tutor-marked assignment for each theory course. Students will have to work on these assignments. These assignments are to be submitted to the programme study centre. Further details about assignments are discussed under general information about assignments.

Academic Counselling Sessions

Academic counselling sessions will be quite different from the usual classroom teaching. These would not be in the form of lectures. The main purpose of such sessions is to clarify your doubts pertaining to different aspects of a course and answer your questions. These sessions would also give you an opportunity to meet your peers. Although these sessions are not compulsory, they may be very helpful to you in sharing your views on the content with the academic counsellors and fellow students, comprehending certain difficult concepts or issues and getting clarifications for many of your doubts. Before you go to attend the counselling session, please go through your course materials. Unless you have gone through the Units/Blocks, you would not be able to identify the areas of difficulty and discuss them.

Generally the academic counselling sessions will be held at the programme study centres during weekends (Saturdays and Sundays) and continuous holidays. Within the general schedule of the programme, the coordinators at the programme study centres will decide on the conduct of these sessions. The programme study centre coordinators will also provide the counselling schedule. The counselling sessions will include clarifications required in the print material and audio/video programmes through active interaction with students. You are requested to contact the study centre coordinator for counselling schedule.

Teleconferencing

To provide more clarity and understanding, two-way audio and one-way video teleconferencing facility will be used. Live sessions will be conducted from the University studios at EMPC. You have to go to the regional centres for taking benefit of this facility.

Interactive Radio-Counselling

Interactive radio-counselling is a recent concept in distance learning in India. Experts provide live counselling on radio. Students can ask questions right from their homes on telephone. A toll free telephone number 1600112345 has been provided for this purpose from selected cities.

4. EVALUATION

The system of evaluation for theory courses comprises:

- Provision for checking your progress within each unit of study (non-credit).
- Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. The scores on these assignments will be considered for declaring the students successful in that course.
- The term-end examination with a weightage of 70% of the total weightage for each course. Term-End Examination will be held in June/December every year.
For Project, evaluation is of Project Report and during the Viva-voce. The overall grade on the Project is arrived at by taking into account the grade obtained by the student on the Project report and the grade received in the Viva Voce.

The student will have to obtain at least D grade in each theory course in both continuous and terminal evaluation separately. However, the overall average should be at least C grade for the successful completion of a course. The student has to obtain at least C grade in project work for successful completion of the course. The students are specially instructed to send Examination Forms to Registrar, Student Evaluation Division (SED) only and to no other place and they are also advised to submit the Registration/Re-registration Forms only at the respective Regional Centre/Sub-regional Centre and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a year, he/she will have no claim on the University for regularization.

If a student has missed any term-end examination of a course for any reason, he/she may appear for the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only up to a period of two years i.e. maximum duration of programme from the date of registration.

The letter grade system is used for evaluating continuous and terminal examination components. These letter grades are:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Qualitative Level</th>
<th>Point Grade</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>5</td>
<td>80% &amp; above</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>4</td>
<td>60-79.9%</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>3</td>
<td>50-59.9%</td>
</tr>
<tr>
<td>D</td>
<td>Satisfactory</td>
<td>2</td>
<td>40-49.9%</td>
</tr>
<tr>
<td>E</td>
<td>Unsatisfactory</td>
<td>1</td>
<td>Below 40%</td>
</tr>
</tbody>
</table>

5. GENERAL INFORMATION ABOUT ASSIGNMENTS

Submission of Assignments

The purpose of asking you to work on the assignment is to assess the progress made by you. The answers are to be based on your own judgment and experience. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and any other sources of information you have for reference. But the answer should be in your own words and should reflect your own ideas. Please note that the assignments carries the weightage of 30% towards the final evaluation of theory courses and submission of related assignments is a pre-requisite for appearing in theory term-end examination for respective courses. If you do not complete the assignments, according to time schedule of assignments of this year, then you have to attempt new assignment(s) of next academic year.

The following points should be kept in mind when you prepare the assignments:

I. Make the answer concise and systematic. Always try to avoid irrelevant details and focus on the question and its various aspects.
II. Take care of the word limit wherever specified in the assignments. Please stick to the word limit as far as possible. At the same time, make the descriptions adequate and not too short. The word limit is set to sharpen the focus of the responses and not to restrict your expression.

III. You have to write the answers in your own handwriting. If you feel that your handwriting is not legible, you may send us typed responses.

IV. Orientation to the assignments will be provided in the Counselling sessions. You have to send the assignment-responses to the Programme Study Centre you are attached to (as per the date set for each assignment by the programme study centre).

How to send ‘Assignment-Responses’
1. Write your enrollment no., name and full address and date at the top right hand corner of the first page of your assignment response(s).
2. Write the course title code and assignment code in capital letters in the corner at the top of the first page of your response(s).
   (Leave the top left-hand corner blank for office use). The top of the first page of your responses(s) should look something like this:-

   Course Title ..........................................................
   Course Code .........................................................
   Assignment Code..................................................

   Enrollment No. ..................................................
   Name..................................................................
   Address................................................................
   Date..................................................................

   Please follow the format If you do not write your enrollment number and address correctly, your assignment-responses are likely to be lost.

3. The assignment-response should be complete in all respects. Incomplete responses will bring you poor grades.
4. Use only A4 size paper for your responses. Use good quality writing paper.
5. Leave a 2" - 3" margin on the left, and at least 4 lines in between each answer in an assignment-response. This will enable the resource person evaluating the response to write the comments at appropriate places.
6. Make sure that you answer the questions on the basis of the units sent to you.
7. You should not send printed articles as your answers to assignments.
8. Please keep a copy of the assignment responses that you send. You may need this in case you have to resubmit it in a situation when it is lost in postal transmit.
9. Remember that any two or more answers to a particular assignment, if found to be identical or very similar, will either be returned unmarked or awarded very low grades. It is entirely the discretion of the evaluator to ask you to re do the assignments or give a very low grade in such cases.
10. Please submit the assignment to the programme incharge of the concerned Programme Study Centre (PSC) by the specified date. If the last date for the submission of assignment falls on a holiday, the assignment response should be submitted on the following working day.
Some Do's and Don’ts about Writing Assignment

Do’s

When you receive a set of study materials and assignments, check them immediately and ask for the missing page(s)/Unit(s)/assignment(s), if any. If you wait till you start writing answers to the assignments, you will lose valuable time.

Write your Enrollment Number correctly. A slight change in the number may put the University and you to trouble.

Maintain an account of assignment-responses sent to the concerned Programme Study Centre and the corrected responses received by you. This will help you to maintain the schedule of your work and avoid any difficulties and disappointments caused by unintended gaps in communication.

Don’ts

Do not write your assignments on thin paper.

Do not write your enrollment number, course title, etc., on a separate sheet and then paste/pin/tie it to the assignment. Write the enrollment number and the name on the top of assignment-response itself.

Do not over-write, particularly, while writing your enrollment number and the assignment number. Let these be very distinct and clear.

Do not misplace/lose your graded assignment-responses. You will need them till the Programme is over.

Do not enclose doubts for clarification, if any, along with the responses. Send them separately giving your enrollment number, name, address, and the title of the course, the number of the unit or the assignment. In case you want to draw our attention to something of urgent/important nature send it in a separate cover.

Do not lift sentence(s)/paragraph(s) from the text without giving the reference while answering the assignments.

Please note:

a) There is one assignment for each theory course. A total of four theory courses are offered to you.

b) The Assignment Responses may be submitted by hand at your Programme Study Centre or sent by post to the Coordinator/Programme-in-Charge of your Programme Study Centre (PSC).

c) You should retain a copy of all the assignments in your own interest.

d) If the last date for the submission of assignment falls on a holiday, the Assignment Response should be submitted on the following working day.

6. TERM END EXAMINATION (TEE)

As stated earlier, Term End Examination is another component of the evaluation system. TEE carries 70% weightage in the final result.

The University conducts TEE twice a year i.e., in June and in December. You can appear at the first year examination after the completion of the minimum one-year. In case you fail to get a pass score (grade) in the TEE, you will be eligible to re-appear in the next TEE for that course as and when it is held, within the final span of the programme.

To be eligible to appear at the TEE in any course, you are required to fulfill the following three conditions:

1. You should have opted and pursued the prescribed course.

2. Registration for the programme is valid.
3. You should have completed the submission of assignments for the respective theory courses and got the Assignment Completion Certificate from PSC.

4. You should have submitted the examination form in time.

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the programme study centres approximately 5 months in advance. The same is also notified through the IGNOU Newsletter from time to time. Thus, normally, the date sheet for December examination is sent in the month of July.

It is a pre-requisite to submit the Examination Form with a fee of Rs. 50 per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi for taking an examination in any course. Copies of the examination forms are available at Programme Study Centres/Regional Centres/Student Evaluation Division at the Headquarters. A specimen copy of Examination Form is given at the end in this programme guide.

Only one form is to be submitted for all the courses in one TEE.

- It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the students appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.

- TEE result is also available on the university website i.e., www.ignou.ac.in Please see the result status before filling examination form.

- 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 should be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre in the same Region.

- Change of Examination Centre, once allotted, is not permissible under any circumstances.

The filled-in examination form is to be submitted to the Deputy Registrar, Student Evaluation Division (SED), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. The dates for submission of Exam Forms are given in the following Table.

For June Term End Examination

<table>
<thead>
<tr>
<th>Dates</th>
<th>Late Fee</th>
<th>Address, where Exam Form to be sent</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st March to 31st March</td>
<td>NIL</td>
<td>Registrar (SED)</td>
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<td></td>
<td></td>
<td>IGNOU, Maidan Garhi</td>
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<td></td>
<td></td>
<td>New Delhi-110068</td>
<td></td>
</tr>
<tr>
<td>1st April to 20th April</td>
<td>Rs.100/-</td>
<td>Registrar (SED)</td>
<td>Demand draft should be drawn in favour of IGNOU and payable at New Delhi.$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IGNOU, Maidan Garhi</td>
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<tr>
<td></td>
<td></td>
<td>New Delhi-110068</td>
<td></td>
</tr>
<tr>
<td>21st April to 15th May*</td>
<td>Rs. 500/-</td>
<td>Regional Director concerned**</td>
<td>Demand draft should be drawn in favour of IGNOU and payable at New Delhi.$</td>
</tr>
<tr>
<td>16th May to 28th May*</td>
<td>Rs. 1000/-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The examination for these students will be conducted in concerned Regional Centre only.

** If they wish to appear in Delhi Region, they should submit their examination form to Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068.

$ They are required to mention their enrollment number, programme code & name on the backside of the demand draft.
For December Term End Examination

<table>
<thead>
<tr>
<th>Dates</th>
<th>Fee</th>
<th>Address, where Exam Form to be sent</th>
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<tr>
<td>1st September to</td>
<td>NIL</td>
<td>Registrar (SED) IGNOU, Maidan Garhi New Delhi-110068</td>
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<tr>
<td>30th September</td>
<td></td>
<td></td>
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<tr>
<td>1st October to</td>
<td>Rs. 100/-</td>
<td>Registrar (SED) IGNOU, Maidan Garhi New Delhi-110068</td>
<td>Demand draft should be drawn in favour of IGNOU and payable at New Delhi. $</td>
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<td>20th October</td>
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<td>21st October to</td>
<td>Rs. 500/-</td>
<td>Regional Director concerned**</td>
<td>Demand draft should be drawn in favour of IGNOU and payable at New Delhi. $</td>
</tr>
<tr>
<td>15th November*</td>
<td></td>
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<tr>
<td>16th November to</td>
<td>Rs. 1000/-</td>
<td>Regional Director concerned**</td>
<td></td>
</tr>
<tr>
<td>28th November*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The examination for these students will be conducted in concerned Regional Centre city only.

** If they wish to appear in Delhi Region, they should submit their examination form to Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068.

$ They are required to mention their enrollment number, programme code & name on the backside of the demand draft.

Please retain the proof of mailing/submission of examination form till you receive the intimation slip.

After receiving the examination form from you, the university will send the intimation slip two weeks before the commencement of examination. If you do not receive the intimation slip one week before the commencement of examination, you may contact your Programme Study Centre, or download the Examination Intimation Slip for the examination from the University website www.ignou.ac.in. Even if you have not received intimation slips or misplaced the intimation slip, you can appear at the examination by showing your identity card (student card) to the examination centre superintendent.

Your enrollment no. is your roll no. for the examination. Be careful in writing it. Any mistake in writing the roll no. will result in non-declaration of your results.

It is your duty to check whether you are registered for the course and whether you are eligible to appear, for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Programme 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 Programme Study Centres and Regional Directors. The coordinators will display a copy of such important circular/ notification on the notice board of the programme centre for the benefit of all the students. You are therefore, advised to get in touch with your coordinator so as to get the latest information about assignments, submission of examination forms, date sheet, list of students admitted to a particular examination, declaration of results, etc. While communicating with the University regarding examinations, please write your enrollment number and complete address clearly. In the absence of such details, your problems may not receive due attention.

7. GENERAL INSTRUCTIONS

1. Please file all letters that the University sends you, and keep the Programme Guide handy. A record of your progress is maintained at our Computer Division.
2. Do write to us if you have any difficulties or problems while working through the Programme. Remember to intimate the relevant authority sufficiently in advance, if there is any change of address. This will help the concerned official to send your learning materials and letters promptly, without any risk of their being lost.

3. All types of communications are attended to as quickly as we can. It is, however, desirable that you make your letters brief and precise. If your letters present irrelevant details or/and are written in ambiguous language, our responses to your queries will invariably get delayed.

4. Keep a timetable schedule for you and always try to stick to it. Be regular in your work. Much of your work will become easy.

5. In your own timetable you must make provision for unforeseen difficulties, such as illness, official duties, various social obligations, etc. By doing so, you will save yourself from unexpected delays and forced/unwanted postponements. The golden principle is to do today what you may have planned to do tomorrow.

6. Along with printed materials, the other inputs that you will receive are audio-video programmes, counselling sessions etc. On the basis of these inputs you may write assignments and prepare for the final examinations.

7. When you receive the printed material, read the Units carefully and note down the important points. You can use the space in the broad margin of the pages for making notes and writing your comments. Try to answer ‘Check Your Progress’ questions. Please remember that the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance by yourself and to keep you on the right track. That is why they are called ‘Self-Check’ questions. They will enable you to realize whether you have comprehended what you have read. If you are not satisfied with your answers, do not get disappointed. You can compare your answers with the model answers that are usually provided and see where improvement is needed. (At times, it is possible that you may have a better answer than the one we presented. We welcome your suggestions). In any case they would help you reinforce the information/knowledge you gain through your first reading of the text. The University reserves the right to change the rules detailed in this Programme Guide. However, you will be informed about those changes through supplementary circulars well in advance.
<table>
<thead>
<tr>
<th>S. No.</th>
<th>RC No.</th>
<th>RC Name</th>
<th>Name &amp; Address</th>
<th>Operational Area</th>
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</table>
| 1      | 26     | AGARTALA | DR. K. S. CHAKRABORTY  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
M.B.B. COLLEGE COMPOUND  
P.O. AGARTALA COLLEGE  
AGARTALA-799 004,  
TRIPURA  
0381-2519391 / 2516266  
0381-2516266  
rcagartala@ignou.ac.in | STATE OF TRIPURA  
(DISTRICT: DHALAI NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA) |
| 2      | 09     | AHMEDABAD | DR. SRIKANT MOHAPATRA  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
OPP. NIRMAL INSTIT OF TECHNOLOGY  
SARKHEJ-GANDHINAGAR HIGHWAY  
CHHARODI  
AHMEDABAD-382 481,  
GUJARAT  
02717-242975-79,  
02717-241370,02717-256458  
02717-241580  
rcahmedbad@ignou.ac.in | STATE OF GUJARAT  
(DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BIHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANACHMAHAL, TAPI) |
| 3      | 19     | AIZWAL   | DR. S. R. ZONUNTHARA  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
LAL BULAIJA BUILDING  
M.G. ROAD  
KHATLA (NEAR CENTRAL YMCA OFF)  
AIZWAL - 796 001,  
MIZORAM  
0389-2311693 / 2311692  
0389-2311789  
reaizwai@ignou.ac.in | STATE OF MIZORAM  
(DISTRICT: AIZWAL, LUNGEI, KOLASIB, MAMIT, SERCHEIR, SAIHA, CHAMPHAI, LAWNGTLAI) |
| 4      | 47     | ALIGARH  | DR. A. N. TRIPATHI  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
3/310  
MARRIS ROAD  
ALIGARH - 202 001  
UTTAR PRADESH  
0571-2700120 / 2701365  
0571-2402147  
realigarah@ignou.ac.in | STATE OF UTTAR PRADESH  
(DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR, KASGANJ, MAHAMAYA NAGAR/HATHIRAS, MAINPUR, MATHURA, MORADABAD, RAMPUR) |
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<tr>
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<th>NAME &amp; ADDRESS</th>
<th>OPERATIONAL AREA</th>
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</table>
| 5     | 13      | BANGALORE | DR. B. M. AGARWAL  
REGIONAL DIRECTOR (I/C)  
IGNOU REGIONAL CENTRE  
NSSS KALYANA KENDRA  
293, 39TH CROSS, 8TH  
BLOCK  
JAYANAGAR  
BANGALORE - 560 070  
KARNATAKA  
080-26654747 / 26657376  
080-26639711, 080-26644848  
rebangalore@ignou.ac.in | STATE OF KARNATAKA  
(DISTRICT: BANGALORE,  
BANGALORE RURAL,  
CHIKBALLAPUR,  
CHITRADURGA,  
DAVANAGERE, KOLAR,  
RAMANAGARA, SHIMOGA,  
TUMKUR, BAGALKOT,  
BIJAPUR, GADAG, HAVERI,  
PELLARY, BIDAR,  
GULBARGA, KOOPAL,  
RAICHUR, YADGGIR,  
CHAMARRAJANAGAR,  
CHIKMAGALUR)                                                                                       |
| 6     | 82      | BHAGALPUR | DR. U.C. PANDEY  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
C/o MARWARI COLLEGE  
PREMISES, BHAGALPUR  
BIHAR-812007  
(M) 8292526534  
ucpandey@ignou.ac.in | STATE OF BIHAR (DISTRICT:  
KISHANGANJ, ARARIA,  
KATIHAR, PURNEA,  
BHAGALPUR, BANKA,  
MUNGUR, KHAGARIA,  
MADHEPURA)                                                                                                 |
| 7     | 15      | BHOJPAL   | DR. K. S. TIWARI  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
SANCHI COMPLEX,  
3RD FLOOR  
OPP. BOARD OF  
SECONDARY EDN.  
SHIVAJI NAGAR  
BHOPAL - 462 016  
MADHYAPRADESH  
0755-2578455 / 2578452  
0755-2578454  
rcbhupal@ignou.ac.in | STATE OF MADHYA PRADESH (DISTRICT:  
ALIRAJPUR, BALAGHAT,  
BHIND, CHHATARPUR,  
DATIA, HARDA, KHANDWA,  
MANDSOUR, NEEMUCH,  
RAJGARH, SAGAR,  
SHAJAPUR, BAWANI,  
BHOPAL, DEWAS, GUNA,  
HOSHANGABAD, JHABUA,  
KHARGONE, MORENA,  
PANNA, RATLAM, SATNA,  
SHEOPUR)                                                                                           |
| 8     | 21      | BHUBANESHWAR | DR. S. K. TRIPATHY  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
C - 1, INSTITUTIONAL  
AREA  
BHUBANESHWAR - 751 013  
ORISSA  
0674-2301348 / 2301250  
0674-2301352, 0674-2371457  
0674-2300349  
rebhubaneswar@ignou.ac.in | STATE OF ORISSA (DISTRICT:  
ANGUL, BHODRAK, BARAGARH,  
BALASORE, CUTTACK,  
DEOGARH, DHENKANAL,  
GANJAM, GAJAPATI,  
JHARSUGUDA, JAIPUR,  
JAGATSINGHPUR,  
KHORDHA, KEONJHAR,  
KANDHAMAL, KENDRAPARA,  
MAYURBHANJ, NAYAGARH,  
PURI, SAMBALPUR,  
SUNDERGARH)                                                                                       |
| 9     | 06      | CHANDIGARH | DR. ASHASHARMA  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
SCO 208  
CHANDIGARH | STATE OF PUNJAB (DISTRICT:  
Patiala, MOHALI, RUP NAGAR,  
PATEHGAH SAHEB), STATE |
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<td>SECTOR 14, PANCHKULA-134109, HARYANA</td>
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<td>CHENNAI</td>
<td>DR. S. MOHANAN, REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C.I.T. CAMPUS, TARAMANI, CHENNAI-600 113, TAMILNADU</td>
<td>STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPORAM, VELORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)</td>
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<td>14</td>
<td>COCHIN</td>
<td>DR. K. S. D. NAIR, REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, KALOOR, COCHIN - 682 017, KERALA</td>
<td>STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOITAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUVALLUR, LAKSHADWEEP (U.T.)</td>
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<td>DARBHANGA</td>
<td>DR. S. S. SINGH, REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHLA, UNIV.CMPS, KAMESHWARANAGAR, NEAR CENTRAL BANK, DARBHANGA - 846 004, BIHAR</td>
<td>STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARS, SUPAL, MADHEPURA, PURNA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMARAN)</td>
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<td>DEHRADUN</td>
<td>DR. ANIL KUMAR DIMRI, REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NANOOR KHERA, TAPOVAN RAIPUR ROAD, DEHRADUN - 248 001, UTTARANCHAL</td>
<td>STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRA PRAYAG, HARIDWAR, NAHITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJORE)</td>
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| 14    | 07     | DELHI 1 | DR. SANJEEV PANDEY  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
PLOT NO J-2-1 BLOCK - B 1  
MOHAN COOPERATIVE  
INDUSTRIAL  
ESTATE, MATHURA ROAD  
NEW DELHI - 110 044, DELHI  
011-26990082 / 26990083  
011-26058354,011-26990084  
rdelhi1@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, MUNIRKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY) |
| 15    | 29     | DELHI 2 | DR. NEETAKAPAI  
REGIONAL DIRECTOR (I/C)  
IGNOU REGIONAL CENTRE  
GANDHI SRIRITI & DARSHAN SAMITI RAJGHAT  
NEW DELHI - 110 002, DELHI  
011-23392374 / 23392376 / 23392377,011-26493257  
011-23392375  
rdelhi2@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF KARALA, PRAILADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPUR, PITAMPURA, JAHAHANG PURI, JHARODA MAJA, BURAL DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR) |
| 16    | 38     | DELHI 3 | DR. M.K. DASH  
REGIONAL DIRECTOR (I/C)  
IGNOU REGIONAL CENTRE  
F-634-636 PALAM EXTENSION  
RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA  
NEW DELHI - 110 045, DELHI  
011-25088939 / 25088944  
011-25088983  
rdelhi3@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGHI, BAKARWALA, MEERA BAGHI, MOTTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPUR, NAZAFAHR, MAHAVIR ENC., SAGAR PUR, DWARKA, PALAM) |
| 17    | 24     | GANGTOK | DR. ILA DAS  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
GAIRIGAON TADONG  
PO SHUMBUK HOUSE  
GANKTOK - 737 102, SIKKIM  
0359-2270923, 0359-2212501  
regangtok@ignou.ac.in | STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM) |
| 18    | 04     | GUWAHATI | DR. (MRS) VARDHINI BHATTACHARJEE  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
HOUSE NO 71, GMC ROAD  
CHRISTIAN BASTI  
GUWAHATI, ASSAM  
0361-2343785 / 2343786 / 2343783, 0361-2343784  
reguwahati@ignou.ac.in | STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHENAJI, JORHIAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KIRI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIAGON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR) |
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| 19    | 01      | HYDERABAD     | DR. B. RAJAGOPAL  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.)  
HYDERABAD - 500 033  
ANDHRA PRADESH  
040-23117550-53  
040-27152527, 040-23117554  
rchyderabad@ignou.ac.in | STATE OF ANDHRA PRADESH  
(DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGAREDDY, WARANGAL) |
| 20    | 52      | IAEP - CHANDIMANDIR | COL. DEBASHISH ROY  
REGIONAL DIRECTOR  
IGNOU ARMY RECOG. REG. CENTRE  
COL. EDUCATION  
HQ WESTERN COMMAND  
C/O 56 APO CHANDIMANDIR - 908 543  
HARYANA  
0172-2589355  
2589423(CIVIL); 2668(MIL); 0712-2589355  
iaep52@rediffmail.com | WESTERN COMMAND AREA |
| 21    | 56      | IAEP - JAIPUR  | COL. KAMLA KAR MUKHERJEE  
REGIONAL DIRECTOR  
IGNOU ARMY RECOG. REG. CENTRE  
EDUCATION BRANCH  
C/O 56 APO 908546  
JAIPUR, RAJASTHAN  
0141-6640 (ARMY)  
swciaeep@gmail.com | SOUTH WESTERN COMMAND |
| 22    | 51      | IAEP - KOLKATA | COL. JASWINDER SINGH  
REGIONAL DIRECTOR  
IGNOU ARMY RECOG. REG. CENTRE  
COL. EDUCATION, FORT WILLIAM  
HQ EASTERN COMMAND  
C/O 99 APO  
KOLKATA - 908 542  
WEST BENGAL  
033-22222668, 033-22222668  
rc51army_ec@yahoo.co.in | EASTERN COMMAND AREA |
| 23    | 53      | IAEP - LUCKNOW | BRIG. K.K. SUNNY  
REGIONAL DIRECTOR  
IGNOU ARMY RECOG. REG. CENTRE  
IAEP HQ, CENTRAL COMMAND-GS (EDN) | CENTRAL COMMAND AREA |
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<td>24</td>
<td>54</td>
<td>IAEP - PUNE</td>
<td>COL. G.K. CHOPRA&lt;br&gt;REGIONAL DIRECTOR&lt;br&gt;IGNOU ARMY RECOG. REG. CENTRE&lt;br&gt;COL. EDUCATION&lt;br&gt;HQ SOUTHERN COMMAND&lt;br&gt;C/O 56 APO - 908 795&lt;br&gt;020-26616592(CIVIL); 3019(MIL)&lt;br&gt;020-26102669, 020-26102670&lt;br&gt;<a href="mailto:armypunerc54@yahoo.com">armypunerc54@yahoo.com</a></td>
<td>SOUTHERN COMMAND AREA</td>
</tr>
<tr>
<td>25</td>
<td>55</td>
<td>IAEP - UDHAMPUR</td>
<td>LT. COL. ANAND SWAROOP PAUL&lt;br&gt;REGIONAL DIRECTOR&lt;br&gt;IGNOU ARMY RECOG. REG. CENTRE&lt;br&gt;COL. EDUCATION&lt;br&gt;UTTAR KAMAN&lt;br&gt;MUKHYALAYA 908545&lt;br&gt;C/O 56 APO, HQ NORTHERN COMMAND&lt;br&gt;UDHAMPUR&lt;br&gt;JAMMU &amp; KASHMIR&lt;br&gt;01992-242486, 01992-242486&lt;br&gt;<a href="mailto:iaeparmy55@rediffmail.com">iaeparmy55@rediffmail.com</a></td>
<td>NORTHERN COMMAND AREA</td>
</tr>
<tr>
<td>26</td>
<td>81</td>
<td>IAEP - SHILLONG</td>
<td>MAJOR N.S. INGLE&lt;br&gt;REGIONAL DIRECTOR&lt;br&gt;IGNOU ASSAM-RIFFLES RECOG. R.C.&lt;br&gt;DIRECTORATE GENERAL ASSAM RIFFLES (DGAR)&lt;br&gt;LAITUMUKHRAH&lt;br&gt;SHILLONG - 793 011&lt;br&gt;MEGHALAYA&lt;br&gt;0364-2705181, 0364-2705184&lt;br&gt;<a href="mailto:iarre_81@yahoo.com">iarre_81@yahoo.com</a></td>
<td>COMMAND AREA</td>
</tr>
<tr>
<td>27</td>
<td>17</td>
<td>IMPHAL</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;ASHA JINA COMPLEX&lt;br&gt;NORTH AOC&lt;br&gt;IMPHAL - 795 001&lt;br&gt;MANIPUR&lt;br&gt;0385-2421190 / 2421191&lt;br&gt;0385-2421192&lt;br&gt;<a href="mailto:reimphal@ignou.ac.in">reimphal@ignou.ac.in</a></td>
<td>STATE OF MANIPUR&lt;br&gt;(DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)</td>
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<td>CAPTAIN ROHTAS SINGH REGIONAL DIRECTOR (I/C)</td>
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<td>CAPTAIN M. GHANASYAM OJHA REGIONAL DIRECTOR</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;‘HORNHILL COMPLEX’&lt;br&gt;‘C’ SECTOR&lt;br&gt;(NEAR CENTRAL SCHOOL)&lt;br&gt;NAHARLAGUN&lt;br&gt;ITANAGAR - 791 110&lt;br&gt;ARUNACHAL PRADESH&lt;br&gt;0360-2247536 / 2247538&lt;br&gt;0360-2247535, 0360-2247537&lt;br&gt;<a href="mailto:rcitanagar@ignou.ac.in">rcitanagar@ignou.ac.in</a></td>
<td>STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLAM, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)</td>
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<td>DR. MASOOD PARVEEZ&lt;br&gt;REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;2ND FLOOR, RAJ SHEKHAR BHAVAN&lt;br&gt;RANI DURGAVATI&lt;br&gt;VISHVAVIDYALAYA CAMPUS, PACHPEDHI&lt;br&gt;JABALPUR - 482 001&lt;br&gt;MADHYA PRADESH&lt;br&gt;0761-2600411 / 2600441&lt;br&gt;0761-2609919&lt;br&gt;<a href="mailto:rcjabalpur@ignou.ac.in">rcjabalpur@ignou.ac.in</a></td>
<td>STATE OF MADHYA PRADESH (DISTRICT: ANNPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)</td>
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<td>DR. S. N. AMBEDKAR&lt;br&gt;REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;70/79, SECTOR - 7&lt;br&gt;PATEL MARG&lt;br&gt;MANSAROVAR&lt;br&gt;JAIPUR - 302 020&lt;br&gt;RAJASTHAN&lt;br&gt;0141-2785763 / 2785750&lt;br&gt;0141-2274292, 0141-2785763&lt;br&gt;0141-2784043&lt;br&gt;<a href="mailto:rcjaipur@ignou.ac.in">rcjaipur@ignou.ac.in</a></td>
<td>STATE OF RAJASTHAN&lt;br&gt;(DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHU WARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHALPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARAULI, KOTA, NAGAUR, PALI)</td>
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<td>ER. K. K. BHAT&lt;br&gt;REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;SPMR COLLEGE OF COMMERCE&lt;br&gt;AUROBINDO BLOCK 1ST FLOOR&lt;br&gt;CANAL ROAD&lt;br&gt;JAMMU - 180 001&lt;br&gt;JAMMU &amp; KASHMIR&lt;br&gt;0191-2579572 / 2546529&lt;br&gt;0191-2502921, 0191-2546995&lt;br&gt;<a href="mailto:rcjammu@ignou.ac.in">rcjammu@ignou.ac.in</a></td>
<td>STATE OF JAMMU &amp; KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, Samba, UDHAMPUR)</td>
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| 36    | 37      | JORHAT  | DR. MAGUNI CH BEHRA  
IGNOU REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
JORHAT  
ASSAM  
rcjorhat@ignou.ac.in | STATE OF ASSAM (DISTRICT:  
NAGAON, GOLAGHAT,  
JORHAT, SHIVASAGAR,  
DIBRUGARH, INSUKIA,  
LAKHIMPUR, DHEMAJI,  
SONITPUR) |
| 37    | 10      | KARNAL  | DR. ASHOK SHARMA  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
06 SUBHASH MARG  
SUBHASH COLONY  
NEAR HOME GUARD OFFICE  
KARNAL- 132 001 HARYANA  
0184-2271514 / 2260075  
0184-2254621, 0184-2255738  
rckarnal@ignou.ac.in | STATE OF HARYANA (DISTRICT:  
BHIBANI,  
FATEHABAD, HISAR,  
HJAIJAR, JIND, KAITHAL,  
KARNAL, KURUKSHETRA,  
MAHENDRAGARH, MEWAT,  
PALWAL, PANIPAT, REWARI,  
ROHTAK, SIRSA, SONIPAT,  
YAMUNANAGAR) |
| 38    | 22      | KHANNA  | DR. SANTOSH KUMARI  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
I.T.I. BUILDING  
BULEPUR  
(DISTRICT LUDHIANA)  
KHANNA - 141 401 PUNJAB  
01628-229993 / 237361  
01628-238632,01628-238284  
rckhanna@ignou.ac.in | STATE OF PUNJAB (DISTRICT:  
GURDASPUR,  
AMRITSAR, TARN TARAN,  
KAPURTHALA, JALANDHAR,  
HOSHIARPUR, SBS NAGAR/  
NAWANSHAHI, BARNALA,  
SANGRUR, BATHINDA,  
MANSI, MUKTSAR,  
LUDHIANA, FAROZEPUR,  
FARIDKOT, MOGA) |
| 39    | 20      | KOHIMA  | DR. T. IRLU  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
NEAR MOUNT HERMON  
SCHOOL  
DON BOSCO HR.SEC  
SCHOOL ROAD  
KENDOOUZOU  
KOHIMA - 797 001  
NAGALAND  
0370-2260366 / 2260167  
0370-2241968, 0370-2260216  
rckohima@ignou.ac.in | STATE OF NAGALAND (DISTRICT:  
KOHIMA,  
DIMAPUR, WOKHA,  
MOKCHUNG ZUNIEBOTO,  
TUENSANG, LONGLENG,  
KIPHIRE, MON, PEREN,  
PHEK) |
| 40    | 28      | KOLKATA | DR. SUJIT KUMAR GHOSH  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
BIKASH BHAWAN,  
4TH FLOOR, NORTH BLOCK  
SALT LAKE, BIDHAN  
NAGAR, KOLKATA - 700 091  
WEST BENGAL  
033-23349850 / 23589323  
033-23592719 / 23589323  
(RCL)  
033-24739393, 033-23347576  
rckolkata@ignou.ac.in | STATE OF WEST BENGAL (DISTRICT:  
KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA,  
MEDITNIPUR, PASCHIM MEDINIUPUR, BANKURA,  
HOWRAH, HOOGHLY,  
PURULIA, BURDWAN, NADIA) |
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<td>STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH). STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)</td>
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<td>STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDIYAN, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)</td>
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<td>STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDUNAGAR)</td>
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<td>STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)</td>
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<td>DR. M.S. PARTHASARATHY</td>
<td>STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNA), STATE OF MAHARASHTRA (DISTRICT: SINGDHURG)</td>
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<td>DR. Q. HAIDER</td>
<td>STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEJANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)</td>
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<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 <a href="mailto:rcpatna@ignou.ac.in">rcpatna@ignou.ac.in</a></td>
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<td>PORT BLAIR</td>
<td>SH.S.SRNIVAS</td>
<td>ANDAMAN &amp; NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH &amp; MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)</td>
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<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN &amp; NICOBAR ISLANDS 03192-242888 / 230111 <a href="mailto:rcpportblair@ignou.ac.in">rcpportblair@ignou.ac.in</a></td>
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<td>PUNE</td>
<td>DR. KAMESHWARTI MOORTY</td>
<td>STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JAIPURA, AHMADNAGAR, BID. PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LUR, KOLHAPUR)</td>
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<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 <a href="mailto:rcpune@ignou.ac.in">rcpune@ignou.ac.in</a></td>
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<td>RAGHUNATHGANJ</td>
<td>DR. S. RAJA RAO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 <a href="mailto:reraghu@ignou.ac.in">reraghu@ignou.ac.in</a></td>
<td>STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)</td>
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<td>35</td>
<td>RAIPUR</td>
<td>DR. H. SANGEETA MAJHI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE &amp; E. M. OFFICE HALL SECTOR – I, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 <a href="mailto:rerajpur@ignou.ac.in">rerajpur@ignou.ac.in</a></td>
<td>STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)</td>
</tr>
<tr>
<td>53</td>
<td>42</td>
<td>RAJKOT</td>
<td>DR. P. ASHOK KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 <a href="mailto:rerajkot@ignou.ac.in">rerajkot@ignou.ac.in</a></td>
<td>STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHavnagar, SURENDRANAGAR), DIU (U.T.)</td>
</tr>
<tr>
<td>54</td>
<td>32</td>
<td>RANCHI</td>
<td>DR. G.N. SHIV KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 002, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 <a href="mailto:reranchi@ignou.ac.in">reranchi@ignou.ac.in</a></td>
<td>STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSawan, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEbganj, pakur, GODDA, HAZARIbAGH, CHATRA, KoderMA, GIRIDiH, DHANBAD, BOKARO, DEOGHar)</td>
</tr>
<tr>
<td>55</td>
<td>18</td>
<td>SHILLONG</td>
<td>DR. (MRS) DIDCY LALOO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE</td>
<td>STATE OF MEghALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, Jaintia Hills, RI-BHOI,</td>
</tr>
<tr>
<td>S. No.</td>
<td>RC CODE</td>
<td>RC NAME</td>
<td>NAME &amp; ADDRESS</td>
<td>OPERATIONAL AREA</td>
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<td>SHIMLA</td>
<td>DR. D. B. NEGI</td>
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<td>REGIONAL DIRECTOR</td>
<td>SOUTH GARO HILLS, WEST GARO HILLS)</td>
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<td>NONGTHYMMI, NONGSHILLIANG</td>
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<td>CHAUHANNIWAS</td>
<td>SHILLONG - 793 014</td>
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<td>BUILDING, KHALINI</td>
<td>MEGHALAYA 0364-2521117 / 2521271</td>
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<td>0364-2521271, 0364-2252252</td>
</tr>
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<td></td>
<td></td>
<td><a href="mailto:rcshillong@ignou.ac.in">rcshillong@ignou.ac.in</a></td>
<td>0364-2521271</td>
</tr>
<tr>
<td>57</td>
<td>45</td>
<td>SILIGURI</td>
<td>DR. YONAH BHUTIA</td>
<td></td>
</tr>
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<td></td>
<td>REGIONAL DIRECTOR</td>
<td>STATE OF HIMALACH PRADESH (DISTRICT: HIMACHAL PRADESH)</td>
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<td>IGNOU REGIONAL CENTRE</td>
<td>BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL &amp; SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)</td>
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<td>CHAUHANNIWAS</td>
<td>SHILLONG - 171 002</td>
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<td>BUILDING, KHALINI</td>
<td>HIMACHAL PRADESH 0177-2624612 / 2624613</td>
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<td>0177-2624612,0177-2620125</td>
</tr>
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<td></td>
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<td></td>
<td><a href="mailto:rcshimla@ignou.ac.in">rcshimla@ignou.ac.in</a></td>
<td>0177-2624611</td>
</tr>
<tr>
<td>58</td>
<td>30</td>
<td>SRINAGAR</td>
<td>DR. MIRZANEHALAHMED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BAIG REGIONAL DIRECTOR (I/C)</td>
<td>STATE OF JAMMU &amp; KASHMIR (SRINAGAR)</td>
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<td>KASHMIR (SRINAGAR)</td>
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<td>MANTOO HOUSE</td>
<td>JAMMU &amp; KASHMIR 0194-2311251 / 2311258</td>
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<td>RAJBAGH</td>
<td>0194-2311258, 0194-2421506</td>
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<td></td>
<td>NEAR MASJID AL-FAROOQ</td>
<td>0194-2311259</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>SRINAGAR - 190 008</td>
<td><a href="mailto:rcsrinagar@ignou.ac.in">rcsrinagar@ignou.ac.in</a></td>
</tr>
<tr>
<td>59</td>
<td>40</td>
<td>TRIVANDRUM</td>
<td>DR. B. SUKUMAR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>REGIONAL DIRECTOR</td>
<td>STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THRIUVANANTHAPURAM)</td>
</tr>
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<td></td>
<td></td>
<td>IGNOU REGIONAL CENTRE</td>
<td>TAMIL NADU (DISTRICT: KANYAKUMARI)</td>
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<td></td>
<td>RAJDHANI SHOPPING COMPLEX, OPP. PRS HOSPITAL, KILLIPPALEM, KARAMANA (PO.)</td>
<td>TRIVANDRUM - 695 002</td>
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<td>TRIVANDRUM - 695 002</td>
<td>(M) : 9447500581</td>
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<td></td>
<td>TRIVANDRUM - 695 002</td>
<td><a href="mailto:rectrivandrum@ignou.ac.in">rectrivandrum@ignou.ac.in</a></td>
</tr>
<tr>
<td>S. No.</td>
<td>RC CODE</td>
<td>RC NAME</td>
<td>NAME &amp; ADDRESS</td>
<td>OPERATIONAL AREA</td>
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</tr>
</tbody>
</table>
| 60    | 48      | VARANASI| DR. MANORMA SINGH  
REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
GANDHI BHAWAN  
B.H.U. CAMPUS  
VARANASI-221005  
UTTAR PRADESH  
0542-2368022 / 2368622  
0522-2364893, 0542-2369629  
rcvaranasi@ignou.ac.in | STATE OF UTTAR PRADESH  
(DISTRICT: AMBEDKAR  
NAGAR, AZAMGARH, BALLIA,  
CHANDAULI, DEORIA,  
GHAZIPUR, GORAKHPUR,  
JAUNPUR, KUSHINAGAR,  
MAHARAJGANJ, MAU,  
MIRzapur, SANT KABIR  
NAGAR, SANT RAVIDAS  
NAGAR, SONEBHADRA,  
VARANASI) |
| 61    | 83      | VATAKARA| DR. S.J. NEETHIRAJAN  
IGNOU REGIONAL CENTRE  
MADHAVI BUILDING, NUT  
STREET (PO), VATAKARA,  
KERALA-673 104  
0496-2525281/09446303111  
rldvatakara@gmail.com | STATE OF KERALA  
(DISTRICT:  
CALICUT KANNUR, KASARAGOD  
WAYANAND) |
| 62    | 33      | VIJAYAWADA| DR. M. KRISHNAIAH  
REGIONAL DIRECTOR (I/C)  
IGNOU REGIONAL CENTRE  
#9-76-18, 1ST FLOOR,  
S.K.P.V.V. HINDU HIGH  
SCHOOL,  
KOTHAPET  
VIJAYAWADA 520 001  
ANDHRA PRADESH  
0866-2565253 / 2565959  
0866-2565253, 0866-2565353  
rcvijayawada@ignou.ac.in | STATE OF ANDHRA PRADESH  
(DISTRICT: KRISHNA,  
GUNTUR, PRAKASHAM,  
Nellore, CHittoor,  
KHAMMAM, EAST  
GODAVARI, WEST GODAVARI,  
VISAKHAPATNAM,  
VIZIANAGARAM,  
SRIKAKULAM) |
In this section we are enclosing the samples of some forms, which may be 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 following forms are enclosed as appendix.

1) Assignment Remittance-cum-Acknowledgement Card form
2) Change/Correction of Address/Study Centre
3) Change Medium of Study/Change of Courses of Study
4) Requisition for Fresh Set of Assignments
5) Term-end Examination Form
6) Non-receipt of Study Materials & Assignments
7) Application Form for Obtaining Duplicate Grade Card/Marksheet
8) Application Form for Issue of Provisional Certificate
9) Application Form for Issue of Migration Certificate
10) Form of Application for issue of a duplicate copy of University Diploma/Degree/Certificate
11) Application Form for Early Declaration of Term-End Examination
12) Application Form for Re-evaluation of Answer Script
13) Application Form for Obtaining Photocopy of the Answer Script
14) Application Form for Issue of Official Transcript
### Appendix I

**INDira Gandhi National Open University**

**Assignments Remittance-cum-Acknowledgement Form**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Assignment No.</th>
<th>For Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Date of Receipt</th>
<th>Name of Evaluator</th>
<th>Date of despatch to the Evaluator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Signature of the receiver**

**Signature of the Student**

**Date:**

**Seal**

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

### Appendix II

**INDira Gandhi National Open University**

**Change/correction of Address and Study Centre**

<table>
<thead>
<tr>
<th>Programme of Study</th>
<th>Enrolment Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**New Address**

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

**Existing Study Centre Code**

**New Study Centre Code**

**Programme Code**

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Date Change effective from</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature:**

**Date:**

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

The Regional Director

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

Enrolment No.: 

<table>
<thead>
<tr>
<th>Title of the Course offered at the time of Registration</th>
<th>Medium</th>
<th>New Course to be offered</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

Demand Draft No. ___________________________________________________
Dated ____________________
Amount Rs. ________________ Drawn on __________________________

Signature: _______________________________________________________

Name __________________________________________________________
Address: _______________________________________________________

Phone & Email _________________________________________________
INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR CREDIT TRANSFER

1. Read the instructions given in your Programme Guide carefully.
2. For MAGPS Credit Transfer is allowed upto a maximum of 32 credits only.
3. Enclose the attested copies of the following alongwith the form:
   - Marks lists issued by the accredited Institute/University.
   - Syllabus of accredited Institute/University.
   - Prospectus issued by the accredited Institute/University.
4. Pay the credit transfer fee at the rate of Rs. 200/- per 8 credits or part thereof through a crossed Demand Draft in favour of ‘Indira Gandhi National Open University’ payable at New Delhi.
5. Submit the filled in Credit Transfer Form to the following address:

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

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number: [Blank]

Study Centre Code: [Blank]

Write in BLOCK CAPITAL LETTERS only.

Name Shri/Smt./Km.: [Blank]

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Assignments Code</th>
<th>Course Title</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
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<td>8.</td>
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</tr>
</tbody>
</table>

Please 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. 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: [Blank]

Signature: [Blank]

Date: [Blank]

.......................... Pin: [Blank]

For Official Use Only:

Date of Despatch of Assignments to the student: [Blank]
INSTRUCTIONS FOR DOING ASSIGNMENTS

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

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

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

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

5. In case you have failed to get the overall qualifying grade for a course; you may choose to either appear in the term-end examination or attempt the assignments for that course again.

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

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

Please mail this form to: The Regional Director of your Regional Centre
## Exam Form

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110 068  
TERM-END EXAM JUNE/DECEMBER - 201_

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

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

**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**

**State**

**MOBILE NO.**

**COURSE OPTION:**

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course Code</th>
<th>S.No.</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>9.</td>
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<td>2.</td>
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<td>12.</td>
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<td>5.</td>
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<td>13.</td>
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<td>7.</td>
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<td>15.</td>
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<td>8.</td>
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<td>16.</td>
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</tr>
</tbody>
</table>

**FEE DETAILS**

Total No. of Courses \( \times 60 \)  

Total Amount

1. Draft No.  
2. Draft No.

**SIGNATURE OF THE STUDENT**

(Within the Box only)

**ISSUING BANK**

Payable at (Regional Centre under which your exam centre falls)
### Dates for Submission of Exam Forms

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

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

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

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

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

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

**DECLARATION**

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

Date ____________

(Signature of the student)

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

Phone No. (C) ___________ (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 assignments for the course(s) filled in the examination form.

Centre Code. ____________

Date ____________

(Signature & Stamp of Co-ordinator/Incharge)

Study Centre/PSC/PI/Community College
To
The Regional Director

Sub: Non-receipt of Study Material & Assignments

Enrolment No. [Blank]

Programme [Blank] Medium of Study [Blank]

I have not received the study materials/assignments in respect of the following:

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

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

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

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

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

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

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

For Official Use

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

Enrolment No. 

Programme Title 

Regional Centre 

Name: 

Father's Name 

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

Address: 

(Please Enclose a Copy of Your complete grade card).

Filled in Application Form should be sent to:

Registrar (SED)
IGNOU
Maidan Garhi,
New Delhi-110 068

Date ..............................................................

Signature ......................................................
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(To be submitted at the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE
(To be filled in by the Applicant - Before filling in the form, see instructions on reverse)

1. Name

2. Father’s Name

3. Address PIN

4. Particulars of last examination

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

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

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

Draft Details

<table>
<thead>
<tr>
<th>Amount Rs.</th>
<th>D.D. No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(To be filled in by the Admissions Division)

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

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

Date

Dealing Assistant

Section Officer

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

Received the Migration Certificate No. dated

Dated
INSTRUCTIONS

1. A fee of Rs. 300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the concerned Regional Centre City.

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

3. Duplicate Migration Certificate can be issue on payment of Rs. 300/- only in case the same 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 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".
To
The Director
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

Sir,

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

The prescribed fee of Rs. 500.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): ____________________________
(in Hindi): ____________________________

Father's Name (in Block Letters): ____________________________

Programme: ____________________________ Enrolment Number: ____________________________

Examination Passed in Term End Examination - June/December, ____________________________

Result: ____________________________ Grade/Division ____________________________

Name of the Study Centre: ____________________________

Name of the Regional Centre: ____________________________

& other particulars: ____________________________

Full Permanent Address of student: ____________________________

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

Yours faithfully,

Signature of the Student

Postal Address ____________________________

Date: ____________________________

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

Signature of Regional Director
With Stamp
INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF UNIVERSITY DEGREE/DIPLOMA/CERTIFICATE

1. The form should be filled in duplicate legibly and signed by the candidate.

2. The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and duplicate copy will be sent through the Regional Director concerned.

3. A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of an affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost, destroyed or defaced and on payment of the fee prescribed.

4. In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times, on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the University has been lost or destroyed, and on payment of the fee as prescribed for the issue of duplicate copy.

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

I ___________________________________________ Son/Daughter of Shri ________________________________

resident of ____________________________________________

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

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

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

Deponent

Signature __________________________

Address __________________________

Verification

Verified ______________ day of ____________ year that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature __________________________

Designation __________________________

Office Seal __________________________
APPLICATION FORM FOR EARLY DECLARATION OF TERM-END EXAMINATION

1. Name: 

2. Programme: 
   Enrolment No: 

3. Address: 

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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</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 Details:

   (The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of ‘IGNOU’ & payable at the City of Evaluation Centre)

   No. of Course(s) X Rs. 700/- = Total Amount: 
   Demand Draft No. Date
   Issuing Bank

   Date: 
   Signature of the student
RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.

2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.

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

4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.

5. Re-evaluation is permissible in TEE only and not in the Project Dissertation, Practicals/Lab courses, Workshops, Assignments & Seminar etc.

6. On the top of the envelope containing the prescribed application form, Please mention APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068</td>
<td>All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad</td>
</tr>
<tr>
<td>2.</td>
<td>Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai-600 007</td>
<td>All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman &amp; Nicobar Islands</td>
</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001</td>
<td>All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh, Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre B-133, Sector-H, Aliganj Lucknow-226024</td>
<td>All Examination Centres in Himachal Pradesh, Uttarakhand, J&amp;K, Uttar Pradesh (areas under Varanasi &amp; Aligarh RCs), Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam</td>
</tr>
<tr>
<td>5.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-4110016</td>
<td>All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs), Rajasthan, Tamil Nadu (area under Chennai RC), Goa</td>
</tr>
<tr>
<td>6.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road, Christian Basti, Guwahati-78 605</td>
<td>All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya</td>
</tr>
<tr>
<td>7.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhawan, North Block-4th Floor, Salt Lake, Kolkata-700091</td>
<td>All Examination Centres in Kolkata, Dharbhanga and Ranchi</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

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

2. Programme: ........................................................ Enrolment No. .................................................

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

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

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

5. Examination Centre Code: .................................................................

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

7. Courses, in which Re-evaluation is sought

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

8. Fee Details:

(The fee for Re-evaluation of answer script is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of ‘IGNOU’ & payable at the City of Evaluation Centre)

No. of Course(s) ......................... X Rs. 500/- = Total Amount : .................................................

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

Issuing Bank .................................................................

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

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RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.

2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.

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

4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.

5. Re-evaluation is permissible in TEE only and not in the Project Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.

6. On the top of the envelope containing the prescribed application form, Please mention APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS.

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

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<th>Sl.No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
</table>
| 1.    | Dy. Registrar
      Evaluation Centre
      Block-5, IGNOU
      Mandan Garhi
      New Delhi-110068 | All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad |
| 2.    | Dy. Registrar
      Evaluation Centre and Periyar Thidal
      No.50, EVK Sampath Road
      Vepery, Chennai-600 007 | All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands |
| 3.    | Dy. Registrar
      Evaluation Centre
      IGNOU Regional Centre
      2nd Floor, Biscoonam Tower, W. Gandhi Maidan, Patna-800001 | All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh, Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC) |
| 4.    | Dy. Registrar
      Evaluation Centre
      IGNOU Regional Centre
      B-1/33, Sector-H, Aliaganj
      Lucknow-226024 | All Examination Centres in Himachal Pradesh, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs), Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC), Assam, |
| 5.    | Dy. Registrar
      Evaluation Centre
      IGNOU Regional Centre
      1st Floor, MSFC Building
      270, Senapati Bapat Road
      Pune-410016 | All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs), Rajasthan, Tamil Nadu (area under Chennai RC), Goa |
| 6.    | Dy. Registrar
      Evaluation Centre
      IGNOU Regional Centre
      H/No.71, GMC Road,
      Christian Basti,
      Guwahati-781005 | All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya |
| 7.    | Dy. Registrar
      Evaluation Centre
      IGNOU Regional Centre
      Bikash Bhawan, North Block-4th Floor, Salt Lake,
      Kolkata-700091 | All Examination Centres in Kolkata, Dharbhanga and Ranchi |
APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

2. Programme: ................................ Enrolment No: ...........................

3. Address: ........................................ 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: ..........................
   Issuing Bank : ..........................................................


UNDEARTAKING

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

Date: ........................................ Signature: ..................................
Place: ........................................ Name: .................................
RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.

2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.

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

4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) along with 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 your later.

5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation 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.

6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.

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

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dy. Registrar&lt;br&gt;Evaluation Centre&lt;br&gt;Block-5, IGNOU, Maidan Garhi&lt;br&gt;New Delhi-110068</td>
<td>All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.</td>
</tr>
<tr>
<td>2.</td>
<td>Dy. Registrar&lt;br&gt;Evaluation Centre, Periyar Thidal&lt;br&gt;No.50, EVK Sampath Road&lt;br&gt;Vepery Chennai - 600 007</td>
<td>All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bengaluru, Madurai, Panaji, Nagpur and Sub-RC Vatakara</td>
</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar&lt;br&gt;Evaluation Centre&lt;br&gt;IGNOU Regional Centre&lt;br&gt;2nd Floor, Biscomaun Tower&lt;br&gt;W. Gandhi Maidan, Patna -800 001</td>
<td>All Examination Centres in Patna, Raipur, Bhubaneswar, Koraput, Siliguri and Raghunathganj</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. Registrar&lt;br&gt;Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aligarh&lt;br&gt;Lucknow -226 024</td>
<td>All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khammam, Shimla, Jamshedpur and Srinagar</td>
</tr>
<tr>
<td>5.</td>
<td>Dy. Registrar&lt;br&gt;Evaluation Centre, IGNOU Regional Centre, 1st Floor, MNC Building&lt;br&gt;270, Senapati Bapat Road, Pune-411016</td>
<td>All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajasthan and Mumbai</td>
</tr>
<tr>
<td>6.</td>
<td>Dy. Registrar&lt;br&gt;Evaluation Centre, IGNOU Regional Centre, H.No.71, GMC Road&lt;br&gt;Christian Basti, Guwahati - 781 005</td>
<td>All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizwal</td>
</tr>
<tr>
<td>7.</td>
<td>Dy. Registrar&lt;br&gt;Evaluation Centre&lt;br&gt;IGNOU Regional Centre&lt;br&gt;Bikash Bhavan, 4th Floor, North Block&lt;br&gt;Bidhan Nagar (Salt Lake City)&lt;br&gt;Kolkata-700091</td>
<td>All Examination Centres in Kolkata, Darbhanga and Ranchi</td>
</tr>
<tr>
<td>8.</td>
<td>For the photocopy (ies) of the answer script(s) of CPE &amp; DPE programmes, the application form may be sent to the Regional Centre concerned.</td>
<td></td>
</tr>
</tbody>
</table>

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APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

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

2. Programme: ................................ Enrolment No: ............................................................

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

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

4. Purpose for which: ............................................................................................................................

transcript is required

5. Fee detail:
   Fee for the official transcript:
   Rs. 200/- per transcript, if to be sent to the student/institute in India.
   Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
   (The requisite fee is required to be paid through demand draft drawn in favour of ‘IGNOU’ & payable at
   ‘New Delhi’)
   No. of transcript(s): .............. X Rs. 200/Rs. 400/- = Total Amount: Rs..............
   Required
   Demand Draft No.: ................................ Date: ................................
   Issuing Bank: ..........................................................................................................................

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

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

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

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

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

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

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

### Apex Committee Against Sexual Harassment (ACASH)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
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