

**PGDRD**

# **Student's Programme Guide**

## **Post-Graduate Diploma in Rural Development (PGDRD)**



**School of Continuing Education  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi -110068**

## YOUR ATTENTION PLEASE

You are requested to go through this guide carefully before you proceed to the course material. It is further suggested that whenever you have a question to ask us, do look into this Guide. You will most likely find the answer to your question. If you do not, get in touch with your Regional Centre for information.

The candidates are required to opt only for such a study centre in which the programme is activated. As far as possible the University will allot the study centre opted by the candidate. However, the University may change the study centre at its convenience without concurrence of the student at any time.

Printed material is your backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each course has a Course Development Committee headed by the Vice-Chancellor and other distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellor at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centre. Therefore, students will have no need for any cheap or condensed guide for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advises the students not to take recourse to such type of guides.

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## MATERIAL PRODUCTION

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Mr. Arvind Kumar  
Assistant Registrar (Publication)  
SOCE, IGNOU, New Delhi

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

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

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

January 14, 1994

The Registrar  
Member Universities

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

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

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

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

Thanking you,

Your faithfully,  
Sd/-  
**(K.C Kalra)**  
Joint Secretary

**UNIVERSITY GRANTS COMMISSION  
Babadur Shah Safar Marg,  
New Delhi-110002**

No-F-1-8

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

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

I am directed to say that Indira Gandhi National Open University New Delhi has been established by Sub-Section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F. 13-12/85-Desk (U) dated 1909-1985 issued by the Govt. of India. Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/diploma. The Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Your faithfully,

Sd/-  
(Gurcharan Singh)  
Under Secretary

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# 1. ABOUT THE UNIVERSITY

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Dear Student,

Welcome to the Post-Graduate Study Programme in Rural Development. You must be eager to know more about the Open University you have joined. Let us, therefore, begin by talking about IGNOU.

Established in 1985 by an Act of Parliament, the Indira Gandhi National Open University provides access to higher education to a large number of students all over the country.

- missed regular education
- are working and cannot attend a conventional institution
- live in remote areas and are looking for educational opportunities
- want to utilise their free time purposefully
- want to upgrade their skills, competence and qualifications while working
- want to enrich their creative and vocational interests

Some features of the open and distance education system currently practised at IGNOU are:

- Relaxed entry rules
- Equal opportunity of admission
- Learning at your own pace and place
- Flexibility in choosing courses
- Use of modern education and communication technology
- Self-instructional print and audio/video course materials
- Network of student support services throughout the country

The following Schools of Study conduct academic programmes in the University:

1. School of Humanities
2. School of Social Sciences
3. School of Sciences
4. School of Education
5. School of Continuing Education
6. School of Engineering and Technology
7. School of Management Studies
8. School of Health Sciences
9. School of Computer and Information Sciences
10. School of Agriculture
11. School of Law

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12. School of Journalism and New Media Studies
13. School of Gender and Development Studies
14. School of Tourism Hospitality Service Sectoral Management
15. School of Interdisciplinary and Trans-disciplinary Studies
16. School of Social Work
17. School of Vocational Education and Training
18. School of Extension and Development Studies
19. School of Foreign Languages
20. School of Translation Studies and Training
21. School of Performing and Visual Arts

The University follows a multi-media approach for instruction. The instructional package comprises:

- Self-instructional printed course material
- Assignments for feed-back and assessment
- Audio and video cassettes
- Face-to-face interaction with academic counsellors at study centres
- Project work .
- Telecast of Video programmes on the National network of Doordarshan ‘ . Broadcast of audio programmes by All India Radio
- Teleconferencing sessions
- Radio Counselling

IGNOU follows the Credit System for its academic programmes. Each credit accounts to 30 hours of study comprising different learning activities, including assignments and listening/watching audios and videos. Thus a six credit course involves 180 hours of study. Knowing the number of credits for each course helps you to get an idea about the academic effort required for successfully completing a course.

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## **2. GENERAL INFORMATION**

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Let us begin by identifying our target groups.

This programme is primarily meant for all those who would like to work, in the field of rural development or are already engaged in the field of rural development, either in the governmental or the non-governmental sector.

- Bachelor’s Degree holders in any subject
- Middle and senior level rural development personnel working in Blocks, District Rural Development Agencies, Departments of State/Union Territories engaged in agricultural development and development of rural areas, planning department/planning boards at -

State and District levels, banks, cooperative societies, PWD, Power and other development departments working in rural areas

- Personnel of VOs/NGOs engaged or interested in rural development
- Academics teaching courses in rural development/community development
- Persons interested in enhancing their knowledge and understanding of rural development

### **Post-Graduate Diploma Programme in Rural Development (Programme Code : PGDRD)**

The Post-Graduate Diploma Programme in- Rural Development provides comprehensive knowledge of socio-economic factors affecting transformation of rural society. The contents are designed to impart an integrated understanding to learners' about the crucial dimensions of rural development. The programme also introduces the learner to the fundamental aspects of research and project work.

The P.G.Diploma programme of study has the following courses. Each course is of six credits. A detailed programme structure is given in Annexure-I.

<b>Course Code</b>	<b>Title of the Course</b>	<b>Credits</b>	<b>Credits to be acquired for completion of PGDRD</b>
<b>A. Compulsory Courses</b>			
MRD-101	Rural Development - Indian Context	6	6
MRD-102	Rural Development Programmes	6	6
MRD-103	Rural Development - Planning and Management	6	6
<b>B. Optional Courses (Choose anyone from the following three electives)</b>			
MRDE-101	Rural Social Development	6	6
RDD-6	Rural Health Care	6	
RDD-7	Communication and Extension Rural Development	6	
<b>C. Project Work</b>			
RDD-5	Research and Project Work	6	6
	<b>Total Credits A+B+C</b>		<b>30</b>

#### **Explanation :**

- A. Compulsory Courses:** The courses MRD-101, MRD-102 and MRD-103 are compulsory courses. Since each of these courses is with six credits, completion of these three courses will entitle the learner to accumulate  $(3 \times 6) = 18$  credits.
- B. Optional Courses :** The courses MRDE-101, RDD-6 and RDD-7 are optional courses. A learner is supposed to choose anyone course from among these optional courses. In other words she/he may opt for either MRDE-I01 or RDD-6 or RDD-7. Since the learner will successfully complete only one course from this category, he will acquire additional 6 credits.

**C. Project Work:** In order to successfully complete the Post-Graduate Diploma in Rural Development, the learner must complete the requirements of Project-Work pertaining to course RDD-5. She/he may choose a research problem, conduct original research-work based on field work in a rural area. The outcome of her/his research must be stated in the form of a Project-Report. Two copies of report must be prepared. One copy of project report must be submitted to Student Evaluation Division, while the other copy may be retained by the learner. For more details regarding this read information provided under the title Project-Work in this Programme Guide. The successful completion of project-work will help the learner to acquire further additional 6 credits.

Now as explained above at A, Band C, you acquire total of  $18+6+6 = 30$  credits. This is precisely the requirement for successful completion of Post-Graduate Diploma in Rural Development.

The main learning material is provided to you in print. These print materials are thoroughly revised and updated version of the earlier materials. The audio and video materials are intended to supplement the print material, and improve your knowledge and understanding. They will help you in writing your assignments and preparing for the final examination. Viewing of video and listening to audio programmes of the courses is, however, not compulsory: We would, nonetheless, advise you to attend the audio/video programmes at the study centres. Apart from being available at your Study Centre, video programmes are also telecast on National Network and Enrichment channel of Doordarshan. All India Radio broadcasts audio-programmes on some of its selected stations, students can confirm dates for PGDRD programme from the study centre. The information is also provided through National newspapers and IGNOU Newsletter sent regularly to the students.

**Eligibility :** A person holding Bachelor's Degree in any subject is eligible for enrolment in Post-Graduate Diploma Programme in Rural Development.

### **Medium of Instruction**

We offer the P.G. Diploma Programme in Rural Development in the medium of English and Hindi. In other words, the print materials as well as the audio and video programmes are in both English and Hindi. You can, therefore, choose anyone of these languages to write your assignments, project proposals, project reports and Term-End examination.

### **Change of Medium**

Change in Medium is permitted within one month of the receipt of study materials on payment of a requisite fee by Demand Draft drawn in favour of IGNOU payable at Delhi/online payment. Address your letter to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068.

### **Duration**

This P.G.Diploma Programme is of one year duration. However, in case you are unable to complete the programme in one year, you can complete the same within a maximum period of **four years**.

In an extreme case, if a learner is unable to complete the programme even within four years, there is provision for re-admission on payment of dues for a further period of one year. Such learners may contact Registrar Student Registration Division, IGNOU for procedural details and more information regarding re-admission. (For specimen copy of re-admission form see **Some Forms for your use**).



## Programme Fee and Scholarships

The Programme fee of Rs.2400/- (Two Thousand and Four Hundred) to be paid in lumpsum at the time of admission along with the filled in application form. Fee once paid will not be refunded under any circumstances.

Reserved categories viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped Students have to pay the fee at the time of admission to the University along with other students.

Students belonging to these reserved categories (admitted to IGNOU) are eligible for Government of India Scholarships. You are advised to collect scholarship form from the Directorate of Social Welfare Officer of your State Government. The filled in form may be submitted back to the concerned State Department through the Regional Director, IGNOU. This will also facilitate the reimbursement of programme fee.

## Gold Medal

IGNOU has instituted a gold medal for the student who scores the highest grade in the overall computation of grades in the P.G.Diploma Programme in Rural Development each year in the first attempt.

## Block and Unit Structure

Each Course comprises three to five blocks. Each blocks printed as a separate booklet and has a specific theme. Each block has four to five units. You may think of unit as a lesson. The schematic representation of the unit is as follows:

Unit-X\*

### Contents

X.0 Aims and Objectives

X.1 Introduction

X.2 Section 1 (Main Theme)

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

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X\* stands for the Unit Number

Check Your Progress

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X.2 Section 2 (Main Theme)

X.2.1 Sub-section 1 of Section 2

X.2.2 Sub-section 2 of Section 2

Check Your Progress



## Academic Counselling Sessions

The aim of the academic counselling sessions, conducted at a Study Centre, is to provide you an opportunity for face-to-face interaction with your Counsellor. During such sessions you can discuss problems related to the instructional material and other important matters. This will also give you an opportunity to meet your peers. **Attending counselling sessions, though not compulsory, is useful in several respects.** Direct interaction with your counsellor and fellow learners will enable you to share views on the subject. The Counsellors will provide guidance and facilitate comprehension of some of the complex ideas or issues through lively and fruitful discussions. **So please attend them.**

We strongly emphasize that you should contact your Supervisor/Counsellor for Course RDD-5 i.e. Project Work. The course material on Methods in Social Research has been provided in RDD-5. However, you will require the guidance of Supervisor/ Counsellor for the preparation of a good project proposal and project report. **Your supervisor/Counsellor will grant final approval to your project proposal** which will form part of your project report. The approved proposals need not be sent to the faculty at IGNOU. The learner should prepare the project proposal, conduct the research work and prepare the project report under the guidance of supervisor/counsellor assigned by the study centre. Your Supervisor/Counsellor will certify that you took his guidance while working on your project. Counselling sessions are very different from usual classroom teaching. Counsellors are usually academicians from the relevant discipline. Sometimes, persons having the requisite academic qualifications and experience of working in the field of rural development are appointed as Counsellors. Counsellors are in a position to answer your queries. At the Study Centre, you will also be able to watch the video programmes and listen to the audio cassettes prepared to supplement the print material. Contact the Coordinator of your Study Centre to find out the exact dates of the counselling and audio-video sessions.

The broad schedule of counselling sessions is provided at **Annexure-II**.

Before you attend the counselling sessions, please go through the course material carefully so that you are able to identify content-areas requiring clarifications. Please note that a counselling session is effective only when it provides two way communication rather than one way communication where the Counsellor does all the talking.

### Evaluation

Except for the Project Report, evaluation will be done on the basis of: (a) continuous assessment of assignments (25 per cent of total weightage) (b) a term-end written examination (75 per cent of the total weightage).

The Project Report, when submitted, is assessed as a single entity, equivalent to a course. Evaluation will be done on a five point scale using the letter grades A, B, C, D, E. The notional correlates of the letter grades and point grade range are given below:

#### Grading System

Notional Correlates	Grade	Grade Point	Point Grade Range
EXCELLENT	A	5	4.50 AND ABOVE
VERY GOOD	B	4	3.50 AND BELOW 4.50
GOOD	C	3	2.50 AND BELOW 3.50
SATISFACTORY	D	2	1.50 and below 2.50
Unsatisfactory	E	1	0.50 and below 1.50

As stated earlier, evaluation in each course (except course RDD-5 which is project work) has following two components:

### Term-end Examination and Continuous Assessment

A student must score at least 'D' in the Continuous Assessment or the term-end examination. BUT IN THE OVERALL COMPUTATION HE/SHE MUST HAVE AT LEAST 'C' GRADE IN EACH COURSE, TO QUALIFY FOR A P.G. DIPLOMA. The minimum grade which must be obtained in the Project Report is also 'C'. Thus, it is necessary for the student to score at least 'c' grade in each of the five courses of the P.G.Diploma programme.

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### 3. INFORMATION REGARDING ASSIGNMENTS

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You must have received a set of assignments for PGDRD along with the set of print materials sent to you. In case you have not received it, **please download the same from IGNOU website.**

You have to do **one assignment - for each course.** All the assignments will be considered for evaluation. Thus, in the Post Graduate Diploma Programme you will have to work on four assignments for four courses. This means that you have to complete three assignments for **three compulsory courses** and one assignment for one optional course which you have opted for. All the assignments are 'Tutor Marked Assignments' (TMAs). This means that the questions will be of the long answer, medium answer and short answer types.

Are you wondering what we expect from you in these assignments ?

Assignments constitute the continuous evaluation component of a course. They can be done in your home or work place or library or any other place you think has the right environment. You may consult suitable persons, books, or other sources for the completion of your assignments. An assignment, therefore, is not like writing an answer book in the examination hall. It is, however, equally important as grades are given to assignments after evaluation. As mentioned earlier, the assignments of a course in PGDRD carry 25 percent weightage. The grades that you get in your assignments will be counted in your final result. Therefore, you are advised to attempt your assignments seriously.

The main purpose of assignments is to test your comprehension of the learning material you receive from the university. The information given in the printed course material is normally considered sufficient for answering the assignments. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may use them. But the assignments are designed in such a way as to help you concentrate mainly on printed course material and your personal experience .

Some of the assignments are knowledge based and some are of applied nature. Assignments which are knowledge based will require you to write essay type answers. For answering applied type of assignments you should apply the knowledge you have gained by going through a Unit/Block/Course. **In either case, the answers should be your own. You must not reproduce text material verbatim or copy the information from other sources.** However, you can make use of the material and information you have at your disposal in an innovative way. Whenever you quote from the text/books/journals, you must give the reference. You can pick up ideas from whatever sources you may have. However, plan and use them in your own words when you write the answers to the assignments.

The following norms have to be strictly practised when you work on the assignments :

- The answer should be precise, well documented and relevant to the question.
- Keep the word-limit of the answer in mind. A slight variation in length does not matter. But your answer should not be too short or too lengthy. Avoid discussing minor issues at great length. By setting a word-limit for some of the assignments we mean to convey that a reasonably adequate response can be presented within the suggested word-limit.

- Whenever you receive a set of assignments, check them immediately. If there are some missing pages, ask for them from your concerned Regional Director.
- The assignment you have attempted should be complete in all respects. Before submission you should ensure that you have answered all the questions in assignments. Incomplete answer-sheets will bring you poor grades.
- You must submit your assignments according to the schedule indicated in the assignments. The University/Coordinator of the Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to, submit the assignments before the due date. In case you get the assignments and study material late, the assignment responses should be submitted within one month of the date of receipt of study material and assignments or within the due date given in this schedule whichever is later.
- For your own record, **retain a copy of all the answers to assignments which you submit to the Coordinator of your Study Centre.** If you do not get back the evaluated tutor marked assignments within a month of their submission, please try to get them from your study centre personally. This may help you to improve the answers to your future assignments.
- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.
- If you are unable to submit the assignments or are unable to score the minimum qualifying grade 'D', you have to collect, attempt and submit the assignments meant for the next batch of students. The new assignments will be available on IGNOU website.
- In case you find that the score indicated in the assignment sheet of your assignments has not been correctly reflected in your grade card; you are advised to contact the coordinator of your study centre with a request to forward correct authenticated award list to the Registrar (Student Evaluation Division) IGNOU.
- Once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre.

#### **SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMAs)**

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet. Course Code and Assignment Code may be reproduced from the Assignments.

The top of the first page of your response sheet for each assignment should thus look like the following:

---

PROGRAMME TITLE.....	ENROLMENT NO .....
PROGRAMME CODE .....	NAME .....
COURSE CODE: .....	ADDRESS. ....

.....  
.....  
COURSE TITLE: .....

ASSIGNMENT CODE: .....

SIGNATURE .....

STUDY CENTRE: .....

DATE .....

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- 3) Read the assignments carefully and follow specific instructions, if any, given alongwith the assignments.
- 4) Go through the units on which the assignments are based. Note the points relating to the question, rearrange those points in a logical order and work out a rough outline of your answer. While attempting a long answer type question, give adequate attention to the introduction and the conclusion. In the introduction you should give your brief interpretation of the question and how you propose to develop the answer. The conclusion should summarise your response to the question. Make sure that the answer is logical and coherent. The answer should be divided into appropriate paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.
- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using thin paper. Allow a 4 cm margin on the left side and at least a few lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- 6) **Write the responses to assignments in your own hand writing. Do not print or type the answers.**
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected..
- 8) Answers to each assignment should be written on a separate set of papers.
- 9) Write the question number and the question before writing the answer.
- 10) The completed assignment should be sent only to the Coordinator of the Study Centre allotted to you. **Do not** send the tutor marked response-sheets to the Student Evaluation Division, IGNOU, New Delhi.
- 11) After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments **only to the original Study Centre that has been allotted to you by the University.**

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## SCHEDULE FOR SUBMISSION OF PGDRD ASSIGNMENTS

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The schedule of Assignment is given below. This schedule is also given in your PGDRD Assignment Booklet.

<b>Assignment No.</b>	<b>Receipt of Assignments by the Students</b>	<b>Submission of Assignments by the Students</b>	<b>Feedback from the Counsellors</b>
<b>A. Compulsory Courses</b>			
MRD-101/AST/TMA-1	Jan / July	1 March/1 Sep	15 March/15 Sep
MRD-1 02/AST/TMA-2	Jan / July	1 May/1 Nov	15 May/15 Nov
MRD-I03/AST/TMA-3	Jan / July	1 July/1 Jan	15 July /15 Jan

**B. Optional Course :** The learner is required to complete the assignments of only one following courses which he/she has chosen as an optional course.

MRDE-101/AST/TMA-4			
OR			
RDD-6/AST/TMA-5	Jan/July	1 Sep/1 March	15 Sep/15 March
OR			
RDD-7/AST/TMA-6			

#### **4. PROJECT WORK**

As we said earlier, Course RDD-5 of the P.G.Diploma Programme is a project work. You will carry out project-work on a subject of your choice. You are free to select a topic for the project. Project work occupies a very important place in the Post-Graduate Diploma Programme in Rural Development. It is an indirect and enabling method which will help you to acquire better understanding about the situation and problems in rural areas. It is a systematic method of collecting, tabulating and analysing facts and drawing important conclusions. Through project work you will come to know better about some of the problems existing in rural areas. A Project Report is the outcome of your project work.

**YOU CAN BEGIN WORK ON YOUR PROJECT, ONCE YOUR PROJECT PROPOSAL HAS BEEN APPROVED BY THE SUPERVISOR ASSIGNED TO YOU BY YOUR STUDY CENTRE.** Your project work will be supervised by the same Supervisor. Your Counsellor for RDD-5 will be your Supervisor for the Project Work. In this context we will be using the title “Supervisor” and not “Counsellor”. So you should not get confused about these two roles of the same person.

The Units in Course RDD-5 will give you information regarding research design, tools of data collection and analysis of data. Besides this, there will be 6 Counselling sessions of 2½ hours duration each. For details see **Annexure-II**.

#### **Steps Involved in Project Work**

There are certain steps involved in carrying out your project work. We have given some guidelines In

**Annexure-III.** These are being briefly discussed in the following paragraphs. You must ensure that these steps are carefully followed while carrying out your project work.

*i. Selection of topic*

For any project-work, the first step involved is the selection of a topic. We suggest that you choose a topic for which the resources needed are available to you. One way of choosing a topic will be to look through the various, units given in the course material provided to you for the PGDRD programme. These units will give you a wide range of options to study any aspect related to rural development. Choose a topic which interests you. Do not, however, be over ambitious. You should also consult your Supervisor. We have given a model project proposal on family planning in **Annexure-III**.

*ii. Consultation with Supervisor for preparation of a project proposal*

Once the topic has been chosen, you should discuss it with the Supervisor assigned to you by your Study Centre. He will guide you to conduct the project work. In consultation with your Supervisor, you should prepare a project proposal. You should ensure that you follow the 'guidelines provided in Annexure-III of this programme guide. In case of any doubt or need for clarification, you should feel free to consult your Supervisor. You may prepare your project proposal in about 1000 words. Your supervisor will go through your project proposal and return the same to you with his remarks within 30 days.

*iii. Preparation of tools of data collection*

After getting approval of your proposal from your Supervisor you should prepare your tools for data collection. In most cases, students of PGDRD opt for empirical studies. In empirical studies you may use tools like the interview schedule, interview guide and observation method. For details please read carefully RDD-5, unit 2, sections 2.3, 2.4, 2.5, 2.6, and 2.7. If you are using the schedule which is the most important tool of data collection, you should ensure that an adequate number of questions are included to collect data relating to each of the OBJECTIVES of the proposed study. Other tools like interview guide and observation method will usefully supplement the process of data-collection. You should ensure that the tools of data collection are also discussed with your Supervisor. Once your Supervisor is satisfied, you may go ahead with the data collection.

*iv. Data Collection*

One of the objectives of Course RDD-5 of PGDRD is to provide an opportunity to you to visit some rural area, observe the life of people and interact with them. Once you are equipped with the tools of data collection, you will begin the actual work of data collection. You will have to establish rapport with your respondents and take extensive field notes. You will have to make some visits to the field for collecting the required data. This should not discourage you. More the interaction you have, with respondents, better will be the results of your study.

*v. Data Analysis*

Data analysis is a very important step in project work. You must scrutinise your schedules and field notes, make corrections, assign proper codes to each answer and carefully transfer the same to a master chart for computation and tabulation. Once the tabulation work is completed, you may employ different statistical techniques for analysing the tabulated data. Information collected through observation, interview guide and case studies may be used as supporting evidence.

*vi. Report Writing*

After you complete your data collection and tabulation you are required to write a project report. In



unit 3, section 3.6.3 of course RDD-5, is given the outline of a Report.

### **Submission of Project Report**

You are expected to submit a properly typed (double-space) and bound report of about 60-70 pages in A-4 size (29x20 cm) paper. Please show your project report to your supervisor and seek his guidance before you go for final typing and binding-work.

You should submit a Declaration which should form a part of the Report that the work is original and has not been' submitted earlier to this University or to any other institution for fulfillment of the requirement of any course of study. A specimen copy of declaration is provided at **Annexure IV**. You will also attach a Certificate from the Supervisor stating that the Project work was done under his/her supervision and that it is a genuine and original work. A specimen certificate is provided at **Annexure-V**.

**You should also include the approved project proposal (original) given to you by the Supervisor before binding the project work. The Project Report should also indicate the Enrollment No., Programme of Study, Name and Address of the student.**

You should keep a copy of the project report including a copy of the approved project proposal. The project report submitted to IGNOU will not be returned to the student.

If any project report is received in the absence of the above, the same is liable to be rejected or returned to the student for compliance. A typed and bound copy of the project report is to be sent by the Registered Post to:

Registrar, Student Evaluation Division

IGNOU, Maidan Garhi

New Delhi - 110 068

Your completed Project Report should reach the Student Evaluation Division latest by November 30. If the Project Report is submitted by you after this date the score will not be counted along with the result of other courses for which you have appeared.

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## **5. INFORMATION REGARDING EXAMINATION**

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To be eligible to appear at the term-end examination, you are required to fulfil the following conditions:

- 1. All the required assignments have been submitted within the due dates.**
- 2. The fee has been fully paid.**
- 3. You have opted and pursued the prescribed courses.**
- 4. The examination form has been submitted in time (which is explained later).**

Examination date sheet (schedule which indicates the date and time of examination for each course) is sent to all the study centres sufficiently in advance. The same is also notified through IGNOU News Letter from time to time.

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course.

## Term End Examination

The University conducts Term-end Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme has not elapsed and they have also submitted the required number of assignments, if any, in those courses by the due date.

- **Examination Fee**

Examination fee of Rs. 150/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi/online payment. The examination forms are available at all the Study Centres and Regional Centres. Students should submit on-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in)

- **Examination Centre**

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

- **Date of Submission of Examination Forms**

FOR JUNE TEE	LATE FEE	FOR DEC. TEE	LATE FEE	Submission of Exam Form
1 March to 30 April	NIL	1 Sept. to 31 Oct.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS

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

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

- **Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the students atleast two weeks before the

commencement of Term-end Examination. The hall ticket may also be downloaded from the University's website [www.ignou.ac.in](http://www.ignou.ac.in). In case a student fails to receive the Examination Hall Ticket within one week before the commencement of the examination s/he can download the hall ticket from the website and approach the examination centre for appearing in the exam .

- **Early Declaration of Results**

Sometimes students are offered admission in other institutions and/or are selected for employment etc. and they are supposed to submit mark-sheet/grade card within a specified time period. Such students may apply for an early evaluation of their answer scripts and declaration of the result. For this purpose, the students are required to apply in the specified format available on the University website with a requisite fee per course through Bank Draft in favour of IGNOU/online payment, Delhi alongwith the attested photocopy of the offer of admission/employment etc. The students can submit their requests for early declaration of result before the commencement of the Term-end Examination i.e., before 1st June and 1st December respectively. In such a situation, the University will make arrangements for the processing of the answer scripts and declaration of the result (as a special case). The result will be declared in a period of about one month beginning from the date of examination.

- **Re-Evaluation of Answer Script(s)**

The students who are not Satisfied 'with the marks/grade secured by them in Term-end Examination may apply for re-evaluation within one month from the date of the declaration of result i.e. the date on which the result is made available on the University website on payment of a requisite fee per course in the prescribed application form available on the University website. The better of the two results i.e. original marks/grade and re-evaluated marks/grade will be considered and the revised marks/grades shall be incorporated in the student's record. The revised grade card/marks-sheet will be sent to the students within one month from the receipt of application. Re-evaluation is not permissible for Projects, Practicals, Assignments & Seminars etc.

Your, study centre is normally your examination centre. Change of examination 'centre is permissible' in exceptional cases for Which you have to make a request to the Registrar, Student Evaluation Division, Indira Gandhi National, Open University, Maidan Garhi, New Delhi - 110068 at least one month before the commencement of the examination. The request received at the Headquarters thereafter, will not be entertained.

It is your responsibility to check whether you are registered for a particular 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.

The Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication is normally sent to the Coordinators of the Study Centres and Regional Directors. The Coordinator would display a copy of such important circulars/ notifications on the notice board of the Study Centre for the students. **You are, therefore, advised to keep in touch with your Coordinator so that you get advance information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result etc.**

While communicating with the University regarding examination, please clearly write your enrolment

number and complete address. In absence of such details, we will not be able to attend to your problem.

The University normally may require 3 to 4 months to intimate the result of a particular term-end examination. In the meantime, the dead line for submitting the examination form for re-appearing in a particular course may expire. This is applicable only if one fails to get a passing grade. In such cases, it is advisable for you to submit an examination form without waiting for the result. Once you receive your results and if you find that you have passed in that course, you need not appear for that course again.

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## 6. PREPARATION FOR EXAMINATION

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We understand that adult learners will have many domestic and social commitments demanding their attention. But it is possible to find some time for your study. Convince your colleagues and family members that you need some, privacy to study and adhere to the regular timetable. As soon as you receive the study materials, start working on them. Do not postpone studying the materials or writing your assignment responses.

For obvious reasons, printed material will be the primary form of instructional material, although there will be a few audio-video programmes and counselling sessions. Normally, you will have to concentrate mainly on the printed material sent to you. **Please try to attend as many counselling sessions as possible so as to get the best out of the programme.**

Read the Units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments. Try to answer 'Check Your Progress' questions. **Please remember, the answers to these questions are not to be sent to us.** The purpose is to enable you to evaluate your own performance and keep you on the right track. That is why they are called 'Self-Check' questions. They will enhance your comprehension of the subject-matter. If you are not satisfied with your answers, do not get worried. You can compare your answers with the model answers given in the text and see where you have gone wrong. (At times, it is possible you may have a better answer than the one we presented. We welcome your suggestions.) In any case, the model answers will help you to reinforce the information/knowledge acquired by your first reading of the text.

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## 7. TERM-END EXAMINATION

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There is a term-end examination for the Programme at the end of every year. Dates and the venue of the examination will be intimated to you in time by the Registrar (Student Evaluation Division) of the University.

There is one term-end paper for each course (except Course RD.D-5 which is project work). In other words, you will have, to appear for **four papers**. A learner has to take term-end-examination in **three compulsory courses** i.e. MRD-101, MRD-102, MRD-103 and **one optional course** which he/she has chosen from among the available courses viz MRDE-101 or RD.D.6 or RD.D.7. Each paper is of three hours duration. Each paper carries 75 per cent of the total weightage and the remaining 25 percent is covered by your assignment-responses. For example, the term-end examination paper 'for Course MRD-101 of 100 marks will have 75 percent weightage in the computation of Grades. The rest 25 percent weightage will be given for the assignments of the same course. Final grading of your performance in each of the four courses is computed along these lines. Since the fifth course is project work, it is treated as one complete paper carrying 100 percent weightage, and is graded accordingly.

Students may appear for one or more courses at a time. Please note that normally examinations in all the courses MRD-101, MRD-102, MRD-103 and MRDE-101 or RDD-6 or RDD-7 will be held twice a year - first in the month of June and again in December. **Students admitted for a particular session can appear in the examination for the first time after completion of one year.**

If you fail to clear all the subjects in the first attempt or do not wish to appear in all the subjects at a time, you can clear them in the subsequent examinations. You are free to appear for as many courses as you like at a time. **However, you must clear all the courses within four years of your admission.**

To qualify in the continuous assessment (on the basis of assignments) you must take note of the following points:

- I. You are required to attempt one assignment for each course. As mentioned earlier, each assignment will be considered for grading your performance.
- II. The score for successful completion in the continuous evaluation of each course is Grade 'D'. If you fail to make this score because of not being able to score the minimum qualifying grade i.e. 'D') then you will have to wait for the assignments meant for the next batch of students. You should procure a new set of assignments and submit after completion. New assignments are uploaded every year on IGNOU website.
- III. Except as stated under item (ii) above, there is no provision for redoing, assignments for the purpose of just improving upon the grades scored, nor can they be re-evaluated except for the factual errors.
- IV. The lowest successful completion score at the term-end examination is also 'D'. In case one fails to make this score, one is eligible to reappear in the next term-end examination as and when it is held within the total span of four years permitted for the programme. For Project Report, however, one has to score grade 'C' for successful completion.
- V. **If one fails to score overall 'C' in each COURSE (putting the score on assignment and the term-end examination together), one has the option to score the lowest qualifying grade 'C' either by appearing at the next term-end examination or by working on a new set- of assignments meant for the particular year. For example:**
  - a) If a student in a particular Course, say MRD-101 scores a 'C' grade for the term end examination and 'D' grade for the Continuous Evaluation, then she/he will be considered as having passed in that Course.
  - b) If a student scores a 'D' grade for the term-end examination and a 'D' grade for the Continuous Evaluation, then she/he will be considered as failed in that course.
  - c) If a student scores a 'D' grade in the term-end examination, she/he will have an option either to score at least 'B' grade in the assignment of that course by submitting fresh assignments of next year or may reappear in the term-end examination to improve the score 'so as to get overall minimum qualifying 'C' grade.

Queries about dates and venues of counselling sessions should be addressed to your Coordinator or Regional Director. The list of Regional Centres along with their addresses is given on pages 35-49 (S.No. 9).

- i. Queries related to ,admission, change of option, registration, change of centre, identity card, fee receipt and bonafide certificates may be addressed to your Regional Centre. However, copies of the request for change of regional centre may also be marked to regional centre where the student would be transferred and to:

The Registrar, Student Registration Division  
IGNOU, Maidan Garhi  
New Delhi - 110068.

ii. Queries about the non-receipt/despatch of the course materials, assignments missing page(s)/ Unit(s) should be addressed to Registrar Material Production and Distribution Division.

iii. For queries related to examination, datesheet, result grade cards, re-evaluation write to:

Registrar, Student Evaluation Division  
IGNOU, Maidan Garhi  
New Delhi - 110068.

iv. Requisition for Migration Certificate may be sent to the Regional Director along with the following documents:

- a) Application on a prescribed form obtainable from your Regional Centre or Student Registration Division, IGNOU, Maidan Garhi, New Delhi - 110068.
- b) Attested copy of the Grade Card.
- c) A fee of Rs. 250/- in the form of demand draft / IPO drawn in favour of IGNOU payable at New Delhi.

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## **8. POST-GRADUATE DIPLOMA PROGRAMME IN RURAL DEVELOPMENT DETAILED PROGRAMME STRUCTURE**

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### **MRD-101 : Rural Development : Indian Context**

#### **Block - 1 : Rural Society and Economy**

- Unit 1 Introduction to Rural Society
- Unit 2 Rural Demography
- Unit 3 Rural Social Structure
- Unit-4 Rural Economic Structure Unit-5 Rural Poverty

#### **Block - 2 : Rural Development : Concepts, Strategies and Experiences**

- Unit 1 Development-An Overview
- Unit 2 Rural Development: Concepts and Strategies
- Unit 3 Rural Development Experiences: An Asian Perspective
- Unit 4. Rural Development in India

#### **Block - 3 : Rural Development - Agrarian Issues**

- Unit 1 Agrarian Movements
- Unit 2 Land Reforms
- Unit 3 Green Revolution
- Unit 4 Agricultural Extension Services

#### **Block - 4 : Rural Development Administration**

- Unit 1 Administrative Structure
- Unit 2 Panchayati Raj .
- Unit 3 Cooperatives in Rural Development
- Unit 4 Rural Credit and Banking

#### **Block - 5 : Dynamics of Change to Rural India**

- Unit 1 Social Change: Mobility & Mobilization
- Unit 2 Empowerment
- Unit 3 Information, Education and Communication (IEC)
- Unit 4 Information Technology and Rural Development

## **MRD-102: Rural Development Programme**

### **Block - 1 : Poverty Alleviation Programmes - A Retrospect**

- Unit 1 Poverty Alleviation Programmes - A Retrospect
- Unit 2 Minimum Needs Programme
- Unit 3 Integrated Rural Development Programme (IRDP)
- Unit 4 TRYSEM and DWCRA
- Unit 5 Jawahar Rozgar Yojana (JRY)
- Unit 6 Employment Assurance Scheme (EAS)

### **Block - 2 : Programmes for Self & Wage Employment and Social Security Current Strategy**

- Unit 1 Swarnjayanti Gram Swarozgar Yojana (SGSY)-1
- Unit 2 Swarnjayanti Gram Swarozgar Yojana (SGSY)-2
- Unit 3 Sampooma Grameen Rozgar Yojana (SGRY)
- Unit 4 National Social Assistance Programme (NSAP)
- Unit 5 Food Security - TPDS

### **Block - 3 : Other Development Programmes**

- Unit 1 Prime Minister's Rozgar Yojana (PMRY)
- Unit 2 Rural Employment Generation Programme (REGP)
- Unit 3 Rashtriya Mahila Kosh
- Unit 4 Programmes of Development Finance Corporations

### **Block - 4 : Rural Basic Services and Infrastructure**

- Unit 1 Elementary Education and Total Literacy Campaign (TLC)
- Unit 2 Rural Housing
- Unit 3 Rural Health Care
- Unit 4 Drinking Water and Rural Sanitation
- Unit 5 Rural Electrification & Energy
- Unit 6 Rural Connectivity

### **Block - 5 : Natural Resources Management and Environment**

- Unit 1 Drought-Prone Areas Programme and Desert Development Programme
- Unit 2 Integrated Wasteland Development Programme
- Unit 3 Social Forestry and Joint Forest Management
- Unit 4 Science and Technology for Rural Development



## **MRD-103: Rural Development Planning and Management**

### **Block - 1: Poverty Alleviation Programmes - A Retrospect**

- Unit 1 Planning for Rural Development
- Unit 2 Planning Process
- Unit 3 Multi-level Planning
- Unit 4 District Planning
- Unit 5 Grassroots Level Planning (Block Level Planning)
- Unit 6 Grassroots Level Planning (Village Level Planning)

### **Block - 2: Rural Development Management**

- Unit 1 Issues in Management of Rural Development Projects
- Unit 2 Project Dimension, Identification and Formulation
- Unit 3 Project Appraisal-I (Technical Feasibility)
- Unit 4 Project Appraisal-II (Economic Feasibility)
- Unit 5 Project Appraisal-III (Financial Feasibility)
- Unit 6 Programme Implementation (Activity Planning and Network Analysis)
- Unit 7 Monitoring Development Projects
- Unit 8 Project Evaluation

### **Block - 3: Voluntary Action**

- Unit 1 Voluntary Effort in Rural Development
- Unit 2 Voluntary Agency Administration
- Unit 3 Developing Community Based Programmes and Projects
- Unit 4 Social Action
- Unit 5 Formation and Strengthening of Voluntary Organisations

## **MRDE-101 : Rural Social Development**

### **Block - 1: Development of Rural Women**

- Unit 1 Rural Women: Status and Development Strategies
- Unit 2 Education and Training of Rural Women
- Unit 3 Health and Nutrition of Rural Women
- Unit 4 Empowerment of Rural Women (Gender Frame Work Approach)
- Unit 5 Empowerment of Rural Women - Policies and Programmes

**Block - 2:           Development of Rural Children**

- Unit 1           Situation of Rural Children
- Unit 2           Health and Nutrition of Rural Children
- Unit 3           Education of Rural Children
- Unit 4           Integrated Child Development Services Programme

**Block - 3 :           Development of Scheduled Castes, Scheduled Tribes and Other Under-Privileged Groups**

- Unit 1           Development of Scheduled Castes
- Unit 2           Development of Scheduled Tribes
- Unit 3           Bonded Labour
- Unit 4           Development of Artisans and Landless Labourers

**Block - 4 :           Policies and Social Legislations on Children, Women and SC/ST**

- Unit 1           Social Legislations on Children
- Unit 2           Social Legislations on Women
- Unit 3           Social Legislations on Scheduled Castes and Scheduled Tribes
- Unit 4           Social Legislations on Disadvantaged
- Unit 5           Other Social Legislations

**RDD-6 :           Rural Health Care**

**Block - 1 :           Health in Rural India**

- Unit I           Health: Concepts and Components
- Unit 2           Health and Development
- Unit 3           Development of Health Care Services in Rural India: A Review
- Unit 4           Health and Nutrition Status in Rural India
- Unit 5           Different Models of Health Care Delivery: An Outline

**Block - 2           Basic Principles and Techniques of Communication**

- Unit 6           Communicable Diseases in India - An Overview
- Unit 7           Prevention and Control of Communicable Diseases in Rural India
- Unit 8           Environmental Sanitation and Hygiene
- Unit 9           Reproductive and Child Health Programme (RCH)

<b>Block - 3</b>	<b>Health Care : Planning and Management</b>
Unit 10	Planning Rural Health Care Services
Unit 11	Management of Rural Health Care Services
Unit 12	Communication and Health Education: An Outline
Unit 13	NGO Experience in Health Care

## **RDD-7 : Communication and Extension in Rural Development**

### **Block - 1 Basic Principles and Techniques of Communication**

Unit 1	Meaning, Concept and Functions of Communication
Unit 2	Communication Channels and their Use in Rural Development
Unit 3	Communication-Media Mix for Rural Development

### **Block - 2 : Extension: Concepts, Philosophy and Approaches**

Unit 1	Concepts, Philosophy and Principles of Extension
Unit 2	Historical Development of Rural Extension in India
Unit 3	Types of Rural Extension
Unit 4	Extension Methods

### **Block - 3 : Planning Communication - Extension Support for Rural Development**

Unit 1	Communication Support
Unit 2	Extension Management
Unit 3	Organisational Communication
Unit 4	Communication Strategies for Rural Development - Media Mix

## **Course RDD-5 : Research and Project Work**

### **1. Methods in Social Research**

1. Designing a Research Study
2. Tools of Data Collection
3. Analysis of Data and their Presentation
4. Statistics on Rural Development

### **2. Project Work**

**9. SCHEDULE FOR COUNSELLING SESSIONS**

<b>Course No.</b>	<b>No. of Counselling Sessions</b>	<b>Period*</b>
MRD-101	8	Jan-March
MRD-102	6	Apr-May
MRD-103	6	Jun-July
MRDE-101 or RDD-6 or RDD-7	6	Aug-Oct
RDD-5	6	May-Oct
Total	32	

- \* The exact dates for the counselling sessions will be fixed by the Coordinator of the Study Centre. The counselling sessions which could, not be held in their respective period may be held in the next period along with other sessions.

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## **10. GUIDELINES FOR PREPARATION OF PROJECT PROPOSAL FOR THE STUDENTS ENROLLED FOR THE POST GRADUATE DIPLOMA IN RURAL DEVELOPMENT**

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### **PROJECT PROPOSALS**

Given below are some general but important steps which we would like you to keep in mind while preparing your project proposal. The proposal should not exceed one thousand words.

#### **1. Project Title**

The title of the topic should be clear, short and specific. It will be useful if the topic selected is related to your area of work.

#### **2. Statement of the Problem**

The statement of the problem should contain briefly an analysis of the nature of the problem and its relevance. Existing studies are reviewed and gaps in knowledge or information brought out. Statement of the problem provides the rationale for carrying out the study.

#### **3. Objectives**

The objectives should clearly mention what you wish to study in the project. Usually a research topic has three to four objectives which are related to the topic. You may give them in serial order. The temptation of having too many objectives should be avoided. For instance, suppose you wish to study the problem of child labour. You may like to study the incidence of the problem, the socio-economic characteristics of children who work and the causes of child labour. You will thus broadly indicate through objectives the scope of the study.

#### **4. Type of study**

The study can be a survey, a case study, an exploratory study, a diagnostic study or a study which primarily involves the test of hypothesis (see RDD-5 pp 17-19). You should decide what type of study you are going to conduct.

#### **5. Hypothesis**

All the studies do not involve the testing of hypothesis. As a beginner, you may like to avoid making a study of this kind. In case, however, you feel confident and your Supervisor feels you can do this, the hypotheses have to be clearly formulated (see RDD-5 pp 15-16), and the research design drawn up accordingly under the guidance of your Supervisor.

## **6. Universe of the Study**

If the project involves field work, you should define the universe of the study. This will depend on the geographical limits of the study and the unit of study. For instance, if you are studying the characteristics of districts in a state, then all districts will comprise the universe. If, however, you are studying characteristics of households in a village, then all the households will comprise the universe of the study.

## **7. Sample Size**

The universe contains all the units of study. Since covering every unit of the universe consumes too much time and effort, you will have to select a sample following a scientific procedure (see RDD-5 pp 22-24). The sample size selected should be such as would enable you to complete the project in time.

## **8. Tools of Data Collection**

You should mention the tools of data collection which you intend to use such as interview schedule, interview guide, observation etc. (RDD-5 29-41).

## **9. Data Analysis**

It is desirable that the proposal indicates the techniques you intend to use in data analysis and interpretation (see RDD-5 pp 43-59).

### **EXAMPLE**

You may look at the following example of a project proposal which may help you evolve a more specific framework to prepare your project proposal. Remember, this is only an example very briefly prepared to give you an idea about how a project proposal looks like. As we mentioned earlier, when you prepare your project proposal, you will have to explain the content more broadly, say in about 1000 words.

### **1. Title**

ACCEPTANCE OF FAMILY PLANNING AMONG BHIL TRIBAL WOMEN OF JHABUA DISTRICT (M.P.)

### **2. Statement of the Problem**

Over one-fifth of the total population of Madhya Pradesh comprises tribals. Various reports have shown that there is hardly any decline in the birth rate of tribal population of Jhabua. Early marriage, socio-cultural factors, lack of knowledge regarding family planning methods and poor availability of family planning services might have contributed to the reasons for low acceptance of family planning by tribal women. A study focussing on these issues will help us to understand the issues relating to the acceptance of family planning by Bhil tribal women.

### **3. Objectives**

1. To study the attitude of married tribal women towards family planning.
2. To study the services of Government Departments and NGOs to promote family planning.
3. To study the extent of the acceptance of various family planning methods by married tribal women.

#### **4. Type of Study**

The present study will be diagnosis in nature.

#### **5. Universe**

The universe of the present study will include all married Bhil tribal women in the child bearing age group in Jhabua District of Madhya Pradesh.

#### **6. Sample Size**

In the present study the researcher will be using multi-stage sampling procedure. In the first-stage, one of the blocks from the Jhabua district of Madhya Pradesh will be selected purposively. In the second-stage four village panchayats will be selected at random from the purposively selected block. In the third and final stage, a list of all married Bhil tribal women in the child bearing age group in the selected four village panchayats will be prepared. From this list a sample will be drawn following the random sampling method (approximate sample size 120).

#### **7. Tools of Data Collection**

In the present study, the researcher will be using interview schedule for the collection of data from the respondents. Some interviews with persons involved in the implementation of the programme as well as some women, will also be done.

#### **8. Data Analysis**

After the collection of data, the interview schedules will be scrutinised and coded. The data coded will be transferred into a master sheet. After that, tabulation will be made and appropriate statistical methods will be used for analyzing the data.

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## **11. DECLARATION**

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I hereby declare that the project work entitled.....

.....  
(write the title in Block Letters) submitted by me for the partial fulfilment of the Post Graduate Diploma in Rural Development to the School of Continuing Education, Indira Gandhi National Open University; (IGNOU) New Delhi is my own original work and has not been submitted earlier either to IGNOU or to any other institution for the fulfilment of the requirement for any course of study. I also declare that no chapter of this manuscript in whole or in part is lifted and incorporated in this report from any earlier work done by me or others.

Place:

Date: :

Signature

Enrolment No.

Name

Address



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## **12. CERTIFICATE**

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This is to certify that Mr./Miss/Mrs .....  
student of PGDRD from Indira Gandhi National Open University, New Delhi was  
working under my supervision and guidance for his/her Project Work for the Course  
RDD-5. His/her Project Work entitled .....  
.....  
which he/she is submitting, is his/.her genuine and original work.

Place:

Date:

Signature

Name

Address of the Supervisor

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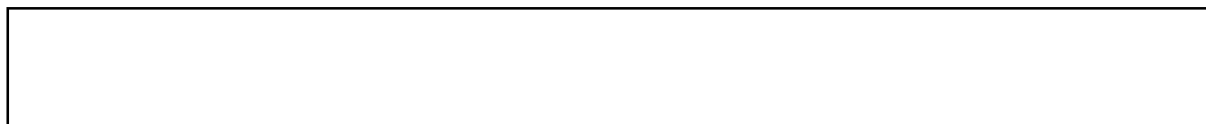
### 13. SOME USEFUL ADDRESSES

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- |   |  |
|---|--|
| 1. Non-receipt of study material, and assignments   | Regional Director of your Region<br>IGNOU, Maidan Garhi<br>New Delhi-110068.   |
| 2. Change of course/ programme, Re-admission  | Regional Director of your Region<br>IGNOU, Maidan Garhi<br>New Delhi-110068.   |
| 3. Assessment sheets, Repeat assignments, examinations, examination centers, results etc. | Registrar (SED)<br>IGNOU, Maidan Garhi<br>New Delhi-110068.  |
| 4. Counsellors and other problems relating to Study Centres                               | Assistant Director (Student Affairs)<br>Regional Services Division<br>IGNOU, Maidan Garhi<br>New Delhi-110068.                             |
| 5. Admissions, Fee, Change of address and change of study centres                         | Regional Director<br>of the Regional Centre concerned  |
| 6. Purchasing of Audio/Video Tapes  | Marketing Unit<br>EMPC<br>IGNOU, Maidan Garhi<br>New Delhi-110068.   |
| 7. Academic Matters   | Programme Coordinators (CFN)<br>School of Continuing Education, G Block, Zakir Hussain Bhawan,<br>IGNOU, Maidan Garhi<br>New Delhi-110068. |
| 8. Submission of Admission Form   | Regional Director of the<br>Regional Centre Concerned  |

You are also advised to get in touch with the Coordinator of your Study Centre for timely information.

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



## 14. LIST OF REGIONAL CENTRES

S. N.	REGIONAL CENTRE, CODE AND NO OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1.	AGARTALA RC CODE : 26	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND P.O. AGARTALACOLLEGE TILLA AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516714 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2.	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI) DAMAN & DADRA NAGAR HAVELI (U.T.)
3.	AIZWAL RC CODE : 19	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO. YC-10 ROPHIRA BUILDING CHALTLANG DAWRKAWN AIZAWL - 796 012 MIZORAM 0389-2391692/2395260 0389-2391789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARH RC CODE : 47	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120/2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI)
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA,

		BANGALORE -560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	TUMKUR,RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 0641-2610077 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
7.	BHOPAL RC CODE : 15	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYAPRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOKNAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 0674-2301348/2301250 0674-2301352 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9.	BIJAPUR RC Code : 85	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ANANDA MAHAL OLD ZP OFFICE (EX OFFICE OF MP) BIJAPUR -586103 KARNATAKA 08352-260006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DIS- TRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC Code : 06	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SCO 208 SECTOR 14 PANCHKULA- 134 109 HARYANA 0172-2590277,2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T)

11.	CHENNAI RC Code : 25	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI-600007 <a href="mailto:rcchennai@ignou.ac.in">rcchennai@ignou.ac.in</a> 044-26618438	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY (U.T)
12.	COCHIN RC CODE : 14	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, KALOOR COCHIN – 682017, KERALA Ph. Off-0484-2340203/2348189/2330891 Fax: 0484-2340204 E-MAIL : <a href="mailto:rccochin@ignou.ac.in">rccochin@ignou.ac.in</a>	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T)
13.	DARBHANGA RC CODE : 46	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK DARBHANGA - 846004 BIHAR 06272-251862 06272-251833 06272-253719 <a href="mailto:rcdarbhanga@ignou.ac.in">rcdarbhanga@ignou.ac.in</a>	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE : 31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 0135-2789190 0135-2789180 <a href="mailto:rcdehradun@ignou.ac.in">rcdehradun@ignou.ac.in</a>	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
15.	DELHI 1 RC CODE : 07	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO J-2/1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEWDELHI- 110044 DELHI 011-26990082/26990082-83 011-26058354 011-26990084 <a href="mailto:rcdelhi1@ignou.ac.in">rcdelhi1@ignou.ac.in</a>	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHICOLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16.	DELHI 2 RC CODE – 29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEWDELHI- 110002 DELHI 011-23392374/23392376 23392377/23392 737 011-26493257 011-23392375 <a href="mailto:rcdelhi2@ignou.ac.in">rcdelhi2@ignou.ac.in</a>	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRIBHR)

17.	DELHI 3 RC CODE : 38	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, F-634-636 PALAM EXTENSION SHAHEED RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI- 110 077 DELHI 011-25088964 011-25088939 011-25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOIJAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERABAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
18.	DEOGHAR RC CODE : 87	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448, 9234455958-957-975 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19.	GANGTOK RC CODE : 24	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 5TH MILE TADONG NH-10-A BELOW CENTRAL REFERRAL HOSPITAL, EAST SIKKIM GANGTOK - 737 102 SIKKIM 0359-231102/270923, 0359-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE : 04	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI, GUWAHATI GUWAHATI, ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBIANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMAHASAO, CACHAR, HAILAKANDI, KARIMGANJ)
21.	HYDERABAD RC CODE : 01	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 TELANGANA 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE : 17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385-2421190/2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUNPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)

23.	ITANAGAR RC CODE : 03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN, PAPUM PARE ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2351705/2247536 0360-2247538 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 2ND FLOOR, RAJSHEKHAR BHAVAN RANIDURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 70/79, SECTOR - 7 PATEL MARG, MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730/2785427 0141-2396427, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GOVT. SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK, 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572/2546529 0191-2502921, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439 PALLINK ROAD OPP. KAMALANAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2755424, 0291-2751524 0291-2756579 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATH NEAR NEHRU PARK JORHAT - 785001 ASSAM 0376-2301116, 0376-2301115/2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)

29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 /2260075 0184-2254621,0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993/237361 01628-238632,01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR. SEC SCHOOL ROAD KENUOZOU KOHIMA - 797 001 NAGALAND 0370-2260366/2260167 0370-2241968,0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719/23589323 (RCL) 033-24739393,033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852-251535 06852-251535,06852-252503 rckorapat@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226029 UTTAR PRADESH 0522-2442832 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR (KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)



35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36.	MUMBAI I RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING, M. G. ROAD OPP TO MULUND RLY. STATION MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA 022-25925540/ 25923159 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37.	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999, 2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAMBUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1570 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O. 403 521 GOA 0832-2414553, 0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)

41.	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888/230111,03192-230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867/25651321 020-25880091,020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATH GANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENABANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555/271666 03483-271666,03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285/5056508 0771-2445839 0771-2583578,0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360005 GUJARAT 0281-2572988 0281-2561449,0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)
46.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688/2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)

47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR SAHARSA, 852201 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DIS- TRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIA, KISHANGANJ & PURNIA)
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING MAWKYNROH, NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364-2550088/2550102/2550015 0364-2551010 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RIBHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612/2624613 18001808055 (TOLL FREE) 0177-2620125, 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD SUBHAS PALLY SILIGURI, SILIGURI- 734 001 WEST BENGAL 0353-2526818/2526819 0353-2526829, 0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251, 0194-2311258 0194-2421506, 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPPPRS HOSPITAL, KILLIPALAM, KARAMANA P.O. THIRUVANANTHAPURAM - 695 002 KERALA 0471-2344113/2344120 0471-2344115, 0471-2344121 rcrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMILNADU (DISTRICTS: KANYAKUMARI, TIRUNELVELI, THOOTHUKUDI)
53.	VARANASI RC CODE: 48	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 (DIS- TRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAUJI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, PRATAPGARH, SULTANPUR)

54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, 2ND FLOOR NUT STREET (PO), VATAKARA KOZHIKODE 673104 KERALA 0496-2525281, 0496-2516055 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY (UT)]
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA 520001 ANDHRA PRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DIS- TRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56.	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM), [YANAM-PUDUCHERRY (UT)]

### Sub-Regional Centres

Sl. No.	SUB-RC	SRC Address	Operational Area
1	<b>TIRUPATI</b> Vijayawada	DR. B. PRASAD BABU ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL
2	<b>KANDHAMAL</b> Bhubaneswar	DR. P. K. JENA ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3.	<b>PITHORAGARH</b> Dehradun	DR. RAJEEV KUMAR ASSISTANT REGIONAL DIRECTOR IGNOU SUBREGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4.	<b>DARJEELING</b> Silliguri	DR. PRAVEEN PRALAYANKAR ASSISTANT REGIONAL DIRECTOR IGNOU SUBREGIONAL CENTRE C/O RAMESH GUPTA, LASA VILLA, H. C. ROAD, DARJEELING, WEST BENGAL 08116903933	DARJEELING KALIMPONG, KURSEONG, MIRIK SUB-DIVISION

### IGNOU – Army Recognized Regional Centres

Sl. No.	Recognized RC Name Area	Code	Address	Operational
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMYRECOG REG CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 (CIVIL) 2670(MILITARY) 033-22222668 rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMYRECOG REG CENTRE COL.EDUCATION(GS.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMYRECOG REG CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL);2670(MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMYRECOG REG CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL);3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMYRECOG REG CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486,01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

06	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND
<b>IGNOU – Navy Recognized Regional Centres</b>				
01	INEP - KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-266210, 2662515, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
02	INEP - MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE HQ WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN COMMAND
03	INEP - NEW DELHI	71	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF WEST BLOCK, 5, IIND FLR, WING-II RK PURAM, NEW DELHI - 110066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
04	INEP - VISAKHAPATNAM	73	CAPTAIN AG SELVAM REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
<b>IGNOU – Assam Rifles Recognized Regional Centres</b>				
01	IAREP - SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR), LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA



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## **15. SOME FORMS FOR YOUR USE**

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

- 1) Assignment Remittance-cum-Acknowledgement Card form
- 2) Change/Correction of Address/Study Centre
- 3) Intimation of Non-receipt of Study Material/Assignments
- 4) Requisition for Fresh Set of Assignments
- 5) Form for Provisional Certificate
- 6) Form for Duplicate Grade Card/Marksheet
- 7) Term-end Examination Form
- 8) Form for Re-evaluation of Answer Script
- 9) Form for Issue of Migration Certificate
- 10) Change Medium of Study/Optional Courses
- 11) Form of Application for Issue of Duplicate Copy of University Degree/Diploma/Certificate
- 12) Re-Addmission Form
- 13) Form for Improvement in Division/Class
- 14) Form for Early Declaration Result
- 15) Obtaining Photocopy of Answer Scripts
- 16) Issue of Official Transcript







To

The Regional Director

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

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

Enrolement No. 

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Programme 

--

Medium of Study 

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

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

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

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

Signature : .....  
Date : .....

**For Official Use**

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

Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University  
New Delhi**

**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITALLETTERS only

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

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

Note you can download the assignment from IGNOU website www.ignou.ac.in. Here go to the student zone link. Under this link go to download in assignment link.

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

**REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS**

(Please Tick ( ) whichever is applicable)

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

Name and Address .....  
 .....  
 .....  
 .....  
 ..... PIN .....

Signature .....  
 Date .....

**For Official Use Only :**

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Student Evaluation Division  
Maidan Garhi, New Delhi-110 068**

**APPLICATION FORM FOR THE ISSUE OF A PROVISIONAL CERTIFICATE**

Enrolment No. 

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

Programme Title .....

Regional Centre .....

Name .....

Father's Name .....

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

Mailing Address .....

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

**The Registrar (SED),  
IGNOU,  
Maidan Garhi,  
New Delhi-110068**

Date .....

.....  
Signature



Control No.....

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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/  
MARKSHEET**

Name .....

Enrolment No.

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

Address

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

Pin

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

Programme .....

Month and Year of the Exam. ....

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

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

for Rs. 250/- in favour of IGNOU, New Delhi .....

.....

Signature

Dated .....

**Note :** Fee for duplicate grade card Rs.250/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

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





# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

EXAM FORM

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

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

Control No.

**INSTRUCTIONS**

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

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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

Enrolment No.		Exam Centre Code		(Where you wish to appear in Exam)	
---------------	--	------------------	--	------------------------------------	--

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

--	--

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

--	--

--	--

City

District

--	--

State

Pin Code

--	--

MOBILE NO.

--	--

**COURSE OPTION:**

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/ PGDLAN/BLIS Programmes FEE @ Rs. 150/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.)

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

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

Total No. of		Total Amount	
Courses	× ₹ 150		
Practical Courses	× ₹ 150		
Late Fee			
<b>TOTAL</b>			

1. Draft No.							
Amount							
2. Draft No.							
Amount							
Date	<table style="display: inline-table; border: none;"> <tr> <td style="width: 20px; border: none;"> </td> <td style="width: 20px; border: none;">/</td> <td style="width: 20px; border: none;"> </td> <td style="width: 20px; border: none;">/</td> <td style="width: 20px; border: none;"> </td> <td style="width: 20px; border: none;"> </td> </tr> </table>		/		/		
	/		/				

SIGNATURE OF THE STUDENT

(within the Box only)

Issuing Branch \_\_\_\_\_

Payable at (Regional Centre under which your exam centre falls)

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Dates for Submission of Exam Form				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 30m April	NIL	1 Sept. to 31 October	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 May to 10 May	₹ 1000/-	1 Nov. to 10 Nov.	₹ 1000/-	

**Before submitting the examination form please ensure that:**

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 150/- 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 - ₹ 150/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - Regional Centre under which your examination centre falls
- Demand draft to be made in favour of - IGNOU and payable at the city where submitting the exam form

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket;
6. Term-end Examination result is also available on the University website ([www.ignou.ac.in](http://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 be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally, the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website ([www.ignou.ac.in](http://www.ignou.ac.in)) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

**DECLARATION**

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

Date \_\_\_\_\_

(Signature of the student)

Phone No. (R) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email Id \_\_\_\_\_

Phone No. (O) \_\_\_\_\_

(with STD code)

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

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

Centre Code \_\_\_\_\_

Date \_\_\_\_\_

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

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

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

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

1. Name : .....

2. Programme:  Enrolment No:

3. Address: .....

.....Pin

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

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

6. Examination Centre Code:

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

.....

8. Courses, in which Re-evaluation is sought:	<u>COURSE CODE</u>	<u>MARKS/GRADE OBTAINED</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

9. Fee details:-  
(The fee for Re-evaluation of answer script is Rs. 750/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$75 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

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

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

Issuing Bank: .....

Date:.....

(Signature of the student)

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

1. The request for re-evaluation by the student must be made within one month of declaration of his/her result.
2. The date of declaration of result will be calculated from the date on which the result(s) are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at [www.ignou.ac.in](http://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. The application form duly filled-in may be sent to the following address except CPE\* & DPE\* programmers.
8. Application form must reach within the prescribed dates at the following address:-

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Dlehi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.

\* For the reevaluation of the answers script(s) of CPE and DPE programmes, the application form may be sent to the Regional Centre concerned.



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

### APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

(To be filled in by the Applicant – Before filling in the form, see instruction on reverse)

1. Name : .....
2. Father's/Husband's Name : .....
3. Address .....
- .....Pin .....
4. Particulars of last examination .....

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

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

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

(To be filled in by the Admissions Division)

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

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

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

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

Signature of the Applicant

## INSTRUCTIONS

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

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

**To**  
**The Regional Director**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Enrolment No.: 

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

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

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

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Amount Rs. \_\_\_\_\_ Drawn on \_\_\_\_\_

Signature: \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone &

Email \_\_\_\_\_





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

**APPLICATION FORM FOR ISSUE OF A DUPLICATE COPY OF UNIVERSITY  
DEGREE/DIPLOMA/CERTIFICATE**

**Note: For Instructions, please see reverse.**

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

Received Rs. ....

Bank Draft No.....

Dealing Assistant  
IGNOU

**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. 750/- or ..... is submitted herewith.

The required particulars are given below:

1. Name of Candidate (in Block Letters in English): .....  
(in Hindi) : .....
2. Father's Name (in Block Letters): .....
3. Programme:  Enrolment Number :
4. Contact No. : (Mobile No.) : ..... Landline No. ....
5. Examination Passed in Term End Examination - (June/December & Year) .....
6. Result: ..... Grade/Division .....
7. Name of the Study Centre : .....
8. Name of the Regional Centre : .....  
& other particulars .....
9. 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 .....

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

Signature of Regional Director  
With Stamp

**Note:** To be filled in duplicate, original copy will be forwarded by Regional Director to Registrar (SED) and duplicate copy to be retained by the Regional Director for reference.



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

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

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

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of

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

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

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

Deponent

Signature \_\_\_\_\_  
Address \_\_\_\_\_

#### *Verification*

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

Deponent

SWORN BEFORE ME

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office Seal \_\_\_\_\_



## RULES & GUIDELINES FOR RE-ADMISSION

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

\*\*\*

P.S

1. As per policy decision taken by the Academic Council at its 49 the meeting held on 17.5.2007, BCA students registered in the pre-revised syllabus in Jan. 1996, Jan. 1997 & Jan. 1998 batches are allowed to complete all the requirements for the award of BCA Degree by Dec. 2010 Term-end examination.
2. Similarly, students of MCA pre-revised syllabus and B.Sc. (Nursing) old syllabus are also allowed to complete all the requirements for the award of the respective Degree by Dec. 2010 Term-end examination. However, MLIS old syllabus students would be allowed to complete all the requirements for the award of Degree by Dec. 2009 TEE.

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

**APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS**

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

**Prescribed dates for submission of form: 1<sup>st</sup> to 30<sup>th</sup> April for June Term-end Exam.**

**1<sup>st</sup> to 31<sup>st</sup> October for December Term-end Exam.**

1. Name: .....

2. Programme:  Enrolment No: 

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

3. Address: .....

.....

..... Pin 

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

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

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

6. Total marks/Overall point grade obtained Percentage obtained

.....

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

7. Courses(s), in which improvement is sought:	<b>COURSE CODE</b>	<b>COURSE CODE</b>
	1. _____	4. _____
	2. _____	5. _____
	3. _____	

**8. Fee details:**

(The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of "IGNOU" payable at New Delhi)

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

Demand Draft No.: ..... Date: ..... Issuing Bank:.....

9. Term-end examination, in which you wish to appear : June/December, 20.....

10. Examination centre details, where you wish to appear in term-end examination:-

Exam. SCentre Code..... City/Town .....

.....

**UNDERTAKING**

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

Date:.....

Signature.....

Place: .....

Name:.....

## **RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS**

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

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

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

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

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

1. Name : .....

2. Programme:  Enrolment No:

3. Address: .....

.....

..... Pin

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

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

.....

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

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

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

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

Exam. Centre Code:

Address of Exam. Centre: \_\_\_\_\_

.....

8. **Fee detail:**

(The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

No. of Course(s): ..... × Rs. .... or ..... = Total Amount: .....

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

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

Date:.....

(Signature of the student)

## **RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

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

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Dlehi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



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

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

Prescribed dates for submission of form:- 1<sup>st</sup> March to 15<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> September to 15<sup>th</sup> October for December Term- end Exam.

1. Name .....
2. Programme:  Enrolment No: 

--	--	--	--	--	--	--	--	--	--
3. Address: .....  
.....  
..... PinCode
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: .....
6. Self attested photocopy of the Identity Card : Attached/Not attached  
issued by the University

**UNDERTAKING**

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

Date: .....

Signature .....

Place: .....

Name: .....

P.T.O.



## **RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghu Nathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



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

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name : .....
  2. Programme:  Enrolment No: 

--	--	--	--	--	--	--	--	--	--
  3. Address: .....  
.....  
..... Pin 

--	--	--	--	--	--
  4. Purpose for which: .....  
transcript is required .....
  5. **Fees detail:**  
Fees for the official transcript:-  
Rs. 300/- per transcript, if to be sent to the student/Institute in India.  
Rs. 600/- per transcript, if required to be sent to the Institute outside India by the University.  
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
- No. of transcript(s): ..... XRs. 300/Rs. 600/- = Total Amount: Rs.....required
- Demand Draft No.: ..... Date: .....
- Issuing Bank: .....
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
  7. Name & address of the University/Institute/Employer in capital letters to whom transcript is required to be sent (attached a separate list, if required)  
.....  
.....  
.....

Date:.....

(Signature of the student)

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

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

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



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## 16. SAMPLE QUESTION PAPER

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**P.G. Diploma in Rural Development  
Term-End Examination**

**MRD-101 : Rural Development : Indian Context**

Time : 3 hours

Maximum Marks : 100

**Note :**

- i) Attempt **all** the five questions.
- ii) All the five questions carry equal marks.
- iii) Answers to question 1 and 2 should not exceed 800 words each.

1. What are the striking features of rural development in China ? 20

**OR**

Discuss the problems associated with population growth that affect rural development. 20

2. Describe the basic features of rural social structure in Indian. 20

**OR**

What do you understand by cooperation ? Discuss the evolution of co-operative in India. 20

3. Answer any **two** of the following questions in about 400 words each :

- i) Discuss the causes and effects of Green Revolution. 10
- ii) Describe main types of regional agricultural planning. 10
- iii) Explain the meaning and types of communication. 10
- iv) Discuss the main types of strategies adopted for Rural Development. 10

4. Write on any **four** of the following topics in about 200 words each :

- i) Write a brief note on Gram Sabha and Gram Panchayat. 5
- ii) What is non-institutional credit ? 5
- iii) Describe the basic features of a social movement. 5
- iv) What is Sriniketan Project ? 5
- v) What do you understand by development. 5
- vi) What do you understand by caste distance and caste disabilities. 5

5. Write short notes on any **five** of the following topics in about 100 words each :

- |       |                                  |   |
|-------|----------------------------------|---|
| i)    | Gandhian View of Development.    | 4 |
| ii)   | Sevagram Project.                | 4 |
| iii)  | Farmers Service Society.         | 4 |
| iv)   | Gramdan.                         | 4 |
| v)    | Television in Rural Development. | 4 |
| vi)   | Rural Labour Markets.            | 4 |
| vii)  | Nuclear Family.                  | 4 |
| viii) | Rural Industries.                | 4 |

**P.G. Diploma in Rural Development  
Term-End Examination**

**MRD-102 : Rural Development Programme**

Time : 3 hours

Maximum Marks : 100

**Section A**

**Note :**

- i) Attempt all the questions from this section.
- ii) Your answer to each question should not exceed 800 words.
- iii) All the questions carry equal marks.

1. Explain the meaning and objectives of Land Reforms. Discuss the various aspects of Tenancy Reforms in India. 20

**OR**

2. Describe the main features of TRYSEM. Discuss the contribution and limitations of TRYSEM. 20
2. Discuss the evolution of Health Care Services in India. 20

**OR**

- Describe the Conventional and Non-conventional sources of energy in rural areas. 20

**Section B**

**Note :**

- i) Attempt any two the questions from this section.
- ii) Your answer to each question should not exceed 400 words.
- iii) All the questions carry equal marks.

3. Discuss the progress made in the field of Education in India since Independence. 10
4. Describe the evolution of Family Welfare Services in India. 10
5. Discuss the causes the Land Degradation in rural areas. 10
6. Discuss the background to the Integrated Rural Development Programme. 10

**Section C**

**Note :**

- i) Attempt any four questions from this section.
- ii) Your answer to each question should not exceed 200 words.
- iii) All the questions carry equal marks.

7. Explain role of people's participation in social forestry. 5
8. Describe the concept of 'Basic Needs' for determining the minimum standard of living. 5
9. Discuss the attention given to the problem of Rural Housing in Five Year Plans. 5
10. Describe briefly features of National Policy on Education. 5

- |     |   |   |
|-----|---|---|
| 11. | Discuss in brief, the basic aspects of Jawahar Rozgar Yojana. | 5 |
| 12. | Explain briefly the main components of DPAP.                  | 5 |

#### Section D

**Note :**

- i) Attempt any **five** questions from this section.
- ii) Your answer to each question should not exceed 100 words.
- iii) All the questions carry equal marks.

- |     |  |   |
|-----|--|---|
| 13. | What is Desert Development Programme ? List its main objectives.                               | 4 |
| 14. | Write a short note on Marginal Farmers and Agricultural Labourers Development Agencies (MFAL). | 4 |
| 15. | Describe briefly the Administrative and Organisational aspects of DWCRA.                       | 4 |
| 16. | State the main reasons for High Birth Rate in our country.                                     | 4 |
| 17. | Write a short note on Technology Mission related to drinking water.                            | 4 |
| 18. | 'Environmental Pollution is caused by the use of Pesticides in Agriculture'. Explain.          | 4 |
| 19. | Explain briefly the significance of Science and Technology for Rural Development.              | 4 |
| 20. | 'Precipitation' is a major water resource in India. Explain.                                   | 4 |

**P.G. Diploma in Rural Development  
Term-End Examination**

**MRD-103 : Rural Development Planning and Management**

Time : 3 hours

Maximum Marks : 100

**Section A**

**Note :**

- i) Attempt **all** the questions from this section.
- ii) All the questions carry equal marks.
- iii) Answers to each question should not exceed 800 words.

1. What is planning ? Discuss in brief the methodologies involved for rural development planning in India. 20

**OR**

Describe major dimensions of a project. Discuss the process involved in the identification and formulation of a project. 20

2. What is project appraisal ? Explain the main features of the technical feasibility of project appraisal. 20

**OR**

What is the role of the government in promoting voluntary effort ? Discuss the problems faced by voluntary organisations in rural India. 20

**Section B**

**Note :**

- i) Attempt any **four** of the following questions.
- ii) All the questions carry equal marks.
- iii) Answer to each question should not exceed 400 words.

3. Explain in brief how monitoring is different from evaluation. Illustrate the method involved in monitoring time schedule of the development projects. 10
4. Describe the measures to be taken by voluntary agency for mobilising resources. 10
5. Discuss in brief, the merits and demerits of decentralised planning. 10
6. What is district planning. 10
7. What do you understand by community participation ? Explain the important features of community participation. 10
8. What are the major problems faced in implementing rural development projects ? 10

**Section C**

9. Write short notes on any **four** of the following in 200 words each :
  - a) Project cycle 5
  - b) Social action movement in India 5
  - c) Cash flow statement 5
  - d) Mid-term appraisal 5
  - e) Formative and summative evaluation 5
  - f) Social action and social reform 5



5. Write short notes on any **five** of the following topics in about 100 words each :
- i) Health problems among rural children 4
  - ii) Special Component Plans for development of Scheduled Castes 4
  - iii) Women's status in industrial sector 4
  - iv) Functions of Anganwadi workers 4
  - v) Administrative Structure of ICDS 4
  - vi) Scheduled Castes Development Corporations 4
  - vii) Minimum Wages Act (1948) 4
  - viii) Constitutional provisions for the development of children 4

## 17. IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

Information on this policy, rules and procedures can be accessed on the IGNOU website ([www.ignou.ac.in](http://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:

<b>Apex Committee Against Sexual Harassment (ACASH)</b>		
Prof. Jaswant Sokhi, Chairperson, SOS	011-29572850	jsokhi@ignou.ac.in
Dr. Zeba Khan, Dy. Director, EMPC	011-29573294	zkhan@ignou.ac.in
Ms Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Rachna Johri, External Member		rachnajohri@gmail.com
<b>IGNOU Committee against Sexual Harassment (ICASH)</b>		
Prof. Gayatri Kansal, Chairperson, SOET	011-29572321	gayatrik@ignou.ac.in
Dr. Smita Patil, Asstt. Prof., SOGDS	011-29571618	samitampatil@ignou.ac.in
Ms Mridula Rashmi Kindo, Asstt. Prof., SOH	011-29572772	mridulak@ignou.ac.in
Dr. Monika Mishra, Asstt. Prof., SOSS	011-29572781	monikamishra@ignou.ac.in
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rajni A. Jeet AR, RSD	011-29572416	rajnijaet@ignou.ac.in
Ms. Sunita Chhabra, Makeup Artist, EMPC	011-29573248	c.sunita@gmail.com
Mr. Upender Babu, Sr. Asstt., SOPVA	011-29571660	upenderbabu@ignou.ac.in
Dr. Meenakshi Malhotra, External Member		meenakshi.chat@gmail.com
Dr. Deepti Malhotra, External Member		deeptim@gmail.com
Ms. Shikha Chandra, SOMS, Ph.D. Candidate	9310733970	shikhashailank@yahoo.com
<b>Regional Services Division Committee against Sexual Harassment (RSDCASH)</b>		
Dr. Bini Toms, Chairperson, Dy. Director, RSD	011-29572407	binitoms@ignou.ac.in
Dr. Seema Chandok, Dy. Librarian, L&D Div.	011-29571909	schandok@ignou.ac.in
Ms. Nishi Saxena, AR, NCIDE	011-29572969	nishi@ignou.ac.in
Ms. Neeru Sayal, EA, RSD	011-29572417	neerusayal115@mail.com
Ms. Mridula Tandon, (NGO-Sakshi), External Member		mridulatandon@yahoo.com
<b>RCCASH for Regional Centres</b>		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		



# Indira Gandhi National Open University

## Student Satisfaction Survey

**Kind Attention: All Past and Present Students of IGNOU!**  
**Now you rank our Performance...**

*Dear Student,*

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

Vice-Chancellor, IGNOU.

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

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

Programme of Study .....

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

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

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

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

*After filling cut out this questionnaire and mail it to:*

Programme Coordinator, DNHE, SOCE, G-Block, IGNOU, Maidan Garhi, New Delhi-110 068

