

# Programme Guide

## Post Graduate Diploma in Sustainability Science (PGDSS)



School of Interdisciplinary and Trans-disciplinary Studies  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi- 110068 (India)**

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# CONTENTS

<b>1.0</b>	<b>About the Programme</b>	<b>5</b>
1.1	Introduction	5
1.2	Programme Offer and Coverage	6
1.3	Programme Objectives	6
1.4	Target Population	6
1.5	Eligibility Criteria	6
1.6	Medium of Instruction	7
1.7	Duration of the Programme	7
1.8	Programme Fee	7
1.9	Prospects	7
<b>2.0</b>	<b>Programme Framework</b>	<b>7</b>
2.1	Course Contents	8
<b>3.0</b>	<b>Instructional System</b>	<b>12</b>
3.1	Self-instructional Print Material	12
3.2	Audio-video Programmes	13
3.3	Assignments	13
3.4	Counselling Sessions	13
3.5	Teleconferencing	13
3.6	Interactive Radio Counselling	13
3.7	Project Work	14
<b>4.0</b>	<b>Delivery System</b>	<b>14</b>
<b>5.0</b>	<b>Operational Schedule</b>	<b>15</b>
<b>6.0</b>	<b>Evaluation</b>	<b>17</b>
<b>7.0</b>	<b>Assignments</b>	<b>17</b>
<b>8.0</b>	<b>Term End Examinations (TEE)</b>	<b>18</b>
<b>9.0</b>	<b>General Instructions</b>	<b>19</b>
<b>10.0</b>	<b>Online Facilities</b>	<b>19</b>
	<b>Appendix I : Tentative List of Examination Centres</b>	<b>21</b>
	<b>Appendix II : Addresses and Codes of IGNOU Regional Centres</b>	<b>24</b>
<b>11.0</b>	<b>Some Forms for Your Use</b>	<b>40</b>

**Dear Learner,**

Welcome to the academic programme - Post Graduate Diploma in Sustainability Science (PGDSS). By enrolling into PGDSS programme you have become a student of IGNOU, one of the largest mega Universities in the world. IGNOU offers educational programmes through open and distance learning (ODL) mode. It is quite likely that you are getting this first ever experience as a distance learner. We, as distance teachers are in fact physically at a distance from you. But as far as the teaching-learning activity is concerned we are very close to you and always with you in the form of our material and through other student support services. To start with, read this 'Programme Guide' thoroughly, keep it handy and refer it as and when you get any doubt about progressing further in this programme. By following this Programme Guide you will not only feel comfortable but also be able to manage your programme related activities very easily.

In course of your journey, you will notice that IGNOU is a university with a difference. Unlike conventional universities/institutions where teaching and learning take place mostly through face-to-face mode, IGNOU adopts a multi-media approach to facilitate teaching-learning activities. You will find that the printed self-learning material is the master medium of our instruction. It is supplemented with audio and video programmes, teleconferencing and interactive radio counseling sessions. Further, you will also benefit from the face-to-face mode of interaction during counselling sessions organised at the Study Centre. Besides these, the assignments submitted by you will be evaluated and you will receive feedback from the evaluators. Thus, you will realise that there are multiple modes which provide diverse opportunities for your interaction as well as facilitate your smooth progress through the programme.

PGDSS programme would provide you comprehensive exposure to theoretical and practical aspects, processes, issues and solution etc., of Sustainable Development. The programme will equip you with necessary knowledge, understanding, skills, attitudes and competencies that will help you to build your capacity in sustainability assessment, planning and implementation activities.

The information presented in this Programme Guide, will help you in organising and systematising your study in respect of various components and stages of the programme. This Programme Guide provides you important information about the programme as a whole, viz., its objectives, structure, mode of delivery, programme schedule, counselling sessions, assignments, evaluation, etc. It is expected that you will preserve this Programme Guide till you complete the programme as this Guide will help you clarify your doubts at different stages during the course of your academic journey through this programme.

With best wishes,

**Programme Coordinator**

Post Graduate Diploma in Sustainability Science (PGDSS)

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## **1.0 ABOUT THE PROGRAMME**

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### **1.1 Introduction**

Post Graduate Diploma in Sustainability Science (PGDSS) is the first educational programme in the area of Sustainability Science in India. The PGDSS was formally launched on 28<sup>th</sup> April 2011 and was offered through online mode from the academic session of July 2011. The foundation of Sustainability Science started after the University level Chair for sustainable development was established in the year 2007 to promote sustainable development education in India. The Chair sponsored special plenary session on Sustainability Science at 95<sup>th</sup> Indian Science congress- 2008 held at Vishakhapatnam. It was a milestone event to launch Sustainability Science as a trans- and interdisciplinary programme of study in the Indian higher education system. It was fortunate that Professor M.S. Swaminathan, Father of Green Revolution in India was appointed as the Honorary Chair of Sustainable Development. His guidance in developing academic and action research programmes has led to several Appreciation level and a PG Diploma level Programme in Sustainability Science and Sustainable Development. The first educational programme was an “Appreciation Programme on Sustainability Science” (APSS). Subsequently, Leadership Programme on Nutrition Security and Sustainable Development (LPNSSD), Appreciation Programme on Sustainable Management of Wetlands (APSMW), Leadership Programme on Himalayan Ecosystem (LPHECO), Appreciation Programme on Sustainable Management of Ganga: A Scientific Approach (APSMG) and Appreciation Programme on Sustainable Management of Biodiversity (APSMBIO) was developed and offered through online.

Humanity faces many overlapping crises of environmental sustainability, including climate change as a result of human-caused emissions of greenhouse gases, massive environmental pollution, loss of biodiversity, the depletion of natural resources including energy (oil, gas, coal) and groundwater. Sustainable development is the only viable path for humanity and Sustainability Science is an emerging discipline that seeks to understand the fundamental characters of interactions between nature and society to accommodate sustainable development. It is observed that the lack of integration across sectors in terms of strategies, policies and implementation has long been perceived as one of the main pitfall of previous approaches to sustainable development. It will be achieved if it is build with a shared focus on environmental, social and economic goals. Developing countries like India have their own internal challenges of balancing growth and environmental sustainability; vulnerabilities to adverse trends such as climate change; and rising geopolitical roles, regionally and globally. Therefore, the member States of United Nations, following a decision taken at the Rio+20 conference propose Sustainable Development Goals (SDGs) to succeed the Millenium Development Goals (MDGs) as reference goals for the international community for the period 2015-2030. This requires establishing proactive approaches involving universities, governmental and non governmental organizations for producing group of leaders who can integrate the overlapping issues of common goal, sustainability. Educational programme like PGDSS will ensure capacity building, and skill development in the field of Sustainability Science.

PGDSS is one of the innovative programmes of IGNOU offered through ODL mode utilising multiple media such as self-instructional print materials, information and communication technologies and personal contact sessions. The programme aims at promoting professional development and capacity building in the area of Sustainability Science and Sustainable

Development. It is meant for any graduate and others with higher qualification who is presently employed or not i.e. it is for both *in-service* and *pre-service* persons.

The PGDSS programme mainly focuses on the genesis and principles of sustainable development, its tools, implementation and assessment strategies in a holistic way. The basics of natural resource management, ecological economics, global and local efforts for sustainable development through good governance, law and policy are integrated in an academic framework so that students are able to understand the tools and techniques in developing and implementing sustainable development projects. The programme also take care of Indi's Initiatives and commitment to Sustainable Development.

## **1.2 Programme Offer and Coverage**

PGDSS will be offered in both January and July sessions of every year. It is offered throughout the country through the established network of IGNOU Regional Centres.

## **1.3 Programme Objectives**

- To provide opportunity to the learners to deepen their knowledge and understanding about sustainable development and the principles of sustainability science.
- To expand capacities of learners on various theoretical and practical aspects of sustainable development.
- To develop professional knowledge and skills in formulation, implementation, monitoring and evaluation of sustainable development projects and programmes.

## **1.4 Target Population**

The target population of this programme includes, amongst others:

- 1) The persons holding at least a Bachelor's Degree and intending to pursue sustainable development and issues of sustainability as an area of study or specialization or career (**Pre-service**);
- 2) The persons holding at least a Bachelor's Degree and working in any sector (**In-service**), including those employed or involved in the field of Environmental policy, planning and social development such as:
  - Policy planners, administrators in different sectors like Indian administrative service.
  - Employees of the Institutes/NGOs, Private or Corporate sectors working in various social and ecological issues.
  - Programme Officers, Project Officers, Research Investigators, and Research Assistants dealing with Environment and Development programmes in various International and National Organizations.

## **1.5 Eligibility Criteria**

Any Bachelor's Degree from a recognised University / Institute.

## 1.6 Medium of Instruction

The medium of instruction of the programme is English.

## 1.7 Duration of the Programme

Minimum duration of the programme is 1 year and the maximum duration is 4 years.

## 1.8 Programme Fee

The fee for the entire programme is Rs.7000/- (University may revise the fee time to time. Please check with the advertisement or IGNOU website).

## 1.9 Prospects

PGDSS holders will be fully equipped to serve various Government and NGOs dealing with Environment Development and Livelihood improvements. Fresh graduates who complete this Diploma will be the potential candidates suitable for employment at the grassroots, supervisory and other middle level positions in Environment and Development sector. The programme also strengthen the efficiency and effectiveness of in-service personnel working in Government and Non-Government Organizations, Private or Corporate sectors and handling various sustainable development projects and programmes viz., Employees of the Institutes/NGOs, Private or Corporate sectors working in various Sustainable Development projects; Programme Officers, Project Officers, Research Investigators, and Research Assistants dealing with environment and development issues in various International and National Organizations. In-service professionals with PGDSS will be more potential candidates suitable for higher level positions in the field of Sustainable Development. In addition, they can act as more resourceful persons in the field. It also provides scope for those interested in establishing a local voluntary organization/NGO as a part of their self-employment and greater involvement in the field of ecological conservation and Sustainable Development.

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## 2.0 PROGRAMME FRAMEWORK

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The PGDSS consists of the following 7 theory courses and a project of four credits (1 credit = 30 hours of self study) each. Thus, the PGDSS programme is of total 32 credits as detailed below;

Code	Courses	Credits
MSD-011	Sustainability Science	4
MSD-012	Ecosystem and Natural Resources	4
MSD-013	Socio-Cultural System	4
MSD-014	Ecological Economics	4
MSD-015	Institutions, Governance and Policies	4
MSD-016	Strategies and Models for Sustainability	4
MSD-017	Challenges to Sustainable Development	4
MSDP-018	Project	4

## 2.1 Course Contents

The structure of each of the above courses is given below.

### MSD-011: SUSTAINABILITY SCIENCE

Sl. No.	Block & Unit
<b>Block 1</b>	<b>Introduction to Sustainable Development</b>
Unit 1	Introduction to Sustainable Development
Unit 2	Principles and Goals of Sustainable Development
Unit 3	Global Challenges of Sustainable Development
Unit 4	Pathways to Sustainable Development
<b>Block 2</b>	<b>Sustainability Science</b>
Unit 1	Ecological Foundation of Basic Human Needs
Unit 2	Concept of Sustainability Science
Unit 3	Sustainability Indicators
<b>Block 3</b>	<b>Approaches to Sustainable Development</b>
Unit 1	Natural Resource Management
Unit 2	Landscape Ecology
Unit 3	Watershed Management
Unit 4	Participation in Policy and Planning
<b>Block 4</b>	<b>Ecology, Economics and Ethics</b>
Unit 1	Human Resource Development and Eco-Friendly Lifestyle
Unit 2	Education, Awareness and Environmental Ethics
Unit 3	Moving Towards Green Technology

### MSD-012: ECOSYSTEM AND NATURAL RESOURCES

<b>Block 1</b>	<b>Ecosystem and Biodiversity</b>
Unit 1	Concepts of Ecosystem
Unit 2	Biodiversity: Levels, Distribution and Uses
Unit 3	Loss of Biodiversity
Unit 4	Biodiversity Conservation
<b>Block 2</b>	<b>Land and water Resources</b>
Unit 1	Land
Unit 2	Soil
Unit 3	Water: Status, Distribution and Quality



Unit 4	Water : Competitive Uses
<b>Block 3</b>	<b>Energy and Mineral Resources</b>
Unit 1	Renewable and Non-renewable Resources
Unit 2	Energy Resources
Unit 3	Mineral Resources
Unit 4	Sustainability Issues Related to Energy and Mineral Resources
<b>Block 4</b>	<b>Agrobiodiversity</b>
Unit 1	Agrobiodiversity: Concept, Origin and Importance
Unit 2	Shrinking Agrobiodiversity: Causes and Consequences
Unit 3	Management of Agrobiodiversity
Unit 4	Promoting Genetic Diversity: Challenges and Opportunities

### **MSD-013: SOCIO-CULTURAL SYSTEM**

<b>Block 1</b>	<b>Culture, Society and Environment</b>
Unit 1	Introduction to Society and Culture
Unit 2	Human Ecology
Unit 3	Sustainability to Society and Culture
Unit 4	Environment and Human Relationship
<b>Block 2</b>	<b>Social Change</b>
Unit 1	Resources and Society
Unit 2	Social and Cultural Continuity
Unit 3	Environmentalism
Unit 4	Impact of Development
<b>Block 3</b>	<b>Indigenous Knowledge Systems</b>
Unit 1	Socio-Cultural Belief Systems
Unit 2	Customs and Traditions
Unit 3	Forests and Natural Resource Management
Unit 4	Cultural Dimension of Conservation: Innovation, IKS, IPR and Value Addition
<b>Block 4</b>	<b>Developmental Pathways: Equity and Social Justice</b>
Unit 1	The Equity Principle
Unit 2	Human Rights and Responsibilities
Unit 3	Community Participation
Unit 4	Responsibility of <i>Homo Sapiens</i> Towards Other Living Creatures

**MSD-014: ECOLOGICAL ECONOMICS**

<b>Block 1</b>	<b>Ecology, Environment and Sustainability</b>
Unit 1	The Ecology-Economy Interactions
Unit 2	Energy Balance Principle
Unit 3	The Ecological limits to Economic Growth
Unit 4	Development and Environment
<b>Block 2</b>	<b>Resource and Economy</b>
Unit 1	Economic Theories of Renewable and Non-Renewable Resources
Unit 2	Resource Exploitation and Environmental Degradation
Unit 3	Market, Trade and Environment
Unit 4	Economic Activity: Impacts
<b>Block 3</b>	<b>Environmental Issues in India</b>
Unit 1	Fragile Ecosystems, Livelihood and Poverty
Unit 2	Environmental Pollution Problems of India
Unit 3	Common Pool Resources
Unit 4	Gender and Environment
<b>Block 4</b>	<b>Valuation and Pricing of Natural Resources</b>
Unit 1	Ecosystem Services and its Valuation
Unit 2	Pricing Instruments for Pollution Control Conservation and Clean Energy
Unit 3	Kyoto Protocol and Carbon Trading
Unit 4	Green National Income Accounting

**MSD-015: INSTITUTIONS, GOVERNANCE AND POLICIES**

<b>Block 1</b>	<b>Institutional mechanism</b>
Unit 1	Basic Concepts of Institutions
Unit 2	Conventions and Protocols for Sustainable Development
Unit 3	International Organizations for Sustainable Development
<b>Block 2</b>	<b>Governance</b>
Unit 1	Governance: An Overview
Unit 2	Participatory and Decentralised Governance
Unit 3	Good Governance: Challenges and Attributes
Unit 4	Environmental Governance

<b>Block 3</b>	<b>Policy Tools</b>
Unit 1	International Environmental Governance
Unit 2	National Environmental Policies
Unit 3	Environmental Laws and Acts
Unit 4	Assessment Tools: EIA, SIA, Environmental Auditing, Environmental Management System

### **MSD-016: STRATEGIES AND MODELS FOR SUSTAINABILITY**

<b>Block 1</b>	<b>Strategies for Sustainable Development</b>
Unit 1	Infrastructure Development
Unit 2	Health and Sanitation
Unit 3	Value Addition
Unit 4	Recycling, Reuse and Recovery
<b>Block 2</b>	<b>Knowledge System and Technology for Sustainable Rural Development</b>
Unit 1	Remote Sensing and Environmental Information Systems
Unit 2	Action Plan for Natural Resource Management: Micro Level Planning
Unit 3	Village Knowledge and Resource Centres
Unit 4	Biovillages Toolkit
<b>Block 3</b>	<b>Evergreen Revolution</b>
Unit 1	Green to Evergreen Revolution
Unit 2	Pathways to Sustainable Eco-agriculture
Unit 3	Sustainable On-Farm and Non-Farm Livelihoods
Unit 4	Equity and Market Linkages
<b>Block 4</b>	<b>Models for Sustainability</b>
Unit 1	Models and Sustainable Development
Unit 2	Sustainable Development in Himalaya
Unit 3	Sustainable Integrated Farming System
Unit 4	Cultural landscape based sustainable development model

### **MSD-017: CHALLENGES TO SUSTAINABLE DEVELOPMENT**

<b>Block 1</b>	<b>Climate Change</b>
Unit 1	Introduction to the science of climate change
Unit 2	Climate change and natural resources system
Unit 3	Human dimensions of climate change

Unit 4	Adaptation and Mitigation
<b>Block 2</b>	<b>Global Environmental Issues</b>
Unit 1	Overpopulation and resource depletion
Unit 2	Energy Crisis
Unit 3	Urbanisation
Unit 4	Pollution and waste generation
<b>Block 3</b>	<b>Health, Nutrition and Environment</b>
Unit 1	Environment and health
Unit 2	Health and Sanitation
Unit 3	Health Hazard
Unit 4	Nutrition
<b>Block 4</b>	<b>Threats</b>
Unit 1	Land Degradation
Unit 2	Desertification
Unit 3	Disasters
Unit 4	Biopiracy

## **MSDP-018: PROJECT**

Project handbook

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### **3.0 INSTRUCTIONAL SYSTEM**

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The instructional system of IGNOU is more learner-oriented and learner-centred. In this system, the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance modes of communication rather than face-to-face modes of communication. The University follows a multi-media approach for instruction. So, the instructional system of PGDSS also follows multi-media approach i.e. self-instructional print material, audio-video programmes, assignments, face-to-face counselling sessions, project work, teleconferencing and interactive radio counselling, among others.

#### **3.1 Self-instructional Print Material**

The print material is written in self-instructional style. It is in the form of blocks (booklets) specially prepared for theory courses and project work of the programme. Each course has a specific code number assigned to it. They are supplied to each learner along with a set of assignment questions. The learner has to complete the required assignments related to each course. Each course may have 3-4 blocks and each block may have 3-4 units. The printed material for project work is available in the form of booklet with all guidelines.

### **3.2 Audio-video Programmes**

The learning package also contains audio-video programmes which are produced by the University for clarification, supplementing and enhancement of understanding of the course material given to the student. These programmes are normally of 25-30 minutes duration. These are used at the Study Centres during counselling sessions which are duly scheduled and notified by the Programme In-charge/Co-ordinator of Study Centre for the benefit of the students. The video programmes are also telecast on *Gyan Darshan*, National Network and enrichment channel of Doordarshan. Similarly, the audio programmes when produced are also broadcast by *Gyan Vani* and selected stations of All India Radio. Learners can contact Study Centres for further information.

### **3.3 Assignments**

Assignments are an integral and compulsory component of the instructional system. There is one tutor-marked assignment for each theory course. Students will have to work on these assignments. Each student should submit the assignment responses to the Coordinator/Programme In-charge of the Study Centre in accordance with the given assignments' submission schedule. **Students can download the assignments from IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) at student's zone or SOITS webpage.**

### **3.4 Counselling Sessions**

Upto six counselling sessions per course are held at the Study Centres as per the schedule drawn and notified by the Coordinator/Programme In-charge of the concerned Centre. They are mostly held on weekends (i.e. Saturdays and Sundays) as per the convenience of the host institution where the Study Centre is located. However, if the number of students for the programme at a programme study centre falls below 10 (ten), then the counselling and support services may be handled by a Distance Learning Facilitator or the programme coordinator or the faculty of the School concerned or through an appropriate alternative arrangement.

### **3.5 Teleconferencing**

Teleconferencing sessions are conducted via satellite through interactive *Gyan Darshan* Channel from the University studios as per the schedule made available to the Regional and Study Centres. Teleconferencing is an effective means of interaction between the learners, experts and others concerned with the programme. It provides an interesting opportunity to the students to interact with the faculty members at the headquarters, and other experts/ eminent scholars in the field. The learners will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

### **3.6 Interactive Radio Counselling**

Interactive Radio Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts for an hour from different radio stations in the country. Students can ask questions right from their homes through telephone by availing the facility of toll free telephone number 1600112345 provided for this purpose from selected cities.

### 3.7 Project Work

The hand book on Project Work provides self-orientation and self-training to the students for doing the project work. **All the project proposals are to be submitted to the School directly at the following address**

**Programme Coordinator (PGDSS)**

School of Interdisciplinary and Transdisciplinary Studies

Room No. 21A, Block 1, Indira Gandhi National Open University

Maidan Garhi, New Delhi-110068

The completed project report is to be submitted to the Student Evaluation Division.

Please see the 'MSDP-018 - Project Handbook' for guidelines to prepare and submit the project proposal as well as project report.

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## 4.0 DELIVERY SYSTEM

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The PGDSS programme is delivered as a continuous programme of one year duration starting from the beginning of the relevant academic session. Different divisions of the IGNOU system are involved in delivering the programme – supplying/despaching the materials, providing student support services/facilities, etc. to you. In case if you face any problem/difficulty at any stage, you can contact the following persons.

**Whom to Contact for What?**

- For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms, non-receipt of study material and assignments contact the concerned Regional Centre.
- For assignments, you can obtain it from the concerned Study Centre or the Regional Centre. Or, you can download the same from IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in) Or, send an e-mail to the school <[pgdss@ignou.ac.in](mailto:pgdss@ignou.ac.in)>.
- For non-reflection of assignment grades/marks in your grade card, contact the Regional Director of the concerned Regional Centre and Asstt. Registrar (Assignments), Student Evaluation Division (SED), Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: [assignments@ignou.ac.in](mailto:assignments@ignou.ac.in); Phone: 29535924 / Extn.1312, 1319, 1325) Or, send an e-mail to the school <[pgdss@ignou.ac.in](mailto:pgdss@ignou.ac.in)>.
- For queries relating to examinations, date-sheets, result, early declaration of results, transcripts, rechecking, grade card, provisional certificate you can contact Dy. Registrar (Examination-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 (Phone: 29536103, 29535924-32/Extn. 2201, 2211, 1316) Or, send an e-mail to the school <[pgdss@ignou.ac.in](mailto:pgdss@ignou.ac.in)>.

- For Original Degree/Diploma/Verification of Degree/Diploma, Convocation, contact the DR (Exam-I) SED, IGNOU, Block-9, Maidan Garhi, New Delhi-110068. (Phone: 29532294, 29535924/Extn.1313).
- For student grievances (SED) contact the Asstt. Registrar (Student Grievances), SED, Block-3, Room No.13, IGNOU, Maidan Garhi, New Delhi-110068 (E-mail: sregrievances@ignou.ac.in; Phone: 29532234, 29535924/ Extn. 1313).
- For purchase of Audio/Video Tapes contact the Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068.
- For the schedules of counselling, feedback on assignment responses contact the Coordinator/Programme In-charge of the concerned Programme Study Centre.

For project work related information and for information on academic matters contact the Programme Coordinator (PGDSS), School of Agriculture, Indira Gandhi National Open University, IGNOU, Block-1, Room No. 21, Maidan Garhi, New Delhi-110068. Phone: 011-29571122 Email: pgdss@ignou.ac.in

## 5.0 OPERATIONAL SCHEDULE

### D) Operational Schedule for the Students enrolled for the July Session

- **July - August:** Despatch of the following materials to the students.

i) Programme Guide

ii) Course material of the following courses

MSD011 : Sustainability Science

MSD012 : Ecosystem and Natural Resources

MSD013 : Socio-Cultural System

MSD014 : Ecological Economics

MSD015 : Institutions, Governance and Policies

MSD016 : Strategies and Models for Sustainability

MSD017 : Challenges to Sustainable Development

MSDP018 : Project Guide

iii) Assignments of Courses

MSD011 : Sustainability Science

MSD012 : Ecosystem and Natural Resources

MSD013 : Socio-Cultural System

MSD014 : Ecological Economics

MSD015 : Institutions, Governance and Policies

MSD016 : Strategies and Models for Sustainability

MSD017 : Challenges to Sustainable Development

- **31<sup>st</sup> October:** Submission of Project Proposal (If applicable) to the School.
- **31<sup>st</sup> March:** Submission of (a) Term- end Examination Form (b) Project Report and (c) Assignments.
- **June:** Term-end Examinations – **Completion of the Programme.**

## II) Operational Schedule for the Students enrolled for the January Session

- **January – February:** Dispatch of the following materials to the students.
  - i) Programme Guide
  - ii) Course material of the following courses
    - MSD011 : Sustainability Science
    - MSD012 : Ecosystem and Natural Resources
    - MSD013 : Socio-Cultural System
    - MSD014 : Ecological Economics
    - MSD015 : Institutions, Governance and Policies
    - MSD016 : Strategies and Models for Sustainability
    - MSD017 : Challenges to Sustainable Development
    - MSDP018 : Project Guide
  - iii) Assignments of Courses
    - MSD011 : Sustainability Science
    - MSD012 : Ecosystem and Natural Resources
    - MSD013 : Socio-Cultural System
    - MSD014 : Ecological Economics
    - MSD015 : Institutions, Governance and Policies
    - MSD016 : Strategies and Models for Sustainability
    - MSD017 : Challenges to Sustainable Development
- **30<sup>th</sup> April:** Submission of Project Proposal (If applicable) to the School.
- **30<sup>th</sup> September:** Submission of (a) Term- end Examination Form (b) Project Report and (c) Assignments.
- **December:** Term-end Examinations – **Completion of the Programme.**

If you carefully follow and adhere to the relevant operational schedule given above, you will be able to complete the programme in one year. Due to any unavoidable personal or other problem/difficulty, if you are unable to complete it within the relevant schedule please do not feel tense and worry about it. If you could not complete assignments or examinations of any course and project work in the particular session, then you can complete in the next session. Thus, there is flexibility that enables you to cope up with any such difficulty in completing it in the subsequent session(s), but within the maximum period of three years. However, we advise you to complete it within the minimum duration of the programme.



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## 6.0 EVALUATION

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**Theory Courses:** For theory courses, evaluation comprises three aspects:

- a) Self-evaluation check your progress exercises (non-credit) within each unit of study material.
- b) Continuous evaluation in the form of compulsory one assignment for each course with a weightage of 30%.
- c) Term-End Examination for each course with a weightage of 70%.

In order to successfully complete a theory course, the student must obtain at least '50%' in the assignment and '50%' in the Term-End Examination (TEE) separately in each course.

**Project Work:** The evaluation report of Project Work will carry 75% weightage for report and 25% on viva. In order to successfully complete the project work, the student must obtain at least '50%'.

The grading system depending on the percentage of marks secured by the candidates in TEE and evaluation report for Project Work will be as follows.

Letter Grade	Qualitative Level	Grade Points	Average Grade Point Range	Percentage Equivalent
A	Excellent	5	4.50 & above	80% and above
B	Very Good	4	3.50 to 4.49	60% to 79.9%
C	Good	3	2.50 to 3.49	50% to 59.9%
D	Satisfactory	2	1.50 to 2.49	40% to 49.9%
E	Unsatisfactory	1	1.49 & below	Below 40%

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## 7.0 ASSIGNMENTS

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The purpose to work on the assignments is to provide you an opportunity of articulating your assimilated knowledge and understanding into written form and also to test your capacity of transferring the theoretical learning from the courses to practical situations. Thus, the assignments practically enhance your understanding as well as skills of articulation and expression in writing. There is one assignment for each theory course. The answers to assignment questions are to be based on your own judgement and experiences as a student. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and any other sources of information you have for ready reference. But, the answer should be in your own words and should reflect your own ideas. Please note that your assignment responses carry 30% weightage towards the final evaluation of each theory course. If you do not complete the assignments according to time schedule of assignments of the relevant academic session, then you have to attempt the assignment questions of the next session and submit the assignment responses according to the schedule of that session. You have to send the assignment-responses to the Study Centre you are attached to as per schedule. The instructions given in the assignments should be kept in mind while you prepare and submit the assignment responses.

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## 8.0 TERM-END EXAMINATION (TEE)

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The TEE is another component of the evaluation system with 70% weightage for each theory course. The University conducts term-end examination (TEE) twice a year i.e. in June and in December of every year. **Please see the details of operational schedule given under section 5 to appear for TEE under each cycle.** In case you fail to get a pass score (less than 50%) in the TEE, you will be eligible to re-appear in the next TEE for that course, till the final span of the programme i. e. prior to completion by you of the maximum duration of four years from the date of your admission / registration to the programme.

Examination date-sheets (schedule which indicate the date and time of examination for each course) are sent to all the study centres and the same is also notified through the IGNOU website.

It is a pre-requisite to submit the Examination Form with a fee of Rs.120/- ( revised from time to time) per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi or at the city where the concerned Regional Centre to which you are submitting your form is located (Copy of the examination form is given in Annexure-IV). They are also available at Study Centres, Regional Centres, and Student Evaluation Division at the Headquarters at New Delhi. The form can also be downloaded from IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in). Only one form is to be submitted for all the courses you are appearing in TEE.

- Normally your Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre is to be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted to any other Examination Centre under the same Region.
- Change of Examination Centre, once allotted, is not permissible under any circumstances.

The filled-in examination form is to be submitted to the concerned Regional Centre under which your examination centre falls. The dates for submission of Examination Forms are given below.

For June TEE	For December TEE	Late Fee	Address, where Exam Form is to be sent/ Submitted	Remark
1st March to 31st March	1st September to 30th September	NIL	Regional Director of the concerned Regional Centre under which your examination centre falls.	Examination fee @Rs.120/ per course in the form of DD drawn in favour of IGNOU and payable at the city of the concerned Regional Centre to which your are submitting your application form.
1st April to 20th April	1st October to 20th October	Rs.300/-		
21st April to 30th April	21 <sup>st</sup> October to 31 <sup>st</sup> October	Rs.500/-		
1 <sup>st</sup> May to 15 <sup>th</sup> May	1 <sup>st</sup> November to 15 <sup>th</sup> November	Rs.1000/-		

The student is required to mention his/her name, enrollment number and programme code on the backside of the demand draft.

**Issue of Examination Intimation Slip:** University issues Examination Intimation Slip to the students at least 2 weeks before commencement of the term-end examination and also uploads the information at the University's website: [www.ignou.ac.in](http://www.ignou.ac.in). If they do not receive Examination Intimation Slip within a week before commencement of the examination, they may download the Examination Intimation Slip for the examination from the website.

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## 9.0 GENERAL INSTRUCTIONS

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- Please file all letters that the University sends you, and keep the Programme Guide handy. A record of your progress is maintained at IGNOU, New Delhi.
- Do write to us if you have any difficulties while working through the programme. Remember to intimate the relevant authority sufficiently in advance, if there is any change of address. This will help the concerned authority to send you course material, any information and letters promptly, without any delay or the risk of their being lost.
- Please try to attend as many counselling sessions as possible so as to get the best out of the programme.
- When you receive the printed materials, 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. They will enhance your comprehension of the subject matter. You can compare your answers with those given at the end of the unit.

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## 10.0 ONLINE FACILITIES

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IGNOU website is [www.ignou.ac.in](http://www.ignou.ac.in). A few important links under the site are enlisted here.

- Schools:** Where you will get the information about the programmes offered by different schools.
- For students:** Results; catalogue for print media and audio video; download facilities for assignment, question papers ; queries about admission, registration, material despatch detail, address checking, convocation; TEE date sheet; examination form; campus placement and prospectus and application form. Here you will get the electronic version of the prospectus and application form, information about the admission data, hall ticket and result.
- Division:** Under this section, there are links of Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
- Student Registration Division :** This link will give you information about admission and re-admission.
- Student Evaluation Division :** This link give information about TEE, results, assignment etc.
- Electronic Media:** You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, Teleconferencing schedule and feedback form.

Student may use photocopies of the following forms given as annexures. These forms are also available in the IGNOU website ( [www.ignou.ac.in](http://www.ignou.ac.in)). Please check the website for modifications if any in the form, fee, addresses etc.

Annexure I : Tentative List of Examination Centres

Annexure II : List of Regional Centres of IGNOU

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## **11.0 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 form; change/correction of address/study centre
- 2) Application for credit transfer
- 3) Intimation of non-receipt of study material/assignments
- 4) Form for provisional certificate
- 5) Requisition for fresh set of assignments
- 6) Term-end examination form
- 7) Form for re-evaluation of answer scripts
- 8) Form for duplicate grade card/marksheet
- 9) Migration certificate form
- 10) Form for improvement in Division/Class
- 11) Form for early declaration of Result
- 12) Form for obtaining photocopy of the Answer Script
- 13) Form for use of Official Transcript.

**TENTATIVE LIST OF EXAMINATION CENTRES**

SL.NO.	CENTRE	RC CODE	EXAM CITY
1.	0103	33	Vijayawada
2.	0109	84	Visakhapatnam
3.	01131	01	Hyderabad
4.	0159	33	Tirupati
5.	0301	03	Itanagar
6.	0401	04	Guwahati
7.	0410	37	Jorhat
8.	0505	82	Bhagalpur
9.	0513	32	Ranchi
10.	0516P	05	Patna
11.	0522	46	Darbhanga
12.	0601	06	Chandigarh
13.	07102	07	South Extn. Delhi
14.	0769	29	Shahdara
15.	0775P	38	Naraina Vihar
16.	0801	08	Comba
17.	0901	09	Navranpura, Ahmedabad
18.	1007	07	Faridabad
19.	1064P	10	Karnal
20.	1101	11	Shimla
21.	1104	11	Hamirpur
22.	1105	11	Dharamshala
23.	1201	12	Jammu
24.	1209	30	Srinagar
25.	1301	13	Bangalore
26.	1302	13	Mangalore
27.	1305	13	Mysore
28.	1310	85	Bellary

### TENTATIVE LIST OF EXAMINATION CENTRES

SL.NO.	CENTRE	RC CODE	EXAM CITY
29.	1402	14	Cochin
30.	1403	83	Kozhikode
31.	1441	40	Thiruvananthapuram
32.	1501	15	Bhopal
33.	1502	41	Jabalpur
34.	1504	15	Gwalior
35.	1505	35	Bilaspur
36.	1529P	15	Indore
37.	1601	49	Vidyavihar, Mumbai
38.	1603	49	Vileparle-E
39.	1605	16	Satara
40.	1607	36	Nagpur
41.	1608	16	Nasik
42.	1609A	36	Amravati
43.	1610	16	Aurangabad
44.	1638	16	Pune
45.	1701	17	Imphal
46.	1801	18	Shillong
47.	1901	19	Aizawl
48.	2101	21	Bhubaneswar
49.	2103	21	Rourkela
50.	2110	44	Koraput
51.	2205	22	Amritsar
52.	2206	22	Ludhiana
53.	2320	23	Jaipur
54.	2321	88	Jodhpur
55.	2501	25	Chennai
56.	2636	26	Agartala

**TENTATIVE LIST OF EXAMINATION CENTRES**

<b>SL.NO.</b>	<b>CENTRE</b>	<b>RC CODE</b>	<b>EXAM CITY</b>
57.	2702	47	Agra
58.	2705	31	Dehradun
59.	2706	27	Kanpur
60.	2708	48	Varanasi
61.	2711	31	Haldwani
62.	2718	39	Ghaziabad
63.	2720	27	Lucknow
64.	2739	39	Noida
65.	2804	28	Park St. Kolkata
66.	3603	32	Dhanbad
67.	38027	38	Gurgaon

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 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	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. C-4/5 R. HAUTLUANGA BUILDING UPPER REPUBLIC AIZWAL - 796 001 MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH	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, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR, SAMBHAL)
5	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)



**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TLKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 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, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH)
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S OLD ADMINISTRATIVE BUILDING, SMT. BANGARAMMA SAJJAN CAMPUS, SOLAPUR ROAD, BIJAPUR -586103 KARNATAKA 08352-260006 08352-260005 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>RC CODE</b>	<b>ADDRESS</b>	<b>JURISDICTION</b>
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14 PANCHKULA - 134 109 HAYRANA 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	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE G R COMPLEX THIRD FLOOR 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU 044-24312766/24312979 044-24312799 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR, ARIYALUR), PUDUCHERRY (U.T.)
12	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203 / 2348189 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWARANAGAR NEAR CENTRAL BANK DARBHANGA - 846 004, BIHAR 06272-251862, 06272-251833, 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
15	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 /26990082-83 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTEN- SION, 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	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 / 23392 737 011-23392375 rcdelhi2@ignou.ac.in	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 NAGRI BHR)
17	DELHI 3	38	DR. C. K. GHOSH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088964 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAHPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DIS- TRICT: GURGAON, MEWAT)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- Contd..**

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>RC CODE</b>	<b>ADDRESS</b>	<b>JURISDICTION</b>
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-31A, BELOW CENTRAL REFERAL HOSPITAL, EAST SIKKIM GANKTOK - 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	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: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MORIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC, IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DIS- TRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>RC CODE</b>	<b>ADDRESS</b>	<b>JURISDICTION</b>
23	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-23517051/2247536 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 2600219 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	23	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2785750 0141-2396427 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001, JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2561154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE EDUCATION AND WELFARE SOCIETY CAMPUS, PAL LINK ROAD, KAMLA NEHRU NAGAR, JODHPUR RAJASTHAN 342008 0291-2012986, 0291-2012987 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>RC CODE</b>	<b>ADDRESS</b>	<b>JURISDICTION</b>
28	JORHAT	37	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. 337 A.T. TOAD, TARAJAN POOL JORHAT - 785001, ASSAM 0376-2371116/2370214 0376-2371115 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DIS- TRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 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	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	KOLKATA	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) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020, ORISSA 06852-251535 06852-251535 06852-252503 rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, (SRC-KANDHMAL- BOLANGIR, SONEPUR, BOUDH)), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KONDAGAON)
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI, 625 018 TAMIL NADU 0452-2370733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI MUMBAI - 400 081 MAHARASHTRA 022-25633159 / 25635540 022-25635411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>RC CODE</b>	<b>ADDRESS</b>	<b>JURISDICTION</b>
37	NAGPUR	36	DR.P.SIVASWAROOP 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 (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	NOIDA	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: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT, GHAZIPUR, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2414553 0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCO MAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRA)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, SOUTH POINT PORT BLAIR, 744 104 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	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016, MAHARASHTRA 020-25671867 / 25651321 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)



**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
43	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, 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	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2445839 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)
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT, 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)
46	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAUSHALYA MANSION NAYA BAZAR, SAHARSA 852201 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATHAR, ARARIYA, KISHANGANJ & PURNIA)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- Contd..**

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>RC CODE</b>	<b>ADDRESS</b>	<b>JURISDICTION</b>
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2520503 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 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	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	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASH- MIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 KERALA 0471-2344113/2344120 0471-2344115 0471-2344121 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>RC CODE</b>	<b>ADDRESS</b>	<b>JURISDICTION</b>
53	VARANASI	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 (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO) VATAKARA, KOZHIKODE 873104, KERALA 0496-2525281 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAND, KOZHIKODE)
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL KOTHAPET VIJAYAWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, KHAMMAM, (SRC-TIRUPATI-CHITTOOR, KADAPA, KURNOOL, ANANTAPUR))
56	VISAKHAPATNAM	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)

**IGNOU – ARMY RECOGNIZED REGIONAL CENTRES**  
(For ARMY Personnel Only)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 (CIVIL) 2670(MILITARY) 033-22222668 rc51army_ec@yahoo.co.in rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG REG. CENTRE COL.EDUCATION(G.S.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 ARMY RECOG 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 ARMY RECOG 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 ARMY RECOG 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

**IGNOU – ARMY RECOGNIZED REGIONAL CENTRES**  
*(For ARMY Personnel Only)*

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>RC CODE</b>	<b>ADDRESS</b>	<b>JURISDICTION</b>
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

**IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES**  
(For ASSAM RIFLES Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	81	IAREP–SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG R.C. DIRECTORATE GENERAL ASSAM RIFLES (D GAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA PH. OFF: 0364-2705181 FAX: 0364-2705184 iarrc_81@yahoo.co.in	COMMAND AREA

**IGNOU – NAVY RECOGNIZED REGIONAL CENTRES**  
(For NAVY Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	71	INEP-NEW DELHI	REGIONAL DIRECTOR (I/C) 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 PH. OFF: 011-26194686 FAX: 011-26105067 EMAIL: inepdelhi@rediffmail.com	NAVAL HQS
2.	72	INEP-MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA PH. OFF: 022-22752245 FAX: 022-22665458 EMAIL: inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3.	73	INEP-VISAKHA-PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH PH. OFF: 0891-2812669 FAX: 0891-2515834 EMAIL: inepv@hotmail.com rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
4.	74	INEP-KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA PH. OFF: 0484-266210,2662515 FAX: 0484-2666194 EMAIL: inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

**IGNOU – SUB-REGIONAL CENTRES**

<b>SL. NO.</b>	<b>SUB-RC</b>	<b>MENTOR RC</b>	<b>ADDRESS</b>	<b>OPERATIONAL AREA</b>
1	DARJEELING	Siliguri	ARD (I/C) IGNOU SUB REGIONAL CENTRE C/O RAMESH CUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB- DIVISION
2	KANDHAMAL	Bhubaneswar	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	Dehradun	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4	TIRUPATI	Vijayawada	ARD (I/C) IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL





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

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM**

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

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

**CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE**

If you change your address please complete the form using block capitals and indicating :

Programme of Study  
Enrolment Number  
Name  
New or Corrected Address including Pin  
New Study Centre Code  
Choice for Medium of Study  
Date of Change

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

**The Regional Director of your region.**

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

Enrolment Number	<input type="text"/>	Programme Code	<input type="text"/>
Date Change effective from	<input type="text"/>	Existing Study Centre Code	<input type="text"/>
Name	<input type="text"/>	New Address	<input type="text"/>
Town	<input type="text"/>	Pin	<input type="text"/>
State	<input type="text"/>	State Code	<input type="text"/>
(See Code List 2 of Guide to Applicant)			
Signature :	<input type="text"/>	Date :	<input type="text"/>
New Study Centre Code :	<input type="text"/>		<input type="text"/>

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



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. 150/- in favour of IGNOU, New Delhi .....

.....

Signature

Dated .....

**Note :** Fee for duplicate grade card Rs. 150/-. 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**  
**Maidan Garhi, New Delhi-110 068**

Please see instructions oveleaf

Application for Credit Transfer in M.A. (Psychology) Programme

Enrolment No. 

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

Name & Address \_\_\_\_\_

Programme of Study : 

--

Details of Credit Transfer Fee paid : \_\_\_\_\_

D.D.No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Drawn on (Bank & Branch) \_\_\_\_\_  
 Payable in favour of IGNOU, New Delhi (fee is Rs. 200/- per 8 credit course or a part thereof)

Details of Courses applied for Credit Transfer :						IGNOU Credit Equivalence desired					
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits			
All of the Information provided above is true to the best of my knowledge										Student Signature & Date :	
(For Office use only)											
Recommendations of Schools :											
Credit Transfer recommended for the following Courses					Credit Transfer for the following courses not recommended						
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School	

## **INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER**

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

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

The Regional Director

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

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

Enrolement No. 

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

Programme 

--

Medium of Study 

--

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

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

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

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

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

**For Official Use**

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



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

**APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrolment No. 

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

Programme Title .....

Regional Centre .....

Name .....

Father's Name .....

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

Mailing Address .....

.....

.....

.....

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

Filled in Application Form should be sent to:

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

Date .....

.....  
Signature

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 CAPITAL LETTERS** only

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

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

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

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

(Please Tick (✓) whichever is applicable)

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

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

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

**For Official Use Only :**

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

## **INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS**

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/title, Name of Semester/year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.
4. Submission of assignment within due dates is pre-requisite for appearing in the term end examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. You can appear in term end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different study Centres for evaluation.

**Please mail this form to the Regional Director of your Regional Centre**





# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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

## EXAM FORM

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

Control No.

<b>INSTRUCTIONS</b> 1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls. 2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.																																					
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td> </tr> </table>	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	
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 <small>(Where you wish to appear in Exam)</small>
---------------	---

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

--

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

City	District
State	Pin Code

MOBILE NO.	E-MAIL

Physical Handicapped <small>(Please tick the relevant box)</small>	YES	NO	Scribe/Amanuensis required by the student <small>(Please tick the relevant box)</small>	YES	NO
---	-----	----	--	-----	----

**FOR SCRIBE/AMANUENSIS, THE STUDENT MAY APPROACH THE CONCERNED REGIONAL CENTRE (UNDER WHOM THE EXAMINATION CENTRE FALLS) ALONG WITH DISABILITY CERTIFICATE**

**COURSE OPTION:**

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA/ PGDLAN / BLIS Programmes. **FEE ₹120/- PER COURSE (Demand draft in favour of IGNOU and payable at City of 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)

<b>Total No. of Course</b>		<b>Total Amount</b>	
Theory Courses	₹ × 120		
Practical Courses	₹ × 120		
Late Fee			
<b>TOTAL</b>			

<b>SIGNATURE OF THE STUDENT</b> (within the Box only)	<b>1. Draft No.</b> Amount
	<b>2. Draft No.</b> Amount
	<b>Date</b>
	<b>Issuing Branch</b> Payable at (Regional Centre under which your exam centre falls)

**ISSUING BANK**

--

Dates for Submission of Exam Forms (Examination fee is not accepted through challan)				
FOR JUNE TEE	LATE FEE	FOR DECEMBER TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 30 April	₹ 500/-	1 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-*	1 Nov. to 15 Nov.	₹ 1000/-*	

\*Exam for these students will be conducted at Regional Centre city only.

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

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 120/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in 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 - ₹ 120/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - **Regional Centre under which your examination centre falls**
- Demand draft to be made in favour of - **IGNOU and payable at the city where submitting the exam form**

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will be cancelled.
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 similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Examination of the elective courses of B.A./B.Com. will be conducted group wise i.e. examination of courses in a group will be conducted on same date and session.
11. For B.Sc. Students, if there is any clash in courses, it is advised to choose any out of the two courses and appear the second exam in next examination i.e. June/December as the case may be.
12. 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.
13. **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.**
14. Change of Examination Centre, once allotted, is not permissible under any circumstances.
15. No student will be allowed two exam centres for a TEE.
16. **Examination fee is not accepted through challan.**

**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  
MAIDAN GARHI, NEW DELHI-110068**

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

Name : .....

Programme :

Enrolment No.

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

PIN :

Name of Exam Centre: .....

Centre Code :

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

Course, in which Re-evaluation is sought	COURSE CODE	MARKS/GRADE OBTAINED
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

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

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

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

Issuing Bank: .....

Date: ..... Signature of the student

(P.T.O)

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

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

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
(To be submitted at the concerned Regional Centre)

## Application Form for Issue of Migration Certificate

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

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

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

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

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

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

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



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

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

Total marks/Overall point grade obtained ..... Percentage obtained .....

.....

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

5. Courses(s), in which improvement is sought: 

	COURSE CODE	COURSE CODE
--	-------------	-------------

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_

6. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

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

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

Issuing Bank: .....

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

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

Exam. Centre 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**





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

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

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



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## MAIDAN GARHI, NEW DELHI-110068

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

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

1. Name: .....

2. Programme:  Enrolment No:

3. Address: .....

.....

..... Pin Code

4. Contact No .....

5. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

(a) Term-end examination: June/December .....

(b) Exam Centre Code:

(c) Exam Centre Address: .....

.....

.....

(d) Course(s): .....

6. Fee details:-

(The fee for this purpose is Rs. 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):..... × ₹ 100/- = Total Amount: .....

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

Issuing Bank: .....

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

### UNDERTAKING

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

Date: .....

Signature: .....

Place: .....

Name: .....

P.T.O.

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

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15<sup>th</sup> October and for December term-end examination by 15<sup>th</sup> April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

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

- 8) For the photocopy (ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

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

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

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  4. Purpose for which: .....  
transcript is required .....
  5. **Fee detail:**  
Fee for the official transcript:-  
Rs. 200/- per transcript, if to be sent to the student/institute in India.  
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.  
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
- No. of transcript(s): ..... X Rs. 200/ Rs. 400/- = Total Amount: Rs.....  
Required
- Demand Draft No.: ..... Date: .....
- Issuing Bank: .....
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
  7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)  
.....  
.....  
.....

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

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

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

**Note:** The 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.