

PROGRAMME GUIDE

**CERTIFICATE PROGRAMME IN
TEACHING OF PRIMARY SCHOOL MATHEMATICS
(CTPM)**

1. ABOUT THE UNIVERSITY

Welcome to the Indira Gandhi National Open University, which was established by an Act of Parliament in 1985. The chief aim of the University is to give every adult an opportunity to study courses of various kinds without having to go out of the home. We offer need-based academic programmes including professional and vocational programmes and general awareness programmes to all adults, irrespective of region or formal qualifications. Most of these programmes have been developed after an initial survey of the demand for such studies. They have been created with a view to fulfil the learner's needs for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at the workplace,
- self-enrichment.
- diversification and updating of knowledge, and
- empowerment.

1.1 Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualized study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations
- socially and academically relevant programmes based on students need analysis
- convergence of open and conventional education systems

Let us look at a few aspects in detail.

1.2 Course Preparation

Learning materials are specially prepared by teams of experts drawn from different institutions and universities all over the country, as well as in-house faculty. Similarly, audio and video cassettes are produced in consultation with course writers, in-house faculty and producers. The material, thus prepared, is previewed and reviewed by the

faculty as well as outside media experts. It is edited or modified, wherever necessary, before it is finally despatched to the study centres, Doordarshan and AIR.

1.3 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study time. Thus, an 8-credit course involves 240 study hours. This study time includes the time taken for reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconferencing and writing assignments wherever required.

1.4 Support Services

In order to provide individualized support to you, the University allots you to a study center, which is coordinated by the regional centers you are attached to. At the study centre, you could interact with the academic counsellors and other learners, refer to books in the library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters.

1.5 Programme Delivery

The methodology of instruction in this university is different from that of the conventional universities. The Open University system is more learner-oriented — the learner is an active participant in the teaching and learning process. Most of the study is done by the learner on her/his own, studying specially designed materials, not through face-to-face communication.

The University follows a multi-media approach for instruction. It consists of:

- a) **Self-instructional Printed Material:** The printed study material (written in self-instructional style) is supplied to you in batches of blocks for every course (on an average 1 block per credit). A block, which comes in the form of a booklet, usually contains 3 to 5 units.
- b) **Audio-visual Material Aids:** The learning package also contains audio and video cassettes which have been produced by the University. A video programme is normally 25-30 minutes long. The audio tapes are run and video cassettes are screened at your study centre during specific sessions, which are scheduled by the coordinator of the study centre.
- c) **Counselling Sessions:** Normally counselling sessions are held according to a schedule drawn up by your study centre coordinator, usually during week-ends.
- d) **Teleconferencing:** Live sessions are conducted, via satellite, according to a schedule available at your study centre. You would need to go to the nearest reception centre at the scheduled time for using this facility.
- e) **Practicals/Project Work:** Some programmes have practical/project components. For project work, apart from a printed Project Guide, counsellors at the study centres will provide the necessary guidance.
- f) **Gyan Darshan:** This is an educational TV channel.

1.6 Change/Correction of Address and Study Centre

There is a printed card for change/correction of address and change of study centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SRD Division, Maidan Garhi, New Delhi-110068. **Requests received directly at SRD Division, New Delhi will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in.** Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. **Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.** In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counseling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counseling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Study Centre is not permissible in Programmes where practical components are involved.**

1.7 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the **first year ONLY**, on payment of Rs.100/- plus Rs.150/- per 2/4 credit course and Rs.300/- per 6/8 credit course for undergraduate courses and Rs.300/- per 2/4 credit course and Rs.600/- per 6/8 credit course for Master degree programme by a Demand Draft drawn in favour of IGNOU payable at Net Delhi. The request for change of medium should be addressed to Regional Director, concerned Regional Centre. The student is required to return-back the study material already received to Regional Director, concerned Regional Centre.

1.8 Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, SRD Division and the learner. For change of Region in practical oriented Programmed like computer programmes, B.Sc. etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

1.9 Disputes

Regarding any disputes on University matters, the place of jurisdiction for filing a suit, if necessary, will only be at New Delhi/Delhi.

2. ABOUT THE PROGRAMME

Most people, children or adults, usually dread mathematics. Why does this happen? We believe that the problem is due to the way mathematics is usually taught from early school on. In this awareness level practical-oriented programme we look at ways in which we can teach mathematics to children in a way that will make them feel positive about it.

This programme consists of two courses. Both the courses are built around detailed examples of ways of communicating mathematical concepts/processes/skills to children upto the age of 10. Thus, the programme is aimed at **pre-primary and primary school teachers, as well as parents of young children.**

PROGRAMME OBJECTIVES

- a) To help primary school teachers to critically look at their mathematics teaching strategies and alter them to suit their students' backgrounds.
- b) To increase the teachers' awareness about the nature of mathematics and the need to learn it.
- c) To refresh the teachers about the acquisition and learning process, in the context of mathematics learning.
- d) To make teachers aware of various interactive teaching strategies and techniques for teaching mathematics.
- e) To make the discourse of mathematics teaching available to a wider section of society by exposing them to the need for giving a meaning and context while learning or teaching mathematical concepts/processes/skills.

DURATION

You can take anywhere from 6 months to 2 years to do the programme. Minimum period of completion is 6 month and can be extended upto 2 years.

MEDIUM OF INSTRUCTION: English and Hindi.

PROGRAMME STRUCTURE

CTPM consists of two courses, each worth 8 credits. You should first study the course 'Teaching of Primary School Mathematics' (AMT-01), consisting of 5 blocks, an assignment booklet and a **project guide**. You are expected to start work on your project, **worth 2 credits**, after studying most of this course.

After studying the course AMT-01, you can study the second 8-credit course 'Learning Mathematics' (LMT-01).

The details of the courses are given below:

1) Teaching of Primary School Mathematics (AMT-01)* 8 credits

This is an awareness level practical-oriented course, **which does not require any mathematics electives as a pre-requisite**. It aims to expose you to various ways in which mathematics can be taught to children upto the age of 10. **It is aimed at parents,**

pre-school and primary school teachers, and others who are interested in teaching children of this age group.

This course is built around detailed examples of ways of communicating certain mathematical concepts/skills/processes for the primary school syllabus to the children. They include ways of teaching concepts that adults usually find difficult to understand and those that children take longer to understand. They provide several interesting activities for children also.

The course is presented in **5 blocks**, which include several exercises and small activities for you. After going through these blocks, you have to do **2 credits worth of project work**. The **project guide** will help you with this component of the course. Two video programmes are also prepared to help understand the project work.

Syllabus

Block 1: Aspects of Teaching Mathematics

- Unit 1 Why Learn Mathematics?
- Unit 2 Knowing Your Learner
- Unit 3 Helping Children Learn Mathematics
- Unit 4 Classroom Practice

Block 2: Numbers (I)

- Unit 5 Learning to Count
- Unit 6 Ones, Tens and More
- Unit 7 Addition and Subtraction
- Unit 8 Multiplication and Division

Block 3: Numbers (II)

- Unit 9 Negative Numbers
- Unit 10 Generalising Arithmetic to Algebra
- Unit 11 Developing Language

Block 4: Fractions

- Unit 12 Fractions of Which Whole
- Unit 13 Types of Fractions
- Unit 14 Operations with Fractions
- Unit 15 Decimals

Block 5: Measurement

- Unit 16 Developing Spatial Concepts
- Unit 17 Measuring Size
- Unit 18 Measuring Angles
- Unit 19 Measuring Time

Project Guide

Audio Programme

1. Learning Mathematics Can Be Fun

Video Programme

1. Doing Your Project - Part – I
2. Doing Your Project - Part – II

** (Also available under the Associate Studentship Scheme.)*

2) Learning Mathematics (LMT-01)

8 credits

This course looks more deeply into the issues brought up in AMT-01. While creating it we have assumed that you have already studied AMT-01. Therefore, you must study this course only after you finish the blocks of AMT-01. You may do the project of AMT-01 alongside studying this course.

Syllabus

Block 1: Approaches To Learning

- Unit 1 Thinking About Learning
- Unit 2 Thinking About The Learner
- Unit 3 Constructivist Approaches To Learning

Block 2: Encouraging Learning in the Classroom

- Unit 4 Constructivist Classroom Processes
- Unit 5 Building a Constructivist Classroom
- Unit 6 On Learning Mathematics
- Unit 7 Learning Through Activities

Block 3: Data and Chance

- Unit 8 Learning to Handle Data
- Unit 9 Learning to Interpret Data
- Unit 10 Learning About Chance

Block 4: On Spatial Learning

- Unit 11 Children's Spatial Abilities
- Unit 12 Reading Pictures – Relating 2D with 3D
- Unit 13 Understanding Maps

Block 5: Exploring Numbers

- Unit 14 Working With Fractions
- Unit 15 Working With Decimal Fractions
- Unit 16 Exploring Number Systems

Block 6: Thinking Mathematically

Unit 17	The Essence of Mathematics
Unit 18	Exploring Mathematics
Unit 19	Symmetry and Patterns

Video Programme

1. Mathematics Comes Alive (In The Primary Classroom)
2. Working Mathematically (In the Primary Classroom)

Counselling

Counsellors will be available at your study centre according to a schedule made by the coordinator of the study centre. The counsellor is there to **facilitate your self-study**. Thus, if there is a problem that you face while studying, you can ask your counsellor for help in sorting it out. **The counsellor will not give lectures.**

Your counsellor will also provide you with valuable **advice regarding your project work**. For details, please see your Project Guide.

3. ASSESSMENT

As you go through the study material, the exercises given in it allow you to assess your own understanding and attitude. Apart from this, in AMT the weightage of marks is 50% for your term-end exam, 25% for your assignment and 25% for your project work. For the course LMT, the weightage of the term-end exam is 70%, and of the assignment is 30%. You have to pass (i.e., get 35% or more) in **each of these components** to successfully complete the programme.

3.1 Assignments

Assignments constitute the continuous evaluation component of a course. The assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to take your assignments seriously.

You have to complete the assignments in time. You will not be allowed to appear for the term-end examination for a course if you do not submit the specified number of assignments in time for that course. If you appear in the term-end examination without submitting the assignments, then the result of the term-end examination is liable to be cancelled.

The main purpose of assignment is to help you and we assess your grasp of the learning material. The information given in the printed course material should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may make use of them. But the assignments are designed in such a way as to help you concentrate mainly on the printed course material and make use of your personal experiences.

Please submit you assignments well before the due date. The University/Coordinator of the Study Centre has the right to reject the assignment received after the due date.

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator of your study centre. If you do not get back you evaluated assignments along with the comments on them within a month after submission, please ask your study centre coordinator for them. This may help you to improve upon future assignments. Also maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

Once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any.

SPECIFIC INSTRUCTIONS

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

Course Code and Assignment Code may be reproduced from the Assignment.

The top of the first page of your response sheet for each assignment should be like this:

PROGRAMME TITLE:.....	ENROLMENT NO:.....
.....	NAME:.....
COURSE CODE:.....	ADDRESS:.....
COURSE TITLE:.....
ASSIGNMENT CODE.....
STUDY CENTRE:.....	DATE:.....

3. Read the assignments carefully and follow the specific instructions, if any given on the assignment itself.
4. Go through the units on which the assignments are based. Make some points regarding the questions, rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with you answer, write down the final version neatly and underline the points you wish to emphasise. While solving numerical, use proper units and give working notes wherever necessary.
5. Use only foolscap size paper for your responses and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm. margin on the left and at least 4 lines in

between each answer. This may facilitate the evaluator to write useful comments on the margins at appropriate places.

6. Write response in your own hand. Do not print or type the answers. Do not reproduce your answers from the units sent to you by the University. If you reproduce from units, you will get poor marks for the respective question.
7. Do not copy from the response sheet of other students. If copying is noticed, the assignments of such students will be rejected.
8. Write each assignment separately. All the assignments should not be written in continuity.
9. Write the question number with each answer.
- 10. The completed assignments should be sent to the Coordinator of the Study Centre allotted to you. Under no circumstances should you send the response sheets to the Student Evaluation Division at Headquarters for evaluation.**
11. After submitting the assignment at the study centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
12. In case you have requested for a change of study centre, you should submit your assignments only to the original study centre until the change of study centre is effected by the University.

3.2 Term-End Examination

The University conducts term-end examinations twice a year, i.e. in June and December. You can take the examination after the completion of the course. In case you fail to get a pass score (35% marks) in the term-end examination, you will be eligible to reappear at the next term-end examination for that course as and when it is held, within the total span of the programme.

To be eligible to appear in the term-end examination in any course, you are required to ensure the following:

- 1) You have paid the instalments of the course fee for that year.
- 2) You have opted and pursued the prescribed course.
- 3) You have submitted the examination form in time.

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

Copies of the **examination forms** are available at Study Centres/Regional Centres/SE Division at Headquarters. A copy is also printed in this Programme Guide. You can take a photocopy of this form and use it. Only one form is to be submitted for all the courses in one term-end examination.

The filled in examination form is to be submitted to the Assistant Registrar (Exam-II), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068. The date for submission of examination forms is 1st February to 31st March for the examination to be held in June, and 1st August to 30th September for examinations to be held in

December, Examination forms can be accepted at the Headquarters till **15th April with late fee of Rs.100/- for June term-end examination**. Similarly, the examination forms for **December examination** can be received at the Headquarters till **15th October with late fee of Rs.100/-**. The late fee is payable in the form of Demand Draft drawn in favour of IGNOU, New Delhi-110 068. The examination form received after due dates or without late fee (wherever applicable) shall be rejected. After receiving the examination form the University will send intimation slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Registration & Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the study centre, even if you have not received intimation slip or misplaced the intimation slip, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

Your study centre is normally your examination centre. A change of examination centre is permissible in exceptional cases and for this you have to make a request to the Director, Student Registration & Evaluation Division at least one month before the commencement of examinations.

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

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

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are, therefore, advised to fill up the form without waiting for the result and get it cancelled at a later date if so required.

There is no **re-evaluation** of examination scripts or assignments. However, the students can apply in the prescribed form for re-checking of term-end examination result against payment of Rs.20/- by means of Demand Draft drawn in favour of IGNOU, New Delhi within two months of the date of declaration of result.

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

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

3.3 Project Evaluation

Please read the Project Guide of AMT-01 carefully before doing your project, and again before submitting your project report. The report should be submitted along with Forms B and C (given in the Project Guide) to:

**The Director,
S E Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110 068**

You will receive the evaluation result within 3 months of submitting the report.

3.4 Re-registration

In case you do not successfully complete the two courses within two years, you may re-register for the course(s) still not cleared.

3.5 Credit Transfer

If you have already successfully completed the course AMT under the Associate Studentship Scheme, you can apply for a credit transfer of these credits. The same is true if you have successfully completed AMT as part of the Bachelor's Degree Programme but haven't received certification for it.

For credit transfer, you should apply directly to the Director (SED), IGNOU, Maidan Garhi, New Delhi 110 068, in the prescribed form (Form No.3) enclosing the following items:

- a) A demand draft for Rs.100/- drawn in the name of IGNOU and payable at New Delhi;
- b) Attested copy of your AMT grade card.

3.6 Early Declaration of Result

In order to facilitate the student, who have got offer of admission for higher study and/or selected for employment etc. and are required to produce statement of marks/grade cards by a specified given date, which is before the prescribed dates of declaration of the University's results, the University arranges early processing of their answer scripts and declaration of their results. The students are required to apply in prescribed application form with fee of Rs.700/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi alongwith attested photocopy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University, in such cases, will make arrangement for early precessing of answer scripts and declare the result as a special case possible within a month time from the date of conduct of examination.

Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained. Early declaration of result is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

3.7 Re-evaluation of Answer Script (s)

The students, who are not satisfied with the marks/grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of Rs.500/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grades after re-evaluation will be considered and updated in Student's record.

Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student hand book & prospectus and also made available at University's website www.ignou.ac.in

3.8 Photocopy of the Evaluated Answer Script

The students may obtain the photocopy of the evaluated answer script for the term-end examination on request. They may apply in the prescribed application form from 1st March to 15th April for June Term-end Examination and from 1st September to 15th October for December Term-end Examination alongwith the requisite fee of Rs.100/- per course by means of demand draft drawn in favour of 'IGNOU' and payable at 'New Delhi'.

A sample prescribe application form with rules and regulations in detail for this purpose is given in the students hand book & prospectus and also made available at University's website www.ignou.ac.in.

3.9 Issue of Official Transcript

The students may also obtain 'Official Transcript' for submission to the Overseas or Indian Institutes/Universities on request. They may apply in the prescribed form by paying the requisite fee as under by means of demand draft in favour of 'IGNOU' and payable at 'New Delhi':-

1. Rs.200/- per transcripts, if it is to be sent to the student/institutes in India.
2. Rs.400/- per transcript, if required to be sent to the Institutes out side India by University.

A sample prescribed application form with rules ad regulations in detail for this purpose is given in the students hand book & prospectus and also made available at University's website www.ignou.ac.in.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAINDAN GARHI, NEW DELHI-110 068
TERM END EXAM JUNE/DECEMBER-200 _____

EXAM FORM

Serial No.

Control No.

INSTRUCTIONS

- Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals
- Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

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

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Programme Code <input type="text"/>	Study Centre Code <input type="text"/>
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Enrolment No. <input type="text"/>	Exam Centre Code (where you wish to appear in Exam) <input type="text"/>
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Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)

<input type="text"/>

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

<input type="text"/>
<input type="text"/>

City <input type="text"/>	District <input type="text"/>
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State <input type="text"/>	Pin Code <input type="text"/>
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COURSE OPTION:

Course codes for which appearing for the First time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/PGDLAN/BLIS Programme FEE @ Rs.50/- PER COURSE				Course codes (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID	
S. No.	Course Code	S. No.	Course Code	S. No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>	1.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>	3.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>	7.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>	8.	<input type="text"/>

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

Total No. of	Total Amt.	1. Draft No.	<input type="text"/>
Courses <input type="text"/> × 50	<input type="text"/>	Amount	<input type="text"/>
Practical Courses <input type="text"/> × 50	<input type="text"/>	2. Draft No.	<input type="text"/>
Late Fee <input type="text"/>	<input type="text"/>	Amount	<input type="text"/>
Total	<input type="text"/>	Date	<input type="text"/>
SIGNATURE OF THE STUDENTS (within the Box only)	<input type="text"/>	Issuing Branch	
		Payable at	N E W D E L H I

ISSUING BANK

<input type="text"/>

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are 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 Students)

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC. TEE	LATE FEE
1 st March to 31 st March	NIL	1 st Sept. to 30 th Sept.	NIL
1 st April to 20 th April	Rs.300/-	1 st Oct. to 20 th Oct.	Rs.300/-
21 st April to 15 th May*	Rs.500/-	21 st Oct. to 15 th Nov.*	Rs.500/-
16 th May to 28 th May*	Rs.1000/-	16 th Nov. to 28 th Nov.*	Rs.1000/-

* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SED), Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft at SE Division, IGNOU, Maidan Garhi, New Delhi – 110 068 or at the concerned Regional Centre within the stipulated dates.

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs.50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. **It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.**
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. 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.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. 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/NS-02).
10. 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.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student 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.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110 068**

APPLICATION FORM FOR RE-EVALUATION OF ANSWER-SCRIPTS

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

1. Name:
2. Programme: Enrolment No:
3. Address:
.....
..... Pin
4. Month and Year of the Examination:
5. Examintaion Centre Code:
6. Address of the Examination Centre:
.....
7.

Courses, in which re-evaluation is sought	COURSE CODE	MARKS/GRADE OBTAINED
.....
.....
.....
.....
.....
8. 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 'New Delhi')

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

Demand Draft No. Date

Issuing Bank

Date: (Signature of the Student)

P.T.O

RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results whichever is later.
2. The date of declaration of results will be calculated from the date of 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 applications.
5. Re-evaluation is permissible in TEE only and not in the Projects/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:-

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

To,
Regional Director concerned

Sub: Non-receipt of Study Material/Assignment

Enrolment No.

Programme

Medium of Study

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

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

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

Name and Address:

Signature:
 Date:

For Official Use

Date of despatch of study material/assignments to students.

APPLICATION FOR CHANGE OF ADDRESS AND PROGRAMME CENTRE

Date: _____

To,
Regional Director concerned

Enrolment No. _____

Programme _____

Name (in caps) _____

DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address	Old Address
_____	_____
_____	_____
_____	_____
City _____ Pin _____	City _____ Pin _____
State _____	State _____

DETAILS FOR CHANGE OF PROGRAMME CENTRE

New Programme Centre	Old Programme Centre
Programme Centre Code _____	Programme Centre Code _____
_____	_____
_____	_____
City _____ Pin _____	City _____ Pin _____
State _____	State _____

Date: _____

Signature of Student



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

APPLICATION FORM FOR ISSUE OF DUPLICATE STATEMENT OF MARKS/GRADE

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Fee details:

(The fee for duplicate grade card is Rs.150/-, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

Demand Draft No. Date

Issuing Bank

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-110 068**

**Indira Gandhi National Open University
Student Evaluation Division
Maidan Garhi, New Delhi – 110 068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme Title

Name: _____

Father's name: _____

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

Mailing address

.....

.....

.....

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

1.
2.
3.
4.
5.
6.

.....
Signature

Date:

The filled in form is to sent to:

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



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

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

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

1. Name:
2. Programme: Enrolment No:
3. Address:
.....
..... Pin

4. Reason for early declaration of result: _____

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

5. Course(s) detail for early evaluation:

Sl. No.	Course Code	Date of Examination
i.	_____	_____
ii.	_____	_____
iii.	_____	_____
iv.	_____	_____

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

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

7. Fee details:

(The fee for early declaration of result is Rs.700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s) × Rs.700/- Total Amount

Demand Draft No. Date

Issuing Bank

Date:

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year 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:

**The Registrar
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi – 110 068**



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

1st September to 15th October for December Term-end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

(a) Term-end examination: June/December

(b) Exam Centre Code:

(c) Exam Centre Address:

.....

.....

(d) Course(s):

5. Fee details:

(The fee for obtaining photocopy of the answer script is Rs.100/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s): × Rs.100/- Total Amount:

Demand Draft No. Date

Issuing Bank

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

UNDERTAKING

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

Date:

Signature:

Place:

Name:

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPTS

1. **Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.**
2. **The fee for photocopy of the answer script shall be Rs.100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft 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 upto 15th October and for December term-end examination upto 15th April or within 45 days from the date of declaration of result on the University's website, whichever is later.**
5. **The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.**
6. **The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.**
7. **Application form must reach within the prescribed dates at the following address except for the answer scripts of CPE & DPE programmes:**

**The Registrar
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi – 110 068**
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.**



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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name:
 2. Programme: Enrolment No:

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

--	--	--	--	--	--
 4. Purpose for which:
transcript is required
 5. Fee details:
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): ×Rs.200/Rs.400/- Total Amount: Rs.
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 (attach 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 – 110 068

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.