

PROGRAMME GUIDE

For

Post Graduate Diploma in Early Childhood and Foundational Stage Education (PGDECFE)



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Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

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

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Dear Learner,

Welcome to the Post Graduate Diploma Programme in Early Childhood and Foundational Stage Education offered by the Discipline of Child Development, School of Continuing Education (SOCE), Indira Gandhi National Open University (IGNOU)! It is a post-graduate Diploma Programme of one year duration. The programme is offered in Open and Distance Learning (ODL) mode.

Let us understand the features of the ODL mode of learning. Unlike the conventional system of education, where teaching and learning takes place in face-to-face manner, IGNOU adopts a multi-media approach to facilitate teaching-learning process through the ODL mode. The course material (Self-Learning Material — SLM) is the primary medium of instruction. The SLM is supplemented with audio-video programmes and you will also get support and guidance from the face-to-face/online counseling sessions for theory, practicum and internship Courses which will be organized at the Study Centres. Further, teleconference sessions and interactive radio counseling sessions will also be organized from time to time to provide you support with regard to your study. You will get information regarding face-to-face/online counseling sessions, teleconference sessions and interactive radio counseling sessions from your Regional Centre. Attendance in face-to-face counseling sessions is not compulsory, though it is advisable to attend all the sessions to clarify your doubts. Please ensure that you keep in touch with your Study Centre and Regional Centre with regard to the schedule of counseling sessions for all the Courses of the Post Graduate Diploma Programme.

It is possible that this may be your first experience as an ODL learner. Since you are new to this programme of study as well as the distance education mode of learning, it is natural that you may have many doubts and queries in the beginning as well as at different stages of learning. This Programme Guide is an attempt to answer some of your queries. It will give you an overview of the Post Graduate Diploma Programme in Early Childhood and Foundational Stage Education as well as help you understand the distance education mode of learning. It aims to give you useful guidelines about study materials, assignments, term-end examination and counseling sessions.

We are sure that you will find the programme of study interesting, informative and useful.

Wish you all the best!

Programme Coordinators

IMPORTANT INFORMATION

1. The candidates are required to opt for only such Study Centre which is activated for the programme. As far as possible, the University will allot the Study Centre opted by the candidate. However, the University may change the Study Centre at its convenience without concurrence of the student at any time.
2. You are requested to go through this Guide carefully before you proceed to the course material. It is further suggested that whenever you have a question to ask us, do look into the Programme Guide. You will most likely find the answer to your question. If you do not, get in touch with your Regional Centre for information.
3. Printed material is the backbone of the programme. Our study material is prepared by teams of experts keeping in view the interest of the learner group. The course material that will be provided to you is written in a manner that promotes self-learning hence the students can study it by themselves with a little assistance from our Counsellor at the Study Centres. Further, you may refer to textbooks and reference books given at the end of each Block under the section 'Further readings/References'. You may also visit libraries attached to the Study Centres, Regional Centres and IGNOU Headquarter. The learners are advised not to refer to sub-standard and abridged guides available in the market. These may harm them. Hence, the University strongly advises the students not to take recourse to such type of guides.
4. Please file all letters that the University sends you, and keep the Programme Guide handy. A record of your progress is maintained at the University. However, you must maintain your own record for comparisons, if needed.
5. The University sends study material and assignment, wherever prescribed, to the learners by registered post and if a learner does not receive the same for any reason whatsoever, the University shall not be held responsible for that.
6. All types of communication (letters, application, etc.) are attended to as soon as we can. It is, therefore, desirable that you make your letters brief and precise. If your letters present irrelevant details or/and are written in ambiguous and objectionable language, our responses to your queries will invariably get delayed.
7. The University reserves the right to change the rules and procedures described in this Programme Guide.
8. You are also advised to get in touch with the Coordinator of your Study Centre for timely information.

1. THE UNIVERSITY

The Indira Gandhi National Open University established in 1985 through an Act of Parliament, ranks as one of the premier educational institutions in the world. It has contributed significantly to the development of higher education in India through the distance mode and has established its credibility as a leading Open University in the World.

In the face of an ever increasing demand for higher education, upgradation of skills and need for continuous training of the workforce, IGNOU is fast developing into a sustainable system for enhancing seamless access to education in the country and also abroad. The mission of IGNOU is to advance the frontiers of knowledge and provide sustainable and learner-centric quality education, skill upgradation and training to all by using innovative technologies and methodologies. IGNOU also acts as a national resource centre for expertise and infrastructure in the ODL system. It is an apex body responsible for ensuring the sharing of professional capabilities and resources.

The University is committed to quality in all its activities – teaching, research, training and extension. IGNOU offers academic programmes that are need-based, unconventional and vocation-oriented with a focus on socio-economic development and serving the disadvantaged. The programmes are at the awareness, certificate, diploma, degree (Bachelor's, Master's and Doctoral) levels and offered through multiple instructional packages with the convergence of different methodologies and technologies. The University caters to learners from rural and tribal areas, physically challenged, jail inmates, rehabilitation houses, government and non-government sectors, parents, home-makers, the employers and the employed. The University has put special focus on women, socially and economically disadvantaged groups, the north-east region, and other tribal and low literacy areas of the country. The University has also opened special Study Centres to address specific educational needs of disadvantaged learners.

Thus, IGNOU serves useful function by offering various academic programmes that lead to Certificates, Diplomas and Degrees. It develops and produces courses for delivery through open learning and distance education mode (ODL), online mode and MOOCs. It is actively involved in research, training and extension education activities.

1.1 Objectives

In order to fulfill its mission of providing access to quality education to all, the University aims at the following objectives:

- impart education and knowledge through various means suited to the open and distance education mode;
- democratizing higher education by taking it to the door steps of the learners;
- provide higher education to large sections of the population, particularly to the disadvantaged segments of society;

- providing access to high quality education irrespective of age, gender, region and religion;
- offering need based academic programmes by giving professional and vocational orientation to the courses;
- promote national integration and strengthen the natural and human resources of the country through the medium of education.

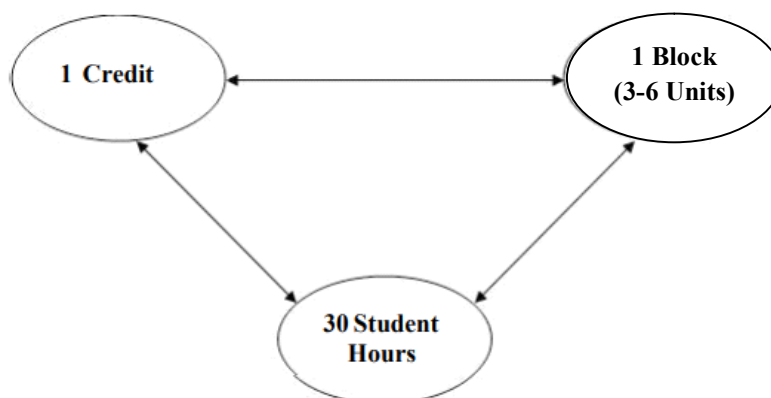
1.2 Features

IGNOU has certain unique features such as:

- National and international jurisdiction
- Flexible admission rules
- Individualized study
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- Effective student support services network
- Socially and academically relevant programmes based on need analysis
- Cost-effective programmes
- Modular approach to programmes
- Resource sharing, collaboration and networking with Conventional Universities, Open Universities and other Institutions/Organizations.

1.3 The Credit System

In IGNOU, the worth of a programme of study is denoted in terms of credit system, defined in terms of learner study hours. One credit is equivalent to 30 learning hours. On an average, each Block of a theory Course represents one credit, i.e., a learner on an average would require 30 hours to complete the study of a Block.



Thus, each Course has a certain number of credits – 4 or 6 or 8. This means that the Course will require 120 or 180 or 240 hours of study, respectively. The study hours for a

particular theory Course include reading the study material, writing the related assignment, viewing audio-video and participating in teleconference session. In case of Practical or Project Work Course, the study hours for a particular include carrying out the stated activities and writing the required reports.

2. INSTRUCTIONAL SYSTEM OF AN ODL PROGRAMME

The instructional system of IGNOU is learner-oriented. In this, the learner is an active participant in the teaching-learning process. The University follows a multi-media approach for instruction i.e. self-instructional print material, audio-video programmes, assignments, activities, check your progress exercises, face-to-face counseling sessions / contact sessions, teleconferencing and interactive radio counselling, among others. In order to build skills and competencies, there are laboratory-based Practical Courses as well as field-based Practical Courses requiring interaction with relevant organizations, children, family members, teachers, staff, and other functionaries, depending upon the needs of a specific programme of study. Skills and competencies are also built through Internship/ Project Work Courses where the learners work in specified contexts for a certain specified duration to develop specific skills.

Let us understand each of these components in some more depth.

2.1 Self-instructional Print Material

As a student of this Post Graduate Diploma Programme, you will study eight (8) Courses. The print material you would receive is written in self-instructional style and will be supplied to you in the form of 11 printed volumes for the eight (8) Courses of this PG Diploma Programme. Each Course is on a specific theme and has a specific code number assigned to it (e.g. MCD-001; MCD-002; MCD-003, MCD-004; MCD-005; MCDL-001; MCDP-001 and MCDP-002). The content under each theory Course is divided into Blocks which are put together in the form of a Volume. A Volume contains 3 Blocks. Each Block is further divided into Units. Hence, each Course may have 3-6 Blocks and each Block may have 3-6 Units. There will be 8 volumes of study material for the 5 theory Courses, 1 Supervised Practical Manual and 2 Project Work/Internship Manuals, making a total of 11 volumes for the entire programme.

The Units of each Block have a certain thematic unity and are arranged in a logical sequence. As you go through the Blocks, you would see that each Unit has a “structure”. This structure indicates the components of the Unit, its sections and sub-sections. So you get an overview of what each Unit has to offer. The “Introduction” given in the Unit tells you what to expect in the Unit and includes its objectives. This gives you an idea of what you should aim to achieve while studying the Unit. This is followed by the main body of the Unit which is divided into various sections and sub-sections. The “Let Us Sum Up” section towards the end summarizes the information contained in the Unit, while the “Glossary” provides a list of difficult words, phrases or terms and their meaning.

Interspersed throughout the Unit are “Check Your Progress Exercises”. These are for you to work through as you go through the Unit. Answers to these exercises are given at the end of each Unit. However, in certain cases these exercises are in the form of activities to be carried out by you, for which implicit answers may not be provided; however hints are given. You do not have to send these “Check Your Progress Exercises” for evaluation to the University.

The printed material for Supervised Practicum, Project Work/Internship 1 and Project Work/Internship 2 is available in the form of separate Manuals with all guidelines.

2.2 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 Centre during counseling 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. Similarly, the audio programmes are also broadcast by GyanVani / Gyandhara radio channels.

If you make use of the audio and video components along with the print material, you will be able to understand the subject matter better, prepare for field based work and apply the concepts explained through the print material more effectively. This is particularly true with regard to planning and carrying out of practical work and project work/internship.

2.3 Counseling Sessions

While the print material and the audio and video programmes are self-explanatory and we have tried to anticipate your questions and difficulties and tackled them therein, it is likely that you may still have some doubts and some clarifications to seek. With this in mind, the counseling sessions are organized at the Study Centre. Through these you get a chance to talk to subject matter experts, who are also called counselors in the distance education system. Counseling sessions will be very different from the usual classroom teaching or lectures. Your counselors will not be delivering lectures or speeches. The counseling sessions will be discussion oriented where the counselor and the learners share their views on the subject and the learners seek clarifications for their doubts and comprehend some of the complex ideas or difficult issues. The counselors will try to help you overcome your difficulties (academic as well as personal) which you face while studying for this Post Graduate Diploma. Therefore, it is very important that you study the related course material before you go to attend the counseling sessions. Unless you have gone through the Units/Blocks, there may not be much to discuss. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counselors.

Following the university norms, the counseling sessions at the Study Centre are organized as per the schedule drawn and notified by the Coordinator/Programme In-charge of the Study 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 Study Centre falls below 10 (ten), then the counseling and support services may be handled by the Programme Coordinator or the faculty of the School concerned at the Headquarters of IGNOU or through an appropriate alternative arrangement. Be in touch with your Study Centre to know the schedule of the counseling sessions and also check the message in your mobile phone and the email for updated information. **(Note: University issues guidelines on counseling sessions from time to time which are to be adhered to by the Study Centre).**

Number of Counseling Sessions

The number of counseling sessions for theory, practical and project work/internship Courses in this Post-graduate programme will be as under:

Course	Credit	No. of Sessions	Duration
MCD-001	6	9	2 hrs. each
MCD-002	6	9	2 hrs. each
MCD-003	6	9	2 hrs. each
MCD-004	4	6	2 hrs. each
MCD-005	4	6	2 hrs. each
MCDL-001	6	9	2 hrs. each
MCDP-001	4	6	2 hrs. each
MCDP-002	4	6	2 hrs. each

Attending the counseling sessions will prove to be of tremendous help to you. We strongly recommend that you attend these counseling sessions, even though these are not compulsory.

Role of Academic Counselor

Academic Counselor plays a very crucial role by being the link between the learner and the University. Knowledgeable and experienced faculty of Colleges/ Universities/ Institutions function as the Academic Counselors of the University. These Academic Counselors provide help, support, and advice to the learners in their academic progress. Academic Counselors provide the needed face-to-face support to the learners in achieving their academic goals.

➤ *Components of Academic Counseling*

Academic counseling consists of the following aspects:

- 1) Tutoring
- 2) Information, discussion and advice on subject related matters

- 3) Resolving specific difficulties related to the Course
- 4) Advise regarding non-academic difficulties that may be hindering academic progress

➤ ***Responsibilities of Academic Counselor***

The responsibilities of Academic Counselor are described as follows:

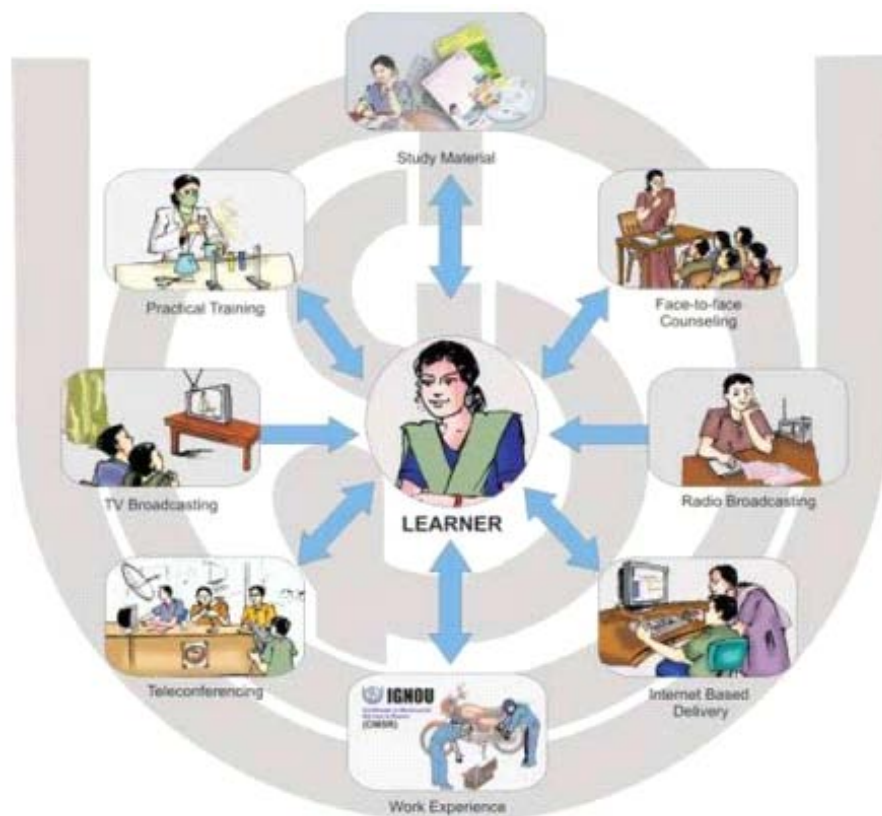
- 1) Participate in the orientation programme for Academic Counselors
- 2) Participate in the induction meeting
- 3) Knowledge regarding IGNOU, its rules, regulations, features and courses of the University
- 4) Understanding the concept of open and distance learning (ODL)
- 5) Understanding the characteristics of an ODL learner
- 6) Understanding the student support service system of IGNOU
- 7) Knowing the unique features of self-instructional materials of IGNOU courses
- 8) Knowledge about the P.G. Diploma in Early Childhood and Foundational Stage Education programme
- 9) Conducting counseling sessions at the study centres, discuss the content, clarify the doubts of the learners
- 10) Providing support and guidance to the learners in their academic progress
- 11) Help the learners in doing their assignments, evaluate the assignments, provide proper feedback to them and submit marks to the Study Centre
- 12) Help the learners in doing Supervised Practicum, evaluate the Practical File submitted by the students, provide proper feedback to them and submit marks to the Study Centre
- 13) Help the learners in identifying a preschool/primary school for Project Work 1 and 2/Internship 1 and 2
- 14) Help the learners in doing Project Work 1 and 2/Internship 1 and 2 and sort out the difficulties faced by them
- 15) Certify on both files of Project Work/Internship that the work done by student is his/her original and bonafide work
- 16) Help the learners in preparing for Term End examination
- 17) Guiding the students to use the library facilities, audio-video materials, interactive radio counselling sessions and teleconferencing sessions
- 18) Assessing the learners' progress, motivate them and provide help and guidance to the learners to complete the programme successfully

2.4 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 Centres 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 schedule of teleconferencing is available at <http://ignou.ac.in/ignou/aboutignou/icc/empc/gyantime>.

2.5 Interactive Radio Counseling / Internet Audio Counseling

Interactive Radio Counseling (IRC) involves live counseling is provided on radio by invited experts from different Gyanvani radio stations in the country. Students can ask questions right from their homes through telephone by availing the facility of toll free telephone number provided for this purpose from selected cities. Gyandhara is an internet audio counseling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts in the field on the topic of the day and interact with them through telephone and chat modes. Learners can access Gyandhara through mobile devices. The schedule of IRC is available at <http://ignou.ac.in/ignou/aboutignou/icc/empc/irc>.



The learner-centric instructional system of IGNOU

3. UNIVERSITY RULES

3.1 Open Access

Access to the programme is open to all, subject to fulfillment of minimum eligibility criteria.

3.2 Scholarships and Reimbursement of Fee

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

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Governments, Directorate of Social Welfare or the office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director.

Similarly, SC/ST and other Backward Class students have to submit their scholarship forms to the respective State Directorates of Social Welfare or to the Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

3.3 Validity of Admission

Admissions are done twice in a year, i.e., January and July of every year. Candidates who are offered admissions have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again. Admission for PGDECFE is done in both January and July session.

3.4 Incomplete and Late Applications

Incomplete and late application forms/re-registration forms and forms furnishing false information can be rejected without any intimation to the candidates. The candidates are, therefore, advised to fill the relevant columns carefully and enclose attested copies of all the necessary certificates asked for, and submit the form on or before the due date.

3.5 Simultaneous Registration

As per the latest UGC guidelines, you can simultaneously enroll in two academic programmes at undergraduate/postgraduate levels. For more details refer to <http://www.ignou.ac.in/userfiles/Notification%20Simultaneous%20programs%202-9-2022.pdf>

Note: Registration fee once paid will not be refunded under any circumstances. Programme fee may, however, be refunded if admission is not given for any reason.

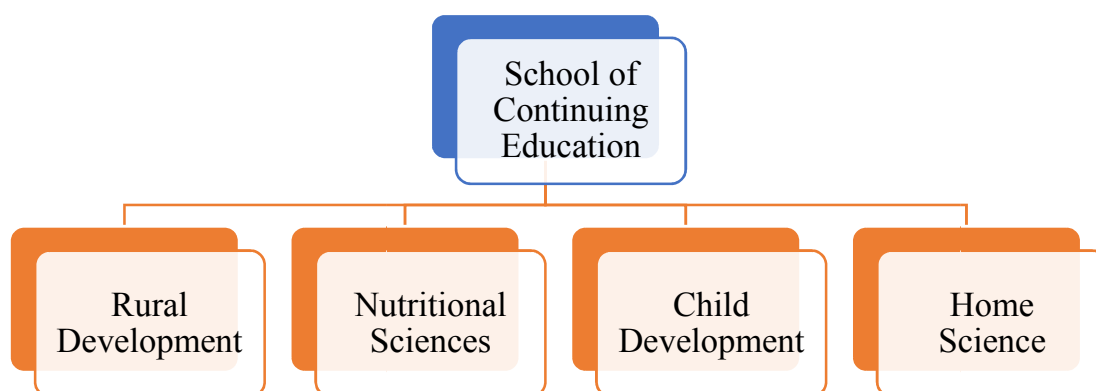
3.6 IGNOU Website

You may access all relevant information from the University Website at www.ignou.ac.in

4. THE SCHOOL OF CONTINUING EDUCATION (SOCE)

The School of Continuing Education (SOCE), when conceptualized, started with programmes in two broad disciplinary areas: Rural Development and Women's Education. In the process of its growth, certain important areas of concern were identified and addressed through a number of programmes such as Rural Development, Child Development, Disability, Youth and Development Work, Nutrition, Food Safety and Dietetics.

SOCE presently has the following four Disciplines:






The School of Continuing Education also has its social media accounts on Twitter, Facebook and Instagram. You can follow, like and share our posts to be informed with the updates, notices and other information about Courses offered and school activities.

URL link for Twitter: <https://twitter.com/compose/tweet>

URL link for Facebook: <https://www.facebook.com/School-of-Continuing-Education-IGNOU-117232631247939>

Given below are the QR Code for our Social media handles.

QR Code for Twitter	
QR Code for Facebook	
QR Code for Instagram	

The Discipline of Child Development is devoted to the study of childhood and human development in the socio-cultural context, with particular focus on the critical early childhood years. The programmes of study offered in this Discipline provide an understanding of the developmental challenges and life-cycle issues in a life-span perspective. The focal areas in the Discipline of Child Development for programme development are the following: Early Childhood Care and Education (ECCE); Foundational Stage Education; Inclusion of Children with Disabilities; Training Parents and Family Members of Children with Disabilities; Early and Middle Childhood, Adolescence and Adulthood; Understanding and Nurturing the Development of the Individual in the Familial and Cultural Context; and Counselling and Family Therapy.

The discipline offers the following programmes:

Research Degree

- PhD in Child Development

Master's Degree

- Master of Science in Counselling and Family Therapy, M.Sc. (CFT)

Post Graduate and Diploma

- Post Graduate Diploma in Early Childhood and Foundational Stage Education (PGDECFFE)
- Post Graduate Diploma in Counselling and Family Therapy (PGDCFT)
- Diploma in Early Childhood Care and Education (DECE)

Certificate

- Certificate in Nutrition and Child Care (CNCC-2)

5. POST GRADUATE DIPLOMA IN EARLY CHILDHOOD AND FOUNDATIONAL STAGE EDUCATION

5.1 About the Programme

The PG Diploma in Early Childhood and Foundational Stage Education is an innovative professional programme of study offered through ODL mode utilizing multiple media such as Self Learning Material (SLM), information and communication technologies, and face-to-face academic counseling sessions. The PGDECFFE programme is launched by the Faculty of Child Development located in the School of Continuing Education (SOCE) of IGNOU.

The programme aims to enhance the knowledge base and competencies of professionals and educators who engage with children from birth to eight years in preschools, pre-primary sections, early primary sections (Classes 1 and 2) and ECCE centres, regarding early childhood care and education and foundational stage education, as visualized in the National Education Policy, 2020.

5.2 Relevance of the Programme

The National Education Policy (NEP), 2020, has given explicit recognition to the period of birth to eight years as the period for Early Childhood Care and Education and has called this period as the Foundation of Learning. Globally, it has been recognized that the period of early childhood comprises the period from birth to 8 years instead of birth to 6 years. Structurally, the NEP has clubbed the period from 3 to 8 years as the Foundational Stage of Education, which is sub-divided into three years of preschool education and two years of early primary education in classes 1 and 2. There is developmental continuity in the period of birth to eight years in various developmental domains. Also, in terms of pedagogical principles underlying planning and transacting learning experiences, the play-based and activity-based approaches of the preschool years need to be continued into the early primary grades, specifically classes 1 and 2. Thus, this programme is uniquely poised to address the potential articulated in the NEP, 2020 by focusing on preschool years and early primary grades (class 1 and 2). In addition, addressing the early stimulation and early learning needs of children in birth to 3 years age group also remains an area of focus of this PG Diploma programme. Another unique feature of the programme is the combination of developmental domains approach and the subject-based approach in planning learning experiences for the children up to 8 years of age.

5.3 Target Group

The programme is relevant for a wide range of professionals working with children up to eight years of age in various educational settings in various roles.

- Relevant for
 - Teacher educators
 - Supervisors
 - Curriculum developers
 - In-service teachers in preschools and early primary grades
 - Functionaries working in the area of ECCE
 - Caregivers of young children
- Special relevance for those working without adequate training in the sector of ECCE and foundational stage education.
- Age is no bar to enrol in this Programme of study, hence there is no minimum or maximum age.

5.4 Objectives of the Programme

The programme aims at promoting professional development and capacity building of the learner to meet the early stimulation needs from birth to three years, as well as learning needs of children in preschool years and early primary grades (class 1 and 2). From the

perspective of policy and programme provision, ‘early childhood’ is defined as the period spanning birth to eight years. Children, during the early years, not only need educational support, but also enough care. Creating effective developmental and learning opportunities for children requires much knowledge and wisdom on the part of an adult. This PG Diploma will thus will give you a comprehensive understanding of planning curriculum and implementing experiential and play-based pedagogy for young children, evaluating the curriculum and children’s learning, etc. It will lead the learner to critically examine ones practice and enhance it. The programme will upgrade ones ability and competence to design optimal early development and education experiences for children.

The specific Objectives of the PG Diploma programme are:

- To increase awareness regarding the rationale and nature of Early Childhood Care and Education and the Foundational Stage of Education.
- To provide learning experiences that will prepare the students for effective participation in different areas of Early Childhood Care and Education and Foundational Stage Education in varied contexts such as crèches, preschools, and early primary classes.
- To provide opportunities to functionaries and teachers working in the sector to critically examine their practice and enhance it, by exposing them to the developmental and pedagogical basis of designing early development, learning and educational experiences.
- To make the discourse of Early Childhood Care and Education and the Foundational Stage of Education available to a wider section of society.

5.5 Programme Details

Offer and Coverage

The PGDECFE programme is offered in both January and July sessions of every year. It is offered through the established network of IGNOU Regional Centres.

Eligibility for Admission

Anyone who has a Bachelor’s degree in any discipline as per IGNOU norms.

Duration

According to IGNOU’s policy of flexibility, the programme can be completed in a minimum period of 1 year and a maximum period of 3 years, i.e., admission is valid for 3 years.

Medium

The P.G. Diploma in Early Childhood and Foundational Stage Education is available in English Medium at present. It will be translated in other languages soon.

Fee

The fee for the entire programme is Rs. 10,800/- The University can revise the programme fee time to time and the revised fee shall be payable by the learner as per the schedule of payment notified by the university. Admission is done online. Please check the website www.ignou.ac.in for details.

5.6 Programme Framework and Contents

The Post Graduate Diploma Programme is worth 40 credits and comprises five theory Courses, one Supervised Practicum Course and two Project Work/Internship Courses. The following table gives an overview to the programme structure and credit weightage:

Course Code	Course Name	Total Credits (40)	No. of Units
MCD-001	Development of the Child: Birth to Eight Years	6	30 units
MCD-002	Curriculum and Pedagogy for Early Years and Foundational Stage Education Part 1	6	31 units
MCD-003	Curriculum and Pedagogy for Early Years and Foundational Stage Education Part 2	6	30 units
MCD-004	Organization and Management of Early Years Education Programmes	4	19 units
MCD-005	Disability and Inclusion	4	15 units
MCDL-001	Supervised Practicum	6	12 Field-based Practical Activities
MCDP-001	Project Work -1/ Internship 1	4	Direct work with children
MCDP-002	Project Work -2/ Internship 2	4	Direct work with children

As explained earlier, in IGNOU terminology, one credit is equivalent to 30 hours of the learner's study time. So a 6 credit Course should take you 180 study hours to complete. This includes the time taken for you to understand the print material, view and listen to the related video and audio programmes, attend counseling sessions and complete the practical work related to the Course. Thus the entire Programme is worth $40 \times 30 = 1200$ hours of your study time. Of course, you must bear in mind that this is an average estimate.

Course wise Details

A brief description of the Courses is given in this Section. The Block and Unit titles for theory Courses have been listed.

Course 1 (6 Credits): MCD-001 Development Of The Child: Birth To Eight Years

To foster the development of children, it is important to understand how children develop from one year to the next. The years between birth and eight years have been divided into four age groups – birth to 12 months (the first year), 13 months – 36 months (between 1 and 3 years), 37 – 72 months (between 3 and 6 years) and between 6 and 8 years. For each age group, children's development related to physical, motor, language, cognitive, social and emotional domains has been described. This content has been described in six Blocks of this six credit Course.

Block 1 Introduction to Child Development

- Unit 1 The Experience of Childhood
- Unit 2 Basic Concepts in Child Development
- Unit 3 Principles of Child Development

Block 2 Physical, Motor and Sensory Development

- Unit 4 Prenatal development and Care
- Unit 5 Physical, Motor and Sensory Development of the Neonate
- Unit 6 Physical, Motor and Sensory Development during Infancy and Toddlerhood
- Unit 7 Physical and Motor Development during Preschool Years
- Unit 8 Physical and Motor Development during Middle Childhood Years

Block 3 Cognitive Development – Selected Perspectives and their Implications for Teaching-Learning, Part 1

- Unit 9 Nature of Cognition and Learning
- Unit 10 Behaviorism and its implications for learning
- Unit 11 Piaget's Theory of Cognitive Development: The Sensorimotor Stage
- Unit 12 Piaget's Theory of Cognitive Development: The Preoperational Stage
- Unit 13 Piaget's Theory of Cognitive Development: The Concrete Operational Stage

Block 4 Cognitive Development– Selected Perspectives and their Implications for Teaching-Learning, Part 2

Unit 14 Vygotsky’s Socio-Cultural Theory of Cognitive Development

Unit 15 Implications of Theories of Piaget and Vygotsky for Learning

Unit 16 Bruner’s Discovery Approach

Unit 17 Ausubel’s Theory of Learning

Unit 18 Gardner’s Theory of Multiple Intelligences

Block 5 Socio-Emotional Development

Unit 19 Socio-Emotional Development: The Earliest Relationships

Unit 20 Development of the Self

Unit 21 Socialization in the Family

Unit 22 Children’s Emotions and Friendships

Unit 23 Other Socializing Agents

Block 6 Language Development

Unit 24 Introduction to Language and its Features

Unit 25 Functions of Language in Children’s Lives

Unit 26 Structure of Language

Unit 27 Language Development During Infancy and Toddlerhood

Unit 28 Language Development During Preschool Years

Unit 29 Language Development During Middle Childhood Years

Unit 30 Growing in Multilingual Environments

COURSE 2 (6 Credits): MCD-002 Curriculum and Pedagogy for Early Years and Foundational Stage Education (Part I)

While the concepts and practice of Curriculum and Pedagogy for Early Years and Foundational Stage Education has been divided into two Courses – Course 2 and Course 3 – these two Courses are inter-related. In order to make the content accessible, the Part 1 (i.e. Course 2) focuses on the age group birth to six years (up to pre-primary years) and Part 2 (i.e. Course 3) on early primary grades (classes 1 and 2). Course 2 will familiarize you with the concept of ECCE and how as a teacher/educator you can ensure that children in early childhood years be offered a stimulating learning environment and opportunities that promote their development across all the developmental domains. The Course will provide learning experiences that will prepare the learners for effective participation in

different areas of Early Childhood Care and Education and Foundational Stage Education in varied contexts such as crèches and preschools. However, many of the concepts discussed in this Course as well as the learning experiences described are applicable for education in early primary grades as well.

Block 1 Introduction to ECCE and Foundational Stage Education

- Unit 1 Needs and Rights of Children
- Unit 2 Nature and Significance of Service Provision during Early Childhood Years
- Unit 3 Provisions for the Young Child in Indian Governments' Policies, Plans and law
- Unit 4 ECCE in India – A Critical Appraisal
- Unit 5 ECCE – Global Perspectives
- Unit 6 Organizations for Children

Block 2 The Basis of Learning

- Unit 7 Understanding Play
- Unit 8 The Importance of Play in Development
- Unit 9 Educational Tenets of Some Pioneers in ECCE – Part 1
- Unit 10 Educational Tenets of Some Pioneers in ECCE – Part 2
- Unit 11 Developmentally Appropriate Practice

Block 3 Early Stimulation and Play Activities for Children up to Three Years

- Unit 12 Interaction, Early Stimulation and Play during the First Six months
- Unit 13 Early Stimulation and Play Activities during Seven to Twelve Months
- Unit 14 Stimulation and Play Activities During Toddlerhood

Block 4 Foundational Stage Education: Methods and Materials: Part 1

- Unit 15 Outdoor and Indoor Play
- Unit 16 Developing Sensory and Cognitive Abilities
- Unit 17 Exploring the Environment
- Unit 18 Strengthening Oral Language
- Unit 19 Supporting Development of Early Literacy

Block 5 Foundational Stage: Methods and Materials: Part 2

- Unit 20 Fantasy, Dramatic Play and Story Telling
- Unit 21 Story Narration and Supports for Story Telling

Unit 22 Music and Movement Activities

Unit 23 Art Activities

Unit 24 Nurturing Creativity

Block 6 Curriculum Planning and Evaluation (Content will include that this is up to classes 1 and 2)

Unit 25 Curriculum: Its Elements and Features

Unit 26 Planning Long Term and Short Term Goals

Unit 27 Thematic Approach to Curriculum Planning

Unit 28 The Emergent Curriculum

Unit 29 The Project Approach in ECE Curriculum

Unit 30 Planning Weekly and Daily Schedule

Unit 31 Evaluating Children's Learning and Progress

COURSE 3 (6 Credits): MCD-003 Curriculum and Pedagogy of Early Years and Foundational Stage Education (Part 2)

Through this Course you will come to know about the curriculum and pedagogy of early years and foundational stage education, which enables you to plan and implement day-to-day play-based learning experiences for children in grades 1 and 2. The curriculum of early primary classes focuses on language and mathematics, and the teaching of environmental studies through the language and mathematics curriculum. Accordingly, the focus of this Course is on enabling the learner to develop the competencies to implement meaningful teaching practices related to literacy, mathematics and environmental studies. Special emphasis has been laid on explaining how curricular and pedagogical continuity can be maintained between pre-primary and early primary classes.

Block 1 Curriculum and Pedagogy for Language and Literacy -Part 1

Unit 1 Introduction to Language Skills

Unit 2 Traditional Approaches to Teaching Reading and Writing

Unit 3 Contemporary Approaches to Teaching Reading and Writing

Unit 4 Language and Literacy Experiences in Preschools and Schools in India: A Critical Appraisal

Unit 5 Language Learning Environment: Meaning, Significance and Key Principles

Block 2 Curriculum and Pedagogy for Language and Literacy -Part 2

Unit 6 Creating Language Learning Environment

Unit 7	Planning and Implementing Oral Language Activities and Experiences
Unit 8	Planning and Implementing Reading Activities (Phonics Instruction)
Unit 9	Planning and Implementing Balanced Reading Activities
Unit 10	Planning and Implementing Writing Activities
Unit 11	Introducing English to Young Children
Block 3	Curriculum and Pedagogy for Mathematics - Part 1
Unit 12	Mathematics Around us and its Nature
Unit 13	Developing Number Sense
Unit 14	Developing Concepts of Space and Shape
Unit 15	Development Concepts to Measure
Unit 16	Learning to Add and Subtract
Block 4	Curriculum and Pedagogy for Mathematics - Part 2
Unit 17	Learning to Handle Data
Unit 18	Developing Abilities to Estimate
Unit 19	Understanding and Making Patterns
Unit 20	Building an Engaging Learning Classroom
Unit 21	Language in Mathematics
Block 5	Curriculum and Pedagogy for Learning about the Environment Part 1
Unit 22	Understanding the Environment and Environmental Studies
Unit 23	Understanding the Child as Learner of EVS
Unit 24	Developing Process Skills in Children
Unit 25	Developing Conceptual Knowledge and Values in Children
Block 6	Curriculum and Pedagogy for Learning about the Environment - Part 2
Unit 26	Approaches to EVS Curriculum Planning
Unit 27	Transacting EVS in the Classroom and Beyond – 1
Unit 28	Transacting EVS in the Classroom and Beyond – 2
Unit 29	EVS through Language and Mathematics
Unit 30	Assessment of Children’s Learning in EVS

COURSE 4 (4 Credits): MCD-004 - Organization and Management of Early Years Education Programmes

This Course is concerned with the ‘Organization and Management of Early Years and Foundational Stage Education Programmes’ and offers a holistic understanding of various concepts and techniques, through numerous practical examples, that will help one to ensure effective planning, execution, implementation, and assessment of programmes in ECCE centre or primary school. This includes planning of physical space, materials and equipment, principles of management as applied to and early years education programme, and strategies of community involvement.

Block 1 Planning the Physical Environment

- Unit 1 Developmentally Appropriate Indoor Physical Environment for Pre-schoolers
- Unit 2 Developmentally Appropriate Physical Indoor Environments for Infants
- Unit 3 Developmentally Appropriate Indoor Physical Environments for Toddlers
- Unit 4 Organizing the Learning Space and Materials in Early Primary Classrooms
- Unit 5 Organizing the Outdoor Environment
- Unit 6 Evaluation of ECCE Centre

Block 2 Managing Early Years Education

- Unit 7 Basics of Management
- Unit 8 Obtaining Funds and Formulating the Budget
- Unit 9 Personnel of ECD Centre
- Unit 10 Responsive Caregiving and Positive Emotional Environment
- Unit 11 A Case Study: ICDS
- Unit 12 A Case Study: Mobile Crèches
- Unit 13 A Case Study: Early Primary Education

Block 3 Working with the Parents and the Community

- Unit 14 Involving the Parents and the Community
- Unit 15 Concept of Communication
- Unit 16 Some Methods of Communication
- Unit 17 Some Strategies of Communication
- Unit 18 Some Communication Aids
- Unit 19 Some Themes and Messages in ECCE

COURSE 5 (4 Credits): MCD-005 Disability and Inclusion

Through this Course you will come to know about the meaning of disability, the changing approaches towards disability, types of disabilities, their causes, the measures for prevention, specific policy provision and legislation to promote participation of persons with disabilities in the social, economic, cultural and political life of the society. Reading through this Course will enable you to be alert to early symptoms indicative of disability, to be able to provide meaningful learning experiences to children with disabilities within the setting of the preschool/early primary grades, to take preventive action and strengthen your skills of interacting with the community.

Block 1 Accepting and Understanding Disability

- Unit 1 Understanding Disability and Children with Disabilities
- Unit 2 Types of Disabilities
- Unit 3 The Child with Disability, the Family and the Society
- Unit 4 Early Intervention, Service Delivery Model and Referral
- Unit 5 Inclusion: Significance and Practice

Block 2 Practices for Inclusive Learning and Education

- Unit 6 Working with Children with Intellectual Disability
- Unit 7 Working with Children with Physical Impairment
- Unit 8 Working with Children with Behaviour Difficulties
- Unit 9 Working with Children with Visual Impairment
- Unit 10 Working with Children with Hearing Impairment

Block 3 Creating Learning Environments

- Unit 11 Assessment and Programme Planning
- Unit 12 Inclusion of Children with Diverse Learning Needs
- Unit 13 Barrier Free Environment for Persons with Disabilities
- Unit 14 Positive Attitudes and Networking
- Unit 15 Government Policies and Legislations

COURSE 6 (6 Credits): MCDL-001 Supervised Practicum

This Course consists of the Practical Activities that you are expected to carry out towards the successful completion of the Post Graduate Diploma. The Practical Activities are related to the theory syllabus of Course 1, 2, 3, 4 and 5. Doing these Practical Activities will help to clarify your understanding of the theoretical concepts explained in the five

theory Courses of this PG Diploma. These are field based Practical Activities where you will be taking observations, conducting interviews, reviewing print media articles etc. These activities will provide you opportunity to interact with children, their family members, their teachers and other functionaries associated with a preschool/primary school. These are not lab-based practical activities. You have to perform the specified activities under the overall guidance and supervision of the Academic Counselor at the Study Centre. Further details regarding the Supervised Practicum are stated in the Practical Manual as well as in the Section ‘Evaluation’ further in the Programme Guide.

Course 7 (4 Credits): MCDP-001 Project Work -1/ Internship 1

The Project Work 1/Internship 1 is the seventh Course of this Post Graduate Diploma Programme. Through this Course you will be able to get hands-on experience and the “feel” of working with children in a preschool setting. Details regarding the Project Work/Internship are stated in the Project Work/Internship Manual 1. However, some salient information about carrying out the Project Work is provided further in the next paragraph, in Box 1 and also in the ‘Evaluation’ section 4 of this Programme Guide.

Broadly, you have to identify a preschool that follows the play-and-activity based approach. To help you to do this, checklists have been given in the Project Manual 1 which will help you to identify an appropriate school. You can also take the support of the Academic Counselor at the Study Centre to identify the preschool. However, the identification of the pre-primary school/ nursery school/ preschool is your responsibility. You have to work with one group/class of preschool children for 20 working days totaling 120 hours of work and carry out observations and play activities with the children there, under the guidance and supervision of pre-primary teacher there, as per the guidelines given in the Project Manual 1. Attending the counseling sessions related to this Course will help you to sort out doubts and challenges in carrying out the project work/internship by discussing the various aspects with the Academic Counselor. The pre-primary teacher will provide day-to-day guidance.

COURSE 8 (4 Credits): MCDP-002 Project Work -2/ Internship 2

The Project Work 2/ Internship 2 is the eighth Course of this Post Graduate Diploma. This component will provide the learner hands-on experience of working with children in early primary grades (classes 1 and 2). Details regarding the Project Work/Internship are stated in the Project Work/Internship Manual 2. However, some salient information about carrying out the Project Work is provided further in the next paragraph, in Box 1 and also in the ‘Evaluation’ section of this Programme Guide.

As in Internship 1, you have to identify a primary school and work with one group/section of children in Class 1/ Class 2 for 20 working days totaling 120 hours, under the guidance and supervision of primary teacher there, as per the guidelines given in the Project Work Manual 2.

You can also take the support of the Academic Counselor at the Study Centre to identify the preschool. However, the identification of the primary school is your responsibility. Attending the counseling sessions related to this Course will help you to sort out doubts and challenges in carrying out the project work/internship by discussing the various aspects with the Academic Counselor. The primary teacher will provide day-to-day guidance.

Some Important and Useful Instructions for Project Work/Internship 1 and 2

Given below are some important and useful instructions for Project Work/Internship 1 and 2. So read them carefully.

- For the duration of the Project Work, you have to work under the Supervision of the teacher of the Nursery School/Primary school which you have identified for the Project Work. This person is referred to as the ‘Guide’.
- You would be interacting with your Guide daily during your placement because of her significant role. The Guide would approve your play and learning activities before you carry them out in the preschool or with children in early primary grades (classes 1 and 2), observe you as you carry out the play activities and, subsequently, give you feedback. She will also guide you in terms of writing the Report of each play activity. She will be evaluating your play activities as well and giving marks.
- There will also be an Academic Counselor with whom you can interact with regard to the Project Work. The Counselor will be available on the dates as would be given to you in the counseling schedule. However, interacting with the Counselor is optional. You may wish to go to her/him for further guidance or if there are some problems which neither you nor your Guide are able to solve.

**FOR ALL DETAILS REGARDING PROJECT WORK, PLEASE REFER
TO THE PROJECT MANUAL**

6. DELIVERY SYSTEM

The PGDECFE programme is delivered as a continuous programme of one year duration starting from the beginning of the relevant academic session (July or January of a particular year). Different divisions of the IGNOU are involved in delivering the programme – supplying/dispatching the materials, providing student support services / facilities, conduct of examinations and certification. In case you face any problem/difficulty at any stage, you can contact the following support division / centre.

Whom to Contact for What?

- For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms (if applicable), non-receipt of study material contact the concerned Regional Centre.

- For assignments, you can download from IGNOU website: www.ignou.ac.in at students' zone.
- For non-reflection of assignment marks in your grade card, contact the Regional Director of the concerned Regional Centre and Asstt. Registrar (Assignments), Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110068. (Email: assignments@ignou.ac.in).
- For queries relating to examination, date-sheet, result, early declaration of results, transcripts, rechecking, grade card & provisional certificate (GCPC), you can contact Dy. Registrar (Examination-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068.
- For Original Degree/Diploma and Convocation, contact your Regional Centre.
- For student grievances, register your grievance in the 'IGNOU Grievance Redress and Management (iGRAM)' portal at <https://igram.ignou.ac.in/>
- For the schedules of counseling, feedback on assignment responses contact the Coordinator of the concerned Study Centre.
- Please check IGNOU website at frequent intervals for updates.

7. OPERATIONAL SCHEDULE

- I. Operational Schedule for the Students enrolled for the **July Session**
 - o **September - October:** Dispatch of the self-learning materials
 - o **31st March of subsequent year:** Submission of Term-end Examination Form (Online) and Assignments (at the Study Centre).
 - o **June of subsequent year:** Term-end Examinations: Completion of the Programme.
 - o Issue of Grade Card & Provisional Certificate (GCPC) (by post)
 - o Award of Original Diploma (In the Convocation)
- II. Operational Schedule for the Students enrolled for the **January Session**
 - o **March - April:** Dispatch of the self learning materials to the students.
 - o **30th September of that year:** Submission of Term-end Examination Form (Online) and Assignments (at the Study Centre).
 - o **December of that year:** Term-end Examinations – **Completion of the Programme.**
 - o Issue of Grade Card & Provisional Certificate (GCPC) (by post)
 - o Award of Original Diploma (In the Convocation)

This is the schedule if you want to complete the programme in one year. However, if due to any unavoidable reasons, you are unable to complete the programme within one year, please do not feel tense and worry about it. You can complete the programme in a duration of up to 3 years. There is flexibility in assignment submission and taking of term-

end examination, as explained further, that enables you to complete the programme in the subsequent session(s), but within the maximum period of three years.

If you could not complete assignments or examinations of any Course in one year, then you can complete them in the next session.

The assignments for theory Courses are uploaded once on the University website in January of the particular year and these assignments are valid for the two admission cycles/ admission session of that year – January and July. In case you miss to submit your assignment by the last date of assignment for the session for which you are enrolled, you have to do the assignments meant for the next year. This means that if you are enrolled in January 2023 session and you miss to submit the assignment till 30th September 2023, you would need to take the next assignment for January/July 2024 session which will be uploaded on the University website in January 2024. Similarly, if you are enrolled in July 2023 session and miss to submit the assignment till 31st March 2024, you would need to take the next assignment for January/July 2024 session which will be uploaded on the University website in January 2024.

You may appear for term-end examination of one or more Courses at a time. Please note that normally examinations in all the five Courses will be held two times every year - June and December. However, in the first year of admission you can take the examination for any or all Courses only after one year. This means that if you have enrolled for January 2023 session, you can take TEE for the first time in December 2023. After that, you can take the examination in June and/or December of each year, till your registration remains valid. So in the three year period, which is the maximum duration of the programme, you have 5 opportunities to sit for the examination.

8. Evaluation

The evaluation methodology of Theory, Practicum and Project Work has been discussed separately.

8.1 Evaluation of Theory Courses

The evaluation for theory courses comprises two aspects:

- a) Continuous Evaluation – one compulsory assignment for each theory Course
- b) Term-End Examination (TEE) – one for each theory Course

You are required to score at least 40% marks in both continuous evaluation (assignments) as well as Term End Examination of each Course separately. In the final result all the assignments of a Course carry 30% weightage, while 70% weightage is given for Term End Examination.

8.2 Evaluation of Supervised Practicum

There will be two levels of evaluation of the Supervised Practicum:

- a) Evaluation of Practical File at the Study Centre

b) Evaluation of Practical File at the IGNOU Headquarters

The evaluation at the Study Centre will be done by Academic Counsellors and the evaluation of practical record at the IGNOU will be done by the faculty of Child Development of the School of Continuing Education of IGNOU at Maidan Garhi, New Delhi or by a panel of experts identified by them.

The evaluation at the Study Centre is referred to as 'Continuous Evaluation' and evaluation of Project File at headquarters is referred to as 'Term End Evaluation'. Both components of evaluation – at the Study Centre and at IGNOU headquarters comprises 50 per cent of the total weightage for the Practical Work. To successfully complete the Practical Course, you must score at least 40 per cent marks, separately with respect to evaluation by the Counselor at the Study Centre as well as evaluation of Practicum File at IGNOU.

If you do not score 40% marks in either of these two components, you will have to do the Supervised Practicum again. The University also reserves the right to moderate the marks you receive for continuous evaluation of your Practical work by the Academic Counselor, if it is so required. Further details about the evaluation of the Supervised practicum have been explained in the Practical Manual.

8.3 Evaluation of Project Work 1 and 2 / Internship 1 and 2

If you wish to complete this Postgraduate Diploma Programme in one academic year, then you are required to finish your Project Work 1 and 2 / Internship 1 and 2, and submit both Project Files (for Project Work 1/Internship 1 and Project Work 2/Internship 2) latest by 15th December of that year in case you have registered in January Session. However, if you wish to take longer than one year to complete this PG Diploma, you may choose to do the Project Work in the subsequent years, in the three year period. What you have to remember is that your Project File must reach IGNOU latest by 15th December of your third year of enrolment.

There will be two levels of evaluation of your Project Work:

- a) On-the spot evaluation by the Guide (i.e. the nursery teacher/primary teacher) of each activity that you conduct.
- b) Evaluation of the Project File containing Activity Plans and Reports of all the activities. This will be done by the faculty of Child Development of the School of Continuing Education of IGNOU at Maidan Garhi, New Delhi or by a panel of experts identified by them.

Project Work/ Internship is an integral part of this PG Diploma Programme and it is essential to score 40% in Project Work/Internship separately in the evaluation by the Guide (i.e. the nursery teacher/primary teacher) and evaluation at IGNOU for successful completion of the Programme of Study. Successfully completing this component is essential for award of this PG Diploma.

The Table 1 below summarizes the evaluation methodology for the Theory, Supervised Practicum and Project Work/Internship with minimum qualifying marks as 40% in each component.

Table 1: Evaluation Methodology for the Theory, Supervised Practicum and Project Work/Internship

Courses	Continuous Assessment		Term End Examination	
	Component	Weightage	Component	Weightage
MCD-001 MCD-002 MCD-003 MCD-004 MCD-005	Assignment	30 %	Paper and pencil subjective type Examination in exam centre	70 %
MCDL-001	Evaluation of Supervised Practicum at Study Centre by Counselor	50 %	Evaluation of Practical File at IGNOU	50 %
MCDP-001	Project work/Internship 1; Evaluation by pre-primary teacher at the Pre-primary school	50 %	Evaluation of Project File 1 at IGNOU	50 %
MCDP-002	Project work/Internship 2; Evaluation by primary teacher of class 1 or class 2 at the Primary school	50 %	Evaluation of Project File 2 at IGNOU	50 %

8.4 Marking Scheme

The performance of the students will be assessed under ‘Numerical Marking Scheme’. Depending on the percentage of marks secured by a candidate, the divisions will be awarded as follows:

I Division with Distinction (if applicable)	-	75% and above
I Division	-	60% to 74.9%
II Division	-	50% to 59.9%
III Division	-	40% to 49.9%
Unsuccessful	-	Below 40%

The notional correlates of the letter grades and percentage of marks are mentioned in Table 2.

Table 2: Correlates of the Letter Grades and Percentage of Marks

Qualitative Value	Letter Grade	Percentage of Marks
Excellent	A	70
Very Good	B	60
Good	C	50
Satisfactory	D	40
Failure	E	Below 40%

8.5 Submission of File of Supervised Practicum, Project Work 1 and 2/ Internship 1 and 2

You must prepare two copies of Supervised Practicum File (MCDL-001) and each Project Work File (MCDP-001 and MCDP-002). The original copy must come to Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068, accompanied by the forms given at Annexures of the Supervised Practicum Manual and Project Work Manuals that certify that bonafide work has been done by you at the nursery school/primary school for the requisite period. Keep the second copy of the Project file with yourself for reference.

In case the Project Work 1 and 2/Internship 1 and 2 are required to be submitted online, you will be informed about the same. In case of activation of online portal for Project Work submission of Project Work 1 and 2/Internship 1 and 2, you would need to scan each page of your Project File and upload it in pdf format on the portal for submission. Remember that the each scanned page of your Project File is evaluated by your Guide at the preschool/primary school and bears the Guide's signature. You are also required to scan and upload each of the Annexures to certify that bonafide work is done by you during your Project Work/Internship at the nursery school/primary school. You will find these details in the Project Work Manual/ Internship Manual.

9. ASSIGNMENTS

Assignments are an integral and compulsory component of the instructional system and constitute a part of continuous evaluation. The purpose of 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.

You will have to do one assignment for each Course. Each assignment is of 100 marks and carries 30% weightage towards the final evaluation of the Course. You will have to work on these assignments and should submit the assignment responses to the Coordinator of the allotted Study Centre in accordance with the given assignments' submission

schedule. As explained in section titled 'Operational Schedule', irrespective of the year and session of the registration, you need to submit the latest assignments uploaded on the website. You will not be allowed to appear for the Term End Examination (TEE) for any Course if you have not submitted the specified number of assignments in time for that Course. If you appear in Term End Examination without submitting the assignments, the result of the TEE would be liable to be cancelled. Therefore, you are advised to take your assignments seriously. All the assignments are Tutor Marked Assignment (TMA) which shall be evaluated by the academic counselor. There will be one assignment for each theory Course.

Assignments are to be downloaded from IGNOU website (www.ignou.ac.in) at student's zone. Normally, the assignment marks are declared along with the Term End Exam results.

Instructions

- 1) The top of the first page of your response sheet should look like this:
 - Name:
 - Enrollment No.:
 - Programme Title:
 - Course Title:
 - Course Code:
 - Full Address:
 - Assignment Code:
 - Name of your Study:
 - Date:
 - Signature:
- 2) Use A-4 size plain or ruled paper for your responses, write on both sides with margin and tie all the pages carefully Course wise.
- 3) Write the question number with each answer. The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete assignments bring you poor grades.
- 4) You should write in your own handwriting and only handwritten assignments are accepted.
- 5) Write each assignment separately. All the assignments should not be written in continuity.
- 6) Last date for submitting the assignments for July Session is 31st March of the next year and for January Session is 30th September.

Guidelines

- 1) **Planning:** Read the assignments carefully. Go through the self learning material on which they are based. Make some points regarding each question and then rearrange these in a logical order. Do not copy your answers from the Units/Blocks
- 2) **Organization:** Be a little more selective and analytical. Give attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.
- 3) **Make sure that your answer:**
 - a) is of the approximate words as stated for each question for each question;
 - b) is logical, coherent and has clear connections between sentences and paragraphs;
 - c) is written correctly giving adequate consideration to your expression, style and presentation;
- 4) **Presentations:** Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underline the points you wish to emphasize.
- 5) **Submission:** 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.
- 6) If you do not complete the assignments according to time schedule of the relevant academic session, then you have to attempt the new assignment questions of the next session and submit the assignment responses according to the schedule of that session.
- 7) Do not copy from the response sheets of other learners. If copying is noticed, the assignments of such learners will be rejected.
- 8) Once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator.

The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him to the Student Evaluation Division at Headquarters. Score communicated by the Study Centre through any mode other than the award list will not be acceptable to the University for taking your score of assignments on your record. In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the Coordinator of your Study Centre with a request to forward correct award list to the Student Evaluation Division (SED) at the Headquarters.

Do not enclose or express doubts for clarification if any about study material or assignment along with the assignment. Send your doubts in a separate cover to the Programme Coordinator or Director of School of Continuing Education at IGNOU, Maidan Garhi, New Delhi-110068. Give your complete enrolment number, name, address, phone/mobile number, title of the Course, and the number of the Unit or the assignment, etc. on top of your letter.

We strongly advise you not to copy the assignments, Supervised Practicum and Project work from each other's work or to buy these from the Market. Use of any such unfair means will lead to your work being disqualified and you will have to do the assignment again.

10. TERM-END EXAMINATION (TEE)

The TEE is a major component of the evaluation system of theory Courses with 70% weightage for each Course in the final result. There is one term-end examination paper for each Course, i.e., you will have to clear five papers towards completing the Diploma Programme. Each paper is of three hours duration.

The terminal written examination may comprise:

- essay-type questions testing analytical and conceptual comprehension.
- case materials/problem-solving activities/practical questions.
- short answer questions and objective questions.

Learners who do not qualify in the Term End Examination can reappear in the next examination. However, you need to successfully complete all the Courses within 3 years of your registration, i.e., during the admission validity period.

The University conducts term-end examination (TEE) twice a year i.e. in June and in December of every year. **Please see the details mentioned in the section on 'Operational Schedule' to appear for TEE under each cycle.** In case you fail (less than 40%) in the TEE, you will be eligible to reappear 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 3 years.

Examination date-sheets (schedule which indicate the date and time of examination for each Course) are notified through the IGNOU website.

It is a pre-requisite to submit the online examination form with prescribed fee (revised from time to time) per Course. Only one form is to be submitted for all the Courses you are appearing in TEE. You can choose examination centre anywhere in India from the list of centres notified in the IGNOU website. The code of your chosen centre is to be filled

up as Examination Centre Code. The exam centre will be allotted on first come first serve basis. In case the sitting at the centre has exhausted you can select the alternate centre. 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 dates for submission of examination forms are given below.

For June TEE	For December TEE	Fees	Late fee	Mode of submission
1 st March to 31 st March	1 st September to 30 th September	Examination fee @ Rs.200/- per Course (revised from time to time)		Online submission www.ignou.ac.in
1 st April to 20 th April	1 st October to 20 th October		Rs.300/-	
21 st April to 30 th April	21 st October to 31 st October		Rs.500/-	
1 st May to 15 th May	1 st November to 15 th November		Rs.1000/-	

Please ensure:

- Assignment(s) as applicable for the Course(s) filled for appearing in the TEE has been submitted.
- Registration for the Course(s) is valid and not time barred.
- Minimum duration (one year) for appearing in Course(s) has been completed.

University uploads Hall Ticket / Examination Intimation Slip of the term-end examination on the University's website: www.ignou.ac.in. Students can download the same for the examination purpose from the website.

11. GENERAL INSTRUCTIONS

- A record of your progress is maintained at IGNOU, New Delhi.
- Please save all the information that University sends you and keep the Programme Guide handy.
- 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 counseling sessions as possible so as to get the best out of the programme.
- When you receive the study 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.
- Answer ‘Check Your Progress’ questions and complete ‘Activities’ given in the study materials. Please remember, the answers to them 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 to Check Your Progress questions with those given at the end of the Unit.

12. ONLINE FACILITIES

Please visit the IGNOU website (www.ignou.ac.in) from time to time for the general updates. A few important links under the site are enlisted here.

- i) **Schools of Studies:** Where you will get the information about the programmes offered by different schools. The PGDECFE programme is offered by the School of Continuing Education (SOCE).
- ii) **Students Support:** Results; download facilities for assignment, old question papers; queries about admission, registration, material despatch details, address checking, convocation; TEE date sheet; examination form; campus placement, prospectus etc.
- iii) **Divisions:** Under this section, there are links for Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
- iv) **Student Registration Division:** This link will give you information about admission.
- v) **Student Evaluation Division:** This link gives information about TEE and results.
- vi) **Electronic Media Production Centre:** You will get the information about the Interactive Radio Counseling and Teleconferencing schedules.

13. SOME FORMS FOR YOUR USE

Annexure I : List of Regional Centres of IGNOU

Annexure II : Form for Change/Correction of Address

Annexure III : Form for Non-receipt of Materials

Annexure IV : Form for Early Declaration of Result of Term End Examination

Annexure V : Form for Obtaining Duplicate Grade Card/Mark sheet

Annexure VI : Form for Issue of Migration Certificate

Annexure VII : Form for Issue of Provisional Certificate

Note: 1. Forms for Term End Examination and Re-evaluation of Result of Term End Examination are to be submitted online (www.ignou.ac.in). Please check IGNOU website for change in the format, address, mode of submission and fee (if any) before submission of the form.

Annexure -I

LIST OF REGIONAL CENTRES OF IGNOU

(Please check the respective RC website for updates on address, contact details, operational area, support services etc)

SL. NO	RC CODE	RC NAME	ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZWAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) 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	47	ALIGARH	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, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

5	13	BANGALORE	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BHAGALPUR	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755- 2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR)
8	21	BHUBANESHWAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 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)
9	06	CHANDIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 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.)

10	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd FLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI- 600035 TAMILNADU PH.OFF : 044-24312766, 24312979 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	14	COCHIN	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, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
12	46	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)
13	31	DEHRADUN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
14	07	DELHI 1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082 / 26990083 011-26058354,011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY)

15	29	DELHI 2	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376 / 23392377,011-26493257 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)
16	38	DELHI 3	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939 / 25088944 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, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM)
17	24	GANGTOK	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	04	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)
19	01	HYDERABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M-5 BLOCK, IST FLOOR MANORANJAN COMPLEX TELANGANA STATE HOUSING BOARD COMPLEX (ADJACENT TO GANDHI BHAVAN METRO STATION) MJ ROAD, NAMPALLY HYDERABAD- 500001040- Phone : 040-23117550, Mobile : 9492451812 Email : rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)

20	52	IAEP - CHANDIMANDIR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND
22	51	IAEP - KOLKATA	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP - LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND-GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeppc53@yahoo.co.in	CENTRAL COMMAND AREA
24	54	IAEP - PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102669, 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA

25	55	IAEP - UDHAMPUR	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
26	81	IAREP - SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA
27	17	IMPHAL	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 (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
28	74	INEP - KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	72	INEP - MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND

30	71	INEP - NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI – 110 066 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	73	INEP - VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND
32	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247535, 0360-2247537 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)
33	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)

34	23	JAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI)
35	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
36	37	JORHAT	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)

38	22	KHANNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632,01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
39	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
40	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
41	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793, 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)

43	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
44	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
46	39	NOIDA	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)
47	08	PANAJI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315,0832-2414552 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)

48	05	PATNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 rcepatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
51	50	RAGHUNATHGANJ	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)

53	42	RAJKOT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	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 KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR)
55	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271, 0364-2252252 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
56	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612,0177-2620125 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)

57	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C.BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258, 0194-2421506 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	40	TRIVANDRU M	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM - 695 017 0471-2590300 / 2590600 0471-2590700 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
60	48	VARANASI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
61	83	VATAKARA	IGNOU REGIONAL CENTRE VATAKARA KERALA	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAG OD WAYANAND)

62	33	VIJAYAWADA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
63	84	VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR, VUDA COMPLEX SECTOR-12, MVP COLONY, USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM SRIKAKULAM, YANAM) (PUDUCHERRY, UT)

FORM FOR CHANGE/CORRECTION OF ADDRESS

(Through Concerned Regional Director)

Enrolment No.

Programme

Name (in CAPS)

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

City_____Pin_____

City_____Pin_____

State_____

State_____

Signature of Student

(You are advised to use the photocopy of this proforma)

FORM FOR NON-RECEIPT OF MATERIALS

The Regional Director
Concerned Regional Centre
.....

Subject: Non-receipt of Study Material

Enrolment No.

Programme Medium of Study.....

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

<u>Sl.No.</u>	<u>Course Code</u>	<u>Blocks</u>
---------------	--------------------	---------------

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

Name and Address	Signature.....
.....	Date
.....	
.....	

1. For Official Use

Date of dispatch of study material to student

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

**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 Code: Enrol.No:
3. Address:
- Pin
4. Contact No: (Mobile No.) Landline
5. Reason for early declaration of result:
(Enclose a copy of the documentary evidence specifying the reason for early declaration)
6. Courses(s) detail for early evaluation:-
- | S. No. | Course Code | Date of Examination |
|--------|-------------|---------------------|
| 1. | ----- | ----- |
| 2. | ----- | ----- |
| 3. | ----- | ----- |
| 4. | ----- | ----- |
7. Exam. Centre details, from where you have to appear at Term-end Examination:
Exam. Centre Code: Address of Exam. Centre:
8. **Fee detail:** - (The fee for early declaration of result is Rs. 1000/- per Course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)
- No. of Course(s): X Rs. 1000/- or = Total Amount:
- Demand Draft No.: Date:
- Issuing Bank:

Date:

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

S.No.	Address of Evaluation Centre	Jurisdiction (All Examination centres under the following Regional centres)
1	Regional Director / In-charge IGNOU Regional Evaluation Centre 3rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal -462016 (Madhya Pradesh) Ph: 0755-2570517, 2578455, 2578452 evaluationbhopal@ignou.ac.in	Bhopal, Jabalpur, Raipur, Ahmadabad, Rajkot, Nagpur, Pune
2	Regional Director / In-charge IGNOU Regional Evaluation Centre C/1 Institutional Area, Bhubaneshwar-751013 (Odisha) Ph: 0674-2300650; evaluationbhubaneswar@ignou.ac.in	Kolkata, Koraput, Raghunathganj, Ranchi, Bhuvneshwar, Visakhapatnam and Deogarh
3	Dy. Registrar IGNOU Evaluation Centre - Delhi Block-5, IGNOU, MaidanGarhi, New Delhi-110068 Ph: 011-29533565, 011-29571501; evaluationdelhi@ignou.ac.in	Delhi-1, Delhi-2, Delhi-3, Noida, Jaipur, Jodhpur
4	Regional Director / In-charge IGNOU Regional Evaluation Centre Kaloor, Kochi - 682 017 (Kerala) Ph: 0484-2337028, 2337038 evaluationkochi@ignou.ac.in	Vijayawada, Kochi, Bangalore, Chennai, Bijapur, Hyderabad, Madurai, Mumbai, Panaji, Port Blair, Tiruvananthapuram, Vatakara.
5	Dy. Registrar IGNOU Regional Evaluation Centre 5-C/Ins-1, Sector-5, VrindavanYojna, Telibagh, Lucknow-226029 (U.P) Ph: 0522-2442898 evaluationlucknow@ignou.ac.in	Aligarh, Chandigarh, Dehradun, Jammu, Srinagar, Karnal, Khanna, Shimla, Lucknow, Varanasi
6	Regional Director / In-charge IGNOU Regional Evaluation Centre NEHU Campus, Umshing Shillong – 793022 (Meghalaya) evaluationshillong@ignou.ac.in	Agartala, Aizwal, Gangtok, Guwahati, Itanagar, Imphal, Jorhat, Shilong, Kohima and Siliguri
7	Regional Director / In-charge IGNOU Regional Evaluation Centre Institutional Area, Mithapur Patna-800 001(Bihar) evaluationpatna@ignou.ac.in	Patna, Darbhanga, Saharsa, Bhagalpur



Indira Gandhi National Open University
MaidanGarhi, New Delhi-110068

FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the student:

Programme:

Enrolment No.

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

PIN:

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

Bank Draft/IPO/ No.dated Issuing Bank/ post office
.....

Date: Signature of the student

Note: Fee for duplicate grade card is Rs.400/-. Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. The duplicate grade card will be sent by Registered post.

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

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



Indira Gandhi National Open University

(To be submitted to the concerned Regional Director)

FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name
2. Father's Name
3. Address
4. Particulars of last examination

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

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

Draft Details

Amount Rs. _____ D.D. No. _____ Date _____
 Bank Name & _____ Place of Issue _____

1. I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect the Certificate shall be liable to cancellation by the University.

Signature of the Applicant

(To be filled in by the Regional Centre/ SE Division)

1. The information furnished by Shri/Smt./Km. _____ is correct as per Grade Card.
2. He/She may be issued the Migration Certificate applied for _____

Date _____ Dealing Assistant _____ Section Officer _____

Instructions

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

“I, _____ son/daughter of _____ resident of _____ hereby solemnly declare that the Migration Certificate No. _____ dated _____ issued to me by the _____ to enable me to join _____ University has been lost and I did not join any other University on the basis of the same nor have I submitted the Migration Certificate for joining any other University”.



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

FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme

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:

Registrar (SED)

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Date.....

.....
Signature

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)		
I. Regional Services Division Committee against Sexual Harassment (RSDCASH)		
Dr. Hema Pant, Dy. Director, RSD, Chairperson	011-29572404	drhemapant@ignou.ac.in
Category: Academic Staff Dr. Bijaya Lakshmi Mishra Dr. Moni Sahay, Assistant Director, RSD	011-29571998 011-29572403	bijayalakshmi@ignou.ac.in monisahay@ignou.ac.in
Category: Non-Academic Staff Ms. Jancy Srinivas, PS (Registrar, Admn.) Ms. Azra Arshad, EMPC (Member continuing from outgoing RSDCCASH)	011-29571401	jancys@ignou.ac.in
Category: External co-opted women member Dr. Radhika Menon, Asst. Professor Mata Sundari College, Delhi University		
II. IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Madhu Parhar, STRIDE, Chairperson	011-29572626	mparhar@ignou.ac.in
Category : Academic Staff-3, Members Prof. Neeti Agarwal, SOMS Dr. Paramita Sukla Baidya, Assistant Professor, SOTHSM Dr. Shubhangi Vaidya, Associate Professor, SOITS	011-29573020 011-29571755 011-29573377	neeti@ignou.ac.in parmitas@ignou.ac.in svaidya@ignou.ac.in
Category: Non-teaching Ms. Anita Dhall, Asst. Director, SRD Ms. Rajni Gupta, SO (Admn.) Ms. Vidya Anand, PS (SOHS)	011-29571309 011-29571422 011-29572802	anitadhall@ignou.ac.in rajnigupta@ignou.ac.in vidyaanand@ignou.ac.in
Category: Committee Members Dr. Gumeet Kaur, Assistant Professor, SOL (Continuing Member (Academic recommended)) Mr. P.T. Raveendran, Deputy Registrar (F & A Div.) (Continuing Member (Academic recommended))	011-29572984 011-29571211	gurmeetkaur@ignou.ac.in ptravindran@ignou.ac.in
Category: Student Member Ms. Bhavna Saroha, Ph.D. in Hindi		
Category: External co-opted women member Dr. Neerja Singh, Associate Professor in History Satyavati College, University of Delhi Dr. Bani Bora, (SADRAG) Social and Development Research and Action Group (SADRAG), Noida (U.P.)		
Apex Committee Against Sexual Harassment (ACASH)		
Prof. Anu Aneja, SOGDS, Chairperson	011-29571600	anuanaja@ignou.ac.in
Category: Teaching Staff Dr. Prem Eden Samdup, Associate Professor, (SOH)	011-29572770	psamdeup@ignou.ac.in
Category: Non-teaching Staff Ms. Lalita Sharma, AR (ACD)	011-29571825	lalitasharma@ignou.ac.in
Category: External co-opted women members Ms. Harshita Raghuvan, Advocate High Court Supreme Court of Delhi Prof. Jantika Dutta, Lady Irwin College (Continuing Member (Academic recommended))		
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		



Indira Gandhi National Open University

Student Satisfaction Survey

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

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

After filling cut out this questionnaire and mail it to:
 STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068