

**POST GRADUATE DIPLOMA IN
DISASTER RISK REDUCTION AND
MANAGEMENT**

**PROGRAMME
GUIDE**



School of Social Sciences
Indira Gandhi National Open University
New Delhi - 110 068

Programme Coordinator

Prof. Durgesh Nandini
Faculty of Public Administration
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

June 2024

© Indira Gandhi National Open University, 2024

All rights reserved by the University. No part of this work may be reproduced in any form by mimeograph or any other means without permission in writing from the Indira Gandhi National Open University.

Further information on the Indira Gandhi National Open University courses may be obtained from the University office at Maidan Garhi, New Delhi - 110 068 or visit the University Website at <http://www.ignou.ac.in>

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi by the Director, School of Social Sciences, Indira Gandhi National Open University, New Delhi.

Typesetting and Composition by

Printed at

CONTENTS

Particulars	Page No.
1. The University	5
2. University Rules	7
3. School of Social Sciences	9
4. Post Graduate Diploma in Disaster Risk Reduction and Management	11
5. Evaluation	23
6. Tips for Effective Learning in Open University	28
7. Placement Services	30
8. Some Useful Address	31
9. Some Forms for Your Use	33
10. Important Links/Information at a Glance	59

1 THE UNIVERSITY

The Indira Gandhi National Open University (IGNOU) is the only 'Open University in the Country to have been accredited with the highest A++ Grade by NAAC. It aims to provide educational opportunities to all those who desire higher education without being constrained by the limitations of place and time. To develop a versatile education system with an emphasis on innovation, cost-effectiveness, flexibility, universality, and societal involvement, IGNOU was established in 1985 by an Act (Act No. 50) to achieve the following objectives:

- Democratising higher education by taking it to the doorsteps of the learners,
- Providing access to high-quality education to all those who seek it irrespective of age, region, religion and gender,
- Offering need-based academic programmes by giving professional and vocational orientation to the courses, and
- Promoting and developing distance education in India.

i) **Prominent Features**

IGNOU has certain unique features such as:

- National jurisdiction with an international presence
- Flexible admission rules
- The programmes are offered in compliance with NEP 2020 Guidelines
- Individualised study: flexibility in terms of place, pace and duration of study
- Use of the latest information and communication technologies
- Nationwide student support services network
- Cost-effective programmes
- Modular approach to programmes
- The programmes follow the multidisciplinary and inter-disciplinary approach
- Resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations
- Socially and academically relevant programmes based on students' need analysis, and
- Convergence of open and conventional education systems.

ii) Important Achievements

- First Open University in the Country to have been accredited with the highest A++ Grade by NAAC.
- The emergence of IGNOU as the largest Open University in the world.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Material by Commonwealth of Learning (1999).
- Launch of a series of 24-hour Educational Channels ‘Gyan Darshan’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studios at the Electronic Media Production Centre (EMPC), IGNOU.

Regular educational broadcast with facility for live interaction:

- IGNOU has been entrusted with the responsibility of National Coordinator for the Swayam Prabha Project for four channels (CH 17 to 20). These channels broadcast the recorded videos as well as live telecasting of IGNOU programmes on a 24x7 basis.
- Largest network of learning support systems.
- IGNOU has been exempted from the applicability of UGC (Open and Distance Learning Programme and Online Programme) Regulations, vide Letter No. F. No. 1-8/2019 (DEB-I) dated 9th August 2019 & F. No. 2-/2019 (OL) dated 17th March 2020 (<http://ignou.ac.in/userfiles/Exemption%20from%20UGC%20regulations.pdf>).

The Degrees/ Diplomas/ Certificates awarded by IGNOU are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with the corresponding Degrees/ Diplomas/ Certificates issued by all Indian Universities/ Deemed Universities/ Institutions etc. The UGC Notification No. F. 1-1/2020(DEB-I) dated 4th Sept., 2020 regarding recognition of Degrees and Certificates acquired through ODL mode states, “22. *Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online modes.— Degrees at undergraduate and postgraduate levels in conformity with UGC notification on Specification of Degrees, 2014 and postgraduate diplomas awarded through Open and Distance Learning mode and/or Online mode by Higher Educational Institutions, recognised by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post-graduate diplomas offered through conventional mode*”.

Compiled, Composed and Vetted by: Student Registration Division.

2 UNIVERSITY RULES

i) **Open Access**

Access to programmes is open to all, subject to fulfilment of minimum eligibility criteria. In this context, check more details on Admission Portal for ODL Programmes: <https://ignouadmission.samarth.edu.in/>

ii) **Scholarships**

The learners enrolled in IGNOU are eligible for Government of India Scholarships. They are advised to visit the National Scholarship Portal of the Government of India <https://scholarships.gov.in/> and submit their application online. For further details students may contact at the headquarters, Student Service Centre can be contacted for details. Students belonging to the Scheduled Caste category and Scheduled Tribe category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship.

iii) **Scheme of Fee Support to SC/ST Students**

The University provides exemption of programme fees to students from the SC/ST category as per its policy. The policy is reviewed for every admission cycle. Students are advised to visit the University website or contact the Regional Centre to know about the latest provisions. The exemption, if admissible, will be allowed for one programme only.

The following SC and ST students are not eligible for fee exemption:

- Who are employed, OR
- Who are availing any kind of fellowship or fee exemption from other agencies, OR
- Whose Parents'/ Guardians' income from all Sources exceeds Rs 2.5 lakhs during the financial year as per Government of India norms.

The applicants should submit an income certificate issued by an Authorised Government Agency while taking admission. The exemption of fee is confined to the extent of the Programme Fee mentioned in the Prospectus. The students belonging to these categories will have to pay late fees (if any), Term-End Examination Fee, convocation fees, Registration fees, etc. since these are not exempted under this Scheme.

iv) **Cut Off Dates**

Please check the admission advertisement on the IGNOU Website (www.ignou.ac.in) for the last date for submission of admission forms for the July & January admission cycles.

v) **Validity of Admission Lists**

Candidates who are offered admission have to join on or before the due date 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.

Important Link

Portal (after admission): <https://ignou.samarth.edu.in/>

All students are advised to register on the Student Portal after confirmation of their admission and create their Student Account. They are also advised to create their Academic Bank of Credit (ABC) Account for which a link is provided in the student account.

vi) **Simultaneous Registration**

As per the University policy, a student is allowed to pursue two academic programmes simultaneously through ODL / Online mode, as per the illustration given below.

One Certificate Programme with any other Programme	Admission to both programmes can be taken in the same admission cycle
One UG + One PG Programme*	Admission has to be taken in two different admission cycles *Admission can be taken ONLY in specified Programmes. Details are available on the IGNOU website.
Two UG Programmes*	
Two PG Programmes*	

Certain programmes are not allowed under simultaneous registration. Students are advised to visit the following link for more details: <http://www.ignou.ac.in/userfiles/Notification%20Simultaneous%20programs%202-9-2022.pdf>

There will be no change in the counselling/assignment submission/examination schedule in case the dates for the above clash with the programmes in which a student has been admitted.

vii) **Re-Registration**

Re-registration means registration in the next semester/year of a Programme, wherever applicable. Learners are advised to submit the Re-Registration (RR) forms online on the web portal www.ignou.ac.in. as per the schedule being notified by the University from time to time, irrespective of the fact that whether the learners appeared in the examination or not or whether they passed or not in the course(s) registered in the

current academic session. If the Re-Registration in any of the programmes is not available online or for any other reason as specified by the University, Learners should submit their RR forms at the respective Regional Centre ONLY and nowhere else. If any student submits the Offline Re-Registration Form at any other Regional Centre than the allocated Regional Centre and consequently misses the scheduled date and a semester/ year, he/she will have no claim on the University for regularisation. International students of the University pursuing their programme from India are also advised to submit registrations form online. Offline forms, if any, may be submitted to the International Division of the University.

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

To develop interdisciplinary programmes, the University operates through its 21 Schools of Study. Each School is headed by a Director who arranges to organise its academic programmes and courses in coordination with the School faculty and staff, and different academic, administrative and service divisions of the University. The emphasis is on providing a wide choice of courses at different levels.

The PGDDRRM Programme is being offered by the Faculty of Public Administration, School of Social Sciences.

3 SCHOOL OF SOCIAL SCIENCES

The School of Social Sciences has eight disciplines namely Economics, History, Library and Information Science, Political Science, Public Administration, Sociology, Anthropology and Psychology. The School is engaged in planning and development of academic programmes at the degree, diploma and certificate levels. It is actively involved in the preparation of audio/video programmes and conducting research.

The School offers the following programmes:

i) Research Degree Programmes

- Doctor of Philosophy in Anthropology (PHDAN)
- Doctor of Philosophy in Economics (PHDEC)
- Doctor of Philosophy in History (PHDHIS)
- Doctor of Philosophy in Library & Information Science (PHDLIS)
- Doctor of Philosophy in Political Science (PHDPS)
- Doctor of Philosophy in Psychology (PHDPC)
- Doctor of Philosophy in Public Administration (PHDPA)
- Doctor of Philosophy in Sociology (PHDSOC)

ii) Master's Degree Programmes

- Master of Arts (Anthropology) (MAAN)
- Master of Arts (Economics) (MAEC)
- Master of Arts (Gandhi and Peace Studies) (MGPS)
- Masters of Arts (History) (MAHI)
- Master of Library and Information Sciences (MLIS)
- Master of Arts (Political Science) (MPS)
- Master of Arts (Psychology) (MAPC)
- Master of Arts (Public Administration) (MPA)
- Master of Arts (Sociology) (MSO)

iii) Post Graduate Diploma Programmes

- Post Graduate Diploma in Disaster Risk Reduction and Management (PGDDRRM)
- Post Graduate Diploma in Disaster Management (PGDDM)
- Post Graduate Diploma in Gandhi and Peace Studies (PGDGPS)
- Post Graduate Diploma in Library Automation and Networking (PGDLAN)
- Post Graduate Diploma in Mental Health (PGDMH)

iv) Post Graduate Certificate Programme

- Post Graduate Certificate in Gandhi and Peace Studies (PGCGPS)

v) Bachelor's Degree Programme

- Bachelor of Library and Information Science (BLIS)

vi) Bachelor's (Honours) Degree Programmes

- Bachelor of Arts (Honours) Anthropology (BSCANH)
- Bachelor of Arts (Honours) Economics (BAECH)
- Bachelor of Arts (Honours) History (BAHIH)
- Bachelor of Arts (Honours) Political Science (BAPSH)
- Bachelor of Arts (Honours) Psychology (BAPCH)
- Bachelor of Arts (Honours) Public Administration (BAPAH)
- Bachelor of Arts (Honours) Sociology (BASOH)

vii) Undergraduate Programme under (FYUP)

- Bachelor of Arts (BAM)

viii) **Four-Year Undergraduate Programmes**

- Bachelor of Science (Anthropology) (BSCFAN)
- Bachelor of Arts (Economics) (BAFEC)
- Bachelor of Arts (History) (BAFHI)
- Bachelor of Arts(Political Science) (BAFPS)
- Bachelor of Arts (Psychology) (BAFPC)
- Bachelor of Arts (Public Administration) (BAFPA)
- Bachelor of Arts (Sociology) (BAFSO)

ix) **Certificate Programmes**

- Certificate in Disaster Management (CDM)
- Certificate in Environmental Studies (CES)
- Certificate Programme in Library and Information Science (CLIS)
- Certificate Programme on Life and Thought of B.R. Ambedkar (CLTA)
- Certificate Programme in Peace Studies and Conflict Management (CPSCM)

4 POST GRADUATE DIPLOMA IN DISASTER RISK REDUCTION AND MANAGEMENT

i) **Introduction**

IGNOU is committed to providing quality education at low costs to those who have for some reason or the other, missed or did not get the opportunity for further studies. Keeping the heterogeneous nature and varied needs of its clientele, the University offers a range of programmes catering to human resource development as well as self-enrichment. The aim of the Post Graduate Diploma in Disaster Risk Reduction and Management is to provide comprehensive knowledge to the learners on disaster preparedness, mitigation, and rehabilitation. It will enable the learners to equip themselves with disaster response techniques, risk assessment and vulnerability analysis, communication skills, and skills about emergency medical requirements.

Programme Code:	PGDDRRMM
Educational Qualification:	Bachelor's Degree in any subject
Duration:	- Minimum: 1 year - Maximum: 3 years
Academic Session:	- July to June - January to December
Term-End Examination:	-June -December

ii) **Eligibility**

Following the University's general policy of 'openness' and 'flexibility' vis-a-vis eligibility criteria, all graduates are eligible for admission. There is no admission test.

iii) **Duration**

The Programme can be completed in a minimum period of one year and a maximum period of three years.

iv) **Medium**

The programme is available in **English and Hindi Medium**.

v) **Credit System**

The Courses in the PGDDRRM Programme are based on credits, that is **40 Credits Programme**. Each credit in our system is equivalent to 30 hours of learner study comprising all learning activities (i.e., reading and comprehending the print material, listening to the audio, watching the video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic effort he/she has to put in, to complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the Assignments, Internship/ Project and Term-End Examination as per the requirement of each Course in a Programme.

vi) **Courses in the PGDDRRM Programme**

Course Code	Name of the Course	No. of Credits
SEMESTER - I		
MPA 031	Physical Geography	04
MPA 032	Ecology and Environment	04
MPA 033	Introduction to Disaster Management	04
MPA 034	Disaster Vulnerability and Risk Assessment	04
MPA 035	Research Methodology and Ethics	02
MPA 036	Geoinformatics in Disaster Management	04
SEMESTER - II		
MPA 037	Occupational Health and Safety Management	04
MPA 038	Pandemic Preparedness and Response	04
MPA 039	Health Emergencies and Disaster Management	04
MPA 040	Reconstruction, Rehabilitation and Recovery	04
MPAP- 031	Project Report/Internship	02
Total Credits		40

MPA-031 PHYSICAL GEOGRAPHY

(Credits: 04)

Block 1: Geomorphic Processes

- Unit 1 Interior of the Earth: Structure and Composition
- Unit 2 Continental Drift, Mountain Building and Plate Tectonics
- Unit 3 Endogenetic Forces
- Unit 4 Exogenetic Processes
- Unit 5 Fluvial Karst and Glacial Landscapes
- Unit 6 Aeolian and Coastal Landscapes

Block 2: Atmospheric Processes

- Unit 7 Composition and Structure of the Atmosphere
- Unit 8 Insolation and Atmospheric Temperature
- Unit 9 Global Distribution of Surface Pressure Systems and Winds
- Unit 10 Humidity and Precipitation
- Unit 11 Fronts and Cyclones
- Unit 12 Climatic Classification

Block 3: Oceanic Processes and Circulations

- Unit 13 Ocean Floor and Relief Features
- Unit 14 Distribution of Temperature and Salinity in the Oceans
- Unit 15 Tides and Currents
- Unit 16 Oceanic Hazards

MPA-032 ECOLOGY AND ENVIRONMENT

(Credits: 04)

Block 1: Introduction to Ecology and Environment

- Unit 1 Concept of Ecology
- Unit 2 Concept of Environment
- Unit 3 Relationship between Ecology and Environment
- Unit 4 Historical Trajectories of Environment Exploitation

Block 2: Issues and Concerns of the Environment

- Unit 5 Law, Policy and Environment
- Unit 6 Socio-economic Issues
- Unit 7 Environmental Ethics and Role of Civil Society

Block 3: Climate Change

- Unit 8 Concept of Climate Change
- Unit 9 Issues and Challenges
- Unit 10 Climate Change: Way Forward

Block 4: Sustainable Development

- Unit 11 Concept and Nature of Sustainable Development
- Unit 12 Sustainable Development: Case Studies
- Unit 13 Sustainable Development: Challenges
- Unit 14 Policy Initiatives and Contemporary Environmental Policies

MPA-033 INTRODUCTION TO DISASTER MANAGEMENT (Credits: 04)

Block 1: Introduction

- Unit 1 Disasters: Meaning and Classification
- Unit 2 Natural Disasters and Man-made Disasters
- Unit 3 Disaster Profile of India

Block 2: Disaster Management: Concepts, Strategies, Financial Arrangements and Institutional Framework

- Unit 4 Disaster Management Cycle: Special Focus on Preparedness, Prevention and Mitigation
- Unit 5 Damage Assessment
- Unit 6 Rehabilitation, Reconstruction and Recovery
- Unit 7 Disaster Management Strategies
- Unit 8 Disaster Management: Financial Arrangements and Management
- Unit 9 Disaster Management: Act, Policy and Institutional Arrangements

Block 3: Disaster Management: Selected Case Studies

- Unit 10 Disaster Management: Case Studies of Earthquakes, Floods and Climate Change
- Unit 11 Disaster Management: Case Studies of Building Fires, Water Pollution and Biological Disasters
- Unit 12 Disaster Management: A Case Study of India

Block 4: Disaster Management to Disaster Risk Reduction

- Unit 13 Disaster Risk Reduction: Approaches and Role of Stakeholders
- Unit 14 Disaster Risk Reduction for Sustainable Development

MPA-034 DISASTER VULNERABILITY AND (Credits: 04) RISK ASSESSMENT

Block 1: Introduction

- Unit 1 Hazard, Risk, Vulnerability and Capacity
- Unit 2 Understanding Risk: Concepts, Elements and Perceptions
- Unit 3 Risk Management

Block 2: Risk Assessment and Reduction

- Unit 4 Risk Assessment
- Unit 5 Risk Analysis Techniques
- Unit 6 Climate Change Risk Assessment
- Unit 7 Participatory Risk Assessment and Reduction
- Unit 8 Mainstreaming Risk Reduction

Block 3: Hazard Vulnerability

- Unit 9 Understanding Vulnerability
- Unit 10 Vulnerability: Types and Dimensions
- Unit 11 Urban Risks and Vulnerability

Block 4: Strategic Planning for Vulnerability

- Unit 12 Application of Information and Communication Technology in Risk Assessment
- Unit 13 Strategic Planning and Development for Vulnerability Reduction
- Unit 14 Resource Analysis and Mobilisation

MPA-035 RESEARCH METHODOLOGY (Credits: 02) AND ETHICS

Block 1: Research Methodology

- Unit 1 Research: Meaning, Objectives, Types and Methods
- Unit 2 Understanding and Defining Research Problem
- Unit 3 Review of Literature and Objectives of Study
- Unit 4 Formulation and Testing of Hypotheses
- Unit 5 Research Design
- Unit 6 Sampling and Methods of Data Collection
- Unit 7 Processing and Analysis of Data
- Unit 8 Interpretation, Report Writing and Presentation

Block 2: Research Ethics

- Unit 9 Research Ethics: Definition, Moral Philosophy, Objectives, Principles, and Limitations
- Unit 10 Scientific Conduct in Research: Intellectual Honesty, Integrity, and Scientific Misconduct
- Unit 11 Publication Ethics: Significance, Best Practices, Ownership and Authorship of Copyright

MPA-036 GEOINFORMATICS IN DISASTER MANAGEMENT (Credits: 04)

Block 1: Basics of Geoinformatics

- Unit 1 Introduction to Remote Sensing
- Unit 2 Data Acquisition through Remote Sensing Platforms and Sensors
- Unit 3 Global Navigation Satellite Systems
- Unit 4 Digital Image Processing and Analysis
- Unit 5 Geographical Information System
- Unit 6 Internet Mapping Services

Block 2: Applications of Geoinformatics in Disaster Management and Risk Reduction

- Unit 7 Disaster Management Cycle: Need of Information for Different Phases
- Unit 8 Space-Based Data for DRR: National, Regional and International Initiatives
- Unit 9 Introduction to Open Geospatial Consortium: Open-source Data and Software
- Unit 10 Potential of Geoinformatics in Disaster Management and Limitations

Block 3: Pre-disaster Applications

- Unit 11 Land-use Land Cover Mapping
- Unit 12 Hazard Mapping and Risk Assessments for Natural Hazards
- Unit 13 Chemical Risk Assessment

Block 4: Post-disaster and Hazard-specific Applications

- Unit 14 Geoinformatics for Preparedness and Emergency Response
- Unit 15 Geoinformatics of Damage and Loss Assessment
- Unit 16 Geoinformatics for Reconstruction and Recovery Planning
- Unit 17 Hazard-specific Applications for Flood, Cyclone, and Drought

MPA-037 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT (Credits: 04)

Block 1: Overview of Occupational Health

- Unit 1 Occupational Health: Meaning and Concept
- Unit 2 Occupational Hazards
- Unit 3 Ergonomics
- Unit 4 Stress at Workplace

Block 2: Occupational Health and Prevention of Occupational Diseases

- Unit 5 Concept and Spectrum of Health and Prevention
- Unit 6 Prevention of Occupational Diseases: Physical, Chemical and Radiation Hazards
- Unit 7 Prevention of Occupational Diseases: Biological and Psychological Hazards
- Unit 8 Detection of Occupational Diseases through Investigations

Block 3: Accident Investigations and Reporting

- Unit 9 Concept and Classification of Accidents
- Unit 10 Fire Safety
- Unit 11 Accident Injuries: Prevention, Response and Management
- Unit 12 Recording and Reporting of Accidents

Block 4: Regulations for Health, Safety and Environment

- Unit 13 Environment Protection and Pollution: Acts and Rules
- Unit 14 Factories Acts and Rules
- Unit 15 Pre-employment and Post-employment Medical Examination
- Unit 16 Occupational Health Services: Challenges and Way Forward

MPA-038 PANDEMIC PREPAREDNESS AND RESPONSE (Credits: 04)

Block 1: Emerging and Re-emerging Diseases

- Unit 1 Emerging Diseases: Factors that favour Emergence of new diseases, and Zoonotic Diseases
- Unit 2 Re-emerging Diseases: Overview and Causes of Reappearance
- Unit 3 Epidemic and Pandemic: Epidemiological Considerations

Block 2: Outbreak Investigation

- Unit 4 Outbreak: Definition, Criteria for Establishing Outbreak
- Unit 5 Prevention of Outbreaks and Trigger Alerts
- Unit 6 Principles and Methods of Investigation: Food, Water, Air and Vector-borne Outbreaks

Block 3: Disease Surveillance

- Unit 7 Disease Surveillance: Concept, Design, Types and Evaluation
- Unit 8 Integrated Disease Surveillance Programme
- Unit 9 Early Warning, Alert, and Response System: Application of Big Data and Artificial Intelligence

Block 4: Pandemic Diseases and Spread

- Unit 10 Diseases Becoming Pandemic - How?
- Unit 11 Pandemic Phases

Block 5: Pandemic Preparedness

- Unit 12 Rapid Response Teams
- Unit 13 Capacity Building and Training
- Unit 14 International Health Regulations

MPA-039 HEALTH EMERGENCIES AND DISASTER MANAGEMENT (Credits: 04)

Block 1: Health Systems and Infrastructure

- Unit 1 Rural Health Infrastructure and Management of Emergencies
- Unit 2 Urban Health Infrastructure and Management of Emergencies
- Unit 3 Role of Health Management Information Systems in Emergency Management
- Unit 4 Inter-sector Cooperation for Emergency Management

Block 2: Management of Emergency Health Services

- Unit 5 Disaster Site Mass Casualty Management
- Unit 6 Mass Casualty Management in Hospital
- Unit 7 Rehabilitation
- Unit 8 Logistics Management

Block 3: Emergency Mental Health and Psychological Support

- Unit 9 Mental Health Interventions for Disasters
- Unit 10 Post-Traumatic Stress Disorder
- Unit 11 Mental Health Management of Disaster Rescue and Response Workers

Block 4: Control of Communicable Diseases

Unit 12 Water, Sanitation and Hygiene in Emergencies

Unit 13 Prevention from Risk of Communicable Diseases

Unit 14 Control of Communicable Diseases: Concept and Principles

Unit 15 Monitoring, Evaluation, and Research for Disease Control Programmes

MPA-040 RECONSTRUCTION, REHABILITATION (Credits: 04) AND RECOVERY

Block 1: Introduction

Unit 1 Disasters and Development

Unit 2 Damage Assessment

Unit 3 Concept of Reconstruction

Unit 4 Understanding Rehabilitation

Unit 5 Long-term Recovery

Block 2: Institutional Mechanisms for RRR

Unit 6 Role of Statutory Institutions for RRR

Unit 7 Role of Non-Governmental Agencies for RRR

Unit 8 Role of Community in RRR

Block 3: RRR: Physical, Social and Economic Perspectives

Unit 9 Development of Physical and Economic Infrastructure

Unit 10 Long-term Opportunities and Livelihood Creation

Unit 11 Disaster Resistant Construction

Unit 12 Monitoring and Evaluation of RRR

Block 4 RRR: Cross-Cutting Issues

Unit 13 Resource Mobilisation and Funding Arrangements for RRR

Unit 14 Integrating DRR into Recovery and Reconstruction

vii) Programme Delivery/ Instructional System

The methodology of instruction in this University is different from that of the conventional Universities. The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology as per the requirement.

The University follows a multimedia approach to instruction, which comprises:

a) ***Self-Instructional Printed Material***

The printed study material (written in self-instructional style) for both theory and practical components of the programme is provided to the learners in the form of a single print book and/or e-book, comprising blocks and units for every course. A block which comes in the form of a booklet usually comprises 3 to 5 units.

This comprises mainly self-instructional material. Other study materials required for a particular Course, such as original texts of thinkers or essays from secondary sources will be made available at the Regional Centre/Study Centres libraries.

The Units in the Course material have been carefully designed and written by specialists engaged in the study, research, and profession of disaster management, social science, science, health science and environmental science. The names of the authors are listed in the Course material. In addition to course material, it is advised that you read as many of the books and research articles as possible, which will provide the latest information.

Audio-Visual Material Aids

The learning package contains audio and video programmes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration.

b) ***Video content on eGyankosh***

The Video content is available on eGyankosh (www.egyankosh.ac.in) – the digital learning repository of the University. The video programmes are also telecast on the National Network of Gyan Darshan and Swayamprabha channels. All Gyan Vani stations broadcast curriculum-based audio programmes as per their schedule and are notified in advance. In addition, some selected stations of All India Radio also broadcast the audio programmes. Learners can confirm the dates for the programmes from their Learner Support Centres. The information is also provided through the university website.

c) ***Counselling Sessions***

Normally counselling sessions are held as per schedule drawn by the Learner Support Centres. These are mostly held outside the regular working hours of the host institutions where the Learner Support Centres are located. However, in case the number of students in a programme is small, face-to-face counselling shall not be organised. In such cases, the University shall provide Web Enabled Academic Support to the learners.

d) ***Teleconferences***

Live sessions are conducted via satellite through the interactive Gyan Darshan Channel as well as simultaneously webcast at <http://ignouonline.ac.in/> and via Facebook Live sessions.

e) ***Internship/Project Work***

PGDDRRM Programme has Internship/Project components. The internship Programme will be held at designated institutions/organisations. In this context, attendance is compulsory as per the norms of the institution. For project work, a comprehensive project guide, in the form of a booklet, is provided to the learner along with the study material.

viii) **Gyan Darshan**

Gyan Darshan (GD) channel is a major milestone in the field of Educational Television in India. It is a joint venture of the Ministry of Human Resource Development (MHRD), Ministry of Information & Broadcasting (I & B Ministry), Prasar Bharati and IGNOU serving as the nodal agency. Launched in the year 2000, GD is a 24-hour educational channel, which offers the best of educational programmes covering a variety of subjects and catering to a wide range of viewers. The GD conducts two hours of live interactive sessions every day to build interactivity in the Open and Distance Learning (ODL) system. In these programmes, Teachers/Resource persons and IGNOU Regional Center functionaries interact for academic and administrative matters with students. Induction Programmes for new students and convocations for graduating students are also conducted live through Teleconferencing every year. Gyan Darshan is also available on the webcast, thus extending the reach of IGNOU programmes to audiences around the world. The Gyan Darshan telecast is also beneficial for students of the formal education system and the viewers can access Gyan Darshan on IGNOU's website <http://gd.ignouonline.ac.in/gyandarshan/> As the Gyan Darshan Channel is a must-carry channel as per the Government of India Gazette notification, many private DTH/Cable Operators carry Gyan Darshan in their Bouquets. Gyan Darshan is now part of Swayam Prabha and can be watched on MHRD Channel no.25.

ix) **Gyan Vani**

Gyan Vani (GV) FM Radio was conceived in 2001 as a network of educational FM Radio Channels operating from various cities in the country. To enhance and supplement the teaching-learning process, each GV Station has a range of about 60 km and covers an entire city/town including the adjoining rural areas. Gyan Vani serves as an ideal medium for a niche audience addressing the local educational, developmental and socio-cultural requirements of the people. The flavour of the channel is by and large local and the medium is English, Hindi or the language of the region. Interactive Radio Counseling (IRC) facility is being provided by GV Stations to enable students to

interact with the faculty, academic counsellors and student support staff. The live phone-in programmes are popular components of the network. The programmes broadcast through each station include both pre-recorded and live content. click the link – (<http://gd.ignouonline.ac.in/gyandhara/>)

x) **Swayam Prabha**

Swayam Prabha is an initiative of the Ministry of Education, Government of India to provide 34 High-Quality educational TV Channels through DTH (Direct to Home) across the length and breadth of the country on a 24x7 basis using GSAT 15 Satellite. Curriculum-based course content covering diverse disciplines is telecasted through Swayam Prabha and is provided by NPTEL, IITs, UGC, CEC and IGNOU to meet the needs of lifelong learners in India and abroad. IGNOU has been entrusted with the responsibility of National Coordinator for the Swayam Prabha Project. These channels broadcast the recorded videos as well as live telecasting of IGNOU programmes on a 24x7 basis.

xi) **Gyandhara**

Gyandhara is an internet audio counselling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts on the topic of the day and interact with them through telephone, email and also chat mode. When live sessions are not on, Gyanvani Delhi is made available on this platform. The Gyandhara streaming is available for internet users anywhere in the world. Important events broadcast by GV Delhi are also relayed by all GV stations using the Gyandhara feed. The Learners can access Gyandhara using the link <https://www.ignouonline.ac.in/gyandhara//>

xii) **Web Enabled Academic Support (WEAS)**

To provide technology-based academic support to the learners of the distance mode programmes, IGNOU has initiated a scheme of Web Enabled Academic Support (WEAS) for various ODL programmes of IGNOU. The WEAS is a Single Windows platform providing various kinds of academic support including study material, audio-video, quizzes, discussion forums, calendar of activities, web-based video counselling, and links to various web-based resources to distance learners by using simple and easily available ICT tools. The students enrolled in programmes being offered through WEAS are given access to their programme-specific portal in which they are provided with course material in digital format, video and learning resources. The portal enables online peer-to-peer interaction and discussion, it also allows the students to learn online and interact virtually with teachers and experts. To access WEAS click the link - <https://sites.google.com/ignou.ac.in/weas>

Each student admitted to this Programme will be attached to a Study Centre. Every Study Centre is managed by a Coordinator. The students are advised to be in regular contact with their respective Study Centres and interact with the Coordinator as frequently as possible.

5 EVALUATION

The University conducts Term-End Examinations (TEE) twice a year ordinarily in June & December. The system of evaluation followed by the University also is different from that of conventional universities.

IGNOU has a multitier system of evaluation as mentioned below:

- Self-assessment exercises within each unit of study material
- The continuous evaluation is mainly through assignments, which are tutor-marked
- Internship/Project
- Term-End Examinations

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking Term-End Examinations from time to time to complete the PGDDRRM Programme. A learner has to submit Tutor Marked Assignments (TMA) responses to the Coordinator of the Learner Support Centre to which s/he is attached. Term-end examination is conducted at various examination centres spread all over the country and abroad in June and December every year.

In the final result of courses, continuous evaluation (assignment of a Course) carries 30 per cent weightage, while 70 per cent weightage is given to TEE.

IGNOU uses the following system of Grading for evaluating learners' achievement.

Letter Grade	Qualitative Level	Point Grade
A-Excellent	Excellent	5
B- Very Good	Very Good	4
C-Good	Good	3
D-Satisfactory	Satisfactory	2
E-Unsatisfactory	Unsatisfactory	1

You are required to score at least 40 per cent marks in continuous evaluation (assignments) as well as TEE separately. In the overall computation also, you must get at least 40 per cent marks in each Course to claim the Post Graduate Diploma in Disaster Risk Reduction and Management.

i) **Assignments**

Assignments constitute the continuous evaluation system. Submission of assignments is compulsory. Assignments of a Course carry 30 per cent weightage, while 70 per cent weightage is given to the TEE.

There is one Tutor-Marked Assignment (TMA) for each four-credit/ two-credit Course. These assignments are designed to test your comprehension of the print material you receive and to prepare you for the term-end examination. They are designed in such a way as to help you concentrate mainly on the printed Course material and supplement with personal experience, conceptual grasp, and keen observation.

Learners are required to submit one Tutor Marked Assignment (TMA) for each course. The TMA for students enrolled in:

- **July-June 2024 Session** is to be submitted to the Study Centre by **31st March 2025**; **and**
- **January-December 2025 Session** is to be submitted to the Study Centre by **30th September 2025**.

You will not be allowed to appear for the TEE for a Course if you do not submit the assignment in time for that Course.

The evaluators/counsellors after checking the assignments shall send them back with their comments and marks. The comments guide you and contribute to improving your performance.

The University/Coordinator of the Study Centre has the right not to entertain or reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

If you do not get a passing grade on any assignment, you have to submit it again. However, once you get a passing grade on an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, on the part of 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 he/she can forward the correct score to the Student Evaluation Division (SED) at the Headquarters.

ii) **Term-End Examination**

a) ***Examination: Date Sheet***

The examination date sheet (schedule, which indicates the date and time of examination for each course) is notified through the IGNOU website—www.ignou.ac.in from time to time. Thus, normally, the date sheet for December

TEE is available in September, and for June TEE in April. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination (i.e., June or December as the case may be).

b) ***Term-End Examination***

As stated earlier, Term-End Examination is the major component of the evaluation system and it carries 70 per cent weightage in the final result. You must fill and send your Term-End Examination Form before the last dates, that is, 31st March for June TEE, and 30th September for December TEE.

In case, you fail to secure a passing score (40% marks) in the TEE, you will be eligible to reappear in the next TEE for that Course, as and when it is held, within the total span of the Programme.

❖ **Pre-Requisite for Submission of Examination Form and Eligibility for Examination**

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

- You should have paid the Course fee. You should not apply to appear at the term-end examination of any Course without getting registered for the same and if you do so, your result will not be declared and the onus shall be on you.
- Registration for the courses is valid and not time-barred.
- You should have opted and pursued the prescribed Course.
- You should have submitted the assignments for the respective Course; and
- You should submit the examination form on time.
- The students who have opted for MPAP-031 (Project Work / Internship) should submit the Project Report/ Internship Report by April 30 for those who have enrolled in the July-June Session, and October 30 for those who have enrolled in the January-December Session.
- Have completed minimum time to pursue these courses as per the provision of the Programme.
- The Hall Ticket should be retained for future purposes including attending Project submissions/Practical Examinations

❖ **Online Submission of Examination Form**

It is an essential pre-requisite for you to submit the Examination Form for taking the examination in any course. The Examination Form is available online at the IGNOU website. Only one form is to be submitted for all the courses in one term-end examination. **You need to pay a separate fee for the examinations.**

An examination fee of Rs. 200/- is charged per theory course and Rs. 300/- is charged as a Project fee (up to 04 credits). If the result of the previous examination is not declared, the fee for that course can be exempted while filling out the form for the next examination. The detailed guidelines are available at the IGNOU website *www.ignou.ac.in*. There is a provision for a separate late fee if the form is submitted after the due date. The examination fee should be paid by students through a Debit Card/Credit Card/Net Banking.

For updates and recent notifications, kindly visit the University's website: www.ignou.ac.in

The students are required to create an ABC ID while filling out the Term-End-Examination Form otherwise their grades/marks will be not reflected on the Academic Bank of Credit (ABC)/DigiLocker and might affect the timely declaration of results. The creation of ABC ID has been made mandatory by the Government. [Click here](#) to view the Instructions for Creation of ABC-ID.

❖ **Option for Change in Examination Centres**

No request for a change of examination centre will be entertained.

❖ **Issue of Hall Ticket**

- Hall Ticket (TEE, Course Code of Project Report, Course Codes for appearing Practical Examinations) to the eligible students will be uploaded on the University website (www.ignou.ac.in) approximately one week before the commencement of the Term-End Examination.
- Students are directed to take the printout of the Hall Ticket and report at the address of the Examination Centre on the date and time mentioned on the Hall Ticket well before the commencement of the examination.
- Entry to the Examination Hall is strictly based on the valid Hall Ticket and University Identity Card.
- A copy of the Hall Ticket may be enclosed at the time of submission of Final Projects Reports/ Dissertation Reports/ Internship Reports.
- Request towards add-on of course (s) in the Hall Ticket after updating of Hall Ticket on the website will not be entertained in any case.

❖ **Whom To Contact/E-Mail Id**

For any query regarding the non-receipt of the control number or about the status of the Examination Form and for a refund of the excess examination fee, please send an email to (*termendexam@ignou.ac.in*) or contact over phone no. 011-29572209.

❖ **Examination Centre**

The University at its discretion may allot you any examination centre. Change of examination centre is not, generally, permitted. In exceptional cases, the change of centre may be considered. In this context, students should apply one month in advance to the Registrar, SED at IGNOU.

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

❖ **Declaration of Result**

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

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

❖ **Re-evaluation of Scripts**

There is a provision for re-evaluation of answer scripts. You may apply for online Re-evaluation and a Copy of the Answer Script, once the TEE Result is declared and uploaded on the IGNOU website. The students can apply in the prescribed form, within one month of the date of declaration of result. Re-evaluation is permissible in Term-End Examination only and not in the Project/Dissertation, Practicals / Lab Courses, Workshops, Assignments & Seminar etc.

- a) Students be facilitated with a scanned copy of his/her answer script through Email provided in the Online Form or the Photocopy of the Answer script be sent by Post.
- b) Application Fee can be paid through:
 - Debit/ Credit Card (Master/Visa/Rupay) of any bank.
 - Net Banking

You can check your result on the internet at our website *www.ignou.ac.in*

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

6 TIPS FOR EFFECTIVE LEARNING IN OPEN UNIVERSITY

- i) ***How to Approach your Studies:*** It would be beneficial for you to go through the Programme Guide as well as the Handbook provided by the University. This will help you to know exactly about the facilities being extended and how you can make the best use of these in your learning. This will provide you with an idea of what to expect from the system and how best to use the support being provided.
- ii) ***Quasi-permanent Separation:*** To bridge your semi-permanent separation from your counsellor and to enable you to take advantage of the flexibilities provided in the Open Distance Learning (ODL) system, provision for Face-to-Face interaction has been made. Moreover, you can contact your teacher at the Headquarters through phone and e-mail. However, the onus of learning is on you. You must make full use of the flexibility, facilities, and inventiveness provided by the system.
- iii) ***Adhere to the Schedule of Operations:*** Various activities in the ODL system are time bound and the details are given in the Programme Guide and the Handbook sent to you. Adherence to the Schedule of Operations shall help you enormously in the completion of the Courses. As a thumb rule, if you study three hours a day regularly, you should be successful in completing the course in the minimum stipulated time.
- iv) ***Studying at your Pace and Place:*** You can learn at your pace and place, but it would help if you periodically revise what you have learnt. This would also enable you to assess how much remains to be done. The Distance Education system provides for all in-built teachers the Self Instructional Material (SIM). Your pace of learning could be faster and more effective, if you abide by the instructions given to you in the SIM, and follow the sequence and steps suggested therein, as the objective of these access devices is to regulate your pace of learning.
- v) ***Taking Notes:*** In SIMs, some space has been provided to take important notes. You should identify keywords/ terms and put remarks while going through them. This facilitates cross-referencing. You must answer/solve problems in the Check Your Progress Section, for better understanding and preparation for the examination.
- vi) ***Using Media Effectively:*** Audio-visual learning is faster and can be more effective. That is why multimedia is one of the integral components of our multiple media

instructional package. To complement your learning with the help of multimedia effectively, you should visit your Study Centre and IGNOU Website regularly and utilise the facilities provided by the University

vii) **Preparing Assignment Responses:** The separation between the teacher and the teacher in the ODL system is bridged through dialogue established by continuous assessment. Your assignment responses provide an opportunity for your counsellor to guide you; your learning depends on your progress. Therefore, you must write your assignment yourself, in your own words depending on the scope of every question. In some questions, you might be required to give a brief outline, while in others you may be asked to give your justifications/demonstrate your skills and knowledge/give detailed descriptions, etc. It is also possible that you may be required to refer to a particular source of information or data and present your analysis. You may also discuss applications and suggest applications and/or give illustrations.

When you have answered the assignment, pause for a while and recheck your response to make sure that:

- The language is your own, simple and comprehensible;
- It covers all relevant aspects and is with expected details;
- The content is accurate and relevant;
- The presentation is logical and clear;
- The main points are well supported by examples/arguments/illustrations; and
- The response has been legibly written.

You must keep a copy of all assignments and file them in order, separately, for each Course. While submitting your assignment at your Study Centre, you must insist on obtaining acknowledgement. In case you send your assignment by post, keep the registration slip as evidence. In case of any difficulty or unconvincing response at the Study Centre, please contact your Regional Centre or the Headquarters. Normally, you should obtain your Tutor Marked Assignment within 45 days. In case you do not receive your evaluated TMAs with tutor comments in the stipulated period, you should check with the Study Centre Coordinator. Once you receive the evaluated assignment responses, go through the tutor's comments. A careful reading of the comments should give you an idea as to how you can improve your response in future.

viii) **Learning from Counselling and Peer Group:** To make the best use of the counselling sessions, you should have read the relevant Units before going for the counselling session. This will enable you to have useful interaction with your

counsellors and peer group. Participate in the discussion with an open mind. Take note of important points identified by other peer group members and the counsellor. Do not hesitate to clarify doubts, even if they are trivial.

- ix) ***Taking the Term-End Examination:*** In our system of education, career prospects are influenced by performance in examinations. So, you should approach the examination with some caution. However, this should not cause anxiety. Another important point to be kept in mind is that you must submit your assignments as per schedule, before the examination.
- x) ***Preparing for the Examinations:*** The surest way to achieve success in examinations is to conscientiously employ effective study techniques over some time. For example, if you follow the tips provided here, your chances of success will improve. You will certainly remember more, have a better understanding, and be able to organise your ideas quickly and effectively.

On the Examination day: When you receive the question paper:

- Read the instructions. and the question paper right through very carefully, paying attention to each question;
- Be objective, and assess what precisely the questions demand of you;
- Budget your time, that is, you should carefully allocate your time according to the weightage given to each question, plan your answer, and form a sense of priority.

7 PLACEMENT SERVICES

To further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degrees, Diploma and Masters Programme, the university has established the Campus Placement Cell (CPC). The mission and endeavour of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement-related activities.

8 SOME USEFUL ADDRESSES

1.	Examinations, examination centres, results, and other examination-related matters.	Registrar (Student Evaluation Division) IGNOU, Maidan Garhi New Delhi-110068
2.	Non-receipt of study material and assignments	MPDD, IGNOU
3.	Change of Elective/Medium/opting for leftover electives/ Deletion of excess credits	Concerned Regional Centre
4.	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
5.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU MaidanGarhi, New Delhi-110068
6.	Academic Content	Director of the School, concerned
7.	Approval of a Project Synopsis	Prof. Durgesh Nandini, Programme Co-ordinator School of Social Sciences IGNOU, New Delhi - 110068 Phone No: 011 2957 2736 dnandini@ignou.ac.in
8.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi – 110068 E-mail: ssc@ignou.ac.in Tel.Nos.: 29572513 & 29572514
9.	International Students, residing in India should contact	Director, International Division, Block-15, Section K, , IGNOU, Maidan Garhi, New Delhi Tel. Nos. : 29533987; 29571682 E-mail : internationaldivision@ignou.ac.in

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

IMPORTANT POINTS

- Please file/ save all letters that the University sends to you and read this Programme Guide carefully. A record of your progress is maintained at the SRD and SED, but you must maintain your record for comparisons if needed.
- Do write to us, if you have any difficulties or problems while working through the Programme. Remember to intimate the relevant authority sufficiently in advance.
- Some forms along with instructions for filling them in are printed in the Programme Guide. Students are advised to make use of photocopies of these forms and not the forms printed here, as these are only sample forms.
- All types of communication (letters, applications, etc.) are attended to by us as soon as possible. It is, therefore, desirable that you make your letters brief and precise. It is mandatory to mention your enrolment number and present address in all your correspondence.
- The University reserves the right to change the rules detailed in this Programme Guide. However, you will be informed about the changes through supplementary circulars well in advance.
- In your timetable, you must make provision for unforeseen situations, such as illness, official duties, various social obligations, etc. By doing so, you will save yourself from unexpected delays. The golden principle is to do it today what you have planned to do tomorrow.

9 SOME FORMS FOR YOUR USE

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

- 1) Assignment remittance-cum-acknowledgement form
- 2) Change of Medium of Study / Optional Courses
- 3) Intimation of non-receipt of study material / assignments
- 4) Form for Provisional Certificate
- 5) Requisition for fresh set of Assignments
- 6) Form for re-evaluation of Answer Script
- 7) Form for duplicate grade card / marksheet
- 8) Migration certificate form
- 9) Form for Issue of Duplicate Degree / Diploma / Certificate
- 10) Form for improvement in Division / Class
- 11) Form for early declaration of result
- 12) Form for obtaining photocopy of the Answer Script
- 13) Form for use of Official Transcript.
- 14) Form for Change of Address or Correction of Name
- 15) Re-Admission Form

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENT'S REMITTANCE-CUM-ACKNOWLEDGEMENT FORM			
Enrolment No. : <input type="text"/>	<input type="text"/>	Programme : <input type="text"/>	
Name :		Medium : <input type="text"/>	<input type="text"/>
Course Code :			English/Hindi
S.No.	Assignment No.	FOR OFFICE USE ONLY	
		Sr. No. :	
		Signature of the receiver	
		Date :	
Signature of the Student			Seal
Date :			

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study	<input type="text"/>	Programme Code	<input type="text"/>
Enrolment Number	<input type="text"/>	Date Change effective from	<input type="text"/>
Name	<input type="text"/>	Existing Study Centre Code	<input type="text"/>
New or Corrected Address including Pin	<input type="text"/>		
New Study Centre Code	<input type="text"/>	Existing Study Centre Code	<input type="text"/>
Choice for Medium of Study	<input type="text"/>		
Date of Change	<input type="text"/>		

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

The Regional Director of your region.

Town	<input type="text"/>	Pin	<input type="text"/>
State	<input type="text"/>	State Code	<input type="text"/>
(See Code List 2 of Guide to Applicant)			
Signature :	<input type="text"/>	Date :	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

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

To
The Regional Director

Change of Medium: Rs. 350/- + Rs. 600/- for 4 credit and
Rs. 1200/- for 8 credit per course
Change of Courses: Rs. 600/- for 4 credit per course
Rs. 1200/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set of
course material

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

Enrolment No.:

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

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

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

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

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature:

Name _____

Address: _____

Phone & Email _____

The Regional Director

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

Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

Medium of Study

--

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

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

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

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

Signature :
Date :

For Official Use

Date of despatch of study material/assignments to students



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

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

Filled in Application Form should be sent to:

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

Date.....

.....

Signature

Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

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

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

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

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

Name and Address.....

Signature

.....

Date

.....

..... PIN

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

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



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name :

Programme :

Enrolment No.

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

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

PIN :

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

Month and Year of the Exam :

Name of Exam Centre:

Centre Code :

Course, in which Re-evaluation is sought	COURSE CODE	TITLE OF THE COURSE

Fee detail:
(The fee for Re-evaluation of answer script is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

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

Demand Draft No. Date:

Issuing Bank:

Date: **Signature of the student**

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

Please mention **‘APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS’**

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

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



Control No.....

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

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

Address

.....

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam

Centre from where appeared at last examination

Bank Draft / IPO No. Dated

for Rs. 200/- in favour of IGNOU, New Delhi

.....
Signature

Dated

Note : Fee for duplicate grade card Rs.200/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

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

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

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

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

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068
FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE

Note: For Instructions, please see reverse.

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

Sir,

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

The prescribed fee of Rs. 750.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): _____

(in Hindi) : _____

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

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

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

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

Yours faithfully.

Signature of the Student

Postal Address _____

Date:

I Certify that the above entires made by the applicant are correct.

Signature of Regional Director
With Stamp

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

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

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

I _____ Son/Daughter of Shri _____ resident of

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

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

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

Deponent

Signature _____
Address _____

Verification

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

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.

1st to 31st October for December Term- end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

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

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

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

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

6. Fee details:

(The fee for Improvement in Division/Class is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

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

Demand Draft No.: Date:

Issuing Bank:

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

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

Exam. Centre Code..... City/Town

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria.
 - a) The students mentioned at 1(a) above in June 2008.
 - b) The students mentioned at 1(b) above in June 2008 or December 2008.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. Students wishing to improve their performance should submit the application in the prescribed format along with fee @Rs.500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-

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

11. On the top of the envelope containing the prescribed application form, Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

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

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

1. Name :
2. Programme: Enrolm
3. Address:
-
- Pin
4. Reason for early declaration of result:
-
- (enclose a copy of the documentary evidence specifying the reason for early declaration)

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

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

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

7. **Fee detail:**
- (The fee for early declaration of result is Rs. 1000/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)
- No. of Course(s): X Rs. 1000/- = Total Amount:
- Demand Draft No.: Date:
- Issuing Bank:

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

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

1. Name
2. Programme: Enrolment No:
3. Address:
.....
..... Pin Code
4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - a) Term-end examination: June/December
 - b) Exam Centre Code:
 - c) Exam Centre Address:
.....
.....
 - d) Course(s):
5. **Fee details:**
(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)
No. of Course(s): X Rs. 100/- = Total Amount:
Demand Draft No.: Date:
Issuing Bank:
6. Self attested photocopy of the Identity Card : Attached/Not attached issued by the University

UNDERTAKING

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

Date:

Signature

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
2. Programme: Enrolment No:

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

--	--	--	--	--	--
4. Purpose for which:
transcript is required
5. **Fee detail:**
Fee for the official transcript:-
Rs. 200/- per transcript, if to be sent to the student/institute in India.
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....
Required

Demand Draft No.: Date:

Issuing Bank:

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

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

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

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

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



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

APPLICATION FORM FOR CHANGE OF ADDRESS/CORRECTION OF NAME

Date: _____

To
Registrar, SRD
IGNOU
Maidan Garhi
New Delhi-110068

<i>Please tick the appropriate box:</i>	
Change/Correction of Address	<input type="checkbox"/>
Correction of Name	<input type="checkbox"/>

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

2. CORRECTION OF NAME

(For correction in the spelling of name please attach an attested photocopy of 10th class Certificate)

Name as recorded (IN CAPITAL LETTERS)

Correct Name (IN CAPITAL LETTERS)

Signature of Student

Phone/Mobile Number

For Office Use

Control Number Lot No. Date

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

RE-ADMISSION FORM

1. Name & Address of the Student:

.....

.....

2. Programme Code:

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

 E-mail _____ Mob. _____

3. Enrol. No:

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

4. Regional Centre Code:

--	--

5. Study Centre Code

--	--	--	--

6. Details of course(s) not completed for which re-admission is sought.

Sl.No.	Course Code	Title of the Course	Credits	Course Fee (₹)
Total ₹				

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s) semester(s)	Course Codes(s) of the missed year(s)/semester(s)	Re-registration fee ₹

8. Total Fee (col. No. 6 + 7) ₹..... enclsod vide Demand Draft No.
Date AmountName of Bank

(DD should be drawn in favour of "IGNOU" payable at New Delhi)
Dated: _____
Signature of the student

Mail this "Re-admission" form along with DD to Registrar, Student Registration Division IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

(Please retain a copy of this form for any future reference)

RULES & GUIDELINES FOR RE-ADMISSION

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

P.S.

1. **Students can check their Re-admission status from the website (www.ignou.ac.in> STUDENTS ZONE> Admission> Registration Status> CHECK READMISSION Status >).**

10 IMPORTANT LINKS/INFORMATION AT A GLANCE

- Please use the link on the Samarth portal for fresh admission to the ODL programmes, the link <https://ignouadmission.samarth.edu.in/>
- Please use the link online programmes <https://iop.ignouonline.ac.in/>
- Please use the link re-registration <https://onlinerr.ignou.ac.in/> in each cycle (July & January)
- Please use the link <https://ignou.samarth.edu.in/> to download your Student I card.
- Please use the link <http://egyankosh.ac.in/> to download the digital copies of the self-learning materials
- Please use the link <http://www.ignou.ac.in/ignou/aboutignou/division/mpdd/material> to know the status of the dispatch of the self-learning materials.
- After confirmation of admission, please visit the website of your respective Regional Centre for Induction Meetings, academic counselling schedules, and other academic support.
- Please use the link <https://webservices.ignou.ac.in/assignments> to download the assignments for the PGDDRRM Programme.
- Submission of Assignments and Internship/Project Reports are the compulsory components for the completion of a PGDDRRM Programme.
- Please use the link <https://exam.ignou.ac.in/> on the IGNOU website to fill out the examination form for TEE June & December.
- Please use the link <https://webservices.ignou.ac.in/Pre-Question> to download the question papers of previous examinations.
- Please use the link:
[http://ignou.ac.in/userfiles/Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace\(1\).pdf](http://ignou.ac.in/userfiles/Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace(1).pdf) for details information regarding the guidelines for prevention of Sexual Harassment at the workplace.

Write to us for any help in the link:

<http://ignou.ac.in/userfiles/CASH%20-%20Notification.PDF>