

**PGCEDS
PGDEDS
MAEDS**

Programme Guide

For

The Modular Programme

Comprising

**Post Graduate Certificate in Extension and Development Studies
(PGCEDS)**

**Post Graduate Diploma in Extension and Development Studies
(PGDEDS)**

&

**Master of Arts in Extension and Development Studies
(MAEDS)**



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

Programme Design

Prof. Amita Shah
Gujarat Institute of Development Research,
Ahmedabad.

Prof. S.K. Bhatti
Jamia Millia Islamia University, New Delhi.

Prof. J.S. Gandhi (Rtd)
Jawaharlal Nehru University, New Delhi.

Prof. Gopal Krishnan (Rtd)
Punjab University, Chandigarh.

Prof. S. Janakrajan
Madras Institute of Development Studies, Chennai.

Prof. Kumar B. Das
Utkal University, Bhubaneswar.

Prof. Nadeem Mohsin (Rtd)
A. N. Sinha Institute of Social Sciences, Patna.

Dr. Nilima Shrivastava
IGNOU, New Delhi.

Prof. P. Radhakrishan
Madras Institute of Development Studies, Chennai.

Prof. Ramashray Roy (Rtd)
Centre for Study of Developing Societies, Delhi.

Prof. R.P. Singh (Rtd)
Ex-Vice-Chancellor, MPUAT, Udaipur.

Prof. K. Vijayaraghavan
Indian Agricultural Research Institute, New Delhi.

Prof. B. K. Pattanaik, IGNOU, New Delhi.

Dr. Nehal A. Farooquee, IGNOU, New Delhi.

Dr. P.V. K. Sasidhar, IGNOU, New Delhi.

Programme Guide Preparation and Editing

Prof. B. K. Pattanaik
Director

Dr. Nehal A. Farooquee
Associate Professor

Dr. P.V. K. Sasidhar
Associate Professor

Dr. Grace Don Nemching
Assistant Professor

Dr. Pradeep Kumar
Assistant Professor

Dr. Debasish Saha
Assistant Professor

Dr. Nisha Varghese
Assistant Professor

PRINT PRODUCTION

Sh. B. Natarajan
Dy. Registrar (P)
IGNOU, New Delhi

Sh. S. Burman
Asstt. Registrar (P)
IGNOU, New Delhi

Sh. Babu Lal Rewadia
Section Officer (P)
IGNOU, New Delhi

March, 2010

© Indira Gandhi National Open University, 2010.

All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Copyright holder.

Further information on the IGNOU courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at www.ignou.ac.in

Printed and published on behalf of IGNOU, New Delhi by Registrar, MPDD, IGNOU, New Delhi.

Graphic Design : Sh. Lakshaman Prasad, SOPVA, IGNOU, New Delhi.

Laser Typeset : Rajshree Computers, V-166A, Bhagwati Vihar, (Near Se. 2, Dwarka), New Delhi.

Printed at : **Hi-Tech Graphics, S-39, Okhla Industrial Area, Phase-II, New Delhi.**

CONTENTS

Page No :

1.0	The University	5
1.1.	Introduction	5
1.2.	Prominent Features	5
1.3.	Important Achievements of IGNOU	5
1.4.	The Schools of Studies	6
1.5.	Academic Programmes	7
1.6.	Course Preparation	7
1.7.	Credit System	7
1.8.	Student Support Services	7
1.9.	Instructional System	8
1.10.	Programme Delivery	8
2.0	About the School and the Programme	9
2.1	Programme Structure	9
2.2	Post Graduate Certificate in Extension and Development Studies (PGCEDS)	10
2.3	Post Graduate Diploma in Extension and Development Studies (PGDEDS)	10
2.4	Master of Arts in Extension and Development Studies (MAEDS)	11
2.5	Instructional Systems	13
2.6	Delivery of Study Materials	13
2.7	Evaluation	13
2.8	Assignments	14
2.9	Examination Fee	15
3.0	General Instructions	16
3.1	Some Useful Addresses	17
3.2	Online Facilities	18
Annexures	19
Annexure I	: Course Components of the Modular Programme	20
Annexure II	: List of Regional Centres	28
Annexure III	: Form for Change/Correction of Address	36
Annexure IV	: Form for Non-receipt of Materials and Assignments	37
Annexure V	: Form for Issue of Provisional Certificate	38
Annexure VI	: Form for Term End Theory Examination	39
Annexure VII	: Application Form for Re-evaluation of Result of Answer Script	41
Annexure VIII	: Form for Early Declaration of Result of Term-end Examination	43
Annexure IX	: Form for obtaining Duplicate Grade Card/Marksheet	44
Annexure X	: Application Form for Issue of Migration Certificate	45
Annexure XI	: Re-admission Form	47

1.0 THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University (IGNOU) was established by an Act of Parliament in 1985 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.
- Promoting and developing distance education in India, and
- Setting and maintaining standards in distance education in the country as an apex body.

1.2 Prominent Features

IGNOU has certain unique features such as:

- International jurisdiction.
- Flexible admission rules.
- Individualised study: flexibility in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Nationwide student support services network.
- Cost-effective programmes.
- Modular approach to programmes.
- Resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations.
- Socially and academically relevant programmes based on need analysis, and
- Convergence of open and conventional educational systems.

1.3 Important Achievements of IGNOU

- Emergence as the largest Open University in the World.
- Over 2.5 million students in India and 34 other countries.
- 21 Schools of study, network of 61 Regional Centres, more than 2800 Learner Support Centres and around 52 Overseas Centres.
- 338 Certificate, Diploma, Degree and Doctoral programmes, with a strength of 404 teachers & academics, 1205 administrative staff and about 36,000 professional counselors.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).

- Award of 100 Fellowships by COL as Rajiv Gandhi Fellowships to enable candidates from 19 countries in the Commonwealth to pursue IGNOU Programmes.
- Taking IGNOU programmes to African and West Asian countries, Maldives, Mauritius, Nepal, Indonesia, Bangladesh, Bhutan, Myanmar, Sri Lanka and Seychelles in all to 34 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24-hour Educational Channels ‘Gyan Darshan I, II, III and Kisan Channel’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Launch of ‘Edusat’ videoconferencing channel (2 way video, 2 way audio).
- Launch of Gyan Vani and other dedicated educational FM channels.

1.4 The Schools of Studies

With a view of developing interdisciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School staff and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies are currently in operation:

1. School of Humanities (SOH)
2. School of Social Sciences (SOSS)
3. School of Sciences (SOS)
4. School of Education (SOE)
5. School of Continuing Education (SOCE)
6. School of Engineering and Technology (SOET)
7. School of Management Studies (SOMS)
8. School of Health Sciences (SOHS)
9. School of Computer and Information Sciences (SOCIS)
10. School of Agriculture (SOA)
11. School of Law (SOL)
12. School of Journalism and New Media Studies (SOJNMS)
13. School of Gender and Development Studies (SGDS)
14. School of Tourism Hospitality Service Sectoral Management (SOTHSSM)
15. School of Inter-disciplinary and Trans-disciplinary Studies (SOITS)
16. School of Social Work (SOSW)
17. School of Vocational Education and Training (SOVET)
18. School of Extension and Development Studies (SOEDS)
19. School of Foreign Languages (SOFL)
20. School of Translation Studies and Training (SOTST)
21. School of Performing and Visual Arts (SOPVS)

1.5 Academic Programmes

The University offers a wide range of programmes both short-term and long-term leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees and Doctoral Degrees which are conventional as well as innovative. Most of these programmes have been developed after an initial need assessment / demand for such Programmes. They are launched with a view to fulfil the learner's needs for:

- Certification.
- Improvement of skills.
- Acquisition of professional qualifications.
- Continuing education and professional development at work place.
- Self-enrichment.
- Diversification and updating of knowledge, and
- Empowerment.

1.6 Course Preparation

Self Learning Materials (SLMs) as we call in distance mode of education are prepared by a team of experts selected from different Universities/Institutions all over the country as well as in-house faculty. This material is scrutinised by the content experts, supervised by the instructors/unit designers and edited by the language experts before they are finally sent for printing. Similarly, audio and videocassettes are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally dispatched to the Study Centres and telecasted on Gyandarshan.

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Reading and comprehending the print material, listening to audio, watching of video, attending counselling sessions, teleconference and writing assignments. Thus, a four-credit course involves 120 hours. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both the assignment and the term-end examination of each course in a programme.

1.8 Student Support Services

In order to provide individual support to its learners, the University has a large number of Study Centres throughout the country. These are coordinated by Regional Centres and Sub- Regional Centres. At the Study Centres / Programme Study Centres (Programme specific study centers are known as Programme Study Centre), the students interact with Academic Counselors and other students, refer to books in the Library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters.

Every student will select one Study Centre taking into consideration his /her place of work or residence. Every Study Centre has a Coordinator to coordinate different activities, an Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide counselling and guidance to the students in the subjects.

Major Functions of Programme Study Centres

- i) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres / Programme Study Centres. The detailed programme of the counselling sessions will be prepared by the coordinator of the Study Centre.
- ii) **Library:** For each course a set of suggested books will be available in the Study Centre library. The students can refer these books during the working hours of the Study Centre.
- iii) **Information and Advice:** At the Study Centre, the students will get relevant information regarding the courses offered by the University, counselling schedule, examination schedule, etc. You will also get guidance in submitting various forms from time to time.
- iv) **Interaction with Fellow-Students:** In the Study Centres the student gets an opportunity to interact with fellow students.
- v) **Telecounselling Facility:** Some of the Programme Study Centers are equipped with the teleconference reception facilities. You can participate in telecounselling session at your study centre.

1.9 Instructional System

The University follows multimedia approach in imparting instruction to its learners. It comprises:

- Self-instructional printed course material packages.
- Supporting audio-video programmes.
- Face-to-face interaction with academic counselors at Programme Study Centres and depending on programme requirement at work centres.
- Project Work in some programmes.
- Work-related field project/Functional assignments as per programme requirements.
- Telecast of video programmes on the National Network of Doordarshan and Gyandarshan.
- Broadcast of audio programmes by All India Radio (selected stations).

1.10 Programme Delivery

The methodology of instruction in IGNOU is different from that of the conventional Universities. It is more learner-oriented with active participation of the students in the teaching and learning process. Most of the instruction is imparted through distance rather than face-to-face communication.

The University follows a multimedia approach for instruction. It comprises:

- i) **Self Instructional Written Material:** The written material for all courses, project works and dissertation under the programme are supplied to the students in batches of blocks for every course. A block which comes in the form of a booklet comprises 3 to 5 units.
- ii) **Audio-Visual Materials:** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during the hours of the counselling sessions. The video programmes are telecast on National Network and Enrichment Channel of Doordarshan. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Students can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

- iii) **Counselling Sessions:** Normally counselling sessions are held as per a schedule drawn before hand by the Programme In-charge. They are held on weekends, that is to say, Saturday and Sunday of the week.
- iv) **Teleconferences:** Live Sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios at EMPC, the schedule of which is made available at the study centres. The learner will have to go to the nearest center at the scheduled time for taking benefit of this facility.
- v) **Gyan Darshan Educational Channel:** A collaboration between MHRD, Prasar Bharti, IGNOU and other organizations has resulted in launching DD Gyan Darshan, the Educational Channel of India. GD signals can be conveniently received without any special equipment anywhere. Gyan Darshan has now gone completely digital and expanded into a bouquet of channels namely GD-1, GD-2 and GD-3 'Eklavya'. Educational programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/CIET, Directorate of Adult Education, IITs and other educational/development organizations in the country. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any breaks.
- vi) **Gyan Vani:** IGNOU has been offered FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 10 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The detailed schedule can be accessed at IGNOU EMPC-GyandarshanWebsite: <http://www.ignou.ac.in/gyandarshan/>
- vii) **Interactive Radio-Counselling:** Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number 1600 112345 has been provided for this purpose from selected cities.

2.0 ABOUT THE SCHOOL AND THE PROGRAMME

The School of Extension and Development Studies (SOEDS) aim at providing quality education and training in various aspects of extension and development, by offering programmes leading to the award of Certificate, Diploma, Post Graduate and Doctoral Degrees.

Thrust Areas of the school are:

- Extension Education
- Livelihood Education
- Development Studies
- Empowerment Studies

2.1 Programme Structure

The Master of Arts in Extension and Development Studies is a Modular Programme with Postgraduate Diploma in Extension and Development Studies and Postgraduate Certificate in Extension and Development Studies as exit options. The programme has been designed with the balanced blending of components from extension education and development studies with two project works and a dissertation. The programme will be useful to working extension and development professionals and also to fresh graduates interested in pursuing carrier as extension and development professionals.

Successful completion of or a combination of courses mentioned below would lead to the award of :

- Post Graduate Certificate in Extension and Development Studies (PGCEDS), or
- Post Graduate Diploma in Extension and Development Studies (PGDEDS), or
- Master of Arts in Extension and Development Studies (MAEDS).

2.2 Post Graduate Certificate in Extension and Development Studies (PGCEDS)

PGCEDS has been designed to develop capacities for middle level positions in extension and development organizations. It will be useful for fresh graduates as well as working professionals in extension and development areas. This certificate holder can further continue for Postgraduate Diploma as well as MA in Extension and Development Studies under modular approach.

Programme Objectives

- To impart knowledge on various theoretical and practical aspects of extension and development areas.
- To train and develop middle level professionals for extension and development organizations.
- To develop necessary professional skills among students in formulation, implementation and evaluation of extension and development issues and programmes.

Eligibility : Any graduate

Duration : Minimum - 6 Months & Maximum – 2 Years

Medium of Instruction : English

Fee : Rs. 1900/-

The 18 Credits programme is offered with the following courses.

Codes	Courses	Credits
MEDS-001	Introduction to Extension and Development	4 Credits
MEDS-002	Dynamics of Extension and Development	4 Credits
MEDS-003	Problems and Issues in Development	6 Credits
MEDSP-004	Project Work-I	4 Credits

2.3 Post Graduate Diploma in Extension and Development Studies (PGDEDS)

PGDEDS has been designed with balanced blending of extension education and development subjects with two project works. The programme will be useful to working extension and development personnel and also to fresh graduates interested in pursuing carrier as extension and development professionals. This diploma holder can also further continue for MA in Extension and Development Studies under modular approach.

Programme Objectives

- To impart knowledge on various aspects of extension and development.
- To train and develop middle and higher level professionals for extension and development organizations.
- To develop necessary professional skills among students in formulation, implementation, monitoring and evaluation of extension and development programmes.
- To conduct primary impact assessment studies on extension and development issues and programmes.

Eligibility : Any graduate

Duration : Minimum - 1 Year & Maximum - 3 Years

Medium of Instruction : English

Fee : Rs. 3700/-

The 34 credits programme is offered with the following courses.

Codes	Courses	Credits
MEDS-001	Introduction to Extension and Development	4 Credits
MEDS-002	Dynamics of Extension and Development	4 Credits
MEDS-003	Problems and Issues in Development	6 Credits
MEDSP-004	Project Work-I	4 Credits
MEDS-005	Planning and Management of Extension and Development Programmes	4 Credits
MEDS-006	Research Methods in Extension and Development Studies	6 Credits
MEDSP-007	Project Work-II	6 Credits

2.4 Master of Arts in Extension and Development Studies (MAEDS)

MAEDS has been designed with the objective mixing of components from extension education and development studies with two project works, electives and a dissertation. The programme will be useful to working extension and development professionals and also to fresh graduates interested in pursuing carrier as extension and development professionals.

Programme Objectives

- To train and develop qualified human resources in the professional area of extension and development studies.
- To impart knowledge on various aspects of extension and development.
- To develop necessary professional skills among students in formulation, implementation, monitoring and evaluation of extension and development programmes.

- To conduct impact assessment and action research studies on extension and development issues and programmes.

Eligibility : Any graduate

Duration : Minimum - 2 Years & Maximum - 5 Years

Medium of Instruction : English

Fee : Rs. 7300/-

The 66 credits programme is offered with the following courses.

Codes	Courses	Credits
MEDS-001	Introduction to Extension and Development	4 Credits
MEDS-002	Dynamics of Extension and Development	4 Credits
MEDS-003	Problems and Issues in Development	6 Credits
MEDSP-004	Project Work-I	4 Credits
MEDS-005	Planning and Management of Extension and Development Programmes	4 Credits
MEDS-006	Research Methods in Extension and Development Studies	6 Credits
MEDSP-007	Project Work-II	6 Credits
MEDS-008	Extension Communication and Diffusion of Innovations for Development	4 Credits
MEDS-009	Development in India – Pre and Post Liberalization Period	6 Credits
MEDS-010	Training for Development	4 Credits
MEDS-011	Local Self Governance	4 Credits
MEDSE-012	Environment and Development*	4 Credits
MEDSE-013	Behavioral Sciences for Extension and Development *	4 Credits
MEDSE- 015	Family Healthcare Education*	4 Credits
MEDSP-017	Dissertation (Compulsory)	10 Credits

* Elective courses - One out of three is to be selected

(Detailed course outline of each course is given in Annexure - 1)

2.5 Instructional Systems

The programmes on PG Certificate, PG Diploma and MA in Extension and Development Studies will use multi-media approach in the instructional system viz., self-instructional print materials, audio-video programmes, assignments, counselling sessions teleconferencing, project works and dissertation.

2.6 Delivery of Study Materials

The course materials for different programmes of Extension and Development Studies will be delivered in the following fashion:

PG Certificate in Extension and Development Studies (PGCEDS) : It is a six month programme and all the three courses and the Project Work – I Handbook under this programme will be dispatched to the students in one lot. The dispatch will be made within 6-8 weeks of the last date of admission. Besides, study material, you will also receive Programme Guide and Assignments for the courses. Before appearing for the term-end examination, you are advised to submit the report of Project Work - I.

PG Diploma in Extension and Development Studies (PGDEDS): It is a one year programme and those who opt for admission in PGDEDS will receive the study materials in two lots. At first they will receive the study materials for the certificate courses as above, which will be dispatched within 6-8 weeks of the last date of admission. After six months, the study materials and assignments of remaining two courses along with the Project Work –II Handbook will be dispatched within the 6-8 week of admission session.

MA in Extension and Development Studies (MAEDS) : It is a two year programme. The course materials will be dispatched in three lots. The first and second lot will be as per the schedule given above for PGCEDS and PGDEDS. The third slot material comprising four compulsory courses, one elective course as per your choice and dissertation guidelines will be dispatched in the second year.

2.7 Evaluation

In IGNOU, every course is considered as an independent unit. Hence, every course will be evaluated separately and for all purposes each course will be considered as a separate entity. There are totally four courses in PGCEDS, seven courses in PGDEDS and 13 courses (including one elective and a dissertation) in MAEDS programmes. For successful completion of these programmes, you will have to secure pass marks in the respective courses.

The evaluation of these programmes will be done in following ways:

- a) Continuous evaluation
- b) Term-end Examination
- c) Project and Dissertation

Continuous Evaluation : The Continuous evaluation will be made through assignments. Along with the study materials, you will receive the assignments for each course. They need to be submitted before appearing for term end examination. The weighage given to assignments is 30%.

Term-end Examination: The term end examination which will be held twice an year i.e. in June and December has a weightage of 70% for each course. In order to be eligible for the term-end examination, you are required to fulfill the following conditions:

- You must have opted and pursued the prescribed courses of the programme.
- You should have completed the submission of assignments for the prescribed courses.
- You should have paid the requisite fee.
- You should submit the examination form in time.

Project Work and Dissertation : For the PG Certificate course, the students have to do Project Work-I; for the PG Diploma, the students have to complete both Project Work-I and Project Work-II and for the MA in Extension and Development Studies, students have to complete Project Work-I, Project Work- II and Dissertation. The evaluation report of Project Works and Dissertation will carry 100% weightage.

The grading system depending on the percentage of marks secured by the candidates in TEE and evaluation report for Project Work 1, II and Dissertation will be as follows

Grade	Grade Point	Percentage
A	5	80% and above
B	4	60% to 79.9%
C	3	50% to 59.9%
D	2	40% to 49.9%
E (Unsatisfactory/Fail)	1	Below 40%

2.8 Assignments

In all courses under this modular programme, assignment carries 30% weightage. Therefore, you have to take your assignment very seriously. There is one assignment for each course. The main purpose of the assignment is to inspire you to thoroughly read the study materials and also to test your comprehension of the learning materials. It is advised that you should not reproduce the study materials, rather apply your judgment and if possible consult reference books and related text materials before answering the assignments. However, you do not have to be worry enough about non-availability of extra reading materials for working on the assignments.

Points to be Remembered

- Whenever you receive the course materials and assignments, check them immediately and if any assignments are missing write to MPDD or see IGNOU website (www.ignou.ac.in).
- Complete the responses on assignments in all respects check that you have not inadvertency left answering any question before submitting the assignments. Incomplete assignment will ensure you poor grade. For your own record please retain a copy of the assignment responses.
- Assignments after duely evaluated will be sent back to you along with a copy of assessment sheet carrying the comments of evaluator on your assignment. It will help you to improve upon, while answering your future assignments.
- If you fail to get pass grade in any assignment, you have to submit it again. However, once you get the pass grade in an assignment, you can not resubmit it for improvement of the grade.
- Remember that **you have to write the answers of the assignments in your own handwriting** and should not send typed assignments.
- You should submit the assignments before the due date. If the last date for the submission of assignment falls on holiday, it should be submitted on the following working day. The university/ coordinator of the programme study centre has the right to reject the assignments, if submitted after the due date.

- Do work on assignments regularly, which will help you in term-end examination.
- It is advised that you should also submit your project work reports and dissertation before you appear for the term end examinations at the PG certificate, PG Diploma and M A level programmes in Extension and Development Studies.

The front page of the assignment of each course must contain following information

Assignment	
Enrolment Number	
Year of Admission	
Programme Title	
Programme Code	
Course Title	
Course Code	
Assignment Code(if any)	
Regional Centre	
Study Centre	
Address	
.....	
.....	
.....	
Signature	
Date	

Schedules for Submission of Assignment

For January Cycle		For July Cycle	
Receipt of Assignments	Submission of Assignments	Receipt of Assignments	Submission of Assignments
January	31 st March	July	31 st October

2.9 Examination Fee

You have to submit examination form along with the fee of Rs 50/- per course in the form of demand draft drawn in favour of IGNOU, payable at New Delhi. The examination forms are available at the Study Centres/ Regional Centres and also at the Student Evaluation Division at the head quarter. Students also can submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

The filled in examination form is to be submitted as per the following schedule.

June TEE	December TEE	Late Fee	Where to Submit	Remarks
1 st March to 31 st March	1 st September to 30 th September	Nil	Registrar SED, IGNOU, Maidan Garhi, New Delhi-110068 or Regional Director of the concerned Regional Centre.	Along with a Fee @Rs 50/- per course in the form of DD drawn in favour of IGNOU, New Delhi.
1 st April to 20 th April	1 st October to 20 th October	Rs.300/-	For outside Delhi students (Concerned Regional Centre)	Mention name, enrollment number and programme code on the backside of the DD
21 st April to 15 th May	21 st October to 15 th November	Rs.500/-	For Delhi students(Registrar(SED), IGNOU, Maidan Garhi, New Delhi-110068)	
16 th May to 28 th May	16 th November to 28 th November	Rs. 1000/-		

Only one form is to be submitted for all the courses in one term-end examination. In order to avoid delay and difficulties while appearing the term-end examination, students are advised to:

- Remain in touch with the Study Centre/Regional Centre/Student Evaluation Division so as to enquire about any changes made in the schedule of submission of the examination form.
- Fill up the examination form for the next term-end examination without waiting for the result of the previous term-end examination and also specify courses for which result is awaited.
- Retain the proof of mailing/submission of the examination form till the time of receiving the examination hall ticket.
- Change of examination centre once allotted is not permissible under any circumstances.

3.0 GENERAL INSTRUCTIONS

- Please file all letters that the University sends you, and keep the Programme Guide handy. A record of your progress is maintained at IGNOU, New Delhi.
- Do write to us if you have any difficulties while working through the programme. Remember to intimate the relevant authority sufficiently in advance, if there is any change of address. This will help the concerned authority to send you course material, any information and letters promptly, without any delay or the risk of their being lost.
- Along with the printed material, the other inputs that you will receive are audio-video programmes, counselling sessions, and project guide. On the basis of these inputs you will write assignments, carryout project/dissertation and prepare for the final examination. Please try to attend as many counselling sessions as possible so as to get the best out of the programme.

- When you receive the printed materials, read the units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments.
- Try to answer 'Check Your Progress' questions. Please remember, the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance and keep you on the right track. They will enhance your comprehension of the subject matter. You can compare your answers with those given at the end of the unit.

3.1 Some Useful Addresses

WHOM TO CONTACT FOR WHAT		
1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Director
3.	Schedule/Information regarding Exam-form, date-sheet, and hall ticket.	Assistant Registrar (Exam-II), Student Evaluation Division, Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-1100 068. e-mail: sgoswami@ignou.ac.in Tele No. 011-29536743, 29535924-32 / Extn. 2202, 2209
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcripts	Dy. Registrar (Exam-III), Student Evaluation Division, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068. Email: kramesh@ignou.ac.in or Ph. 011-29536103, 29535924-32 / Extn. 2201, 2211, 1525
5.	Non-reflection of Assignment Grades/Marks	Asstt. Registrar (Assignment), Student Evaluation Division, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110 068. assignments@ignou.ac.in or Ph. 011-29532294, 29535924-32 / Extn.-1312, 1319, 1325
6.	Change of elective/deletion of excess credits	Concerned Regional Centre
7.	Original Degree/Diploma/Verification of Degree/Diploma	Dy. Registrar (Exam-I), Student Evaluation Division, Block-9, IGNOU, Maidan Garhi, New Delhi-110 068. convocation@ignou.ac.in Ph. 011-29535438, 29535924-32/ Extn. 2224, 2213
8.	Student Grievances (online)	Asstt. Registrar (Student Grievance) Student Evaluation Division, Block-3, Room No. 13, IGNOU, Maidan Garhi. New Delhi-110 068. Email- sregrievance@ignou.ac.in Ph. 011-29532294, 29535924-32/ Extn. 1313

9.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068.
10.	Academic Content	Director, School of Extension and Development Studies, IGNOU, Maidan Garhi, New Delhi- 110068. Email-soeds@ignou.ac.in or bkpattanaik@ignou.ac.in (Phone:011-29571983;29534373)
11.	Information Regarding Counseling Sessions & Assignment Submission	Concerned study centres and Programme Study Centre
12.	Approval of Projects and Dissertation Proposal	Concerned Regional Director
13.	Submission of Projects and dissertation Reports	Concerned Regional Director
14.	Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110 068 E-mail: ssc@ignou.ac.in Ph. :011-29535414, 29533869, 2953380 Fax: 011-2953 3129

3.2 Online Facilities

IGNOU website is www.ignou.ac.in. A few important links under the site are enlisted here.

- i) **Schools:** Where you will get the information about the programmes offered by different schools.
- ii) **For students:** Results; catalogue for print media and audio video; download facilities for assignment, question papers ; queries about admission, registration, material despatch detail, address checking, convocation; term end date sheet; examination form; campus placement and prospectus and application form.
- iii) **Single Window Information and Student Support (SWISS):** Here you will get the electronic version of the prospectus and application form, information about the admission data and entrance test hall ticket and result.
- iv) **Division:** Under this section, there are links of Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
- v) **Student Registration Division :** This link will give you information about admission and re-admission.
- vi) **Student Evaluation Division :** This link give information about term end examination, results, date of submission of assignment and issue of study materials etc.
- vii) **New Initiatives:** Here is a link to Edusat where you will get the teleconferencing schedule of your programme.
- viii) **Electronic Media:** You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, Teleconferencing schedule and feedback form.

Annexures

- Annexure I : Course Components of the Modular Programme
- Annexure II : List of Regional Centres
- Annexure III : Form for Change/Correction of Address
- Annexure IV : Form for Non-receipt of Materials
- Annexure V : Form for Term End Theory Examination
- Annexure VI : Form for Re-evaluation of Result of Term-end Examination
- Annexure VII : Form for early declaration of result.
- Annexure VIII : Form for obtaining Duplicate Grade Card/Mark sheet
- Annexure IX : Application Form for Issue of Migration Certificate
- Annexure X : Re-admission Form
- Annexure XI : Form for issue of Provisional Certificate

Student may use photocopies of the above forms.

COURSE COMPONENTS OF THE MODULAR PROGRAMME

MEDS 001 - INTRODUCTION TO EXTENSION AND DEVELOPMENT (4 CREDITS)

Block	Unit Nos	Unit Titles
I		EXTENSION EDUCATION
	1	Extension Education -An Overview
	2	Extension Education – A Global Perspective
	3	System Approach to Extension Education and Training
II		EXTENSION TEACHING METHODS AND AUDIO-VISUAL AIDS
	1	Teaching-Learning Process
	2	Extension Teaching Methods
	3	Audio-Visual Aids
	4	Adult Learning Principles
III		DEVELOPMENT - AN OVERVIEW
	1	Development - Introduction and Paradigm
	2	Economic Development
	3	Human Development
	4	Political Development
IV		THEORIES OF DEVELOPMENT
	1	Classical Theory
	2	Marxian Theory
	3	Dependency Theory
	4	Gandhian Development Theory

MEDS 002 - DYNAMICS OF EXTENSION AND DEVELOPMENT (4 CREDITS)

Block	Unit Nos	Unit Titles
I		DYNAMICS OF CHANGE
	1	Unit 1 : Change : An Overview
	2	Unit 2 : Processes of Change
	3	Unit 3 : Change Management

II	CHANGING SCENARIO IN EXTENSION
1	Unit 1 : Extension in the Context of WTO
2	Unit2 : Private and Corporate Extension Services
3	Unit 3 : Sectoral Extension
III	DYNAMICS OF DEVELOPMENT
1	Unit 1: Development Dynamics : An Overview
2	Unit 2: Development Processes Approaches and Strategies
3	Unit 3: Social and Cultural Dynamics of Development
4	Unit 4 : Development Agencies
IV	DEVELOPMENT IMPERATIVES
1	Unit 1: Development and Disparities
2	Unit 2: Inclusive Development
3	Unit 3 : Marginalization

MEDS 003: PROBLEMS AND ISSUES IN DEVELOPMENT (6 CREDITS)

Block	Unit Nos	Unit Titles
I		BASIC ISSUES IN DEVELOPMENT
	1	Population
	2	Poverty
	3	Inequality
	4	Unemployment
II		SECTORAL ISSUES IN DEVELOPMENT
	1	Agriculture
	2	Industry
	3	Infrastructure
III		SOCIAL ISSUES IN DEVELOPMENT
	1	Education and Development
	2	Health and Development
	3	Gender and Development
IV		EMERGING ISSUES IN DEVELOPMENT
	1	Energy and Development Nexus
	2	Natural Resource Management and Environment
	3	Sustainable Development
V		GOVERNANCE
	1	Governance – An Overview
	2	Participatory and Decentralized Governance
	3	Good Governance: Challenges and Attributes

MEDSP 004 : PROJECT WORK I (6 CREDITS)

Block	Unit Nos	Unit Titles
		Handbook for Project Work -1

MEDS-005: PLANNING AND MANAGEMENT OF EXTENSION AND DEVELOPMENT PROGRAMMES (4 CREDITS)

Block	Unit Nos	Unit Titles
I		PROGRAMME PLANNING
	1	Programme Planning- An Overview
	2	Participatory Programme Planning Process
	3	Project Appraisal
II		MONITORING AND EVALUATION
	1	Monitoring
	2	Evaluation
	3	Project Management Techniques
III		MANAGEMENT FOR EXTENSION AND DEVELOPMENT
	1	Management Concept
	2	Theories of Management
	3	Functions of Management
IV		CASE STUDIES ON PROGRAMME PLANNING AND MANAGEMENT
	1	Watershed Management Programmes
	2	Agriculture Programmes
	3	Rural Employment Programmes
	4	SHGs and Micro-finance

MEDS-006: RESEARCH METHODS IN EXTENSION AND DEVELOPMENT STUDIES (6 CREDITS)

Block	Unit Nos	Unit Titles
I		FUNDAMENTALS OF SOCIAL SCIENCE RESEARCH
	1	Social Science Research: An Overview
	2	Components of Social Science Research
	3	Research Designs
	4	Research Project Formulation

II	DEVELOPMENT RESEARCH
1	Basics of Development Research
2	Methods of Development Research
3	Development Research Applications
III	MEASUREMENT AND SAMPLING
1	Measurement
2	Scales and Tests
3	Reliability and Validity
4	Sampling
IV	DATA COLLECTION AND ANALYSIS
1	Quantitative Data Collection Methods and Devises
2	Qualitative Data Collection Methods and Devises
3	Statistical Tools
4	Data Processing, Analysis and Report Writing

MEDSP-007: PROJECT WORK - II (6 CREDITS)

Block	Unit Nos	Unit Titles
		Handbook for Project Work -II

MEDS-008: EXTENSION COMMUNICATION AND DIFFUSION OF INNOVATIONS FOR DEVELOPMENT (4 CREDITS)

Block	Unit Nos	Unit Titles
I		COMMUNICATION IN EXTENSION AND DEVELOPMENT
	1	Communication : An Overview
	2	Communication Channels and Need Assessment
	3	Theories and Models of Communication
	4	Communication Management
II		INFORMATION AND COMMUNICATION TECHNOLOGY FOR DEVELOPMENT
	1	ICTs for Development
	2	ICT in Knowledge Management
	3	e- Governance in Urban Development
	4	e- Governance in Rural Development

III DIFFUSION OF INNOVATIONS FOR DEVELOPMENT

- 1 Diffusion of Innovation : An Overview
- 2 Innovation Processes for Development
- 3 Communication in Innovation Decision Process

IV INNOVATION, INNOVATIVENESS AND ADOPTER CATEGORIES

- 1 Attributes of Innovation
- 2 Innovativeness and Adopter Categories
- 3 Opinion Leaders and Diffusion Networks
- 4 Consequences of Innovations

MEDS-009: DEVELOPMENT IN INDIA – PRE AND POST LIBERALIZATION PERIOD (6 CREDITS)

Block	Unit Nos	Unit Titles
I		DEVELOPMENT INITIATIVES AND PLANNING
	1	Pre-Independent Development Initiatives
	2	Planning and Development Initiatives : Pre Liberalization Period
	3	Planning and Development Initiatives : Post Liberalization Period
	4	Globalization and Development in India
II		RURAL DEVELOPMENT IN INDIA
	1	Rural Development-An Overview
	2	Agriculture and Rural Development
	3	Rural Industrialization
	4	Rural Cooperatives and Banking
	5	Rural Poverty, Unemployment and Development Interventions
III		URBAN DEVELOPMENT IN INDIA
	1	Urbanization in India- An Overview
	2	Migration and Urban Problems
	3	Urban Poverty, Unemployment and Development Interventions
IV		SOCIAL DEVELOPMENT
	1	Development of Scheduled Castes
	2	Development of Scheduled Tribes
	3	Development of Women and Children
	4	Youth in Development
V		ROLE OF PUBLIC, PRIVATE AND SERVICE SECTORS IN DEVELOPMENT
	1	Role of Public Sector in Development
	2	Role of Private / Corporate sector in Development
	3	Development of Service Sector
	4	Role of Unorganized Sector in Development

MEDS 010: TRAINING FOR DEVELOPMENT (4 CREDITS)

Block	Unit Nos	Unit Titles
I		FUNDAMENTALS OF TRAINING
	1	Training : An Overview
	2	Approaches and Strategies of Training
	3	Planning and Organization of Training
	4	Training Need Assessment
II		TRAINER AND TRAINING MANAGEMENT
	1	Trainer and Training Institutions
	2	Training Project Formulation
	3	Training and Human Resource Development
III		PROCESS OF TRAINING
	1	Training Methods and Tools
	2	Training Evaluation
	3	Impact Assessment of Training
IV		EMERGING DEVELOPMENTS IN TRAINING
	1	Designing Coherent Training Strategy
	2	Knowledge Management
	3	e-Training
	4	Action Research and TQM

MEDS-011: LOCAL SELF GOVERNANCE (4 CREDITS)

Block	Unit Nos	Unit Titles
I		DEMOCRATIC DECENTRALIZATION
	1	Decentralization : A Global Overview
	2	Local Self Government in India
	3	Local Governance in Globalization Era
	4	Local Governance and Marginalized Sections
	5	PESA and its Implementation
II		LOCAL GOVERNANCE AND LOCAL ORGANIZATIONS
	1	Formal and Informal Bodies
	2	Private Partnership with Panchayats
	3	Parallel Bodies
III		DECENTRALIZED PLANNING AND DEVELOPMENT
	1	Decentralized Planning : Overview
	2	Principles and Steps in Decentralized Planning
	3	Models in Planning

IV PEOPLES PARTICIPATION, LEADERSHIP AND CAPACITY BUILDING

- 1 Peoples Participation in Governance and Development
- 2 Leadership
- 3 Capacity Building

MEDSE-012: ENVIRONMENT AND DEVELOPMENT (4 CREDITS)

Block	Unit Nos	Unit Titles
I		KEY ENVIRONMENTAL ISSUES
	1	Natural Resources
	2	Population Pressure on Environment
	3	Globalization and Environment
II		SUSTAINABLE ENVIRONMENT AND DEVELOPMENT
	1	Mechanization of Agriculture and Environment
	2	Industrialization and Environment
	3	Natural Resource Management and Sustainable Environment
III		URBANIZATION AND ENVIRONMENT
	1	Urbanization : An Overview
	2	Industrialization and Industrial Pollution
	3	Urban Slums and Environmental Sanitation
IV		DYNAMICS OF ENVIRONMENT AND DEVELOPMENT
	1	Human Dimension of Modernization
	2	Pressure on Resources
	3	Consumerism and Cultural Change
	4	Environmental Hazards

MEDSE-013: BEHAVIORAL SCIENCES FOR EXTENSION AND DEVELOPMENT (4 CREDITS)

Block	Unit Nos	Unit Titles
I		GENERAL PSYCHOLOGY
	1	Psychology: An Overview
	2	Intelligence
	3	Motivation and Emotion
II		SOCIAL PSYCHOLOGY AND HUMAN BEHAVIOR
	1	Social Psychology : An Overview
	2	Perception and Attitude
	3	Personality

ANNEXURE - II

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CODES AND ADDRESSES OF REGIONAL CENTERS AND RECOGNISED REGIONAL CENTRES**

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1.	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799004 TRIPURA 0381-2516715 / 25162660381-2516714 rd_agartala@rediffmail.com rcagartala@ignou.ac.in	STATE OF TRIPURA
2.	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481 GUJARAT 02717-242975 02717-241579 02717-241580 rcignouahd@yahoo.com rcahmedbad@ignou.ac.in	STATE OF GUJARAT, UNION TERRITORY OF DAMAN, DIU, DADRA & NAGAR HAVELI
3.	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAI BUILDING M.G. ROADKATLA (NEAR CENTRAL YMA OFF.) AIZWAL-796001 MIZORAM 0389-2311693, 0389-2311692, 0389-2311789 rd_aizwal@rediffmail.com rcaizawl@ignou.ac.in	STATE OF MIZORAM
4.	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310MARRIS ROAD ALIGARH-202001 , UTTAR PRADESH ETAWAH, MATHURA & J P NAGAR ignousrcaligarh@yahoo.com rcaligarh@ignou.ac.in	DISTRICT OF UTTAR PRADESH ETAH, KASGANJ, FIROZABAD, RAMPUR, ALIGARH, HATHRAS, BADAUN, AGRA BULANDSAHAR, MORADABAD, MANPURI, 0571-2700120, 2701365
5.	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376080-26639711 080-26644848 ignourcblr@gmail.com rcbangalore@ignou.ac.in	STATE OF KARNATAKA EXCEPT THE DISTRICTS DHARWAD, BELGAM & UTTARA KARNATAKA
6.	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016, MADHYA PRADESH 0755-2578455, 0755-2578454 0755-2578452 0755-2578454 ignoubhopal@rediffmail.com ignou_bhopal@yahoo.com rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH EXCEPT FOR DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR
7.	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348/2301250/2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER RC KORAPUT & GAJAPATI)

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
8.	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ignouch@gmail.com rcchandigarh@ignou.ac.in	CHANDIGARH U.T., DISTRICT RUPNAGAR,PATIALA,MOHALI AND FATEHGARH SAHIB OF PUNJAB AND DISTRICT UNA OF HIMACHAL PRADESH OPERATED BY RC KHANNA
9.	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUSTARAMANI CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727044-22542121 044-22542828 rgnldirector@yahoo.in rcchennai@ignou.ac.in	STATE OF TAMILNADU THE FOLLOWING DISTRICTS AND UNION TERRITORY OF PONDICHEERY, CHENNAI,KANCHIPURAM, VELLORE, CHENGAIPAT,CUDDALORE, VILLUPPURAM,SALEM,NAMAKKAL, PERAMBALU & TIRUVALLORE
10.	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203,2348189,230484-2533021 0484-2533021,23308910484-2340204 igrc14@vsnl.net rccochin@ignou.ac.in	STATE OF KERALA EXCLUDING DISTRICTS MENTIONED UNDER RC TRIVANDRUM
11.	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR,NEAR CENTRAL BANK DARBHANGA-846004 BIHAR 06272-253719 06272-251833 srcdarbhanga@yahoo.com antripathi29@rediffmail.com rcdarbhanga@ignou.ac.in	STATE OF BIHAR COVERING DISTRICTS OF PASCHIM CHAMPARAN,GOPALGANJ, SIWAN,SARAN,PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, VAISHALI, SITAMARHI,MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL, SAHARSA,KHAGARIA
12.	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVANRAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789180 0135-2789205 0135-2789190 dimrianilk2002@yahoo.co.in rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL, DISTRICTS OF SARANPUR, MUZAFFARNAGAR, BIJNOR, DEHRADUN, HARIDUAR, UTTARKASHI, SRINAGAR, RUDRAPRAYAG, KOTDWAR, GOPESHWAR, BOAGESHWAR, PITHORGRAH, CHAMPAWAT, ALMORA, NANITAL, UDHAMSINGNAGAR & PURI
13.	DELHI 1	07	REGIONAL DIRECTOR(I/C) IGNOU REGIONAL CENTRE PLOT NO. J-2/1, BLOCK-B1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI 110 044 EMAIL: rcdelhi1@ignou.ac.in Website: www.ignourcdelhi1.ac.in	SOUTH DELHI, WEST DELHI, DISTRICT FARIDABAD OF HARYANA
14.	DELHI 2	29	REGIONAL DIRECTOR-2 IGNOU REGIONAL CENTRE-2 GANDHI SMRITI & DARSHAN SAMITI RAJGHAT, NEW DELHI - 110 002 011-23392375 / 23392376 / 23392377 011-23392374011-23392373 ignourd2@ngmail.com rcdelhi2@ignou.ac.in	NORTH-EAST DELHI, EAST DELHI, NORTH DELHI & CENTRAL DELHI
15.	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE rcdelhi3@ignou.ac.in	WEST DELHI AND DISTRICT OF GURGAON OF HARYANA, OPERATED FROM RC DELHI -1
16.	GANGTOK	24	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANGTOK - 737102 SIKKIM 03592-2311102, 270923 03592-270364 03592-212501 rd_gangtok@rediffmail.com rcgangtok@ignou.ac.in	STATE OF SIKKIM

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
17.	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI GUWAHATI-781003, ASSAM 0361-2662879 grcignou@sancharnet.in rcguwahati@ignou.ac.in	STATE OF ASSAM
18.	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207,KAVURI HILLS PHASE II NEAR MADHAPUR POLICE STATION JUBILEE HILLS (P.O) HYDERABAD - 500 033 ANDHRA PRADESH 040-40266470,40266471,402266478 040-40266479 hyd2_ignourch@sancharnet.in rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH EXCEPT DISTRICTS COVERED UNDER RC VIJAYAWADA
19.	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH, AOC IMPHAL - 795001 MANIPUR 0385- 2421190 ,24211910385-2421192 385-2421192 ignouimphal@rediffmail.com rcimphal@ignou.ac.inignouimp@man.nic.in	STATE OF MANIPUR
20.	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX"C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110 ARUNACHAL PRADESH 0360-2247536 / 22475380360-2247537 rd_itanagar@rediffmail.com ignou_itanagar@yahoo.com rd_itanagar@rediffmail.com	STATE OF ARUNACHAL PRADESH
21.	JABALPUR	41	REGIONAL DIRECTORIGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 MADHYA PRADESH 0761-2609269,65335690761-2600411 0761-2609919 ignoujabalpur@hotmail.com rcjabalpur@ignou.ac.in website:www.ignoujabalpur.in	STATE OF MP COVERING DISTRICTS OF JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHDOL, UMARIA, KATNI, SIDHI, SINGRAULI & ANUPPUR
22.	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7 PATELMARG, MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785750 0141-2274292 0141-2784043 ignou-raj@.nic.in rcjaipur@ignou.ac.in	STATE OF RAJASTHAN
23.	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE CANAL ROAD, JAMMU - 180 001 , JAMMU & KASHMIR 0191-25465290191-25795720191-2546995 jammurc12@rediffmail.com rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION)

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
24.	JORHAT	37		OPERATED FROM RC GUWAHATI
25.	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD, KARNAL - 132 001, HARYANA 0184-2271514 0184-22600750184-2255738 ignourck10@bsnl.in rckarnal@ignou.ac.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF PANCHKULA AND AMBALA)
26.	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB 01628- 229994/229993/237361/238284 ignoukhanna@yahoo.co.in rckhanna@ignou.ac.in	STATE OF PUNJAB (EXCEPT DISTRICTS RUPNAGAR,PATIALA,MOHALI AND FATEHGARH SAHIB)
27.	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NH-39, OPP. DZUVURU (MHON KHOLA) I.O.C. KOHIMA - 797001 NAGALAND 0370-2241903 / 22419040370-2241905 rd_kohima@rediffmail.com rckohima@ignou.ac.in	STATE OF NAGALAND
28.	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23592719/ 23589323 (RCL) 033-23347576 ignourd28@yahoo.com rd28cal@rediffmail.com rckolkata@ignou.ac.in	STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI)
29.	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA 06852-252982 06852-251535 ignou_korapat@rediffmail.com rckorapat@ignou.ac.in	KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, BALANGIR, SONEPUR, KALAHANDI, NUAPADA, BOUDH, PHULBANI (PART OF ORISSA) GAJAPATI, SRIKAKULAM (PART OF AP), DANTEWADA, BASTAR (PART OF CG)
30.	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - HALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2745114,09417966540522-2762410 (RCL/ 2364453 0522-2364889 ignoulko@sancharnet.in rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC VARANASI,RC ALIGARH AND RC NOIDA)
31.	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CSI INSTITUTIONAL CAMPUS TPK ROAD (NH -7) PAUMAALAI MADURAI - 625004 TAMIL NADU 0452-2380733,2380387, 0452-2370588 ignoumadurai@yahoo.co.in, rcmadurai@ignou.ac.in	FOLLOWING DISTRICTS OF TAMIL NADU COIMBATORE, NILGRIS, ERODE, KARUR, THANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, RAMANATHAPURAM, SIVAGANGA, PUDUKKUTTAI, THIRUPPUR TIRUNELVELI, TUTICORIN & TRICHI

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
32.	MUMBAI	34	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN, NANEPADA ROAD, MULUND (E) MUMBAI - 400081 MAHARASHTRA 022-25633159 ignourcmumbai@gmail.com rcmumbai@ignou.ac.in	FOUR DISTRICTS OF MAHARASHTRA : MUMBAI,THANE,RAIGARH AND RATNAGIRI.
33.	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GURUNANAK BHAWAN NEAR NAGPUR UNIVERSITY AMARAVATI ROAD, NAGAPUR 440033 MAHRASHTRA 09657339936 (MOB) rcnagpur@ignou.ac.in	STATE OF MAHRASHTRA COVERING DISTRICTS AMRAVATI, BULDHANA, AKOLA WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL ,WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI (14 DISTRICTS)
34.	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE rcnoida@ignou.ac.in	NOIDA, GREATER NOIDA, GHAZIABAD, G.B.NAGAR, MEERUT & BAGPAT OF UTTAR PRADESH OPERATED FROM RC DELHI 2
35.	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL, NEAR P&T STAFF QUARTERS OF MAPUSA- PANAJI ROAD, POVORIM -403521 GOA 0-9444024242 MOB0832-2462315 msparthasarathy@yahoo.com	STATE OF GOA & THREE ADJOINING DISTRICTS OF KARNATAKA i.e DHARWARD, BELGAUM, UTTARA KANNAD & SINDHUDURG (DISTRICTS OF MAHARASHTRA)
36.	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2221538/ 22215410612-2221539 rcpatna@gmail.com rc05patna@gmail.com ignourcpatna@gmail.com	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC-DARBHANGA
37.	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS 03192-242888,230111 rc_portblair@rediffmail.com rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS
38.	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD, PUNE - 411 016 MAHARASHTRA 020-256671867 020-25671864 ignourcpune42@vsnl.net rcpune@ignou.ac.in	STATE OF MAHARASHTRA NANDURBAR DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR ,BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA & KOLHAPUR (14 DISTRICTS)
39.	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1, SHANKAR NAGAR RAIPUR - 492007 CHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2445839 rrcignou@cg.nic.in rcraipur@ignou.ac.in	STATE OF CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
40.	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT 0281-2572988 subrcrajkot@yahoo.co.in rcrajkot@ignou.ac.in website:www.ignourajkot.org	STATE OF GUJRAT COVERING THE DISTRICTS OF RAJKOT,KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR & DIN
41.	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR, RANCHI - 834022 JHARKHAND 0651-2244688,2244699 0651-22446770651-2244400 ignouranchi@yahoo.com rdbranchi@ignou.ac.in	STATE OF JHARKHAND
42.	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMAI NON SHILLIANG SHILLONG - 793 003 MEGHALAYA 0364-2521117 0364-2521271 0364-2521271 ignou18@sancharnet.in rd_shillong@rediffmail.com	STATE OF MEGHALAYA
43.	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING,KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624613,2624611,2625843/ 2624612 0177-2624611 sml_ignoures@sancharnet.in dbnegji@gmail.com rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (EXCEPT DISTIRT UNA)
44.	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY SILIGURI - 734001 WEST BENGAL 0353-2526818 0353-2526819 ignourcsiliguri@yahoo.com rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL COVERING DISTRICTS OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN, DINAJPUR, MALDAH (PART OF WB)
45.	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE, RAJ BAGH NEAR MASJID AL-FAROOQ, SRI NAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-2311259 ignousgr@hotmail.com rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR & LADAKH REGION)
46.	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION, CHEKKALAMUKKU SREEKARIYAM, TRIVANDRUM -695017 KERALA 0944750581 (MOB) ignourctrivandrum@gmail.com rctrivandrum@ignou.ac.in	KANYAKUMARI, DISTRICT OF TAMIL NADU & THIRUVANANTHAPURAM, KOLLAM & PATHANAMTHITTA (DISTRICTS OF KERALA)

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
47.	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN, B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022,23686220522-2364893 0542-2317383 ignousrc.vns@gmail.com rcvaranasi@ignou.ac.in	DISTRICTS OF AMBEDKAR NAGAR, SANTKABIRNAGAR, MAHARAJGANJ, JAUNPUR, BALLIA, AZAMGARH, GORAKHPUR, DEORIA, KUSHINAGAR, SANT RAVIDAS NAGAR, MIRZAPUR, VARANASI, GHAZIPUR, MAUNATHBHANJAN, CHANDAUL, SONBHADRA
48.	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, SKPVV, HINDU HIGH SCHOOL KOTHAPETHA, VIJAYAWADA 520 001 ANDHRA PRADESH 0866-256595 0866-2565253 0866-2565353 ignourcvijaywada@gmail.com rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING THE DISTRICTS OF VIZAINAGARAM, VISAKHAPTNAM, EAST GODAVARI, WEST GODAVARIKHAMMAM, KRISHNA, GUNTUR, PRAKASHAM, NELLOR, SRIKAKULAM AND CHITTOOR
49.	RAGHUNATHGANJ	50	DR S RAJA RAO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE AMIYABALA BHAWAN VILL SANYASIDANGA PO BARALA PS RAGHUNATHGANJ DIST MURSHIDABAD, WEST BENGAL 09434731514, 05222364889 srajarao@ignou.ac.in	DISTRICT MURSHIDABAD MALDA AND BIRBHUM

ARMY RECOGNIZED REGIONAL CENTRE

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND, KOLKATA - 700021 WEST BENGAL 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
2	CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND CHANDIMANDIR-134107 HARYANA 0172-2589423 (CIVIL)0712-2589423 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
3	LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE BRIG-(EDN)IAEP, HQ CENTRAL COMMAND LUCKNOW - 226002 UTTAR PRADESH 0522-2482968/2292670 iaeprc53@yahoo.co.in	CENTRAL COMMAND AREA

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
4	PUNE	54	COL ARUN SARIN REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATIONH Q SOUTHERN COMMAND C/O 56 APO 020-26102668020-26102670	SOUTHERN COMMAND AREA
5	UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, UTTAR KAMAN MUKHYALAYA C/O 56APO, HQ NORTHERN COMMAND, UDHAMPUR, JAMMU & KASHMIR 01992-242486	NORTHERN COMMAND AREA
6	JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG.CENTRE EDUCATION BRANCH, JAIPUR, RAJASTHAN 0141-2386 ETN 2668	SOUTH WESTERN COMMAND

NAVY RECOGNIZED REGIONAL CENTRES

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	NEW DELHI	71	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II, RK PURAM, NEW DELHI - 110066 DELHI 011-26194686 ,26185299011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
2	MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA 022-22688245022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3	VISAKHAPATNAM	73	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH 0891-28122840891-2515834 inepu@hotmail.com	HQ EASTERN NAVAL COMMAND
4	KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASEHQ SOUTHERN NAVAL COMMAND, KOCHI - 682004 KERALA 0484-2662515,266221026610070484-2666194 inepk@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

ASSAM-RIFLES RECOGNIZED REGIONAL CENTRES

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAMRIFLES (DGAR)LAITUMUKHRAH, SHILLONG - 11 MEGHALAYA 0364-705530/ 7055640364-705564 hqdgar@hotmail.com	COMMAND AREA

Form for Change/Correction of Address

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. _____

Programme _____

Name (in caps) _____

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

City _____ Pin _____

City _____ Pin _____

State _____

State _____

Signature of Student

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

Form for Non-receipt of Materials

The Regional Director
Concerned Regional Centre

.....

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 in my address given as follows :

Name and Address : Signature :

..... Date :

.....

.....

For Official Use

Date of despatch of study material/assignments to students

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



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme

Regional Centre

Name

Father's Name

Month and year of last examination

in which you have completed the Programme

Mailing Address

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

(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

Registrar (SED)

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Date :

.....

Signature

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

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

*During these dates submit the examination form with late fees to the concerned Regional Centre (Outside Delhi). For Delhi, submit to the Registrar (SED).

Please submit the examination form up to 20th April / 20th Oct at the address mentioned below and no where else by Regd. Post / Speed Post

THE REGISTRAR (SED)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,
BLOCK-12, MAIDAN GARHI,
NEW DELHI - 110068

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02.)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division

APPLICATION FORM FOR RE-EVALUATION OF RESULT OF ANSWER SCRIPT

1. Name:.....

2. Programme:.....

3. Enrolment No. [grid]

4. Address:
.....
.....
.....

PIN: [grid]

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

6. Examination Centre Code :

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

Table with 3 columns: Courses, in which Re-evaluation is sought, COURSE CODE, TITLE OF THE COURSE. Includes multiple rows of dotted lines for data entry.

9. Fee Details:

(The fee for this purpose is to be paid through Demand Draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

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

Demand Draft No.Date

Issuing Bank

Date:

Signature of the student

(Rules and Regulations are mentioned in the next/reverse side of this form)

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 results 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 will also be 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 & Seminars etc.
6. The filled in form with the requisite fee is to be sent to:

Deputy Registrar (Exam-III)
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110068.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division**

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

1. Name: _____

2. Programme:

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

Enrolment No:

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

3. Reason for early declaration of result: _____

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

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

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

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

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

6. Total Amount paid Rs.: _____ Bank DD No. _____ Date _____

(Rs. 700/- per course)

Issuing Bank _____

Signature _____

Name & address _____

Date : _____

of the Student _____

Note:-

1. Request for early declaration of result will be entertained for final semester/year or maximum of 4 backlog courses only.
2. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
3. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

**Registrar (SED),
Indira Gandhi National Open University,
Maidan Garhi, New Delhi-110 068.**

The prescribed fee for early declaration of result is Rs. 700/- per course in form of demand draft issued in favour of 'IGNOU' and payable at 'New Delhi'.



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the student :

Programme :

Enrolment No. :

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

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

Pin

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

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

Date: Signature of the student

Note: Fee for duplicate grade card is Rs.150/-. Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. The duplicate grade card will be sent by Registered post.

The filled-in form with the requisite fee is to be sent to:
Registrar (Student Evaluation Division)
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110 068.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

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

- 5. Name of the Regional Centre and Study Centre to which the Candidate attached

- 6. Name of the University to which the candidate wants to migrate

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

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

Signature of the Applicant

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

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

Date _____ Dealing Assistant _____ Section Officer _____

INSTRUCTIONS

1. A fee of Rs. 200/- 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 Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issue on payment of Rs. 200/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, son/daughter of..... resident
ofhereby solemnly declare that the

Migration Certificate No.....dated.....issued

to me by theto 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”.



**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 :

3. Enrolment 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 (Rs.)
Total Rs.				

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

Year (s)/ semester (s)	Course Code(s) of the missed year(s) / semester(s)	Re-registration fee Rs.

8. Total Fee (col.no.6+7) Rs. _____ enclosed vide Demand Draft No. _____

Date _____ of _____ (Name 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.

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