

PROGRAMME GUIDE

Post Graduate Diploma in HIV Medicine Programme (PGDHIVM)



Indira Gandhi National Open University
HIV Medicine Cell
School Of Health Sciences

In collaboration with



National AIDS Control Organization
Department of AIDS Control
Ministry of Health Family welfare, GOI

School of Health Sciences
Indira Gandhi National Open University
MaidanGarhi, New Delhi-110 068
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ABBREVIATIONS

IGNOU	: Indira Gandhi National Open University
SOHS	: School of Health Sciences
RSD	: Regional Services Division
SRD	: Student Registration Division
SED	: Student Evaluation Division
MPDD	: Material Production and Distribution Division
PSC	: Programme Study Centre
SDC	: Skill Development Centre
WP	: Work Place
RHSAC	: Regional Health Sciences Advisory Committee
PIC	: Programme-in-charge

1. WHY THIS PROGRAMME?

There are a total number of People Living with HIV (PLHIV) in India was estimated 21.17 lakh (17.11 lakhs – 26.46 lakhs) in 2015 compared with 26.26 lakhs (18.00 lakhs – 27.85 lakhs) as per annual report 2016-17 of National AIDS Control Organization (NACO). Children (<15 years) account for 6.54%, while females contributed around two fifth (40.5%) of total HIV infections. Till September 2016, 361 care and support centres are functional and a total of 10,70,928 PLHIV received care and support services. There are 528 functional ART centres and 1108 Linked ART centres across the country 88 ART Plus centres till September 2016. Indira Gandhi National Open University (IGNOU) in collaboration with National AIDS Control Organization (NACO) has developed a one year Post Graduate Diploma in HIV Medicine (PGDHIVM). IGNOU would be act as an umbrella organization to coordinate the training programme in the country. About 2000 trained doctors would be needed to man these facilities. The qualification for Senior Medical Officer (SMO) ART centers is MD while for Medical Officer it is MBBS. It is planned that MBBS doctors with PG Diploma in HIV Medicine shall be considered for the post of SMO at ART centers. The PG Diploma in HIV Medicine will help to standardize HIV Medicine training and also help to bridge the gap in trained man power for ART centre.

Objective:

After completion of this programme, a student should be able to:

- imbibe comprehensive knowledge on basic of HIV as related to details of management of HIV/AIDS in tertiary care set up;
- management all complications as well as opportunistic infections due to HIV/AIDS at time of need; and
- recognize and handle emergencies related to HIV/AIDS and its complication and take bedside decision for management whenever is required.

2. WHAT IS THIS PROGRAMME?

2.1 Programme Package

The programme package in distance education mode is developed with the help of available technology commonly known as multi-media package. The package for this programme consists of print material in the form of booklets called blocks and the audio video materials in the form of CD/DVD. Besides these, there is arrangement for live interactive teleconferences and contact sessions at programme study centre and skill development centre level as discussed below.

There are 28 days of hands on skill practical training in specially identified centers under the supervision of trained teachers (Academic Counsellors) also form the part of package.

In IGNOU parlance, the study hours are measured in credit system. One credit is equivalent to 30 learning hours. Each theory booklet is called a block, which consists of three to six chapters called units. Usually each block represents one credit. The block on practical manual is meant for guidance in 'Hands on training'. Hence, the credit hours represented by it will be as mentioned against the respective courses in Section 2.2.

The duration of the programme is of one-year duration i.e. January to December of a calendar year. The print material consists of 18 theory Blocks, 2 Practical Manuals, 2 logbooks, 1 Programme Guide and 9 Assignments. You will receive all the print materials in the beginning of the session. The audio/video CD/DVD developed for the programme will be made available at programme study centres.

2.2 Programme Structure

The PGDHIVM programme consists of six courses. Among them 4 are theory courses and 2 are practical course. All the theory and practical course are compulsory. Course 1 (MCMM-101), Course 2 (MCMM-102), Course 3 (MCMM-103) and Course 4 (MCMM-104) represent the disciplines of Basics of HIV, National AIDS Control programme (NACP) Systemic involvement of in HIV and STI and Management of HIV/AIDS respectively. The respective practical components of these two courses are given in the Course 5 (MCMML-105) and Course 6 (MCMML-106).

The Courses are designed on the basis of learning hours required by an average student. As mentioned above, one credit represents 30 hours of learning. The design of the PGDHIVM programme in terms of credit distribution of the courses is shown below:

Course Code	Name of the Course	Nature of Course	No. of Credits
MCMM-101	Basics of HIV Infection	Theory	4
MCMM-102	National AIDS Control Programme	Theory	4
MCMM-103	Systemic Involvement in HIV and STI	Theory	4
MCMM-104	Management of HIV/AIDS	Theory	6
MCMML-105	Basics Practical	Practical	8
MCMML-106	Clinical Practical	Practical	10
Total credit			36

2.3 Scheme of Study

In distance education system, in addition to self-learning, contact sessions are held to facilitate the learning process of students. In this programme, where practical component is quite significant, the contact sessions will comprise of counselling sessions for the theory and practical components. For the convenience of study, the whole duration of these sessions is divided into four Spells/Contact Sessions. The 1st and 2nd and 4th spell is of 6 days and 3rd spell is of 10 days duration each. The 1st spell will be clubbed with the induction meeting. Though there is no separate provision for clearing doubts related to theory component, you are free to clear all your doubts during the practical sessions.

3. HOW TO STUDY?

3.1 Theory Component

The students of distance education system are adult learners. Hence, the self-instructional materials are written with the objective and style so as to make the reading interesting and easily understandable. A schematic representation of the design of units is given below to facilitate your access to the contents.

Unit X*

X.0 Objectives

X.1 Introduction

X.2 Section 1 (Main Theme)

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

.....

.....

Check Your Progress

X.3 Section 2 (Main Theme)

X.3.1 Sub-section 1 of Section 2

X.3.2 Sub-section 2 of Section 2

.....

.....

Check Your Progress

| | | | |
| | | | |

X.m Let Us Sum Up

X.n Answers to Check Your Progress

* 'X' stands for the serial number of the unit concerned.

As the scheme suggests, we have divided the units into sections for easy reading and better comprehension. Each **section is indicated distinctly by bold capital letters** and each sub-section by relatively smaller but bold letters. The significant divisions within sub-sections are in still smaller but bold letters so as to make it easier for you to see their place within sub-sections. For purposes of uniformity, we have employed the same scheme of divisions in every unit throughout the programme.

Please start reading from the very beginning of the block i.e. Block Introduction and then go through the units. In each unit read the objectives, introduction and then the text. The objectives articulate briefly:

- What we have presented in the unit, and
- What we expect from you once you complete working on the unit.

The last section of each unit under the heading 'Let Us Sum Up' summarises the whole unit for purposes of recapitulation and ready reference. We have self-check exercises under the caption 'Check Your Progress' at a few places in each unit. Do not skip these exercises. The answers to these exercises are mentioned at the end of the unit.

What, perhaps, you would do is to go through the units and jot down important points as you read in the space provided in the margin. **Broad margins in the booklets are there for you to write your notes on.** Make your notes as you work through the materials. This will help you prepare for the examination as also in assimilating the content. Besides, you will be able to save on time. Do use these margins. This

will help you keep track of and assimilate what you have been reading in the unit, answer the self-check exercises and the assignment questions and easily identify the item(s) to be clarified.

We hope that we have given enough space for you to work on the self-check exercises. The purpose of giving self-check exercises will be served satisfactorily if you compare your answers with the possible ones given at the end of each unit after having written your answer in the blank space. **You may be tempted to have a glance at answer(s)** given at the end of the unit as soon as you come across an exercise. But we do hope that you will overcome the temptation and turn to these answers only after you write yours.

These exercises are **not** meant to be submitted to us for correction or evaluation. Instead, the exercises are to function as study tools to help you keep on the right track as you read the units.

The units are designed in such a way that the contents of later units are based upon the contents of initial units. If you have not understood or followed a unit properly, please read it again before reading the next one because; it may be difficult to follow the later units without a proper understanding of the first one. Wherever you face problem in understanding the content, please make note of it and put that question to your counsellor during the counselling sessions at the PSC. You can also informally clear your doubts whenever you come in contact with your counsellors at PSC/SDC without any hesitation. You could also e-mail your questions to the School of Health Sciences for clarification. Your questions would be answered during the teleconference sessions.

The reference books are listed for those who want to know further about the subject. But for your purpose, it should be sufficient if you have understood the contents thoroughly. Please note that all the questions either in assignments or in term-end examination will be from the syllabi as mentioned in this guide. You will have to write the assignments related to each block as mentioned later on.

3.2 Practical Component

The theory course has a related practical course. The skills that you need to learn under each course are mentioned below. Please maintain record of all the cases, as mentioned below, that you are seeing as a part of the learning exercise.

Please refer to summarizes the hours that you need to spend in practical component of each course. The time allotment at Programme Study Centre will be used for demonstration of skills to you and limited practice. To ensure that you have understood the steps involved in each of the skills demonstrated, you should practice the skills on at least one sample case. If you can get opportunity to practice it on more number of patients at PSC, then you are welcome. However, if you do not get more chances, you could practice the same procedure at your Skill development Centre.

At SDC, you will have to practice all the skills taught to you at PSC. The number of patients that you should see for each skill is mentioned in the logbooks. All the centres of excellent have the facilities of OPD, Wards, ICTC, ART centre, CCC, Blood bank, Laboratory etc. and to guide you; there will be counsellors at SDC. Hence, please try to clear all your doubts in before you leave PSC and start activities at your work place/SDC.

Training in PSC is planned in 4 spells/Contact Sessions and the posting at SDC is for one month in the year and focus on one-to-one learning. The learning at PSC and SDC are take place in such manner to cover up all the identified skills. This provides you multiple opportunities to clarify all their doubts with respective subject experts during the registration period.

The duration of practical component is mentioned against each course. The practical manuals provided for each course would provide you information in details about the skills that you need to perform. This manual will guide you in carrying out the procedures both under supervision and later on for self-practice. In MCMML-005, you have been provided with a checklist Manual that will help you to verify the steps while performing those skills. In MCMML-006, you are provided with the Clinical Manual that will help you to history taking, examination, clinical staging, diagnosis and management of various type HIV infected patients.

3.3 Log-book Maintenance

Log-book is meant for maintaining the records of all the activities/cases that you are performing as a part of the programme at PSC and SDC. You have been provided with a logbook for each of the two practical courses. The number of cases that you should record in logbook will be according to the provisions made in it. For the rest of the cases as and when you see them, should be entered in the logbook in the appropriate place as mentioned in respective log-books.

The log-books should be carried by you whenever you participate in PSC/SDC training. The cases recorded by you at the PSC/SDC should be written then and there and get it countersigned by the respective Counsellors. As attendance of all the spells vis-a-vis completion of all skills is compulsory, this record will be an objective proof for your actual performance and learning. If a particular activity is not duly signed by the counsellors, then it would not be considered for internal assessment and hence will fetch you low score. Please note, you **must carry the log-book alongwith you to the term-end practical examination** which would be returned back to you at the end of the practical examination.

3.4 Audio-video Component

Few audio-video CD/DVD are available to help you learn the practical skills. The planning of counselling sessions at PSC will be made in such a way that all the available audio/video CD/DVD in respective courses could be shown to you at the PSC.

3.5 Student Information System

❖ Induction Meeting

The induction meeting is held in the beginning of the session. On this occasion you are informed to come to the PSC or the Regional Centre as felt convenient to the organisers. You are given orientation about the IGNOU system and told about your roles and responsibility while undergoing the PGDHIVM programme package. This induction is also done through teleconferencing in the beginning of session. You will receive information regarding this from your regional centre.

❖ Peer Group Information System

You could make your own arrangement to get information in time. One method could be to establish telephonic link amongst the batch mates. Two to three of you having easy access to PIC or Regional Centre could collect updated information regarding the schedules of various activities like spells, teleconferencing, any special event etc. These students in turn could pass information to another set of students staying nearby (say, each take responsibility for 2 students). These students pass information to another set of students. Thus, in a short duration and incurring negligible expense, the information could reach to every student in time.

❖ **Information by Programme In-charge (PIC)**

The Programme In-charge (PIC) is provided information on different activities either by Regional Centre or by the School from time to time. The PIC in turn also informs you about the relevant activities by post/email.

❖ **Information by Regional Centre**

Some of the information is sent to you by the Regional Centre. The Regional Director/Nodal Officer takes care of this activity. You can note their contact details from the Appendix 19.

❖ **Information from Headquarters**

Information on evaluation and material distribution goes directly from the respective divisions located at head quarters. You could also communicate directly to these divisions. Addresses of important divisions and the School are given in the Appendix 19 & 20. However, in case of any problem, you could inform to the Regional Centre/PIC as the case may be. You may kindly send your mobile number and email id to the Programme coordinator to get regular update from the headquarters.

❖ **Interaction with Programme Coordinator**

You could interact with your programme coordinator through e-mail on any of the administrative or academic problems related to the programme. The e-mail id for the purpose is hivmedicine@ignou.ac.in Please write your enrollment number & name of programme study centre in email.

❖ **Information through Teleconference**

Some of the important announcements like the schedule of next teleconference are made during teleconferences. However, this information is available in website. You could attend the teleconference at any of the places linked by Gyandarshan(GD-2) channel or at your residence if you have DTH (direct to home) connection. The live interactive Teleconferencing is also available through webcast: <http://www.ignouonline.ac.in/Broadcast/>

❖ **Information through GyanVani**

Gyanvani is an educational FM radio channel (105.6 mz) operating through several FM radio stations each covering a radius of about 70 km. You can interact during the live broadcast through toll free number. Please contact your regional centre for details.

❖ **Information through Doordarshan**

IGNOU video recorded programmes are telecasted in Doordarshan Channel-1 every day at 6.30-7.00 a.m. Important messages are also transmitted to students at the beginning or end of the transmission.

❖ **Information from Website**

All the latest information is provided in the website of IGNOU (<http://www.ignou.ac.in>). You can access it as and when required. See section for more details.

❖ **Information from Student Support Service centre**

Any type of unsolved problems could be sent to the student support service centre(ssc@ignou.ac.in). Please refer Section for further details.

3.6 Student Responsibility

❖ Travel and Stay in Relation to Programme

The admission fee covers only the expenses towards study material, counselling, practical activities at PSC and SDC including *travel during field visits*, evaluation and certification. Hence, cost towards your stay and travel in relation to the programme during the practical spells, evaluation, teleconference etc. has to be born by you. So, you could pool your money and take help of the PIC/Regional Centre in arranging the vehicles, stay etc. as and when required.

❖ Log-book Maintenance

You will maintain the log-books for practical courses. Each of the records maintained at PSC/SDC should be signed by the respective counsellors.

You are requested to carry the log book in all practical sessions. You may be denied in the practical session if you don't carry the log book. Please ensure that examiner has returned your log book after practical examination.

❖ Attendance in Spells/Contact Session

All the practical spells/contact sessions(All days) are compulsory. However, you have the option to complete them over 3 years. The **attendance for all spells is compulsory and you have to attend them in a sequence**. If you miss any spell, you will not be allowed to join the next spell. So, you should inform in advance to the Nodal officer/Programme In-charge (PIC) regarding your inability to attend the spell so that you will be given an option to attend that spell (organized on zonal basis) at some other place or other time. If you are not able to attend the spell at alternate arrangement venue, you have to wait for that spell for the next year and can continue for the rest of the spells at your allotted PSC with the next batch.

❖ Certificate of Completion for Skill Training

You will have to attach the certificate of completion of practical activities performed at PSC and SDC while applying for the term-end practical examination. You could retain a xerox copy of these certificates for future use.

❖ Timely Submission of Assignments

The submission dates are mentioned in the assignment. You should submit your assignments before taking the term-end theory examination.

❖ Filling of Term-end Examination Form

You will have to fill up *theory and practical term-end examination form separately* and submit them to the Registrar, Student Evaluation Division (SED) and PIC respectively. The last date for submitting the theory examination form to the **Registrar, Student Evaluation Division (SED)/Regional Director is March 31/September 30 for the June/December examination**. But for practical examination, last date of submitting the form to PIC is one month before the completion of PSC training or as informed to you by your Programme In-charge. You are encouraged to fill the theory application form on line through IGNOU website. You have to pay Rs. 60/- (Rupees fifty only) per course as examination fee for the theory courses. There is no examination fee for practical courses. There are the three prerequisite to appear in the Term End practical Evaluation. You need to attach these two certificates along with the Term End practical Examination form which you submit to the respective Programme In-charges. They are given below:

1. Passed in all the theory and practical assignment/Internal evaluation separately.

2. Completion of training in all the respective spell/contact session with prescribed duration.
3. Attendance certificate showing 100 percent attendance in practical training.

The Term End practical Examination of the student will be not taken valid if the student does not qualify the above three condition for the Practical Examination.

You have the option to submit at a later date with payment of late fee. See the section 6.4 for details. For practical examination the form is to be submitted to the PIC.

❖ **Invalid Registration**

Even after completing the programme, your registration could be declared as invalid at the time of announcing the result. The reason could be one or more of the following:

- You have appeared in the examination without registration.
- Your registration period has expired.
- Your registration details are not forwarded from the concerned Regional Centre (RC) to the Student Evaluation Division (SED).
- You were not eligible for registration for the particular programme/course.

Hence, you should first check the details from the respective Regional Centre before approaching to the head quarters.

❖ **Feedback of the Training Programme**

You may be (or may not be) satisfy with the teaching / academic activity of the Programme Study Centre. You are required to provide written feedback of the training both in theory as well as practical to the Programme Coordinator as well as Programme In-charge (PIC) every month or two months or after every spell. You can do it as individual student or as a group. This is mandatory, because, on the basis of your feedback headquarter can monitor and improve the quality of training.

❖ **Disciplinary Action**

Candidate will be governed by the disciplinary regulations of the respective institution as well as the rules and regulations of IGNOU. Any act of indiscipline by a PGDHIVM student be immediately intimated by PIC's to respective IGNOU Regional Director (RD) and Programme Coordinator for appropriate action. Strict action will be taken by the university on such action of indiscipline.

3.7 IGNOU Website

You can get the details of information about IGNOU from the website. If you face any problem or have any doubt, you should e-mail (E mail: hivmedicine@ignou.ac.in) to the programme coordinator.

The screen of the homepage is mentioned in Fig. 1. Please click the respective icons about which you want further information. For example, if you want information on School of Health Sciences, click on the word Schools, similarly if you want information on a specific regional centre, click on Regional websites. If you want information on GyanDarshan Downlinking Centres, click on Electronic Media.

As a student of IGNOU, you will be interested to know your examination date sheet, term-end theory result, grade card, your correspondence address as recorded at IGNOU Head quarters and the status of the

print materials that you are supposed to be provided in the beginning of the session. In addition you may be interested in downloading information like fresh assignments etc. All these information related to student leaning process in clubbed together which could be accessed by clicking on the word **Students Zone**. Once you click on this word, you will be automatically guided for subsequent search.

You can find all the study material as well as video programme in the **e-GyanKosh**. You can also find study material of other programmes in **e-GyanKosh**.

You may also notice some information rolling on the screen of the home page. This information is usually displayed periodically according to its relevance. For example, facility for online filling of theory term-end examination forms will appear only in the month of March or September. Special information like declaration of result, rescheduling of examination etc. is displayed as applicable from time to time. You should click on these to know more details. Access process for some of the important information is mentioned below.

❖ On line Submission of Theory Term-end Forms

You can fill up the theory term-end form online by clicking on the rolling message in the home page **on-line Examination Form for T.E.E.**. After you fill up the required information, you have to click it to submit. Then you have to wait for sometime till a receipt number gets displayed. Please take a print out of the receipt number which will be useful if you do not receive your admit card in time.



Fig. 1: Web page of IGNOU Website

❖ Information on Term-end Theory Examination Date Sheet

The term-end theory examination datesheet gets displayed by the month of January/July for June/December examination respectively. You can see it by clicking at **Term End Examination**.

4. HOW WILL THE PROGRAMME RUN?

4.1 Infrastructure for Implementation

The programme will be implemented through a network of health infrastructure all over India. IGNOU has more than 56 Regional Centres (RCs) which are directly responsible for the programme-related activities of that region. The Appendix 35 mentions the jurisdiction of each of the regional centres. The head quarters has 21 schools looking after the academic components and several divisions for administrative component.

The SOHS is responsible for the curriculum design, programme development as well as framing the guidelines for various aspects of the implementation process in consultation with the concerned divisions. Besides it will be monitoring the programme to ensure the quality training. The Student Registration Division (SRD) is responsible for maintenance of progress report and evaluation (both concurrent and end-assessment) including the certification. Computer division possesses the student data to provide address level of students for dispatch of study materials and correspondence with students. Material Production & Distribution Division (MPDD) is responsible for dispatch of print materials. Regional Service Division (RSD) is the coordinating division between the head quarter and peripheral set up. So most of the information from regional director will go to head quarter only through RSD. Besides RSD appoints the counsellors, programme-in-charge and takes care of the financial aspects of running the programme.

The contact sessions will be conducted through the counsellors identified at Programme Study Centre (PSC). The PSC and Skill Developmental Centre are the Medical Colleges/Tertiary hospitals and ART Centres respectively, identified by NACO for this programme. At PSC, you will be demonstrated practical skills and given opportunity to clear their doubts where as you would practice the skills at allotted SDCs for gaining competence and also, you will be able to do more and more practice of skills at ART Centres. The list of the PSCs is mentioned in Appendix 20. The link between the above infrastructure is represented in Fig. 2.

SDC have a minimum 1000 HIV positive patient turn over, availability of subject experts and the facilities as per the guideline mentioned in Appendix 14. The SDC will be identified by the Regional Centre/NACO and allotted to the students in such a way that no SDC will be attached to more than two students and all the students be attached to the nearest possible centre

Programme-in-charge/Nodal Officer is the link between the IGNOU and the health set up used for the PGDHIVM programme. He/She is stationed at the PSC and will for all practical purposes manage the day-to-day problems and ensure smooth running of the programme. The counsellors identified at PSC and SDC will help to provide skill training to you.

You could bring the problems faced at SDC level to the knowledge of the respective Programme in-charge/Programme Coordinator for early solution.

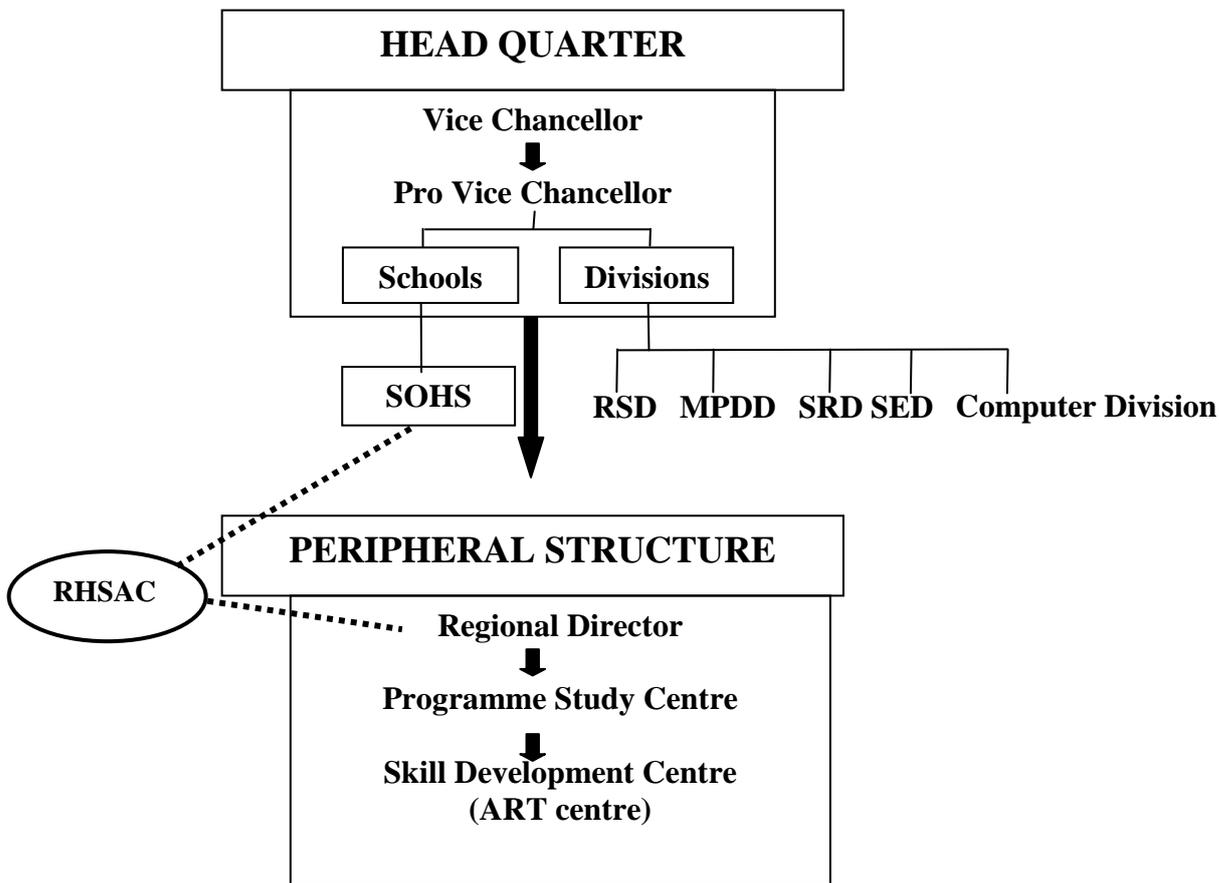


Fig. 2: Administrative set up for PGDHIVM Programme

4.2 Allotment of Programme Study Centre (PSC) and Skill Development Centre (SDC)

❖ Allotment of Programme Study Centre (PSC)

You will be informed about your allotted Programme Study Centre in your admission letter. You will be issued Identity Card and enrollment number by your Regional Centre. **For all future correspondence, please mention your enrollment number.**

In no situation a programme study centre will have more than 20 students in a batch. Hence, change of Programme Study Centre will be permitted subject to availability of a seat in the PSC to which transfer is opted. For transfer of PSC, you will have to apply in writing to your regional centre so that your records could be transferred to the new regional centre.

❖ Allotment of Skill Development Centre (SDC)

Allotment of the SDCs *is made in the beginning of the academic session* by the PSC/Regional Centres with the help of the respective Regional Consultant/NACO. *It is usually done during the induction meeting.* Following points are taken into consideration while allotting an SDC:

- A maximum of two students to be attached per SDC counsellor.
- Students to be provided opportunity for *independent handling of patients*.

- Travel time to SDC should be the minimum so that a student is not required to take leave to perform the SDC activity.
- SDC activity has to be performed in mutually convenient time of the student and the counsellor.

The allotment of SDC is made on the basis of the identified SDCs in a state. But, if some suitable SDC could be identified at a convenient distance from the residence of a student, the matter should be brought to the notice of the Regional Consultant/Regional Director/NACO who would pursue the matter with appropriate authorities for permission. ***After getting such permission, allotment of that SDC would be made to the desiring student.***

Similarly, if a student gets transferred to another state, his SDC allotment could be changed to the nearest available SDC in that state. In this situation, the student will inform the Regional Director (where PSC is located) about his transfer marking a copy to the Regional Director of the opted state (where he/she wants to do SDC activity). The Regional Director of the opted state will take necessary steps to allot an SDC out of the list of activated SDCs or activate a new SDC as per the necessity and inform the student regarding the allotment.

4.3 Role of Programme Study Centre

We have Three Programme Study Centres (PSCs) identified for implementation of the PGDHIVM programme. Each PSC have minimum 9 master trainers as designate by NACO which are divided as follows:

- Internal Medicine/ Physician- 4
- Microbiologist – 1
- Dermatologist – 1
- Paediatrics – 1
- Gynaecologist – 1
- Tuberculosis and lung disease - 1

Each PSC will have the following major functions:

❖ Counselling

Face to face contact between teachers and the students is provided to impart skill training and clarify doubts arising out of the study materials. During this period, students will be demonstrated different skills as planned in the curriculum design. As per the availability of the patients and feasibility, students will be also given chance to practice some of the skills then and there.

❖ Evaluation of Assignment

You will be given assignments having long, short and problem based questions. The counsellors at your programme study centre will evaluate them and return to you for feedback.

❖ Library

- ❖ There will be availability of relevant course materials, reference books as suggested for further reading, audio video materials related to the programmes run by the programme study centre.
- ❖ You will be able to avail the library facility of the Medical College to which the programme study centre is attached. Please use your *Identity Card* for this purpose.

How can the counsellors help you at PSC?

- Take theory counselling in respective subjects.
- Demonstrate all practical activities to the students attached to him/her.
- Help in limited practice of Skills at PSC
- Evaluate assignments and provide feedback.
- Participate in teleconferencing, if required.
- Evaluate records/projects of practical components of respective courses.
- Ensure your learning and gaining proficiency in respective disciplines.
- Certify the completion of skills by you at PSC.
- Participate as examiner for Term-end practical Examination.

❖ Interaction with Fellow Students

- ❖ You get an opportunity to interact with your peer groups and other students that could help you to overcome the problems faced by a distant learner. You can overcome the feeling of being isolated from other students.

❖ Webconference

In some of the programme study centres teleconference facility is provided which is linked with the head quarter. At other places you will be attached to the nearest centre having this facility.

4.4 Role of Skill Development Centre (SDC)

There will be sufficient number of SDCs/ART Centres in each PSC as per the need of enrolled students. NACO should provide list of SDC with the name of Nodal officer and SMO/MO. One month posting is mandatory after 3rd spell to those are not working as ART SMO/MO. Each SDC will have the following major functions:

❖ Hands on Training

You will be practicing different skills that are learnt by you at the PSC during the practical spells/contact sessions. Here you will diagnose and manage the problems independently under the guidance of the SDC Counsellor. You will attend ART Clinic, OPD (Medicine, Gynae&Obst, and Pediatric) & Ward, laboratory, etc. as feasible. All these postings will be planned by the SDC Counsellor so that all the skills visualized for learning are completed successfully.

How can the counsellors help you at Skill Development Centre (SDC)?

- Supervise your practice of skills in respective disciplines.
- Certify the completion of skills by you at SDC.
- Evaluate your learning of skills at SDC.
- Ensure learning and gaining proficiency in respective disciplines at SDC.

❖ **Monitoring**

The Skill Development Centre (SDC) Counsellors will help the students to develop competency in each skill so that students can apply the new knowledge in their set up. This process involves verification of logbook written by students and identifying learning problems there by and rectifying those problems while the student is performing the same skill on other patients.

At Skill Development Centre (SDC), the teaching learning arrangement is one to one basis. This aims at developing a friendly learning atmosphere and clearing all the doubts of students without any hesitation.

❖ **Internal Evaluation of Practical Courses**

The counsellors at Skill Development Centre (SDC) will assess each student on the basis of their performance and logbooks.

❖ **Log-book Checking**

Each Skill Development Centre (SDC) Counsellor will verify the log-books maintained by the students. This checking will be an integral part of the skill development process.

4.5 Grouping of Students at Programme Study Centre (PSC)

In all spells, grouping will be necessary in which counsellors from each related of the Medicine, Obstetrics & Gynecology and Pediatrics Lab Medicine, Blood bank, STI departments at programme study centre will be involved to provide training to a batch of 20 students. In first spell you will be divided into two groups and be posted to the above mentioned departments in rotation. As there will be counsellors from each department, each counsellor will have five to ten students under him at any point of time. Sample grouping pattern for 20 students is mentioned below:

Sample of Contact Session 1 / Spell 1

Day	9AM-11 AM	11AM-1PM	2PM-4PM
1	Induction	Briefing of History taking, examination and counselling	Work up by all students (any case of adult, paediatrics or gynae)
2	2 Case discussion (Group 1) 2 Case discussion (Group 2)	2 Case discussion (Group 1) 2 Case discussion (Group 2)	2 Case discussion (Group 1) 2 Case discussion (Group 2)
3	Blood Bank (Group 1 of 10 students) 2 Case discussion (Group 2)		Work up by all students (any case of adult, paediatrics or gynae)
4	Blood Bank (Group 2 of 10 students) 2 Case discussion (Group 1)		2 Case discussion (Group 1) 2 Case discussion (Group 2)
5	Targeted Intervention (whole group)		
6	Community care centre (whole group)		

Please note that the *grouping will be done separately for the batch depending upon the number of students turn up on the 1st spell*. You must report to the PIC on the 1st day of each spell. When there is less number of students in a batch, the groupings will be made on the similar line.

Sample of Contact Session2 / Spell 2

Day	9AM-11 AM	11AM-1PM	2PM-4PM
1	Group A (1-7) Medicine OPD/Ward	Group C(15-20) Medicine OPD/Ward	Group C(15-20) Paediatric OPD/Ward
	Group B (8-14) Paediatric OPD/Ward	Group A (1-7) Paediatric OPD/Ward	Group B (8-14) Medicine OPD/Ward
	Group C(15-20) Gynae/Obst. OPD/Ward	Group B (8-14) Gynae/Obst. OPD/Ward	Group A (1-7) Gynae/Obst OPD/ward
2	Group B (8-14) Medicine OPD/Ward	Group C(15-20) Medicine OPD/Ward	Group B (8-14) Paediatric OPD/Ward
	Group C(15-20) Paediatric OPD/Ward	Group A (1-7) Paediatric OPD/Ward	Group A (1-7) Medicine OPD/Ward
	Group A (1-7) Gynae/Obst. OPD/Ward	Group B (8-14) Gynae/Obst. OPD/Ward	Group C(15-20) Gynae/Obst. OPD/Ward
3	Group C(15-20) Medicine OPD/Ward	Group A (1-7) Medicine OPD/Ward	Group C(15-20) (paedia case)
	Group A (1-7) Paediatric OPD/Ward	Group B (8-14) Paediatric OPD/Ward	Group B (8-14) (Medicine OPD/Ward)
	Group B (8-14) (Gynae/pregnant case)	Group C(15-20) Gynae/pregnant case)	Group A (1-7) Gynae/Obst. OPD/Ward
4	Group A (1-7) Medicine OPD/Ward	Group C(15-20) Medicine OPD/Ward	Group C(15-20) (Paediatric OPD/Ward)
	Group B (8-14) Paediatric OPD/Ward	Group A (1-7) Paediatric OPD/Ward	Group B (8-14) (Medicine OPD/Ward)
	Group C(15-20) Gynae/Obst. OPD/Ward	Group B (8-14) Gynae/Obst. OPD/Ward	Group A (1-7) Gynae/Obst. OPD/Ward
5	Visit to DOTs Centre (Group 1, 10 students)/Visit and Discussion on STI clinic (Group 2 , 10 students)		Discussion on the respective visit of each group
6	Visit and Discussion on STI clinic (Group 2, 10 students)/ Visit to DOTs Centre (Group 1, 10 students)		Discussion on the respective visit of each group

Sample of Contact Session 3 / Spell 3

Day	9AM-11 AM	11AM-1PM	2PM-4PM
1	Group A (1-7) ART clinic	Group C(15-20) Medicine OPD/Ward	Group C(15-20) Paediatric OPD/Ward
	Group B (8-14) Paediatric OPD/Ward	Group A (1-7) Paediatric OPD/Ward	Group B (8-14) Medicine OPD/Ward
	Group C(15-20) PPTCT clinic	Group B (8-14) Gynae/Obst. OPD/Ward	Group A (1-7) Gynae/Obst. OPD/Ward
2	Group B (8-14) ART clinic	Group C(15-20) Paediatric OPD/Ward	Group C(15-20) (Medicine OPD/Ward)
	Group A (1-7) Paediatric OPD/Ward	Group A (1-7) Medicine OPD/Ward	Group B (8-14) Paediatric OPD/Ward
	Group C(15-20) PPTCT Clinic	Group B (8-14) Gynae/Obst. OPD/Ward	Group A (1-7) Gynae/Obst. OPD/Ward

3	Group C(15-20) ART clinic	Group C(15-20) Gynae/Obst. OPD/Ward	Group C(15-20) Paediatric OPD/Ward
	Group B (8-14) Paediatric OPD/Ward	Group A (1-7) Paediatric OPD/Ward	Group B (8-14) Gynae/Obst. OPD/Ward
	Group A (1-7) PPTCT Clinic	Group B (8-14) Medicine OPD/Ward	Group A (1-7) Medicine OPD/Ward
4	Group A (1-7) ART clinic	Group C(15-20) (adult case)	Group C(15-20) Paediatric OPD/Ward
	Group B (8-14) Paediatric OPD/Ward	Group A (1-7) Paediatric OPD/Ward	Group B (8-14) Medicine OPD/Ward
	Group C(15-20) Gynae/Obst. OPD/Ward	Group B (8-14) Gynae/Obst. OPD/Ward	Group A (1-7) Gynae/Obst. OPD/Ward
5	Group B (8-14) ART clinic	Group C(15-20) Paediatric OPD/Ward	Group C(15-20) Medicine OPD/Ward
	Group A (1-7) Paediatric OPD/Ward	Group A (1-7) Medicine OPD/Ward	Group B (8-14) Paediatric OPD/Ward
	Group C(15-20) Gynae/Obst. OPD/Ward	Group B (8-14) Gynae/Obst. OPD/Ward	Group A (1-7) Gynae/Obst. OPD/Ward
6	Group C(15-20) ART clinic	Group C(15-20) Gynae/Obst. OPD/Ward	Group C(15-20) Paediatric OPD/Ward
	Group B (8-14) Paediatric OPD/Ward	Group A (1-7) Paediatric OPD/Ward	Group B (8-14) Gynae/Obst. OPD/Ward
	Group A (1-7) Gynae/Obst. OPD/Ward	Group B (8-14) Medicine OPD/Ward	Group A (1-7) Medicine OPD/Ward
7	Group A (1-7) ART clinic	Group C(15-20) Medicine OPD/Ward	Group C(15-20) Paediatric OPD/Ward
	Group B (8-14) (Paediatric OPD/Ward	Group A (1-7) Paediatric OPD/Ward	Group B (8-14) Medicine OPD/Ward
	Group C(15-20) Gynae/Obst. OPD/Ward	Group B (8-14) Gynae/Obst. OPD/Ward	Group A (1-7) Gynae/Obst. OPD/Ward
8	Group B (8-14) ART clinic	Group C(15-20) Paediatric OPD/Ward	Group C(15-20) Medicine OPD/Ward
	Group A (1-7) Paediatric OPD/Ward	Group A (1-7) Medicine OPD/Ward	Group B (8-14) Paediatric OPD/Ward
	Group C(15-20) Gynae/Obst. OPD/Ward	Group B (8-14) Gynae/Obst. OPD/Ward	Group A (1-7) Gynae/Obst. OPD/Ward
9	Group C(15-20) ART clinic	Group C(15-20) Gynae/Obst. OPD/Ward	Group C(15-20) Paediatric OPD/Ward
	Group B (8-14) Paediatric OPD/Ward	Group A (1-7) Paediatric OPD/Ward	Group B (8-14) Gynae/Obst. OPD/Ward
	Group A (1-7) Gynae/Obst. OPD/Ward	Group B (8-14) Medicine OPD/Ward	Group A (1-7) Medicine OPD/Ward
10	Reserve day		

Sample of Contact Session 4 / Spell 4

Day	9AM-1PM (ART centre at PSC)	2PM-5 PM
1	- Medicine OPD/Ward (group A) - Paediatric OPD/Ward (group B) - Gynae/Obst. OPD/Ward (group C) - Medicine OPD/Ward (group D)	Case discussion by every group (Every group have 5-6 candidates)
2	- Medicine OPD/Ward (group B) - Paediatric OPD/Ward (group C) - Gynae/Obst. OPD/Ward (group D) - Medicine OPD/Ward (group A)	Case discussion by every group (Every group have 5-6 candidates)
3	- Medicine OPD/Ward (group C) - Paediatric OPD/Ward (group D) - Gynae/Obst. OPD/Ward (group A) - Medicine OPD/Ward (group B)	Case discussion by every group (Every group have 5-6 candidates)
4	- Medicine OPD/Ward (group D) - Paediatric OPD/Ward (group A) - Gynae/Obst. OPD/Ward (group B) - Medicine OPD/Ward (group C)	Case discussion by every group (Every group have 5-6 candidates)
5	Internal assessment of 10 candidates (group 1) Medicine/Paediatric/Gynae&Obst OPD/Ward (group 2)	Case discussion by group 2
6	Internal assessment of 10 candidates (group 2) Medicine/Paediatric/Gynae&Obst OPD/Ward (group 1)	Case discussion by group 1

The programme-in-charge along with the counsellors of the above mention departments will finalize the time schedule of every practical spell. The posting plan is designed in such a way that every student gets adequate opportunity to clear his/her doubts. Though 5 students are attached to a counsellor at a time, these 5 students could be further divided into smaller groups and posted to different places like OPD, Ward, Blood bank, CCC, ART Clinic, Laboratory etc. The sample posting schedule is mentioned in Appendix 3.

Even though there is flexibility in planning a spell, following points need to be taken into consideration:

- Not more than 5 students are grouped in any of the clinical posting.
- Field demonstrations (TI site and DOTs centre) should have all groups at a time.
- Students, *if possible*, could be taken in the ward teaching rounds.
- Interested students could be allowed, *if the department has no objection*, for night duties in labour room, emergency care, Laboratory etc.
- All students should participate actively and present at least one case.

At the SDC, one counsellor each will be identified from Medicine, Paediatrics and O&G, Ward, ART Clinic. As you will be attached to one SDC also, you will practice the skills under guidance of the counsellors at SDC.

4.6 Programme Schedules

You will be provided the schedule of counselling by your programme-in-charge who will also inform you about grouping and rotational posting in different departments. There will be 4 practical spells in a year. A tentative time frame of the spells is mentioned above. Each spell will be of 6-10days duration.

Spell/contact session	Month
1 st spell	February/March
2 nd spell	April/May
3 rd spell	July/August
4 th spell	October

Please note that **all the spells are compulsory and has to be attended in a sequence so 100%** attendance is mandatory to appear in the term end practical examination. If you are not able to attend any spell in the dates fixed by your PSC, you should inform about it in advance to your PIC and to the Nodal officer so that you could be informed about the alternate arrangement being made (usually on a zonal basis) in advance to enable you to attend it. If the alternate arrangement is also not suitable, then you can attend the activity only with the next batch at your allotted PSC.

There are following guidelines which are mandatory to all candidates:

- All the days of all contact session are mandatory. It means First spell is mandatory to complete before doing 2nd, 3rd and 4th contact session.
- Completion of 1st, 2nd and 3rd spell of contact session and one month training at SDC is mandatory to appear in forth spell.
- One month of SDC training at ART centre should be done in between 3rd and 4th session
- If candidate fail to attend the 2nd spell after completion of 1st spell than he/she is eligible for 3rd spell and SDC training. However, he/she need to complete the 2nd spell to next year to make himself/ herself eligible for 4th spell. It means in 1st year the candidate will complete 1st, 3rd and SDC training and IInd year candidate will complete 2nd spell and 4th spell.
- In case, if candidate fail to do 3rd spell after completion of 1st, 2nd spell than candidate need to complete the 3rd spell and SDC training in 2nd year and subsequently he/she need to forth spell.
- 1st and 3rd spell is mandatory before SDC training.
- Candidates will do 5 days training at ART clinic on 4th Spell/ contact session and one day will be reserve for the conduction of internal evaluation.

4.7 Arrangement of Contact Sessions

4.7.1 Theory Counselling

There will be no separate contact session for theory counseling. All the doubts related to theory material could be clarified during the practical spells.

4.7.2 Practical Activity

i) *At Programme Study Centre*

The practical demonstration at the PSC would be done in four spells as mentioned above. You will be posted at various set up like Out Patient Department (OPD), Ward, Blood Bank, CCC, ART clinic, STI Clinic, Laboratory etc. as per the necessity of training you in a particular skill. The exact place of posting

will again depend upon the decision of the counsellors of PSC so that your training becomes more meaningful.

It may be noted that the time allotted for PSC will be used for **demonstration of skills and limited practice of that skill** by students depending upon the availability of the patient. It is expected that PSC counsellors will demonstrate all the skills at least once and some of you get a scope to practice under their supervision. If you do not get scope for independent practice in a spell, you could try the same in next spells. However, you have to do independent practice of all the skills at SDC level. In addition to demonstration, you could discuss the important points in each of the procedures with your counsellors and ensure that you follow all the steps correctly.

You will also have to attend some field visits related to CCC. The visits will be organised by the respective counsellors. During the field visit, you have to collect all data as mentioned in the related section of the logbook and get them signed before completing the respective spell. The arrangement of transport to the field will be taken care by the PSC.

At the end of the last spell, the PSC **counsellor will sign on the completion certificate** (Appendix-8) that is essential to make you eligible to appear in the term-end examination. If you face any problem in being allotted a SDC before the second spell, you should bring this to the notice of the regional consultant.

ii) At Skill Development Centre

After attending the first spell at PSC, you should try to practice those skills in the SDC. This will help you to identify your weakness in the learning process and provide you the scope to clarify the doubts during your next visit to PSC or while interacting with the SDC counsellor. Thus, the PSC and SDC training goes hand in hand. **The purpose is to complete the practicing of all the skills at SDC that are taught to you at PSC in a particular spell before going again to the PSC for learning the additional new skills in the next spell.**

The schedule of activities at SDC will vary from student to student as per their convenience. You should discuss with your SDC counsellor and fix the timing for performing the practical at the SDC. This responsibility lies with you to mutually decide upon a time schedule that would suit both the counsellors and you. You should also get the logbook duly signed from the counsellors as and when you perform the activities at SDC. At the end of the posting, the SDC **counsellors will sign on the completion certificate** at appropriate places to make you eligible to appear in the term-end examination.

There are following guidelines for every candidate during SDC training:

- No SDC should be allotted more than 2 students for SDC training purpose
- Non sponsor Candidates need to do 30 working days training at designated ART centre
- It has decided that every candidate should be workup at least 30 cases and need to fill up log book which include
 - Adults
 - Pre-ART---3 cases
 - ART – 3 cases
 - Paediatric,
 - Pre-ART-3 cases
 - ART -3cases
 - Gynae/pregnant women

- Pre-ART- 3cases
- ART- 3 cases
- HIV-TB- 3 cases
- HIV-OIs- 3 cases

The above mentioned 24 cases are mandatory for every candidate.

The following cases are desirable if cases are available at ART centre

- 2nd lines ART cases
- PEP case/s

Note: Remaining 6 cases, candidate select any case as they like from ART centre

- All the case work up need to be duly signed by nodal officer and Senior Medical Officer (SMO)/ Medical Officer (MO)
- Candidate need to report to Nodal officer of the ART centre and get a completion certificate from Nodal officer after completion of SDC training

Please note that ***attending all the spells are compulsory*** i.e. you will be allowed to appear in the Term end examination only after completion of training in all the skills that are planned in four spells and 30 days training at SDC.

4.6.3 Webconferencing

It is a two-way audio and one-way video system where you can see the teachers over computer screen and interact with them by using the telephone/e-mail. The webconferencing sessions will be planned as per feasibility and attempts will be made to link them during the practical spells so as to have more participation. Even if the spells and the teleconference sessions are not linked, you can visit to your nearest study centre of IGNOU having this facility and attend to the teleconference sessions of PGDHIVM programme. You can see the webconference in <http://www.ignouonline.ac.in/Broadcast/>. However, you may ***contact your Regional Director to know more about this facility.***

In these sessions, subject experts will be invited to deal with various subject areas as planned for that session. While dealing with the theory component, principles/concepts dealt in different units will be highlighted and the questions arose by you will be answered with the help of examples so that you will be able to practice those principles and link them to practical activities.

In the practical component, attempts will be made to deal with rare patients and where possible, show them live or get video clips of five to ten minutes and generate discussion. Attempts will also be made to simulate question answer sessions/seminars in a planned way. As the teleconferences are being linked with the practical sessions, a good amount of participation is expected.

The teleconference sessions will be held ***once a month from February to November*** every year. The dates are informed to the Regional Director well in advance. You can also see the schedule from the website as mentioned earlier in section 3.7. You may also mail (hivmedicine@ignou.ac.in) your query in advance to the Programme Coordinator PGDHIVM, Room No. 16, HIV Medicine Cell, Block 1, IGNOU, MaidanGarhi, New Delhi-110 068 or Fax in 011-29534935 so that the same could be taken up for discussion in the next possible session. You could also call and give suggestions or interact with the expert during the session on teleconferencing for its improvement.

011-29536131, 011-29532844, 011-29532845, 011-29536134 (Fax), 1800-11-2345 (Toll Free Number)

We expect you to provide feedback on the teleconference to the School of Health Sciences and also record it in respective log-books.

5. HOW WILL YOU BE ASSESSED?

In Indira Gandhi National Open University (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.

Evaluation will be made both concurrent (Assignment/ internal assessment) and at the end (end-assessment). Theory and Practical components will be evaluated separately. In the theory and practical, the weightage of the internal assessment will be 30% and 50% respectively while theory and practical, weightage of end-assessment will be 70% and 50% respectively. For successful completion of the programme, you will have to **pass in both the components of each of the six courses with a minimum score of 50%**. It may be noted that securing of pass mark in the internal assessment of the practical components is essential before you can appear in the respective term-end practical examination.

5.1 Distribution of Marks

Each theory course will have 100 full marks while practical courses will have 200 marks. It may be noted that even though the students have to secure pass mark separately in both the components, all their successful components are carried forward till the end of the maximum registration period of 3 years. So, the students have the option of either completing all the components in an academic year or over a period of 3 years in a phase wise manner as feasible to them. However, if you are not able to complete in 3 years of registration, you can get some more time by undertaking readmission.

Course-wise Distribution of Marks

Course Code	Nature of Course	Maximum Assignment /Internal Marks	Maximum Term-end Marks	Total
MCMM-101	Theory	30	70	100
MCMM-102	Theory	30	70	100
MCMM-103	Theory	30	70	100
MCMM-104	Theory	30	70	100
MCMML-105	Practical	100	100	200
MCMML-106	Practical	100	100	200
Total				800

5.2 Method of Assessment of Theory Courses

5.2.1 Assignments (Internal Assessment)

For the PGDHIVM Programme, you will have to do two assignments for each of Course MCMM-101, MCMM-102 and MCMM-103 and three assignments for MCMM-104. You have to secure an aggregate of at least 15 marks (50%) in each assignment to pass. If one fails to secure 15 marks, he/she will have to repeat the assignment/(s) in which he has scored less than pass mark.

All the assignments have to be hand written. Submission of assignments is a pre-requisite for appearing in theory examination. If some one appears in the term-end theory examination without submitting the respective assignments, his/her term-end theory examination may not be reflected in the grade card.

5.2.2 Term-end Examination

Term-end examination for theory will be held twice in a year i.e. in the month of June/December. There will be 4 papers for four theory course of 70 marks each. Each paper will be of 3 hours duration. You will have to secure at least 35 marks (50%) in each of the theory papers for successful completion.

You could appear in all or any one of the three theory papers at a time. For appearing in the theory term-end examination, you should *fulfil two requisites, i.e. filling up the form in time* (refer section 6.4) *and timely submission of assignments* related to that theory paper or the papers that you want to appear.

To make you eligible, you will have to fill up and submit the term-end examination form in time. Please note that you will have to *pay examination fee@ Rs.60/- per paper in form of demand draft drawn in favour of IGNOU and payable at name of the city where Regional centre is situated and submit to the Regional centre which need to signed by your Programme In-charge (PIC)*, as mentioned in the form (Appendix-11). You can get the form from the regional centre or the PSC. The examination schedule commonly known as *Date Sheet* is sent to Regional Centres at least 5 months in advance. You can refer to section on website (3.7) for online submission of form and date sheet.

Theory examination is conducted in about 700 examination centres across the country every year. You can appear from any of these centres. But once you give a choice, the centre is not usually changed. If the centre that you have opted is not activated as an examination centre, then you will be automatically allotted a centre nearer to that of your option. You are intimate about your centre by the Student Evaluation Division (SED) through the admit card which is usually sent 2 weeks prior to the commencement of examination. Please refer to Section 6 for more clarifications on theory term-end examination.

5.3 Method of Assessment of Practical Courses

5.3.1 Assignment/Internal Assessment

The practical courses will have 50% weightage from internal assessment. The internal assessment of the practical component will be done by the counsellors at end of 4th contact session/Spell located at the PSC. There are no formal question papers to assess this component. The counsellors will make a subjective assessment of your understanding and performance on every skill. The marks on assignment/internal assessment will be given by the PSC counsellors in a proforma provided for the respective courses (Appendix 10). This proforma will be handed over by the respective PSC counsellors to the Programme In-charge as soon as you complete all the requisite activities under them.

In PSC, most of the *skills dealt in a spell will be evaluated in the last spell*. Similarly, the SDC Counsellor will evaluate you as and when you complete the activities related to the respective skill as per the groupings made in the proforma. Please note that you have to also submit the *respective logbooks during the term-end practical examination for verification by examiners*. You will be returned back your logbooks after the examination.

For MCMML-105 and MCMML-106, the internal evaluation will be carried out at the PSC by the respective counsellors bearing a weightage of 50%.

Passing in internal assessment of the practical is a prerequisite for appearing in the Term-end Practical examination. A student will have to secure at least 50 marks to be declared as pass in the internal assessment component. If a student fails to secure pass marks, he/she will have to **repeat** all the

practical activities (at PSC) of related courses **after paying the required fees at the Regional Centre**. The fee will be same as that applicable for readmission to practical Courses.

5.3.2 Term-end Examination

There will be one internal and one external examiners for term-end practical examination. The internal examiners will be from the same programme study centre and the external examiners will be the counsellors from IGNOU programme study centres (for PGDHIV Medicine Programme) of other states. Their names will be decided by Regional Director/Regional Student Evaluation Division in consultation with the School. An observer from IGNOU may also be present. The practical term-end examination is usually held *once a year* i.e. in the months of December/January.

The examination pattern will be uniform in the whole country. You will be given long and short cases slides/spots, X-Ray, Instruments, Specimen etc and there will be a viva. A student will have to score at least 50 marks in each of the two practical courses to pass successfully. Otherwise, he/she will have to repeat the respective course.

You will appear in the term-end practical examination at your programme study centre. For making you eligible for appearing in the examination, you will have to fill up the form mentioned in **Appendix-12** of the Programme Guide. Please note that this **practical form will be deposited with your programme in-charge**. As term-end examination will be conducted for all the two practical courses, your examination will be spread over 2 days i.e. one day each for each discipline. Your Programme in-charge will inform you about the schedule of your practical examination.

5.4 Result and Certification

5.4.1 Declaration of Result

All the results of students are computerized and **when a student completes all the courses of the programme, a printed mark sheet (called grade card) along with a provisional pass certificate is sent to the students**. There is a provision of issuing duplicate grade card on receipt of request application along with a demand draft for the required fee in favour of IGNOU and payable at New Delhi (Appendix-27). Form for provisional certificate is given in Appendix-16.

There is a provision of informing you about the term-end theory result after each time you appear in an examination. You can see the result also in the website. Usually, it takes 2-3 months time for declaration of term-end theory result. If you are unsuccessful in a theory paper, you should apply for next examination in the prescribed form as mentioned in 5.2.2.

At times, some component of the results is not reflected in the gradecard or marksheet. In that situation, please write an application to the Registrar, Student Evaluation Division (SED) enclosing a photocopy of the partial reflected grade card. You should also follow it up with the regional centre for necessary action or write to student support service centre/grievance cell as mentioned in 6.6.

5.4.2 Re-evaluation of Answer Scripts

When you are not satisfied with the term-end theory mark, you have an option to approach IGNOU for re-evaluation of answer script. You should apply for that within a month of declaration of result in website. The application (Appendix 24) should be sent to the Registrar, Student Evaluation Division (SED) with a demand draft of required fee (in favour of IGNOU and payable at New Delhi). One can also ask for the photocopy of his/her answer script (Appendix-29).

There is a scope for improving the grade/marks in the theory paper that you have passed by taking the examination again. For this, you have to apply in the form given in Appendix-28.

5.4.3 Convocation

The final degree certificate in PGDHIVM will be offered by the university after the convocation ceremony. Usually every year this is organized in the month of February-March. The **successful students are routinely informed about the convocation by postal communication**. The students need to reply to Student Evaluation Division (SED) in this regard with demand draft as mentioned by Student Evaluation Division. The students who are not able to attend the convocation are sent the degree by post later on. You have to fill up a form given to the IGNOU website and submit the same along with demand draft as mentioned in the form to participate in the convocation. Please write email to convocation@ignou.ac.in for further details. Please note that the certificate will be not release until you pay the demand draft as mentioned in the convocation form.

❖ Gold Medal

There is a provision of gold medal for the student passing the PGDHIVM Programme in one chance and securing the highest mark (but not less than 75%) amongst all students of that session. The student is required to attend the convocation at Delhi personally to receive the gold medal.

6. MAY I HELP YOU?

As discussed earlier, the programme implementation is made by a team effort. Different divisions of IGNOU look after different components of this implementation process. Any missing link could create hurdles. Hence, if you as a distant learner face any problem, please follow the guidelines as mentioned below.

6.1 Change of Address

If your address gets changed, please photocopy and fill up the form mentioned in Appendix-17 of this guide. This form needs to be submitted to the **Registrar, Student Registration Division through your Regional Director**. Your new address will be taken care. You can also download the form from website.

6.2 Study Material

As mentioned earlier, you will receive all the print materials in the beginning of the session. It usually reaches by post within a month of starting of the session in your correspondence address. If it does not reach you by within month any component is missing, please write in the form mentioned in Appendix-18. Please photocopy this appendix, fill and send to concern Regional Director. You can check the status of the material dispatch from the website also. In addition, you could contact your programme-in-charge to solve your problem. The materials that you will receive are as follows:

Course Code	Materials to be Received by Students	
	Blocks	Assignments
MCMM-101	1, 2, 3 and 4	2
MCMM-102	1, 2, 3 and 4	2
MCMM-103	1, 2, 3 and 4	2
MCMM-104	1,2,3,4,5 and 6	3
MCMML-105	Practical Manual& Log book	-
MCMML-106	Practical Manual& Log book	-

6.3 Assignments

Some of the commonly faced problems related to assignment are discussed below. If you still find some other problem, please contact the programme In-charge (Appendix-26) or Programme Coordinator(hivmedicine@ignou.ac.in).

❖ *Missing pages*

Whenever you receive a set of assignments, check them immediately and ask for missing pages, if any, from Regional Director or down loaded from ignou.ac.in.

❖ *Writing process*

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor marks. Please leave sufficient margin (about 5 cm) on the answer sheet so that the counsellor could write his comments there. All the assignments have to be hand written. Typed assignment will be not accepted.

❖ *Submission schedule*

You must submit your assignments according to the schedule indicated in the assignment itself. The University/Programme In-charge has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

❖ *Repeating assignment*

Each assignment is valid only for one year. The students who are not able to clear the assignments in the first academic year, should apply for a fresh assignment to the Material Production and Distribution Division (MPDD) (Appendix-18) or you can down loaded it from IGNOU website. You can also download new assignments from website. The students of previous batches working on new assignments could submit it on any early date.

❖ *Content of Assignment*

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the courses by providing feedback to you. The information given in the printed course materials should be sufficient for answering the assignments.

❖ *Style of writing*

Try to write the assignments in your own style and give suitable examples wherever necessary. This will help you to get good marks. Note that a new set of assignments is prepared every year.

❖ *Defaulters*

If you have not been able to submit all the assignments within the one-year time frame of your admission, then ask for fresh assignments in the proforma enclosed in Appendix-26. **Submit your assignments to your programme-in-charge** as and when you complete them. You will be provided feedback on the assignments usually within one to two months of submission.

❖ *Non-entry/wrong entry of marks*

The entry of assignment marks is initiated at the level of regional centre which is forwarded to SE Division. So, in case of non-entry of assignment marks, report to the regional centre or to PIC in writing regarding the problem. The PIC will forward a copy of assignment marks in a prescribed format to regional centre if necessary.

❖ ***Wrong Totaling***

Please note that ***re-evaluation of assignments is not done***. However re-totalling of marks is carried out locally by the respective counsellor and reported to the PIC. This should be done immediately after you receive the assignment feedback.

6.4 Term-end Theory Examination

Some of the commonly faced problems related to term-end theory examination is discussed below. If you still find some additional problem, please contact the programme In-charge (Appendix-20) or Programme coordinator.

❖ ***Theory Date sheet***

Examination date sheet (schedule which indicates the date and time of examination for each course) is sent to the entire regional centre in July for the December examinations. You can see it also in IGNOU website.

❖ ***Availability of Theory form***

Copies of the examination forms are available at Programme Guide/Regional Centres/Student Evaluation Division at the Headquarters. You can also collect it from your Programme In-charge (PIC). You could also fill the form on-line as mentioned in website section (3.7). Sample form is attached in Appendix-11.

❖ ***Filling up form***

You could appear in all or any one of the four theory papers at a time. Only one form is to be submitted for all the courses that you want to appear in a term-end examination. ***Please keep a copy of the form and proof of sending for your future record.***

❖ ***Fees for theory form***

There is a separate fee of Rs. 60/- for each theory paper that you apply for taking examinations. If you submit the form late (upto April 20 or October 20), then late fee of Rs.100/- will be charged. If you are still late, you have to pay Rs. 500/- (April 21 to May 15 or October 21 to November 15) or Rs.1000/- (May 16 to May 28 or November 16 to November 28) for which you should contact the regional centre. The last date of submission of term end examination and late fee may vary with new notification. The amount of examination fee and late fee may be change as per policy of the University without any prior notice.

❖ ***Where to deposit the form***

The filled-in theory examination form is to be submitted to the Regional Director, Indira Gandhi National Open University. Duly signed by with Programme In-charge

❖ ***Last date of submission***

The last date for submission of examination forms without late fee is 30th September for examinations to be held in December. Examination forms received at the Headquarters after the last date shall strictly be rejected. The last date of form submission may vary with new notification.

❖ ***Intimation Slip***

It is generated by computer for online submission or given at counter where you deposit the form. For postal dispatch, you should send a self addressed postcard.

❖ ***Admit Card (Hall ticket)***

After receiving the theory examination form from you, the university will send admit card to you before the commencement of examinations at least 15 days in advance. You can also download the admission card (Hall ticket) from IGNOU website

❖ ***Non-receipt of Admit Card***

You do not receive the admit card 15 days before the commencement of examinations, you may contact your Regional Centre with the proof of sending the form that you have. Duplicate admit cards are issued only by Student Evaluation Division. You can be provided a provisional admit card by the Regional Director for which a passport photograph will be required.

You can also see allotment of your examination centre from the website. If you do not receive the hall ticket (admit card) before one week of examination, you can download it from the website and approach the exam centre for appearing in the examination with your IGNOU identity card.

❖ ***Misplaced Admit Card***

If you know your examination centre, you can report to the examination centre superintendent with the IGNOU identity card (Student Card) and take the examination.

❖ ***Centre for Examination***

The centre for theory examination will be decided by Student Evaluation Division. You will be allotted the centre that you have asked for if that centre is identified as an examination centre for that session. Otherwise a nearest possible centre is allotted. This is intimated to you in the admit card. Identity card of IGNOU is must to appear all Term end examination.

❖ ***Wrong Enrollment Number***

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

6.5 Term-end Practical Examination

❖ ***Eligibility Criteria***

For appearing in the practical term-end examination, you should fulfil the following three requisites:

- Attend all the **four practical spells** at Programme Study Centre (PSC) (related to the courses you want to appear) and complete all the activities (related to the courses you want to appear) at Skill Development Centre (SDC). The **completion certificate** signed by respective counsellors is to be submitted as a proof.
- **Fill up** the practical term-end form in time and submit to the programme in-charge (Appendix-12)
- **Pass** in the practical internal assessment.

Please note that appearing in theory paper is not a prerequisite for appearing in practical component

❖ ***Practical Date sheet***

Practical examination date is decided by the programme In-charge. It is usually held in the last week of November or in December after the theory examination.

❖ ***Availability of Practical form***

Copies of the examination forms are available only in the programme guide in the Appendix-12.

❖ ***Filling up form***

You could appear in all or any one of the three courses at a time. Only one form is to be submitted for all the courses that you want to appear in a term-end examination.

❖ ***Fees for theory examination form***

There is no separate fee for PGDiploma in HIV Medicine practical examination.

❖ ***Where to deposit the form***

The filled-in practical examination form is to be submitted to your Programme In-charge.

❖ ***Last Date of Submission***

The last date for submission of practical examination forms will be informed by PIC. Please contact your Programme In-charge for the same during the last/4th spell..

❖ ***Intimation Slip***

There is so intimation slip. Programme In-charge informs you about the date.

❖ ***Centre for examination***

Your programme Study Centre is the Centre for practical examination.

❖ **Change of Centre**

If you have any unavoidable problem, please write to the Registrar, Student Evaluation Division for change of Centre marking a copy to the Programme Coordinator. If your centre is changed, you will be officially informed with intimation to the concerned examination centre to allow you for taking examination.

6.6 Re-admission

If a student is not able to pass in all the courses within the registration period of 3 years, then one can take readmission by depositing the required fee and clear rest of the courses in next 1 year. A common issue related to readmission is mentioned below.

❖ ***When to Apply***

In the third year of registration period. At least six months before the end of registration period i.e. maximum third year.

❖ ***How to Apply***

If a student apprehends that he/she may require readmission, then the student should fill up the readmission form (Appendix-30) with a covering letter requesting to inform the amount of fee to be paid towards the readmission. The Student Registration Division will inform the student after the result of the last examination is declared and the student has to deposit the amount as per that information. After Student Registration Division receives the required amount, the readmission letter is dispatched to the students.

❖ ***How many courses to be applied for re-admission***

The Courses that are not cleared during the registration period of 3 years.

❖ ***How is the period of Re-admission counted?***

The 1-year re-admission period is counted from the date when registration period ends. Thus, effectively one gets a total 4 years from the date of original admission.

❖ ***Is the Internal mark of Re-admission Course allowed to be Carried Forward?***

The students will be allowed to carry forward the internal marks, both in theory and practical, if they have cleared that component.

❖ ***What about late applications for Re-admission?***

Even if one applies for re-admission at a later date, the period will be counted from the date of completion of 3-years of registration

❖ ***Fee amount***

The amount to be deposited towards the readmission varies from time to time and is decided by the admission fee of the same academic year as applicable for fresh batch of students i.e. the running cost of the programme. The amount of readmission fee gets displayed in website.

❖ ***How to Send the Fee***

In form of draft in the name of IGNOU payable at New Delhi

❖ ***How to be confirmed that Re-admission is done***

When a letter is received from Student Registration Division is received confirming the re-admission.

6.6 Channel of Communications and Addresses

❖ **Student Support Service Centre**

The Student Support Service Centre was established at IGNOU headquarters in 1998 that provides complete information pertaining to the old and newly launched academic programmes of IGNOU. It is a single window enquiry for students. So, all enquiry regarding admission, material, examination, etc. can be made to this centre. You may get an immediate reply for general query. For specific issues, they will help you to get the relevant information from concerned section.

In addition to the above, SSC also forwards the request received from the students regarding the change of address, corrections in the student's name and father's name, incorporation of assignments/practical marks, term-end theory examination form and the unresolved problems received from regional centres. It remains open on all the week days except Sunday and Gazetted holidays.

❖ **Marketing Cell (Material Production and Distribution Division)**

All the IGNOU materials can be purchased through the marketing cell located at IGNOU head quarters. A request application should be made to A.R. (marketing cell), Material Production and Distribution Division (MPDD), IGNOU, New Delhi-110068 mentioning the Course Code, No. of Copies of material required. The Marketing Cell calculates the cost of material and the cost of Postal charge and writes you back.

On receipt of the amount of money in form of Demand draft in favour of IGNOU, payable at New Delhi, the books are sent by registered parcel. Please note that books can also be purchased by paying cash amount at the marketing cell.

❖ **Marketing Cell (EMPC)**

The lists of audio-video material for sale are available in the website. It can be purchased by cash amount or by placing order to be sent post.

7. KNOW SYLLABI OF YOUR COURSES

The programme design is mentioned in section 2.2. The block-wise details are mentioned in the following section and the detailed syllabi are mentioned in a separate section.

Course-wise List of Blocks

MCMM-101: Basics of HIV Infection

- Block-1: Epidemiology of HIV
- Block-2: Basics of HIV and Natural History
- Block-3: Overview of Clinical Manifestation & Staging
- Block-4: Laboratory Diagnosis of HIV

MCMM-102: National AIDS Control Programme

- Block-1: Strategies and Components of NACP
- Block-2: Targeted Intervention strategies
- Block-3: Strategies for Prevention of HIV Transmission
- Block-4: Psychosocial Support and Other Services

MCMM-103: System Involvement in HIV and STI

- Block-1: Opportunistic Infections, Co-infections and Non-infectious Manifestations-I
- Block-2: Opportunistic Infections, Co-infections and Non-infectious Manifestations-II
- Block-3: Tuberculosis
- Block-4: Skin and STI

MCMM-104: Management of HIV/AIDS

- Block-1: Clinical Pharmacology of ARV
- Block-2: ART Initiation & Follow Up-I
- Block-3: ART Initiation & Follow Up-II
- Block-4: HIV and Women
- Block-5: care of HIV Exposed Children
- Block-6: Counselling Issues

MCMM-105: Basics Practical

- Block-1: Practical Manual
- Block-2: Log- book

MCMM-106: Clinical Practical

- Block-1: Practical Manual
- Block-2: Log- book

Block-wise Details of Units for Each Course

Course I: MCMM-101: Basics of HIV Infection

Block-1: Epidemiology of HIV

- Unit 1: Epidemiology: Global and National Scenario
- Unit 2: Transmission Dynamics
- Unit 3: Response to the Epidemic
- Unit 4: HIV Estimation & Modelling

Block-2: Basics of HIV & Natural History

- Unit 5: Structure of HIV and Life Cycle
- Unit 6: Molecular Epidemiology of HIV Sub types & Pathogenesis
- Unit 7: Natural History

Block -3: Overview of Clinical Manifestation & Staging

- Unit 8: Staging - Clinical and Immunological
- Unit 9: Clinical manifestation in Adults and common OIs
- Unit 10: Manifestation in Children

Block -4 :Laboratory Diagnosis of HIV

- Unit 11: Diagnosis of HIV & surrogate Markers
- Unit 12: Testing Strategies
- Unit 13: Lab Monitoring of HIV: Immunological & Virological Markers
- Unit 14: Emerging Drug Resistance & its Monitoring

Course II: MCMM-102: National AIDS Control Programme

Block-1: Strategies and Components of NACP

- Unit 1: NACP Strategies & components
- Unit 2: Overview of services under Care, Support and Treatment
- Unit 3: Linkages with other National Programmes

Block 2: Targeted intervention Strategies

- Unit 4: Targeted Interventions Concept and Overview
- Unit 5: Targeted Interventions for High Risk Groups (FSW, MSM & IDU)
- Unit 6: Targeted Interventions for Bridge Population

Block-3: Strategies for Prevention of HIV Transmission

- Unit 7: Blood Safety
- Unit 8: IEC and BCC
- Unit 9: Biomedical Interventions for Prevention
- Unit 10: Infection Control including Universal Safety, Precautions & Bio-waste Management
- Unit 11: Positive Prevention

Block-4: Psychosocial Support and Other Services

- Unit 12: Welfare Schemes for PLHIV
- Unit 13: Alleviating Stigma /Discrimination

- Unit 14: Legal Matters and Workplace Policy
- Unit 15: Greater Involvement of People Living with HIV(GIPA)

Course III: MCMM-103: System Involvement in HIV and STI

Block-1: Opportunistic Infections, Co-infections and Non-infectious Manifestations-I

- Unit 1: Approach to Opportunistic Infections
- Unit 2: Approach to Fever
- Unit 3: Respiratory Manifestations
- Unit 4: Neurological Manifestations

Block-2: Opportunistic Infections, Co-infections and Non-infectious Manifestations-II

- Unit 5: GI &Hepatobiliary Manifestations
- Unit 6: Renal and Endocrine Manifestations
- Unit 7: Cardiac, Haematological and Rheumatological Manifestations
- Unit 8: Neoplasms in HIV

Block-3: Tuberculosis

- Unit 9: Dual Epidemic of HIV-TB
- Unit 10: Clinical Manifestation of TB in HIV & its Diagnosis
- Unit 11: Management of HIV-TB
- Unit 12: HIV-TB Programme (RNTCP/NACP)
- Unit 13: Prevention (3Is)

Block- 4: Skin and STI

- Unit 14: Classification of STI & their correlation with HIV
- Unit 15: Diagnosis and Management of STI & STIs co-infected with HIV
- Unit 16: Dermatological Manifestations of HIV

Course IV: MCMM-104: Management of HIV/AIDS

Block-1: Clinical Pharmacology of ARV

- Unit 1: General Pharmacology
- Unit 2: Pharmacology of ARV drugs
- Unit 3: Adverse Drug Reactions & Drug interactions

Block-2: ART Initiation & Follow Up-I

- Unit 4: Initial Work up of HIV Patients
- Unit 5: Initiation of ART
- Unit 6: ART Monitoring and Follow-up Including Substitution
- Unit 7: IRIS

Block 3:ART initiation & Follow Up-II

- Unit 8: Treatment Failure and Switch Options
- Unit 9: ART in Special Situation
- Unit 10: Monitoring and Evaluation Tools
- Unit 11: Continuum of Care
- Unit 12: PEP

Unit 13: HIV Cure
Unit 14: Ending AIDS by 2030

Block-4: HIV and Women

Unit 15: Sexual and Reproductive Health in Women
Unit 16: PPTCT Guidelines
Unit 17: PPTCT Programmatic Implications

Block 5: Care of HIV Exposed Children

Unit 18: Care of HIV Exposed Children
Unit 19: Clinical Features and Diagnosis of HIV in Children
Unit 20: Paediatric OIs
Unit 21: Initiation of ART
Unit 22: ART monitoring and Follow-up including substitution

Block-6 Counselling Issues

Unit 23: Basics of Counseling for HIV Clinics
Unit 24: Tailoring HIV Counseling to Different Groups and Situations
Unit 25: Nutritional Counselling and Supplementation

Course V: MCMML-105: Basics Practical

Block-1: Practical Manual

Unit 1: Counselling
Unit 2: Lab Diagnosis of HIV Infection
Unit 3: Opportunistic Infections
Unit 4: Safe Blood Banking

Block-2: Log- book

Course VI: MCMML-106: Clinical Practical

Block-1: Practical Manual

Unit 1: Approach to a HIV Infected Adult Patient
Unit 2: Approach to a HIV Infected Paediatric patient
Unit 3: Approach to a Patient for Targeted Intervention
Unit 4: Guidelines for ART Initiation Workup

Block-2: Log- book

List of Practical Skills

The skills that you are expected to learn in each course are mentioned below. In each of the operative procedures you will be demonstrated at least one case with explanation of key steps that are mentioned in each of them. After demonstration, each of you will be given scope to perform the procedure in at least one patient under the supervision of the counsellor at PSC. For this purpose, you will be posted to ART Clinic, OPD (Medicine, Gynae&Obst, and Pediatric) & Ward, laboratory, Community care centre, Blood bank, DOTs centre, STIs clinic etc. as applicable for different skills. The activities and CCC visits which you are expected to complete in different courses are given below. You will find the details of each in the respective practical manuals.

Activities of MCMML-105: Basics Practical

- **Counselling**
 - Counseling at ICTC (pre test and post test)
 - Counseling at ARTC (ART preparedness, ART Adherence, Spouse/Family/Partner)
 - Counseling at ARTC for children, parents/support of infected child, nutrition
 - Counseling at PPTCT (antenatal women-individual and group; feeding of infant, PMTCT counseling)and
 - Components of counseling, qualities of good counselor, follow up counseling, Special counseling Issues (personal disclosure, spouse testing)
- **Lab Diagnosis of HIV Infection**
 - Basics of Lab test,(Ag/AB based);
 - Strategies for testing,
 - ELISA/Rapid test (interpretation, algorithm),
 - Need for other special tests/repeat test
 - CD4 count &
 - Viral load(basics)
- **Lab Diagnosis of Opportunistic Infections**
 - Stool test and interpret (Common parasites, Giardia, E.H, Isospora, Microspora, Cryptosporidia)
 - Sputum stain and interpret (AFB, Gm +ve /Gm -ve organism), PneumocysticCarini, others)
 - CSF (Gram stain, India ink)
 - Other special (Candida, Herpes zoster, other fungal infection)
- **Safe Blood Banking**

Activities of MCMML-106: Clinical Practical

1.Approach to a HIV Infected Adult Patient

- History taking, Examination, Clinical staging, diagnosis and management

2.Approach to a HIV Infected/Exposed Paediatric patient

- History taking, Examination, Clinical staging, diagnosis and management

3. Approach to a Patients for Targeted Intervention (HIV-TB/HIV-Pregnancy)

- History taking, Examination, Clinical staging, diagnosis and management

* 10 patients in adults/adolescent, 5 patients in infants and 1 patients in pregnant women should be work out during entire contact session and at least 5 inpatient cases need to be seen by all students.

Time Frame for Practical Training

The programme design mentions about 18 credit hours i.e. a total of 540 hours of practical activities. These would be completed at two different types of set up, namely, Programme Study Centre (PSC) and Skill Development Centre (SDC). Approximately equal time will be devoted at PSC and SDC.

Time Distribution of Spells

1st, 2nd and 4th spells will be 6 days duration while 3rd spell will be 10 days duration. All the students of a batch will be grouped together for contact sessions. They having rotational posting at various departments.

Course-wise Time Distribution of Practical Activity at Programme Study Centre

Course	1 ST SPELL	2 ND SPELL	3 RD SPELL	4 TH SPELL	TOTAL DAYS
MCMLL-105	20 HRS	0	12 HRS	0	32 HRS
MCMLL-106	14 HRS	36 HRS	42 HRS	30 HRS	122 HRS
Total	34 HRS	36 HRS	54 HRS	30 HRS	154 HRS

List of the Hands on Skills, Activities, Methodology of Training and Duration of contact sessions of PGDHIVM Programme

Contact session	Skills to be imparted	Activities	Methodology of Training	Duration
Contact 1	<ol style="list-style-type: none"> 1. When to suspect 2. Pre and Post-Test Counselling 3. Testing and interpretation 4. Clinical Approach (History, Examination and lab testing) 5. Clinical staging 	<ol style="list-style-type: none"> 1. History taking, examination & counseling (3 days) 2. Lab & Diagnosis (1 day) 3. Visit to targeted intervention sites (1 day) 4. Community care centre (½ day) 5. Blood bank (½ day) 	Case work up & discussions, Didactics Observation & interaction with client & Counsellor at ICTC Demonstration of lab tests and interpretation of findings	6 days
Contact 2	<ol style="list-style-type: none"> 1. Identification of common OIs in adults and children 2. Diagnosis of common OIs in adults and children 3. Management of common OI in adults and children 4. Diagnosis of TB in HIV patients 5. Diagnosis of HIV in TB patients 6. Management HIV/TB co infection 7. Identification diagnosis management of STI and Dermatological manifestation 8. Counseling 	<ol style="list-style-type: none"> 1. Case workup –adults and children (4 days) 2. DOTS centre visit (1 day) 3. STI clinic (1 day) 	Case work up & discussions, Didactics Demonstration of Sputum microscopy and radiology at DOTS center Documentation HIV – TB linkages Demonstration of OIs related lab tests- slides	6 days
Contact 3	<ol style="list-style-type: none"> 1. Pre ART evaluation Work up 2. ART preparatory counselling 3. When to start ART, 4. How to start ART, 5. Monitoring (Adherence) 6. Switch/ Substitution 7. Management of occupational expouser (Blood Born Pathogens) 8. Importance of the case documentation 9. Perform appropriate counselling for HIV testing in the ante natal setting 10. Evaluate pregnant women 	<ol style="list-style-type: none"> 1. Case Work up (2 days) 2. Prescription writing (1 day) 3. Monitor and evaluation (1 day) 4. Post Exposure Prophylaxis (½ day) 5. Treatment failure and switch and SACEP (1 day) 6. PPTCT (½ day) 7. Children- all activities (3 days) 8. One day was kept on buffer to accommodate any one of the above activity 	Case work up & discussions, Didactics lectures Observation & interaction with patient & Counsellor at ARTC Demonstration of all Monitoring & Evaluation tools at ART Centres Role plays/ EPT/ Case studies/ models SACEP	10 days

	<p>with HIV infection and initiate appropriate ante natal, intra-partum and post partum measures to reduce MTCT</p> <ol style="list-style-type: none"> 11. Initiate ART in pregnancy 12. Counsel the mother with HIV infections options for infant feeding 13. Advice on nutrition and immunization in a parents of a HIV + child 14. Diagnose and treat common OI in a HIV + Child 15. Imitate ART (When to start, what to start, monitor, switch, substitute) 16. Children- History & examination (including growth and nutritional assessment , monitoring, follow up, OIs, diagnosis – EID, CD4 count) 			
Contact 4	Case workup and independent management under supervision of MO/ SMO ART centres	Posting to be made in batches of 5 students at a time	<p>Full day case work up and case discussion at ART center (4 days).</p> <p>Internal evaluation at the end of posting (2 days for 20 students)</p>	6 days

Abbreviations: **ICTC** :Integrated Counselling and Testing Centre; **DOTS** : Directly Observed Treatment, Short Course; **STI** : sexually transmitted infections; **SACEP** : State AIDS Clinical Expert Panel; **PPTCT** : Prevention of Parent to Child Transmission; **EID** : early infant diagnosis; **MTCT** : Mother To Child HIV Transmission; **EPT** : Expedited Partner Therapy; **OIs** : Opportunistic Infections

SAMPLE SPELL POSTING SCHEDULE

I. Posting Schedule for 1st Spell/1st Contact Session

Day	9-11 AM	11 AM-1 PM	2-4 PM
1	Induction	Briefing of History taking, examination and counselling	Work up by all students (any case of adult, paediatrics or gynae)
2	2 Case discussion (Group 1) 2 Case discussion (Group 2)	2 Case discussion (Group 1) 2 Case discussion (Group 2)	2 Case discussion (Group 1) 2 Case discussion (Group 2)
3	Blood Bank (Group 1 of 10 students) 2 Case discussion (Group 2)		Work up by all students (any case of adult, paediatrics or gynae)
4	Blood Bank (Group 2 of 10 students) 2 Case discussion (Group 1)		2 Case discussion (Group 1) 2 Case discussion (Group 2)
5	Targeted Intervention (whole group)		
6	Community care centre (whole group)		

II. Posting Schedule for 2nd Spell/2nd Contact Session

Day	9-11 AM	11 AM-1 PM	2-4 PM
1	Case work up and discussion of Group 1 (adult case)	Case work up and discussion of Group 3 (adult case)	Case work up and discussion of Group 3 (paedia case)
	Case work up and discussion of Group 2 (paedia case)	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 2 (Ault case)
	Case work up and discussion of Group 3 (Gynae/pregnant case)	Case work up and discussion of Group 2 Gynae/pregnant case)	Case work up and discussion of Group 1 (Gyane case)
2	Case work up and discussion of Group 2 (adult case)	Case work up and discussion of Group 3 (adult case)	Case work up and discussion of Group 2 (paedia case)
	Case work up and discussion of Group 3 (paedia case)	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 1 (Ault case)
	Case work up and discussion of Group 1 (Gynae/pregnant case)	Case work up and discussion of Group 2 Gynae/pregnant case)	Case work up and discussion of Group 3 (Gyane case)
3	Case work up and discussion of Group 3 (adult case)	Case work up and discussion of Group 1 (adult case)	Case work up and discussion of Group 3 (paedia case)

	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 2 (paedia case)	Case work up and discussion of Group 2 (Ault case)
	Case work up and discussion of Group 2 (Gynae/pregnant case)	Case work up and discussion of Group 3 Gynae/pregnant case)	Case work up and discussion of Group 1 (Gyane case)
4	Case work up and discussion of Group 1 (adult case)	Case work up and discussion of Group 3 (adult case)	Case work up and discussion of Group 3 (paedia case)
	Case work up and discussion of Group 2 (paedia case)	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 2 (Ault case)
	Case work up and discussion of Group 3 (Gynae/pregnant case)	Case work up and discussion of Group 2 Gynae/pregnant case)	Case work up and discussion of Group 1 (Gyane case)
5	Visit to DOTs Centre (Group 1, 10 students)/ Visit and Discussion on STI clinic (Group 2 , 10 students)		Discussion on the respective visit of each group
6	Visit and Discussion on STI clinic (Group 2, 10 students)/ Visit to DOTs Centre (Group 1, 10 students)		Discussion on the respective visit of each group

III. Posting Schedule for 3rd Spell/3rd Contact Session

Day	9-11 AM	11 AM-1 PM	2-4 PM
1	ART clinic Group 1	Case work up and discussion of Group 3 (adult case)	Case work up and discussion of Group 3 (paedia case)
	Case work up and discussion of Group 2 (paedia case)	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 2 (Ault case0)
	PPTCT clinic Group 3	Case work up and discussion of Group 2 Gynae/pregnant case)	Case work up and discussion of Group 1 (Gyane case)
2	ART clinic Group 2	Case work up and discussion of Group 3 (paedia case)	Case work up and discussion of Group 3 (adults cases)
	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 1 (adults case)	Case work up and discussion of Group 2 (paedia case)
	PPTCT Clinic Group 3	Case work up and discussion of Group 2 (Gynae/pregnant case)	Case work up and discussion of Group 1 (Gyane case)
3	ART clinic Group 3	Case work up and discussion of Group 3 (Gynae case)	Case work up and discussion of Group 3 (Paedia case)
	Case work up and discussion of Group 2 (paedia case)	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 2 (gynae case)

	PPTCT Clinic Group 1	Case work up and discussion of Group 2 adult case)	Case work up and discussion of Group 1 (adult case)
4	ART clinic Group 1	Case work up and discussion of Group 3 (adult case)	Case work up and discussion of Group 3 (paedia case)
	Case work up and discussion of Group 2 (paedia case)	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 2 (Ault case0)
	Case work up and discussion of Group 3 (Gynae/pregnant case)	Case work up and discussion of Group 2 Gynae/pregnant case)	Case work up and discussion of Group 1 (Gyane case)
5	ART clinic Group 2	Case work up and discussion of Group 3 (paedia case)	Case work up and discussion of Group 3 (adults cases)
	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 1 (adults case)	Case work up and discussion of Group 2 (paedia case)
	Case work up and discussion of Group 3 (Gynae/pregnant case)	Case work up and discussion of Group 2 Gynae/pregnant case)	Case work up and discussion of Group 1 (Gyane case)
6	ART clinic Group 3	Case work up and discussion of Group 3 (Gynae case)	Case work up and discussion of Group 3 (Paedia case)
	Case work up and discussion of Group 2 (paedia case)	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 2 (gynae case)
	Case work up and discussion of Group 1 (Gynae/pregnant case)	Case work up and discussion of Group 2 adult case)	Case work up and discussion of Group 1 (adult case)
7	ART clinic Group 1	Case work up and discussion of Group 3 (adult case)	Case work up and discussion of Group 3 (paedia case)
	Case work up and discussion of Group 2 (paedia case)	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 2 (Ault case0)
	Case work up and discussion of Group 3 (Gynae/pregnant case)	Case work up and discussion of Group 2 Gynae/pregnant case)	Case work up and discussion of Group 1 (Gyane case)
8	ART clinic Group 2	Case work up and discussion of Group 3 (paedia case)	Case work up and discussion of Group 3 (adults cases)
	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 1 (adults case)	Case work up and discussion of Group 2 (paedia case)
	Case work up and discussion of Group 3 (Gynae/pregnant case)	Case work up and discussion of Group 2 Gynae/pregnant case)	Case work up and discussion of Group 1 (Gyane case)

9	ART clinic Group 3	Case work up and discussion of Group 3 (Gynae case)	Case work up and discussion of Group 3 (Paedia case)
	Case work up and discussion of Group 2 (paedia case)	Case work up and discussion of Group 1 (paedia case)	Case work up and discussion of Group 2 (gynae case)
	Case work up and discussion of Group 1 (Gynae/pregnant case)	Case work up and discussion of Group 2 adult case)	Case work up and discussion of Group 1 (adult case)
10	Reserve day		

IV Posting Schedule for 4th Spell/4th Contact Session

Day	9 AM-1 PM (ART centre at PSC)	2-5 PM
1	- Medicine Case work up and management (group 1) - Paediatric Case work up and management (group 2) - Gyne&Obst Case work up and management (group 3) - Medicine Case work up and management (group 4)	Case discussion by every group (Every group have 5-6 candidates)
2	- Medicine Case work up and management (group 2) - Paediatric Case work up and management (group 3) - Gyne&Obst Case work up and management (group 4) - Medicine Case work up and management (group 1)	Case discussion by every group (Every group have 5-6 candidates)
3	- Medicine Case work up and management (group 3) - Paediatric Case work up and management (group 4) - Gyne&Obst Case work up and management (group 1) - Medicine Case work up and management (group 2)	Case discussion by every group (Every group have 5-6 candidates)
4	- Medicine Case work up and management (group 4) - Paediatric Case work up and management (group 1) - Gyne&Obst Case work up and management (group 2) - Medicine Case work up and management (group 3)	Case discussion by every group (Every group have 5-6 candidates)
5	Internal assessment of 10 candidates (group 1) Case work and management by group 2	Case discussion by group 2
6	Internal assessment of 10 candidates (group 2) Case work and management by group 1	Case discussion by group 1

MONITORING PROFORMA FOR PSC COUNSELLORS (MCMML-105)

Name of PSC _____

Name of the Student _____ Enrollment No. _____

Sl. No	Name of the Skill	Skills training completed (Put only a tick mark)*				Max. Marks	Marks Scored	Signature with Date
		1 st Spell	2 nd Spell	3 rd Spell	4 th Spell			
1	ART Clinic ART clinic visit ART preparedness Counselling ART Adherence Counselling Counselling of Spouse/ Family/Partner Counselling of Children/Adolescent Nutrition Counselling of Children							
2	Community Care Centre Visit CCC Interaction to people							
3	Laboratory visit Visit to lab Microscopic examination of OIs slide Cultural process Serological test CD4 count Viral load test							
4	PPTCT Clinic PPTCT visit Group Counselling of Antenatal Women Counselling for Feeding of Infants Follow up Counselling							
5	ICTC Clinic Pre test counseling Post test counseling							
6	Visit to targeted intervention sites MSM/MSW group IDU group							
7	Blood bank							
Total Marks Scored								

*Put a tick mark in respective column for the skills completed in respective spells.

Monitoring Proforma for PSC Counsellors (MCMML-106)

Name of PSC _____

Name of the Student _____ Enrollment No. _____

Sl. No	Name of the Skill	Skills training completed (Put only a tick mark)*				Max. Marks	Marks Scored	Signature with Date
		1st Spell	2nd Spell	3rd Spell	4th Spell			
	Case work up Adult/Adolescents Pre- ART ART							
	Case work up (Children) Pre- ART ART							
	Case work up (Pregnant women) Pre- ART ART							
	DOTs Centre Visit to DO Centre Case work up for HIV-TB Management of HIV- TB case							
	STI clinic Visit to STI clinic Case work up of STI Management of STI case/s							
	PEP case workup Evaluation of PEP case Management of PEP case							
	SACEP case work up Evaluation of SACEP case Management of SACEP case							
Total Marks Scored								

*Put a tick mark in respective column for the skills completed in respective spells.

Pattern of Assignment/Internal Assessment

- The following theory course will have assignment as given below:

SN	Course Code	Number of Assignment	Marks
1	MCMM 101	2	30
2	MCMM 102	2	30
3	MCMM 103	2	30
4	MCMM 104	3	30

- All the above mentioned assignment will be available on IGNOU website. These assignments will comprise long question and short notes. Candidate need to download these assignment and submit them to the programme In-charge
- Submission of all the theory assignment is mandatory to appear in the theory term end examination
- 50 percent is the pass mark in each theory assignment.
- Assignment/internal evaluation of the practical of the two practical courses will be done at last two days of 4th spell. Each day 10 students will be evaluated at PSC. There will be two internal evaluators for the conduction of internal evaluation for 10 students. Candidates will be allotted one long case which may be adult or paediatrics or Gyane/Pregnant women.

The marking scheme and other details of the practical evaluation is given below:

Course	Item	Duration	Marks
MCMML 105	5 spotting X 6 marks each	50 minutes	30
	1 Short case (any of adult or paediatrics or Gyane/Pregnant women); brief history and examination	20 minutes	30
	Viva (special emphasis on counselling)	30 minutes	40
	Total marks	100 minutes	100
MCMML 106	1 Long case (any of adult or paediatrics or Gyane/Pregnant women); History taking X 10 marks Physical examination X 10 marks Differential Diagnosis and Investigation X 10 marks Management X 10 marks Case discussion X 10 marks	50 minutes	50
	1 Short case (any of adult or paediatrics or Gyane/Pregnant women); brief history and examination	20 minutes	30
	Viva	30 minutes	20
	Total marks	100 minutes	100

PATTERN OF TERM-END ASSESSEMENT

Term end theory examination

- There will be theory term end examination at the end of the one year training. There will be 2 hours examination of the MCMML 101, MCMML 102 & MCMML 103 courses with 70 marks. However, there will be 3 hours examination of the MCMML 104 for the 70 marks.
- Candidate need to submit all the assignment before the appearing the term end theory examination

Term end practical examination

There will be two internal and two external for the practical term end examination. 10 students will be evaluated in one day. The marking scheme and other details of the practical evaluation is given below:

Course	Item	Duration	Marks
MCMML 105	5 spotting X 6 marks each	50 minutes	30
	Viva (special emphasis on counselling) 1 internal examiner X 25 marks 2 nd Internal examiner X 25 marks 1 External examiner X 20 marks	20 minutes + 20 minutes + 20 Minutes	70
	Total marks	110 minutes	100
	MCMML 106	1 Long case (any of adult or paediatrics or Gyane/Pregnant women); History taking X 10 marks Physical examination X 10 marks Differential Diagnosis and Investigation X 10 marks Management X 10 marks Case discussion X 10 marks	50 minutes
1 Short case (any of adult or paediatrics or Gyane/Pregnant women); brief history and examination		20 minutes	30
Viva (will be conducted by 2 nd external)		30 minutes	20
Total marks		100 minutes	100

I. EVALUATION PATTERN FOR MCMML-105

1. SPOTTING

- Slide:
 - a. Stool test and interpret (common parasites, giardia, E.H, Isospora, microspora, cryptosporidiaetc)
 - b. Sputum stain and interpret (AFB, Gm +ve /Gm -ve organism), PneumocysticCarini, others)
 - c. CSF (gram stain, India ink.)

- X-Ray
- Instruments

2. VIVA-VOCE

- **PRE-TEST COUNSELLING**
- Post test counselling
- PPTCT
- Infant feeding counselling
- Nutritional counselling
- Adolescent Counselling,
- Couple Counselling,
- Family Counselling,
- ART preparedness counseling , Adherence issue, bereavement counseling
- Safe Blood Banking

II. EVALUATION PATTERN FOR MCMML-106

1: LONG AND SHORT CASE PRESENTATION

- Adults, Paediatric, Gynae/pregnant women
 - Pre-ART case/s
 - ART cases
- Case work up and management of STI case/s
- Evaluation and Management of PEP case
- Evaluation and management of SACEP case/s
- HIV-TB
- HIV-OIs
- 2nd lines ART cases

2: VIVA-VOCE

Indira Gandhi National Open University

PGDHIVM Programme

CERTIFICATE OF COMPLETION OF PRACTICAL SKILLS

This is to certify that Dr. _____ has attended to all the practical skills listed in the practical manuals for the following courses as planned for PSC/SDC.

MCMML-105 (Basics Practical)

Signature of the Counsellor at PSC

Signature of the Counsellor at SDC

Name of Counsellor _____

Name of Counsellor _____

Address _____

Address _____

MCMML-106 (Clinical Practical)

Signature of the Counsellor at PSC

Signature of the Counsellor at SDC

Name of Counsellor _____

Name of Counsellor _____

Address _____

Address _____

This is to certify that the above information is true to the best of my knowledge. If any information is found to be wrong at a later date, my results could be held invalid.

Place _____

Signature of the Student _____

Date _____

Name _____

Roll No. _____

Indira Gandhi National Open University

PGDHIVM Programme

Attendance Certificate of Completion of Practical Training

This is to certify that Dr Enrollment
Numberhas maintained minimum 100% of attendance in practical training
session.

Name of the PSC

Address of PSC

.....

.....

Signature of Programme In-charge

**To
Regional Director
IGNOU
Address of the Concern Regional Director's office**

DECLARATION

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

Date: _____

(Signature of the Students)

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept	NIL
1 April to 20 April	Rs. 100/-	1 Oct to 20 Oct	Rs. 100/-
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 fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SRE). Exam for these students will be conducted at Regional Centre city only.

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 (SRE)
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.

Please read the instructions in the programme guide before filling up this	Dates for submission of	November 7 for December Examination
--	-------------------------	-------------------------------------

Indira Gandhi National Open University, New Delhi

Term-End Examination (Practical Only) December 20...

CONTROL No. (For Office Use Only)

Programme Study Centre Code

Enrolment No.

Write in BLOCK CAPITAL LETTERS only.

NAME : Dr.

Please tick (✓) against appropriate group of courses in which you intend to take the examination. The Course(s) which you have already passed should not be mentioned.

Sl. No.	Course Title	Course Code	Intend to Take Examination (put ✓ mark)
1.	Basic practical	MCMML-105	
2.	Clinical Practical	MCMML-106	

I hereby solemnly affirm that I have submitted the required number of Log-books/Project Report and have completed all the skills planned under the above course(s). The certificate of completion in support of the skills is attached.

I am aware that completion of all the skills at Skill Development Centre and Programme Study Centre and passing in the internal assessment (practical) is a prerequisite for taking Term-end (Practical) Examination. In case my above statement regarding submission is found to be untrue, the University may cancel the result of my above mentioned Term-end Examination and I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of the University. I have signed this undertaking on this _____ day of _____ 200__.

Name _____ Signature of Student _____

Complete Address for Correspondence _____

I have verified that the student has submitted all the Log-books/Project Report and certificate of completion of skills related to the above courses in time.

Place _____

(Signature of Programme-in-charge with Stamp)

Date _____

Indira Gandhi National Open University, New Delhi
School of Health Sciences

Award list of PGDHIVM Term End Practical Examination

Name of the Programme: Post Graduate Diploma in HIV Medicine

Programme Code: PGDHIVM

Name of the Study Centre:

Study Centre Code :**Course Code :** **Date of Examination.....**

Sl No	Enrollment Number of Student									Maximum marks = 100	Marks obtained in Term End Practical Examination	Remarks (Pass/ Fail)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Kindly use one preforma for each course, for example course MCMML 105 one page, and course MCMML 106 another page

Name of the Internal ExaminerSignature and Date

Name of the External ExaminerSignature and Date

Signature of Programme In-charge

SEAL

Guidelines for selection of Programme Study Centre, Skill Development Centre and Counsellors

❖ Selection Criteria of Programme Study Centre(PSC)

For the purpose of establishment of Programme study centre by IGNOU, either of the following criteria will be followed:

- Centres designated as 'centres of excellence' by NACO ;or
- the 'designated training centres for HIV/AIDS'

❖ Selection Criteria for Counsellor/Guest Lecture

The counsellors for the PG Diploma in HIV medicine will be identified as per the following criteria:

- An employee of the PSC having three years of post MD/MS teaching experience and also designated as a 'master trainer' by NACO
- For guest lectures, a persons should at least be a 'NACO designated master trainer' or listed in the panel of names approved by JCC. The panel will be updated from time to time.

❖ Selection criteria of programme in-charge (PIC)

The Director/Nodal officer of Centre of excellence will be the PIC. Alternate, he/she would identify a person who fulfils the criteria of being a counsellor.

❖ Selection Criteria for Skill Development Centre (SDC)

An ART centre having about a 1000 patients on ART. For 'difficult to reach' /tribal/North East regions, the criteria may be relaxed. However, a list of SDCs will be prepared by NACO for every batch of students after their admission. For sponsored candidates, the SDC will be their own ART Centre

❖ Selection Criteria for Examiner

- ❖ one should have at least 5 years of teaching experience after MD/MS in addition to being involved with the HIV Medicine programme in its development or implementation process



Indira Gandhi National Open University
MaidanGarhi, New Delhi-110 068

Application Form for Issue of Provisional Certificate

Enrollment No.

Programme Title:

Name:

Father's Name:

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

Mailing Address:

.....

.....

PIN:

Date:

.....

Signature

Application Form for Change/Correction of Address

Date:

To

**Regional Director
IGNOU
Address of the concern Regional Director's office**

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No.

Programme.....

Name (in caps).....

DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

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

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

City Pin

City Pin

State

State

.....
Signature of Student

Application Form for Non-Receipt of Study Materials

**The Regional Director
Indira Gandhi National Open University**

Subject: Non-receipt of Study Material & Assignments

Enrolment No.

Programme

Medium of Study

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

S. No.	Course Code and Name	Blocks

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 dispatch of study material/assignments to students

Details of Regional Centreshaving PGDHIVMProgramme

Sl. No.	Regional Centre	Address of the Regional Centre	Region Code
1	DELHI 2	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT, NEW DELHI - 110 002 011-23392375 / 23392376 / 23392377/011-23392374 011-23392373 E-mail: rcdelhi2@ignou.ac.in	17
2	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK, SALT LAKE, BIDHAN NAGAR, KOLKATA , WEST BENGAL - 700 091 033-23349850 / 23592719/ 23589323 (RCL), 033- 23347576 E-mail: rckolkata@ignou.ac.in	28
3	AHMEDABA D	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI, AHMEDABAD , GUJARAT- 382481 02717-242975 / 242976, 02717-241370/ 02717-241580 E-mail: rcahmedbad@ignou.ac.in	09

Appendix 19

List of Programme Study Centres (PSCs) for PGDHIV Medicine Programme

SN	Address of Programme Study Centre	Name of Programme In-Charge
1	A.R.T. Centre Room No. 201, 202, OPD Building, B. J. Medical College and Civil Hospital, Asarawa, Ahmedabad – 380016.Gujarat Phone &Fax :+91-79-22681169 E-mail: coe.art.ahmedabad@gmail.com E-mail: artcentre.ahmedabad@gmail.com	Dr. Bipin K Amin Professor Department of Medicine B. J. Medical College and Civil Hospital, Ahmedabad. Email: bipin_dr@yahoo.com Mobile : +91 98792 08979
3	School of Tropical Medicine (STM) Centre of Excellence, School of Tropical Medicine, 108, Chittaranjan Avenue, Kolkata- 700073 E-mail: coestm@gmail.com	Dr. S. K. Guha Professor School of Tropical Medicine, 108, Chittaranjan Avenue, Kolkata- 700073 Email: drskguha@gmail.com Phone:+91 9831234802
4	Maulana Azad Medical College (MAMC) Department of Medicine, Maulana Azad Medical College Bahadur Shah Zafar Marg New Delhi -110002	Dr. S. Anuradha Professor of Medicine Maulana Azad Medical College Room Number 117 B.L.Taneja Building Bahadur Shah Zafar Marg New Delhi- 110002 Email: drsanuradha@gmail.com Mobile: +919811184924/ 9968604279

Feedback Proforma on Webconference of PGDHIVM Programme (School of Health Sciences)

Name of the Programme Date of Teleconference

Name of PSC

Name of the Topic

Please mention if you are a Student/Counsellor/Administrative Staff/Any other

Please tick (✓) mark the relevant answers.

1. Teleconference should be held on a Holiday/Working day.
2. Timing of the teleconference should be
 - a) 10.15 a.m. to 1.45 p.m.
 - b) 02.30 p.m. to 4.00 p.m.
 - c) mention if any other
3. Duration of one session should be of 45 minutes/1 hour/1 to 1½ hr/2 hr or more.
4. It will be convenient to know teleconference schedule from:
 - a) Regional Centre
 - b) Programme In-charge
 - c) Website (www.ignou.ac.in)
 - d) Personnel E-mail (if yes then inform your ID to hivmedicine@ignou.ac.in).
5. You learn about the date and topic of this teleconference before 1 week/2 week/3 week/4 week.
6. Do you think that attendance of the teleconference should be compulsory? Yes/No
7. Did you need the relevant topic prior to attending the teleconference? Yes/No
8. Does the present style of presentation helps in understanding the subject matters? Yes/No
9. Which mode of presentation will be better?
 - a) Lecture
 - b) Seminar
 - c) Demonstrations
 - d) Group Discussion
10. Sessions of the Teleconference that are useful:

	Very Useful	Satisfactory	Not Satisfactory
1st Session			
2nd Session			
3rd Session			

11. Sessions that increase your knowledge level:

	Better Understand	Increase Interest	No Improvement
1st Session			
2nd Session			
3rd Session			

12. Session that increase your skills level:

	Better Understand the Steps	Improve the Level of Confidence	No Improvement
1st Session			
2nd Session			
3rd Session			

13. Is one day teleconference schedule per month adequate? Yes/ No

14. How many teleconference days in a year will be feasible to attend by a student?

10 days/12 days or more

15. Could you interact with experts by using toll free number/Fax? Yes/No

If No, please mention the reason

16. Any other comment

.....

**Students are required to fill this proforma after every teleconference.*

Please send this filled in Proforma to Programme Coordinator PGDHIVM, HIV Medicine Cell School of health Sciences, IGNOU, MaidanGarhi, New Delhi-110 068 or Fax to 011-29534335.



Indira Gandhi National Open University
MaidanGarhi, New Delhi-110 068

Application Form for Re-Checking of Result of Term-End Examination

Name:

Enrolment No.

Address

PIN:

Programme:

Month and Year of the Exam.:

Name of Exam. Centre:.....

Centre Code:.....

Courses in which re-checking of the Term-end Exam. result is sought?	Course Code	Name of the Course:
.....
.....
.....

FEE FOR RECHECKING OF RESULT

Fee is to be paid at the rate of Rs.100/- per course.

DEMAND DRAFT: Draft is to be made in the name of IGNOU payable at Delhi.

DRAFT DETAILS:

1. Name of Bank:	2. Place:
3. Draft No.:	4. Date:.....
5. Amount:	

.....
Signature

Date:

Note: There is no provision for re-evaluation. Checking is done with reference to the grade/marks given in the Answer-book and the Award list. If there is any mistake on the part of the University, re-checking fee at the rate of Rs.100 paid by the candidate will be refunded. Application form for this purpose will normally be entertained within a period of 2 months of the declaration of result.

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

Asst. Registrar (Exam. II)
Student Evaluation Division
Indira Gandhi National Open University
MaidanGarhi, New Delhi-110 068

Recognition of IGNOU Degree/Diploma

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

No.F.1-8/92 (CPP)

February, 1992

The Vice-Chancellors/Directors
of all the Indian Universities/
Deemed Universities/Institutions
of National importance

.....

Sub: Recognition of Degrees/Diplomas awarded by Indira Gandhi National Open University, New Delhi

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F. 13-12/85 Desk(U) dated 19.09.1985 issued by the Govt. of India, Ministry of Human Resource Developments, (Department of Education), New Delhi and is competent to award its own degrees/diplomas. The Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Yours faithfully,

Sd/-
(GURCHARAN SINGH)
Under Secretary

It may be noted that the PGDCC Diploma is a valid University PG Diploma and hence can be mentioned in one's bio-data. However, it is yet to be recognized by the Medical Council of India.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDANGARHI, NEW DELHI-110068**

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	Assignment Code	Course Title
1.			
2.			

Complete Address.....

 Pin

Signature
 Date

Please mail this from to:

Concerned Regional Centre
 INDIRA GANDHI NATIONAL OPEN UNIVRSITY

For Official Use Only

Date of Despatch of Assignments to the student

Note: The assignment can also be downloaded from the website: www.ignou.ac.in

(Please use the photocopy of this proforma)



Indira Gandhi National Open University STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF DUPLICATE STATEMENT OF MARKS/GRADE CARD

1. Name

3. Programme Enrolment No

4. Address.....
.....
.....PIN

Fee Detail :

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

Demand Draft No. Date

Issuing Bank

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

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

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDANGARHI, NEW DELHI-110068**

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 31st October for December Term-end Examination

1. Name.....

1. Programme Enrolment No

2. Address

.....

..... PIN

3. Term-end examination , in which programme Completed:- June/December

Total marks/Overall point grade obtained Percentage obtained

.....
.....

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

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

6. Fee details:-

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

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

Demand Draft No. Date

Issuing Bank

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 complete 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.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for Improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'.
11. Application form must reach within the prescribed dates at the following address:-

**The Registrar
Student Evaluation Division
Indira Gandhi National Open University**

MaidanGarhi
New Delhi-110068



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Prescribed dates for submission of form:- 1st September to 15th October for December Term-end Examination

1. Name :

2. Programme Enrolment No

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3. Address

.....

..... PIN

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

a) Term-end Examination: June/December

b) Examination Centre Code

c) Exam. Centre Address

.....

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

5. Fee details:-

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

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

Demand Draft No.: Date:

Issuing Bank:

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

UNDERTAKING

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

Date: Signature.....

Place: Name:.....

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER 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 is later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form must reach within the prescribed dates at the following address except the answer scripts of CPE & DPE programmes:-

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

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.



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

**RE-ADMISSION FORM FOR ALL PROGRAMMES
(Other than MP& MPB)**

Dates for submission:

For Jan-June Sem:
1st August to 30
September

For July-December Sem:
1st Feb. to 31st March

1. Name and Address of the Student _____

2. Programme Code

3. Enrollment No.

4. Regional Centre Code

5. Study Centre Code

6. Details of Course(s) not completed for which re-admission is sought (Please enclose a separate annexure, if the table is found insufficient)

S.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 as per current rate (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, MaidanGarhi, 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.

Students who did 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.

2.

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./PG Certificate Prog. 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, even if the re-admission is sought at a later date.

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 and subject to validity of re-admission period indicated at point number 3 above.

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 & MCA not successfully completed during the max. 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.

* * * * *



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.)

Prescribed dates for submission of form:- 1st to 31st October for December Term-end Examination

1. Name :

2. Programme Enrolment No

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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. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

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

Demand Draft No.: Date:

Issuing Bank:

Date :

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



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

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): × 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,
MaidanGarhi, 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.

The objective of this proforma is to get a direct feedback from the learners to know the problems they face while pursuing the programme and the possible solutions suggested by them. This will go a long way in ensuring quality medical education through the distance mode of training. This end session feedback could be mailed after you complete the programme i.e. after taking the term-end examination. **Please put a tick mark (✓) against the correct response.**

FEEDBACK PROFORMA FOR THE LEARNERS OF PGDHIVPROGRAMME

(End Session Feedback)

Enrolment No. _____ Name & Address _____

Age at completion of Programme: _____ Years
 Employment: Govt. Job/Private Job/Self employed

1. **What should be the minimum duration for the programme?**
1 year/2 years/3 years
2. **Did you attend the induction meeting?** *Yes/No*
If Yes,
Do you recommend it to remain as an essential component of the programme? *Yes/No*
3. **When did you get the study material?**
Starting of session/Within 3 months/After 3 months
4. **When was the SDC allotted to you?**
Beginning of session/Within 3 months/After 3 months
5. **Could you submit your assignments in time?** *Yes/No*
If No,
Please mention the reason

6. **What was the time lag between your submission of assignments and getting the response?**
<1 month/1-2 months/>2 months
7. **How much extra expenditure did you incur for completion of the programme besides the admission fee?**
<Rs.5000/Rs.5000-10,000/Rs.10,000-15,000/>Rs.15,000/-
8. **Did the programme help in identifying new areas of intervention in HIV care in your set up?** *Yes/No*
If Yes,
Please mention the area of your future intervention

9. Can you suggest an alternative way of providing SDC level of training to students? (add extra page if required)

10. Whom did you find as the most useful support in your learning process? (Tick only one)

PIC/Regional Consultant/Regional Centre/School

11. How do you score the usefulness of the following in your learning process in PGDHIVM programme? Please tick against the most appropriate one. (3= Very useful, 2= Useful, 1= Not useful)

a) Programme In-charge (PIC):	:	[3]	[2]	[1]
b) PSC Counsellors	:	[3]	[2]	[1]
c) SDC Counsellors	:	[3]	[2]	[1]
d) Regional Consultant	:	[3]	[2]	[1]
e) Regional Centre	:	[3]	[2]	[1]
f) School of Health Sciences	:	[3]	[2]	[1]
g) Interaction with PGDHIVM students	:	[3]	[2]	[1]
h) Assignment Feedback	:	[3]	[2]	[1]
i) Teleconferencing	:	[3]	[2]	[1]
j) Family support	:	[3]	[2]	[1]

12. Please tick the appropriate score mentioned against the following statements?

(3=highest score, 1=lowest score)

a) Relevance of the programme in solving the HIV problem of your state:	[3]	[2]	[1]
b) Contribution of the programme in strengthening your knowledge in HIV care :	[3]	[2]	[1]
c) Contribution of the programme in strengthening your skills in HIV care :	[3]	[2]	[1]

Please mail this Proforma to: *The Programme Co-ordinator, PGDHIVM Programme, School of Health Sciences, Maidan Garhi, New Delhi-110 068.*

MENTIONING OF NAME AND ENROLMENT NUMBER IS DESIRABLE, THOUGH NOT COMPULSORY. THIS WILL HELP THE PEOPLE MONITORING THE PROGRAMME TO TAKE REMEDIAL MEASURES.

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 Centre
3.	Schedule/Information regarding Exam Form, Entrance Test, Date-sheet, IGNOU Hall Ticket	Assistant Registrar (Exam-II), SED, Block-12, Room No. 2, MaidanGarhi, New Delhi-110068 E-mail: sgoswami@ignou.ac.in or Ph.: 29536743, 29535924-32 Extn.: 2202, 2209
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SED, IGNOU Block-12, Room No. 1, IGNOU, MaidanGarhi, New Delhi-110068 kramesh@ignou.ac.in or Ph: 29536103,29535924-32/ Extn: 2211,1316
5.	Non-reflection of Assignment Grades/Marks	Dy. Registrar (Assignment), SED Block-3, Room No. 12, IGNOU, MaidanGarhi, New Delhi-110068 assignment@ignou.ac.in/ Ph.: 29535924/ Extn.: 1312,1319,1325
6.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block 9, IGNOU, MaidanGarhi, New Delhi-68/ email- convocation@ignou.ac.in Ph.: 29535438,29535924-32/Extn.: 2224, 2226
7.	Student Grievances (online) Block-3, Room No. 13, IGNOU	Asstt. Registrar (Student Grievance) SED, MaidanGarhi, New Delhi-110068 sedgrievance@ignou.ac.in/Ph.: 29532294,29535924
8.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, MaidanGarhi, New Delhi-110068
9.	Academic Content	Director of the School concerned
10.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, MaidanGarhi, New Delhi-110068 ssc@ignou.ac.in Telephone Nos.:29535714, 29533869,2953380 Fax:29533129
11.	Teleconference Schedule	Director, EMPC, IGNOU, MaidanGarhi, New Delhi-110068
12.	Programme Coordinator	Programme Coordinator, SOHS, IGNOU, MaidanGarhi, New Delhi-110068, E-mail: hivmedicine@ignou.ac.in

IGNOU EPBAX: 29536980, 29535924-32, 29572524

IGNOU Website: ignou.ac.in; Email: hivmedicine@ignou.ac.in

ADDRESSES & CODES OF ALL REGIONAL CENTRES

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481, GUJARAT PH.OFF : 02717-242975, 241579, 242976 FAX : 02717-241580 E-MAIL : rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)
3	AIZWAL RC CODE : 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10, ROPIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWL - 796012, MIZORAM PH.OFF : 0389-2395260,2311692 E- MAIL : rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT : AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH- 202001, UTTARPRADESH PH.OFF : 0571-2700120,2701365 FAX : 0571-2402147 E-MAIL : rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P.NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR, HATHRA S, MAINPURI, MATHURA, MORADABAD, RAMPUR AND SAMBHAL)
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR, BANGALORE-560 070 KARNATAKA PH.OFF : 080-26654747/26657376 FAX : 080-26644848 E-MAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
Sl.	REGIONAL	ADDRESS OF THE REGIONAL	JURISDICTION

NO.	CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	CENTRE TEL., FAX & E-MAIL	
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTR 3 RD FLOOR, SUMAN PLAZA, CENTRAL JAIL RD., TILKAMANJHI, BHAGALPUR- 812001 BIHAR PH.OFF : 0641- 2610055/2610066 E-MAIL : rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7.	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL-462 011 MADHYA PRADESH PH.OFF : 0755-2578455/ 2578452/ 2762524 FAX : 0755-2578454 E-MAIL : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR-751 013 ORISSA PH.OFF : 0674- 2301348/2301250/2301352 FAX : 0674-2300349 E-MAIL : rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH)
9.	BIJA PUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ANANDA MAHAL, OLD ZP OFFICE, DR. B.R. AMBEDKAR CIRCLE, VIJAYAPURA-586101 KARNATAKA PH.OFF : 08352- 252006 FAX : 08352-256005 E-MAIL : rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM AND DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA-134109 HARYANA PH. OFF: 0172-2590277,2590278, 2590208 FAX : 0172-2590279 E-MAIL : rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
11.	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 rd FLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI-600035 TAMILNADU PH.OFF : 044-24312766, 24312979 FAX : 044-24312799 E-MAIL : rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, PUDUCHERRY (U.T.))
12.	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF : 0484-2340203/2348189/2330891 FAX : 0484-2340204 E-MAIL : rccohin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
13.	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK, DARBHANGA-846004, BIHAR PH.OFF : 06272-251833,251862 FAX : 06272-253719 E-MAIL : rcdarbhang@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN, RAIPUR ROAD DEHRADUN - 248 008 UTTRAKHAND PH.OFF : 0135-2789200 FAX : 0135-2789190 E-MAIL : rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR) STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))
15.	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK- B 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI - 110 044 PH.OFF : 011-26990082, 26990083 FAX : 011-26990084 E-MAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR) STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
16.	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002 PH.OFF : 011-23392374/23392376, 23392737 FAX : 011-23392375 E-MAIL : rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NA ND NA GRI BHR)
17.	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION, SAHEED, RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 077 PH.OFF : 011-25088939, 25088944 FAX : 011-25088983 E-MAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18.	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD, DEOGHAR, JASIDIH, JHARKHAND- 814142 PH.OFF : 06432-34448 E-MAIL : rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, & GIRIDIH)
19.	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5 th MILE TADONG, NH-10, BELOW CENTRAL REFERAL HOSPITAL, GANGTOK - 737102 SIKKIM PH.OFF : 03592-231102 FAX : 03592-231103 E-MAIL : rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC H ROAD, CHRISTIAN BASTI GUWAHATI- 781005 ASSAM PH.OFF : 0361-2343771/2343785-86 FAX : 0361-2343784 E-MAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI, ANGLONG, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
21.	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 A.P. PH.OFF : 040-23117550-53 FAX : 040-23117554 E-MAIL : rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL-795001 MANIPUR PH.OFF : 0385-2421190/2421191 FAX : 0385-2421192 E-MAIL : rcimphal@ignou.ac.in, ignouimp@gmail.com	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23.	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HORNBILL COMPLEX, 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791110, ARUNACHAL PRADESH PH.OFF : 0360-2247536, 0360- 2351705 FAX : 0360-2350990 E-MAIL : rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVA VIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 PH.OFF : 0761-2600411/2609896 /2600219 FAX : 0761-2609919 E-MAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATARPUR, REWA, SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN PH.OFF : 0141-2785730, 2396427 FAX : 0141-2784043 E-MAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAI MADHOPUR, SIKAR, SRI GANGANAGAR & TONK)
Sl.	REGIONAL	ADDRESS OF THE REGIONAL	JURISDICTION

NO.	CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	CENTRE TEL., FAX & E-MAIL	
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE, PREMISES AUROBINDO BLOCK, 1ST FLOOR,CANAL ROAD, JAMMU - 180 001, JAMMU & KASHMIR PH.OFF : 0191-2579572/2546529 FAX : 0191-2585154 E-MAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE:88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439, OPP. PAL LINK ROAD, KAMLA NAGAR HOSPITAL, JODHPUR-342008 RAJASTHAN PH.OFF : 0291- 2012987 E-MAIL : rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI, BUILDING, 1ST FLOOR, TULSI NARAYAN, SARMAH PATH, NEAR NEHRU PARK, JORHAT- 785001 ASSAM PH.OFF : 0376- 2301116, 2301115 E-MAIL : rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI
29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY, NEAR HOME GUARD OFFICE, KARNAL- 132 001 HARYANA PH.OFF : 0184- 2271514 E-MAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KHA NNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR, (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF : 01628-229993/237361 E-MAIL : rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)

Sl.	REGIONAL	ADDRESS OF THE REGIONAL	JURISDICTION
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NO.	CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	CENTRE TEL., FAX & E-MAIL	
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO, HR. SEC SCHOOL ROAD, KENDOUZOU, KOHIMA – 797001 NAGALAND PH.OFF : 0370-2260366/2260167 FAX : 0370-2260216 E-MAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK, SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091 WEST BENGAL PH.OFF : 033-23349850, 23592719, 033-23589323(RCL) FAX : 033- 23347576 E-MAIL : rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD, BEHIND WOMEN'S COLLEGE AT/PO/DISTT.- KORA PUT- 764020, ORISSA PH.OFF : 06852-251535 FAX : 06852-252503 E-MAIL : rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5- C/INS-1, SECTOR-5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW-226029 PH. OFF: 0522-2442832 E-MAIL : rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)

Sl.	REGIONAL	ADDRESS OF THE REGIONAL	JURISDICTION
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NO.	CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	CENTRE TEL., FAX & E-MAIL	
35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI, ALANGANALLUR ROAD MADURAI-625018 TAMIL NADU PH.OFF : 0452-2380733 FAX : 0452-2380588 E-MAIL : rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PADUKKOTTAI, RAMA- NATHPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36.	MUMBAI RC CODE : 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd and 3rd FLOOR, KAPPEESH BUILDING, M.G. ROAD, OPP. TO MULUND RAILWAY STATION, MULUND (WEST), MUMBAI-400008, MAHARASHTRA PH.OFF : 022- 25925540,25923159 FAX : 022- 25925411 E-MAIL : rcmbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI PALGHAR, MUMBAI SUBURBAN)
37.	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14, HINDUSTAN COLONIY AMARAVATI ROAD NAGPUR 440033 MAHARASHTRA PH. OFF: 0712-2536999, 2537999, 0712-2022000 FAX : 0712-2538999 E-MAIL : rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YA VATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53, SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH PH.OFF : 0120-2405012/2405014 FAX : 0120-2405013 E-MAIL : rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH(DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH – I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576, NEAR P&T STAFF QUARTERS, ALTO POVORIM P.O. POVORIM- 403521 GOA PH.OFF : 0832-2414553 E-MAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD) STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
SI.	REGIONAL	ADDRESS OF THE REGIONAL	JURISDICTION

NO.	CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	CENTRE TEL., FAX & E-MAIL	
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA- 800 001, BIHAR PH.OFF : 0612- 2219539/2219541 FAX : 0612-2219538 E-MAIL : rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPRA, SARAN)
41.	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING, NEAR SYNDICATE BANK, 18, TAGORE ROAD, MOHANPURA, PORT BLAIR, SOUTH-744104 ANDAMAN & NICOBAR, ISLANDS PH.OFF : 03192-242888 FAX : 03192-230111 E-MAIL : rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS (U.T.)(DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF : 020-25671867/25651321 FAX : 020-25671864 E-MAIL : rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, A URANGABAD, NA SIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, , SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK, FULTALA, MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 PH.OFF : 03483-271555/271666 E-MAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA RAIPUR - 492014 CHHATTISGARH PH.OFF : 0771-2283285, 2971322 FAX : 0771-2971323 E-MAIL : rcrainpur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, BA STAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KUNDAGOAN)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT-360005 GUJARAT PH.OFF : 0281-2572988 FAX : 0281-2571603 E-MAIL : rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR-SOMNATH, BOTAD, MORBI), DIU(U.T.)
46.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022, JHARKHAND PH.OFF : 0651-2244688, 2244699, 2244677 FAX : 0651-2244400 E-MAIL : rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA & KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR SHARSHA-852201, BIHAR PH.OFF : 06478-219015 FAX : 06478-219018 E-MAIL : rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPA UL, MA DHEPURA , KATIHAR, ARARIYA, KISHANGANJ & PURNIA)
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING, MAWKYNROH, NEHU CAMPUS, SHILLONG - 793 022 MEGHALAYA PH.OFF : 0364- 2521117/2521271/0364-2520503 FAX : 0364-2521271 E-MAIL : rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS , EAST KHASI HILLS, NORTH GARO HILLS, RI-BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA-171 002, HIMACHAL PRADESH PH.OFF : 0177-2624612/2624613 FAX : 0177-2624611 E-MAIL : rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD, SUBHAS PALLY, SILIGURI - 734001 WEST BENGAL PH.OFF : 0353-2526818 FAX : 0353-2526829 E-MAIL : rcsiliguri@ignou.ac.in rcsiliguri45@gmail.com	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR STATE IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH, SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF : 0194-2311251/2311258 FAX : 0194-2311259 E-MAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION- DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL, KILLI PPALAM KARAMANA PO, TRIVANDRUM -695002 KERALA PH.OFF : 0471-2344113/2344120 FAX : 0471-2344121 E-MAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMILNADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF : 0542-2368022/2368622 0522-2364893 FAX : 0542- 2369629 E-MAIL : rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO), KOZHIKODE VATAKARA- 873104 KERALA PH.OFF : 0496-2525281, 2515413 E-MAIL : rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD WAYANAND, KOZHIKODE, MALAPPURAM, MAHE) (PUDUCHERRY, UT)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRES. K.P.V.V HINDU HIGH SCHOOL, KOTHA PET VIJAYWADA 520 001 ANDHRA PRADESH PH.OFF : 0866- 2565253/2565959 FAX : 0866-2565353 E-MAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: KRISHHNA,GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56.	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 nd FLOOR,VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM, YANAM) (PUDUCHERRY, UT)

Sub-Regional Centres

Sl. No.	SUB-RC	SRC Address	Operational Area
1	TIRUPATI Vijayawada	DR. B. PRASAD BABU ASSISTANT REGIONAL DIRECTOR IGNOU SUB- REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL
2	KANDHAMAL Bhubaneswar	DR. P. K. JENA ASSISTANT REGIONAL DIRECTOR IGNOU SUB- REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3.	PITHORAGARH Dehradun	DR. RAJEEV KUMAR ASSISTANT REGIONAL DIRECTOR IGNOU SUBREGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARA KHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4.	DARJEELING Silliguri	DR. PRAVEEN PRALAYANKAR ASSISTANT REGIONAL DIRECTOR IGNOU SUBREGIONAL CENTRE C/O RAMESH GUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB- DIVISION