

PGDLAN

PROGRAMME GUIDE

For

Post Graduate Diploma in

Library Automation and Networking

(PGDLAN)

Faculty of Library & Information Science

School of Social Sciences

Indira Gandhi National Open University

MaidanGarhi, New Delhi - 110 068

“The University sends study materials and assignments, wherever prescribed, to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.”

“In case a student wants to have assignments, s/he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website ignou.ac.in.

“The students are specifically instructed to send Examination Forms to Registrar (SED) only and to no other place and they are also advised to submit the Registration/Reregistration Forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, s/he will have no claim on the University for regularization.”

July, 2019

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-IIO 068 or visit our website: <http://www.ignou.ac.in>

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ABOUT THE UNIVERSITY

Indira Gandhi National Open University was established in 1985 by an Act of Parliament to achieve the following objectives:

- democratise higher education by taking it to the door-steps of the students;
- provide access (irrespective of age, gender, religion, etc.) to high quality education to all especially to those disadvantaged groups and individuals by offering opportunities to upgrade their knowledge and skills;
- prepare and offer need-based academic programmes comprising innovative professional as well as vocational courses and promote distance education through a process of rich and varied technology adoption; and
- set, maintain and further the standards of distance education in the country as an apex” body created for the purpose.

Significant Features of IGNOU:

- relaxed entry rules;
- flexibility in choosing a combination of courses from across a whole range of disciplines; and
- use of modem computer and communications technologies in the pursuit and promotion of distance education.

POST GRADUATE DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING (PGDLAN)

Information plays an all pervasive role in the society today. Its importance in decision making need not be overemphasised. Libraries have been catering to the information needs of the society since time immemorial. They have been changing themselves with the changing trends in information production and information needs of the public. Information and Communication Technology (ICT) has brought in paradigmatic changes in the information lifecycle, right from production to use.

Libraries have responded to this change and implemented ICT in their operations and services. Their services have changed to the extent that they are available outside the confines of their physical locales. Libraries make available their products and services through the Internet. They provide connectivity through their websites. Their Online Public Access Catalogues (OPACs) provide access to their collections at a distance. Individualized and personalised services are provided in the nick of time.

Library and Information Science (LIS) education has responded to the changing needs of the society and libraries. There is a demand on the educational institutions to produce work force capable of working in these changed conditions. LIS professionals should be adept at ICT. They should be able to handle technology in designing and providing innovative services.

The curriculum for LIS education at different levels has a component of ICT. IGNOU has introduced a course on ICT at BUS level. It has a practical component also enabling the learners to have hands on exposure to software. MUS Programme has a major portion of ICT in different courses. There are two courses fully devoted to ICT. A specialised course on ICT applications is the need of the day. These developments led to the launch of PGDLAN Programme from IGNOU in 2004.

OBJECTIVES AND SCOPE

PGDLAN Programme was introduced to impart education in the basics of ICT and its implementation in libraries/ information centres. Its purpose is to prepare LIS professionals who have the knowledge, skills and attitude to design and provide ICT based services and products. Anyone who undergoes this Programme would be able to handle independently an automated library and information centre.

The Programme aims to impart to the learners knowledge and skills:

- of computer technology;
- of library automation and services provided by an automated library;
- of designing and developing an information system;
- of networking and Internet technology in general and library and information networks in particular;
- to use Internet; and search, evaluate and ethically use information available on the Internet;
- of web-based content development;
- to write programmes in C++ or Java or Visual Basic to design and develop information products; services and systems; and
- to undertake a project work based on the curriculum, and design and develop a prototype of an information product/service.

TARGET PARTICIPANTS AND ADMISSION CRITERIA

The PGDLAN is a post-graduate professional Programme. In other words, the basic admission requirement is that a candidate must possess a professional degree in Library and Information Science from any recognised university. It is a post graduate degree in Library and Information

Science **after a Professional Degree** in that subject, and is **of one year duration** (this is mostly so even in the conventional system).

The Programme is open to candidates with Bachelor's Degree in Library and Information Science (BLIS). The admitted students will be attached to the identified PGDLAN Tele Learning Centres (TLCs)/Study Centres to attend counselling and practical sessions.

The minimum duration of the Programme is one year. However, maximum period allowed for completion of the Programme is four year from the date of registration.

The medium of instruction of PGDLAN Programme is **English** only.

PROGRAMME STRUCTURE

The Programme is essentially a judicious mix of theory and practical components to develop technology based knowledge, skills and aptitude of library and information professionals. The Programme consists of the following eight courses:

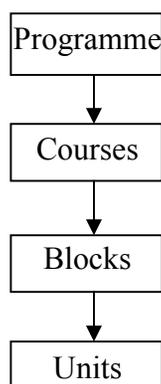
Course Code	Course Title	Credits
MLI-001	Introduction to Computers	4
MLIL-001	Practical	
MLI-002	Library Automation	4
MLIL-002	Practical	
MLI-003	Information Systems	4
MLIL-003	Practical	
MLI-004	Networking and Internet Technology	4
MLIL-004	Practical	
MLI-005	Internet Resources	4
MLIL-005	Practical	
MLI-006	Content Development	4
MLIL-006	Practical	
MLI-007	Programming	4
MLIL-007	Practical	
MLIP-008	Project	4

Note: The learners would be provided a Lab Manual for practical courses (MLIL-001 to MLIL-007) along with the course material for theory courses, and a Project Guide.

STUDY AND TEACHING METHODOLOGY

Structure of the Courses

The PGDLAN Programme becomes complete with seven (7) courses and a project work/dissertation (total 8 courses). A course is structured in the following way:



The entire Programme comprising seven courses has been divided into 22 blocks and each block has certain number of units ranging from 3 to 5. The Unit constitutes the lowest self-contained material of the course material. The details regarding the Unit format are shown below:

- Unit number; the topic/ theme of the Unit
- Objectives
- Introduction
- The topic/theme divided into sections and sub-sections
- Sections containing Self Check Exercises to measure your own progress in understanding of the Unit.
- Summary of the Unit
- Answers to Self Check Exercises
- Keywords
- References and Further Reading

It is a credit-based Programme and as such, has the weightage of 32 credits for 8 courses. As the weightage is uniformly distributed, each such course, therefore, is of 4 credits.

One credit refers to 30 hours of study on the part of a student to be devoted to study of the print material, to watch the audio-video programmes as well as to attend and spend time in

teleconferencing, interactive radio counselling and class room counselling and the practical sessions.

Study Methodology

You must have a definite study programme in order to take maximum advantage of the facilities provided to you by the University. You are advised to read the Units carefully and make note of important points in the margins of the Units itself, for easy-reference. These noted points will help you in answering the Self Check Exercises. Before you attempt to answer Self Check Exercises and write them in the space given or in separate note book, you should ascertain that: (i) you have understood the relevant text, and (ii) you are trying to locate thereafter the pertinent portions of the text which forms the answer to the question being attempted. The Self Check Exercises are incorporated with a view to help you develop skills and assess your own progress in the learning process. You do not have to send the answers to Self Check Exercises anywhere for evaluation. Check your answers with the answers given at the end of the Unit as a separate section and evaluate your performance.

TELE LEARNING CENTRES (TLCs) / STUDY CENTRES

Each student admitted to PGDLAN Programme will be attached to a Tele Learning Centre/Study Centre. There are TLCs/Study Centres located at different places of the country. Students may opt themselves for enrolment in the nearest Tele Learning Centres/Study Centre (visit IGNOU website <http://www.ignou.ac.in> for the information on TLCs/Study Centres) convenient to them. Every TLC/Study Centre is managed by a Coordinator or a Programme Specific In charge (PIC). Particulars relating to counselling sessions, seminars and practicals are to be gathered by every student from the Coordinator of the respective TLCs/Study Centre or from the Programme-in-Charge. For their own benefit, candidates are advised to attend majority of the counselling sessions. This will facilitate their preparation for the Term End Examinations. The students are advised to be in regular contact with their respective TLCs/Study Centres and interact with the Coordinator and Programme Specific Incharge as frequently as possible. The facilities provided at the study centres normally include the following:

- Counselling sessions in different courses relating to PGDLAN Programme.
- Library facility with basic reading materials related to various aspects of the discipline suggested for further reading.
- Video programmes specially designed for PGDLAN Programme.
- Compulsory Computer Practical sessions for PGDLAN Programme.

The concept of work centre has been promoted specially for implementing the PGDLAN Programme keeping in view the practical exposure that each candidate should have in Information Technology and the necessary equipment required for the purpose.

In an Open University, education is not imparted through class room lectures, it is usually done through what is known as distance education mode. This mode of learning is different from the conventional system you are used to. There will be no regular lectures relating to any

subject. On the other hand, there will be counsellors for different courses included in the curriculum. Your counsellor is available to you at the TLC/Study Centre which organizes counselling sessions for different topics. The counsellor will 'guide' you through the material, as 'interpreter' and as 'facilitator' to enable you to understand different problem areas. To get the best out of the 'Counsellor' you must carefully read your course material in advance and identify your problems and seek clarifications regarding them from the Counsellor. It is essential for an open learning student to attend the counselling sessions and be an active participant. If you go well prepared to the counselling session with your own questions, the discussion will be purposeful and you will become faithfully involved in the learning process.

Counselling sessions are held according to a schedule drawn beforehand by the TLC/Study Centre Coordinator. They are usually held on weekends, that is to say, Saturday and Sunday of a week. If necessary, counselling may be held on gazetted holidays also.

There will be a minimum of 15 counselling sessions of 2 hours duration each for each of the seven courses (30 hours for each course on an average) of the Programme devoted to theoretical aspects (except the Project).

There will be compulsory computer practical in all the courses besides counselling sessions. The assignments for these courses carry 50 marks each. A student has to secure minimum pass marks (40%) in practicals for clearing the course.

The practical component of this Programme involves hands-on experience of the candidate to the use of modern Information Communication Technologies consisting of the following aspects:

- i) Provision of hands-on-experience of a software packages such as WINISIS for creation of databases, formatting, retrieval and printing of information.
- ii) Preparation of online search strategies, and searches.
- iii) Search of CD-ROM bibliographic databases.
- iv) Internet based searching and generation of services.
- v) Hands on practice of library automation package.

The duration of practical sessions for the courses [in particulars block (s)] are as follows:

S.No.	Course Code	Time	Block No.
1.	MLIL-001	40 hrs.	Block 2
2.	MLIL-002	40 hrs.	Blocks 2, 3 and 4
3.	MLIL-003	40 hrs.	Blocks 3 and 4
4.	MLIL-004	60 hrs.	Blocks 2 and 3
5.	MLIL-005	60 hrs.	Blocks 1 and 2
6.	MLIL- 006	80 hrs.	Blocks 1 and 2
7.	MLIL- 007	60 hours	Block 2

Teleconferenc and Interactive Radio Counselling (IRC) Sessions

The University with the support of ISRO is making use of the satellite communication for educational purposes. Teleconferencing sessions are organised regularly. At the moment teleconferences are held in interactive mode (one way video and two way audio). A two way interactive audio/video teleconference through EDUSAT is under development and expected to be available shortly. A dedicated television channel. - GyanDarshan has been launched by the Govt. of India. Different aspects of the Programme are telecast regularly through GyanDarshan. In addition to teleconference, interactive radio counselling (IR sessions are also organised from time to time through the dedicated channel of Akashvani - GyanVani. Time slots are allotted every month for Library and Information Science programmes. These facilities are being utilised to bring together the students, counsellors and faculty members at IGNOU in an interactive mode of discussion. These facilities are being used mainly for providing additional inputs to the students relating to the PGDLAN Programme. Advanced notification is sent to all the Regional Centres and to the Programme-in-Charges of PGDLAN Programme indicating the date and time on which specific topics pertaining to PGDLAN Programme are discussed. Students are advised to collect in large numbers at the premises of Regional Centres and use these facilities to a maximum extent for learning process. They have an opportunity to directly interact with the faculty members and get clarifications to some of the problems they encounter in going through the study material. In case, special expositions or lectures need to be organised on specific topics, students are advised to communicate their problems in advance to the faculty at Headquarters.

EXAMINATION AND EVALUATION

The examination relating to PGDLAN Programme has two components:

- i) Continuous evaluation 20% (Theory and Practical)
- ii) Term-end examination 80% (Theory and Practical)

Continuous evaluation is related to the assignments that each student has to submit including participation in practical assignments for exposure to Information Technology, which a student has to successfully complete. Every student has to complete and submit assignments for all the courses except MLIP-008 (Project Work/Dissertation). The Tutor Marked Assignments (TMAs and Practical) are to be submitted to the Coordinator of the concerned TLCs/Study Centres. The evaluation of the performance of the students in Tutor Marked Assignments and Practical Assignments will be done by the counsellors and marks/ grades will be awarded to each student. Submission of all the assignments is compulsory. Term-end examinations *for* all the eight courses constitute the second part of the examination. Answer scripts relating to the term end examination will also be evaluated as per the system of marks. For project work/dissertation, there is no continuous evaluation.

On the basis of the aggregate marks obtained in all the courses (Theory, practicals and project work) the division will be awarded as under:

Division	Aggregate
I	60% and above
II	50% and above
III	40% and above

To fulfill the requirements of PGDLAN Programme, a candidate has to score an average of 40% marks in both continuous evaluation as well as at the final Term End Examination. Those candidates scoring less than 40% will be considered as having failed in the examination and will not be entitled to receive a Degree from the University. For the project work/dissertation (Course MLIP-008), a candidate has to secure a minimum of 40% to pass the term-end examination. Candidates who obtain a failure aggregate or who miss to attend the terminal examination may appear at the subsequent term end examination and complete the Programme. *A learner should not apply for appearing at the term-end examination of any course without getting registered for the same and that if s/he does so, her/ his result would not be declared and the onus shall be on her/ him.* The maximum period provided for a student to complete the PGDLAN Programme is four years from the date of her/ his registration into the Programme.

Online Submission of Examination Form

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

A fee of ₹150/- per course is charged as examination fee. If result of the previous examination is not declared the fee for that course can be exempted while filling the form for the next exam. The detailed guidelines are available at ignou wesite www.ignou.ac.in. There is a separate late fee if forms are submitted after due date.

Keeping the interest of the students, the University has approved the acceptance of the examination forms from the students through **online mode only**. The details are given below.

Description	June TEE	December TEE	Online submission
Without late fee	Upto 31 st March	Upto 30 th September	Online submission For Latest information see website: www.ignou.ac.in
Late fee of Rs. 500/-	1 st April to 30 th April	1 st October to	Online submission 31 st October
Late fee of Rs. 1000/-	1 st May to 15 th May	1 st November to 15 th November	Online submission

The examination forms with the requisite late fee shall be submitted by the students from **1st April to 15th May** for June TEE and **1st October to 15th November** for December Term End

Examination (TEE) through **online mode only**. The examination fee should be paid by students through Debit/Credit Card only.

SOME USEFUL ADDRESSES

- | | |
|---|--|
| 1) Examinations, examination centres, results, and other exam related matters. | Registrar (Student Evaluation Division)
IGNOU, Maidan Garhi, New Delhi-110 068 |
| 2) Non-receipt of study material, | Registrar, MPDD, IGNOU, New Delhi |
| 3) Change of course/programme, admissions, fees, scholarships and Change of Address | Regional Director of your respective region. |
| 4) Counselling and other problems relating to Study Centres | Assistant Director (Student Affairs),
Regional Services Division,
IGNOU, Maidan Garhi,
New Delhi – 110 068 |
| 5) Purchasing of Audio/Video Tapes | Marketing Unit, EMPC, IGNOU,
Maidan Garhi, New Delhi-110 068 |
| 6) Academic Matters | Dr. Archana Shukla, Reader, Faculty of LIS
School of Social Sciences, Block-F, IGNOU,
Maidan Garhi, New Delhi-110068
archna@ignou.ac.in |

CURRICULUM STRUCTURE

MLI-001: INTRODUCTION TO COMPUTERS

Block 1: Basics of Computers and Communication (Hardware)

Unit I: Computers and their Components

Unit 2: Elements of Data Communication

Unit 3: Storage Media

Unit 4: Need for Computerization of Library

Block 2: Software

Unit 5: Introduction to Operating Systems (DOS, Windows, Unix and Linux)

Unit 6: Application Softwares

Block 3: Computers and Society

Unit 7: Information Society

Unit 8: National Information Infrastructure (NII)

Note: This Course has 40 hours of Practical Work in Block 2 only.

MLI-002: LIBRARY AUTOMATION

Block 1: Introduction to Library Automation

Unit I: Historical Perspective, Need and Purpose

Unit 2: Approaches to Library Automation

Block 2: Management of Library Automation

Unit 3: Planning

Unit 4: Formats and Standards

Unit 5: Retrospective Conversion

Unit 6: Implementation and Evaluation

Block 3: Automated Housekeeping Operations

Unit 7: Automation of Acquisition

Unit 8: Automation of Serials Control

Unit 9: Automation of Cataloguing

Unit 10: Automation of Circulation

Block 4: Computerised Information Services

Unit 11: Alerting Services

Unit 12: Bibliographic Services

Unit 13: Document Delivery Services

Unit 14: Reference Services

Note: This Course has 40 hours of Practical Work in Blocks 2, 3 and 4.

MLI-003: INFORMATION SYSTEMS

Block 1: Systems Analysis and Design

Unit 1: General Systems Theory

Unit 2: Information System Design, and Development

Block 2: Types of Information Systems

Unit 3: Information Retrieval Systems

Unit 4: Database Management Systems (DBMS)

Unit 5: Management Information Systems and Support Systems

Unit 6: Knowledge Based Retrieval Systems

Unit 7: Digital Libraries

Block 3: Data Models and Database Design

Unit 8: Data Structures and File Organisation

Unit 9: Data Models

Unit 10: Database Architecture

Unit 11: Database Systems

Block 4: Query Language and Query Processing

Unit 12: Query Language

Unit 13: Structured Query Formulation

Unit 14: Boolean Logic

Note : This Course has 40 hours of Practical Work in Blocks 3 and 4.

MLI-004: NETWORKING AND INTERNET TECHNOLOGY

Block 1: Introduction to Networks

Unit 1: Types of Networks

Unit 2: Network Technology

Unit 3: Data Networks

Unit 4: Network Software

Block 2: Library and Information Networks

Unit 5: Resource Sharing

Unit 6: Resource Sharing Technology

Unit 7: Overview of Library and Information Networks

Unit 8: Management of Library and Information Networks

Unit 9: Network-based Information Services

Block 3: Internet Technology

Unit 10: What is Internet?

Unit 11: Internet Technology

Unit 12: Internet Services

Unit 13: Internet, Extranet and Internet

Note: This Course has 60 hours of Practical Work in Blocks 3 and 4.

MLI-005: INTERNET RESOURCES

Block 1: Types of Resources (by Form)

Unit 1: Meta Resources

Unit 2: Internet Information Resources

Unit 3: Evaluation of Internet Information Resources

Unit 4: Digital Library: An Overview

Block 2: Types of Resources (by Subject)

Unit 5: Science and Technology

Unit 6: Social Sciences

Unit 7: Humanities

Note: This Course has 40 hours of Practical Work in Blocks 3 and 4.

MLI-006: CONTENT DEVELOPMENT

Block 1: Content Analysis

Unit 1: Concept and Scope

Unit 2: Content Analysis: Quantitative and Qualitative Aspects

Unit 3: Content Organisation

Unit 4: Content Analysis: Applications (Generation of Information Services and Products)

Unit 5: An Introduction to Knowledge Management

Block 2: Content Development

Unit 6: Content Development: Context Setting

Unit 7: Norms and Guidelines for Content Development

Unit 8: Introduction to HTML and XML

Unit 9: Web-based Content Development

Unit 10: Intellectual Property Rights: Legal and Ethical Issues

Note: This Course has 80 hours of Practical Work in Blocks 1 and 2.

MLI-007: PROGRAMMING

Block 1: Theoretical Aspects of Programming

Unit 1: Systems Analysis

Unit 2: Algorithm and Flow Charting

Unit 3: Introduction to Programming and Programming Languages

Block 2: Programming in Specific Languages: JAVA

Unit 4: Introduction to Java

Unit 5: Data Types, Operators and Arrays

Unit 6: Classes and Objects in Java

Unit 7: Exception Handling

Unit 8: Packages and Interfaces

Block 3: Programming in Specific Languages: C++

Unit 9: Overview of C++

Unit 10: Classes and Objects

Unit II: Operator Overloading

Unit 12: Inheritance Extending Classes

Unit 13: Streams and Templates

Block 4: Programming in Specific Languages: Visual Basic

Unit 14: Visual Basic: Introduction

Unit 15: Variables and Functions

- Unit 16: Building a Project and Customising Forms
- Unit 17: Visual Basic Controls
- Unit 18: Functions and Procedures
- Unit 19: Accessing Database
- Unit 20: Creating Form with Data Controls
- Unit 21: Object Linking and Embedding
- Unit 22: Introduction to Windows Programming using Visual Basic 6.0
- Unit 23: Advanced Features of Visual Basic 6.0
- Unit 24: Activex and Windows API
- Note:** This Course has 60 hours of Practical Work in Block 2.

LIST OF SOME USEFUL VIDEO PROGRAMMES FOR PGDLAN STUDENTS

Four video programmes have been developed by the Faculty to supplement the course material of PGDLAN students. The titles of these programmes are:

- 1) Digital Library
- 2) Content Development in Electronic Environment
- 3) Library and Information Networking
- 4) National Information Infrastructure

GUIDELINES FOR PROJECT WORK DISSERTATION (MLIP-008)

In addition to theoretical and practical components of seven courses, a student has to submit Project Work/Dissertation (MUP-008) which is considered as a full course of 4 credits. The purpose of Project Work/Dissertation is to provide an opportunity to the students to develop skills in the areas which they have studied in the various courses of this Programme. A student has to secure a minimum of 40% pass marks in Project Work/Dissertation Course. For the purpose of Project Work/Dissertation, a student has to work in an area related to any area of her/his courses of study. Students are advised to select a topic for work in consultation with a guide and send the proposal/synopsis to the Programme Coordinator, PGDLAN for approval. A student may choose her/his guide according to her/his choice. The proposal / synopsis should be accompanied by a bio-data of the guide, duly signed by her/him. The minimum qualification of the guide is as follows:

Eligibility Criteria for Project Guide/Supervisor

A person who is willing to supervise for PGDLAN Project Work/Dissertation (MLIP - 008) should have either:

- 1) Ph.D./M.Tech. in Library and Information Science/Computer Science.
- OR
- 2) B.E./B.Tech (Computer Science), MCA, M.Sc. (Computer Science) / MLIS or equivalent with minimum 2 years IT experience in an established and reputed organisation or teaching.

Note: A Supervisor can guide a maximum of 6 candidates at a time.

Submission of Project Work

The Project Report should be typed in double space in A4 size paper and submitted in a bound form. This should include a certificate from the guide stating the fact that the work has been carried out under her/ his supervision/guidance. Generally, the report should be in the following format:

As report is an outcome of a project, due care should be taken while organizing the contents of the project report for which the following structure is recommended:

- 1) Title of the Project
- 2) Original Proforma of Approval of Project Proposal/Synopsis and Proposal/Synopsis duly approved by the PGDLAN Programme Coordinators.
- 3) Certificate of Originality

- 4) Acknowledgements
- 5) Contents
- 6) Introduction
- 7) Objectives and Scope
- 8) Methodology
- 9) Limitations
- 10) Data Analysis
- 11) Conclusion
- 12) Bibliography
- 13) Index
- 14) Appendices, if any

Date of Submission

On receipt of the approval, the work may be carried out and final report may be sent to Registrar (SED), IGNOU. The schedule for submission of Proposal/Synopsis and final report is as follows:

<p>Submission of Synopsis</p> <p>Programme Coordinator (PGDLAN)</p> <p>Faculty of Library and Information Science</p> <p>School of Social Sciences</p> <p>Indira Gandhi National Open University</p> <p>Maidan Garhi, New Delhi-110068</p>	<ul style="list-style-type: none"> • For January 2019 Session submit latest by 31st of May • For July 2019 Session submit latest by 30th of November
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<p>Submission of the Project Work/ Dissertation (one copy) to:</p> <p>At the Regional Centre where learner is enrolled</p>	<ul style="list-style-type: none"> • Before 30th April (for June Term End Examination) for July Session • Before 31st October (for December Term End Examination) for January Session
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Project work is a compulsory evaluation component of this Programme. Please remember that in this course we are not asking you to take up a major research project. In fact, what we are attempting is to take you a few steps further on what you must have done earlier in Library Automation and Networking courses and so on. The aim here is to sharpen your research skills, provide a practical understanding of the Project Work. This will help you develop professional capabilities or develop yourself If as a researcher, Of course, this will depend on the topic of your project Work/Dissertation.

Please go through the Project Guide carefully for more details about Project work. The Project Guide not only acquaints you with the procedures and rules to be followed for completing the project work but also provides you an understanding of how to go about it, and perspective topics, etc.

SOME FORMS FOR YOUR USE

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

<p>Note: For Information on Regional Centres (RCs) and Study Centers (SCs) visit IGNOU Website http://www.ignou.ac.in</p>

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM

Enrolment No. : <input type="text"/>	Programme : <input type="text"/>
Name : <input type="text"/>	Medium : <input type="text"/>
Course Code : <input type="text"/>	
S.No. Assignment No.	
Signature of the Student	
Date : <input type="text"/>	
FOR OFFICE USE ONLY	
Sr. No. : <input type="text"/>	
Signature of the receiver	
Date : <input type="text"/>	
Seal	

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study
Enrolment Number

Name

New or Corrected Address including Pin

New Study Centre Code

Choice for Medium of Study

Date of Change

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

The Regional Director of your region.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

Programme Code

Date Change effective from

Enrolment Number

Name

New Address

Existing Study Centre Code

Town

State

State Code (See Code List 2 of Guide to Applicant)

Pin

Signature :

Date :

New Study Centre Code :

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

Please see instructions overleaf

Application for Credit Transfer

Enrolment No.

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

Name & Address _____ **Programme of Study :**

_____ **Details of Credit Transfer Fee paid :**

_____ D.D. No. _____ Date _____ Amount _____

Drawn on (Bank & Branch) _____
Payable in favour of IGNOU, New Delhi (fee is Rs. 250/- per 8 credit course or a part thereof)

Details of Courses applied for Credit Transfer :					IGNOU Credit Equivalence desired					
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits		
All of the Information provided above is true to the best of my knowledge (For Office use only)										
Student Signature & Date :										
Recommendations of Schools :										
Credit Transfer recommended for the following Courses					Credit Transfer for the following courses not recommended					
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

- 1) Read the instructions given in your Programme Guide carefully.
- 2) For Credit Transfer is allowed upto a maximum of 32 credits only.
- 3) Enclose the attested copies of the following alongwith the form :
 - Marks lists issued by the accredited Institute/University.
 - Syllabus of accredited Institute/University.
 - Prospectus issued by the accredited Institute/University.
- 4) Pay the credit transfer fee at the rate of Rs. 250/- per 8 credits or part thereof through a crossed Demand Draft in favour of 'India Gandhi National Open University' payable at New Delhi.
- 5) Submit the filled in Credit Transfer Form to the following address :

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



To

The Registrar,

MPDD, IGNOU

Maidan Garhi, New Delhi

Sub : Non-receipt of Study Material

Enrolement No.

Programme

Medium of Study

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

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

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

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

Signature :
Date :

For Official Use

Date of despatch of study material to students



Control No.....

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

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

Address

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

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

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

.....
Signature

Dated

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

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

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



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

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

Filled in Application Form should be sent to:

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

Date

.....
Signature



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

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

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

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

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

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

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

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



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

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

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

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

4. Reason for early declaration of result:
.....
(enclose a copy of the documentary evidence specifying the reason for early declaration)

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

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

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

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

Date:.....

(Signature of the student)

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name :

Programme :

Enrolment No.

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

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

PIN :

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

Month and Year of the Exam :

Name of Exam Centre:

Centre Code :

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

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

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

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

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

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.
1st to 31st October for December Term- end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

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

Total marks/Overall point grade obtained Percentage obtained

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

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

6. **Fee details:**

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

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

Demand Draft No.: Date:

Issuing Bank:

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

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

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

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
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,
Maidan Garhi,
New Delhi-110068**

**Information for Statistical Purpose, Students are required to fill-up this
Annexure Compulsorily**

1. Name of Student :

2. Enrolment No.

3. Programme Code:

4. Category: (Cross (×) the appropriate Box only)

General SC ST OBC

5. Whether Kashmiri Migrant: (Cross (×) if applicable):

6. Whether Physically handicapped: (Cross (×) if applicable)

7. Whether minority: (Cross (×) if applicable)

8. Social Status: (Cross (×) if applicable Box only)

Ex-serviceman War-widow Not applicable

9. Employment Status : (Cross (×) if applicable Box only)

Unemployed Employed IGNOU Employee KVS Employee

10. Religion : (Cross (×) if applicable Box only)

Hindu Muslim Christian Sikh Jain Buddhist Parsi Jews Others
(please specify _____)

11. Details of Scholarship being received, if any.

(a) Amount (Annually)

Rs.

(b) Govt./Deptt.

(c) Family income (yearly)

Rs.

Kind Attention: All Past and Present Students of IGNOU!

Now you rank our Performance...

Dear Student,

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

Vice-Chancellor, IGNOU.



Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>				
2.	The learning materials were received in time	<input type="checkbox"/>				
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>				
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>				
5.	The counselling sessions were interactive	<input type="checkbox"/>				
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>				
7.	Examination procedures were clearly given to you	<input type="checkbox"/>				
8.	Personnel in the study centres are helpful	<input type="checkbox"/>				
9.	Academic counselling sessions are well organised	<input type="checkbox"/>				
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>				
11.	Assignments are returned in time	<input type="checkbox"/>				
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>				
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>				
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>				
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>				
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>				

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