

# **PROGRAMME GUIDE**

## **CERTIFICATE IN FIRST AID PROGRAMME (CFAID)**



**SCHOOL OF HEALTH SCIENCES**  
**Indira Gandhi National Open University (IGNOU)**  
**Maidan Garhi, New Delhi**

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## PREPARATION TEAM

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### Preparation and Editing

Prof. (Dr.) Pity Koul  
Professor and Programme Coordinator  
SOHS, IGNOU

Ms. Rohini Sharma Bhardwaj  
Assistant Professor and Programme Coordinator  
School of Health Sciences, IGNOU, New Delhi

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## PRODUCTION

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Mr. Ajit Kumar  
Section Officer (P)  
SOHS, IGNOU, New Delhi

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*Further information about the School of Health Sciences and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110068*

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# 1 THE UNIVERSITY

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## 1.1 Introduction

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

- democratising higher education by taking it to the doorsteps of the learners,
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender,
- offering need-based academic programmes by giving professional and vocational orientation to the courses,
- promoting and developing distance education in India,
- setting and maintaining standards in distance education in the country as an apex body.

## 1.2 Prominent Features

Indira Gandhi National Open University has certain unique features such as:

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

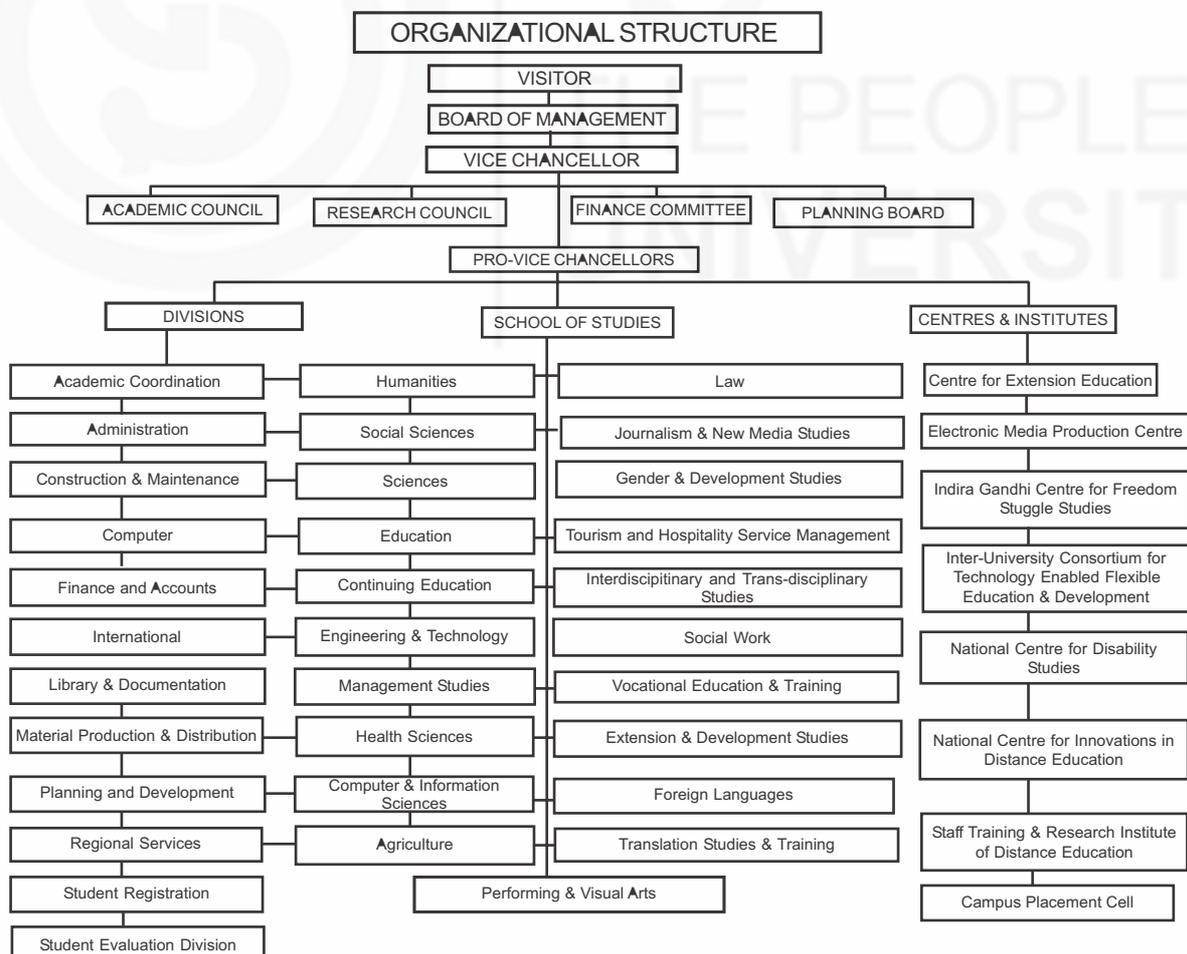
## 1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channel 'Gyan Darshan'.
- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

## 1.4 The Schools of Studies

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

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering and Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer and Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing and Visual Arts (SOPVA)



## **1.5 Academic Programmes**

The University offers both short-term and long-term programmes leading to Certificates, Diplomas, Advance Diplomas, Associate Degrees and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such programmes. These are launched with a view to fulfil the learner's needs for:

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

## **1.6 Course Preparation**

Learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions from various areas which are spread throughout the country as well as by in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/modified, wherever necessary, before they are finally dispatched to the Programme Study Centres and Telecast through Gyan Darshan. (IGNOU's internet radio channel).

## **1.7 Credit System**

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 6-credit course of a programme involves 180 hours of study. This helps the learner to know the academic efforts he/she has to put in for successfully completing a course of the programme. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals, projects and the term-end examination of each course in a programme.

## **1.8 Support Services**

In order to provide individualized support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 67 Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator known as Programme Incharge on administrative and academic matters. The list of Regional Centres and Study Centres is given in this programme guide at Appendix I and II.

## **1.9 Programme Delivery**

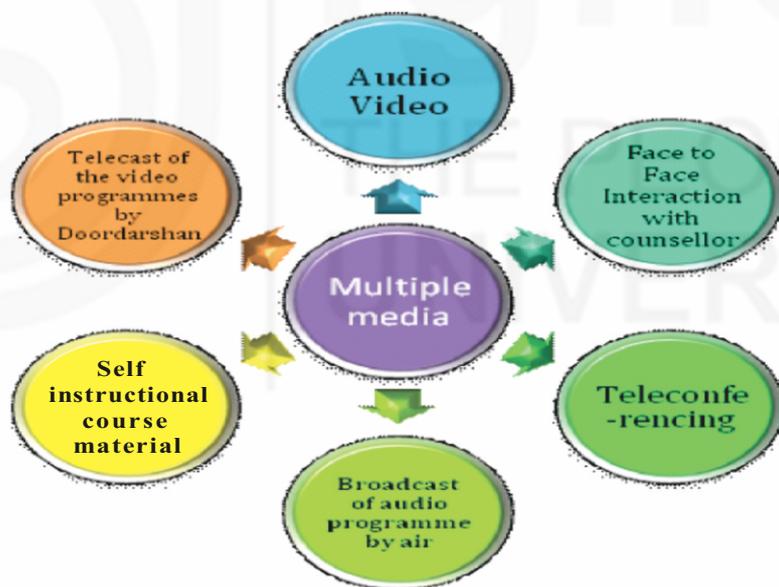
The methodology of instruction in this University is different from that of the conventional Universities. The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance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

The University follows a multiple media approach for instruction, which comprises of :

- a) **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programmes is supplied to the learners for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units which further has sections and sub-sections..
- b) **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

The video programmes are telecast on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers.

- c) **Counselling Sessions:** Normally Counselling sessions for theory are held as per schedule drawn by the Programme Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located.
- d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously telecasted on Edusat channel from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the Programme Study Centres.
- e) **Practicals/Project Work:** Some Programmes have practical components also. Practicals are held at designated institutions for which schedule is provided by the Programme Study Centres.



### 1.10 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multitier system of evaluation as follows:

1. Self-assessment exercises within each unit of study (Check Your Progress Exercises).
2. Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes (Uploaded on University Website).
3. Term-End-Examinations for Theory and Practical Courses.
4. Project Work for Some Programmes.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit Tutor Marked Assignments (TMA) responses to the coordinator of the Study Centre (either Programme In-charge or Academic Counsellors) concerned to which s/he attached. A learner should keep duplicate copies (Photocopy) of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination is conducted at various examination centers spread all over the country and abroad in June and December.

For Bachelor's and Master's degree programmes, normally the system of numerical marking is followed, and the marks secured in assignments, Term End Examinations (TEE), etc. are later converted into grades as per the five-point grading scale given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass) which is also discussed in grading Percentage at Page No. 30 of this Programme Guide.

### **Online Submission of Term-End Examination Form and Payment through Credit/Debit Card only**

The University conducts Term-End Examination twice a year in the month of June & December. Students will be permitted to appear in term-end examination subject to the following conditions:-

1. Your registration for these courses is valid and not time barred.
2. You have submitted the required number of assignments in the courses by due date wherever applicable.
3. You have completed the minimum time to pursue these courses as per the provision of your programme.
4. You have paid the examination fee for all the courses you are appearing for in the examination.

In the case of non compliance of any of the above conditions, the result of all such courses will not be declared.

### **Examination Fee**

It is an essential pre-requisite for you to submit the Examination Form through **online mode for taking examination in any course.**

Examination fee of Rs. 120/-per course is required to be paid through Debit/Credit Card through online mode. The student must submit **On-line examination form** as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in) when submission needs to be done and payment can done by credit/debit card of any nationalized bank.

### **Submission of Examination Form**

#### **Dates of Submission of TEE Form**

<b>For June TEE</b>	<b>For December TEE</b>
1 <sup>st</sup> March to 30 <sup>th</sup> April	1 <sup>st</sup> September to 30 <sup>th</sup> October

### **Where to submit**

Examination form must be submitted **only in on-line mode as per guidelines available on IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in))**

The examination form received after due dates or without late fee, wherever applicable, shall be rejected. Please read instructions/guidelines carefully before submitting your examination form through online mode.

## Issue of Examination Hall Ticket

The Hall Tickets are uploaded on University website 10 days before the commencement of examination. For appearing in the exam the students are required to download the hall ticket and appear in the examination.

### 1.11 International Students Residing in India

Such students are advised to visit INTERNATIONAL STUDENTS icon on IGNOU's Website ([www.ignou.ac.in](http://www.ignou.ac.in)) for the programmes on offer for them; information on programme fee and other fees applicable for them.

### 1.12 Provisional Admission

The University has a provision for Provisional Admission to the programmes offered through Common Prospectus (except Certificate programmes of six month duration, Awareness programmes, non-credit programmes and Merit-based/Entrance Test Based programmes). Those candidates who otherwise fulfil the prescribed eligibility criteria, but are unable to apply for want of declaration of result of the qualifying examination and/or for want of final Mark-sheet and Provisional Certificate, but desirous of seeking admission in July/January admission cycle, as the case may be, can submit the prescribed admission form with requisite fee, as per schedule. Such candidates are also required to submit the 'Undertaking'.

Other terms and conditions for seeking Provisional Admission are :

- i) All the prospective students who have submitted their filled-in admission form along with the Undertaking are required to submit the consolidated Final Mark-sheet and Provisional Certificate/Degree Certificate by **30<sup>th</sup> September** (for July admission cycle) and **31<sup>st</sup> March** (for January admission cycle).
- ii) Failure to submit the Final Mark-sheet and Provisional Certificate/Degree Certificate will attract cancellation of admission and forfeiture of 25% of fee paid.
- iii) Self-learning material will be issued to all the candidates seeking 'Provisional admission' on remittance of the programme fee, as in the case of other students.
- iv) Regional Directors will confirm the final admission only on fulfillment of the condition at (i) above.
- v) Admission will not be offered in a Programme if the programme is not activated in a particular Regional Centre.

### 1.13 Online Admission System

The admission Form can be submitted online through Online Admission System at <http://onlineadmission.ignou.ac.in>. Currently, the facility is available for the programmes offered through Common Prospectus **except merit-based and entrance test based programmes**. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. There is no need to send the printed copy of the Admission Form to the Regional Centre. The programme fee can be paid online using payment Gateway. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the system once admission is confirmed.

The Online Admission System follows the same schedule for receipt of admission forms during the academic cycle as was prepared earlier for the offline system of receipt of Admission Forms. Information is always available on IGNOU website. The prospective learners submitting the Admission Form through this system can download the Prospectus free from IGNOU website <http://www.ignou.ac.in>. However, an amount of Rs. 100/- is charged as processing fee along with the programme fee in this case.

### **1.14 eGyanKosh**

The IGNOU eGyanKosh (<http://www.egyankosh.ac.in>) – one of the world’s largest repositories of educational resources in higher education – is available for the learners and teachers, and public at large for free. The eGyanKosh houses the self-learning material of around 2565 courses and over 2389 video programmes of IGNOU. The resources available on the eGyanKosh can be accessed through login ID and Password which need to be created by the user at the initial login. The IGNOU learners are encouraged to make use of these resources for their learning.

### **1.15 Vidya Lakshmi Portal**

Subsequent to the announcement of Hon’ble Finance Minister, Vidya Lakshmi Portal has been set up from 15.08.2015. The Portal has been developed by National Securities Depository Limited (NSDL) e-Governance Infrastructure Ltd. The principal purpose of the Portal is to have facilities of education loan, scholarship and other student friendly facilities through one link. The Portal is gateway to Bank for education loan and also has linkages with national e-Scholarship Portal (NeSP) inaugurated by the Prime Minister on 01.07.2015 as a part of Digital India initiative managed by Centre for Good Governance under DEITY. The Portal is information friendly with relevant information for students. The Portal has the facility of tracking the students right from the inception of loan application until the completion of sanction of loan or otherwise. Students can view, apply and track their education loan applications to banks anytime, anywhere by accessing the Portal. The Portal would be useful for students, parents, educational institutions, bankers, employers, researchers, etc. 26 banks have been registered so far and 52 loan schemes have been uploaded in Vidya Lakshmi Portal.

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## **2. UNIVERSITY RULES**

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The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of their registration.

### **2.1 Educational Qualifications Awarded By Private Institutions**

Any educational qualification awarded by the Private Universities established under the provisions of the “*Chhattisgarh Niji Kshetra Vishwavidyalaya (Sthapana Aur Vinayaman), Adhiniyam, 2002*” are non-existent and can not be considered for admission to any Academic Programme in IGNOU.

### **2.2 Validity of Degree for Admission**

2.2.1 Master’s Degree awarded without a first degree of 3 year duration is not recognised for purposes of admission to IGNOU’s Academic Programmes. However, this condition is not applicable for the five year Integrated Master’s degree acquired from a recognized University/ Institutions.

- 2.2.2 Bachelor's Degree means, **Bachelor's Degree of not less than 3 year duration.**
- 2.2.3 IGNOU also accepts First degree of 2 year duration obtained from a recognized university completed up to the year 1998-99 for purposes of higher studies; provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.
- 2.2.4 Acceptance of 'Two year Bachelor's degree', Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course, prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have completed 3 years degree and they are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled prior to June 1986 shall be treated valid for all purposes including admission to a Masters degree programme and other higher studies.
- 2.2.5 'One sitting B.A. degree' of Osmania University, Andhra University, Kakatia University, Kurukshetra University, etc. is recognized for purposes of admission to IGNOU's Master's Degree programmes subject to the condition that the candidates have enrolled for the programme up to the year 1995-96 and completed their course up to the year 1998-99. Besides, such candidates should have a gap of two year after +2 before they have registered themselves for 'One sitting BA degree'.
- 2.2.6 Degrees acquired from an 'Off Campus' Centre of Private Universities outside the territorial jurisdiction of the concerned State is not recognized for purposes of admission to IGNOU's academic programmes unless it has specific approval of the University Grants Commission.
- 2.2.7 Similarly, Degrees acquired from an 'Off Campus' Centre/ 'Off-shore' Campus of Central/State/Deemed to be Universities/Institutions of National Importance offered through Distance mode of learning will be accepted for higher studies in IGNOU; provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities/Institutions of National Importance prescribed by the University Grants Commission from time to time.

### 2.3 Incomplete and Late Applications

Incomplete Application Form(s)/Re-registration Form(s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns in the on-line application form, carefully attach copies of required certificates and pay the relevant fees as required. The Admission Form duly completed along with its enclosures will be only considered for admission.

### 2.4 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they will have to apply afresh and go through the admission process again.

### 2.5 Simultaneous Registration

- 2.5.1 Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any **Certificate programme of 6 months duration.** However, if there is any clash of dates of counseling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.
- 2.5.2 Simultaneously pursuing **two academic programmes** either from the same University, or one from the Open University (under ODL mode) and the other from Conventional University (regular of face-to-face mode) is not permitted, as of now, except Certificate Programmes of six month duration .

## 2.6 Re-Registration

Learners are advised to submit the Re-registration forms online . If any student sends the Registration/Re-registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.

### Schedule for Re-Registration

For July Session	For January Session
1 <sup>st</sup> February to 20 <sup>th</sup> June	1 <sup>st</sup> August to 20 <sup>th</sup> December

## 2.7 Re-admission

The students who are not able to clear their programme with the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration of the programme	Re-admission validity
Certificate Programmes	6 Months	6 Months
Diploma/PG Diploma Programmes and all other Programmes* with one year duration	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

\* BLIS/MLIS/B.COM & M.COM Programmes of ICAI, ICSI etc.

For re-admission the student has to remit pro-rata fee for each incomplete course(s). The Table of pro-rata fee and the Re-admission form is available at the Regional Centres and also on the IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) at Student Zone > Downloads > Re-admission >

Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the pro-rata course fee for re-admission for each of the course(s) they failed to successfully complete within the maximum period prescribed (Appendix III).

## 2.8 Additional chance in Differently-abled students

- i) Students with disabilities of 40% or more are given additional 2 (two) years beyond the maximum duration prescribed for all academic programmes.
- ii) Disabled students seeking benefit of the aforesaid facility should submit the 'Disability Certificate' issued by the competent authority at the Regional Centre concerned, which in turn will verify it, make entry in the database and transmit the data to SRD for updating in the Master records.
- iii) Re-admission facility to disabled students will be extended without charging any pro-rata fee, i.e. further extending the duration beyond the maximum duration, by six months/ one year/ two year, as the case may be. However, disabled students are required to submit Re-admission Form, as per schedule, without any pro-rata fee.

## **2.9 Reservation**

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission on forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

## **2.10 Scholarships and Reimbursement of Fee**

The learners belonging to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship forms from the Directorate of Social Welfare or from the Office of the Social Welfare Officer of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stands admitted/registered for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form can be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to the awarding authority directly.

**Students belonging to SC/ST, OBC and PWD categories, who are desirous of availing the Scholarship Schemes of the Government of India, should submit their Scholarship Form for the academic year by February for processing Scholarships to these categories of students each year, as conveyed by the University Grants Commission vide their letter No. F.1-27/2009 (SCT) dated 26.02.2015.**

## **Fee Concession for certain programmes in Agriculture**

This fee concession is not applicable for the PG Certificates, PG Diploma and Ph.D Programmes. The students taking admission for the Agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D Programme shall be eligible for the fee concession as per the following criteria:

- a) all the candidates from rural areas shall be entitled for 50% fee concession subject to production of domicile certificate;
- b) the urban students below the poverty line (BPL) may be given a 50% fee concession subject to production of an income certificate.

## **2.11 Fee Exemption for SC/ST Students under the SCSP and TSP Schemes**

The scheme of fee exemption is applicable for students belonging to Scheduled Castes/Scheduled Tribes not availing fellowship or fee re-imbursement or exemption from other agencies,, enrolled in July /January admission cycles for a respective year under the SCSP and TSP components of plan grants in that Financial Year in compliance with guidelines issued by the Ministry of Human Resource Development, Govt. of India (GOI). The following students are eligible for the fee exemption:

- a) Freshly registered for Bachelor Degree Programmes (BDP, BA, B.Com., B.Sc.);
- b) Freshly registered for B.S.W., B.T.S., programmes;
- c) Fresh and Second Semester re-registered students of BCA programme;
- d) Re-registered students in programmes mentioned above at a, b or c who were freshly (first time) enrolled in previous admission cycle.

- e) All academic programmes at certificate level and diploma level (Advanced, UG and PG) and Research Programmes (M.Phil and Ph.D).

The scheme of exemption of fee is confined to Programme Fee for the programme but the scheme will not exempt late fees, Term-end-Exam fee, Convocation fee etc. Eligible and interested students may apply on Proforma published in common prospectus. The Regional Centre will verify documents of students applying for fee exemption. Details of the scheme and notification are uploaded on [www.ignou.ac.in](http://www.ignou.ac.in). So kindly check the website for fee exemption for your admission cycle.

### **2.12 Refund of Fee**

Fee once paid will not be refunded under any circumstances. It is not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of processing fee, if any, through A/c. payee cheque only.

### **2.13 Waiver of IGNOU Programme fee to Inmates Lodged in Prisons**

Inmates lodged in Prisons in the country are exempted from payment of programme fee, including cost of Prospectus. The under-trial/short term prisoners are also eligible for the same benefit of FREESHIP as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay subsequent fees wherever applicable (Examination fee, re-registration fee, pro-rata fee for readmission, registration fee for convocation etc.)

### **2.14 Study Material and Assignments**

The University sends study materials and assignments wherever prescribed to the students by Registered post/Speed Post/ Courier etc. 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, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in). For nonreceipt of study material, students are required to write to the Regional Director, IGNOU Regional Centre where they stand enrolled/ admitted.

### **2.15 Change/Correction of Address and Study Centres**

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide (Appendix II) given/sent to the admitted learners along with the study material in the very first lot of dispatch. In case there is any **correction/change in the address**, the learners are advised to make use of the proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. **Requests received directly at SRD, New Delhi, or any other Office of the University will not be entertained.** The form of change of address can also be downloaded from IGNOU Website [www.ignou.ac.in](http://www.ignou.ac.in). Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In **case a change of Study Centre** is desired, the learners are advised to fill the Proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the Centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for.

**Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.**

## 2.16 Term-End Examination

The learners can appear in the June as well as December Term-End Examination, after completion of minimum one year programme. After submission of examination form including Fee in online mode, a learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting reregistered/sought readmission for the same. Otherwise, the result would be withheld in such cases.

The University conducts Term-End Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

Examination fee of 120/- per course (subject to any change) is required to be paid on-line [www.ignou.ac.in](http://www.ignou.ac.in).

Before submission of the examination form, a certificate from the coordinator (PIC) Programme Study Centre shall be obtained by the student in respect of submission of assignments and attendance in counselling sessions for the course he/she wants to appear in the Term-End-Examination, without which the examination form will not be accepted.

### Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEES	WHERE TO SUBMIT THE FORM
1 <sup>st</sup> March to 31 <sup>st</sup> March	1 <sup>st</sup> Sept to 30 <sup>th</sup> Sept	NIL	Online mode only
1 <sup>st</sup> April to 30 <sup>th</sup> April	1 <sup>st</sup> Oct to 31 <sup>st</sup> Oct.	500/-	-do-
1 <sup>st</sup> May to 15 <sup>th</sup> May	1 <sup>st</sup> Nov. to 15 <sup>th</sup> Nov.	1000/-	-do-

To avoid discrepancies in filling-up examination form / any hardship encountered in appearing in the term-end examination students are advised to :

- remain in touch with your Programme Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form fee if any;

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

- fill-up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- retain proof of mailing/submission of examination form till you receive examination hall ticket;

### Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students atleast two weeks before the commencement of Term-end Examination. The same could also be downloaded from the University's website: [www.ignou.ac.in](http://www.ignou.ac.in). In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam. Always carry your ID card (Student enrollment card issued from IGNOU) with you.

## 2.17 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block 12, IGNOU, Maidan Garhi, New Delhi – 110068.

### For Indian Students:

- 1) Rs. 300/- for each transcript, if to be sent to the Student/Institute within India.
- 2) Rs. 500/- for each transcript, if to be sent to the Student/Institute out of India.

### For SAARC Countries Students:

Rs. 1200/- for each transcript, if to be sent to the Student/Institute of SAARC Countries.

### For Non-SAARC Countries Students:

\$ 120 for each transcript, if to be sent to the Student/Institute of Non-SAARC Countries.

Format is available in the Programme Guide at Appendix VII or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

## 2.18 Counseling and Examination Centre

All study centres, Programme Study Centres, special study centers are not Examination centers. Practical Examinations need not necessarily be held at the centre where the learner has undergone counseling or practical's.

## 2.19 Early Declaration of result

The student can apply for early declaration of Term-End-Examination result **with a fee of Rs, 1000/- per course**. The application for early declaration of result shall be entertained only if the student has been selected for any post or has applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Theory Term-End-Examination only. This facility is not applicable for Lab/ Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained only for final year. The format has been given at Appendix V in this Programme Guide.

## 2.20 Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of 750/- per course. The request for reevaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format alongwith the fee of 750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in the Programme Guide (Appendix VI) or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

## 2.21 Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they

can request the University for obtaining Photocopy of Answer Scripts on payment of 100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of 100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the form for Photocopy of Answer Script. Format is available in the Programme Guide (Appendix IV) or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

## **2.22 Duplicate Grade Card**

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of 200/- in favour of IGNOU payable at “New Delhi”. Format is available in the Programme Guide (Appendix VIII) or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

## **2.23 Change of Category**

Please note that any request for change of category code shall not be entertained by the University specially after the entrance examination form is submitted to the University.

## **2.24 Correction/Change of Name/Surname of Learner**

**2.24.1** Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/ surname while submitting the admission form.

**2.24.2** For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for onward transmission to Registrar, SRD:

- i) Original copy of Notification in a daily newspaper notifying the change of name;
- ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- iii) Marriage Card/ Marriage Certificate in case of women candidates for change in surname;
- iv) Gazette Notification, in original, reflecting the change of name/surname. However, Gazette notification can be waived off for change of surname after marriage of female students.
- v) Demand Draft of 400/- drawn in favour of IGNOU payable at New Delhi.

**2.24.3** Request for correction and/or change of Name / Surname will be entertained only before completion of the programme. A format has been given at Appendix II in this Programme Guide.

## **2.25 Disputes on Admission and Other University Matters**

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

## **2.26 Recognition**

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994, AICTE Circular No. AICTE/Academic/ MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated 14.10.2013.

## **2.27 Improvement in Division/Class**

Keeping the interest of students who have completed their Bachelor's / Master's Degree programme, but falling short of 2% marks for securing 1<sup>st</sup> and 2<sup>nd</sup> Division the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the student may apply for improvement of their performance on the prescribed application format alongwith a fee of Rs.750/- per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110068 (Appendix IX).

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## **3. SCHOOL OF HEALTH SCIENCES**

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The School of Health Sciences (SOHS) was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The School is pioneer in developing competency-based programmes in various disciplines of Health Sciences. Innovative approach in Nursing and Medical programmes which is provided through diversified approach of a network of colleges and district level hospitals is the main feature. The programmes in nursing and health sciences are being developed so as to revolutionize career opportunities available to nursing and medical personnel.

To achieve this, the School is collaborating and exchanging ideas with various national and international organizations like World Health Organization (WHO), Ministry of Health and Family Welfare (MoHFW), Indian Nursing Council (INC) and Ministry of Environment and Forest (MoEF).

### **Ongoing Programmes**

#### **Doctoral Degree Programmes**

Doctor of Philosophy in Nursing (PhDNS)

#### **Bachelor's Degree Programme**

Bachelor of Science in Post Basic B.Sc. Nursing (BScN(PB))

#### **PG Diploma Programmes**

Post-Graduate Diploma in Maternal and Child Health (PGDMCH)

Post-Graduate Diploma in Hospital and Health Management (PGDHHM)

Post-Graduate Diploma in Geriatric Medicine (PGDGM)

Post-Graduate Diploma in HIV Medicine (PGDHIVM)

#### **Diploma Programmes**

Diploma in Critical Care Nursing (DCCN)

Diploma in Nursing Administration (DNA)

#### **Certificate Programmes**

Certificate in Maternal and Child Health Nursing (CMCHN)

Certificate in Newborn and Infant Nursing (CNIN)

Certificate in Home Based Health Care (CHBHC)

Certificate in Health Care Waste Management (CHCWM)

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## **4. CERTIFICATE IN FIRST AID (CFAID)**

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Increase in knowledge, information technology and changes in the life style calls for a need to acquire the knowledge and skills which can help in dealing with common emergencies and situations requiring first aid. The need is to develop and launch programmes for large number

of people who can provide first aid during emergencies, accidents and acutely arising health situations. The Certificate Programme in First aid hence, will be a boon for the vast human resource of the country who wishes to get trained in first aid for personal and professional purposes.

The course aims at developing knowledge and skills about first aid to enable the learners to provide first aid in various emergency situations. The programme is open to at varied target group with minimum qualification of 10th pass with a view to generate first aid providers who can attain job in various settings and areas e.g. Nursing homes (as assistants/Aides), Drivers/Conductors, Fire Marshals/Fire Stations, Traffic Police/Army personnel's, Sports and Physical Education, Teachers etc. The programme will benefit those who wish to learn first aid as per their interest and also for those who want to pursue careers in which first aid training and certification is necessary for recruitment like assistants and aides working in Nursing homes, mobile Ambulances, industries, constructions sites, schools, sports or water sport coaches, Drivers, Conductors, Fire Marshals, Traffic Police, Army personnel's, teachers in schools, flight cabin crew members and air-hostesses etc and for those whose organizations have made it mandatory for their workers to undergo first aid training.

#### **4.1 Programme Objectives**

The objectives of the programme are to:

- Develop knowledge and skills about first aid;
- Enable the learners to recognize the symptoms/conditions which require first aid;
- Develop the ability of dealing with emergency situations; and
- Enable the learners to provide first aid in various situations and settings.

#### **4.2 Academic Session**

The Programme commences from January and July of every year.

#### **4.3 Admission/Selection Procedure**

The admission procedure will be on Merit Basis, initially.

#### **4.4 Target Group**

The programme is open to the General Public/general population/ Professionals / Non-professionals with the keenness to pursue the course, employed in any sector /or unemployed/ housewives/self-employed/entrepreneur etc.

#### **4.5 Eligibility Criteria**

The programme is open for all those who have completed class 10th examination

#### **4.6 Age of Admission**

There is no maximum age limit (age no bar).

#### **4.7 Duration of Programme**

Minimum : 6 Months      Maximum : 2 years

After consuming the maximum 6 months, the learner can complete the programme in 2 years. If still the learner is not able to complete the programme, he/she can apply for re-admission by paying pro-rata fee for each incomplete course of Theory and Practical components.

#### **4.8 Medium of Instruction**

The medium of instruction will be English Initially.

#### **4.9 Number of Seats**

50-100 per Programme Study Centre.

#### **4.10 Programme Fee**

Rs. 3,500/-per student.

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## 5. PROGRAMME STRUCTURE

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The University follows the credit system for its various programmes. The Certificate in First Aid programme is a six months programme of 16 credits with 6 credits for theory and 10 credits for practical components. It comprises of 1 theory and 1 practical course as given below:

Courses	Name of Courses	Credits	Hours	Total counseling Hours	Total Self Study Hours
<b>Theory</b>	Basics of First Aid	6 credits	180 hours	16 hours (2 days)	164 hours
<b>Practical</b>	Skills in First Aid	10 credits	300 hours	32 hours (4 days)	268 hours
<b>Total</b>		16 credits	480 hours	48 hours (6 days)	432 hours (including assignment/ logbook and examinations)

As per the above table, it is clear that for Theory, the total academic counseling sessions are 4 per day. Each theory academic counseling session is of 2 hours. So, 8 hours of theory counseling are planned per day and for 2 days, about 16 hours of theory counseling will be held.

For Practical, the total contact sessions are 2 per day. Each practical contact session is of 4 hours. So, 8 hours of practical counseling is planned per day and for 4 days, about 32 hours of practical counseling will be held. Both the courses are compulsory for getting Certificate in First Aid.

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## 6. SCHEME OF STUDY

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### 6.1 Scheme of Study

Theory Courses	Practical Courses	Total Credits
6 Credits	10 Credits	16 Credits

### 6.2 Scheme of Examination : Theory

Course Code	Course Title	Duration in Hours (TEE)	Continuous Evaluation (TMA) Marks	Term End Examination (TEE) Marks	Total
<b>BNS-040</b>	Basics of First Aid	3	30	70	100

### 6.3 Scheme of Examination : Practical

	Course Code and Name	Log-Book	Final Practical Examination	Total
<b>BNSL-040</b>	Skills in First Aid	50	50	100

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## 7. IMPLEMENTATION OF THE PROGRAMME

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Properly planned print material both for the theory and practical components is the main part of Certificate in First Aid programme. The study material prepared by the University are self-

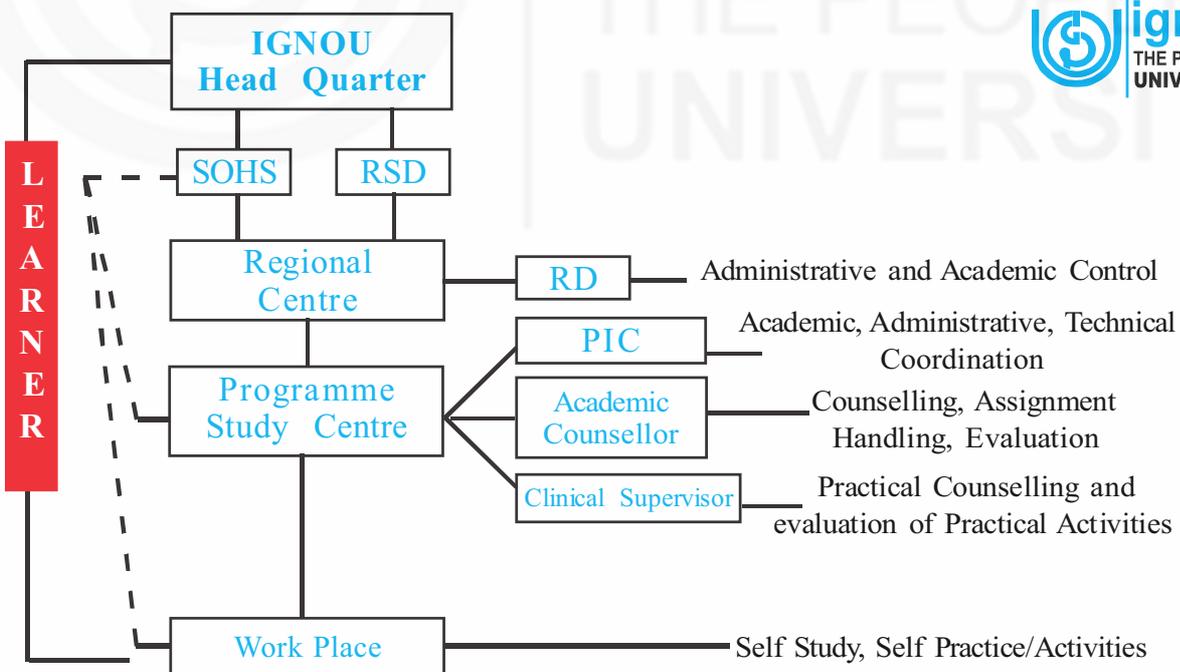
instructional in nature.

This programme has one theory and one practical course . The Theory course has lessons which are called units and are prepared for self-study purpose. Similarly, the practicals are written in a self-guidance manner.

### 7.1 Infrastructure for Implementation

The programme will be implemented through network of programme study centres located all over India. IGNOU has School of Health Sciences (SOHS) responsible for development for this programme and making guidelines for implementation of the programme. Here, Programme Coordinators are located who undertake this activity. The Student Registration Division (SRD) is responsible for maintenance of admission detail and Student Evaluation Division (SED) is responsible for maintenance of progress report and evaluation (both continuous and term end-assessment) including the certificate awarded after completion. Computer division possesses the student data to provide addresses of students for dispatch of study material and correspondence with student. Material Production & Distribution Division (MPDD) is responsible for dispatch of print material. Regional Services Division (RSD) is the coordinating division between the head quarter and peripheral set up. i.e. Regional Center.

IGNOU has more than 67 Regional Centres (RC) which are directly responsible for the programme related activities of the region. The RC is headed by Regional Director (RD) and his team at the RC works with him. They identify Programme study centres (PSC) for the programme. PSC is a place where you have a Programme Incharge (PIC) who looks after the programme, Academic Counselors (AC) who are your teachers and their team. The PSC holds the classes for the programme called as Academic Counselling and Practical Sessions and there are necessary facilities present for you to successfully finish your programme. If you face any problem at the PSC or regarding your programme, kindly bring it to the notice of your PIC, AC or Programme Coordinators located as IGNOU head-quarters..



Infrastructure for Implementation

## 7.2 Studying Course Material

The course material consists of both theory and practical print material along with the audio video programmes developed for the programme.

### A) Theory and Practical Print Material

#### • Studying Theory Print Material

While going through the Theory course, you will note that each course has been divided into 5-6 blocks having total of 6 credits already explained. Each block has 4-5 units. These units are placed in a related manner to maintain the continuity of learning, within the block and each credit is equal to 30 student study hours.

The course material will be provided in the form of well designed printed blocks. The first page of each block shows the numbers and titles of the units of the block with page numbers. In the next page of each block, we have the credit page and then the units.

Each unit has an introduction in which we tell you about what is in the units. We outline a list of objectives which we expect you to achieve while working through the unit. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end each unit by summarizing its content.

In each unit, there are “Check Your Progress” exercises which are meant to help you to assess your understanding of the subject. You must try attempting “Check Your Progress” exercises and the answers are also given at the end of the unit. We have kept broad margins in these units on sides for you to write your notes. We have also given some reference books in the end of unit for you to further read and increase your knowledge about the subject.

#### • Studying Practical Print Material

While going through the Practical Manual you will note that just like theory, there are blocks and practical units in practical course. Rest of the pattern for the Practical print material has been prepared with the objective of providing you a guideline to study and practice these skills at your programme study centre and when you do self study. They guide you how to do a specific procedure and what are the skills involved.

As in theory similarly, in the practical print material also you will find the “Check Your Progress” exercises and “Activities” which will help you to practice and find out how well you have developed skills of first aid. In the practicals, you will be doing your supervised activities during practical contact sessions with your academic counselor at Programme Study Centre. You should maintain record of activities in Log-Book. Some of the activities are also to be done by self study at home/ neighbourhood and should be entered in the log book.

### B) Using Audio-Video Material

In addition to the print material, audio and video programmes have been prepared. The audio-video material is supplementary to the print material. The audio tapes and video cassettes are available at your programme study centre/regional centre. Hence, we advise you to make use of these, as they will help you to understand the subject matter in a better way. Also, note that Video programmes are also transmitted by Doordarshan on National Network and Gyan Darshan which is our internet relay channel.

**Audio-video material will not be supplied individually to you but will be made available at the Study Centres/Regional Centres..** You can watch these programmes during counseling sessions. Students desirous of buying the audio-video tapes can procure them from Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068.

### 7.3 Academic Counseling for Theory

The Programme Study Centre will organize counseling sessions also called theory contact sessions or academic counseling sessions. Hence, as a student, you can take help from the counselors in the study centre. The Academic Counselors are your teachers who will provide academic counseling for theory and demonstrate practical skills to you. The counseling sessions are not meant to be classroom lectures. You must study the printed course material before coming for counseling. Whatever problems you have, you must consult your Academic Counselor for clarifications and help.

**For successful completion of CFAID programme a student is requested to have 75% attendance in theory academic counseling sessions to be eligible to appear in Term-end examination.**

The counselor will also organize sessions where you can view audio-video programmes. These programmes often supplement your course material. Exact dates of counseling sessions will be announced by the Study Centres concerned.

During the theory counseling session, you will have the opportunity to interact with your fellow students with whom you will practice and form groups to do activities. The counselor will also evaluate your Assignments.

**The detailed programme of the theory contact or counseling session will be sent to you by the Programme Incharge of the Study Centre concerned. In these sessions, you will get an opportunity to discuss your problems/learning related to the programme and courses with the counselors.**

### 7.4 Practical Contact Sessions

The practical components of this programme have been designed to build your skills in first aid. Your practice of self activities given in practicals and log book and also the practice of supervised activities performed along with your fellow students in the PSC is important and must be attempted and attended. You are required to do supervised activities under supervision of the Academic Counselor and Self activities are done independently or along with friends or group without anybody's supervision. After completion of the Log-Book, you must get it checked from your Academic Counselor at least one month before the final practical examination.

You should bear in mind that every practical is evaluated and needs to be recorded in log-book with weightage of 50% and is included for the final evaluation. Therefore, you have to practice and perform practicals in order to be able to secure the maximum marks. The Continuous evaluation i.e. Log-Book will carry 50% and final practical examination will carry 50% weightage.

**90% attendance for practical work in each course is compulsory for becoming eligible to appear in the Final Practical Examination.**

It is therefore important for you to practice and perform practicals in order to be able to secure the maximum marks.

**Your Academic Counselor or your teacher will be organizing your experience and will supervise and guide you. He/She will check your log-book and your activities. The detailed programme of the practical contact session will also be informed to you by Programme Incharge of your Study Centre.**

### 7.5 Teleconferencing

It is a two way audio and one way video system where you can see teacher/ experts over

television screen & interact with them by telephone/e-mail. IGNOU teleconference is conducted for every programme of the University from February to May for January session and August to November for July session.

This is linked with both the theory and practical courses and is held once in a month. We advise you to attend these sessions regularly at your Regional Centre. The schedule can be obtained from your Regional Centre and Programme Study Centres. It is also uploaded on IGNOU website. This would give you opportunity to interact with students/experts all over the country.

## 7.6 Gyan Vani

IGNOU has been offered FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 10 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The detailed schedule can be accessed at IGNOU EMPC-Gyandarshan Website : [www.ignou.ac.in/online.ac.in/gyandhara](http://www.ignou.ac.in/online.ac.in/gyandhara).

## 7.7 Study Centres

To provide effective support, IGNOU has set up a number of programme Study Centres for this programme in selected Hospital/School/College of Nursing/Clinics/NGO/Existing PSC of the School (SOHS)/regular IGNOU PSCs all over the country. Each PSC will be handling a maximum of 50-100 students. These centres will be managed by the Programme Incharge. The detailed particulars regarding the Study Centres to which you are assigned, will be communicated to you. The academic counseling and practical sessions of the programme will be held at these Programme Study Centres.

Please bring your Course Material and your folder of assignments, when you come for the counseling sessions/practical sessions.

## 7.8 IGNOU Website

At Website: <http://ignou.ac.in>, the following useful information is available:



Web page of IGNOU Website

- Details of programmes on offer.
- Downloadable prospectus/application forms of various programmes.
- Address checking.
- Material dispatch details.
- Assignment of current years.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- Previous years question papers.
- An update on the latest happenings at the University.
- Programme schedule of Gyan Darshan, Gyan Vani and EDUSAT .
- List of Study Centres and Regional Centres.

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## 8. EVALUATION

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The system of evaluation in IGNOU is also different from that of conventional universities.

Broadly, IGNOU has a three-tier system of evaluation:

- A. Self-assessment exercises within each unit of study.
- B. Continuous evaluation mainly through assignments which are either tutor-marked or computer-marked and practical assignments.
- C. The Term-End Examinations for theory and practical and/or project work.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. IGNOU uses two types of assignments: tutor-marked assignments (TMA) and computer-marked assignment (CMA). In some courses, both TMAs and CMAs are used and some courses have only TMAs. In this course we have tutor marked assignment (TMA) only. Evaluation of assignments is called continuous evaluation. **A learner has to send or submit tutor marked assignment (TMAs) responses to the concerned Programme Incharge or Academic Counselor of the Study Centre to which s/he is attached. A learner should keep duplicate copies of his/her Assignment Responses that may be required to be produced at SR&E Division on demand.**

**For this programme the following evaluation system is followed:**

### Theory

For theory course, the evaluation consists of two aspects:

- i) Continuous Evaluation through assignments, and
- ii) Term-End Examination.

In the final results all the assignments carry 30 per cent weightage while 70 per cent weightage is given for term-end examination. You need to score 50 per cent marks in assignment separately and 50 per cent marks in the term-end examination to pass and be declared successful.

## Practical

For practical course, the evaluation consists of two aspects:

- i) Continuous evaluation through Log-Book, and
- ii) Final practical examination.

In the final result, continuous evaluation through Log-Book will carry 50 per cent weightage and final practical examination will carry 50 per cent weightage. You need to score 50 per cent marks in log book and practical examination separately to pass and be declared successful.

## 8.1 Self Assessment Exercises

You have to attempt these exercises on your own and these are not to be submitted for evaluation. These are just the questions to help you “Check Your Progress” in learning the subject. These are given no marks.

## 8.2 Continuous Evaluation

### A) Continuous Evaluation in Theory

Assignments constitute the continuous evaluation component of theory course. The assignment (Tutor Marked Assignments – TMA) of a course carries 30 per cent weightage. **The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to take your assignments seriously.**

The main purpose of assignments is to test your understanding of the course (printed) material you receive from us and also to help you get through the course by providing feedback to you. The information given in the printed course material should be sufficient for answering the assignments. However, if you have easy access to other books, internet, you may make use of these.

In theory, TMA is evaluated by the academic counselor at the programme study centre. There will be only one assignment.

**You have to complete and submit all the assignments compulsorily. You will not be allowed to appear for the term-end examination for the course if you do not submit the specified number of assignments in time for theory course.**

**The assignments will be uploaded on IGNOU website (ignou.ac.in). If a student does not successfully complete the assignments, s/he may redo the assignment as per university ordinance. Always keep photocopy of your assignment responses.**

### Guidelines for Submission of Assignments

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.

***You must submit your assignments according to the schedule indicated in the assignment itself.*** In case there is any delay in receipt of assignments and study material and/or schedule for submission of assignments has not been indicated, ***you should submit your assignment responses within one month of the date of receipt of material*** together with a documentary evidence of your having received the material late.

The Programme Incharge at the Programme Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

For your own record, retain a copy of all the assignment responses which you submit at the Programme Study Centre. If you do not get back your duly evaluated tutor marked assignments

within a month after submission, please try to get it from your Study Centre personally. This may help you to improve upon future assignments. Also maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

**In case you are unable to submit the assignments or unable to score minimum qualifying pass grade i.e. 50%, you have to wait for the assignments meant for the next batch of students and submit them.**

Once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Programme Incharge of the Programme Study Centre so that the correct score is forwarded by him/her to SED at the Headquarters.

Do not enclose or express doubts for clarification, if any, along with the assignment. Send your doubts in a separate cover to the **Deputy Registrar, SR&E Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110068**. When doing so give your complete enrolment no., name, address, title of the course, and number and name of the assignment etc., on top of your letter.

**Specific Instructions for Tutor Marked Assignments (TMAs)**

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

Course Code and Assignment Code may be reproduced from the assignment. The top of the first page of your response sheet should look like this:

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PROGRAMME TITLE: .....	ENROLMENT NO: .....
COURSE CODE: .....	NAME: .....
COURSE TITLE: .....	ADDRESS:.....
ASSIGNMENT CODE: .....	.....
STUDY CENTRE .....	SIGNATURE .....
	DATE: .....

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- 3) Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasize. While solving numericals, use proper format and give working notes wherever necessary.

- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) Write the responses in your own hand. Typed assignments are also acceptable. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks' for the respective question.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Write each assignment for each course separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Evaluation Division at Head Quarters for evaluation.
- 11) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.

#### **B) Continuous Evaluation for Practicals/Log-Book**

Log-Book is meant to maintain record of all activities that you are practicing and performing as a part of programme. The Log-Book should be carried by you when you attend training/academic counseling and practical sessions at the Programme Study Centre. The supervised activities practiced at the programme study centre must be entered in the log-book and also you need to record all the self activities that you do your self or along with your friends/in group. The log-book has to be evaluated by your Academic Counsellor as it has 50% weight age in the final result. You should carry this log-book when you go for final practical examination also.

### **8.3 Term-End Examination (TEE)**

#### **A) Theory**

As stated earlier, term-end examination is another component of the evaluation system. Term-end examination carries 70% weightage in the final result for Theory Course.

If you are unable to complete during the first attempt, you can subsequently take it in December and June Term-End Examination.

#### **B) Practical**

Final Examination for practicals carries 50% weightage in the final result.

#### **Modalities for Conducting a Final Practical Examination**

- i) The final practical examination will be conducted at the centre where you had your practical contact session.
- ii) The practical examination will be conducted before the theory examination (atleast one month before).
- iii) A panel of examiners comprising an external examiner (subject expert) and internal examiner will be appointed for conducting the practical examination.
- iv) The programme incharge of the programme study centre will compile the marks of self and supervised activities and the practical examination, and send it to the Student Evaluation

Division, IGNOU, Maidan Garhi, Delhi-68..

### **Important information about Term End Examination**

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time and also on website [www.ignou.ac.in](http://www.ignou.ac.in). Thus, normally, the date sheet for June examinations are sent in the month of January and for December examinations in the month of July.

It is an essential prerequisite for you to submit the Examination Form online on [www.ignou.ac.in](http://www.ignou.ac.in) for taking examination in any course. You can also download hall ticket from IGNOU website.

**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.**

It is your duty to check whether you are registered for the course and whether you are eligible to appear for the examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Study Centre is the contact point for you. The university cannot send communications to all the students individually. All the important communications are sent to the Programme Incharge of the Programme Study Centre and Regional Directors. The Programme Incharge would display a copy of such important circular/notification on the notice board of the Programme Study Centre for the benefit of all the students. You are, therefore, advised to get in touch with your Programme Incharge for day-to-day happenings so as to get advance information about assignments, submission of forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

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

### **8.4 Attendance**

**The student will be required to complete 75% attendance in theory counseling to become eligible for appearing in TEE. Similarly s/he will be required to complete 90% attendance in practical contact sessions to become eligible for appearing in Final Practical Examination.**

### **8.5 Grading Percentage**

<b>Letter Grade</b>	<b>Numerical Percentage range</b>	<b>Notional</b>	<b>Point Grade</b>	<b>Merit</b>
A	80% and Above	Excellent	5	Distinction
B	70-79.9%	Very Good	4	1 <sup>st</sup> Division
C	60-69.9%	Good	3	2 <sup>nd</sup> Division
D	50-59.9%	Average	2	Pass
E	Less than 50%	Unsatisfactory	1	Fail

**You are required to score at least 50% marks in both continuous evaluation (theory assignments) and Log-book and in term-end theory examination and final practical examination to pass.**

**Gold Medal:**

The University has decided to award a Gold Medal to the candidate securing highest marks of 75% and above in aggregate in the total programme and has successfully completed the programme in minimum stipulated period.

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## **9. DETAILS OF COURSE STRUCTURE**

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### **9.1 Theory Course**

**COURSE CODE : BNS-040**

**TITLE OF THE COURSE : BASICS OF FIRST AID**

<b>THEORY</b>	
Credits	6
Study Hours	180
Contact Hours	16

*Note: One credit is equal to 30 student study hours*

#### **Objectives**

After completion of this course, the learners should be able to:

- Define first aid and first Aid provider;
- Discuss the use and contents of first aid box,
- Explain the structure of Human Body;
- Describe the safe practices to be kept in mind while giving first aid;
- Enumerate the steps to be taken while responding to emergencies;
- Enlist the methods to move, lift and transport a victim;
- Describe the steps of Cardio pulmonary resuscitation and Automated External Defibrillator;
- Recognize the emergency situation like accidents, injuries, common and environmental emergencies; and
- Implement first aid in various emergency situations.

## Course Outline (Theory)

### Block 1 : Introduction to First Aid

Unit 1 : First aid and Role of First Aid Provider

Unit 2 : Understanding Human Body

Unit 3 : Safe Practices in First Aid

### Block 2 : Responding to Emergencies

Unit 1 : Recognizing Emergencies

Unit 2 : Transportation

Unit 3 : Cardio Pulmonary Resuscitation and Auto mated external Defibrillator

### Block 3 : First Aid in Accidents and Injuries

Unit 1 : Wounds and Bleeding

Unit 2 : Head and Spinal Injuries

Unit 3 : Injuries to Tissues, Bones and Joints

Unit 4 : Burns

Unit 5 : Foreign Bodies

### Block 4: First Aid in Common and Environmental Emergencies

Unit 1 : Common Emergencies

Unit 2 : Extreme Heat and Cold Conditions

Unit 3 : Bites and Stings

Unit 4 : Altitude Illness

Unit 5 : Allergies and Shock

## 9.2 Practical Course

**COURSE CODE :BNSL-040**

**TITLE OF THE COURSE : SKILLS IN FIRST AID**

THEORY	
Credits	10
Study Hours	300
Contact Hours	32

*Note: One credit is equal to 30 student study hours*

### Objectives

After completion of this course the learners should be able to:

- Observe and assess the emergency situations;
- Demonstrate skills for checking temperature, pulse and respiration;
- Perform bandaging and splinting and apply slings and binders ;

- Use first aid box effectively and improvise as per requirement;
- Provide CPR and Operate Automated External Defibrillator;
- Implement skills in moving, lifting and transporting a victim;
- Utilize Safe practices and Universal Precautions;
- Identify variety of emergency situations like wounds, burns, bleeding, injury, foreign bodies, chest pain, high and low blood sugar, fits and fainting, asthma, and so on;
- Recognize drowning, poisoning, extreme heat and cold conditions, bites, stings, altitude illness, allergy and shock; and
- Provide first aid in variety of emergency situations.

## **Course Outline (Practical)**

### **Block 1 : Practical Manual-I**

Unit 1 : Observation and assessment of the scene and the victim

Unit 2 : Checking Temperature, Pulse and Respiration

Unit 3 : Bandaging/Splints /Slings/ Binder

Unit 4 : Methods of moving and transporting the victim

Unit 5 : Use and Maintenance of First Aid Box

Unit 6 : First Aid with Improvisation (Scenario Based)

Unit 7 : CPR and Recovery Position

Unit 8 : Use of Automated External Defibrillator (AED)

Unit 9 : Practicing Universal Precautions

Unit 10 : Control of Bleeding

Unit 11 : Wound care and Dressing

### **Block 2: Practical Manual-II**

Unit 1 : Managing Injury ( Head and Spinal)

Unit 2 : Managing Injury (Tissues, Bones and Joints)

Unit 3 : Management of Burns

Unit 4 : Management of Foreign bodies

Unit 5 : Management of Fits and Fainting

Unit 6 : Management of Chest Pain

Unit 7 : Management of Asthmatic Attacks

Unit 8 : Management of High and Low Blood Sugar

Unit 9 : Management of Drowning and Poisoning

Unit 10 : Management of Extreme Heat and Cold Conditions

Unit 11 : Management of Bites and Stings

Unit 12 : Management of Altitude Illness

Unit 13 : Management of Allergy & Shock

### **Block 3 : Log Book**

## 10. DETAILS OF HOURS ALLOTMENT

Theory = 6 Credits 180 Hours	Self Study of print material	
	Block 1 = 1 Credit	= 30 hrs
	Block 2 = 1 Credit	= 30 hrs
	Block 3 = 1.5 Credits	= 45 hrs
	Block 4 = 1.5 Credits	= 45 hrs
	Academic Counselling	= 16 hrs
	Assignment/Library	= 11 hrs
	Term End Examination	= 3 hrs
	<b>Total</b>	<b>180 hrs</b>
Practical = 10 Credits 300 hrs	Self Study of print material	
	Block 1 = 3 Credit	= 90 hrs (includes hours for studying the Block=45 hrs and performing the self activities= 45 hrs)
	Block 2 = 3 Credit	= 90 hrs (includes hours for studying the Block=45 hrs and performing the self activities= 45 hrs)
	Block 3 = 2.5 Credits	= 75 hrs (Completing Log-book includes Recording Supervised activities = 25 hrs, Recording Self Activities = 50 hrs)
	Practical contact sessions (Supervised activity Practice)	= 32 hrs
	Final Practical Examination	= 8 hrs
	Audio Programmes	= 3 hrs
	Video Programmes	= 2 hrs
	<b>Total</b>	<b>300 hrs</b>

## 11. PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2953 2118, 2957 2404)

4. Registrar, SED (Tele: 2953 5828, 2957 2204)
5. Registrar, SRD (Tele: 2953 2741)
6. Registrar, MPDD (Tele: 2953 4521)
7. Deputy Registrar, F&A (Tele: 2953 4934)

Alternatively complaints may be faxed on 29532312.

**Email :** [ignouregistrar@ignou.ac.in](mailto:ignouregistrar@ignou.ac.in)

**Website:** <http://www.ignou.ac.in>

**Note :** Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the university will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

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## **12. PLACEMENT SERVICES**

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

## 13. WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material and assignments	Concerned Regional Centre
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
5	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
6	Academic Content	Director of the School concerned
7	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
8	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Tel.Nos.: 29572513 & 29572514
9.	International Students residing in India should contact	Director, International Division, IGNOU, Block-15, Section K, Maidan Garhi, New Delhi. Tel. Nos. : 29533987; 29571684 E-mail : internationaldivision@ignou.ac.in

	<b>Issues related</b>	<b>Contact No.</b>	<b>Controlling Officer &amp; Telephone No.</b>	<b>E-mail ID</b>
10	Issue of Deree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	convocation@ignou.ac.in
11	Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ Non-receipt of hall tickets for term-end-examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Asstt. Registrar 011-29535064	sgoswami@ignou.ac.in jitenderkr@ignou.ac.in
12	Declaration of results of Masters & Bachelors degree level programme/Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes	011-29572212	Section Officer 011-29536103	mdresult@ignou.ac.in bdresult@ignou.ac.in practicalsed@ignou.ac.in
13	Declaration of results of Masters, Bachelor and Diploma programme/Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	bdresult@ignou.ac.in dresult@ignou.ac.in
14	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
15	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gcverification@ignou.ac.in
16	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
17	Status of Project Report of all Programmes/ Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	projects@ignou.ac.in
18	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
19	Students general enquiries and grievances/ Issue of duplicate mark sheet	011-29572218 011-29571313	Asstt. Registrar	sedgrievance@ignou.ac.in
20	Discrepancy in grade card, non updation of grade/marks programmeswise in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt. Director	garora@ignou.ac.in

## REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX &amp; E-MAIL

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX & E-MAIL REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE TILLA AGARTALA - 799 004 TRIPURA 0381-2519391, 0381-2516714 0381-2516266 MOB. : 94344 66968 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579, 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI) DAMAN & DADRA NAGAR HAVELI (U.T.)
3	AIZAWL RC CODE : 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10 ROPHIRA BUILDING CHALTLANG DAWRKAWN AIZAWL - 796 012 MIZORAM 0389-2391692 / 2395260 0389-2391789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 MOB. : 9457878332 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI)
5	BANGALORE RC CODE : 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711, 080-26644848 MOB. : 9448448118 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DIS- TRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMA RAJANAGAR & CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6	BHAGALPUR RC CODE : 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI, BHAGALPUR	STATE OF BIHAR (DISTRICTS: BHAGALPUR, BANKA & MUNGER)

SL. NO	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX & E-MAIL	JURISDICTION
		BIHAR 812001 0641-2610055,0641-2610077 MOB. : 9431107033 rcbhagalpur@ignou.ac.in	
7	BHOPAL RC CODE : 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 MOB. : 9415796654 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, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8	BHUBANESHWAR RC CODE : 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 0674-2301348 / 2301250 0674-2301352 0674-2300349 MOB. : 9438133363 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	BIJAPUR RC CODE : 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ANANDA MAHAL DR. B.R. AMBEDKAR CIRCLE OLD ZP OFFICE, (EX OFFICE OF MP) VIJAYAPURA -586101 KARNATAKA 08352-252006/260006 9482311006, 08352-256005 MOB. : 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10	CHANDIGARH RC CODE : 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14 PANCHKULA - 134 109 0172-2590277,2590278 0172-2590208,0172-2590279 MOB. : 94107-06050 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUPNAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI RC CODE : 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY, CHENNAI - 600 007 TAMILNADU 044- 26618438/ 26618039 MOB. : -8940002097 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY (U.T.)

SL. NO	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX & E-MAIL	JURISDICTION
12	COCHIN RC CODE : 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALLOOR COCHIN - 682 017 KERALA 0484-2340203 / 2348189 2345650, 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T.)
13	DARBHANGA RC CODE : 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251862, 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN RC CODE : 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200, 0135-2789205 0135-2789180 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DIS- TRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
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 DELHI 011-26990082/26990082-83 011-26990084 MOB. : 9971806348 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)
16	DELHI 2 RC CODE : 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374/23392376 23392377/ 23392737 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17	DELHI 3 RC CODE : 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION SHAHEED RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 077 DELHI 011-25088964, 011-25088939 011-25088983	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, NAJAFGARH,

<b>SL. NO.</b>	<b>REGIONAL CENTRE &amp; CODE</b>	<b>REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX &amp; E-MAIL</b>	<b>JURISDICTION</b>
		MOB. : 9871082634 rcdelhi3@ignou.ac.in	MAHAVIRENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
<b>18</b>	DEOGHAR RC CODE : 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448 9234455958-957-975 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
<b>19</b>	GANGTOK RC CODE : 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-10-A BELOW CENTRAL REFERRAL HOSPITAL, EAST SIKKIM, GANGTOK - 737 102, SIKKIM 0359-231102/270923 0359-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
<b>20</b>	GUWAHATI RC CODE : 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI ASSAM 781005 0361-2343771 / 2343785 0361-2343786, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA-MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ)
<b>21</b>	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 TELANGANA 040-23117550, 040-23117554 MOB. : 9441927286 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, BHADRADRI, KOTHAGUDEM, HYDERABAD, JAGTIAL, JANGAON, JAYASHANAR BHOOPALPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIM NAGAR, KHAMMAM, KOMARAM BHEEMASIFABAD, MAHABUBABAD, MAHABOONNAGAR, MANCHERIAL, MEDAK, MEDCHAL, NAGAR KURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGAREDDY, SANGA REDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL RURAL, WARANGAL URBAN, YADADRI BHUANAGIRI.)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX & E-MAIL	JURISDICTION
22	IMPHAL RC CODE : 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 MOB. : 9612025434 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUNPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)
23	ITANAGAR RC CODE : 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORN HILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2351705/2247536 0360-2247538, 0360-2350990 MOB. : 9435733728 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING, 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 - 482 001 MADHYA PRADESH 0761-2600411/2609896 0761-2609919 MOB. : 9431801113 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAH DOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25	JAIPUR RC CODE : 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG, MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2786427 0141-2396427 / 2785763, 0141-2784043 MOB. : 9717801895 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU RC CODE : 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GOVT. SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK, 1ST FLOOR CANAL ROAD, JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529, 0191-2585154 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, PALLINK ROAD OPP. KAMALA NAGAR HOSPITAL JODHPUR-342008 RAJASTHAN 0291-2755424, 0291-2751424 0291-2756579 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX & E-MAIL	JURISDICTION
28	JORHAT RC CODE : 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATH NEAR NEHRU PARK JORHAT - 785001 ASSAM 0376-2301116 0376-2301115/2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, 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 0184-2271514/2260075 0184-2255738 MOB. : 9931346876 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30	KHANNA RC CODE : 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993/237361 01628-238284 MOB. : 9780200700 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHAR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31	KOHIMA RC CODE : 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD, KENUOZOU KOHIMA - 797 001 NAGALAND 0370-2260366/2260167 0370-2260216 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 033-23349850 033-23592719/23589323 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DIS- TRICT: 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 RD, BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT-764 020 ODISHA 06852-251535, 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH)

SL. NO	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX & E-MAIL	JURISDICTION
34	LUCKNOW RC CODE : 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH 0522-2442832 MOB. : 9450362910 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, 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)
35	MADURAI RC CODE : 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR MAIN ROAD (BEHIND JEEVA THEATRE) MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733, 0452-2380588 RCMADURAI@IGNOU.AC.IN	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, 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 RLY. STATION, MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA 022-25925540 / 25923159, 022-25925411 MOB. : 9868116210 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37	NAGPUR RC CODE : 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999, 2536999 0712-2022000, 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38	NOIDA RC CODE : 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX & E-MAIL	JURISDICTION
39	PANAJI RC CODE : 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576, NEAR P&T STAFF QUARTERS, ALTO PORVORIM.P.O. 403 521 GOA 0832-2414553, 0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
40	PATNA RC CODE : 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER, WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2219538 MOB. : 8987038880 rpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)
41	PORT BLAIR RC CODE : 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 03192-230111, MOB. : 7373544013 rportblair@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 MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651124 020-25671864 / 25651321 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43	RAGHUNATHGANJ RC CODE : 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK, FULTALA, NEAR DENA BANK MURSHIDABAD, RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271888, 03483-271666 MOB. : 09910340929 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DIS- TRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	RAIPUR RC CODE : 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, HOUSING BOARD COLONY, KACHNA, POST: SADDU, RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2445839, 0771- 2283285 / 2971322, 0771-2971323 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DIS- TRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX & E-MAIL	JURISDICTION
45	RAJKOT RC CODE : 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS, RAJKOT 360 005 GUJARAT 0281-2572988, 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, 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 - 834 022 JHARKHAND 0651-2244688/2244699 0651-2244677, 0651-2244400 MOB. : 9709028976 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, GARHWA, PALAMU)
47	SAHARSA RC CODE : 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR, SAHARSA 852201 BIHAR 06478-219014, 219015, 06478-219018 MOB. : 7004131597 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DIS- TRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIA, KISHANGANJ & PURNIA)
48	SHILLONG RC CODE : 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING, MAWKYNROH NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364-2550088 / 2550015 0364-2551010 MOB. : 9436706305 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 0177-2624612 / 2624613 18001808055 (TOLL FREE) 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI RC CODE : 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI SILIGURI - 734 001 WEST BENGAL 0353-2526818/2526819 0353-2526829 0353-2526829 MOB. : 9856081449 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)

SL. NO.	REGIONAL CENTRE & CODE	REGIONAL CENTRE ADDRESS TELEPHONE NO. FAX & E-MAIL	JURISDICTION
51	SRINAGAR RC CODE : 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251, 0194-2311258 0194-2311259, MOB. : 9473194888 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 KILLIPALAM KARAMANA P.O. TRIVANDRUM - 695 002 KERALA 0471-2344113/2344120 0471-2344115, 0471-2344121 MOB. : 9447500581 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI, TIRUNELVELI, THOOTHUKUDI)
53	VARANASI RC CODE : 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368022/2368622 0522-2364893 0542-2369629 MOB. : 9453219906 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DIS- TRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, PRATAPGARH, SULTANPUR)
54	VATAKARA RC CODE : 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, 2ND FLOOR NUT STREET (PO), VATAKARA KOZHIKODE 673104 KERALA 0496-2525281, 0496-2516055 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)]
55	VIJAYAWADA RC CODE : 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, 9-76-18, KOTHAPET VIJAYAWADA 520 001 ANDHRA PRADESH 0866-2565253/2565959 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56	VISAKHAPATNAM RC CODE : 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200, 0891-2511300 MOB. : 9491198622 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	<b>TIRUPATI</b> Vijayawada	DR. B. PRASAD BABU ASSISTANT REGIONAL DDIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL
2	<b>KANDHAMAL</b> Bhubaneswar	DR. P. K. JENA ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3.	<b>PITHORAGARH</b> Dehradun	DR. RAJEEV KUMAR ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4.	<b>DARJEELING</b>	DR. PRAVEEN PRALAYANKAR ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE C/O RAMESH GUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB-DIVISION



**STUDENT REGISTRATION DIVISION**  
**Application for Change of Address/Correction of Name**

Date : .....

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

To  
Registrar, SRD  
IGNOU  
Maidan Garhi  
New Delhi-110 068..

**THROUGH CONCERNED REGIONAL DIRECTOR**

Enrolment No. .... Programme .....

Name (in caps) .....

**I. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS**

**New Address**

**Old Address**

.....  
.....  
City.....Pin.....  
State .....

.....  
.....  
City.....Pin.....  
State .....

**2. CORRECTION OF NAME**

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

Name as recorded.....(in Capital Letters)

Correct Name .....(in Capital Letters)

.....

Signature of Student

Phone/Mobile Number.....

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**FOR OFFICE USE**

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**CONTROL NUMBER..... LOT NO..... DATE .....**



## RULES & GUIDELINES FOR RE-ADMISSION

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

\*\*\*

P.S

1. As per policy decision taken by the Academic Council at its 49<sup>th</sup> meeting held on 17.5.2007, BCA students registered in the pre-revised syllabus in Jan. 1996, Jan. 1997 & Jan. 1998 batches are allowed to complete all the requirements for the award of BCA Degree by Dec. 2010 Term-end examination.
2. Similarly, students of MCA pre-revised syllabus and B.Sc. (Nursing) old syllabus are also allowed to complete all the requirements for the award of the respective Degree by Dec. 2010 Term-end examination. However, MLIS old syllabus students would be allowed to complete all the requirements for the award of Degree by Dec. 2009 TEE.



**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:- 1<sup>st</sup> March to 15<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> September to 15<sup>th</sup> October for December Term- end Exam.

1. Name .....
2. Programme:  Enrolment No: 

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

**UNDERTAKING**

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

Date: .....

Signature .....

Place: .....

Name: .....

P.T.O.

## **RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.

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

**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. Contact No. (Mobile No.) : ..... Landline No. ....

5. Reason for early declaration of result: .....

.....

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

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

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

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

Exam. Centre Code:

Address of Exam. Centre: \_\_\_\_\_  
 \_\_\_\_\_

8. **Fee detail:**

(The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

No. of Course(s): ..... × Rs. 1000/- or ..... = 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.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Dlehi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.

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

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**

(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. Contact No: (Mobile No.)..... Landline No:.....

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

6. Examination Centre Code:

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

8. Courses, in which Re-evaluation is sought:	<u>COURSE CODE</u>	<u>MARKS/GRADE OBTAINED</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

9. Fee details:-  
 (The fee for Re-evaluation of answer script is Rs. 750/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$75 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

No. of Course(s): ..... × Rs. 750/- or ..... = 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 within one month of declaration of his/her result.
2. The date of declaration of result will be calculated from the date on which the result(s) 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. The application form duly filled-in may be sent to the following address except CPE\* & DPE\* programmers.
8. Application form must reach within the prescribed dates at the following address:-

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deogarh.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



## INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

(A) The filled in form duly signed by the student with the requisite fee & documents may be sent to:-

**The Registrar,  
Student Evaluation Division, Indira Gandhi National Open University,  
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**

- (B) The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.-6. Incomplete application will not be entertained.
- (C) If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No. 10, IGNOU, Maidan Garhi, New Delhi-110068 (India)** then He/She is required to mention such information & Mobile No. under Point No. 10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof. at the time of collecting their Transcripts.

**Note:-** If the student want to collect his/her transcript by-hand through any other person from the above Section then the receiver has to produce all above documents of the student alongwith “Authorization-Letter” of the concerned student. The person who want to receive the Transcript(s) on behalf of the student, has to produce his/her valid Original Identity Proof for signature/photograph/residence etc. like Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License etc.and he is also required to submit the copies of the same to this Section at the time of collecting the Transcript.

- (D) The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.
- (E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.
- (F) Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-
- i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.
  - ii) Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.
- (G) The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from “**Official Transcript Counter**” **Exam.-III Section of SED (Block-12, Room No. 10), IGNOU, Maidan Garhi, New Delhi-110068** personally or on **Telephone No. 011-29572210** between Monday to Friday during Office hours after 15 to 25 days of receiving the Application Form at this Section.



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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/  
MARKSHEET**

1. Name .....
  2. Programme .....
  3. Enrolment No. 

--	--	--	--	--	--	--	--	--
  4. Complete Address .....  
.....  
.....  
..... Pin 

--	--	--	--	--	--
  5. Contact No.(Mobile No.) ..... Landline No. ....
  6. Month and Year of the Exam. ....
  7. Centre from where appeared at last examination .....
  8. Bank Draft/IPO No. .... Dated .....  
for Rs. 200/- or .....in favour of "IGNOU" payable at New Delhi.
- Date.....  
.....  
Signature

**Note :** Fee for duplicate grade card is Rs. 200/- for Indian Students & Rs. 400/- for SAARC Countries Students and \$10 for Non-SAARC Countries Students. The duplicate grade card/mark sheet will be sent by Registered post by the University.

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

**The Registrar  
(Student Evaluation Division)  
Indira Gandhi National Open University  
Block 12, Maidan Garhi  
New Delhi-110 068**

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

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
 STUDENT EVALUATION DIVISION  
 MAIDAN GARHI, 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: 1<sup>st</sup> to 30<sup>th</sup> April for June Term-end Exam.**

**1<sup>st</sup> to 31<sup>st</sup> October for December Term-end Exam.**

1. Name: .....

2. Programme:  Enrolment No:

3. Address: .....

.....

..... Pin

4. Contact No: (Mobile No.)..... Landline No:.....

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

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

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

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

**8. Fee details:**

(The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of "IGNOU" payable at New Delhi)

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

Demand Draft No.: ..... Date: ..... Issuing Bank:.....

9. Term-end examination, in which you wish to appear : June/December, 20.....

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

Exam. SCentre 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:.....

**P.T.O.**

## **RULES & REGULATIONS 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 that 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,  
Block-12, Maidan Garhi,  
New Delhi-110068**

## IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

### I. IGNOU REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH)

1	Dr. Bini Toms, RSD, Chairperson RSDCASH	29572407/2505	isdcash@ignou.ac.in
2	Dr. G. Mythili, Dy. Director, STRIDE	29572604	gmythili@ignou.ac.in
3	Ms. Azra Arshad, Maintenance, Engineer EMPC	29573261 29532164	aarshad@ignou.ac.in
4	Ms. Neeru Sayal, EA, RSD	29572417	neerusayal15@gmail.com
5	Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)		

### II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

1	Prof. Uma Medury, Professor, SOSS, Chairperson ICASH	29572741	cash@ignou.ac.in
2	Dr. Gurmeet Kaur, Associate Professor, SOL	29572984	gurmeetkaur@ignou.ac.in
3	Dr. Neera Singh, Associate Professor, SOH	29572790	neerasingh@ignou.ac.in
4	Dr. Rakhi Sharma, Associate Professor, SOET	29572923	rakhisharma@ignou.ac.in
5	Ms. Renu Katyal, AR, SOA	29572977	renu@ignou.ac.in
6.	Mr. P.T. Raveendran, AR, F & A	29571211	ptraveendran@ignou.ac.in
7.	Ms. Rashmi Sarpal, PS, SOSS	29572702	rashmisarpal@ignou.ac.in
8.	Ms. Parineeta, Assistant, SOTHSM	29571751/1758	parinita@ignou.ac.in
9.	Dr. Neerja Singh, Associate Prof. (History) Satyawati College, Delhi University		
10	Dr. Bani Bora, Social and Development Research and Action Group (SADRAG)		
11.	Ms. Swati Pal-Ph. D. in Chemistry		

### III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

1	Prof. Anju Sehgal Gupta, Professor, SOH Chairperson ACASH	29532054	asgupta@ignou.ac.in
2	Ms. Kailash Saljua, AR, PMDD	29572006/2030	kailashsaluja@ignou.ac.in
3	Ms. Gazala Parveen, Prod. Asst. EMPC	29573366	ghazala.syed.mail@gmail.com
4	Prof. Jyantika Dutta, Lady Irwin College		

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

**For Complaints please write to:**

**Address at IGNOU (Hqrs.):**

Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068

**Email: [rsdcash@ignou.ac.in](mailto:rsdcash@ignou.ac.in)**

**OR**

**Address at your Regional Centre:**

Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).