

PROGRAMME GUIDE

Post Graduate Certificate

in

Cyber Law (PGCCL)



School of Law
Indira Gandhi National Open University
New Delhi

The University reserves the right to change the rules and procedures described in this Programme Guide. Please check from time to time with the University to get updates. Also read IGNOU Newsletter in which updates are given.

Recognition

IGNOU is a NATIONAL OPEN UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions.

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Further information about the SOCE and Indira Gandhi National Open University courses may be obtained from the University's Office at MaidanGarhi, New Delhi-110 068 or the official website of IGNOU at www.ignou.ac.in.

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Dear Learner,

We welcome you to the School of Law, Indira Gandhi National Open University (IGNOU). We first compliment you for your interest in joining post graduate certificate programme in cyber law (PGCCL), which has paramount importance in the current scenario of Information Communication Technology to fulfill the need of specialised persons, academics and professionals in the area of Cyber Law. It is useful for the legal professionals, law students, engineers, company secretaries, chartered accountant, and business management students. The knowledge of cyber laws would go long way in preparing well informed citizen and plugging the existing gaps which has so far failed to grasp the enormity of its importance in everyday life.

In this certificate programme, you will learn about cyberspace, laws and entities governing cyberspace, dispute resolution in cyberspace, information communication technology, social issues in regulation of cyberspace, cyber crimes and torts, commerce and cyberspace, concepts of privacy and data protection/data security. The programme consists of four courses. All the courses are compulsory, the detailed structure of all courses are given in the programme guide. With this programme guide you will receive the course material of all courses. You should study these courses carefully and submit the assignment as per prescribed date. While writing assignment responses, you must use your language rather than reproducing from the blocks. You are expected to take Term-End Examination at the end of completion of your programme i.e. **six months** from registration however your registration in this programme will be valid for the period of two years.

We are sure you will make all sincere efforts to successfully complete this programme. The first step towards this direction is to carefully read this 'programme guide', which gives you important information about the programme structure and delivery. We have also included some useful forms in this programme guide.

If you have any queries please do not hesitate to contact School of Law, IGNOU, Maidan Garhi, New Delhi. You can also e-mail us on sol@ignou.ac.in. We will facilitate meaningful learning and help you to sort out all the problems you encounter while studying this course.

We advise you to keep this programme guide with you till you complete the programme successfully. This will act as a reference tool for many of your queries.

Our best wishes are with you.

Programme coordinator

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1. THE UNIVERSITY

1.1 Introduction

The 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

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualised study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations
- socially and academically relevant programmes based on students 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 Channels ‘Gyan Darshan’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to around 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.

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 organise its academic programmes and courses in coordination with the School faculty and 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:

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

1.5 Academic Programmes

The University offers both short-term and long-term programmes leading to Certificates, Diplomas, Advance Diploma, Associates Degree 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. They are launched with a view to fulfill the learners' 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 specialised Institutions in the area spread throughout the country as well as in house faculty. The material are scrutinised by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before these are finally sent for printing. Similarly, audio and video cassettes 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 students, Study Centres and Telecast through Gyan Darshan.

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 4-credit course involves 120 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree/Diploma/ Certificate) requires successful completion of the assignments, practical’s projects if applicable and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are co-ordinated by 67 Regional Centres and Recognised 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 on administrative and academic matters. The list of Regional Centres is given in this Programme Guide. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

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 multimedia approach for instruction, which comprises:

- 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 in batches of blocks 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.

- 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. In addition, some 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 university website.
- c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located.
- d) **Teleconferences:** Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simulcasted on 'Edusat' channel from the University studios at EMPC, the schedule of which is made available at the study centres.
- e) **Practicals/Project Work:** Some Programmes have practical/project component also. Practical are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practical's is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the student along with the study materials.

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.

- 1) Self-assessment exercises within each unit of study.
- 2) Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes.
- 3) The term-end examinations.
- 4) Project / Practical work.

1.10.1 Tutor-marked Assignments

A learner has to write assignment responses compulsorily before taking term-end examination time to time to complete an academic programme. A learner has to submit TMA responses to the Coordinator of the Study Centre concerned to which s/he is attached. A learner should keep duplicate copies of assignment responses of TMA submitted to Study Centres that may be required to be produced at Student Evaluation Division on demand.

1.10.2 Term-end Examination and Payment of Examination Fee

Term-end examination is conducted at various examination centers spread all over the country and abroad in June and December every year. Students are permitted to appear in term-end examination subject to the following conditions:-

- 1) Registration for the courses is valid and not time barred.
- 2) Required number of assignments in the courses have been submitted by due date wherever applicable.
- 3) Minimum time to pursue these courses as per the provision of the programme has been completed.
- 4) Examination fee for all the courses the learner is appearing in the examination has been paid.

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

Term-end Examination

Examination forms are accepted online only as per the appended schedule

For June TEE	Late Fee	For December TEE	Late Fee
1 st March to 30 th April	NIL	1 st September – 31 st October	NIL
1 st May to 10 th May	Rs.1000/- (The exam centre will be the city where RC is located)	1 st November – 10 th November	Rs. 1000/- (The exam centre will be the city where RC is located)

Examination fee and Mode of Payment

<i>Examination Fee</i>	<i>Payment Mode</i>
Rs. 150 per course theory Rs. 150 per course practical	Credit Card/Debit Card/Net Banking

Examination fee once paid is not refundable, nor adjustable. For every exam (June/December) a student has to apply afresh

1.10.3 Hall Ticket for Term End Examination

No hall ticket shall be dispatched to the examinees/students. Hall Tickets of all examinees are uploaded on the University Website (www.ignou.ac.in) 7-10 days before the commencement of the T.E. Examinations. Students are advised to take the print out of the Hall Ticket from University website (www.ignou.ac.in) after entering the enrolment number and name of programme of study and report at the examination centre along with the Identity Card issued by the Regional Centre/ University without valid IGNOU Student ID Card issued by the RC/University. Examinees will not be permitted to appear in the examination. In case, any student has misplaced the Identify Card issued by the University, it is mandatory to apply for a duplicate Identity Card to the Regional Centre concerned well before the commencement of the examination so as to get a duplicate ID card well on time/well before examination commences.

1.11 Online Admission System

The Admission Forms can be submitted online (except for International Students) 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 confirmed. 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. 200/- is charged as registration fee along with the programme fee.

1.12 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.

2. SCHOOL OF LAW

The School of Law (SOL) was established in 2005 with an objective of imparting legal education through Open and Distance Learning System. The school aims to create awareness about legal rights and responsibilities in the emerging world order. The School strives to ensure high quality education and research through innovative, multi-media learning teaching packages with a focus on learning practical aspects of law, acquiring legal skills and scholarship.

Recognising the importance of legal education and demand for the programmes in Law, IGNOU constituted a five member Committee in 1994 under the Chairmanship of Prof. N.R. Madhava Menon an eminent legal educationist. Prof. Menon's Committee suggested developing professional programmes in Law including programmes in paralegal education, court administration, law office management, legal aid administration, occupation based and management oriented legal education for middle and top level personnel in government and industry. The UGC Curriculum Development Centre in Law (CDC) for middle and top level personnel in government and industry. The UGC Curriculum Development Centre in Law (CDC) setup in 1990 under the leadership of Prof. Upendra Baxi, an eminent jurist also underscored the importance of Distance Education in Law as inclusive legal education for wider participation in legal profession, judicial appointments and government law of offices.

The School of Law organised a Brainstorming Session on 4th June, 2007 to prepare a road map for legal education in India. Number of eminent legal experts, educationists attended the daylong session. The important recommendations of the Brainstorming session enabled the School of Law to plan and develop a range of programmes in Law.

The following programmes are on offer at SOL.

1) Doctor of Philosophy in Law (PHDLE)

IGNOU's School of Law is offering the Ph.D Programme since July, 2009. The essential qualification for admission to the programme is Master's Degree in law from a University recognised by UGC or any other qualification recognised as equivalent thereto in the field of law as notified for the purpose from time to time by the University with at least 55% marks (50% marks in the case of SC, ST, OBC (Non-creamy layer) and Differently-abled and other categories of candidates as per the decision of UGC from time to time, or for those who had obtained their Master's Degree prior to 19th September 1991]. The candidates have to Qualify in the entrance examination conducted by IGNOU at the national level and such other conditions as specified in the guidelines. However, a discipline may decide separate terms and conditions for short-listing of the students who have qualified UGC NET (including JRF and M.Phil Degree holders) for the purpose of finalising the list of the candidates to be called for interview. The programme consists of course work of 16 credits.

Programme Structure for course work.

Course Code	Course Title
RLE-005	Research Methodology
RLE-006	Constitutional Law (Part-A) and Jurisprudence (Part-B)

Depending upon the position of vacant seats in the School, admission to Ph.D. Programme will take place in July session every year. The admission schedule will be announced through advertisement on the IGNOU website and/or in national newspapers for session indicating the Disciplines which are on offer during the session. All applications in the prescribed format shall be received at the Research unit of IGNOU by duly notified dates. The applications will be submitted through online mode.

2) PG Diploma in Intellectual Property Rights (PGDIPR)

The Revised PGDIPR programme was offered by School of Law from July, 2013. Student can take admission in this programme in January as well as July session. The detailed courses of this programme are as follows:

Course Code	Course Title
MIP-101	General Introduction to IP Right
MIP-102	Patents
MIP-103	Industrial Designs and Layout Designs of Integrated Circuits and Utility Models
MIP-104	Trademarks, Domain names and Geographical Indications
MIP-105	Copyright and Related Rights
MIP-106	Plant Varieties Protection, Biotechnology and Traditional Knowledge
MIP-107	Trade Secrets, Competition Law and Protection of TCE
MIP-108	Management of IPRs

3) PG Diploma in Criminal Justice (PGDCJ)

The objective of the Programme is to keep pace with emerging thought and developments in criminal justice, both in India and in the global arena and to create well-informed citizens and professionals in the area of criminal justice. It also aims to enhance the competencies of the professions already working in the various areas of criminal justice system in India. This course is offered to graduates in law, criminology, social work and functionaries of Criminal Justice, Administration to upgrade their skills, knowledge and awareness. This PG Diploma Programme is offered from July, 2010

Course Code	Course Title
MLE-011	Criminal Justice System
MLE-012	Indian Penal Code
MLE-013	Criminal Justice Process
MLE-014	Criminal Justice Administration
MLE-015	Challenges to Criminal Justice System
MLE-016	Criminal Justice Research and Advocacy
MLEP-017	Criminal Justice Clinic

4) Diploma in Paralegal Practice (DIPP)

Paralegal work entails providing assistance to aggrieved individual/groups in accessing legal procedures for seeking legal remedies. A paralegal is a person who assists in the delivery of legal services. This programme aims to give basic knowledge and awareness on legal rights and to develop functional understanding of laws that affect individuals in their everyday life. It also aims to develop skills in accessing legal and judicial institutions and processes for public advocacy. The programme consists of the following courses.

Course Code	Course Title
BLE-001	Introduction to Indian Legal System
BLE-002	Introduction to Law
BLE-003	Law and Vulnerable Groups
BLE-004	Rural Local Self Governance
BLEP-001	Clinical Course (Research Project and Placement)

On successful completion of the programme, the student will be able to seek employment in any State/Non-state organisation working in the field of protection of Human Rights, Legal Aid Centre, and Government Departments responsible for enforcement of social legislation and NGOs working for realisations of socio-economic rights.

5) Post Graduate Certification in Cyber Law (PGCCL)

School of Law is offering the Post Graduate Certificate in Cyber Law from July, 2008. The main objective of the programme is to enable learner to acquire critical understanding of cyber law and the emerging social and intellectual property issues. It also aims to give learners in depth knowledge of Cyber law and legal framework, Right to Privacy, Data Security and Protection.

The programme is of 16 credits and consists of four courses.

Course Code	Course Title
MIR-011	Cyberspace Technology and Social Issues
MIR-012	Regulation of Cyberspace
MIR-013	Commerce and Cyberspace
MIR-014	Privacy and Data Protection

6) PG Certificate in Patent Practice (PGCPP)

Patent is the most significant form of Intellectual Property to encourage creativity in science and technology, protect invention, development and creation of new technology and business expansion throughout the world.

The objective of the Programme is to provide learners in-depth knowledge of the Indian patent law, training in writing of patent application, and to develop expertise in patent search. This programme is offered in collaboration with Council of Scientific and Industrial Research (CSIR). It is of 16 credits and comprises of four courses. It consists of following courses:

Course Code	Course Title
MIR-021	Overview of Intellectual Property Rights
MIR-022	International Framework for Patent Protection
MIR-023	Indian Patent Law and Procedures
MIRP-001	Project

7) Certificate in Consumer Protection (CCP)

The certificate programme in Consumer Protection is a 16-credit programme, aims at creating an overall awareness and training on Consumer Affairs with special emphasis on Consumer Protection. After completing this programme, the learner can work as consumer activist in the industrial sector, with NGOs and government departments on consumer affairs. The programme consists of following courses.

Course Code	Course Title
CPI-101	Consumer and Consumer Protection Legislations
CPI-102	Redressal of Consumer Grievances: Role of Various stake Holders
CPI-103	Consumer Protection Issues
CPIP-104	Project Work in Consumer Protection

8) Certification Programme in Human Rights (CHR)

This programme is meant to sensitise general students and professional groups, e.g. police and army, primary school teachers, NGO functionaries, etc. on issues relating to Human Rights. This is a 16 credit programme having following two courses:

Course Code	Course Title
CHR-11	Human Rights: Evolution, Concepts and Concerns
CHR-12	Human Rights in India

9) Certificate in Anti Human Trafficking (CAHT)

A Certificate Programme in Anti Human Trafficking is offered from July, 2010. The objectives are to bring about awareness and provided comprehensive understanding to the learners in Anti Human Trafficking, develop functional understanding and coordination amongst learners about various stake holders/agencies associated with the process of Human Trafficking directly or indirectly, awareness building in the area of law, policies, rehabilitation and prevention aspects of Human Trafficking amongst the learners, develop practical skills for learners to engage with the process of understanding, Rehabilitation, prevention and reintegration of Human Trafficking and prepare well informed professionals, those working in the government agencies, civil society organisations and corporate sectors about the courses and depthness of Human Trafficking and the ways for prevention, rehabilitation, and reintegration.

Course Code	Course Title
BLE-031	Understanding Human Trafficking
BLE-032	Law Policies and Institutional Response to Human Trafficking
BLE-033	Rehabilitation and Prevention
BLEP-034	Field Based Project Work

10) Certificate in International Humanitarian Law (CIHL)

The main objective of the Certificate Programme in International Humanitarian Law is to develop knowledge and skills in the area of International Humanitarian Law, to provide specialists understanding on contemporary issues International Humanitarian Law in South Asian Region and to enhance the competencies of professionals already working in the area of International Humanitarian Law.

Course Code	Course Title
BLE-035	Understanding International Humanitarian Law.
BLE-036	Application of IHL
BLE-037	IHL Issues of Concern in South Asia
BLEP-038	Project

11) Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL)

The main objective of the programme have complete understanding and knowledge about the promotion and functioning of the small economic and business enterprise within cooperative framework, to acquire through knowledge about the cooperative legal framework within which the institutions have to function and to have an overview about various business laws governing the functioning of economic and business enterprises.

Course Code	Course Title
BLE-011	Cooperation: Genesis, Principles, Values, Growth and Development
BLE-012	Co-operative Law
BLE-013	Business Law as Applicable to Cooperative-I
BLE-014	Business Law as Applicable to Cooperative-II

3. POST GRADUATE CERTIFICIATE IN CYBER LAW

The Post Graduate Certificate in Cyber Law Seeks to address the changing needs of knowledge society in the era of Information communication technologies and virtual cyberspace where one can reach the masses much quickly as opposed to earlier technologies there by breaking the jurisdictional boundaries and creating series of challenges for the legal system due to its unique quality of openness, economic efficiency and anonymity of members of the virtual community.

3.1 Programme Objectives

This programme seeks to achieve the following objectives:

- enable the learner to understand, explore, and acquire a critical understanding Cyber Law;
- develop competencies for dealing with frauds and deceptions (confidence tricks, scams) and other cyber crimes for example, child pornography etc. that are taking place via the Internet;
- make learner conversant with the social and intellectual property issues emerging from ‘Cyberspace’;
- explore the legal and policy developments in various countries to regulate Cyberspace;
- develop the understanding of relationship between commerce and cyberspace; and

- give learners in depth knowledge of Information Technology Act and legal frame work of Right to Privacy, Data Security and Data Protection.

3.2 Target Group

E-commerce Professionals, Law Students, Business Management Students and Legal Professionals who would like to specialise in Cyber Laws, Engineers, Company Secretaries and Chartered Accountants.

3.3 Medium of Instruction: English

3.4 Eligibility

Graduate in any discipline or Fourth and Fifth year students of Five year integrated LL.B course who passed three years.

3.5 Duration

Minimum 6 Months & Maximum 2 Years

3.6 Programme outline and programme code

The Post Graduate Certificate in Cyber Law is a 16 credits programme and consists of four courses as detailed below:-

Programme code: PGCCL

Sl. No.	Course Code	Title of the Course	Type of Courses	Credits
1	MIR-011	Cyberspace Technology and Social Issues	Compulsory	4
2	MIR-012	Regulation of Cyberspace	Do	4
3	MIR-013	Commerce and Cyberspace	Do	4
4	MIR-014	Privacy and Data Protection	Do	4

3.7 Detailed Programme Structure

MIR-011 Cyberspace, Technology and Social Issues

Block 1 Introduction to ICT and Cyberspace

- Unit 1 Evolution and Growth of ICT
- Unit 2 Computer Hardware, Software and Packages
- Unit 3 Networking Concepts
- Unit 4 Introduction to Cyberspace and Architecture
- Unit 5 Evolution and Basic Concept of Internet

Block 2 Cyberspace

Unit 6 Internet Ownership and Standards and Role of ISPs

Unit 7 Data Security and Management

Unit 8 Data Encryption and Digital Signature

Unit 9 Convergence, Internet Telephony and VPNS

Block 3 Social Issues in the Regulation of Cyberspace

Unit 10 The Regulability of Cyberspace

Unit 11 E-Governance

Unit 12 Issues Concerning Democracy, National Sovereignty, Personal Freedom

Block 4 Emerging Social Issues from Cyberspace

Unit 13 Digital Divide

Unit 14 Promotion of Global Commons

Unit 15 Open Source Movement

MIR-012 Regulation of Cyberspace**Block 1 Laws and Entities Governing Cyberspace**

Unit 1 Domestic Laws: Backgrounder

Unit 2 Information Technology Act – Part I

Unit 3 Information Technology Act – Part II

Unit 4 International Treaties, Conventions and Protocols Concerning Cyberspace

Unit 5 Guidelines Issued by Various Ministries

Block 2 Cyber Crimes and Torts

Unit 6 Introduction to Computer Wrongs

Unit 7 Conventional Crimes through Computer

Unit 8 Crimes and Torts Committed on a Computer Network and Relating to Electronic Mail

Unit 9 Crimes Relating to Data Alteration / Destruction

Block 3 Dispute Resolutions in Cyberspace

Unit 10 Issues of Jurisdiction and Applicable Law in Cyberspace

Unit 11 Enforcement Issues in Cyberspace

Unit 12 Online Dispute Revolution

MIR-013 Commerce and Cyberspace

Block 1 E-commerce

- Unit 1 E-commerce: Evolution, Meaning and Types
- Unit 2 Payment Mechanism in Cyberspace
- Unit 3 Advertising and taxation vis -a- vis E-commerce
- Unit 4 Consumer Protection in Cyberspace

Block 2 Online Contracts

- Unit 5 Forms of Online Contracts
- Unit 6 Features of Online Contracts
- Unit 7 Issues Emerging from Online Contracting

Block 3 Intellectual Property Protection in Cyberspace

- Unit 8 Intellectual Property in Cyberspace
- Unit 9 Linking in Lining and Framing
- Unit 10 P2P Networking
- Unit 11 Webcasting
- Unit 12 Domain Names

Block 4 Management of IPRs in Cyberspace

- Unit 13 Liability of Internet Service Providers
- Unit 14 Digital Rights Management
- Unit 15 Search Engines and their Abuse
- Unit 16 Non Original Databases

MIR-014 Privacy and Data Protection

Block 1 Right to Privacy and its Legal Framework

- Unit 1 The Concept of Privacy
- Unit 2 National Legal Framework or Protecting Privacy
- Unit 3 International Legal Framework for Protecting Privacy
- Unit 4 Privacy Related Wrongs and Remedies Thereof

Block 2 Data Security

- Unit 5 The Concept of Security in Cyberspace
- Unit 6 Technological Vulnerabilities

Unit 7 Legal Responses to Technological Vulnerabilities

Unit 8 Security Audits

Block 3 Data Protection

Unit 9 Introduction to Data

Unit 10 OECD Principles

Unit 11 Data Protection Position in India, EU and US

Unit 12 Privacy Policy

Block 4 Emerging Issues in Data Protection and Privacy

Unit 13 BPOs and the Legal Regime in India

Unit 14 Protecting Kids' Privacy Online

Unit 15 Evolving Trends in Data Protection and Information Security

3.8 Instructional System

The instructional system consists of:

- Self-instructional print material,
- Audio-video programmes
- Contact programmes in study centers
- Teleconferencing and interactive radio counselling

3.9 Evaluation System

The Evaluation System for PGCCCL consists of two components:

- a) Continuous evaluation through assignments (Tutor Marked Assignments).
- b) Term-end examinations.

In the final results, assignments carry 30% Weightage, while 70% Weightage is given for Term-end-examinations.

All the assignments and term-end examinations will be scored as a numerical marking scheme.

The following is the scheme of evaluation and awarding divisions:

I Division	-	60% and above
II Division	-	50% and 59.9%
Pass	-	40% and 49.9%
Unsuccessful	-	Below 40%

You are required to score at least 40% marks in both continuous evaluations (assignment) as well as the term-end examination individually for all the courses.

- a) **Tutor Marked Assignments-** The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks which will help you in your study and help in improving it. There is one Tutor Marked Assignments (TMA) in each of the course. You have to complete and submit the assignments at the study centre within the due date specified in the assignments booklet. The assignments can be submitted to the regional centre by post or in person if you do not have a study centre. The University/ Coordinator of the Study Centre has right to reject the assignments submitted 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 to the Coordinator of study centre. If you do not get pass marks in any assignment, you have to submit it again. To get fresh assignments you may contact Study Centre or Regional Centre, Director, MPDD, IGNOU, Maidan Garhi, New Delhi - 110068. Or may download it from the IGNOU website: www.ignou.ac.in.or <https://webservices.ignou.ac.in/assignments/> .However, 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, committed by the evaluator. Score communicated by the study centre through any mode other than the award list will not be acceptable to the University for taking your score of assignments on your record. In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the coordinator of your study centre with a request to forward correct award list to the Student Evaluation Division at the Headquarters.

Instructions for doing assignments

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

- 8) Write the responses in your own hand. Do not print or type the answers. 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.
- 9) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 10) Write each assignment separately. All the assignments should not be written in continuity.
- 11) Write the question number with each answer.
- 12) 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.
- 13) After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 14) In case you have requested for 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) Term-end examination

The University conducts Term-end Examination twice a year in the months of June & December. Learners can check pre exam information and date sheet at <http://ignou.ac.in/> >student Zone> download> pre exam information.

Those who have registered in PGCCL programme can appear for the Term end examination subject to the conditions as specified below:

- Minimum time to pursue the courses i.e. six months (as per the provision of the programme) has been completed.
- Required number of assignments in the courses have been submitted by due date.
- Examination fee for all the courses the learner is appearing in the examination has been paid.
- Registration for the courses is valid and not time barred.

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

GUIDELINES AND INSTRUCTIONS FOR SUBMISSION OF ON-LINE EXAMINATION FORM

Dates for the Submission of Online Term End Examination Form

- | | |
|---|------------------------------|
| 1st March 2018 to 30th April 2018 | - Without late fee |
| 1st May 2018 to 10th May 2018 | - With late fee of Rs.1000/- |
| 1 st September to 31 th October | - Without late fee |
| 1 st November to 10 th November | - With late fee of Rs.1000/- |

Prerequisite for the submission of the Term End Examination Form:

- Students are advised to ensure that their registration is valid and they are eligible for the course(s) for which they are submitting examination form for Term End Examination June / December as the case may be .
- For details of the course(s) registered, visit <http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>
- Students are advised to ensure that they have already submitted the assignments as applicable for the courses for which they are submitting examination form. Hall Tickets will NOT be uploaded/issued for the courses for which assignments have not been submitted by student.
- Examination results of Term End Examination (TEE) are available on University website (www.ignou.ac.in). Please see result status before filling examination form. The students whose TEE results, if found not declared need not to wait and may fill the examination form for the scheduled TEE.

Process to submit Term End Examination Form

- Select and enter Programme code from the options available. Please note that option code for Post Graduate Certificate in Cyber Law is **PGCCL**
- Select Examination Centre Code from the options available on the website. Tentative list of Regional Centre wise Examination centres for Term-End examination June/ December is available for information on IGNOU website.
- If the centre opted by the student is not activated as examination centre or not allotted for any other reason, alternative examination centre will be allotted.
- Select course(s) carefully while filling the examination form as per your registration details available in IGNOU website. Courses for theory as well as practical needs to be selected separately from the list appearing on the screen.
- After successful submission of examination form, you will receive an acknowledgement with Control Number on the screen. Please retain the auto generated Control Number for your reference and record. For checking examination form status please visit SEARCH OPTION activated after 48 hours of submitting the form. In case detail regarding examination form submission is not available, you may submit the form again.

Examination fee and Mode of Payment

(Note: Students may select any one of the HDFC or IDBI Bank option to make payment from any of their credit/debit card of any bank)

Examination Fee	Payment Mode
Rs. 150 per course theory	Credit Card / Debit Card /Net Banking
Rs. 150 per course practical	

In case, examination fee needs to be returned to student due to various technical reasons, the fee will be refunded to the same account (Credit card/ Debit card/ Net Banking) from which the payment was made.

Un-successful Submission of Exam Form

Payment deducted through Credit Card / Debit Card /Net Banking

Step 1: But student is not able to get acknowledgement successfully in the first stage.

Step 2: In such cases it is advised that the student may wait for 48 hours for checking the examination form status submitted by him/her through SEARCH OPTION.

Step 3: Re-submit the examination form after following the advice given above (Step 2).

Step 4: Candidates can apply separately for the refund of examination fee, if not refunded automatically by the Payment Gateway within 48 hours.

Hall Ticket for Term End Examination

- Hall Ticket will be uploaded on the University Website well before 7 to 10 days before the commencement of the examinations. Please take print out of Hall Ticket from University website (www.ignou.ac.in) and report at the examination centre along with your Identity Card issued by the Regional Centre/University.
- Students will be allowed to appear in Term-end Examination for the course(s) for which registration is valid and not time-barred and assignment(s) is/are submitted. Examination fee once submitted will not be refunded.
- Students must carry IGNOU Identity-Card in the examination hall for writing examination. In case, students do not have IGNOU Identity card due to various reasons, they must get it issued (i.e. duplicate copy of IGNOU Identity card) from Regional Centre concerned well before the start of the examination.

Contact Details

In case of non receipt of Control number or any query pertaining to examination form please contact or send us email on -

teeothr@ignou.ac.in- for Certificate, Diploma and PG Diploma programmes

Phone No.(s) : 011-29572209

NOTE: INTERNATIONAL STUDENTS are required to submit their examination form through International Division only. Examination fee for International students applicable as per International Division's norms.

Declaration:

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statement is found to be untrue, I will have no claim for taking examination and declaration of results. I undertake that I shall abide by the rules and regulations of the University.

Note: you may check updated guidelines and proceed to fill online form available at <http://exam.ignou.ac.in/> or visit www.ignou.ac.in.

4. OTHER USEFUL INFORMATION

4.1 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.

4.2 Simultaneous Registration

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 counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

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 or face-to-face mode)** is not permitted, as of now, except, Certificate Programmes of six month duration indicated in clause 6.5.1 above.

4.3 Correction/Change of Name/Surname of Learner

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.

4.4 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;
- v) Demand Draft of Rs. 500/- drawn in favour of IGNOU payable at New Delhi.

Request for correction and/or change of Name / Surname will be entertained only before completion of the programme.

4.5 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 given/sent to the admitted learners along with the study material in the very

first lot of despatch. 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 <http://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 finalised. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

4.6 Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

The learner can seek transfer to any other overseas study centre only after six months of Registration or submission of first year/semester assignments for the programme of one year or longer duration.

4.7 Refund of Fee

Fee once paid will not be refunded under any circumstances except the provision of refund of admission fee as notified by the University vide notification. It is also 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.

4.8 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: <http://ignou.ac.in>. For non receipt of study material, students are required to write to the ***Regional Director; IGNOU Regional Centre where they stand enrolled/ admitted***

4.9 Re-admission

The students who are not able to clear their programme within the maximum duration can take re-admission in the certificate programme for additional period of six months after expiry of maximum validity period. 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 in the website. You may visit link <http://ignou.ac.in/ignou/studentzone/download/Re-admission> or check (www.ignou.ac.in> Student Zone > Downloads > Re-admission >).

4.10 Term-end Examination

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 re admission for the same. Otherwise, the result would be withheld in such cases.

4.11 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 Rs. 750/- per course. The request for re-evaluation 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 Rs. 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 or IGNOU website: www.ignou.ac.in

4.12 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 Rs. 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 Rs. 100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

4.13 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs. 250/- in favour of IGNOU payable at “New Delhi”. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

4.14 Disputes on Admission & other University Matters

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

5. WHOM TO CONTACT FOR WHAT

Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	
Non-receipt of study material and assignments	Concerned Regional Centre
Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	
Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
Academic Content	Director of the School concerned
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.: 29572514
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

Issues related	Contact No.	Controlling Officer & Telephone No.	E-mail ID
Issue of Degree/ Diploma Certificate/Des patch of returned Degrees/ Verification of Degrees/ Convocation	011-29572213 011-29535438	Asst. Registrar 011-29572224	convocation@ignou.ac.in
Issue of Hall Ticket/ Correction in the hall ticket for handicapped student s/ Non-receipt of hall tickets for term-end-examination & Entrance Test/ Entrance, Test	011-29572209 011-29572202	Asst. Registrar 011-29535064	sgoswami@ignou.ac.in jitenderkr@ignou.ac.in

Results/Queries related to dispatch of Attendance, list of examinees etc./ writer.			
Declaration of results of Certificate programme/ Issue of grade card and provisional certificate of Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210 011-29536405	Section Officer	gverification@ignou.ac.in
Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
Queries related to Assignment Marks	011-29571325 011-29571319	Asst. Registrar 011-29571313	assignment@ignou.ac.in
Students general enquiries and grievances/Issue of duplicate mark sheet	011-29572218 011-29571313	Ass t. Registrar	sedgrievance@ignou.ac.in
Discrepancy in grade card, non updation of grade/marks programmes wise in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asst. Director	garora@ignou.ac.in

6. SOME FORMS FOR YOUR USE

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

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

Note: Students can download common prospectus for Masters' Degree, bachelors' Degree, Diplomas, Certificate from ignou website (www.ignou.ac.in) for updated information inclusive of Regional Centres Code and Address.

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

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

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study
Enrolment Number

Name
New or Corrected Address including Pin
New Study Centre Code
Choice for Medium of Study
Date of Change

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

The Regional Director of your region.

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

Enrolment Number	<input type="text"/>	Programme Code	<input type="text"/>
Date Change effective from	<input type="text"/>		

Name	<input type="text"/>
New Address	<input type="text"/>

Existing Study Centre Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------------	----------------------	----------------------	----------------------	----------------------

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

Signature :	<input type="text"/>	Date :	<input type="text"/>
New Study Centre Code :	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

To
The Regional Director

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

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

Enrolment No.:

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

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

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

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

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature:

Name _____

Address: _____

Phone & Email _____

The Regional Director

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

Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

Medium of Study

--

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

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

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

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

Signature :
Date :

For Official Use

Date of despatch of study material/assignments to students



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

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

Filled in Application Form should be sent to:

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

Date

.....
Signature

Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

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

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

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

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

Name and Address

Signature

.....

Date

.....

..... PIN

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

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

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
01 April to 30 April	₹ 500/-	01 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 120/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE :

- Examination fee per course is - ₹120/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - Regional Centre under which your examination centre falls
- Demand draft to be made in favour of - IGNOU and payable at the city where submitting the exam form

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hal Ticket;
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date _____ (Signature of the student)

Phone No. (R) _____ Mobile No. _____ Email Id _____

Phone No. (O) _____

(with STD code)

AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/ COMMUNITY COLLEGE

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code _____

Date _____

(Signature & Stamp of Co-ordinator/Incharge)
Study Centre/PSC/PI/Community College



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name :

Programme :

Enrolment No.

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

PIN :

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Month and Year of the Exam :

Name of Exam Centre:

Centre Code :

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

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

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

Demand Draft No. Date:

Issuing Bank:

Date: **Signature of the student**

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

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

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

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

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

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

Address

.....

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

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

.....

Signature

Dated

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

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

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

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

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

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

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

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

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



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

Note: For Instructions, please see reverse.

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

Sir,

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

The prescribed fee of Rs. 750.00 is submitted herewith.

The required particulars are given below:

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

(in Hindi) : _____

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

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

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

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

Yours faithfully.

Signature of the Student

Postal Address _____

Date:

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

Signature of Regional Director
With Stamp

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

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

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

I _____ Son/Daughter of Shri _____ resident of

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

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

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

Deponent

Signature _____

Address _____

Verification

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

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

Total marks/Overall point grade obtained Percentage obtained

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

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

6. **Fee details:**

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

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

Demand Draft No.: Date:

Issuing Bank:

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

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

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

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

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

UNDERTAKING

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

Date:

Signature

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
2. Programme: Enrolment No:

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

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

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

Demand Draft No.: Date:

Issuing Bank:

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

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

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

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

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



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

APPLICATION FORM FOR CHANGE OF ADDRESS/CORRECTION OF NAME

Date: _____

To
Registrar, SRD
IGNOU
Maidan Garhi
New Delhi-110068

Please tick the appropriate box:
Change/Correction of Address
Correction of Name

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. Programme

Name (in caps)

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address	Old Address
.....
.....
.....
City Pin	City Pin
State	State

2. CORRECTION OF NAME

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

Name as recorded (IN CAPITAL LETTERS)

Correct Name (IN CAPITAL LETTERS)

Signature of Student

Phone/Mobile Number

For Office Use

Control Number Lot No. Date

RULES & GUIDELINES FOR RE-ADMISSION

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

P.S.

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

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

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. 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 Katyul, 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. Taisha Abraham- Associate Professor Department of English, Jesus & Mary College		
10	Ms. Naina Kapoor, Director, Sakshi, NGO		
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

OR

Address at your Regional Centre:

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

Kind Attention: All Past and Present Students of IGNOU! Now you rank our Performance...

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>				
2.	The learning materials were received in time	<input type="checkbox"/>				
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>				
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>				
5.	The counselling sessions were interactive	<input type="checkbox"/>				
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>				
7.	Examination procedures were clearly given to you	<input type="checkbox"/>				
8.	Personnel in the study centres are helpful	<input type="checkbox"/>				
9.	Academic counselling sessions are well organised	<input type="checkbox"/>				
10.	Guidance from the Programme Coordinators and Teachers from the School 0	<input type="checkbox"/>				
11.	Assignments are returned in time	<input type="checkbox"/>				
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>				
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>				
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>				
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>				
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>				

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