

Student Handbook and Prospectus 2013

Post Graduate Diploma in Clinical Cardiology (PGDCC)



School of Health Sciences

Indira Gandhi National Open University

APPLICATION FORM AND GUIDE FOR APPLICANTS
FOR
POST GRADUATE DIPLOMA IN CLINICAL CARDIOLOGY

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Indian Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F.1-52/2000(CCP-II) dated 5th May, 2003, AIU Circular No. EV/II(339)/93/176915-177115 dated January 13, 1993 & AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005.

An electronic version of the Prospectus and Application Form is also available on the IGNOU website i.e. www.ignou.ac.in

Price : Rs. 1000.00/- by cash at the counter (Rs. 500.00/- for SC/ST)

Rs. 1050.00/- by registered post (Rs. 550.00/- for SC/ST)

Demand draft of Rs. 1000.00/- (Rs. 500.00/- for SC/ST) in favour of 'IGNOU' payable at the city where IGNOU Regional Centre is situated need to be attached with the application form in case of downloaded from IGNOU website (www.ignou.ac.in)

Last date of submission of Application of Entrance Examination	Proposed date is 15th December 2012
Date of Entrance Examination	Proposed date is 3rd February
Declaration of Result	Proposed date is 30th April 2013
Date of Centralize Counselling	Last week of May 2013

November, 2012

© Indira Gandhi National Open University, 2012

Further information about the School of Health Sciences and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068.

Printed and published on behalf of the Indira Gandhi National Open University by **Prof. T. K Jena, Director**, School of Health Sciences, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068.

Compiled by : Dr. Biplab Jamatia, Programme Coordinator, SOHS, IGNOU

Print Production: Mr. T.R. Manoj, Assistant Registrar (Pub), SOHS, IGNOU

Laser Typeset by: Tessa Media & Computers, C-206, A.F.E-II, Shaheen Bagh, Jamia Nagar, New Delhi-25

Pint at:

CONTENTS

1. The University	5
1.1 Introduction.	5
1.2 Prominent Features.	5
1.3 Important Achievements.	5
1.4 The Schools of Studies.	6
1.5 Academic Programmes.	7
1.6 Course Preparation.	7
1.7 Credit System.	7
1.8 Support Services.	8
1.9 Programme Delivery.	8
2. School of Health Sciences.	11
3. University Rules	12
3.1 Incomplete and Late Applications.	12
3.2 Validity of Admission.	13
3.3 Validity of Degree for Admission	13
3.4 Re-Registration	13
3.5 Re-admission	13
3.6 Reservation	14
3.7 Scholarships and Reimbursement of Fee	14
3.8 Refund of Fee	14
3.9 Study Material and Assignments	14
3.10 Change/Correction of Address and Study Centres	15
3.11 Change of Region/PSC	15
3.12 Disputes on Admission and Other University Matters	15
3.13 Recognition	15
3.14 Term-end Examination	15
4. Salient Feature of the Entrance Test of PGDCC Programme	18
5. Post Graduate Diploma in Clinical Cardiology Programme	18
6. Programme Structure of PGDCC Programme	19
7. Allotment of Programme Study Centre (PSC)	20
8. Responsibility of Students	21
9. Posting Schedule of the PGDCC Programme	22

10. Minimum Number of Sessions of Hands on Practical Skill Training	23
11. Topics and Number of the Theory Counselling	23
12. Guest Lecture in PGDCC Programme	24
13. Seminar, Journal Club and Sace Discussion	25
14. Minimum Number to be Practiced	25
15. Video Programmes of PDGCC	26
16. Syllabi of PGDCC Programme	27
16.1 Course-wise List of Blocks.	27
16.2 Block-wise Details of Each Course.	28
17. Methods of Evaluation of Theory Course of PGDCC Programme	30
18. Methods of Evaluation of Practical Course of PGDCC Programme	31
19. Appendices	35

1. THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University was established by an Act of Parliament on September 20, 1985 to achieve the following objectives:

- Democratizing 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 or formal qualifications;
- Offering need-based academic programmes by giving professional and vocational orientation to the courses;
- Promoting and developing distance education in India; and
- As an apex body for the purpose of setting and maintaining standards in distance education in the country.

1.2 Prominent Features

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

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

1.3 Important Achievements

- IGNOU is the first University in India to Launch convergence as well as community college scheme.
- 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 over 3 million.

- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.
- Increase in academic programmes from 338 to 490 within a year.

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 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 Schools of Studies are currently in operation are as following :

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

Some of the other Centres and Units which in coordination with the academic, administrative and service wings have developed very useful and educative courses/programmes, are as follows:

- National Centre for Disability Studies (NCDS)
- Centre for Corporate Education, Training and Consultancy (CCETC)
- Advanced Centre for Informatics and Innovative Learning (ACIIL)
- Chair for Sustainable Development (CSD)
- National Centre for Innovations in Distance Education (NCDIE)
- Indian Sign Language Research and Training Centre (ISLRTC)

1.5 Academic Programmes

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

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

1.6 Course Preparation

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

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit 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 four credit course involves 120 hours of study. This helps the learner to know the academic effort one has to put in, to successfully complete a course. Completion of an academic programme requires successful completion of both the assignments or internal assessment and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualized support to its learners, the University has established a network of about 3200 Study Centres throughout the country. These are coordinated 62 Regional Centres and 67 overseas centres as on date. At the Programme Study Centres, learner get an opportunity to interact with the Academic Counsellors and other learners, refer to books in the library, watch/listen to video/ audio cassettes, interact with the Coordinator on administrative and academic matters and finally at headquarters through teleconferencing. The list of Regional Centres is given in Appendix IV.

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 and face-to-face mode as per the requirement.

The University follows a multimedia approach for instruction, which comprises:

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

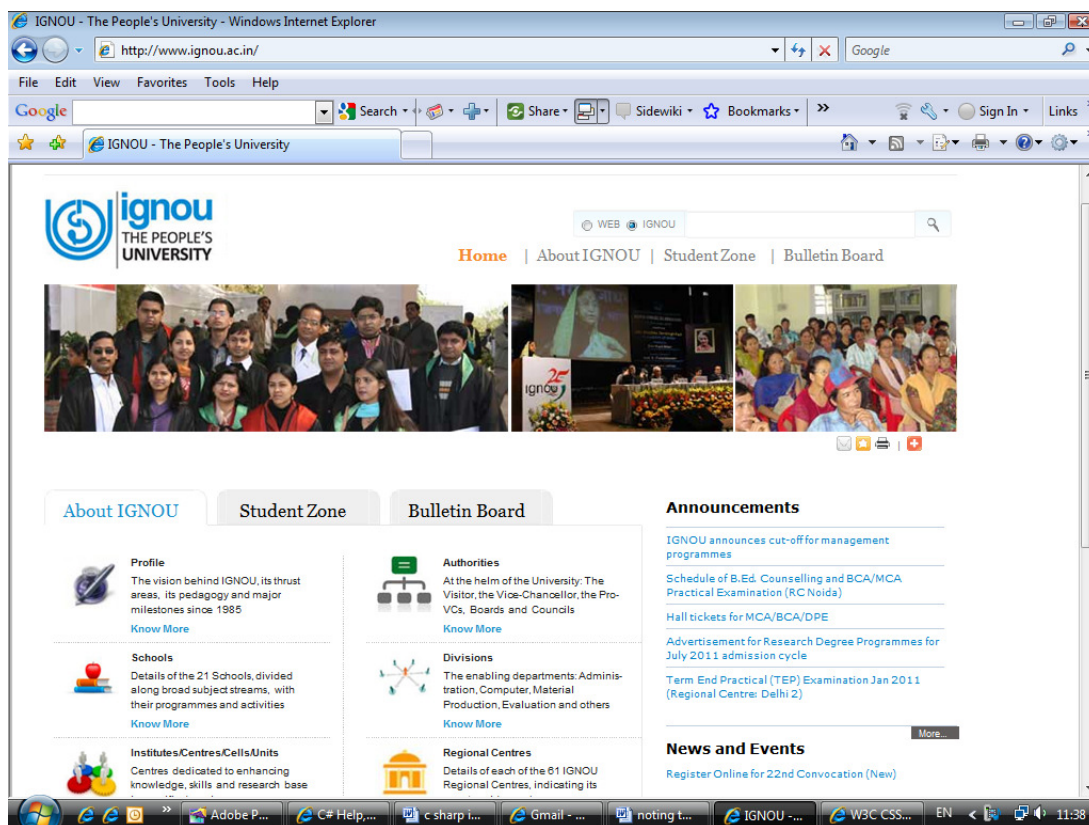
The video programmes are telecast on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes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

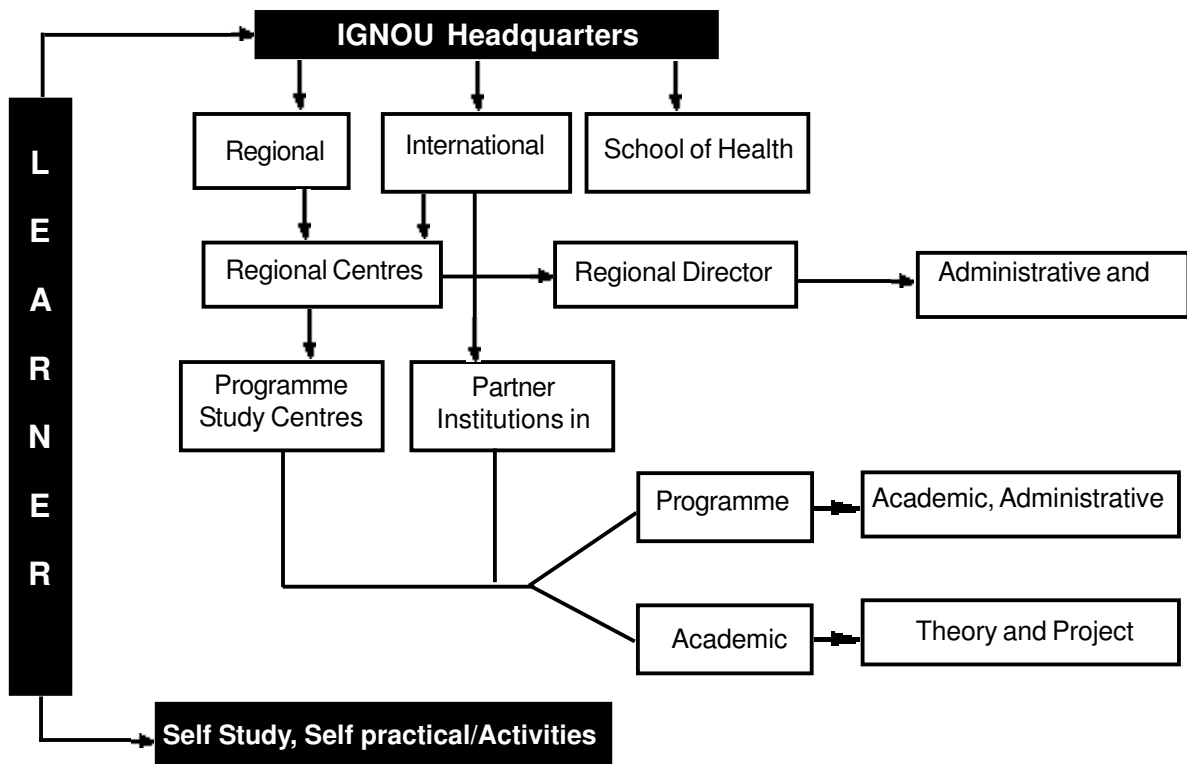
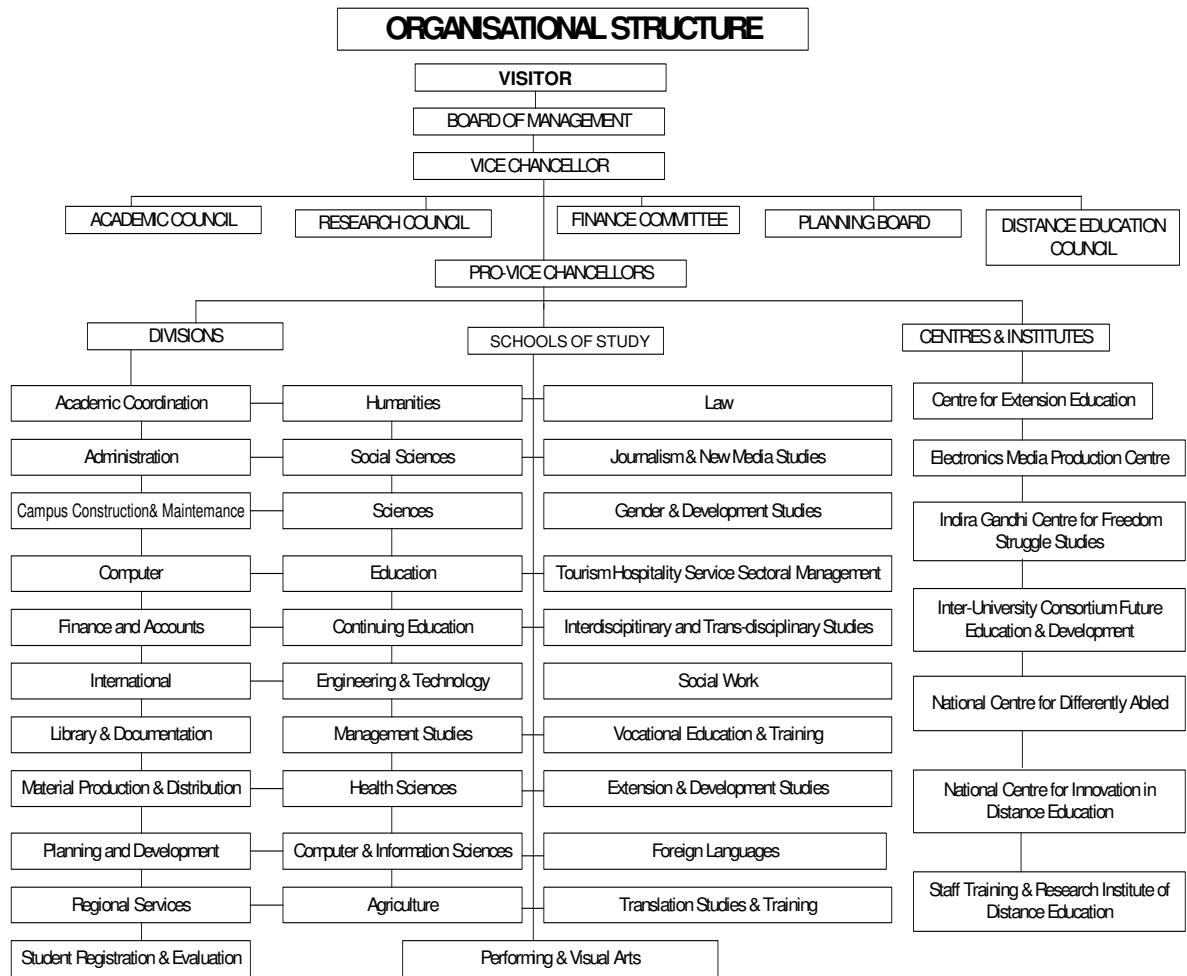
- c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located 75% attendance is compulsory.
- d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously on Edusat channel from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the study centres. The learner will have to go to the nearest centre at the scheduled time for taking benefit of this facility.
- e) **Practicals/ Work:** Some Programmes have practical/project components also. Practical are held at designated institutions for which schedule is provided by the Study Centres 90% attendance at practicals is compulsory.
- f) **Gyan Darshan Educational Channel:** A collaboration between MHRD, Prasar Bharti, IGNOU and other organizations has resulted in launching DD Gyan Darshan, the Educational Channel of India. In a significant gesture, EMPC has been identified as the coordinating and transmitting

agency. Regular transmission of educational programmes from the EMPC studios started on January 10, 2000. The Channel is providing educational programme on a variety of subjects for 24 hours a day to enhance the learning process. Steps are being taken to relay the Gyan Darshan Channel through different Cable Operators in the Country for wider outreach. GD signals can be conveniently received without any special equipment anywhere. Gyan Darshan has now gone completely digital and expanded into a bouquet of channels, namely, GD-1, GD-2 and GD-3 'Eklavya'. Educational programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/CIET, Directorate of Adult Education, IITs and other educational/developmental organizations in the country. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any break through DTH service.

Please ask your cable operator to provide this channel. The telecast schedule of Gyan Darshan is published in IGNOU Newsletter and also available on IGNOU website: <http://www.ignou.ac.in>

- g) **Gyan Vani:** IGNOU has been offered FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 17 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The broadcasts in English, Hindi and the regional languages/dialects are conducted by local resource persons. The detailed schedule can be accessed at IGNOU EMPC-Gyan Darshan Website <http://www.ignou.ac.in/gyandarshan%scindex.html>
- h) **Interactive Radio-counselling:** Interactive Radio-counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number 1600 112345 has been provided for this purpose from selected cities.





IGNOU Website

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

- Details of programmes on offer.

Downloadable prospectus/application forms of various programmes.

- Address checking.
- Material despatch details.
- Assignments of current year.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- An update on the latest happenings at the University.
- Programme schedules of Gyan Darshan, Gyan Vani and EDUSAT.
- List of study centres and regional centres.
- Previous years question papers.

2. SCHOOL OF HEALTH SCIENCES

The School of Health Sciences (SOHS) was set up in 1991 with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The School is pioneer in developing competency-based programmes in various disciplines of Health Sciences, Innovative approach in medical programmes include hands-on training which is provided through diversified approach of a network of medical colleges and district level hospitals. Similarly, in the field of nursing, programmes are being developed so as to revolutionize career opportunities available to nursing personnel.

To achieve this, the School is collaborating and exchanging ideas with various national and international organizations like World Health Organization (WHO), United Nations Children's Emergency Fund (UNICEF), Ministry of Health and Family Welfare (MoHFW), Dental Council of India (DCI), Voluntary Organizations like 'ACTS Ministries', Association of Rural Surgeons of India (ARSI), Narayana Hrudayalaya, Trained Nurses Association of India (TNAI) and Nursing Institutes in Seychelles, Nepal Nursing Council and Partner Institute at DOHA.

Ongoing Programmes of School of Health Sciences

- Ph.D Programme in Nursing (PHDNUR)
- Post Basic Bachelor of Sciences in Nursing (BSCN)

- B.Sc. in Optometry and Ophthalmic Techniques (BSCHOT)
- Post Graduate Diploma in Maternal Child Health (PGDMCH)
- Post Graduate Diploma in Hospital and Health Management (PGDHHM)
- Post Graduate Diploma in Geriatric Medicine (PGDGM)
- Post Graduate Diploma in Clinical Cardiology (PGDCC)
- Post Graduate Certificate in Acupuncture (PGCACP)
- Post Graduate in District Health Management (PGDDHM)
- Post Graduate Diploma in HIV Medicine (PGDHIVM)
- Post Doctoral Certificate in Dialysis Medicine (PGCDM)
- Diploma in Nursing Administration (DNA)
- Diploma in Critical Care Nursing (DCCN)
- Post Graduate Certificate in Oral Implantology (PGCOI)
- Post Graduate Certificate in Endodontics (PGCE)
- Certificate in Health Care Waste Management for South-East Asian Countries (CHCWM)
- Certificate Programme in Maternal and Child Health Nursing (CMCHN)
- Certificate in Newborn and Infant Nursing (CNIN)
- Certificate in Diabetes Care for Community Worker (CDCW)
- Certificate Programme in Home Based Health Care (CHBHC)
- Certificate Programme in Adolescent Health & Counselling (CAHC)
- Certificate in AYUSH Nursing (Ayurveda) (CAY)

3. UNIVERSITY RULES

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

3.1 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully. The form is to be submitted to the concerned Regional Centres ONLY on or before the due date. The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

3.2 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 have to apply afresh and go through the admission process again.

3.3 Validity of Degree for Admission

Master's Degree awarded without a first degree is not recognised for purposes of admission to IGNOU's Academic Programmes.

3.4 Re-Registration

Learners are advised to submit the Re-Registration forms only at the respective Regional Centre and nowhere else. If any student sends the Registration/Re-Registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularisation.

Schedule for Re-Registration

for July Session	For January Session	Late Fee
1. 1st February to 31st March	1st August to 1st October	NIL
2. 1st April to 30th April	3rd October to 31 October	200.00
3. 1st May to 31st May	1st November to 30th November	500.00
4. 1st June to 20th June	1st December to 20th December	1000.00

3.5 Re-admission

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

Programmes	Duration	Re-admission Period
Certificate Programmes	6 months	6 months
Diploma Programmes	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the re-admission form is available at the Regional Centres and also in the website for the courses which they have not been able to complete. For further details, please see the website www.ignou.ac.in

The students who fail to pay the prescribed full programme fee during the maximum duration of the Programme shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

3.6 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non creamy layer of OBCs, War widows, Kashmiri migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes of the University. Wherever the reserved seats remain vacant, the same will be filled by the general category students who are waitlisted.

3.7 Scholarships and Reimbursement of Fee

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

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

After the above certificate, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be for Scholarship or reimbursement of Programme Fee.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

3.8 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However in case where University denies admission, the programme fee will be refunded after deduction of registration fee through **A/c Payee Cheque Only**.

3.9 Study Material and Assignments

The University sends study materials and assignments, wherever prescribed, to the students through Regional Centers or by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, s/he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website www.ignou.ac.in. In case non-receipt of study material students are required to write to concerned Regional Centre IGNOU.

3.10 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of study centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR Division, Maidan Garhi, New Delhi-110 068. **Requests received directly at SRD, New Delhi will not be entertained. The form for change of address can also be downloaded from IGNOU website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.** In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres. Learners are advised to make sure that counselling facilities are available, for the subject s/he has chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Study Centre is not permissible in programmes where practical components are involved.**

3.11 Change of Region/PSC

In normal circumstances the PDGCC candidates will not be allowed to change their Programme Study Centre (PSC). However, where is sufficient reason, the student will have to apply to the Regional Centre (from where transfer is sought) attaching a No Objection certificate from the Programme in-charge (from where transfer is sought). The Regional Director will forward the application to the Regional Centre to where Transfer is sought. The Regional Director (to where transfer is sought) will take No Objection Certificate depending upon the availability of seat in the particular PSC from the Programme Study Centre (to where the transfer is sought) and give clearance to concern Regional Centre (from where transfer is sought). The Regional Director from where the learner is seeking the transfer inform the same to the concern PIC (from where transfer is sought) and will transfer all records including details of the fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD), Programme Coordinator and the learner as well.

3.12 Disputes on Admission and Other University Matters

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

3.13 Recognition

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

3.14 Term-end Examination

The learners can appear in the **June as well as December** Term-end examination, after a minimum one year of completion of programme.

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

Examination Fee

Examination fee of Rs.60/- per course (subject to any change) is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

Examination Centre

A student is required to fill the examination centre code in the examination form. For this purpose you are advised to go through the list of programme study centres available in the Student Handbook and Prospectus. **In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code.** However, examination centre chosen by a student if is not activated, the University will allot another examination centre under the same Region.

Submission of Exam Form (Schedule)

Before submission of the examination form along-with the requisite fee at the concerned Regional Centre, a certificate from the coordinator (PIC) Programme study centre shall be obtained by the student after submission of assignments at the respective study centre for the course he wants to appear in the Term-End-Examination, without the above certificate the examination form will not be accepted.

Examination Fee per course- Rs.60/-

Demand Draft to be made in favour of ‘Examination form to be submitted at “IGNOU” payable at the city where submitting the examination form. Regional centre under which your examination centre falls.

The last dates for submission of examination form after due dates with late fee are as under:

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1st March to 31st March	1st Sept to 30th Sept	Nil	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS.
1st April to 20th April	1st Oct to 20th Oct	Rs.300/-	
21st April to 15th May	21st Oct to 15th Nov	Rs.500/-	
16th May to 28th May	16th Nov to 26th Nov	Rs.1000/-	

Those who wish to appear in the examination of the University shall submit their examination form to the concerned 'Regional Centre with the requisite fee. Your draft in this case should be payable at IGNOU, Regional Centre concerned.

Early Declaration of Result: The student can apply for early decalaration of Term-End-Examination result with a fee of Rs.700/- per course. **The application for early declaration of result shall be entertained only if the students has been selected for any post or applied for further studies.** The student must compulsorily submit documentary evidence (proof) in support of the reason for early decalaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/practical courses, Project, Assignment, Workshop, seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year courses or maximum of four backlogs courses only. prescribed Fee @Rs. 700/- per course shall be payable by Demand Draft in favour of "IGNOU" payable at the city where submitting the examiantion form. Application alongwith the required fee must be submitted to the Evaluation Centre under which your examination centre falls. Format attached at the end of the prospectus.

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. 500/- 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 concern Evaluation Centre in the prescribed format alongwith the fee of Rs.500/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format attached at the end of the prospectus.

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 concern Evaluation Centre in the prescribed format alongwith 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 attached at the end of the prospectus.

Official Transcripts: The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs.200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs.400/- in case of request for sending transcript outside India.

Duplicate Grade Card: The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs. 150/- in favour of IGNOU payable at "New Delhi". Format attached at the end of the prospectus.

Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the student's atleast two week before the commencement of Term-end Examination the same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam.

NOTE: Remain in touch with your RC/SC/PSC/SED for change in schedule of submission of examination fee if any.

4. SALIENT FEATURE OF THE ENTRANCE TEST OF PGDCC PROGRAMME

- The entrance examination will be held in the month of February 2013 for the July 2013 admission session.
- The entrance examination will be conducted on the same date across the country with same examination paper.
- There will be a total of 120 questions in the 2 hours entrance examination
- Questions will be from internal medicine (including paediatrics) and from basic cardiology (including paediatrics cardiology) subject.
- There will be no negative marking for the wrong answer in this entrance test.
- Each multiple choice will have 4 options having only one correct option.
- National level merit list will be made and candidates will be offered seats as per the national merit list through centralized counselling. No TA/DA will be paid to attend the centralized counselling of the PGDCC programme.
- The Reservation policy in admission of PGDCC programme will be applied as pre IGNOU norms i.e. 15% for SC, 7.5 % for ST, 27% for OBC (non creamy layer) etc.

5. POST GRADUATE DIPLOMA IN CLINICAL CARDIOLOGY PROGRAMME

Worldwide cardiovascular disease is the major cause of mortality in the present era. It was estimated by World Health Organization that 17.3 million people died from cardiovascular diseases in 2008. Unfortunately, over 80 percent of cardiovascular diseases deaths take place in low and middle income countries. It is further estimated that the number of death due to cardiovascular diseases will increase up to 23.6 million in 2030.

Indians are genetically three times more vulnerable for heart attack than Europeans. While the average age of heart attack victims in Europe is more than 60 years, the average age of Indians is between 40 to 50 making it a disease of breadwinner of the family causing major socio-economic upheavals. There are more than 52 lakhs deaths due to cardiovascular diseases in India in 2008. Indians are genetically more vulnerable for diabetes at younger age, which again leads to premature atherosclerotic disease leading to heart attack. While in USA every fourth man develops heart attack before retirement, in India it is every third man developing heart attack.

Beside this, one out of one thousand children in our country suffer from rheumatic valvular heart disease which if not treated early leads to major complications leading to premature death. One out of hundred and forty children born anywhere in the world has heart disease; India produces the largest number of children in the heart. So, for obvious reasons we produce the largest number of children with heart disease in the world.

A country with more than billion populations requires at least few thousands of cardiologists to be produced every year to address the growing needs of the heart patients. At present country is producing less than 150 DM/DNB Cardiologists. Unfortunately most of the trained cardiologists are only available in the metro/capital city of the India. More than 76 per cent of them are living in rural area, where no trained people in cardiology are available.

With above background, School of Health Science, IGNOU has launched a two year full time programme named Post Graduate Diploma in Clinical Cardiology (PGDCC) on non-invasive cardiology for the MBBS doctors. These doctors will be trained in the ECG, TMT, echocardiography, ICU management, paediatric cardiology and preventive cardiology and management of other cardiovascular diseases. We have launched this PGDCC programme in 2006 with 16 training centre, where we enrolled 116 students. At present there are 66 cardiac hospital/Institutions are training centre of the PGDCC programme and we are looking forward more than 350 students enrolled in the July 2011 academic session. More than 300 cardiologists are training the PGDCC students across the country.

After completion of this Programme, you should be able to:

- imbibe comprehensive knowledge of ongoing Common Cardiovascular Diseases and be able to manage Health Care Services at different institutional levels;
- provide cardiac emergency at various places i.e. smaller town, district town;
- provide services related to the Electrocardiography, Stress Test, Holter Monitoring, Echocardiography, Cardiac Radiology and related non-invasive services, including diabetes mellitus;
- provide non-invasive paediatric cardiology including paediatric cardiac emergencies;
- acquire knowledge of the risk factors of the cardiovascular diseases; and
- provide preventive cardiology and cardiac rehabilitation services to the community.

Eligibility: MBBS Doctors (MCI Recognized)

Duration of the Programme: Minimum 2 years and maximum 4 years

Fee of the Programme: Rs. 50,000/- per year (Rupee Fifty Thousand only per year). However, the fee of the programme may increase anytime as per decision of the IGNOU

Maximum Number of Seats in each Programme Study Centre: 10 seats

6. PROGRAMME STRUCTURE OF PGDCC PROGRAMME

The PGDCC programme consists of thirteen courses. These represent non-invasive cardiology and diabetes mellitus.

The courses are designed on the basis of learning hours required by an average student. As mentioned above, one credit represents 30 hours of learning. The design of the PGDCC programme in terms of credit distribution of the courses is shown in Table 1.

Table 1: Programme Structure of PGDCC Programme

Course Code	Name of the Course	Credits of Theory Courses	Credits of Practical Courses
MCC-1	Fundamentals of Cardiovascular System-I	4	—
MCC-2	Fundamentals of Cardiovascular System-II	4	—
MCC-3	Common Cardiovascular Diseases-I	6	—
MCC-4	Common Cardiovascular Diseases-II	4	—
MCC-5	Common Cardiovascular Diseases-III	4	—
MCC-6	Preventive Cardiology	4	—
MCC-7	Cardiovascular Related Disorders	4	—
MCCL-1	Cardiovascular Evaluation-I	—	8
MCCL-2	Cardiovascular Evaluation-II	—	6
MCCL-3	Management of Common Cardiovascular Diseases	—	10
MCCL-4	Management of Congenital Heart Diseases	—	4
MCCL-5	Preventive Cardiology	—	8
MCCL-6	Intensive Coronary Care	—	6
Total		30	42

7. ALLOTMENT OF PROGRAMME STUDY CENTRE (PSC)

Entrance examination will be done across the country on the same date and a national level merit list will be prepared for admission in PGDCC programme. Allotment of PSC will be done by merit list of the entrance examination keeping through centralized counselling. Programme Study Centre (PSC) will be not activated if less than 2 candidates opted for particular PSC. In such situation the candidates will be asked for 2nd choice where already some of the candidate has opted. If no one opted for that particular PSC then he/she will be allotted his/her 2nd choice of PSC automatically. Once candidate is selected for any centre he/she has to take admission in that centre only. Selected candidates are required to deposit fee (Rs. 50,000/-) to the IGNOU during centralized counselling. Candidates need to report to respective Regional Centre and PSC as per instruction given in the centralized counselling.

Admission Fee to the PGDCC programme will be not refunded at any point of time once it is deposited. Decision of the IGNOU regarding the selection of candidate will be final and binding.

8. RESPONSIBILITY OF STUDENTS

Travel and Stay in Relation to Programme

The admission fee covers only the expenses towards study material, counselling, practical activities at PSC including *travel during field visits*, evaluation and certification. Hence, cost towards your stay and travel in relation to the programme and teleconference etc. has to be born by students.

Log-book Maintenance

Students will maintain the log-books for practical courses. Each of the records maintained at Programme Study Centre should be signed by the respective counsellors.

Attendance

You have to maintain minimum 85 per cent of attendance in both practical as well as theory session for appearing in the term-end theory & practical examination. Students will be not eligible for Term End Practical Examination if you fail to have 85% attendance.

Leave of the Student

Student can enjoy a maximum 15 days leave in a year. Prior approval from Programme In-charge (PIC) is necessary for taking leave. If the duration of leave is more than 15 days then the student will be required to join the programme with the next batch. Students are not supposed to join in between the session. However, if any PIC is ready to make the posting schedule of that particular student then he/she may be allow to join in between the programme. In any circumstances, student must complete his/her 24 months training in the respective PSC before appearing is practical term end examination. Other wise they are not eligible for the term end practical examination.

Stipend to the PGDCC students

Stipend to the PGDCC students is subject to the training Institute/PSC.

Filling of Term-end Examination Form

Student will have to fill up *theory and practical term-end examination form separately* and submit them to the Regional Director and PIC respectively. The last date for submitting the theory examination form to the Regional Director **is March 31/September 30 for the June/December examination.** But for practical examination, last date of submitting the form to PIC is one month before the completion of the 23 months of training or as informed to you by your Programme In-charge. You are encouraged to fill the theory application form on line through IGNOU website. Student need to pay Rs. 60/- (Rupees fifty only) per course as examination fee for the theory courses. There is no examination fee for practical courses. There are the three prerequisite to appear in the Term End practical Evaluation. You need to attach these three certificates along with the Term End practical Examination form which you submit to the respective Programme In-charges. They are given below:

- 1) Passed in all the theory and practical internal evaluation separately.
- 2) Completion of training in all the respective 6 courses with prescribed duration.
- 3) Attendance certificate showing more than 85 percent attendance in theory as well as practical training.

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

Feedback of the Training Programme

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

Disciplinary Action

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

9. POSTING SCHEDULE OF THE PGDCC PROGRAMME

You will be provided the schedule of the posting of the practical training by your programme-in-charge who will also inform you about grouping and rotational posting in different departments. The period mentioned over here may not be in a continuation period. Like three months continuous training in echocardiography may not be possible in your hospital set up. But it is the responsibility of the Programme In-charge that at the end of the 24 months of training you will get in 90 days or 3 months training in echocardiography.

First Year

- Wards + OPD (MCCL 3) : 3 months
- ECG/Stress Testing (MCCL 1) : 3 months
- Echocardiography (MCCL 2) : 3 months
- ICU/CCU (MCCL 6) : 3 months

Second Year

- Special Observation (MCCL 6) : 1 month
- ICU/CCU (MCCL 6) : 2 months
- Ward+ OPD (MCCL 3) : 3 months
- Paediatric Cardiology (MCCL 4) : 3 months
- Community Posting (MCCL 5) : 3 months

Note: The posting schedule of various practical courses may be change any time on per decision of IGNOU

10. MINIMUM NUMBER OF SESSIONS OF HANDS ON PRACTICAL SKILL TRAINING

Sl. No.	Name of the Course (Course Code)	Credit	Minimum number of sessions of Hands on Practical skill Training	Duration of the Posting
1	Cardiovascular Evaluation-I (MCCL-1)	8	60	3 months
2	Cardiovascular Evaluation-II (MCCL-2)	6	45	3 months
3	Management of Common Cardiovascular Diseases (MCCL-3)	10	60	6 months
3	Management of Congenital Heart Diseases (MCCL-4)	3	45	3 months
5	Preventive Cardiology (MCCL-5)	8	30	3 months
6	Intensive Coronary Care (MCCL-6)	6	35	6 months

It is mandatory that the minimum sessions for practical training in the respective courses need to carry out within the 23 month of training period. You are needed to provide periodic feedback to the Programme coordinator regarding the training activity (theory as well as practical training) of your Programme Study Centre.

11. TOPICS AND NUMBER OF THE THEORY COUNSELLING

There will be minimum 50 lecture sessions in two years. It will be divided into 25 lectures in each year, besides this session you are encouraged to attend all the seminars, CME, journal club and other academic activities planned in your programme study centre. The list of the topics for the 1st year lecture is given below:

Theory counselling to be completed in the following topics (each topic may have several classes):

- 1) Basic cardiac anatomy
- 2) Embryology of Heart
- 3) Basic cardiac physiology
- 4) Radiology of the heart
- 5) Electrocardiography
- 6) Cardiac arrhythmias
- 7) Stress testing
- 8) Cardiac catheterization and angiography
- 9) Radionuclides in cardiology

- 10) Clinical examination
- 11) Systemic hypertension
- 12) Heart failure
- 13) Valvular Heart Diseases
- 14) Atherosclerosis
- 15) Coronary artery disease
- 16) Cardiac Emergencies
- 17) Fluid Physiology and Electrolyte imbalance
- 18) Basic Principal of ICCU Management
- 19) Rheumatic heart disease
- 20) Infective endocarditis
- 21) Congenital heart disease and other paediatric cardiac disorders
- 22) Pericardial diseases
- 23) Peripheral vascular disorders
- 24) Pulmonary thromboembolism and pulmonary hypertension
- 25) Systemic diseases involving heart
- 26) Heart Muscle diseases / Cardiomyopathy
- 27) Traumatic heart diseases
- 28) Tumors of heart
- 29) Immunology related to cardiology
- 30) Cardiac Rehabilitation
- 31) Diabetes Mellitus
- 32) Cardiovascular Surgery
- 33) Pregnancy and heart diseases
- 34) Epidemiology and preventive cardiology
- 35) Cardiovascular pharmacology
- 36) Cardiovascular assessment for the non cardiac surgery
- 37) ACLS training

12. GUEST LECTURE IN PGDCC PROGRAMME

There are 25 more guest lectures were needed to be conducted for the PGDCC students in two years duration. MCh cardiothoracic and Vascular Surgery, Diabetologists, Pulmonologists, Anesthesiologists, Nephrologists can be invited as guest lecturers for the programme. The guest lecturers were further divided as follow:

- Diabetes mellitus (MCC 7) : 6

- Pulmonology (MCC 7) : 5
- Radiology (MCC 1) : 4
- Cardiac Surgery (MCC 5) : 4
- Anesthesiology (for ICU) (MCCL 6) : 4
- Nephrology (MCC 7) : 2

13. SEMINAR, JOURNAL CLUB AND CASE DISCUSSION

It is also recommended that all the seminars, journal club and case discussion need to be included into formal teaching learning activity. The total number of these activities was agreed at 25 in a year besides the 25 theory counselling sessions practiced at present for a particular batch in a year. The number will be again divided as follows:

- Seminar : 8
- Journal club: 8
- Case discussions : 9

14. MINIMUM NUMBER TO BE PRACTICED

You will be posted at various places (OPD, Ward, Cardiac Emergencies, ECG, TMT, Echo, Paediatric Cardiology Ward, ICCU, Community Posting, etc.) as per the necessity of training you in a particular skill. The exact place of posting will again depend upon the decision of the counsellors of PSC so that your training becomes more meaningful.

Sl. No.	Activity	Minimum number to be practiced
1	Bedside adult case	50
2	Bedside paediatric case	20
3	ICCU	50
4	ECG	100
5	Stress tests	50
6	Holter	20
7	Echocardiography	100

It may be noted that the time allotted for PSC will be used for **demonstration of skills and limited practice of that skill** by students depending upon the availability of the patient. It is expected that PSC counsellors will demonstrate all the skills as frequently as possible and you also get ample opportunities to practice them under their supervision. In addition, you should discuss the important points in each of the procedures with your counsellors and ensure that you follow all the steps correctly.

At the end of the postings, the PSC **counsellor will sign on the completion certificate** (Appendix 3) that is essential to make you eligible to appear in the term-end examination.

15. VIDEO PROGRAMMES OF PGDCC

We have developed 27 video programmes for the PGDCC students till date. All the video CDs have been send to the respective Programme In-charge. The Video programmes are available on <http://www.egyankosh.ac.in/> or www.youtube.com. The list of the video programmes is given below:

SN	Title of the Video Programme	Duration
1.	History of General Physical Examination	46.09 minutes
2.	Basics Of Electrocardiography Part-1	28.03 minutes
3.	Basics Of Electrocardiography Part-2	29.29 minutes
4.	Basics Of Echocardiography Part-1 (series-1)	27.46 minutes
5.	Basics Of Echocardiography Part-2 (series-1)	34.36 minutes
6.	Basics Of Echocardiography Part-1(series-2)	1.00.55 minutes
7.	Basics Of Echocardiography Part-2 (series-2)	40.16 minutes
8.	Pulmonary Embolism(Part-1)	42.21 minutes
9.	Pulmonary Embolism(Part-1(a))	9.46 minutes
10.	Pulmonary Embolism(Part-2)	31.37 minutes
11.	Heart Failure Part-I	42.52 minutes
12.	Heart Failure Part-II	39.05 minutes
13.	Mitral Stenosis and Mitral Regurgitation	40.41 minutes
14.	Mitral Stenosis and Mitral Regurgitation 1	43.08 minutes
15.	Mitral Stenosis and Mitral Regurgitation 3	41.11 minutes
16.	Aetiopathogenesis of Acute Coronary Syndrome (Part-1)	14.24 minutes
17.	Aetiopathogenesis of Acute Coronary Syndrome (Part-2)	38.49 minutes
18.	Echocardiography on Valvular Heart Diseases (Mitral Regurgitation)	34.34 minutes
19.	Echocardiography on Valvular Heart Diseases (Aortic Stenosis)	44.08 minutes
20.	Echocardiography on Valvular Heart Diseases (Aortic Regurgitation)	30.13 minutes
21.	Echocardiographic Assessment of Valvular Heart Diseases (Mirtal Regurgitation)	41.46 minutes
22.	ECG Evaluation of Cyanotic Congenital Heart Disease	32.03 minutes
23.	Clinical Evaluation of Cyanotic Congenital Heart Disease	46.28 minutes
24.	Anatomic Basic of Echocardiography in Congenital Heart Disease-I	41.09 minutes
25.	Anatomic Basic of Echocardiography in Congenital Heart Disease-II	32.33 minutes
26.	Acyanotic Congenital Heart Disease (Shunt Lesions)	42.36 minutes
27.	Acyanotic Congenital Heart Disease (Obstructive Lesions)	43.41 minutes

16. SYLLABI OF PGDCC PROGRAMME

PGDCC Programme has developed its own course material for the PGDCC students. Each student will be provided study material of PGDCC individually. The Syllabus of the PGDCC Programme is given below:

16.1 Course-wise List of Blocks

First Year Theory Courses

MCC-1: Fundamentals of Cardiovascular System-I

Block 1: Basic Cardiac Anatomy, Physiology, Development of Heart and Radiology of the Heart

Block 2: Fundamentals of Electrocardiography

MCC-2: Fundamentals of Cardiovascular System-II

Block 1: Fundamentals of Echocardiography

Block 2: Cardiac Catheterization, Angiography and Radionuclides Studies

MCC-3: Common Cardiovascular Diseases-I

Block 1: Hypertension and Heart Failure

Block 2: Atherosclerosis and Coronary Artery Disease, Cardiac Emergencies

MCC-4: Common Cardiovascular Diseases-II

Block 1: Rheumatic Heart Disease and Infective Endocarditis

Block 2: Valvular heart disease, Cardiomyopathy and Diseases of Pericardium

Second Year Theory Courses (Proposed)

MCC-5: Common Cardiovascular Diseases-III

Block 1: Common Cardiovascular Diseases III

Block 2: Cardiovascular Surgery and Cardiac Rehabilitation

MCC-6: Preventive Cardiology

Block 1: Preventive Cardiology

MCC-7: Cardiovascular Related Disorders

Block 1: Cardiovascular Related Disorder

First Year Practical Courses

MCCL-1: Cardiovascular Evaluation-I (3 Months)

Block 1: Log-book

Block 2: Clinical Evaluation

MCCL-2: Cardiovascular Evaluation-II (3 Months)

Block 1: Log-book

MCCL-3: Management of Common Cardiovascular Diseases (6 Months)

Block 1: Log-book

MCCL-6: Intensive Coronary Care (2 Months + 1 Month of special Observation)

Block 1: Log-book

Second Year Practical Courses

MCCL-4: Management of Congenital Heart Diseases (3 Months)

Block 1: Log-book

MCCL-5: Preventive Cardiology (6 Months)

Block 1: Log-book

16.2 Block-wise Details of Each Course

First Year Theory Course

MCC-1: Fundamentals of Cardiovascular System-I

Block 1: Basic Anatomy, Physiology, Development and Radiology of the Heart

Unit 1: Anatomy of the Heart

Unit 2: Physiology of the Heart

Unit 3: Development of the Heart

Unit 4: Radiology of the Heart

Block 2: Fundamentals of Electrocardiography

Unit 1: Basics of Electrocardiography

Unit 2: Interpretation

Unit 3: Arrhythmia

Unit 4: Stress Testing

MCC-2: Fundamentals of Cardiovascular System-II

Block 1: Fundamentals of Echocardiography

Unit 1: Basics of Echocardiography and Cardiac Doppler

Unit 2: Echocardiography in Ischaemic Heart Disease

Unit 3: Echocardiography in Pericardial Diseases

Unit 4: Echocardiography in Valvular Heart Diseases

Unit 5: Echocardiography in Congenital Heart Diseases

Block 2: Cardiac Catheterization, Angiography and Radionuclides Studies

Unit 1: Cardiac Catheterization and Angiography

Unit 2: Radionuclides in Cardiology

MCC-3: Common Cardiovascular Diseases-I

Block 1: Hypertension and Heart Failure

Unit 1: Hypertension

Unit 2: Heart Failure

Block 2: Ischaemic Heart Diseases

Unit 1: Atherosclerosis

Unit 2: Coronary Artery Disease and Ischaemic Heart Disease

Unit 3: Cardiac Emergencies

MCC-3: Common Cardiovascular Diseases-II

Block 1: Rheumatic Fever and Infective Endocarditis

Unit 1: Rheumatic Fever

Unit 2: Infective Endocarditis

Block 2: Valvular Heart Disease, Diseases of Pericardium and Cardiomyopathy

Unit 1: Valvular Heart Diseases

Unit 2: Diseases of Pericardium

Unit 3: Cardiomyopathy

MCC-5: Common Cardiovascular Diseases-III

Block 1: Common Cardiovascular Diseases III

Unit 1: Congenital Heart Disease

Unit 2: Anti-Arrhythmic Drugs, Pacemakers, Defibrillators

Block 2: Cardiovascular Surgery and Cardiac Rehabilitation

Unit 1: Cardiovascular Surgery

Unit 2: Cardiac Rehabilitation

MCC-6: Preventive Cardiology

Block 1: Preventive Cardiology

Unit 1: Epidemiology and Natural History of Heart Disease

Unit 2: Genesis of Coronary Artery Diseases and Risk Factors

Unit 3: Preventive of Cardiovascular Diseases

MCC-7: Cardiovascular Related Disorders

Block 1: Cardiovascular Related Disorder

Unit 1: Diabetes Mellitus

Unit 2: Pregnancy and heart Disease

Unit 3: Diseases of the lungs and Pulmonary Circulation

First Year Practical Course

MCCL-1: Cardiovascular Evaluation-I

Block 1: Log-book

Block 2: Clinical Evaluation

Unit 1: The History and Symptoms in Cardiovascular Diseases

Unit 2: Evaluation of Patient: Clinical Examination

MCCL-2: Cardiovascular Evaluation-II

Block 1: Log-book

MCCL-3: Management of Common Cardiovascular Diseases

Block 1: Log-book

MCCL-3: Management of Congenital Heart Diseases

Block 1: Log-book

MCCL-5: Preventive Cardiology

Block 1: Log-book

MCCL-6: Intensive Coronary Care

Block 1: Log-book

17. METHODS OF EVALUATION OF THEORY COURSES OF PGDCC PROGRAMME

Assignment/Internal Theory Evaluation

Assignment/Internal evaluation will carry 50 per cent of weightage of the total marks. You have to pass each course separately. The minimum passing marks of each course will be 50 per cent of the total marks. Written examination will be conducted in each PSC for each course of the Programme. If any student fails in any test of the continuous evaluation then he/she will repeat the same test again. The continuous evaluation will be done in the following types of questions or combination of all types:

- Descriptive type of questions
- Short notes
- Multiple choice questions
- Combination of above types of questions

Term-end Theory Examination

The examination of the first year theory courses will be after the end of the training of first year. If the student passed in the first year theory courses (MCC-001, MCC-002, MCC-003 and MCC-004) then he will appear only in second year theory courses (MCC-005, MCC-006 and MCC-007) at the end of the second year. If he does not pass at the end of the first year then he may again give the examination after the six-month of the initial term-end examination.

Examination fee @Rs.60/- per theory course is required to be paid either through online payment gateway, cash deposit on designated banks and also through demand drafts.

Your result will not be declared if examination division receive any kind of complain like, shortage of attendance against you.

18. METHODS OF EVALUATION OF PRACTICAL COURSES OF PGDCC ROGRAMME

Assignment/Internal Practical Evaluation

Like the theory courses, the practical courses will have 50 per cent weightage from internal assessment. The assignment/internal assessment of the practical component will be done by the counsellors located at the PSC. The practical assignment/internal evaluation will be done with the help of spotting, long case, short case, assessment of log book and viva voce. The counsellors will make an objective and subjective assessment of your understanding and performance on every skill. The marks on internal assessment will be given by the PSC counsellors in a proforma provided for the respective courses.

In PSC, most of the **skills dealt in training will be evaluated by the end of the respective posting**. Please note that you have also to submit the **respective log-books during the term-end practical examination for verification by examiners**. You will be returned back your log-books after the examination. For example MCCL-001, the internal evaluation will be carried out at the PSC after end of the three months training in the respective course.

Passing in internal assessment of all the practical courses is a prerequisite for appearing in the Term-end Practical examination. A student will have to secure at least 50 per cent marks to be declared as pass in the internal assessment component. If a student fails to secure pass marks, he/she will have to **repeat** the practical activities (at PSC) of related courses and he/she will have to repeat the same test again.

Term-end Practical Examination

Following are the three prerequisite requirements to appear in the Term End practical examination.

- 1) Passed in all the theory and practical internal evaluation or assignment separately.
- 2) Completion of training in all the respective 6 courses with prescribed duration. It means students need to complete 23 months of training in the PGDCC Programme.
- 3) Attendance certificate showing more than 85 percent attendance in theory as well as practical training.

Students are requested to attach these certificates along with the form of Term end Practical examination. You have to deposit the form with the respective programme in-charge.

For term-end practical examination, the number of examiner will be conducted with the help of internal and external practical examiners. Numbers of the internal and external practical examiners will depends on the number of students appear in the term end practical examination.

There is no examination fee for the Term End Practical Examination.

Marking scheme of the practical examination is given below:

Marking Work Sheet for Practical Term End Examination of PGDCC Programme

No of Case	History Taking	Clinical Examination	Diagnosis & Differential Diagnosis (including Investigation)	Management	Total
	Marks	Marks	Marks	Marks	Marks
Case 1: MCCL 3	15	15	15	15	60
Case 1: MCCL04	15	15	15	15	60
Case 1: MCCL 6	15	15	15	15	60
Spotters: MCCL 1	ECG 5 × 5 marks			25	60
	Hoter ECG 1 × 5 marks			5	
	TMT ECG 1 × 5 marks			5	
	X Ray Chest 5 × 5 marks			25	
MCCL 2	Echo Doppler (Recorded spotter): 3 × 10 marks			30	60
	Echo Doppler (Hands on skill during clinic): 1 × 30 marks			30	
VIVA Voce: MCCL 5	Preventive Cardiology & Diabetes		30		60
	Cardiovascular Diseases		30		

Important Note: IGNOU is evolving with designing new curriculum of PGDCC programme. Policy related to the programme and new curriculum including new posting plan etc. may be available any time during the programme without any prior notice as approved by the authority of IGNOU.

Pre-Admission Enquiry

Candidates can contact at following address if they have any query:

Dr. Biplab Jamatia (Programme Coordinator)

Room No.151, School of Health Sciences

New Academic Complex, IGNOU, Maindan Garhi, New Delhi: 110068

Phone: 011-29572851, E-mail: pgdcc@ignou.ac.in

Prof. T K Jena (Director)

School of Health Sciences

New Academic Complex, IGNOU, Maindan Garhi, New Delhi: 110068

Phone: 011-29533078

E-mail: directorsohs@ignou.ac.in

WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material and assignments	Concerned Regional Centre
3	Change of Elective/Medium/opting of left over electives/Deletion of excess credits.	Concerned Regional Centre
4	Schedule/Information regarding Exam-form Entrance Test, Date-sheet, IGNOU, Hall Ticket	Assistant Registrar (Exam-II), SED Block-12, Room No. 2 Maidan Garhi, NewDelhi-110068. E-mail: sgoswami@ignou.ac.in or Ph.: 29536743, 29535924-32 Extn.2202, 2209
5	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc.	Deputy Registrar (Exam-III) SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068. E-mail: npsingh@ignou.ac.in or Ph.29536103, 29535924-32 Extn.-2201, 2211, 1316
6	Non-reflection of Assignment Grades/Marks	Asstt. Registrar (Assignment) SED Block-3, Room No. 12, IGNOU Maidan Garhi, New Delhi-110068 Assignments@ignou.ac.in or rnjha@ignou.ac.in Ph.: 29535924 Extn.1312, 1319, 1325
7	Status of Project Reports of all Programmes	Ph. 011-5129532294 Ext. 1313/1320/1321 Email: projects@ignou.ac.in
8	Original Degree/Diploma/Verification of Degree/Diploma	Deputy. Registrar (Exam-I) SED, Block-9, IGNOU, Maidan Garhi, New Delhi-68 Ph. 29535438, 29535924-32/ Extn. 2224, 2213
9.	Re-admission and Credit Transfer	Student Registrar Division, Block No.3, Maidan Garhi, New Delhi-110068
10	Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110 068. Email- sregrievance@ignou.ac.in Ph.:29532294, 29535924/ Extn. 1313

11	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-68
12	Academic Content	Director of School Concerned
13	Approval of Projects Synopsis	Project Co-coordinator in the Concerned School
14	Submission of Project Reports Except BCA & MCA	Asstt. Registrar (Projects), SED Block-12, Ph.: 29535924-32, Extn.; 2216
15	Submission of BCA & MCA Projects Reports	Concerned Regional Director
16	Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	Director, Student Service Centre IGNOU, Maidan Garhi, New Delhi-110 068 E-mail: ssc@ignou.ac.in Ph.: 29535714, 29533869, 2953380, Fax: 011-2953 3129

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

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002**

No.F.1-52/2000(CPP-II)
5th May, 2004

The Registrar
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068

Sub.: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES

Sir/Madam,

There are a number of Open Universities in the country offering various degrees/diplomas through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter No.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No.F.1-25/93(CPP) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of Universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January, 2004 is enclosed. The details are also given in UGC Website: www.ugc.ac.in

May I, therefore request you to treat the Degrees/Diplomas/Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully,

Sd/-

(Dr. (Mrs.) Pankaj Mittal)
Joint Secretary

Copy to:

- 1) The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-100 011
- 2) The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110 002
- 3) The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110 002
- 4) The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110 002
- 5) The Secretary, Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110 068
- 6) The Vice-Chancellor, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068
- 7) The Vice-Chancellor, Dr. B.R. Ambedkar Open University, Road No. 46, Jubilee Hills, Hyderabad-500 033
- 8) The Vice-Chancellor, Nalanda Open University, West Gandhi Maidan, Patna-800 001 (Bihar)
- 9) The Vice-Chancellor, Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380 003 (Gujarat)
- 10) The Vice-Chancellor, Karnataka State Open University, Manasagangotri, Mysore-570 006 (Karnataka)
- 11) The Vice-Chancellor, Yashwant Rao Chavan Maharashtra Open University, Nashik-422 222 (Maharashtra)
- 12) The Vice-Chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota- 324 010 (Rajasthan)
- 13) The Vice-Chancellor, Netaji Subash Open University, Kolkata-700 020 (West Bengal)
- 14) The Vice-Chancellor, Madhya Pradesh Bhoj (Open) University, Bhopal-462 010 (M.P.)

Sd/-

(V.K. Jaiswal)
Under Secretary

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002**

D.O.No.F.1-25/93(CPP-II)
28 July, 1993

R.P. GANGURDE
Additional Secretary
Tel.: 3319659

Dear Vice Chancellor,

As you are aware, the Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-02 also aims at promoting the mobility of student among open universities and among traditional universities. This can be made possible only when there is a workable understanding between open universities and traditional universities for recognition of each other's degrees on reciprocal basis. A Memorandum of Understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangement so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

I hope that your university will make necessary efforts in this direction and let the Commission know the progress.

With regards,

Yours sincerely,

Sd/-

(R.P. GANGURDE)

To:

All the VCs as per list attached and copy to AIU

**ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG , NEW DELHI-110 002**

Phones: 3312305, 3313390
3310059, 3312429

Gram:ASINGU
Telex: 31 66180AIU IN
Fax: 011-3315105
No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)
MemberUniversities

Subject: Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions:

“Resolved that the examinations of one University should be recognized by another on reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university.”

“Further resolved that in case of Degrees awarded by OpenUniversities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university.”

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities directly.

Thanking you,

Yours faithfully,
Sd/-
(K.C. KALRA)
Joint Secretary

LIST OF REGIONAL CENTRES (RCS) OF IGNOU

SL. NO	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE-OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZWAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR / KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

5	13	BANGALORE	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/o MARWARI COLLEGE PREMISES, BHAGALPUR BIHAR-812007 (M) 08292526534 ucpandey@ignou.ac.in	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455/2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR)
8	21	BHUBANESHWAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348/2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DIS- TRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)

9	06	CHANDIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DIS- TRICT: PATIALA, MOHALI, RUPNAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI-600 113 TAMILNADU 044-22541919/22542727 044-22542121, 044-24729779 044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	14	COCHIN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203/2348189/2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DIS- TRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
12	46	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATI HAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)

13	31	DEHRADUN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200/2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG; HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DIS- TRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
14	07	DELHI 1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082/26990083 011-26058354,011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTEN- SION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY)
15	29	DELHI 2	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374/23392376/23392377, 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR)
16	38	DELHI 3	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939/25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM)

17	24	GANGTOK	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102 SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DIS- TRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	04	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71 GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785/2343786/2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DIS- TRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)
19	01	HYDERABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	52	IAEP-CHAN DIMANDIR	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND

22	51	IAEP-KOLKATA	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP - LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE IAEP HQ CENTRAL COMMAND-GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL), 2670(MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
24	54	IAEP - PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION HQ SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102669, 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
25	55	IAEP-UDHAMPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545, C/O 56APO HQ NORTHERN COMMAND, UDHAMPUR JAMMU & KASHMIR 01992-242486, 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
26	81	IAREP-SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA

27	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTHAOC IMPHAL - 795 001 MANIPUR 0385-2421190/2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
28	74	INEP - KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	72	INEP-MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
30	71	INEP- NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG REG. CENTRE DIRECTORATE OF NAVAL EDUCATION, INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5 IIND FLR, WING-II RK PURAM, NEW DELHI-110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	73	INEP- VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND

32	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536/2247538 0360-2247535 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
33	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
34	23	JAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763/2785750 0141-2274292 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI)
35	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572/2546529 0191-2502921 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

36	37	JORHAT	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DIS- TRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514/2260075 0184-2254621 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
38	22	KHANNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993/237361 01628-238632 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DIS- TRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROPUR, FARIDKOT, MOGA)
39	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366/2260167 0370-2241968 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
40	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK SALT LAKE BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850/23589323 033-23592719/23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)

41	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982/251535 06852-251535 06852-252503 rckorapat@ignou.ac.in	STATE OF ORISSA (DIS- TRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120/2745114 0522-2326793 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)
43	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387/2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
44	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD MULUND (E) MUMBAI - 400 081 022-25633159/25635540/25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA, 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR-440033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)

46	39	NOIDA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012/2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
47	08	PANAJI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
48	05	PATNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539/2219541 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888/230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867/25651321 020-25880091 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)

51	50	RAGHUNATHGANJ	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555/271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1 SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
53	42	RAJKOT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DIS- TRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688/2244699/2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR)
55	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMI NONGSHILLIANG, SHILLONG-793014 MEGHALAYA, 0364-2521117/2521271 0364-2521271/2252252/2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)

56	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612/2624613 0177-2624612 0177-2620125 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
57	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C. BOSE ROAD SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258 0194-2421506 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP. PRS HOSPITAL KILLIPPALEM KARAMANA (PO) TRIVANDRUM - 695002 (M) 09447500581 rctrivandrum@ignou.ac.in	STATE OF KERALA (DIS- TRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
60	48	VARANASI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)

61	83	VATAKARA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PO) VATAKARA, KERALA-673104 0496-2525281/0944630311 rdvatakara@gmail.com	STATE OF KERALA (DIS- TRICT: CALICUT, KANNUR, KASARAGOD WAYANAND)
62	33	VIJAYAWADA	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V.HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
63	85	BIJAPUR	IGNOU REGIONAL CENTRE C/O BLDEA'S JSS COLLEGE OFEDU, SS JUNIOR COLLEGE CAMPUS BIJAPUR-586101 KARNATAKA PH.OFF: 08352-258417 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR BIDAR, GULBARGA KOPPAL RAICHUR & YADGIR)
64	87	DEOGHAR	IGNOU REGIONAL CENTRE C/O A.S. COLLEGE, DEOGHAR JHARKHAND-814112 Ph. Off.: 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, DHANBAD, BOKARO & GIRIDIH)
65	88	JODHPUR	IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE JODHPUR, RAJASTHAN-342008 PH.OFF: 0291-2753989	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJSMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR & PALI)
66	86	SAHARSA	IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA BIHAR-582201 PH.OFF: 06478-228779 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIYA, KISHANGANJ & PURNIA)
67	84	VISAKHA- PATNAM	IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR-12 COMPLEX USHODAYA JUNCTION VISAKHAPATNAM ANDHRA PRADESH rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA- PRADESH COVERING (DISTRICTS KHAMMAM, EAST GODAVARI, WEST, GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

LIST OF PSCS OF PGDCC PROGRAMME

Sl. No.	Name and Address	Regional Centre	Code No.
1	Escorts Heart Institute And Research Centre Okhla, New Delhi - 110025	Delhi 1	0791 P
2	Max Heart and Vascular Institute 2 Press Enclave Road, Saket, New Delhi – 110 017	Delhi 1	1039 P
3	National Heart Institute East of Kailash, New Delhi – 110 065	Delhi 1	0798 P
4	Batra Hospital & Medical Research Centre 1, Tughlakabad, Institutional Area, M. B. Road, New Delhi - 110062	Delhi 1	07138 P
5	Fortis_Escort Hospital & Research Centre Neelam Bata Road, Faridabad – 121 001, Haryana	Delhi 1	1043 P
6	Indraprastha Apollo Hospitals Sarita Vihar, Delhi Mathura Road, New Delhi - 110076	Delhi 1	07166P
7	Metro Group of Hospitals and Heart Institute X-1, Sector – 12, Noida – 201301	NOIDA	27116 P
8	Fortis Hospital B-22, Sector – 62, Noida – 201301	NOIDA	27113 P
9	Delhi Heart and Lung Institute 3-MMII, Panchukuian Road, New Delhi – 110055	Delhi 2	27122 P
10	Sir Ganga Ram Hospital Rajinder nagar, New Delhi - 110060	Delhi 2	29015 P
11	Medanta –The Medicity Sector 38, Gurgaon-122001, Haryana	Delhi 3	38008 P
12	Artemis Health Institute Sector - 51, Gurgaon – 122001, Haryana	Delhi 3	38010 P
13	Shri Balaji Action Medical Institute FC-34, A-4, Paschim Vihar, New Delhi- 110063	Delhi 3	29010 P
14	Brahmananda Narayana Hrudayalaya Vill Tamolia (Near Pardih Chowk), NH – 33, Jamshedpur - 831012	Ranchi	32014 P
15	ARAMWH Apollo Hospital Group Irba, Jharkhand – 835 238	Ranchi	3636 P
16	Bhagwan Mahaveer Jain Heart Centre, Millers Road, Bangalore – 560 052	Bangalore	1355 P
17	M.S. Ramaiah Medical College and Teaching Hospital MSR Nagar, MSRIT Post, Bangalore – 560 054	Bangalore	1354 P

18	Omega Hospital (P) Ltd. Mahaveer Circle, Kankanady, Mangalore	Bangalore	1357 P
19	ST. John's Medical College Hospital, Sarjapur Road, Bangalore – 560 034	Bangalore	1362 P
20	Vikram Hospital and Heart Care No. 46 Vivekananda Road, Yadavagiri, Mysore – 570020	Bangalore	1361 P
21	Narayan Hrudayalaya Institute of Cardiac Sciences, 258/A, Bommasandra Industrial Area, Anekal Taluk, Bangalore-560 099	Bangalore	1360 P
22	Fortis Hospital (Wochhardt Hospital), 154/9 Bannerghatta Road, Opp. Indian Institute of Management Bangalore-560 076	Bangalore	13110 P
23	Manipal Hospital Airport Road, Bangalore - 560017	Bangalore	13125 P
24	Apollo Hospitals 154/11 Opp. IIM, Bannerghatta Road, Bangalore Karnataka - 560076	Bangalore	13128 P
25	Kerala Institute of Medical Sciences Kumrapuram Poonthi Road Anamukham Anayara, Thiruvananthapuram, Kerala – 695 029	Thiruvananthapuram	1458 P
26	Pushpagiri Heart Institute Thiruvalla, Parthanthitta, Kerala - 689101	Thiruvananthapuram	1467 P
27	St. Gregorios Cardio-Vascula Centre Parumala, PO: Thiruvalla, Dist-Pathanamthitta Kerala - 689626	Thiruvananthapuram	40019 P
28	Lisie Hospital Kochi P. B. No. 3052, Ernakulam, Cochin, Kerala - 682018	Cochin	14131 P
29	G. Kuppuswamy Naidu Memorial Hospital Pappanaicken Palayam, Coimbatore – 641 037, Tamilnadu	Madurai	25115 P
30	Rabindranath Tagore International Institute of Cardiac Sciences, Armenian Church Trauma Centre, 124, Mukundapur, E.M. Bypass, Kolkata – 700 009	Kolkata	2866 P
31	B.M. Birla Heart Research Centre 1/1, National Library Avenue, Kolkata – 700026	Kolkata	2867 P
32	Apollo Gleneagles Hospitals & Education Trust 58 Canal Circular Road, Kolkata, West Bengal - 700054	Kolkata	28100 P
33	Care Hospital Road No. 1, Banjara Hills, Hyderabad – 500034	Hyderabad	0180 P
34	Andhra Mahila Sabha Durgabai Deshmukh Hospital and Research Centre, O.U. Road, Vidya Nagar, Hyderabad – 500044	Hyderabad	0181 P

35	Apollo Hospitals. Jubilee Hills, Hyderabad, Andra Pradesh 500033	Hyderabad	01103 P
36	Krishna Institute of Medical Sciences Ltd. 1-8-31/1, Minister Road, Secunderabad – 500 003 (A.P.)	Hyderabad	0194 P
37	Medwin Hospital Raghava Ratna Towers, Nampally, Hyderabad - 500 001	Hyderabad	01135 P
38	Yashoda Hospital H. NO 1-1-148, Behind Hari Hara Kala Bhavan Alexander Road, S P Road, Secunderabad - 500003	Hyderabad	01134 P
39	Star Hospital No: 8-2-596/5, Road No 10, Banjara Hills, Hyderabad - 500034	Hyderabad	01136 P
40	International Center for Cardio Thoracic and Vascular Diseases, Frontier Lifeline, R-30-C, Ambattur Industrial Estate Road, Chennai – 600101	Chennai	25116 P
41	Apollo Hospitals 21 Greams Lane, Off Greams Road, Chennai Tamilnadu - 600006	Chennai	25216
42	Asian Heart Institute G/N Block, Badra Kurla Complex, Bandra East, Mumbai – 400 061	Mumbai	1656 P
43	Bombay Hospital & Research Centre, 12 Marine Lines, Mumbai - 400020	Mumbai	49010 P
44	Jupiter Hospital Eastern Highway, Thane - 400601	Mumbai	49002 P
45	Fortis Hospital Ltd., Mulund-Garegaon Link road Mulund (W), Mumbai - 400078	Mumbai	49027 P
46	Smt. S R Mehta & Sir K P Cardiac Institute, Plot No. 96, Road No. 31, Bear Gandhi Market, King's Circle, Sion (E), Mumbai - 400022	Mumbai	49034P
47	Assam Medical College Dibrugarh – 0786002, Assam	Guwahati	0453 P
48	Bombay Hospital IDA Scheme; 94/95 Ring Road, Indore – 452010 (MP)	Bhopal	15104 P
49	CHL- Apollo Hospital, Near LIG Triangle, A.B. Road, Indorel, Madhya Pradesh - 452008	Bhopal	15157 P
50	Bhopal Memorial Hospital & Reserach Centre Near Karond Chowk, Raisen By Pass Road, Bhopal, - 462038	Bhopal	15111 P
51	City Cardiac Research Centre Ltd. Ring Road, Near ITI College, Vijayawada – 520 010 (A. P.)	Vijayawada	33001 P

52	Bollineni Heart Centre (P) Ltd. Seelam Nukaraju Street, Katari Gardens, Rajahmundry, Andra Pradesh - 533103	Vijayawada	33004P
53	Usha Cardiac Centre Ltd. 39-2-11, Pichaiah Street Labbipet, M.G. Road, Vijayawada – 520 010 (A. P.)	Vijayawada	0195 P
54	Care Hospitals Visakha Hospital and Diagnostic Ltd A S Raja Complex, Waltair Main Road, Ramnagar, Visakhapatnam	Visakhapatnam	33005P
55	Satguru Pratap Singh Apollo Hospital Sherpur Chowk, G T Road, Ludhiana, Punjab - 141003	Khanna	2245 P
56	Fortis Escort Hospital Majitha – Verka Bypass Road, Amritsar - 462030	Khanna	2264 P
57	Fortis Hospital. Sector 62, Phase – VII, Mohali, Punjab - 160062	Chandigarh	2246 P
58	Aditya Care Hospital Plot No 329/1929, Chandraseshkarpur Damana Aquar Bhubaneswar, Orissa - 751024	Bhubaneswar	21135 P
59	Bankers Heart Institute Near tagore Nagar Old Padra Road, Vadodra, Gujrat - 390015	Ahmedabad	0991 P
60	Adventist Wockhardt Heart Hospital Opp. Chowpati, 24 Athwa Lines, Surat, Gujrat -395001	Ahmedabad	09115P
61	U N Mehta Institute of Cardiology & Research Centre Civil Hospital campus, Asarwa, Ahmedabad, Gujrat - 380016	Ahmedabad	0992 P
62	N M Virani Wockhardt Hospital Kalawad Road, Rajkot, Gujrat - 360007	Rajkot	42009 P
63	Heritage Hospital Ltd. Lanka, Varanasi, Uttar Pradesh - 221005	Varanasi	48001 P
64	Ruby Heart Care Centre C/o-Roplekar Heart Care Centre, 160-161 Tilak Nagar, Veer Savarkar Chowk, Aurangabad- 431005, Maharashtra	Pune	16112P
65	Wockhardt Heart Hospital 27, Corporation Colony, North Ambazari Road, Nagpur- 440033	Nagpur	36005 P
66	Fortis Escort Hospital 214, Jawahar Lal Nehry Marg, Malviya Nagari, Jaipur- 302017	Jaipur	2384 P
67	Indira Gandhi Institution of Cardiology, Patna Medical College Campus, Ptana - 800004	Patna	05163 P

Note: The list of the training centre/Programme Study Centre (PSC) is provisional. PSC can not be activated if the number of candidates opted for particular PSC are less than 2.

LIST OF CODES

Appendix-VI

STATE CODE	
Code	Description
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
33	C/o 99 APO
34	Learners Abroad
35	Chattisgarh
36	Jharkhand
37	Uttaranchal
EDUCATIONAL QUALIFICATION CODE	
Code	Description
000	Below matriculation SSC/No formal education
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or Equivalent

LIST OF BOARD CODES
(For 10+2)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2	0401	AHSL	1986	Assam Higher Secondary Education Council
3	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New
6	0703	NOS/NIOS	1991	National Institute of Open School, Delhi (Passed with five subjects)
7	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8	0901	GSEB	1978	Gujarat Secondary Education Board
9	1001	HBSE	1987	Haryana Board of School Education
10	1101	HPBE	1988	Himachal Pradesh Board of School Education
11	1201	JKSS	1980	J&K State Board of School Education (Summer)
12	1202	JKSW	1980	J&K State Board of School Education (Winter)
13	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14	1401	KU	1966	University of Kerala
15	1501	BSMP	1988-89	Board of Secondary Education, MP
16	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17	1701	MBSE	1980	Board of Secondary Education, Manipur
18	1901	MZSE	1980	Mizoram Board of Secondary Education
19	2001	NBSE	1980	Nagaland Board of Secondary Education
20	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21	2201	PSEB	1988	Pubjab School Education Board
22	2301	RBSE	1986	Rajasthan Board of Secondary Education
23	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24	2601	TBSE	—	Tripura Board of Secondary Education
25	2701	BHSI	ALWAYS	Board of Higher School & Intermediate Edu., U.P.
26	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28	8888	DDDD	—	A recognised three/two year Diploma/Certificate after 10th Class
29	9999	XXXX	—	Not listed in this list

13. APPLICATION FORM : INSTRUCTIONS AND CODES

Please fill up the form and mail or submit in person the same along with copies of attested certificates to your concerned Regional Centre within stipulated dates mentioned in the advertisement notification in the newspaper and websites of IGNOU

GUIDELINES FOR FILLING IN THE APPLICATION FORM

Some instructions for filling-up of application form are given below:

1. For Programme Code, PGDCC.
2. Leave it blank. University will allot the Enrolment No.
3. Leave it blank. Code of Regional Centres and Recognised Regional Centres.
4. Leave it blank. For Study Centre Code.
5. Leave it blank. For State Code.
6. Please fill the relevant code of medium of Instruction in the boxes provided. For example if you are choosing English medium then write A1 as shown below

A	1
---	---

7. (a) and (b) if you are already registered or have done a programme with IGNOU. Please write the relevant code in the boxes if A1 then write the Enrol No. & Programme Code.
8. Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as

0	5	0	6	1	9	7	6
---	---	---	---	---	---	---	---

9. 9-19 write the relevant code in the appropriate Box. For Example. If you are male, put (A1) in box against Sl. No. 10
20. If your name is VIRENDER KUMAR HASIZA, then write as following in the boxes provided for

V	I	R	E	N	D	E	R	K	U	M	A	R	H	A	S	I	Z	A				
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--

21. Please write your Father's/Husband's/Mother's name. If the name is KEDAR NATH HASIZA, then write it as follows:

K	E	D	A	R	N	A	T	H	H	A	S	I	Z	A								
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

22. Write Year of passing, division, Percentage of mark in MBBS & other examination and name of university.
- 22 (A). Write the date of completions of Internship in DD/MM/YYYY format. Example, the date is 31 March 2012, then write

3	1	0	3	2	0	1	2
---	---	---	---	---	---	---	---

- 22 (B). Write the name of Programme Study Centre as per your preferences.
- 22 (C). if you have done MBBS/equivalent degree outside of India then write

A	1
---	---

 ;
However, if you have done MBBS from India then write

B	2
---	---

23. Write the relevant code in the box.

- 24(A). Note that

(a) Qualification code is in three e.g. 000,001,002,003,004,005 and 006. you have to write only highest qualification code which could be found on Appendix VI.

MBBS degree is a graduation degree please write 005 for MBBS Degree.

(b) Write your main subject in short form.

(c) Fill in the year of passing.

(d) Write division -01, 02 or 03. If you have simply passed the examination without containing any of three Divisions, write 04.

(e) Write down aggregate percentage obtained by the you the highest level of your MBBS Examination. (i.e. 61.3 should be of 61 and 65.7 should be of 66) while filling in the form.

(f) Fill the Board Code which the list is given in Prospectus.

25. DD/Challan no. of Rs. 1000/- for general (Rs. 500/- for SC/ST)

26. If they download the application form. Candidates purchased prospectus from with Rs. of Rs 1000/- (Rs. 500/- for SC/ST) Can here the place blank.

Note : Application form for Admission will be filled up and submitted during the time of centralize counselling.

27. Address for correspondences: Please write your detail address correctly with pin code, because all the correspondence related to this programme will be sent in this address.

28. Write Telephone Number Correctly.

29. Write Fax Number Correctly, if you have.

30. Write Mobile Number Correctly, IGNOU may sent you SMS on this mobile number. If you change the mobile number then you may not receive SMS sent by IGNOU.

31. Write you E-mail ID in capital letter. IGNOU will sent E-mail on this E-mail ID.

NOTE: Please Sent the Filled up Application Form Along with relevant documents including SC/ST/OBC Non-Creamy Layer (if any) to the IGNOU Regional Centres as given in the Prospectus.

You are also requested to retain a photocopy of the application form and demand draft for future references.

Application Form for Admission will be submitted at the time of Centralized Counseling.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
APPLICATION FORM FOR ENTRANCE EXAMINATION
To be submitted at the Regional Centre

Application Number

Control Number

Name of the Programme Applied Post Graduate Diploma in Clinical Cardiology		PHOTOGRAPH Affix your latest passport size photograph (4 cm x 5 cm) duly attested by you. Signature of Candidate																									
1. Programme Code P G D C C	2. Entrolment No. (For office use only)																										
3. Regional Centre Code	4. Study Centre Code		5. State Code																								
6. Medium Code (Write their level Code in the box) A1 - English B2 - Hindi C3 - Others If other please specify	7a. Are you already registered with IGNOU (Write the relevant code in the box) A1 Yes B2 No																										
	7b. If yes write the Enrol. No. & Program Code in the boxes below: Enrolment No Programme Code																										
8. Date of Birth		9. Nationality A1 Indian B2 Others																									
10. Gender (Write the relevant code in the box) A1 Male B2 Female C3 Other	11. Category (Write the relevant code in the box) A1 GEN C3 ST B2 SC D4 OBC (In case of OBC Student, Please also indicate code either) D4-A or D4-B (i) Creamy Layer-D4-A (ii) Non-Creamy Layer D4-B	12. Territory Code (Write the relevant code in the box) A1 Urabn B2 Rural C3 Tribal																									
13. Marital Status (Write the relevant code in the box) A1 Married B2 Unmarried	14. Religion A1 Hindu D4 Sikh G7 Paris B2 Muslim E5 Jain H8 Jews C3 Christian F6 Budhist I9 Others																										
15. Whether Minority (Write the relevant code in the box) A1 Yes B2 No	16. Social Status (Write the relevant code in the box) A1 Ex-service men B2 War Widow C3 Not applicable	17. Whether Kashmiri Migrant (Write the relevant code in the box) A1 Yes B2 No																									
18(a). Whether Physically Handicapped (Write the relevant code in the box) A1 Yes B2 No	18(b). If Physically handicapped (nature of disability) (Write the relevant code in the box) A1 Hearing Impairment D4 Reading Disability B2 Locomotor Impairment E5 Any other, Please specify C3 Visual Impairment	19. Employment Status (Write the relevant code in the box) A1 Unemployed B2 IGNOU Employee C3 Employed D4 KVS Employee																									
20. Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)																											
21. Father's/Husband's Name/Mother's Name (Strike out whichever is not applicable)																											
22. Relevant Qualification (which makes you eligible for the programme)																											
<table border="1"><thead><tr><th>Qualification</th><th>Year of Passing</th><th>Division</th><th>% of Marks</th><th>Name of the University</th></tr></thead><tbody><tr><td>MBBS</td><td></td><td></td><td></td><td></td></tr><tr><td>MD/MS/DNB (Please Specify)</td><td></td><td></td><td></td><td></td></tr><tr><td>Diploma (Please Specify)</td><td></td><td></td><td></td><td></td></tr><tr><td>Others (Please Specify)</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Qualification	Year of Passing	Division	% of Marks	Name of the University	MBBS					MD/MS/DNB (Please Specify)					Diploma (Please Specify)					Others (Please Specify)						
Qualification	Year of Passing	Division	% of Marks	Name of the University																							
MBBS																											
MD/MS/DNB (Please Specify)																											
Diploma (Please Specify)																											
Others (Please Specify)																											
22(A). Date of Completion of Internship (DD/MM/YYYY)																											
22(B). Choice of Programme Study Centre (give your preference if the Regional Centre has more than one programme study centre) Choice No. 1: Choice No. 2: Choice No. 3:																											
22(C). MBBS Done from outside of India (Write the relevant code in the Box) A1 Yes B2 No																											

23. Details of Scholarship being received if any:					
(a) Annual Scholarship Amount	(b) Deptt. Offering Scholarship A1 Govt. Deptt. <input type="checkbox"/> B2 Other <input type="checkbox"/>	(c) Family Income (Yearly)	(d) Below Poverty line A1- Yes <input type="checkbox"/> B2 - No <input type="checkbox"/>	(e) In case of Jail Inmates A1- Yes <input type="checkbox"/> B2 - No <input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
24. Relevant Qualifications (Which makes you eligible for the programme)					
(a) Qualification Code <input type="text"/>	(b) Main Subjects	(c) Year of passing <input type="text"/> (Last 2 Digits only)	(d) Division <input type="text"/> (01,02,03 or 04 for pass)	(e) % of marks <input type="text"/> (Do not use Decimals)	(f) Board Code <input type="text"/> (whatever required)
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25. Details of Fees (With the relevant code in box) A1 Cash Challan of Bank B2 Bank Draft	26. Amount (Add Rs. 200/- in case of Late fee) DD/Challan No. DD Date	DD/Challan No. <input type="text"/> <input type="text"/>			
		<input type="text"/>			
Bank Name: <input type="text"/>					
27. Address for Correspondence (Do not give Post Box No. Leave a blank between each unit of address like House No., Street Name, P.O., etc.) <input type="text"/> <input type="text"/> City District <input type="text"/> State Pin Code <input type="text"/>					
28. Landline Telephone (if any) with STD Code STD Code Telephone No.			29. Fax No. (if any) with STD Code STD Code Fax No.		
<input type="text"/>			<input type="text"/>		
30. Mobile Number (for SMS alert service)			31. E-mail address/ID		
<input type="text"/>			<input type="text"/>		

Declaration by the Applicant

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in the future over the same rules.

Date

(Signature of the Applicant)

CHECK LIST

Tick the relevant boxes

Affix photograph and enclose the following copies:

- i) Demand Draft/Challan Form for Programme if the Application is download from internet
- ii) Certificates in support of your educational qualification(s) like Marksheets of MBBS, Internship Completion Certificate, MBBS Degree, MCI Registration Certificate etc.
- iii) Experience Certificate wherever required.
- iv) Category Certificate for SC/ST/Non-cremy layer of OBC/PH/Kashmiri Migrant/War Widow candidates wherever required.
- v) Age Certificate like Board Certificate of Secondary Education.
- vi) Student Card duly filed in along with photograph.
- vii) Acknowledgement Card duly stamped.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

APPLICATION FORM FOR ADMISSION To be submitted at the Time of Centralized Counselling

Application Number

Control Number

Name of the Programme Applied <input style="width:90%;" type="text" value="Post Graduate Diploma in Clinical Cardiology"/>		<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">PHOTOGRAPH</div> <p style="font-size: small;">Affix your latest passport size photograph (4 cm x 5 cm) duly attested by you.</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <p style="font-size: small;">Signature of Candidate</p>																									
1. Programme Code	2. Entrolment No. (For office use only)																										
3. Regional Centre Code	4. Study Centre Code																										
6. Medium Code (Write their level Code in the box) A1 - English B2 - Hindi C3 - Others If other please specify	7a. Are you already registered with IGNOU (Write the relevant code in the box) A1 Yes B2 No 7b. If yes write the Enrol. No. & Program Code in the boxes below: Enrolment No Programme Code																										
8. Date of Birth	9. Nationality																										
10. Gender (Write the relevant code in the box) A1 Male B2 Female C3 Other	11. Category (Write the relevant code in the box) A1 GEN C3 ST B2 SC D4 OBC (In case of OBC Student, Please also indicate code either D4-A or D4-B (i) Creamy Layer-D4-A (ii) Non-Creamy Layer D4-B	12. Territory Code (Write the relevant code in the box) A1 Urabn B2 Rural C3 Tribal																									
13. Marital Status (Write the relevant code in the box) A1 Married B2 Unmarrid	14. Religion A1 Hindu D4 Sikh G7 Paris B2 Muslim E5 Jain H8 Jews C3 Christian F6 Budhist I9 Others																										
15. Whether Minority (Write the relevant code in the box) A1 Yes B2 No	16. Social Status (Write the relevant code in the box) A1 Ex-service men B2 War Widow C3 Not applicable	17. Whether Kashmiri Migrant (Write the relevant code in the box) A1 Yes B2 No																									
18(a). Whether Physically Handicapped (Write the relevant code in the box) A1 Yes B2 No	18(b). If Physically handicapped (nature of disability) (Write the relevant code in the box) A1 Hearing Impairment D4 Reading Disability B2 Locomotor Impairment E5 Any other, Please specify C3 Visual Impairment	19. Employment Status (Write the relevant code in the box) A1 Unemployed B2 IGNOU Employee C3 Employed D4 KVS Employee																									
20. Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)																											
21. Father's/Husband's Name/Mother's Name (Strike out whichever is not applicable)																											
22. Relevant Qualification (which makes you eligible for the programme)																											
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Qualification</th> <th>Year of Passing</th> <th>Division</th> <th>% of Marks</th> <th>Name of the University</th> </tr> </thead> <tbody> <tr> <td>MBBS</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MD/MS/DNB (Please Specify)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Diploma (Please Specify)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Others (Please Specify)</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Qualification	Year of Passing	Division	% of Marks	Name of the University	MBBS					MD/MS/DNB (Please Specify)					Diploma (Please Specify)					Others (Please Specify)				
Qualification	Year of Passing	Division	% of Marks	Name of the University																							
MBBS																											
MD/MS/DNB (Please Specify)																											
Diploma (Please Specify)																											
Others (Please Specify)																											
22(A). Date of Completion of Internship (DD/MM/YYYY)																											
22(B). Choice of Programme Study Centre (give your preference if the Regional Centre has more than one programme study centre)																											
Choice No. 1:																											
Choice No. 2:																											
Choice No. 3:																											
22(C). MBBS Done from outside of India (Write the relevant code in the Box)																											

23. Details of Scholarship being received if any:					
(a) Annual Scholarship Amount	(b) Deptt. Offering Scholarship A1 Govt. Deptt. <input type="checkbox"/> B2 Other <input type="checkbox"/>	(c) Family Income (Yearly)	(d) Below Poverty line A1- Yes <input type="checkbox"/> B2 - No <input type="checkbox"/>	(e) In case of Jail Inmates A1- Yes <input type="checkbox"/> B2 - No <input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
24. Relevant Qualifications (Which makes you eligible for the programme)					
(a) Qualification Code <input type="text"/>	(b) Main Subjects	(c) Year of passing <input type="text"/> (Last 2 Digits only)	(d) Division <input type="text"/> (01,02,03 or 04 for pass)	(e) % of marks <input type="text"/> (Do not use Decimals)	(f) Board Code <input type="text"/> (whatever required)
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25. Details of Fees (With the relevant code in box) A1 Cash Challan of Bank B2 Bank Draft	26. Amount (Add Rs. 200/- in case of Late fee) DD/Challan No. DD Date	DD/Challan No. <input type="text"/> <input type="text"/>			
		<input type="text"/>			
Bank Name: <input type="text"/>					
27. Address for Correspondence (Do not give Post Box No. Leave a blank between each unit of address like House No., Street Name, P.O., etc.) <input type="text"/> <input type="text"/> City District <input type="text"/> State Pin Code <input type="text"/>					
28. Landline Telephone (if any) with STD Code STD Code Telephone No.			29. Fax No. (if any) with STD Code STD Code Fax No.		
<input type="text"/>			<input type="text"/>		
30. Mobile Number (for SMS alert service)			31. E-mail address/ID		
<input type="text"/>			<input type="text"/>		

Declaration by the Applicant

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in the future over the same rules.

Date

(Signature of the Applicant)

CHECK LIST

Tick the relevant boxes

Affix photograph and enclose the following copies:

- i) Demand Draft/Challan Form for Programme if the Application is download from internet
- ii) Certificates in support of your educational qualification(s) like Marksheets of MBBS, Internship Completion Certificate, MBBS Degree, MCI Registration Certificate etc.
- iii) Experience Certificate wherever required.
- iv) Category Certificate for SC/ST/Non-cremy layer of OBC/PH/Kashmiri Migrant/War Widow candidates wherever required.
- v) Age Certificate like Board Certificate of Secondary Education.
- vi) Student Card duly filed in along with photograph.
- vii) Acknowledgement Card duly stamped.



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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
2. Programme:

 Enrolment No:

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

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

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

Demand Draft No.: Date:

Issuing Bank:

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

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

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

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
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
MAIDAN GARHI, NEW DELHI-110068**

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

Name :

Programme :

Enrolment No.

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

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

PIN :

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

Month and Year of the Exam :

Name of Exam Centre:

Centre Code :

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

Fee detail:

(The fee for Re-evaluation of answer script is Rs. 500/- 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. 500/- = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

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

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

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

3. Address:

.....

..... Pin

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

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

Total marks/Overall point grade obtained Percentage obtained

.....

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

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

6. Fee details:

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

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

Demand Draft No.: Date:

Issuing Bank:

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

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

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

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.**
11. Application form must reach within the prescribed dates at the following address:-

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



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

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

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

1. Name :

2. Programme: Enrolment No:

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

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

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

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

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

7. **Fee detail:**
(The fee for early declaration of result is Rs. 700/- 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. 700/- = Total Amount:
Demand Draft No.: Date:
Issuing Bank:

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

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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 Vepey 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): × Rs. 100/- = Total Amount:
Demand Draft No.: Date:
Issuing Bank:
6. Self-attested photocopy of the Identity Card : Attached/Not attached
issued by the University

UNDERTAKING

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

Date: Signature

Place: Name:

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever 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-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.

- 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 Non-receipt of Study Material & Assignments

To

The Regional Director

Enrolment No.

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

Programme

--

Medium of Study

--

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

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

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

Name and Address : Signature :

..... Date :

.....

.....

For Official Use

Date of despatch of study material/assignments to students



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



Control No.....

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

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

Address

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at last examination

Bank Draft / IPO No. Dated

for Rs. 150/- in favour of IGNOU, New Delhi

.....
Signature

Dated

Note : Fee for duplicate grade card Rs.150/-. 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
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. 500.00 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

(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. 300/- 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. 300/- 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”.

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
1 April to 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

*Exam for these students will be conducted at Regional Centre city only.

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 ₹ 60/- 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 | - ₹60/- (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 Hall 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

FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO SC/ST CATEGORIES ALONG WITH APPLICATION FORM

FORM OF CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimathi*/Kumari* Son/Daughter* of of village/town* in District/Division* of the State/Union Territory* belongs to the

Caste/Tribe* which is recognized as Scheduled Caste Scheduled Tribe*

Under:

The Constitution (Scheduled Castes) Order, 1950.

*The Constitution (Scheduled Tribes) Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territory) Order, 1951.

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976).

*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970; *The Constitution (Sikkim) Scheduled Castes Order, 1978; *The Constitution (Sikkim) Scheduled Tribes Order, 1978; *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. *The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. *The Constitution (Scheduled Tribes) Order Amendment Act, 1991. *The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991).

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi* Father/Mother* of Shri/Shrimathi/Kumari* of village/town* in District/Division* of the State/Union Territory* who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the dated

3. Shri/Shrimathi*/Kumari* and/or* his/her* family ordinarily reside(s) in village/ town* of District/Division* of the State/Union Territory* of

District Magistrate

Deputy Commissioner, etc.

Dated:

Seal

*Strike out whichever is not applicable

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

*Please delete the words which are not applicable.

**Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING
TO OBC (NON CREAMY LAYER) CATEGORIES ALONG WITH APPLICATION
FORM**

This is to certify that Son/Daughter of
of Village District/Division in the State
..... belongs to the community which is recognized as a
Backward Class in under following resolutions of Government of India, Ministry of Welfare-

- *(i) Resolution No. 12011/68/93-BCC(C) dated 10th September 1993, published in the Gazette of India Extraordinary Part-I Section-I No. 186 dated 13th September 1993.
- *(ii) Resolution No. 12011/9/94-BCC dated 19th October, 1994, published in the Gazette of India Extraordinary Part-I Section-I No. 163 dated 20th October 1994.
- *(iii) Resolution No. 12011/7/95-BCC dated 24th May 1995, published in the Gazette of India Extraordinary Part-I Section-I No. 88 dated 25th May 1995.
- *(iv) Resolution No. 12011/44/96-BCC dated 6th December, 1996, published in the Gazette of India Extraordinary Part-I Section-I No. 210 dated 11th December 1996.
- *(v) Resolution No. 12011/96/94-BCC dated 9/03/96.
- *(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- *(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- *(viii) Resolution No. 12011/68/99-BCC dated 27/10/99.
- *(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- *(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part-I Section-I No. 71 dated 04/04/2000.
- *(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part-I Section-I No. 210 dated 21/09/2000.
- *(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- *(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- *(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- *(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

* Shri/Smt./Kum. and/ or his/her family ordinarily reside(s) in the District/Division of State.
This is also to certify that he/she does not belong to the Personnel and Training, O.M. No. 36012/22/93- Estt. (SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL

*Strike out whichever is not applicable

N.B.:

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below:
 - i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - iii) Revenue Officer not below the rank of Tehsildat' and
 - iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Note: If the certificate furnished by OBC candidates (Non-creamy layer) found to be fake at later stage, disciplinary action along with cancellation of admission with no refund of fee, shall be undertaken by the University.

AFFIDAVIT BY THE STUDENT

I, _____ (full name of the student with admission/ registration/ enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

- 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4. I hereby solemnly aver and undertake that
 - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as tagging under clause 3 of the Regulations.
- 5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :

Address:

Tel.No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____
(month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____
(month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN
(To be submitted alongwith application form)

I, Mr./Mrs./Ms. _____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :
Address :
Telephone/Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)

Ms. Neena Jain EMPC	neenajain@ignou.ac.in
------------------------	-----------------------

Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Neeta Kapai Chairperson & Dy. Director, CCETC	nkapai@ignou.ac.in
Dr. C.K. Ghosh Director, NCDIE	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOSS	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library	sur.mittimani@gmail.com

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda International Division	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal D.R. Admin Div.	vsonal@ignou.ac.in
Mr. K.K. Kutty Consultant	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SRD	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra A.R., IGNOU, City Centre	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikashingh@ignou.ac.in

PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

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

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

1. Director, SOCIS (Tele: 2953 3426)
2. Registrar, (SRD) (Tele: 2953 2741)
3. Registrar, (SED) (Tele: 2953 5828)
4. Director, (RSD) (Tele: 2953 2118)
5. Director, (SSC) (Tele: 2953 5714)
6. CPRO (Tele: 2953 2321)
7. Security Officer (Tele: 2953 3237)
8. Deputy Registrar (SRD) (Tele: 2953 6215)

Alternatively complaints may be faxed on 29536588 29532312.

Email : ignouregistrar@ignou.ac.in

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

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

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

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

INSTRUCTIONS

1. This card should be produced on demand at the Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Loss of Identity Card is to be reported immediately to the nearest Police Station.
4. Duplicate Identity Card will be issued by the Director SOITS, on payment of Rs. 100/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

Indira Gandhi National Open University ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.

To be filled in by the Student

Course Applied for :

DD/Challan No. :

DD/Challan Date :

Amount :

DD Drawn on :

For Office Use Only

Your Enrolment Number is

<p>Enrolment No. _____</p> <p>Name of the Programme _____</p> <p>Name _____</p> <p>Father's/Husband's Name _____</p> <p>_____</p> <p>Address (in Capital Letters) _____</p> <p>_____</p> <p>Pin Code _____</p> <p>Full Signature of the Candidate _____</p>	<div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: 80%;"> <p>PASTE</p> <p>LATEST PHOTOGRAPH TO BE PASTED WHICH WILL BE ATTESTED BY UNIVERSITY OFFICE</p> </div> <p>ATTESTED BY Regional Director _____ INDIRA GANDHI NATIONAL OPEN UNIVERSITY Maidan Garhi, New Delhi-110068</p>
---	--

<p>Please mention your full postal address at the space allocated</p>		<div style="border: 1px solid black; padding: 5px;"> <p>Affix Postage stamp for Rs 6/-</p> </div>						
	<p>To</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>CITY: _____</p> <p>State : _____</p> <p>PIN: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table></p>							
<div style="border: 1px solid black; padding: 5px;"> <p>From Director School of Vocational Education and Training IGNOU , New Delhi-68</p> <p>_____</p> <p>_____</p> </div>								