

THE UNIVERSITY

Indira Gandhi National Open University (IGNOU) was established in 1985 by an Act of Parliament, with a view to democratise education and improve the quality of life of our people. IGNOU has now emerged as the largest University in the world. It is mandated to cover large segments of population across the length and breadth of the country particularly the disadvantaged groups of society engaged in various vocations and professions. The primary emphasis is on innovation, flexibility and cost-effectiveness. The University follows a learner-centric approach. It has successfully adopted a policy of openness and flexibility in terms of relaxed entry qualifications and provision for multiple entry and exit, pace, place of study, etc.

At present, IGNOU is offering more than 400 programmes and has over 3.5 million students on its roll. The University operates through a strong network of 61 Regional Centres. There are over 3500 Study Centres across the country, which provide individualised support to the learners. Most of these centres are equipped with the state-of-the-art tele-conferencing facility. The University produces high quality and rich content courseware for its learners for which the IGNOU was conferred an Award of Excellence for Distance Education Materials by the Commonwealth of Learning (COL), Canada.

Objectives of the University

The University has the following major objectives :

- Promoting the educational well-being of the community;
- Democratising higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the door-steps of people living even in remote areas;
- Offering need-based innovative academic programmes by giving professional and vocational orientation to the course curriculum;
- Disseminating learning and knowledge through an innovative multiple media teaching-learning system.

In addition, IGNOU also has the responsibility of promoting and developing distance education system in India.

SCHOOL OF ENGINEERING AND TECHNOLOGY

The **School of Engineering and Technology** is one of the 21 Schools of the University. The Schools have been assigned different disciplines through which they offer the programmes.

The School of Engineering and Technology (SOET) has the responsibility of initiating academic, continuing and extension education programmes in the areas of engineering and technology. The School has developed several programmes aimed at increasing job potential and economic advantage to the learners. To fulfil its mandate, the School regularly interacts with employing agencies, professional bodies and industry so as to reflect educational and training needs of the targeted learner group in the curriculum. The school practices participative and collaborative strategy by inviting different industries.

The instructional packages are designed and developed with the help of experts drawn from various institutions of acknowledged expertise : IITs, NITs, reputed Universities and Engineering Colleges and Industry. The School has forged alliances with the Construction Industry Development Council (CIDC), Directorate General of Shipping (DGS), Indian Army, Khadi and Village Industries Commission (KVIC), Footwear Design and Development Institute (FDDI), Ministry of Power (MoP), and Hero MotoCorp Ltd. (HMCL), etc. to design, develop and conduct tailor-made courses to meet the specific needs of respective employment sectors.

The programmes launched by the School range from a competency based non-credit vocational qualification certificate to doctoral degree in engineering and technology. The school has successfully launched its programmes at various levels in the areas of Civil Engineering (Construction Management and Water Resources Engineering), Mechanical Engineering (Computer Integrated Manufacturing), Art and Craft (Pottery), Footwear Technology, Power Distribution Management, and Motorcycle Servicing and Repairing, etc. Under our innovative mechanism of Competency based Vocational Qualification Certification Programmes jointly designed, developed and monitored with partnering organisations, trade level workers are trained and certified.

At present, the School has many on-going programmes which mainly include Doctor of Philosophy in Civil Engineering, Doctor of Philosophy in Mechanical Engineering, Post Graduate Certificate in Project Management (PGCPM), Bachelor of Architecture (BARCH), B. Tech. in several branches of Engineering, Post Graduate and Under Graduate & Certificate programmes in Footwear Design, Post Graduate Diploma in Industrial Safety, Health and Environment Management (PGDISHEM), Advanced Certificate in Power Distribution Management (ACPDM), Certificate in Energy Technology and Management (CETM), Competency Certificate in Power Distribution (CCPD) and Certificate in Motorcycle Service and Repair (CMSR).

IGNOU-HMCL MOTORCYCLE TECHNICIANS COMPETENCY DEVELOPMENT PROJECT

IGNOU-HMCL Motorcycle Technicians Competency Development Project (IH-MTCDP) is a joint initiative of Indira Gandhi National Open University (IGNOU) and Hero MotoCorp Limited (HMCL), the leaders in motorcycle industry.

Hero MotoCorp Ltd. (HMCL) is one of the largest motorcycle manufacturers in the world having around 25 million Hero MotoCorp motorcycle populations plying on roads with a yearly production target of 2 million plus motorcycles. HMCL has a very strong dealers and service network in the country providing sales and service to its customers.

In addition to that, huge population of private garages spread across the country, are also engaged in providing technical services and repairs to the Hero MotoCorp population on roads.

It has been observed that due to non-availability of skilled and certified technicians in the locale, a large number of motorcycle owners visit untrained technicians for the service and repair of their motorcycles after the expiry of warrantee period and in the process they face several troubles due to inept handling of their vehicles. It is a well-known fact that such technicians lack appropriate skills due to non-availability of avenues for such trainings. Therefore, to mitigate this problem, it was felt necessary that motorcycle technicians working in private garages or in authorised dealers' workshops be provided structured training in motorcycle service and repair to enhance their skills in tune with the changing techniques and technologies. With this background, this education-work linkage came into being.

CERTIFICATE IN MOTORCYCLE SERVICE AND REPAIR (CMSR)

The **Certificate in Motorcycle Service & Repair (CMSR)** programme is on-offer since April 2006 under **IGNOU-HMCL Motorcycle Technicians Competency Development Project (IH-MTCDP)**. Over 10,000 learners have already been trained and certified under this programme. Presently, there are 43 Programme Study Centres (Vocational) already activated for the programme and some more proposals are in the pipeline. Out of this, 10 Training Centres are company owned centres of Hero MotoCorp Ltd.

The certificate programme in Motorcycle Service and Repair launched under IGNOU-HMCL Motorcycle Technicians Competency Development Project (IH-MTCDP) seeks to provide structured training to enhance skills and competencies in motorcycle service and repair followed by the certification of the same. It is a non-credit competency based skill development programme.

Under this programme, various competency statements (Performance standards for motorcycle technicians conforming to HMCL standards) have been developed. For each performance standard, corresponding performance criteria and evidences have also been developed. The performance of a learner will be assessed vis-à-vis the laid down performance standards. Thus, the generation of requisite evidences by the learners of having acquired the necessary skills, to meet the prescribed performance standards, is the key to successfully complete this programme. Hence, this programme can help upgrading the competency level of working motorcycle technicians.

Details of the Programme

Some pertinent details of the programme are given as under :

Certificate in Motorcycle Service and Repair	
Programme Code	CMSR
Programme Duration	2 Months
Programme Objectives	<ul style="list-style-type: none">• To enhance the quality and productivity of motorcycle technicians through competency based training,• To provide more accessible and quality skill development training that meets the real work needs of auto industry,• To train, assess and certify the skills and competencies of motorcycle technicians, and• To develop entrepreneurial skills in the learners to help them for opening their own enterprise.
Programme Fee	Rs. 1,000
Eligibility	Functionally literate working motorcycle technicians who can read, write and understand
Medium of Instruction	Training : Hindi and Regional Languages Courseware : Hindi, English, Tamil, Malayalam, Bengali

THE COURSEWARE

In this programme, there are three courses which describe different aspects of motorcycle servicing and most oftenly undertaken repairs. The courseware designed and developed for the programme is full of illustrations and self-instructional in nature. You can study the courseware and comprehend on your own the concepts and procedures explained therein and practice the same in the workshop. The following table gives the details of prescribed courseware for the programme :

Sl. No.	Course Code	Course Description	Units
1.	NET-001	The Starter Kit	Unit 1 : Introduction to Service Sector
			Unit 2 : The Motorcycle
			Unit 3 : Entrepreneurship Development
2.	NET-002	Motorcycle Service and Maintenance	Unit 1 : Tools and Equipment
			Unit 2 : Motorcycle Servicing
			Unit 3 : Service and Maintenance Procedures
3.	NET-003	Motorcycle Repair and Troubleshooting	Unit 1 : Motorcycle Repairing
			Unit 2 : Basic Troubleshooting of Motorcycle
			Unit 3 : General Safety and Service Tips

Presently, the course material is available in Hindi, English, Bengali, Tamil and Malayalam. The translation work of Telugu and Gujarati is under-progress.

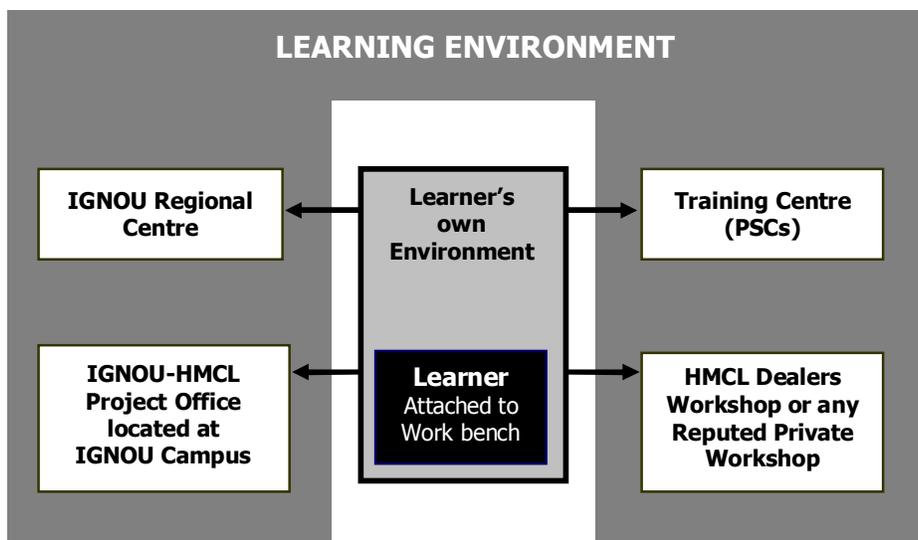
PROGRAMME DELIVERY

In the CMSR programme, a learner would be required to pace his/her studies through self-learning courseware supplied to him/her. It would be supplemented by contact sessions organised once a week, preferably on Sundays, at the designated Training Centres (Programme Study Centres - PSCs). To impart hands-on job training, the learners will be attached to the Dealers Workshop of Hero MotoCorp Ltd. continuously for one week. Just before the trade test, an additional one-day counselling session will be held at Training Centres (PSCs) to clear the doubts (if any). An illustrative process flow of educational administration during the programme duration is shown in the table below :

Activity	Duration	Days of Conduction
Induction and Orientation Session	1 day	Any day before the first day of Training and Demonstration Session
Training and Demonstration Session	4 days	Consecutive four Sundays
Hands-on Job Training Session	6 days	Continuous six days at HMCL Dealers' Workshop
Concluding Counselling Session	1 day	Sunday
Trade Test	1 day	Sunday

In addition, the learners can always contact IGNOU-HMCL Project Office located at the School of Engineering and Technology, IGNOU, New Delhi for support. Thus, in effect, a learner has four nodal points to get help and support, besides his/her own resources. These nodal points are Training Centres working as Programme Study Centres (Vocational), respective IGNOU Regional Centres, HMCL Dealers Workshop, and IGNOU-HMCL Project Office. As the candidates seeking admission to this programme are working motorcycle technicians, they can be said to be attached to a work-bench.

The whole learning environment depicting these four nodal points of programme delivery is schematically shown below :



The calendar of schedule of activities may vary for different Training Centres and the same shall be communicated to you by the respective training centres at the commencement of the programme.

We would like you to make the best use of all the support services available for enhancing your skills and competencies. Now, we shall discuss the training components through which you will be trained.

Induction and Orientation Session

As mentioned earlier, you will be attached to the nearest Training Centre (PSC). The Induction and Orientation Session will be conducted through interactive tele-counselling via satellite link either at the concerned Regional Centre of IGNOU or at the Training Centre, where the whole process of training and certification under this programme will be explained. You will also be given tips to cultivate a habit of self-study and successfully complete the programme.

The exact date and time of this session will be communicated to you at the time of confirmation of your admission.

Training and Demonstration Sessions

Training and demonstration sessions are organised at the Training Centres/PSC. These sessions will be conducted on four consecutive weekends (preferably Sundays) starting from the second Sunday of the month in which the programme commences. You are expected to actively

participate in these sessions. Hence, you are advised to go through the relevant topics of discussion before coming to attend these training and demonstration sessions. Theory counselling as well as practical demonstration of service and various repair jobs will be carried out during this period. Here, you will also be explained about different mechanisms of motorcycle and their working principles. The medium of interaction during these sessions will be either Hindi or any of the regional languages besides English. You will be encouraged to seek clarification on the topics of discussions.

Here again, the University may supplement these sessions through interactive tele-counselling during which you can interact with the subject matter experts. Throughout the period, we expect you to be attentive and vigilant so as to grasp the new things explained by your counsellors. Your performance during this period will be monitored and form part of your overall grade in the programme. After completing the Training and Demonstration Sessions, the next week may be utilised for self-study at home/workplace.

Hands-on Job Training Session

Every candidate will be given one-week (six days) Hands-on Job Training at one of the designated HMCL Dealers' Workshops. One week after the completion of Training and Demonstration Sessions, Hands-on Job Training will be organised for six days (Monday through Saturday). You will be attached to a Senior Mechanic/Foreman of the workshop who will act as your guide/trainer/supervisor/counsellor/mentor during this period under whose supervision you will carry out actual service and repair jobs. You will also get an opportunity to interact with other technicians of the workshop besides getting a feel of overall work culture of a workshop. Your performance during Hands-on Job Training Session will also be monitored and form part of your overall grade in the programme.

Concluding Counselling Session

After completing the one-week Hands-on Job Training, another counselling session on the very next day, i.e. Sunday will be held at Training Centre. Herein, you should get your doubts cleared (if any). During this session, you are also advised to discuss your experiences with your peer group and counsellors.

The date of conduct of Trade Test (which may be after one week) will also be announced during this session, if not already declared. During this intervening week, you may thoroughly revise your self-learning material. In addition, if you still have any doubt, please feel free to contact your trainer at the workshop where you underwent your hands-on job training. It is once again reiterated that we expect you to be attentive, vigilant and humble so as to grasp the maximum knowledge imparted by your counsellors.

Trade Test

The final evaluation of your learning will be done at the Training Centre, preferably on the last Sunday of the programme, where you will appear for your trade test. Here, you will be assessed for your skills and competencies through oral examination and specific demonstration of service and/or repair job(s) to be carried out by you independently.

There will be a Board of Examiners for the Trade Test. The Board of Examiners will comprise Training Manager of your Training Centre (PSC) or Programme Incharge of your Training Centre (PSC); two independent outside experts and IGNOU/HMCL nominee. IGNOU/HMCL nominee will act as an Observer to ensure the smooth conduction of the trade test. For HMCL owned training centres, there will not be any Observer.

WEEKDAYS PROGRAMME DELIVERY OF CMSR FOR UNEMPLOYED EDUCATED RAW LEARNERS

Unprecedented rate of growth in the sale of motorcycles necessitates a large pool of trained and qualified motorcycle technicians who can handle the motorcycles' service and repairing needs efficiently particularly in rural areas. With this scenario taking into account, the certificate programme in Motorcycle Service and Repair (CMSR) has been opened for unemployed educated raw learners who are 8th class pass and desirous of enhancing their suitability for employment/entrepreneurship in two-wheeler post-sale repairing market.

Presently, the CMSR is on-offer for working motorcycle technicians with mostly week-end contact. For unemployed raw learners, it has been designed with intense contact sessions.

Following are the pertinent details of the weekdays programme designed for unemployed educated raw learners :

Certificate in Motorcycle Service and Repair (CMSR)	
Programme Duration	2 Months
Programme Objectives	<ul style="list-style-type: none"> • To enhance the quality and productivity of learners through competency based training, • To provide more accessible and quality skill development training that meets the real work needs of auto industry, • To train the raw learners through structured training programme and subsequently, certify the skills and competencies of the learners, and • To develop entrepreneurial skills in the learners to help them for opening their own enterprise.
Programme Fee	Rs. 2,500
Eligibility	Any desirous person with VIIIth Class pass
Medium of Instruction	Training : Hindi and other Regional Languages Courseware : Hindi, English, Tamil, Bengali, Malayalam

Programme Delivery

In weekdays CMSR programme, a learner would be required to pace his/her studies through self-learning courseware supplied to him/her. It would be supplemented by intense contact sessions organised during the weekdays at the designated Training Centres (Programme Study Centres). To impart hands-on job training, the learners will be attached to the Dealers Workshop of Hero MotoCorp Ltd. continuously for ten days. Just before the trade test, an additional one-week (5 days) counselling session will be held at the Training Centres to clear the doubts (if any). During this period, the students will have the opportunity to learn and interact with the experienced motorcycle technician (*Ustaadji*) of the locale. It is suggested to have four sessions of 4 Hrs. duration each with experienced motorcycle technician (*Ustaadji*). This will help learners in learning the traits of the trade before the real world exposure.

An illustrative process flow of educational administration during the programme duration is shown in the following table :

Activity	Duration	Days of Conduction
Induction and Orientation Session (Through teleconferencing)	1 day	Any day before the first Training and Demonstration Session
Training and Demonstration Session	18 days	Consecutive three weeks (6 days a week) during Second, Third and Fourth week from Monday to Saturday
Hands-on Job Training Session	10 days	Consecutive two weeks (5 days a week) during 5th and 6th week from Monday to Friday
Concluding Counselling Session	5 days	Consecutive one week (5 days a week) during Seventh week from Monday to Friday
Trade Test	1 day	Last Sunday of the second month

EVALUATION SYSTEM

The evaluation methodology to be followed for CMSR shall be as follows :

Components in Evaluation

1. During the contact sessions, skills and competencies of the learners in motorcycle service and repair will be assessed on a continuous basis. The continuous assessment will carry appropriate weight in their overall performance. The Trade Test will be the major component of evaluation.
2. The final evaluation of learners will be done through Trade Test at the Training Centre, preferably on the last Sunday of the programme duration. Here, the learners will be assessed for their skills and competencies through oral examination as well as through specific demonstration and generation of evidence in terms of carrying out service and/or repair job(s) independently.
3. The whole evaluation process will carry following three Evidence Components to be generated by a learner :
 - Performance Evidence Component
 - Supplementary Evidence Component
 - Prior Achievement Evidence Component

Performance Evidence Component

Under this component, the specific questions may be asked to test the learners' capability to handle the service and repair work of motorcycles. The scope of assessment for this component is the knowledge imparted through **Training and Demonstration Sessions** as well as through **Concluding Counselling Session** conducted at Training Centre or Programme Study Centre (PSC). The learner shall be asked to generate the evidence in terms of actually demonstrating the specific service/repair job(s) assigned to him during the Trade Test. Besides this, the learner shall be capable of explaining the correct procedure/specifications for a particular job including maintenance schedule, etc. Here, a maximum of 100 marks are assigned for his assessment.

Also, every learner has to successfully meet the following two counts :

- (a) Assessment on Performance Evidence generated; and
- (b) Assessment on meeting Performance Standards.

Thus, to successfully meet this criterion of Performance Evidence Component, a learner shall score not less than 50 marks. In addition, he shall carryout independently the assigned service/repair job that shall also be conforming to the performance standards (play/tolerance, etc.) as laid down by the HMCL.

Supplementary Evidence Component

Under this component, a candidate will be evaluated for his Work Practice during the **Hands-on Job Training Session** and also for his capabilities in handling repair jobs and troubleshooting for which he may be examined orally. A candidate is expected to narrate/demonstrate possible reasons for a fault/trouble in a motorcycle. Thus, under this category, there are two segments, namely

- (a) Work Practice assessment during Hands-on Job Training Session; and
- (b) Work Practice assessment for Repair and Troubleshooting capabilities.

The maximum marks for segment (a) above is 70 for which the Training Supervisor/Instructor at the HMCL Dealers' Workshop under whom the learner is attached, shall make the assessment during Hands-on Job Training Session. The Training Supervisor/Instructor at the Dealer's Workshop shall assess the learner on a continuous basis during the Hands-on Job Training Session. He shall assess the learner's performance every day and award marks accordingly in the **Learner's Record Sheet**. Here, every learner will be assessed for a maximum of 10 marks per day for all the six days besides a maximum of 10 marks for the general conduct of a learner during the Hands-on Job Training Session commensurate with the service industry. Learner's Record Sheet is included herein with this booklet.

The Training Supervisor/Instructor shall also maintain a record (as convenient to him) of the assessment of learners along with the attendance, which may be called for scrutiny/inspection; however, the responsibility of producing the Learner's Record Sheet detailing the marks obtained by him lies with the learner. Thus, the marks as reflected in the **Learner's Record Sheet** shall be taken on record by the Board of Examiners.

The maximum marks assigned for the segment (b) above is 30 for which the Board of Examiners at Training Centre shall make the assessment during the Trade Test. Under this segment, the learner shall be assessed for his repairing and troubleshooting capabilities through an oral examination.

Here again, to successfully meet this criterion of Supplementary Evidence Component, a learner shall score not less than 35 marks in Work Practice assessment during Hands-on Job Training Session and 15 marks in Work Practice assessment for Repair and Troubleshooting capabilities.

Prior Achievement Evidence

This is nothing but the recognition of learner's previous and present work experience. Under this component, the learner shall be awarded marks at the rate of 25 marks per completed month of relevant experience subject to a maximum of 100 marks.

Since, during the programme duration, the learner is in continuous engagement with the work, hence, he may be given due weightage of one completed month for this period as well provided he meets the criterion of 75 percent attendance during different sessions as confirmed from the **Learner's Record Sheet**.

Thus, to successfully meet this criterion of Prior Achievement Evidence Component, a learner shall score not less than 50 marks in Prior Achievement Evidence Component.

A learner needs to clear all the components/sub-components of evaluation to become eligible for the award of the Competency Certificate. For a quick reference, summary details of different components/sub-components of assessment and their mode of evaluation are summarised in the following table.

Components and Mode of Assessments

Evidence Components	Components/ Sub-components	Mode of Assessment
Performance Evidence	Assessment of work Performance (Knowledge & quality concept)	Max. Marks = 100 Pass Marks = 50
	Assessment on Performance Evidence generated	Candidate Cleared (Yes/No)
	Assessment on meeting Performance Standards	Candidate Cleared (Yes/No)
Supplementary Evidence	Work Practice evidence during Hands-on Job Training Session	Max. Marks = 70 Pass Marks = 35 (These marks will come from HMCL Dealer's Workshop.)
	Work Practice evidence in Repair and Troubleshooting capabilities	Max. Marks = 30 Pass Marks = 15
Prior Achievement Evidence	Assessment of present and previous work experience	Max. Marks = 100 Pass Marks = 50 @ 25 marks per completed month of experience

Trade Test

As mentioned earlier, the trade test shall be conducted in the last week of your programme duration. During the trade test, you are expected to generate the evidence(s) by demonstrating the acquired skills and competence conforming to the prescribed performance standards given in your courseware. After successful completion of the programme, you will be awarded the **Certificate in Motorcycle Service and Repair** jointly by Indira Gandhi National Open University and Hero MotoCorp Limited.

Conditions of Certification

- Only those learners who meet the minimum prescribed attendance requirements in Training and Demonstration and Hands-on Job Training sessions would be permitted to participate in Trade Test.

- The **Certificate in Motorcycle Service and Repair** will be awarded to only those who score 50% marks in each of the components/sub-components of evaluation/assessment and also successfully meet Performance Evidence Criteria and Performance Standards.
- Those who have less than 2 completed months of experience (inclusive of experience during CMSR programme) can get their certificate in the next cycle provided they produce certificate for additional experience.
- Those who could not clear either the Performance Evidence Component or the Supplementary Evidence Component have to appear in the Trade Test of the very next cycle. If, by any reason, such students could not appear in the trade test of next cycle, then they have to take re-admission in the programme.

OTHER IMPORTANT INFORMATION

Attendance Requirement

Attendance during Induction and Orientation Sessions and Trade Test is mandatory. However, every learner must carry 75% attendance during Training and Demonstration Sessions and Hands-on Job Training Session separately.

Contact Details of Training Centres and Regional Centres

During the period of study, you will get all the administrative support from the concerned IGNOU Regional Centre under whose jurisdiction your Training Centre or Programme Study Centre (Vocational) falls. The addresses of Training Centres and the concerned IGNOU Regional Centres along with their respective codes are given in **Appendix A**. You have to use same codes of Training Centres and concerned IGNOU Regional Centres while filling up the application form for admission.

Admission Schedule

The University offers **walk-in admission** for this programme. The application forms are accepted throughout the year. Though the programme is of two months duration, fresh admissions are made after every three months cycle with one month break for processing the result of previous cycle and admission of next cycle. The admission cycles are January-February, April-May, July-August and October-November every year. Once the application form is received, you will be intimated about the date of commencement of the programme and the details of Training Centre allotted to you.

Presently, the programme is on-offer in the cities listed in **Appendix A**. In future, new Training Centres may be activated, for which the updated information shall be uploaded on IGNOU website immediately.

Programme Fee

The programme fee of CMSR is Rs. 1,000 and Rs. 2,500 for working motorcycle technicians and raw learners, respectively. The IGNOU's share of programme fee is to be paid along with the application form in the form of a Demand Draft (DD) amounting Rs. 200 and Rs. 500 for working motorcycle technicians and raw learners, respectively. The Demand Draft is to be drawn in

favour of IGNOU payable at New Delhi. The Training Institutes/PSCs are allowed to collect their share of programme fee amounting Rs. 800 and Rs. 2,000 for working motorcycle technicians and raw learners respectively from the students and retain the same with them. This may be collected in the form of DD, cheque, IPO or even in cash but a receipt of the complete programme fee is to be issued by the centres. The copy of the fee receipt duly signed by the student(s) is to be annexed with the application form. The prescribed formats of fee receipts to be issued by the Training Institutes for single and multiple students are given at the end of this booklet.

For Hero MotoCorp owned training centres, the complete programme fee of Rs. 1,000 for working motorcycle technicians is to be paid along with the application form in the form of a Demand Draft (DD). The Demand Draft is to be drawn in favour of IGNOU payable at New Delhi.

How to Apply ?

The Application Form for admission and the Guidelines to fill-up the Application Form are appended to this Student Handbook and Prospectus. You are requested to go through the instructions carefully before filling-up the Application Form. The Student Handbook and Prospectus along with the Application Form can also be downloaded from IGNOU website : **<http://www.ignou.ac.in>**.

The duly completed Application Form in all respect along with the prescribed programme fee should be sent to the following address :

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IGNOU-HMCL Motorcycle Technicians Competency
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