

# PROGRAMME GUIDE

## CERTIFICATE IN BEEKEEPING (CIB)



School of Agriculture  
Indira Gandhi National Open University  
New Delhi - 110068

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“शिक्षा मानव को बन्धनों से मुक्त करती है और आज के युग में तो यह लोकतंत्र की भावना का आधार भी है। जन्म तथा अन्य कारणों से उत्पन्न जाति एवं वर्गगत विषमताओं को दूर करते हुए मनुष्य को इन सबसे ऊपर उठाती है।”

— इन्दिरा गांधी

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ignou  
THE PEOPLE'S  
UNIVERSITY

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*“Education is a liberating force, and in our age it is also a democratising force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances.”*

— Indira Gandhi

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# **PROGRAMME GUIDE**

## **CERTIFICATE IN BEEKEEPING (CIB)**



**School of Agriculture  
Indira Gandhi National Open University  
New Delhi – 110068**

**YOU ARE GOING TO BE A DISTANCE LEARNER. TRY TO DEVELOP THE HABIT OF LEARNING THINGS BY WAY OF READING RELEVANT DOCUMENTS. LET THIS PROGRAMME GUIDE MAKE THE BEGINNING OF YOUR JOURNEY OF DISTANCE LEARNING.**

**This booklet contains relevant information in brief about the Programme on “Certificate in Beekeeping” and the entire admission and examination procedures.**

### **RECOGNITION**

**IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985) IGNOU Degree/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. F1-52/2000 (CPP-II) dated 5 May, 2004 & AIU Circular No. EV/B(449)/94/176915-177115 dated January 14, 1994.**

**The “Certificate in Beekeeping” has been developed by the School of Agriculture and Regional Centre, Shillong, Indira Gandhi National Open University, New Delhi.**

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*Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at [www.ignou.ac.in](http://www.ignou.ac.in).*

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# 1. THE UNIVERSITY

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## 1.1 Introduction

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

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

## 1.2 Prominent Features

IGNOU has certain unique features such as:

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

## 1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of 100 Fellowships by COL as Rajiv Gandhi Fellowships to enable candidates from 19 countries in the Commonwealth to pursue IGNOU Programmes.
- Taking IGNOU programmes to African and West Asian countries, Maldives, Mauritius, Nepal, Indonesia, Bangladesh, Bhutan, Myanmar, Sri Lanka and Seychelles in all to 35 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).

- Launch of a series of 24-hour Educational Channels 'Gyan Darshan I, II, III and Kisan Channel'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Launch of 'Edusat' videoconferencing channel (2 way video, 2 way audio).
- Launch of Gyan Vani and other dedicated educational FM channels

#### **1.4 The Schools of Studies**

With a view to developing interdisciplinary studies, the University operates through 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 the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies currently in operation:

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



## 1.5 Academic Programmes

The University offers a wide range of programmes both short-term and long-term 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. They are launched with a view to fulfill 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

Self Learning Materials (SLMs) as we call in distance mode of education is prepared by a team of experts selected from different Universities/Institutions all over the country as well as in-house faculty. The material is scrutinised 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 cassettes are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally despatched to the Study Centres and telecast on Gyan Darshan.

## 1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities like reading and comprehending the print material, listening to audio, watching of video, attending counselling sessions, teleconference and writing assignment report. Thus, a four-credit course involves 120 hours. This help the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both the assignment and the term-end examination of each course in a programme.

## 1.8 Student Support Services

In order to provide individual support to its learners, the University has a large number of Study Centres throughout the country. These are coordinated by 60 Regional Centres as on date. The list of Regional Centres is given in the Appendix-I. At the Study Centres / Programme Study Centres (Programme specific study centers are known as Programme Study Centre), the students interact with Academic Counsellors and other students, refer to books in the Library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters.

Learners may seek the help of following University functionaries for sorting out the problems indicated:

- i) For admission, change of centre, identity card, change of address, fee receipt and bonafide certificates, write to your Regional Centre.

- ii) For non-receipt of study material and assignments, write directly to Registrar, Material and Production Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068.
- iii) For queries relating to assignments, examination date sheet, result grade cards, re-checking, change of elective etc., write directly to Registrar, Student Registration and Evaluation, IGNOU, Maidan Garhi, New Delhi-110 068.
- iv) For Migration Certificate requisition may be sent to the Regional Director along with the following documents:
  - 1) Application (can be obtained from the Head Office and Regional Centres).
  - 2) Attested copy of the Mark sheet.
  - 3) A fee of Rs. 100/- in the form of demand draft drawn in favour of IGNOU.

Every student will select one of the study centres taking into consideration his place of work or residence. However, each study centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the study centre of his choice. The particulars regarding the Study Centre to which he is assigned will be communicated to him. The list of study centres is provided separately.

Every Study Centre has a Coordinator to coordinate different activities at the centre, an Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide counselling and guidance to the students in the subjects.

#### ***1.8.1 Programme Study Centres perform the following major functions:***

1. **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres/ Programme Study Centres. Generally, there will be theory and practical counselling sessions for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the coordinator of the Study Centre.
2. **Library:** For each course a set of suggested books will be available in the Study Centre library. The students can refer these books during the working hours of the Study Centre.
3. **Information and Advice:** At the Study Centre the students will get relevant information regarding the courses offered by the university, counselling schedule, examination schedule, etc. You will also get guidance in submitting various forms from time-to-time.
4. **Interaction with Fellow-Students:** In the Study Centres, the student gets an opportunity to interact with fellow students.
5. **Telecounselling Facility:** Some of the Programme study centres are equipped with the teleconference reception facilities. You can participate in telecounselling session at you study centre.

### **1.9 Instructional System**

The University follows multi-media approach in imparting instruction to its learners. It comprises:

- Self-instructional printed course material packages.

- Supporting audio-video programmes.
- Face-to-face interaction with academic counsellors at Programme Study Centres and depending on programme requirement at work centres.
- Practicals at designated institutions.
- Project Work in some programmes.
- Work-related field project/Functional assignments as per programme requirements.
- Telecast of video programmes on the National Network of Doordarshan.
- Broadcast of audio programmes by All India Radio (selected stations).

### 1.10 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 student is an active participant in the teaching and learning process. Most of the instruction is imparted through distance rather than face-to-face communication.

The University follows a multimedia approach for instruction. It comprises:

- Self instructional Written Material:** The written material for both theory and practical components of the programme is supplied to the students in batches of blocks for every course (on an average of 4 blocks per course). A block which comes in the form of a booklet comprises 3 to 5 units.
- 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 student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during the hours of the counselling sessions.

The video programmes are telecast on National Network and Enrichment Channel of Doordarshan. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Students can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters.

- Counselling Sessions:** Normally, counselling sessions are held as per a schedule drawn by the Programme In-charge. They are held on weekends, that is to say, Saturday and Sunday.

There will be 10 theory and 40 practical counselling sessions for the entire programme at the selected Programme Study Centre. The practical counselling sessions will cover the practical exercises for all the four courses. The participation in practical counselling is compulsory as the experiments are graded.

- Teleconferences:** Live Sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios at 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.
- 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. 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/development 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.

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

<http://www.ignou.ac.in/gyandarshanscindex.html>.

- g) **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.

## 1.11 Evaluation System

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

### i) Theory

For theory, the weightage to assignment will be 20% and term-end examination will be 80%.

### ii) Practical

The practical evaluation shall be done under two components: (i) guided experiments and (ii) unguided experiments. The guided experiments shall be performed during the counselling sessions under the guidance of the counsellors. The unguided experiment shall be undertaken by the students in the last session. For unguided experiment, student shall not be provided any guidance while performing the experiment(s).

Both the components will be evaluated. The weightage of 70% will be assigned to guided experiments and 30% weightage is for unguided experiments. Each experiment performed by the student would be evaluated. The counsellors covering various aspects like manipulative skills, observation, would assess the student performance and their understanding of the basic concepts related to the experiment.

**The certificate, degrees and diplomas of this University are recognised and have the same status as those of any other Central and State University in the country.**

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## 2. UNIVERSITY RULES

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

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

Any educational qualification awarded by the Private Universities established under the provisions of the "*Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana Aur Viniyaman), Adhiniyam, 2002*" cannot be made the basis of admission to higher studies with IGNOU.

## **2.2 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 and enclose the copies of all the required certificates duly attested by a Gazetted Officer. **The form is to be submitted to the Regional Director concerned 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.

## **2.3 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.

## **2.4 'Walk in Admission' for Certificate Programmes**

The candidates who are desirous of taking admission to any of the Certificate Programmes are required to approach the concerned Regional Director at any time during office hours. The admission for these programmes will remain open round the year; therefore, the candidates may get/submit the application forms as per the following schedule:

### **For January Session:**

**1<sup>st</sup> June to 31<sup>st</sup> October (without late fee)**

**1<sup>st</sup> November to 30<sup>th</sup> November (with late fee of Rs. 200/-)**

### **For July Session:**

**1<sup>st</sup> December to 30<sup>th</sup> April (without late fee)**

**1<sup>st</sup> May to 31<sup>st</sup> May (with late fee of Rs. 200/-)**

All other schedules, viz., the submission of Examination Form, assignments and dates for examinations will remain as notified by the University for all other programmes. For latest news on admission, keep on visiting the University Web.

## **2.5 Simultaneous Registration**

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule of the two programmes taken, University will not be in a position to make adjustment.

## **2.6 Re-admission**

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional time of 6 months duration.

The student has to make payment per course on pro-rata basis. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres for the courses which they have not been able to complete. For further details, please see the website.

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

## **2.7 Foreign Students**

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website [www.ignou.ac.in](http://www.ignou.ac.in)). Admission of foreign students residing in India will be processed by the **International Division** of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

## **2.8 Reservation**

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, Wards of Defence Personal and Physically Handicapped students as per the Government of India rules.

## **2.9 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.

## **2.10 Counselling and Examination Centre**

All study centres, Programme study centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals. Regular counseling sessions will be conducted at the learner support centres provided the number of learners for a particular course is equal to or more than 10. If the number is less than 10, then, in place of regular counselling, intensive counselling sessions will be held which essentially means that 40% of the number of prescribed counselling sessions are to be conducted within a weeks time.

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

There is a printed card for change/correction of address and change of Study Centre, which will be despatched along with the study material. In case there is any correction/change of address, the learner are advised to make use of the format available 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&E Division, Maidan Garhi, New Delhi-110068. Request Received direct will not be entertained. They 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 students are advised to make their own arrangements to redirect the mail to the changed address during this period. Counselling facilities are not available for

all Programmes at all the Centres. As such, students are advised to make sure that counselling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally granted subject to availability of seats for the programme at the new centre asked for. Change of Address and Study Centre is not permitted until admissions are finalised.

## **2.12 Change of Region**

When a student wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to and also to Registrar (SR&E), IGNOU, Maidan Garhi, New Delhi-110068. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SR&E) and the student.

## **2.13 Change of Medium**

Change of Medium is permitted within 30 days from the receipt of first set of course material in the **first year ONLY**, on payment of Rs. 100/- plus Rs. 150/- per 2/4 credit courses and Rs. 300/- per 6/8 credit course for undergraduate courses and Rs. 300/- per 2/4 credit course and Rs. 600/- per 6/8 credit course for Master degree programme by a Demand Draft drawn in favour of IGNOU payable at New Delhi. The request for change of medium should be addressed to Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068. The student is required to return the study material already received from Registrar (MPDD) by registered post or in person.

## **2.14 Study Material and Assignments**

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not received the same for any reason whatsoever, the University shall not be held responsible for that. **In case, a student wants to have assignments, 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](http://www.ignou.ac.in).** In case of non-receipt of study material, students are required to write to Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi – 110068. Complain can be registered through e-mail at [mpdd@ignou.ac.in](mailto:mpdd@ignou.ac.in).

## **2.15 Official Transcripts**

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar (SRE), IGNOU, Maidan Garhi, New Delhi – 110068. A fee of Rs. 100/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs. 300/- in case of request for sending transcript outside India.

## **2.16 Disputes on Admission and other University Matters**

The place of jurisdiction for filing of a Suit if necessary will be only at New Delhi/Delhi.

## **2.17 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 May 5, 2004 and AIU Circular No. EV/11 (449/94/176915-177155 dated January 14, 1994.

### Term-end Examination

In order to appear in the Term-end-Examinations, the learners are required to fill in the Term-end Examination form available in the Programme Guide and at the Regional Centres, Programme Study Centres and SR&E Division (IGNOU Hqrs.) The students are specifically instructed to send Examination Forms to Registrar (SR&E) or at the concerned Regional Centre within the stipulated dates.

The Examination form can also be submitted on-line through **IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in)** during the period without late fee only. No separate fee is charged for applying for Term-end examination. The last dates for sending the filled-in examination forms are as follows:

Exam Month	Dates for submission of Examination Forms
June	1 <sup>st</sup> March to 31 <sup>st</sup> March (without late fee)
December	1 <sup>st</sup> September to 30 <sup>th</sup> September (without late fee)

**Examination forms can be submitted by Registered Post/Speed Post along with the requisite fee (in the form of demand draft) at SRE Division, IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre within the stipulated dates.**

## 3. SCHOOL OF AGRICULTURE

School of Agriculture has been established with a mission to improve and sustain productivity and quality of Human Life in Rural areas through Open and Distance Learning System (ODLS) in Agriculture and Allied Sectors. It aims to improve outreach of agriculture education for rural masses particularly in remote, ecologically and socio-economically marginalized areas through academic, continuing and extension programmes. The objective is to strengthen human resource base through quality education and generate an army of trained manpower in agriculture through ODL in consonance with the national policies and market environment. It also aims to produce entrepreneurial skills and opportunities for life-long learning. The School is developing programmes in collaboration with various national and international organisations like Ministry of Agriculture & Cooperation, Ministry of Food Processing Industries, Ministry of Rural Development, Agricultural and Processed Food Products Export Development Authority (APEDA), Central Silk Board, International Network for Bamboo and Rattan (INBAR), Commonwealth of Learning (COL) and Consultative Group on International Agricultural Research (CGIAR).

### Objectives

- To develop excellence, skill and entrepreneurship for strengthening the human resource base in agriculture through quality education;
- To make use of technological innovations for improving outreach and effectiveness of distance education in agriculture;
- To establish professional linkages with reputed institutions in India and abroad having expertise and experience in Distance education for institutional benefits;
- Provide equity, quality and relevant of education through principle of distance education.

### 3.1 Programmes on Offer

#### (a) Post Graduate Diploma

1. Post Graduate Diploma in Food Safety and Quality Management



**(b) Post Graduate Certificate**

2. Post Graduate Certificate in Agricultural Policy

**(c) Diploma Programme**

3. Diploma in Value Added Products from Fruits and Vegetables
4. Diploma in Dairy Technology
5. Diploma in Meat Technology
6. Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds

**(d) Certificate Programmes**

7. Certificate in Organic Farming
8. Certificate in Beekeeping
9. Certificate in Sericulture
10. Certificate in Water Harvesting and Management
11. Certificate in Poultry Farming

**(e) Awareness Programme**

12. Awareness Programme on Dairy Farming for Rural Farmers
13. Awareness Programme on Value Added Products from Fruits & Vegetables

### **3.2 Programmes under Development**

1. Masters in Agri-Business Management
2. PG Diploma in Agriculture Policy
3. Post Graduate Diploma in Food Science and Technology

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## **4. CERTIFICATE IN BEEKEEPING**

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There is always an increasing demand for honey across the world and as well as for domestic consumption. Most of the honey is being collected from the wild resources (forest) and many beekeepers are engaged to rear the bees. Due to less technical knowledge and poor infrastructure, the honey production is less. A great potential exists in this area, where we may establish this unorganized sector into an organized one for the betterment of the society.

At village level, successful honey production provides physical and economic security and also empowerment to the farmers, farm women and rural youth. Beekeeping also helps to conserve the natural resources. There is a need to impart improved technical know how to the traditional beekeepers in order to facilitate the adoption of improved technologies available.

The certification may be required to the beekeeper to seek any financial help from any banks, non-governmental or government agencies, etc.

The salient features of this programme are as follows:

- Focus on operational areas of honeybee rearing;
- Courses designed and prepared by professional expert in the field of Beekeeping;

- Student centered multimedia learning materials;
- Strong students support services; and
- Opportunity to interact with leading experts through the teleconferencing.

#### 4.1 Objectives

The objective is to strengthen human resource for the beekeeping through the interventions of ODL. It aims to infuse knowledge and skills in the field of beekeeping to the interested particularly those already in the profession/entrepreneurs and cannot opt to afford a full time course. The specific objectives are:

- to impart education about modern beekeeping;
- to build human resource in the beekeeping sector;
- diversification of apiculture to increase income of the farmers; and
- to develop entrepreneurial skills in beekeeping.

#### 4.2 Programme Structure

It shall be six months duration certificate programme of 16 credits and consist of three courses. In order to be eligible for the award of the certificate, a student has to complete the following 4 Courses (integrated with practical) equivalent to 16 credits (1 credit is equal to 30 study hours).

Sl. No.	Course Code	Title of the Course	Credits
1.	OAPI-011	Introduction to Beekeeping	4 Credits
2.	OAPI-012	Management of Honeybee colonies	8 Credits
3.	OAPI-013	Hive Products and Economics of Beekeeping	4 Credits

#### 4.3 Syllabus of the Programme

Code: OAPI-011

##### COURSE I – INTRODUCTION TO BEEKEEPING

Sl. No.	Block & Unit
<b>Block 1</b>	<b>Introduction to Bees and Beekeeping</b>
Unit 1	Overview of Beekeeping History
Unit 2	Species Diversity and Social Organizations
Unit 3	Structure of Honeybee
Unit 4	Starting of Beekeeping
<b>Block 2</b>	<b>Bee Flora and Pollination</b>
Unit 1	Bee Flora
Unit 2	Bee Pollination

**PRACTICAL MANUAL**

<b>Experiment No.</b>	<b>Name of Experiment</b>
EXPERIMENT 1	Acquaintance with the Traditional Beekeeping and Modern Apiaries
EXPERIMENT 2	Identification of Bee Species and Castes
EXPERIMENT 3	Handling of Honeybee Colony
EXPERIMENT 4	Identification of Development Stages
EXPERIMENT 5	Nectar and Pollen Storage
EXPERIMENT 6	Hive Structure
EXPERIMENT 7	Acquaintance with Bee Appliances
EXPERIMENT 8	Study of Body Structure and Appendages
EXPERIMENT 9	Familiarization with Bee Flora
EXPERIMENT 10	Forging Behavior

**Code: OAPI-012 COURSE II – MANAGEMENT OF HONEYBEE COLONIES**

<b>Sl.No.</b>	<b>Block &amp; Unit</b>
<b>Block 1</b>	<b>Bee Health Management</b>
Unit 1	Bee Enemies and their Management
Unit 2	Bee Diseases and their Management
Unit 3	Protection from Poisoning
<b>Block 2</b>	<b>Seasonal and Specific Management</b>
Unit 1	Management in Spring
Unit 2	Management in Summer
Unit 3	Management in Monsoon
Unit 4	Management in Autumn
Unit 5	Management in Winter
Unit 6	Specific Management
Unit 7	Queen Bee Management

## PRACTICAL MANUAL

<b>Experiment No.</b>	<b>Name of Experiment</b>
EXPERIMENT 1	Identification of Enemies
EXPERIMENT 2	Symptoms/Nature of Damage
EXPERIMENT 3	Management of Enemies
EXPERIMENT 4	Diagnosis of Diseases
EXPERIMENT 5	Symptoms/Nature of Damage
EXPERIMENT 6	Management of Diseases
EXPERIMENT 7	Symptoms of Bee Poisoning
EXPERIMENT 8	Management against Bee Poisoning
EXPERIMENT 9	Examination of Colonies
EXPERIMENT 10	Techniques in Equalizing/Uniting/Dividing Colonies
EXPERIMENT 11	Preparation and Application of Artificial Diets
EXPERIMENT 12	Prevention of Swarming and Capturing of Swarm
EXPERIMENT 13	Fixing of Comb Foundation and Supering
EXPERIMENT 14	Providing Water, Shade and Space
EXPERIMENT 15	Honey Extraction Process
EXPERIMENT 16	Identification, Prevention and Control of Robbing
EXPERIMENT 17	Increasing Colony Aeration
EXPERIMENT 18	Protection against Chilling Winds
EXPERIMENT 19	Preparing Colonies for Migration
EXPERIMENT 20	Identification and Management of Queenless and Laying Workers Colonies
EXPERIMENT 21	Prevention of Drifting Menace
EXPERIMENT 22	Techniques in Locating Queen Bee
EXPERIMENT 23	Judging Queen Bee Quality
EXPERIMENT 24	Traditional Techniques in Mass Queen Rearing
EXPERIMENT 25	Commercial Methods in Mass Queen Bee Rearing
EXPERIMENT 26	Establishing Mating Nuclei and Gyne Cell Transplanting
EXPERIMENT 27	Preparing Queen Bee Banks
EXPERIMENT 28	Techniques in Queen Bee Introduction, its Clipping and Marking

**Code: OAPI-013 COURSE III – HIVE PRODUCTS AND ECONOMICS OF BEEKEEPING**

<b>Sl. No.</b>	<b>Block &amp; Unit</b>
<b>Block 1</b>	<b>Products Collected and Modified by Bees</b>
Unit 1	Honey
Unit 2	Propolis
Unit 3	Pollen
<b>Block 2</b>	<b>Products Synthesized by Bees</b>
Unit 1	Bee's Wax
Unit 2	Royal Jelly
Unit 3	Bee Venom
<b>Block 3</b>	<b>Marketing, Economics and Development Programmes</b>
Unit 1	Marketing of Bee Products
Unit 2	Economics of Beekeeping
Unit 3	Developmental Programmes

**PRACTICAL MANUAL**

<b>Experiment No.</b>	<b>Name of Experiment</b>
EXPERIMENT 1	Visit to Honey Processing and Packaging Industry
EXPERIMENT 2	Wax Extraction and Purification
EXPERIMENT 3	Comb Foundation Making Process
EXPERIMENT 4	Pollen Collection and Storage
EXPERIMENT 5	Demonstration of Propolis and Bee Venom Collection
EXPERIMENT 6	Production, Extraction and Storage of Royal Jelly

**4.4 Eligibility for Admission**

8<sup>th</sup> pass (middle stad.) or professional beekeepers

Sl. No.	Name of the Programme	Prog. Code	Eligibility for CIB	Min. age as on 1st Jan. of the Academic Year	Duration		Programme Fee	Medium of Instruction
					Min	Max		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Certificate in Beekeeping	CiB	8 <sup>th</sup> pass	No Bar	6 months	2 Years	Rs. 1500/-	English, Hindi and Khasi

#### **4.5 Medium of Instruction**

The programme will be offered in English language only for the first cycle. Gradually, the programme will be offered in Hindi and Khasi language.

#### **4.6 Target Group**

- Farmers
- Farm women
- Youth
- Self help groups
- Prospective entrepreneurs

#### **4.7 Duration**

The minimum duration of the programme is 6 months. However, the students are given a maximum period of the two years to complete the programme from the date of registration. After which, the student have to apply for readmission paying the pro-rata fee for each incomplete course of theory for further period of one year only.

#### **4.8 Programme Fee**

The Programme fee is Rs. 1500/-. The registration fee is Rs. 100/- only.

The course fee should be paid only by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated. Please write your name (in capitals), complete Enrolment No. and Programme Code on the back of Demand Draft to ensure proper credit to your account.

The Fee can also be remitted in cash in the branches of Indian Bank or IDBI. The list of branches which are authorized for fee collection are given in Appendix-VI. For this, Rs. 5/- (Rupees five only) is chargeable from the students per single transaction in cash while depositing the fees with the Bank.

#### **4.9 Programme Study Centre**

The University is in process of finalising programme study centres. The programme study centres will be allocated to the students near to their workplace or residence. A tentative list of accepted institutes where the Programme Study Centres are being activated is given at Appendix-II.

#### **4.10 Other Useful Information**

The Student Handbook and Prospectus covers the following:

- (a) Information about the university like, prominent features, the schools of studies, academic programmes, course preparation, credit system, student support services, instructional system, programme delivery, evaluation etc.
- (b) Information regarding the rules of the university like reservation, scholarships and reimbursement of fee, refund of fee, change/correction of address and study centres, change of region, incomplete and late applications, simultaneous registration, disputes on admission and other university matters, recognition etc.
- (c) List of Regional Centers.
- (d) Other useful forms.

The above information are not covered in this programme guide and the students are requested to refer to the Student Handbook and Prospectus for detailed information.

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## 5. STUDY MATERIAL

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Properly planned self-instructional print material both for the theory and practical components is the main part of the “Certificate in Beekeeping”. The study materials prepared by the University are self-instructional in nature whereas the lessons which are called units in the theory component are structured to facilitate self-study, the practicals are structured for self-guidance during the practical work experience.

### 5.1 How to Study Print Material?

#### a) Theory

While going through the syllabi of courses, you must have noted that each course has been divided into 2-3 blocks. Each block has 2-7 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

The course material will be provided for you in the form of well designed printed books. Each book is a block containing units. The first page of each block indicates the numbers and titles of the units comprising the block. In the first block of each course, we start with the course introduction. This is followed by a brief introduction to the block.

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

In each unit, there are “Check Your Progress” which are meant to help you to assess your understanding of the subject. You must try attempting Check Your Progress.

#### b) Practical Manual

While, going through the Practical Manual you will note that each course has been divided into a number of experiments. Based on the theory courses of each subject, number of practicals/experiments are given under each course of practical. Rest of the pattern for the Practical Manual has been prepared with the objective of providing you a guideline to study and practice these skills/experiments when you are placed in the Laboratory/ Processing Hall/Centre for practical experience/work.

### 5.2 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the print material. The audio tapes and video cassettes are available at your programme study centre. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are transmitted by at Gyan Darshan from 6.25 to 6.55 a.m. in the morning and evening 8.00-8.55 p.m.

**Timings are subjected to change. Please check it with your Programme Study Centre.**

Audio-video material will not be supplied individually to you but will be made available at the Programme Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068.

### 5.3 Counselling

The Programme Study Centre will organize counselling sessions for all courses of study. Here, as students, you can take help from the counsellors in the study. The counselling sessions are not meant to be classroom lectures. You must study the material and try to assimilate it prior to coming for counselling. Whatever problems, you have, you must consult your counsellor for clarifications and help.

There will be 10 theory and 40 practical counselling sessions for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the coordinator of the Programme Study Centre.

The counsellor will also organise sessions where you can listen to/view audio-video programmes. These programmes often supplement your course material. Exact dates of counselling sessions will be announced by the Study Centres concerned.

During the counselling session, you will have the opportunity to interact with your fellow students which will help you to formulate self-help groups.

### 5.4 Teleconferencing

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

### 5.5 Practical Sessions

The practical component of this programme has been designed to build on the theory text giving you an exposure of practical experiences and knowledge in the various areas/field of beekeeping. This practice will help you to improve the skills, qualities, knowledge and competencies that you will need to practice as a competent Certificate holder with university education. Throughout the programme, the material provided to you will encourage you to think about what you have already known and do in your practice as a competent skilled professional handling beekeeping.

Your practicals are, therefore, an integral and compulsory part of the Certificate programme.

**75% attendance for practical work is compulsory.**

We hope that in addition to developing new skills and competencies, you will be able to reflect on what you do, how well you do it and consider the ways you might do it better.

**In addition to the practical counselling, a compulsory 20-day continuous hands-on training will be conducted at the PSC, the exact dates will be announced by the concerned PSC.**

### 5.6 Gyan Vani

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

### 5.7 Interactive Radio-Counselling

Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts in Beekeeping. 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 1800 112345 has been provided for this purpose from selected cities.

## 5.8 Study Centres

To provide effective support, IGNOU has set up a number of Study Centres all over the country. Programme Study Centres (PSCs) are being set up in selected Institutes for this Certificate Programme. Each PSC will be handling about 25-30 students. These centres will be managed by the Programme Incharge. The detailed particulars regarding the Programme Study Centres to which you are assigned, will be communicated to you. The practical sessions of the programme will be held at the Programme Study Centres. The list of Programme Study Centres being activated for the programme is listed at Appendix II.

Please bring all your units as per the schedule during the counselling sessions/practical sessions.

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## 6. EVALUATION

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### 6.1 Weightage to Continuous and Term-End Evaluation

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

The weightage to theory and practical will be 50% for those courses where practical component is involved.

#### i) Theory

For theory, the weightage to the term-end examination will be 80% and the weightage to the continuous assessment will be 20%. There will be one assignment for each course i.e. total four assignments for the programme. Each assignment will be of 50 marks which ultimately will be converted to have weightage of 20% of theory.

**Assignments have to be submitted to the coordinator of programme study centre and instruction for formatting the assignment and date of submission of the same are given in the assignment booklet.**

The theory term-end examination for each course will be of 50 marks. The marks obtained by the students in the term-end examination will be converted to have weightage of 80% (on theory basis).

#### ii) Practical

The practical evaluation is divided under two components: (i) guided experiments and (ii) unguided experiments. The guided experiments shall be performed during the counselling sessions under the guidance of the counsellors. The unguided experiment shall be undertaken by the students in the last session. For unguided experiment, student shall not be provided any guidance while performing the experiment(s).

Both the components will be evaluated. The weightage of 70% will be assigned to guided experiments and 30% weightage is for unguided experiments. Each experiment performed by the student would be evaluated. The student performance would be assessed by the counsellors covering various aspects like manipulative skills, observation and their understanding of the basic concepts related to the experiment.

### Weightage: Practical

Component	Weightage
Guided Experiments	70%
Unguided Experiments	30%
<b>Total</b>	<b>100 %</b>

## 6.2 Pass Percentage for Theory and Practical Examination

The students will have to secure minimum 35% marks in all the components of the course- theory (term-end examination and continuous assessment i.e. assignment), practical on individual basis and as well as on aggregate basis for the course i.e. (i) term-end examination (ii) assignment (iii) practical (total marks obtained in guided and unguided experiments) and (iv) on aggregate basis.

## 6.3 Modalities for Theory and Practical Examination Criteria

**Theory: Term-End Examination: 80% and Continuous Assessment: 20%**

The examination shall be held twice in a year i.e. the month of the June and December.

**Practical: Term-Guided Experiments: 70% and Unguided Experiments: 30%**

### (i) Evaluation- Guided Experiments

The students will be evaluated for performing the experiments by the counsellor. For a particular experiment, split up of marks may be broadly on the following lines:

S. No.	Component	Weightage
a)	Actual performance of experiment and observation (psychomotor and manipulative skills)	40%
b)	Reporting (Problem solving skills)	20%
c)	Viva-voce	20%
d)	Record	20%

### (ii) Evaluation of Assigned Unguided Experiments

It will be conducted in the last session of the laboratory work. The student should not be provided any guidance while performing this experiment. For this experiment, 30% marks are allotted, split up of marks may be broadly on the following lines:

S. No.	Component	Weightage
a)	Actual performance of experiment and observation (psychomotor and manipulative skills)	50%
b)	Reporting (Problem solving skills)	25%
c)	Viva-voce	25%

There shall be one internal and one external examiner. The internal examiner will be from the same study centre and the external examiner will be the counsellor of IGNOU Study Centre of other District/ State. The course-writer/faculty members of SOA/editors could also be act as external examiners.

## 6.4 Preparation of Consolidated Mark List

The consolidated practical mark list of all students shall be prepared by the programme study centre. This mark list shall be directly sent to the Registrar, SRE&D within seven days after completion of the practical counselling session.

## 6.5 Participation and Attendance for Practical

Practical are essential components of the programme. For successful completion of the Programme, a participant is required to have a minimum of 75% attendance in the practical sessions at Programme Study Centre.

## 6.6 Pass Percentage for the Programme

The students will have to secure 35% marks in all the courses on individual basis and on aggregate basis in all the four courses for award of the programme degree.

## 6.7 Result and Certification

The final certification of the Certificate shall be made on a five point scale and grade point average as approved by the university as follows:

Scheme of Awarding Division	Notional Correlates of the Letter Grade & Percentage of Marks		
I DIVISION : 60% and above	A GRADE	70% and above	Excellent
II DIVISION : 50% but below 60%	B GRADE	55% but below 70%	Very Good
PASS : 35% but below 50%	C GRADE	45% but below 55%	Good
	D GRADE	35% but below 45%	Satisfactory
	E GRADE	Less than 35%	Unsatisfactory

## 6.8 Term-End Examination (TEE)

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) by the due date. Thus the students can take the examinations after the completion of the course. In the first year, they can take the examinations in December, failing which they can take the same in June or December, of subsequent three years within the total span of the programme.

To be eligible to appear at the term-end examination in any course, you are required to fulfill the following conditions:

- 1) You should pursue the prescribed course.
- 2) You should complete 75% of attendance in practical contact hours.
- 3) You should submit the examination form before stipulated date (which is explained later).

### ● Examination Fee

Examination fee of Rs. 50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. There is no separate/additional examination fee for the practical component of the

course offered under this programme. 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](http://www.ignou.ac.in)

● **Examination Centre**

Normally, the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose, you are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. 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.

● **Date of Submission of Examination Forms**

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 <sup>st</sup> March to 31 <sup>st</sup> March	1 <sup>st</sup> Sept to 30 <sup>th</sup> Sept	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centres
1 <sup>st</sup> April to 20 <sup>th</sup> April	1 <sup>st</sup> Oct to 20 <sup>th</sup> Oct	Rs. 100/-	
21 <sup>st</sup> April to 15 <sup>th</sup> May	21 <sup>st</sup> Oct to 15 <sup>th</sup> Nov	Rs. 500/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delhi-110068)
16 <sup>th</sup> May to 28 <sup>th</sup> May	16 <sup>th</sup> Nov to 26 <sup>th</sup> Nov	Rs. 1000/-	

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

1. remain in touch with your Study Centre/Regional Centre/SRE Division for change in schedule of submission of examination form fee if any;
2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form; and
4. retain proof of mailing/submission of examination form till you receive examination hall ticket.

● **Issue of Examination Hall Ticket**

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

**6.9 Re-evaluation of Answer Script(s)**

The students who are not satisfied with the marks/grade secured by them in Term-end Examination can apply for re-evaluation within one month from the date of declaration i.e. the date on which the results are made available on the University website on payment of Rs. 300/- per course in the prescribed application form available on the University website. The better of the two scores of original marks/

grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records, if applicable. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars etc.

## 6.10 Early Declaration of Results

In order to facilitate the students who have got offer of admission and or selected for employment etc. and are required to produce mark-sheet/grade card by a specified given date may apply for early process of their answer scripts and declaration of the results for this purpose. The students are required to apply in the specified format available on the University website with a fee of Rs. 500/- per course through Bank Draft drawn in favour of IGNOU along with the attested photocopy of the offer of admission/ employment offer. The students can submit their requests for early declaration before the commencement of the Term-end Examination i.e., before 1<sup>st</sup> June and 1<sup>st</sup> December respectively. The University in such cases will make arrangements for processing the answer scripts and declare the results as a special case possibly in a month time from the date of examination.

## 7. SOME USEFUL INFORMATION

### 7.1 Some Useful Addresses

#### WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Schedule/Infomation regarding Exam-form, Entrance Test, Date-sheet, Hall Ticket	Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : <a href="mailto:sgoswami@ignou.ac.in">sgoswami@ignou.ac.in</a> or Ph. :29536743, 29535924-32 / Extn. : 2202, 2209
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 <a href="mailto:kramesh@ignou.ac.in">kramesh@ignou.ac.in</a> or Ph. :29536103, 29535924-32 / Extn. : 2201, 2211, 1316
5.	Non-reflection of Assignment Grades/Marks	Asstt. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 <a href="mailto:assignments@ignou.ac.in">assignments@ignou.ac.in</a> or Ph. : 29535924 / Extn. : 1312, 1319, 1325
6.	Change of Elective/Medium/ opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
7.	Re-admission and Credit Transfer	Student Registration Division, Block No. 3, Maidan Garhi, New Delhi-110068
8.	Original Degree/Diploma/Verfication of Degree/Diploma	Deputy Registrar (Exam.I), SED, , Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213
9.	Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 <a href="mailto:sregrievance@ignou.ac.in">sregrievance@ignou.ac.in</a> Ph. : 29532294, 29535924 / Extn. : 1313

10.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
11.	Academic Content	Director of the School concerned
12.	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
13.	Submission of Project Reports Except BCA & MCA	Despatch Section, SED, Block-12, Telephone Nos.: 29535924-32 Extn. : 2216
14.	Status of Project Reports of all programmes	Ph. : 011-5129532294 Ext. 1313/1320/1321 Email : <a href="mailto:projects@ignou.ac.in">projects@ignou.ac.in</a>
15.	Submission of BCA & MCA, Project Reports	Concerned Regional Centre
16.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a> Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

### Caution to Students

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.

You are also advised to get in touch with the Programme Incharge of your Programme Study Centre.

## 7.2 Online Facilities

IGNOU website is [www.ignou.ac.in](http://www.ignou.ac.in). A few important links under the site are enlisted here.

- a) **Schools:** Where you will get the information about the programmes offered by different schools. In the school of agriculture, programmes being offered in agriculture sector are available.
- b) **For students:** Results; catalogue for print media and audio video; download facilities for assignment, question papers; queries about admission, registration, material despatch detail, address checking, convocation; term end date sheet; examination form; campus placement and prospectus and application form.
- c) **Single Window Information and Student Support (SWISS):** Here you will get the electronic version of the prospectus and application form, information about the admission data and entrance test hall ticket and result.
- d) **Division:** Under this section, there are links of Material Production and Distribution Division, Regional Service Division and Student Registration and Evaluation Division.

Student Registration and Evaluation Division- This link will give you information about admission, re-admission, term-end examination, results, date of submission of assignment and issue of study materials etc.

- e) **New Initiatives:** Here is a link to Edusat where you will get the teleconferencing schedule of your programme.
- f) **Electronic Media:** You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, teleconferencing schedule and feedback form.

### **7.3 Some Forms for Your Use**

- Appendix III. Application Form for Change/Correction of Address
- Appendix IV. Application Form for Non-receipt of Study Material & Assignments
- Appendix V. Application Form for Term-end Theory Examination
- Appendix VI. Application Form for Re-evaluation of Result of Answer Scripts
- Appendix VII. Application Form for obtaining Duplicate Grade Card/Marksheet
- Appendix VIII. Application Form for Issue of Migration Certificate
- Appendix IX. Re-admission Form
- Appendix X. Application Form for Issue of Provisional Certificate
- Appendix XI. Student Satisfaction Survey



## List of Regional Centres

*Appendix-I*

S. No.	RC Name	RC Code	Name & Address	Operational Area
1	Hyderabad	01	Dr.P.Ashok Kumar Regional Director IGNOU Regional Centre Plot No 207 Kavuri Hills Phase II, Near Madhapur PS, Jubilee Hills (P.O.) Hyderabad - 500 033, Andhra Pradesh 040-40266470,40266471, 6479, 040-40266479 040-40266759(Fax) rchyderabad@ignou.ac.in	State of Andhra Pradesh Except Districts Covered Under RC Vijayawada
2	Guwahati	04	Dr.(Mrs)Vardhini Bhattacharjee Regional Director IGNOU Regional Centre House No 71,GMC Road Christian Basti, Guwahati, Assam 0361-2343785,2343786,2343771 0361-2343784 rcguwahati@ignou.ac.in	State of Assam
3	Patna	05	Dr.A.N.Tripathi Regional Director IGNOU Regional Centre 2nd Floor, Biscomaun Tower West Gandhi Maidan, Patna - 800 001, Bihar 0612-2221538/ 2221541 0612-2221539 rcpatna@ignou.ac.in	State of Bihar Except for the Districts Under Jurisdiction of RC- Darbhanga
4	Delhi I	07	Dr.Ram Chandra Regional Director(I/C) IGNOU Regional Centre Plot No J-2-1 Block- B I Mohan Cooperative Industrial Estate Mathura Road New Delhi - 110 044 Delhi 011-26990082, 011-26990083 011-26990084 rcdelhi1@ignou.ac.in	Covering South Delhi & Part on New Delhi, Mehrauli Chanakyapuri, Lodhi Colony, South Extn, R K Puram, Vasant kunj, Saket, Green Park, Lajpat, G K, Malviya Nagar, Bhogal, Ashram, Huz Khas, Munirika, Okhla, Sangamvihar, Friends Cly, Badarpur, Dist Faridabad of Haryana
5	Ahmedabad	09	Dr B Rajagopal Regional Director IGNOU Regional Centre Opp. Nirma Instt of Technology Sarkhej-gandhinagar Highway, Chharodi Ahmedabad - 382481 Gujarat 02717-242975/242976, 02717-241370 02717-241580 rcahmedbad@ignou.ac.in	State of Gujarat, Union Territory of Daman, Diu, Dadra & Nagar Haveli



S. No.	RC Name	RC Code	Name & Address	Operational Area
6	Karnal	10	Dr.Ashok Sharma Regional Director IGNOU Regional Centre 06 Subhash Marg Subhash Colony Near Home Guard Office Karnal - 132 001, Haryana 0184-2271514 0184-2260075 0184-2255738 rckarnal@ignou.ac.in	State of Haryana Except the Districts of (Panchkula, Ambala, Faridabad And Gurgaon)
7	Shimla	11	Dr.D.B.Negi Regional Director IGNOU Regional Centre Chauhan Niwas Building, Khalini, Shimla - 171 002 Himachal Pradesh 0177-2624613,2625843, 2624612 2625843/2624612 0177-2624611 reshimla@ignou.ac.in	State of Himachal Pradesh (District Una of Himachal Pradesh)
8	Jammu	12	Er.K.K.Bhat Regional Director IGNOU Regional Centre Spmr College of Commerce Aurobindo Block 1st Floor Canal Road, Jammu - 180 001 Jammu & Kashmir 0191-2546529, 0191-2579572 0191-2546995 rcjammu@ignou.ac.in	State of Jammu & Kashmir (Jammu Region)
9	Bangalore	13	Dr. B.S.Sudhindra Regional Director IGNOU Regional Centre NSSS Kalyana Kendra 293, 39th Cross, 8th Block Jayanagar, Bangalore - 560 070 Karnataka 080-26654747/26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	State of Karnataka Except the Districts Dharwad,Belgam & Uttara Kannada
10	Cochin	14	Dr.K S D Nair Regional Director IGNOU Regional Centre Kaloor, Cochin - 682 017, Kerala 0484-2340203,2348189,230484-2533021 0484-2533021,2330891 0484-2340204 rccochin@ignou.ac.in	State of Kerala Excluding Districts Mentioned Under RC Trivandrum

S. No.	RC Name	RC Code	Name & Address	Operational Area
11	Bhopal	15	Dr. K.S. Tiwari Regional Director IGNOU Regional Centre Sanchi Complex, 3rd Floor, Opp. Board of Secondary Edn., Shivaji Nagar Bhopal - 462 016, Madhya Pradesh 0755-2578455, 0755-2578454 0755-2578452 0755-2578454 rcbhopal@ignou.ac.in	State of Madhya Pradesh Except for Districts Mentioned Under Regional Centre Jabalpur
12	Pune	16	Dr.Kameshwari Moorty Regional Director IGNOU Regional Centre 1st Floor, Msfc Building 270, Senapati Bapat Road Pune - 411 016, Maharashtra 020-256671867, 020-25671864 rcpune@ignou.ac.in	State of Maharashtra Nandurbar, Dhule, Jalgaon, Aurangabad, Nasik, Jalna, Ahmadnagar, Bid, Pune, Osmanabad, Solapur, Sangli, Satara, Latur & Kolhapur (14 District)
13	Shillong	18	Dr (Mrs) Didecy Laloo Regional Director IGNOU Regional Centre Sunny Lodge, Nongthymmai Nongshilliang, Shillong - 793 014, Meghalaya 0364-2521117, 0364-2521271, 0364-2521271 reshillong@ignou.ac.in	State of Meghalaya
14	Bhubaneswar	21	Dr S K Tripathy Regional Director IGNOU Regional Centre C - 1, Institutional Area Bhubaneswar - 751 013, Orissa 0674-2301348 / 2301250/ 2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	State of Orissa (Except The Districts Mentioned Under RC Koraput
15	Jaipur	23	Dr.S N Ambedkar Regional Director IGNOU Regional Centre 70/79, Sector - 7, Patel Marg Mansarovar, Jaipur - 302 020, Rajasthan 0141-2785750, 0141-2274292, 0141-2784043 rcjaipur@ignou.ac.in	State of Rajasthan
16	Chennai	25	Dr K Panneerselvam Regional Director IGNOU Regional Centre C.I.T. Campus, Taramani Chennai - 600 113, Tamilnadu 044-22541919 / 22542727 044-22542121, 044-22542828 rcchennai@ignou.ac.in	State of Tamilnadu the Following Districts And Union Territory of Pondicheery Chennai, Kanchipuram, Vellore, Chengalpat, Cuddalore, Villuppuram, Salem, Namakkal, Perambalur & Tiruvallore

S. No.	RC Name	RC Code	Name & Address	Operational Area
17	Lucknow	27	Dr Amit Chaturvedi Regional Director IGNOU Regional Centre B-1/33, Sector - H Aliganj, Lucknow - 226 024 Uttar Pradesh 0522-2746120 0522-2745114 0522-2746145 rclucknow@ignou.ac.in	State of Uttar Pradesh (Except The Districts Under RC Varanasi, Rc Aligarh And Rc Noida) Allahabad, Auraiya, Bahraich, Balrampur, Banda, Barabanki, Bareilly, Basti, Chitrakoot, Faizabad, Fatehgarh, Fatehpur, Hamirpur, Hardoi, Jalaun, Jhansi, Kannauj
18	Kolkata	28	Dr Sujit Kumar Ghosh Regional Director IGNOU Regional Centre Bikash Bhawan, 4th Floor North Block, Salt Lake, Bidhan Nagar Kolkata - 700 091, West Bengal 033-23349850/ 23592719/ 23589323 (Rcl) 033-23347576 rckolkata@ignou.ac.in	State of West Bengal (Except The Districts Mentioned Against RC Siliguri and Raghunathganj)
19	Delhi 2	29	Dr Sanjeev Pandey Regional Director IGNOU Regional Centre Gandhi Smriti & Darshan Samiti Rajghat New Delhi - 110 002 011-23392375 / 23392376 / 23392377 011-23392374 011-23392373 rcdelhi2@ignou.ac.in	Kerala, Prahladpur, Banagar, Libaspur, Rama Vihar, Rani Bagh, Sultan Puri, Bud Vihar, Mangolpuri, Pitampura, Jahangir Puri, Jharoda, Maja Burai, Dr Mukherjee Nagar, Model Town, Shakurpur Colony, GTB Nagar, Ashok Vihar, Shastri Nagar, Civil Lines, Yamuna Vihar, Nand Nagri
20	Srinagar	30	Dr Mirza Nehal Ahmed Baig Regional Director (I/C) IGNOU Regional Centre Mantoo House Raj Bagh, Near Masjid Al-farooq Srinagar - 190 008, Jammu & Kashmir 0194-2311251, 0194-2311258, 0194-2311259 rcsrinagar@ignou.ac.in	State of Jammu & Kashmir (Srinagar & Ladakh Region)
21	Dehradun	331	Dr Anil Kumar Dimri Regional Director IGNOU Regional Centre Nanoor Khera, Tapovan Raipur Road Dehradun - 248 001, Uttarakhand 0135-2789180 0135-2789205 0135-2789190 rcdehradun@ignou.ac.in	State of Uttarakhand Districts of Saranpur, Muzaffarnagar, Bijnor Dehradun Haridwar, Uttarkashi, Srinagar, Rudraprayag, Kotdwar, Gopeshwar, Boageshwar, Pithorgrah, Champawat, Almora, Nanital, Udhamsingnagar, Puri

S. No.	RC Name	RC Code	Name & Address	Operational Area
22	Ranchi	32	Dr G N Shiv Kumar Regional Director IGNOU Regional Centre 457/A, Ashok Nagar Ranchi - 834022 Jharkhand 0651-2244688,2244699 0651-2244677 0651-2244400 rdranchi@ignou.ac.in	State of Jharkhand
23	Gangtok	24	Dr Ila Das Regional Director (I/C) IGNOU Regional Centre 31 A National Highway 5th Mile, Below Manipal Hospital Tadong Gantok - 737102, Sikkim 03592-270923 03592-270364 03592-212501 rcgangtok@ignou.ac.in	State of Sikkim
24	Itanagar	03	Dr S J Neethirajan Regional Director IGNOU Regional Centre 'Hornhill Complex' 'C' Sector (Near Central Sch.) Naharlagun Itanagar -791110 Arunachal Pradesh 0360-2247536 / 2247538 0360-2247537 rcitanagar@ignou.ac.in	State of Arunachal Pradesh
25	Imphal	17	Dr. R.K. Ranjit Singh Regional Director IGNOU Regional Centre Asha Jina Complex North AOC, Imphal - 795001, Manipur 0385-2421190, 2421191 0385-2421192, 385-2421192 rcimphal@ignou.ac.in	State of Manipur
26	Aizwal	19	Dr. S.R. Zonunthara Regional Director IGNOU Regional Centre Lal Bulaia Building, M.G. Road Khatla (Near Central YMCA Off) Aizawl - 796001, Mizoram 0389-2311693 0389-2311692 0389-2311789 rcaizawl@ignou.ac.in	State of Mizoram

S. No.	RC Name	RC Code	Name & Address	Operational Area
27	Agartala	26	Dr K S Chakraborty Regional Director IGNOU Regional Centre M.B.B. College Compound P.O. Agartala College Agartala - 799004, Tripura 0381-2516715 / 2516266 0381-2516714 rcagartala@ignou.ac.in	State of Tripura
28	Kohima	20	Dr.T.Iralu Regional Director IGNOU Regional Centre Near Mount Hermon School Don Bosco Hr.Sec School Road Kendouzou, Kohima - 797001 Nagaland 0370-2260366,2260147 0370-2260216 rckohima@ignou.ac.in	State of Nagaland
29	Khanna	22	Dr Santosh Kumari Regional Director IGNOU Regional Centre I.T.I. Building, Bulepur (District Ludhiana) Khanna - 141401, Punjab 01628- 229994/229993 01628-237361 01628-238284 rckhanna@ignou.ac.in	State of Punjab (Except District Rupnagar, Patiala, Mohali And Fatehgarh Sahib)
30	Raipur	35	Dr H Sangeeta Majhi Regional Director IGNOU Regional Centre Rest House & E.M. Office Hall Sector - 1, Shankar Nagar Raipur - 492007, Chattisgarh 0771-2428285 / 5056508 0771-2445839 0771-2445839 rcraipur@ignou.ac.in	State of Chhattisgarh Except Districts of Dantewada & Bastar
31	Koraput	44	Dr Abhilash Nayak Regional Director IGNOU Regional Centre District Agriculture Office Rd Behind Panchayat Bhavan Koraput - 764020 Orissa 06852-252982 06852-251535 rckoraput@ignou.ac.in	Koraput, Nabarangpur, Rayagada, Malkanagiri, Balangir, Sonepur, Kalahandi, Nuapada, Boudh, Phulbani (Part of Orissa), Dantewada, Bastar (Part of CG)

S. No.	RC Name	RC Code	Name & Address	Operational Area
32	Siliguri	45	Dr Yonah Bhutia Regional Director IGNOU Regional Centre Netaji More Subhas Pally Siliguri - 734001 West Bengal 0353-2526818 0353-2526819 rcsiliguri@ignou.ac.in	State of West Bengal Covering Districts of Jalpaiguri, Darjiling, Kochbihar, Uttar Dinajpur, Dakshin, Dinajpur
33	Madurai	43	Dr M Shanmugham Regional Director IGNOU Regional Centre CSI Institutional Campus TPK Road (NH -7) Paumalai Madurai - 625004 Tamil Nadu 0452-2380733,2380387 0452-2370588 rcmadurai@ignou.ac.in	Districts of Tamilnadu Coimbatore Nilgris, Erode, Karur, Tanjavur, Madurai, Dindigul, Teni, Virudunagar, Ramanathapuram, Sivaganga, Pudukkuttai, Thiruppur Tirunelveli Tuticorin & Trichi Tiruvarur
34	Rajkot	42	Dr S Ganeshan Regional Director IGNOU Regional Centre Saurashtra University Campus Rajkot - 360005 Gujarat 0281-2572988 rcrajkot@ignou.ac.in Website:www.ignourajkot.org	State of Gujrat Covering The Districts of Rajkot, Kachchh, Jamnagar, Porbander, Junagadh, Amreli, Bhavnagar, Surendranagar & Din
35	Jabalpur	41	Dr S Srinivas Regional Director IGNOU Regional Centre 2nd Floor, Rajshekhar Bhavan Rani Durgavati Vishvavidyalaya Campus, Pachpedhi Jabalpur - 482001 Madhya Pradesh 0761-2609269,6533569 0761-2600411, 0761-2609919 rcjabalpur@ignou.ac.in Website:www.ignoujabalpur.in	State of MP Covering Districts of Jabalpur, Narsimhapur, Chhindwara, Seoni, Balaghat, Mandla, Dindori, Shahdol, Umaria, Katni, Sidhi Singrauli And Anuppur
36	Darbhanga	46	Dr S S Singh Regional Director IGNOU Regional Centre Lalit Narayan Mithla Univ. CMPS Kameshwaranagar, Near Central Bank Darbhanga-846004, Bihar 06272-253719, 06272-251833 rcdarbhanga@ignou.ac.in	State of Bihar Covering Districts of Paschim Champanan, Gopalganj, Siwan, Saran, Purbi Champanan, Sheohar, Muzaffarpur, Sitamarhi, Madhubani, Darbhanga, Samastipur, Begusarai, Supaul, Saharsa, Khagaria

S. No.	RC Name	RC Code	Name & Address	Operational Area
37	Lucknow	53	Brig K K Sunny Regional Director IGNOU Army Recog.Reg. Centre IAEP HQ.Central Command-GS (Edn) Lucknow - 908554 Uttar Pradesh 0522-2482968 iaeccc53@yahoo.com	Central Command Area
38	Udhampur	55	Lt. Col. Anand Swaroop Paul Regional Director IGNOU Army Recog. Reg. Centre Col. Education Uttar Kaman Mukhyalaya 908545 C/O 56APO, HQ Northern Command Udhampur, Jammu & Kashmir 01992-242486	Northern Command Area
39	Chandimandir	52	Col. Debashish Roy Regional Director IGNOU Army Recog. Reg. Centre Col. Education, HQ Western Command C/O 56 APO Chandimandir-908543, Haryana 0172-2589423 (Civil) 0712-2589423 iaeprc52@rediffmail.com	Western Command Area
40	Pune	54	Col G K Chopra Regional Director IGNOU Army Recog. Reg. Centre Col. Education, H Q Southern Command C/O 56 APO 908541 020-26102668 020-26102670	Southern Command Area
41	Kolkata	51	Col.Jaswinder Singh Regional Director IGNOU Army Recog. Reg. Centre Col. Education, Fort William HQ Eastern Command Kolkata - 700021, West Bengal 033-22222668 rc51army_ec@yahoo.co.in	Eastern Command Area
42	New Delhi	71	Captain Rohtas Singh 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 - 110066, Delhi 011-26194686,26185299,011-26105067 adne@Sifymail.com	Naval Hqs

S. No.	RC Name	RC Code	Name & Address	Operational Area
43	Mumbai	72	Captain V.S.Babeley Regional Director IGNOU Navy Recog. Reg. Centre HQ. Western Naval Command Shahid Bhagat Singh Marg Mumbai - 400023, Maharashtra 022-22752245 022-22665458 inepm@Rediffmail.com	Hq Western Naval Command
44	Visakhapatnam	73	Captain M Ghanasyam Ojha Regional Director IGNOU Navy Recog. Reg. Centre HQ Eastern Naval Command Visakhapatnam - 530014, Andhra Pradesh 0891-2812284, 0891-2515834 inepv@Hotmail.com	HQ Eastern Naval Command
45	Kochi	74	Captain S.R. Sridhar Regional Director IGNOU Navy Recog. Reg. Centre Naval Base HQ Southern Naval Command Kochi - 682004, Kerala 0484-2872148, 2662515, 2661007 0484-2666194 inepk@Rediffmail.com	HQ Southern Naval Command
46	Shillong	81	Major S K Karn Regional Director IGNOU Assam-rifles Recog. R.c. Directorate General Assam, Rifles (DGAR) Laitumukhrah, Shillong - 11 Meghalaya 0364-2705181 0364-2705184 iarrc_81@Yahoo.co.in	Command Area
47	Port Blair	02	Sh.S.Saunand Regional Director IGNOU Regional Centre JNRM Campus Port Blair-744104 Andaman & Nicobar Islands 03192-242888, 230111 rcportblair@ignou.ac.in	Andaman & Nicobar Islands
48	Aligarh	47	Sh Bhanu Pratab Regional Director I/C IGNOU Regional Centre 3/310, Marris Road Aligarh-202001, Uttar Pradesh 0571-2700120, 2701365 rcaligarah@ignou.ac.in	District of Uttar Pradesh Etah, Kasganj, Firozabad, Rampur, Aligarh, Hathras, Badaun, Agra, Bulandsahar, Moradabad, Manpuri, Etawah, Mathura & J P Nagar



S. No.	RC Name	RC Code	Name & Address	Operational Area
49	Varanasi	48	Dr Manorma Singh Regional Director IGNOU Regional Centre Gandhi Bhawan B.H.U. Campus, Varanasi-221005 Uttar Pradesh 0542-2368022,2368622 0522-2364893 0542-2317383 rcvaranasi@ignou.ac.in	District of Ambedkar Nagar, Santkabirnagar, Maharajganj, Jaunpur, Ballia, Azamgarh, Gorakhpur, Deoria, Kushinagar, Sant Ravidas Nagar Mirzapur, Varanasi, Ghazipur, Maunathbhanjan Chandaul, Sonbhadra
50	Jaipur	56	Col Kamlakar Mukherjee Regional Director IGNOU Army Recog Reg. centre Education Branch C/O 56 APO 908546, Jaipur, Rajasthan 0141-2386 Etn 2668	South Western Command
51	Panaji	08	Dr M S Parthasarathy Regional Director IGNOU Regional Centre Behind Chodankar Hospital Near P&T Staff Quarters, Alto Porvorim Povorim -403521, Goa 0832-2462315, 0832-2414552 rcpanaji@ignou.ac.in	State of Goa & Three Adjoining Districts of Karnataka I.e Dharward, Belgaum, Uttara Kannad And Sindhudurg (District of Maharashtra)
52	Nagpur	36	Dr P Sivaswaroop Regional Director IGNOU Regional Centre Gyan Vatika 14 Hindustan Colony Amaravati Road Nagapur 440033 0712-2022000 09657866936(m) rcnagpur@ignou.ac.in	State of Maharashtra Covering Districts Amravati, Buldhana, Akola, Washim, Hingoli, Parbhani, Nanded, Yavatmal, Wardha, Chandrapur, Nagpur, Bhandara, Gondia, Gadchiroli (14 Districts)
53	Mumbai	49	Dr M Rajesh Regional Director IGNOU Regional Centre Om Leva Vikas Niketan Nanepada Road, Mulund (E), Mumbai -81 022-25633159 rcmumbai@ignou.ac.in	Four Districts of Maharashtra : Mumbai, Thane, Raigarh and Ratnagiri
54	Vijayawada	33	Dr S Mohanan Regional Director IGNOU Regional Centre 1st Floor, SKPVV Hindu High School,, Kothapetha Vijaywada 520 001, Andhrapradesh 0866-25535959, 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	State of Andhra Pradesh Covering the Districts of Srikakulam, Vizainagaram, Visakhaptnam, East Godavari, West Godavari Khammam, Krishna, Guntur, Prakasham, Nellore And Chittoor

S. No.	RC Name	RC Code	Name & Address	Operational Area
55	Delhi	38	Dr A M Saklani Regional Director I/C IGNOU Regional Centre F-634-636 Palam Extnsion Ram Phal Chowk (Near Sector 7 Dwarka) New Delhi 110 045 011-25088939,25088944 011-25088983 redelhi3@ignou.ac.in	Mundka, Nangloi Jat, Peeragrhi, Punjabi Bagh, Bakarwala, Meera Bagh, Motinagar, Tilak Nagar, Tilangpur, Kotla, Vikaspuri, Subhash Nagar, Uttam Nagar, Janakpuri, Nazafgarh, Mahavir Enc., Sagarpur, Dwarka, Palam, Palam Farms, Kapasera, Dhaura Kuan, Naraina, Dist of Gurgaon
56	Noida	39	Dr Gulab Jha Regional Director IGNOU Regional Centre C- 53 Sector 62 Institutional Area Noida 201305, Uttar Pradesh 0120-2405012,2405014, 0120-2405013 renoida@ignou.ac.in	Districts of Gautam Budh Nagar, Ghaziabad, Meerut, Baghpat and Baraut
57	Chandigarh	06	Dr Asha Sharma Regional Director IGNOU Regional Centre SCO 208, Sector 14 Panchkula 134 109, Hayrana 07172-2590208 rechandigarh@ignou.ac.in	Chandigarh U T., Dist Rupnagar, Patiala, Mohali and Fatehgarh Sahib of Punjab and Dist Panchkula and Ambala of Haryana
58	Trivandrum	40	Dr B Sukumar Regional Director IGNOU Regional Centre Mepram Mansion Chekkalamukku Sreekariyam, Trivandrum -695017 0944750581 (Mob) rctrivandrum@ignou.ac.in	Thiruvananthapuram, Kollam & Pathanamthitta (Districts of Kerala & Kanyakumari District of Tamilnadu)
59	Jorhat (Camp Office)	37	Dr Maguni Ch Behra Regional Director House No. 71, GMC Road, Christian Basti, Guwahati-781003, Assam 0361-2662879	State of Assam
60	Raghunathganj	50	Dr S Raja Rao Regional Director IGNOU Regional Centre R.No 312 Second Floor New Administrative Building SDO Jangipur Office Compound Raghunathganj Dt.murshidabad West Bengal-742 225 03483-271555 03483-27166603483-27166 03483-271666 rcraghunathganj@ignou.ac.in	Three Districts of West Bengal- Murshidabad Malda & Birbhum

## List of Programme Study Centres Being Activated

### LIST OF ACTIVATED PROGRAMMES STUDY CENTRES

Sl. No.	Regional Centre	Code Number	Address of the PSC
1.	Shillong	1860 P	Prog. Incharge IGNOU Prog. Study Centre ICAR Research Complex for NEH Region Umroi Road, Umaim, Barapani-793103
2.	Khanna	To be allotted	Dr. L.R. Verma-Programme Incharge Lee Bee International Institute of Beekeeping and Agro-Enterprises (IBA) GT Road, Doraha-141 421, Ludhiana (Punjab)
3.	Arunachal Pradesh	0315P	Dr. Taba Heli Prog. Incharge Krishi Vigyan Kendra Animal Husbandry & Veterinary Govt. of Arunachal Pradesh Nirjuli, Papumpare District Arunachal Pradesh-791109 Ph. (O) : 0360-2257844

**CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE**

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

- Programme of Study
- Enrolment Number
- Name
- New of Corrected Address including Pin
- New Study Centre Code
- Choice for Medium of Study
- Date of Change

For change/correction of address and or change of study centre the form should be mailed to the Director of your concerned Regional Centre.

**NOTE: TWO FROMS ARE PRESENTED IN THIS PAGE, USE THE RELEVANT FORM ONLY**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
CHANGE/CORRECTION OF STUDY CENTRE**

	Programme Code	<input style="width: 80%;" type="text"/>
Enrolment Number	<input style="width: 100%;" type="text"/>	Date effective from
	<input style="width: 100%;" type="text"/>	<input style="width: 80%;" type="text"/>
Name <input style="width: 100%;" type="text"/>		
New Address		
<input style="width: 100%;" type="text"/>		Existing Study Centre Code
<input style="width: 100%;" type="text"/>		<input style="width: 80%;" type="text"/>
<input style="width: 100%;" type="text"/>		
Town	<input style="width: 100%;" type="text"/>	
State	Pin	<input style="width: 80%;" type="text"/>
State Code	<input style="width: 100%;" type="text"/> (See Code List 2 of Guide to Applicant)	
Signature :	Date :	New Study Centre Code :
		<input style="width: 80%;" type="text"/>

To

The Regional Director

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

**Sub : Intimation of Non-receipt of Study Material & Assignments**

Enrolement No.

Programme

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 .....





### DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are 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)

#### Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 Feb to 31 March	NIL	1 Aug to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct to 20 Oct.	Rs. 300/-
21 April to 15 May*	Rs. 500/-	21 Oct to 15 Nov*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov to 28 Nov*	Rs. 1000/-

\*During these dates submit the examination form with late fees to the concerned Regional Centre (Outside Delhi). For Delhi submit to the Registrar (SED).

Please submit the examination form up to 20th April / 20th Oct at the address mentioned below and no where else by Regd. Post / Speed Post

THE REGISTRAR (SED)  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,  
BLOCK-12, MAIDAN GARHI,  
NEW DELHI - 110068

### INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., [www.ignou.ac.in](http://www.ignou.ac.in). Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website [www.ignou.ac.in](http://www.ignou.ac.in) and download Hall Ticket and report to Examination Centre with your Identity Card.
7. 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.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. 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.)
10. 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.





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI NEW DELHI – 110 068**

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

**Name:**.....

**Programme:**.....

**Enrolment No.**

**Address:**  
.....  
.....  
.....  
.....

**PIN:**

**Month and Year of the Exam:**.....

**Name of Exam Centre:**.....

**Centre Code:**.....

<b>Courses, in which Re-evaluation is sought</b>	<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Total amount paid Rs:**.....  
(Rs. 500/- per course/paper)

**Bank Draft No.....(Issuing Bank).....**

**Date:**.....

**Signature of the student**

**NOTE:**

The request for re-evaluation by the students must be made before 31<sup>st</sup> March for December TEE and 30<sup>th</sup> September for June TEE or within one month of declaration of results whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

After re-evaluation, the better of the two scores of original marks/grade and re-evaluated marks will be considered.

The revised marks after the re-evaluation shall be incorporated in the student record and the revised Grade card/Marks sheet shall be sent to the students within one month from the receipt of the application.

Re-evaluation is not permissible for the Projects, Practicals, Assignments, Seminar etc.

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

**Dy. Registrar (Exam-III)**

**(Student Evaluation Division)**

**Indira Gandhi National Open University**

**Maidan Garhi, New Delhi – 110 068**





**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 (SED)  
Indira Gandhi National Open University  
Maidan Garhi,  
New Delhi-110 068





# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

( To be submitted at the concerned Regional Director)

## APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name .....
2. Father'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 to which the Candidate attached  
\_\_\_\_\_
6. Name of the University to which the candidate wants to migrate  
\_\_\_\_\_

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

(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 the fee due to the University. In the event of any information being found incorrect the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_

Dated \_\_\_\_\_

## INSTRUCTIONS

1. A fee of Rs. 200/- 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 Migration Certificate the applicant 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 issue on payment of Rs. 200/- only in case the same 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 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”.



## Student Registration and Evaluation Division

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

Re-admission form for all programmes  
(other than MP & MPB - Details as shown in Table-A)

Dates for submissions:  
1st Aug to 31st Oct.  
or  
1st Feb. to 20th April

1. Name & Address of the student .....

.....

.....

2. Programme Code :

3. Enrol. No. :

4. Regional Centre Code :

5. Study Centre Code :

6. Details of course(s) not completed for which re-admission is sought. :

Sl. No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
			Total Rs .	

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s)/ semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee Rs.

8. Total Fee (Col.No. 6+7) Rs. .... enclosed vide Demand Draft No. ....

Date of ..... (Name of Bank)

(DD should be drawn in favour of "IGNOU" payable at New Delhi.

Signature of the Student

Mail this Re-admission Form along with DD to Registrar, SED  
Division, IGNOU, Maidan Garhi, New Delhi-110068 on or before  
the last date mentioned above.

Note: Please retain a copy of this form for any future reference.

## RULES & GUIDELINES FOR RE-ADMISSION

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





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
Maidan Garhi, New Delhi-110068**

**APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrolment No. 

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

Programme .....

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:

**Registrar (SED)  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110 068**

Date .....

.....  
Signature



# Indira Gandhi National Open University

## Student Satisfaction Survey

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

*Dear Student,*

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

Vice-Chancellor, IGNOU.

Enrolment No. .... Name .....

Gender :  M  F

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

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

Regional Centre ..... State ..... Study Centre .....

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

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

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

## 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](http://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)**

Prof. Parvin Sinclair Chairperson	<a href="mailto:pk Sinclair@ignou.ac.in">pk Sinclair@ignou.ac.in</a>
Ms. Neena Jain EMPC	<a href="mailto:neenajain@ignou.ac.in">neenajain@ignou.ac.in</a>

### ***Regional Services Division Committee against Sexual Harassment (RSDCASH)***

Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	<a href="mailto:nkapai@ignou.ac.in">nkapai@ignou.ac.in</a>
Dr. C. K. Ghosh Director, SSC	<a href="mailto:ckghosh@ignou.ac.in">ckghosh@ignou.ac.in</a>
Ms. Kailash Saluja AR, SOL	<a href="mailto:kailashsaluja@ignou.ac.in">kailashsaluja@ignou.ac.in</a>
Ms. Surekha AR, Library	<a href="mailto:sur.mittimani@gmail.com">sur.mittimani@gmail.com</a>

### ***IGNOU Committee against Sexual Harassment (ICASH)***

Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	<a href="mailto:rrpaliwal@hotmail.com">rrpaliwal@hotmail.com</a>
Dr. Silima Nanda Director, ID	<a href="mailto:snanda@ignou.ac.in">snanda@ignou.ac.in</a>
Dr. Himadri Roy Reader, SOGDS	<a href="mailto:himadriroy@ignou.ac.in">himadriroy@ignou.ac.in</a>
Dr. Malti Mathur Reader, SOH	<a href="mailto:maltimathur@ignou.ac.in">maltimathur@ignou.ac.in</a>
Ms. Vidya Sonal DR. Admin Div.	<a href="mailto:vsonal@ignou.ac.in">vsonal@ignou.ac.in</a>
Mr. K. K. Kutty DR. SRD	<a href="mailto:kkkutty@ignou.ac.in">kkkutty@ignou.ac.in</a>
Ms. Bharti Kharbanda SO, SOCIS	<a href="mailto:bhartikharbanda@ignou.ac.in">bhartikharbanda@ignou.ac.in</a>
Ms. Sadhna Malhotra AR, IGNOU	<a href="mailto:sadhnamalhotra@ignou.ac.in">sadhnamalhotra@ignou.ac.in</a>
Ms. Kanika Singh RTA, SOCE	<a href="mailto:kanikasingh@ignou.ac.in">kanikasingh@ignou.ac.in</a>







SOA-IGNOU/P.O. 1T/July, 2010



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THE PEOPLE'S  
UNIVERSITY