

CNCC

PROGRAMME GUIDE

Certificate in Nutrition and Child Care



School of Continuing Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

YOUR ATTENTION PLEASE

The candidates are required to opt only such the Study Centre as is activated for the programme. As far as possible, the University will allot the Study Centre opted by the candidate. However, the University may change the Study Centre at its convenience without concurrence of the student at any time.

You are requested to go through this Guide carefully before you proceed to the course material. It is further suggested that whenever you have a question to ask us, do look into the Guide. You will most likely find the answer to your question. If you do not, get in touch with your Regional Centre for information.

Printed material is your backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each course has a Course Development Committee headed by the Vice-Chancellor and other distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellor at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, students will have no need for any cheap or condensed guides for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advises the students not to take recourse to such type of guides.

MATERIAL PRODUCTION

Mr. Arvind Kumar
Asstt. Registrar (Publication),
SOCE, IGNOU, New Delhi

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CONTENTS

	Page No.
1. Introduction to the University	5
2. Introduction to the Programme	6
3. Answers to Some Anticipated Questions	7
4. Mode of Education	7
5. Coursewise Details	10
6. Study Centres	15
7. Evaluation: Term-end Examination and Assessment	16
8. Other Useful Information	20
9. Some Forms for Your Use	22
10. Regional Centre Codes and Addresses	23
11. Some Forms for Your Use	35
12. Previous Years Questions Papers	62
13. IGNOU Policy Regarding Sexual Harassment at the Workplace	68
14. Student Satisfaction Survey	69

The degrees and diplomas of IGNOU are recognized and have the same status as those of any other Central or State University in India

**ASSOCIATION OF INDIAN
UNIVERSITIES
AIO HOUSE, 16 KOTLA MARG,
NEW DELHI-110002.**

January 14, 1994

The Registrar
Member Universities

**Sub: Recognition in Degrees/Diplomas of
Open Universities**

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

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

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

Thanking you,

Your faithfully,
Sd/-
(K.C Kalra)
Joint Secretary

**UNIVERSITY GRANTS COMMISSION
Babadur Shah Safar Marg,
New Delhi-110002**

No-F-1-8

The Vice-Chancellor Director's
of all the Indian Universities/
Deemed Universities Institutions
of National importance

**Sub: Recognition of Degrees/Diplomas
awarded by Indira Gandhi National
Open University, New Delhi**

I am directed to say that Indira Gandhi National Open University New Delhi has been established by Sub-Section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F. 13-12/85-Desk (U) dated 1909-1985 issued by the Govt. of India. Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/diploma. The Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Your faithfully,

Sd/-
(Gurcharan Singh)
Under Secretary

Dear Learner,

Welcome to the Certificate Programme in Nutrition and Child Care offered by the Indira Gandhi National Open University (IGNOU). We are sure that you will find the programme interesting, informative and useful.

IGNOU offers its programmes through the distance education mode. Many of you may be familiar with correspondence education. Does distance education mean the same? If not, then what is the difference?

Since you are new to this programme of study as well as the distance education mode of learning, it is natural that you may have many doubts and queries in the beginning as well as at different stages of learning. At such times you may need a person to look into your problems. Or you may feel like sending some queries/letters to clarify your doubts. It is also possible that for some reason you may hesitate to do so. It may, therefore give you a feeling of isolation. This Programme Guide is an attempt to help you overcome this feeling of isolation and also to answer some of your queries. It seeks to give you an overview of the Diploma Programme in Nutrition and Child Care as well as help you understand the distance education mode of learning. It aims to give you useful guidelines about study materials, assignments, term-end examination and counselling sessions.

1. INTRODUCTION TO THE UNIVERSITY

The Indira Gandhi National Open University was established in September 1985 under an Act of Parliament. Its aim is to develop a flexible education system in the country. The primary emphasis is on development of courses relevant to our present day society, using innovative methods in imparting education, flexibility and involvement of all sections of society in the educational system. IGNOU aims to provide opportunities to all who want to have access to education, irrespective of restrictions with regard to place and time.

The significant features of IGNOU that make it different from the conventional Universities are the following :

- relaxed entry rules;
- study according to the student's own pace and convenience;
- study at the student's own place;
- flexibility in choosing a combination of courses from a wide range of disciplines and
- use of modern educational and communication technology including radio, TV, audio and video tapes and satellite in imparting education.

These unique features promote an openness as regards the educational system, making this an "Open University".

The University functions with the objectives of :

- providing opportunities for higher education to large segments of the population and, thereby, seeking to achieve the educational well-being of the community;
- providing access to higher education to the disadvantaged groups and individuals, opening up opportunities for upgrading knowledge and skills;

- bringing higher education to the doorsteps of all those who look for it;
- providing high quality education at the University level, and
- promoting both national integration and integrated development of the human personality.

IGNOU has adopted the distance education mode of instruction. Distance education uses the multi-media approach towards education which distinguishes it from correspondence education. In correspondence education, instruction is solely through the print material whereas in the distance education mode, teaching and learning takes place through various channels – print material, audio and video programmes, teleconference and counselling sessions at Study Centres. Thus, there is a strong focus on student support services (i.e. services in addition to the print material), in the distance education mode of education. Student support services are provided by the University through a network of Study Centres located all over the country. You will come to know about each of these aspects of the distance education system with reference to the Certificate Programme in Nutrition and Child Care, in detail, in the subsequent sections of the Programme Guide.

2. INTRODUCTION TO THE PROGRAMME

This programme provides in depth theoretical as well practical knowledge related to both nutrition and early childhood care and education. It is of tremendous relevance and use to all those who need to have the knowledge understanding and skills both with regard to nutrition and child development. The specific objectives of the programme are:

- to development a basic understanding of food, nutrition and health
- to be aware of principles of meal planning and plan meals for different age groups
- to recognize nutrition related disorders
- to understand principles of food budgeting, food selection, food storage and food preservation
- to understand development of children from birth to six years of age
- to promote development of children by organizing appropriate play activities and learning experiences.
- to be aware of principles of setting Early Childhood Care and Educaion centres and managing small scale commercial food service establishment.

Eligibility : This certificate programme is open to all learners who have cleared the 10+2 examination or its equivalent.

Duration : The duration of this programme of study is six months, but you are allowed to take upto two years to complete it.

Medium of Instruction : The medium of instruction is English & Hindi, i.e., the print, audio/ video materials and assignments are in English & Hindi. You can write the responses to the assignments and term end examination in English or Hindi.

Programme Fee : The programme fee is Rs. 1800/- (Rupees One Thousand Eight Hundred only). It is to be paid in one in one instalment at the time of admission. Fees once paid are not refundable, nor are they transferable.

Programme Structure

The following table gives an overview of the programme structure and credit weightage.

	Course Title	Course Code	Credits	Nature of Course
1)	Nutrition for the Community	CNCC-1	8	Theory : 6 credits Practical : 2 credits
2)	Organising Child Care Services	CNCC-2	8	Theory : 6 credits Practical : 2 credits

The Certificate Programme is worth 16 credits and comprises two Courses of 8 credits each. In IGNOU terminology, one credit is equivalent to 30 hours of the learner's study time. So an 8 credit Course should take you 240 study hours to complete. This includes the time taken for you to understand the print material, complete the assignments related to the Courses, view and listen to the related video and audio cassettes, attend counselling sessions and complete the practical work related to the Course. Thus the entire Programme is with $240 \times 2 = 480$ hours of your study time. Of course, you must bear in mind that this is an average estimate.

3. ANSWERS TO SOME ANTICIPATED QUESTIONS

- **What are the special features of this Certificate Programme?**

This Programme gives you indepth theoretical as well as practical knowledge related to both nutrition and early childhood care and education. The course material is self-explanatory. Supplementary academic inputs would be provided by Counsellor with specialisation in nutrition and child development. The practicals which are home/field based form a major component of the Programme and would help you to develop the requisite attitudes and skills.

- **Who should used for the programme?**

The Programme will be of interest to :

- Functionaries marking with women and children in nutrition and child development programmes or organisation. Such functionries would be working in settings such as creches, preschools, *anganwadis* and *balwadis*.
- those who wish to run small scale commercial food service establishments
- those who wish to work in child care centres and early childhood education centres
- individuals who wish to upgrade their knowledge and skills
- parents
- others interested in knowing about the development of young children

- **Is this Diploma a recognised one?**

IGNOU came into existence by an Act of Parliament. The programmes offered by IGNOU are treated at par with those offered by any other central or state university in the country. Any programme of study launched by IGNOU is recognised. This obviously holds good for this Diploma as well.

4. MODE OF EDUCATION

The Programme uses the print material, audio and video cassettes and counselling sessions as the media for instruction.

4.1 Print Material

Properly planned self-instructional print material is the mainstay of this Certificate. As a student of the Certificate Programme, the printed material you would receive would be in the form of 17 printed booklets i.e. 14 Blocks and 3 Practical Manuals. The Blocks themselves consist of 3-6 Units each. The Units of each Block have a certain thematic unity and are arranged in a logical sequence.

As you go through the Block, you would see that each Unit has a “structure”. This structure indicates the components of the Unit – its sections and sub-sections. So you get an overview of what each Unit has to offer. The “Introduction” tells you what to expect in the Unit and includes its objectives. This gives you an idea of what you should aim to achieve while studying the Unit. This is followed by the main body of the Unit which is divided into various sections and sub-section. The “Let Us Sum Up” section towards the end summarises the information contained in the Unit, while the “Glossary” provides a list of difficult words, phrases or terms and their meaning. Interspersed throughout the Unit are “Check Your Progress Exercises’. These are for you to work through as you go through the Unit. Answers to these exercises are given at the end of each Unit. However, in certain cases these exercises are in the form of activities to be carried out by you, for which explicit answers may not be provided; however hints are given.

4.2 Audio and Video Programmes

While the print material is, by and large, complete in itself, some concepts and their applications have been explained through the audio and video programmes as well, to facilitate better comprehension and understanding. The experience of learning through different media is interesting and useful as well. Thus the audio and video programmes will be of great benefit to you as supplements to the print material. If you make use of the audio and video cassettes along with the print material, you will be able to understand the subject matter better, find it easier to write responses to assignment, prepare for practical work and apply the concepts explained through the print material more effectively in the day-to-day situations. This is particularly true with regard to planning and carrying out play activities with children, making play materials and organising child care centres.

In view of the above, we strongly recommend that you view and listen to video and audio cassettes related to this Certificate. However, listening to and viewing audio and video programmes is optional. You could complete the programme of study by just studying the printed course material provided.

4.3 Counselling Sessions

While the print material and the audio and video programmes are self explanatory and we have tried to anticipate your questions and difficulties and tackled them therein, it is likely that you may still have some doubts and some clarifications to seek. The counselling sessions are organised at the Study Centre with this in mind. Through these you get a chance to talk to subject matter experts, who are also called counsellors in the distance education system, and fellow learners of the same programme of study.

Counselling sessions will be very different from the usual classroom teaching or lectures. Your counsellors will not be delivering lectures or speeches. The counselling sessions will be discussion

oriented where the counsellor and the learners share their views on the subject and the learners seek clarifications for their doubts and comprehend some of the complex ideas or difficult issues. The counsellors will try to help you overcome your difficulties (academic as well as personal) which you face while studying for the Certificate. Besides, some of the audio and video cassettes related to the programme will be played. Therefore, it is very important that you study the related course material before you go to attend the counselling sessions. Unless you have gone through the Units/Blocks, there may not be much to discuss. During the counselling sessions try to concentrate on the relevant and the most important issues (it is quite likely that some minor issues may distract your attention and you may not have time to discuss the major problems). Also try to understand each other's points of view, without making the session a seminar or a debate. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

The counselling sessions will be conducted at your Study Centre. You will be told about the counselling schedule in advance so that you know the Blocks that will be taken up for discussion during the counselling session on a particular day. Study the Blocks that will be taken up during the session before attending the same.

Attending the counselling sessions will prove to be of tremendous help to you. We strongly recommend that you attend as many counselling sessions as you can. However, attending counselling sessions is optional. You can complete the Certificate Programme without attending any counselling session.

The number of counselling sessions for each course of the Certificate Programme would be as follows:

CNCC-1 : 10 sessions CNCC-2: 10 sessions.

You will be informed about the detailed programme and details of the counselling sessions by the coordinator of your study centre.

Some Useful Studying Tips

The Certificate and the system that offers it are relatively new. It is quite likely that some of you may be wondering how to complete this programme successfully.

It should not be difficult for you to complete this Certificate Programme if you plan your work schedule sufficiently carefully. If you practise a somewhat systematic way of studying the materials, much of your task will become easy. We can give you a few suggestions to make your studies easy and interesting.

We understand that adult learners have many domestic and social commitments to attend to. But it is possible to steal some time regularly for your studies. Convince your colleagues and affectionate family members that you need some privacy to study and stick to a regular time table. As soon as you receive the first set of your reading materials start working on them. Do not postpone studying the materials or writing your assignment-responses time and again.

For obvious reasons print material is the primary form of instructional material, although there are audio and video programmes and counselling sessions also. Naturally, you will have to concentrate mainly on the printed Blocks we send you which will give you enough information to write your assignment-responses and prepare for the final examinations satisfactorily.

Read the Units carefully and note down the important points You can use the space in the broad margin of the printed pages for making notes and writing your comments. Try to answer "Check Your Progress" questions. Please remember, the answers to these questions are not be sent to

us. Their purpose is to enable you to evaluate your own performance and to keep you on the right track. That is why they are called ‘Self-check’ questions. They will enable you to check whether you have comprehended what you have read. If you are not satisfied with your answers, see where you have gone wrong. At times, it is possible that you may have a better answer than the one we have presented. In any case, they will help you reinforce the information/knowledge you gain through your first reading of the text.

5. COURSEWISE DETAILS

The Certificate in Nutrition and Child Care comprises two courses :

- 1) Nutrition for the Community
- 2) Organising Child Care Services

Let’s look more closely into what each of these Courses has to offer.

COURSE 1 : NUTRITION FOR THE COMMUNITY (8 Credits)

Food is inseparably linked with the life. Can you imagine a single day when you have not thought or talked about food? Several questions must have come to your mind. What foods should we eat? How much to eat? How can one meet his/her food needs within the family income? All these aspects are, in fact, a part of the fascinating study of nutrition. You may be familiar with nutrition as a discipline but may not have studied nutrition in all organised fashion so far. Now here is an opportunity for you to study about food and nutrition. This Course is a broad-based package covering the basics of nutrition as well as some of its major applications.

The course will help to:

- select the right kinds of food keeping cost in mind.
- plan reasonably priced nutritious meals/snacks for yourself and other members of your family.
- familiarise yourself with the meal patterns typical of your region as well as other regions of the country.
- recognise and identify common illnesses that arise out of eating the wrong types of food.
- acquaint yourself with the various programmes organised by the government to tackle nutritional problems.
- plan the production of suitable packed lunches and snacks in large quantities for distribution to individuals and institutions such as schools, colleges and offices.

The course package comprises print material (including the practical manual), a practical kit and audio-video programmes. The print material consists of the following:

Block 1: Basic Concepts in Nutrition - I

- Unit 1 Food, Nutrition and Health
- Unit 2 Macronutrients-I : Carbohydrates and Water
- Unit 3 Macronutrients-II : Proteins and Lipids

Block 2: Basic Concepts in Nutrition - II

Unit 4 Micronutrients-I : Vitamins

Unit 5 Micronutrients-II : Minerals

Unit 6 Planning Balanced Diets

Block 3: Meal Planning

Unit 7 Principles of Meal Planning and Meal Planning for the Adult

Unit 8 Meal Planning for Pregnant and Lactating Women

Unit 9 Meal Planning for Infants and Preschoolers

Unit 10 Meal Planning for the School Child and Adolescent

Block 4: Effective Utilisation of Food Resources

Unit 11 Food Budgeting

Unit 12 Food Selection-I

Unit 13 Food Selection-II

Unit 14 Food Storage

Unit 15 Food Preservation and Other Methods of Maximisation of Nutritional Benefit

Unit 16 Food Safety

Block 5: Nutrition Related Disorders

Unit 17 Major Deficiency Diseases-I : PEM and Xerophthalmia

Unit 18 Major Deficiency Diseases-II: Anaemia and Iodine Deficiency Disorders

Unit 19 Other Nutritional Problems

Unit 20 Nutrition and Infection

Unit 21 Dietary Management of Obesity, Coronary Heart Disease and Diabetes Mellitus

Unit 22 Maternal Malnutrition

Block 6: Nutrition Programmes

Unit 23 Nutrient Deficiency Control Programmes

Unit 24 Supplementary Feeding Programmes

Unit 25 Assessment of Nutritional Status

Block 7: Quantity Cooking

Section A: Case Study-I OFFICE PACKED LUNCHES

Unit 26 Planning the Food Service Establishment

Unit 27 Setting up the Food Service Establishment

Unit 28 Review of Food Service Establishment

Section B: Case Study-II SCHOOL CANTEEN

Unit 29 Planning the Food Service Establishment

Unit 30 Setting up the Food Service Establishment

Unit 31 Review of Food Service Establishment

PRACTICAL MANUAL PART-I

(This manual consists of 6 sections and is based on Blocks 1-3)

Section 1 Weights and Measures

Section 2 Finding Nutritive Value of Foodstuffs

Section 3 Methods of Cooking

Section 4 Regional Meal Patterns

Section 5 Planning Diets-I

Section 6 Planning Diets-II

PRACTICAL MANUAL PART-II

(This manual is based on Blocks 4 to 7)

List of Video Programmes

- Planning Balanced Diets
- Santulit Ahar Niyojan
- Garbhavastha Mein Ahar Niyojan
- Setting up a Food Service Establishment – An NGO Experience
- Bhojan Pariveshan Sanstha Chalana – Ek Anubhav
- Incidence and Management of Nutritional Deficiency Disorders

List of Audio Programmes

- Nutrition for the Community
- Samudai aur Poshan - Ek Paricharcha
- Food Fads and Misconceptions
- Bhojan Se Sambandhit Galat Dharnayen

COURSE 2 : ORGANISING CHILD CARE SERVICES

(8 Credits)

This eight credit course comprises theory as well as practical work. It will orient you towards knowledge, attitudes and skills required for working with young children up to six years of age.

To do so successfully, it is important to understand how children develop from one year to the next. In this Course, you will read about the physical, motor, language, cognitive, social and emotional development of children from the time of conception till they are six years of age. The Course will help you to develop an understanding about the needs and rights of children and give you a perspective on the socio-cultural context of childhood. You will also read about ways of fostering children's development through play activities that are age appropriate as well as interesting. The basic principles of organising crechès, preschools and day care centres have also been discussed.

To be able to plan play activities for children and organise child care centres successfully, it is important to know what children are like. Observing them and interacting with them gives a better understanding of children's thoughts and feelings and is, therefore, basic to developing skills to work with them. The practical work has been planned with this view. The practical work has been described in the Practical Manual. As a part of practical work, you will be required to observe children in your neighbourhood or home and conduct play activities with them.

This course aims to help in

- developing a sensitivity towards the needs and rights of children
- understanding the development of children from birth to six years of age
- acquiring skills useful in day-to-day interaction with children
- planning play activities for children that will foster development
- understanding the principles of organising child care centres

The course comprises print material and audio/video programmes. The print material consists of the following:

Block 1: Introduction to Child Care and Development

- Unit 1 The Experience of Childhood
- Unit 2 Basic Concepts in Child Development
- Unit 3 The Principles of Development
- Unit 4 The Needs and Rights of Children
- Unit 5 The Importance of Play in Development

Block 2: The Child : Development in the First Twelve Months

- Unit 6 Prenatal Development and Care
- Unit 7 Physical, Motor and Sensory Development
- Unit 8 Cognitive Development: The Emergence of Thought
- Unit 9 Language Development: Learning to Speak
- Unit 10 Socio-Emotional Development: The First Relationships
- Unit 11 Play Activities for Fostering Development

Block 3: The Child : Development During Toddlerhood (13-36 months)

- Unit 12 Physical and Motor Development: Increase in Mobility and Control
- Unit 13 Cognitive Development: Towards Mental Representation
- Unit 14 Language Development: From Words to Sentences
- Unit 15 Socio-Emotional Development: Expanding Relationships and the Emerging Self
- Unit 16 Play Activities for Fostering Development

Block 4: The Child: Development During Preschool Years (3-6 years)

- Unit 17 Developing Physical Strength and Motor Coordination
- Unit 18 Developing Cognitive Abilities and Understanding Concepts
- Unit 19 Enhancing Language Skills
- Unit 20 Social Relationships and Child Rearing

Block 5: Play Activities for Preschoolers-1

- Unit 21 Play Activities for Movement and Mobility
- Unit 22 Exploring the Environment
- Unit 23 Play Activities for Developing Cognitive Abilities and Some Concepts
- Unit 24 Furthering Language

Block 6: Play Activities for Preschoolers-2

- Unit 25 Fantasy, Story Telling and Dramatisation
- Unit 26 Art for Children
- Unit 27 Rhythm: Music and Movement
- Unit 28 Nurturing Creativity

Block 7: Organising Child Care Services

- Unit 29 Child Care Services in India
- Unit 30 Planning the Curriculum
- Unit 31 Setting-up and Running the Centre
- Unit 32 Involving the Family and the Community
- Unit 33 Evaluation

Practical Manual

It contains some practical related to the Course content. Some of the exercises form a part of the assignments that you are required to submit and you will be evaluated upon them. The practical exercises that you have to submit for assignments have been stated in the assignment booklet that you would have received along with the course material.

In case you do not receive the Blocks and/or assignments on time, please use the form at Annexure I to ask for study materials or assignments.

List of Audio Programmes to Date for Course 2

- 1) Organising Child Care Services: An Overview
- 2) Setting Up and Managing a Child Care Centre
- 3) A Conversation with the Editor of the Course 'Organising Child Care Services'

List of Video Programmes available in English and Hindi to Date for Course 2

- 1) How to Plan a Good Preschool Centre or a Creche
- 2) Narrating Stories to Children, Parts I & II
- 3) Let's Make Play Material - Parts I, II, III and IV
- 4) A Day with Toddlers in a Creche - Parts I, II & III

These programmes are available under the code title ACC-I in your study centre.

6. STUDY CENTRES

You will be allotted a Study Centre in your city by the Regional Centre. This centre will be your point of contact with the University as regards the Certificate Programme. Your Study Centre will provide you with facilities and services such as:

- Counselling facilities
- Audio-visual equipment and ancillary facilities for using that equipment
- Room for meetings and interviews
- Reception and information services, and
- Common room and refreshment facilities wherever possible.

Major Functions of Study Centres

- i) **Counselling:** Counselling represents an important aspect of the open university system. Each Study Centre will have a Coordinator to look after the administrative function. There will be Counsellors in different subjects to provide face-to-face counselling and guidance to you in the subjects of your study. You will be informed about the detailed programme of counselling sessions by the Study Centre.

The evaluation of your assignments will be done by the subject Counsellors.

- ii) **Library:** All regular Study Centres will have a library containing relevant course materials, reference books as well as audio and video materials specially prepared for each Course.
- iii) **Information and Advice:** You will be given relevant information on administrative and related matters by the Coordinator and secretarial staff at the Study Centre.
- iv) **Audio and Video Support:** The Study Centre will be provided with audio and video equipment to help you make use of audio and video cassettes prepared for different Courses.

- v) **Interaction with Fellow Students:** In the Study Centres you will have an opportunity to interact with fellow students. This may lead to the formation of self-help groups.

If you do not receive information about your allotted Study Centre by the beginning of the academic five year, please in touch with your Regional Centre. The list of IGNOU Regional Centres alongwith their addresses is given at Annexure 1 of this Programme Guide.

7. EVALUATION: TERM-END EXAMINATION AND ASSESSMENT

Term-End Examination

In this Certificate Programme the evaluation of a learner's performance is done through term-end examination for Courses 1 and 2. Let us take a look at some highlights of the evaluation scheme:

- For each of the Courses 1 & 2 the term-end examination carries 100 per cent weightage.
- The terminal written examination may comprise:
 - essay-type questions testing analytical and conceptual comprehension
 - case materials/problem-solving activities/practical questions
 - short answer questions and objective questions

A sample question paper for Courses 1 and 2, given at Annexure 2 (a and b) will give you some idea about the kind of questions you may expect in the term-end examination. However, this is only to orient you towards to kind of questions asked. There could be variations in the format of question papers for these Courses.

The conversion formula for converting the numerical marks into grades is as under:

70% and above	-	A
55% to 69%	-	B
45% to 54%	-	C
35% to 44%	-	D
0 to 34%	-	E

The conversion formula for converting the numerical marks into division is as under:

60% and more	-	I Division
50% to 59%	-	II Division
35% to 49%	-	Pass
Below 35%	-	Unsuccessful

The student's score card would contain the numerical marks, the grade as well as the division.

For successful completion of each Course, you need to score at least grade 'D' in the term-end examination. In case you fail to make this score, you are eligible to reappear in the subsequent examinations within a total span of four years from the date of admission, No

extra examination fee is charged for such reappearance. Remember to use the examination form each time before appearing for a term-end examination for a Course.

The University conducts Term-end Examinations 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 or in other words the maximum time to pursue the programme has not elapsed and they have also submitted the required number of assignment(s) in those courses by the due date.

Examination Fee

Examination fee of Rs. 150/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in. Please write your correct enrolment number, programme code and name at the back of the Demand Draft / IPO drawn in favour of IGNOU, New Delhi towards payment of late fee and properly tag it to your examination form to avoid its misplacement.

Date of Submission of Examination Forms

FOR JUNE TEE	LATE FEE	FOR DEC. TEE	LATE FEE	Submission of Exam Form
1 March to 30 April	NIL	1 Sept. to 31 Oct.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 May to 10 May	₹ 1000/-	1 Nov. to 10 Nov.	₹ 1000/-	

The examination form received after the due date or without late fee, whenever applicable shall be rejected.

Examination Centre

Normally the study centre is the examination centre. However, a student is required to fill the examination centre code in the examination form. You are advised to go through the list of study centers available in the Student Handbook and Prospectus/ Programme Guide. In case a student likes to take examination at a particular centre, the code of the chosen centre has to be filled up as examination centre code. However, in case an examination centre chosen by a student is not activated, the university will allot another examination centre in the same Region.

To avoid discrepancies in filling up the examination form or to overcome other difficulties while appearing in the term-end examination, students are advised to:

1. remain in touch with the Study Centre / Regional Centre / SED so as to enquire about any change in schedule of submission of examination form/fee etc., if any;
2. fill up the examination form for the next term-end examination without waiting for the result of the previous term-end examination and also specify courses, for which result is awaited;
3. retain proof of mailing/submission of examination form till the time of receiving the examination hall ticket.

Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students atleast two weeks before the commencement of Term-end Examination. The hall ticket may also be downloaded from the University's website www.ignou.ac.in. In case a student fails to receive the Examination Hall Ticket within one week before the commencement of the examination s/he can download the hall ticket from the website and approach the examination centre for appearing in the exam. He/she must also carry the University Identity Card.

Early Declaration of Results

Sometimes students are offered admission in other institutions and/or are selected for employment etc. and they are supposed to submit mark-sheet/grade card within a specified time period. Such students may apply for an early evaluation of their answer scripts and declaration of the result. For this purpose, the students are required to apply in the specified format available on the University website with a fee of Rs. 1000/- per course through Bank Draft in favour of IGNOU, Delhi along with the attested photocopy of the offer of admission employment etc. The students can submit their requests for early declaration of result before the commencement of the Term-end Examination i.e., before 1st June and 1st December respectively. In such a situation, the University will make arrangements for the processing of the answer scripts and declaration of the result (as a special case). The result will be declared in a period of about one month beginning from the date of examination.

Re-Evaluation of Answer Script(s)

The students who are not satisfied with the marks/grade secured by them in Term-end Examination may apply for re-evaluation within one month from the date of the declaration of result i.e. the date on which the result is made available on the University website on payment of Rs. 750/- per course in the prescribed application form available on the University website. The better of the two results i.e. original marks/grade and re-evaluated marks/grade will be considered and the revised marks/grades shall be incorporated in the student's record. The revised grade card/marks-sheet will be sent to the students within one month from the receipt of application. Re-evaluation is not permissible for Projects, Practicals and Assignments.

Your study centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to: The Registrar (SED), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068 at least one month before the commencement of the examination. The request received at the Headquarters thereafter, will not be entertained.

The Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication is normally sent to the Coordinators of the Study Centres and Regional Directors. The Coordinator would display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. **You are, therefore, advised to keep in touch with your Coordinator so that you get advance information about assignments, submission of examination forms, datesheet, list of students admitted to a particular examination, declaration of result etc.**

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

The University normally may require 3 to 4 months to intimate the result of a particular term-end examination. In the meantime, the dead line for submitting the examination form for re-appearing in a particular course may expire. This is applicable only if one fails to get a passing grade. In such cases, it is advisable for you to submit an examination form without waiting for the result. Once you receive your results and if you find that you have passed in that course, you need not appear for that course again.

Assignments

You must have received a set of assignments for CNCC for this year along with the set of “print material” sent to you. In case you have not received it, please download the same from IGNOU website www.ignou.ac.in go to the Student Zone link under this link go to Download and the assignments.

You have to do one assignment for each course. All the assignments will be considered for evaluation. Thus, in the Certificate Programme you will have to work on two assignments one each for the two courses. This means that you have to complete two assignments in all. All the assignments are ‘Tutor Marked Assignments’ (TMAs). This means that the questions will be of the long answer, medium answer and short answer types.

Are you wondering what we expect from you in these assignments?

Assignments constitute the continuous evaluation component of a course. They can be done in your home or work place or library or any other place you think has the right environment. You may consult suitable persons, books, or other sources for the completion of your assignments. An assignment, therefore, is not like writing an answer book in the examination hall. It is, however, equally important as marks are given to assignments after evaluation. As mentioned earlier, the assignments of a course in CNCC carry 30 percent weightage. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to attempt your assignments seriously.

The main purpose of assignments is to test your understanding of the learning material you receive from the University. The information given in the printed course material is normally considered sufficient for answering the assignments. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may use them. But the assignments are designed in such a way as to help you concentrate mainly on printed course material and your personal experience.

Some of the assignments are knowledge based and some are of applied nature. Assignments which are knowledge based will require you to write short answers. For answering applied type of assignments as in the case of Practical Activities, you should apply the knowledge you have gained by going through a Unit/Block/Course. **In either case, the answers should be your own. You must not reproduce text material as such or copy the information from other sources.** However, you can make use of the material and information you have at your disposal in an innovative way. You can pick up ideas from whatever sources you may have. However, plan and use them **in your own words** when you write the answers to the assignments.

The following guidelines have to be strictly practised when you work on the assignments:

The answer should be precise and relevant to the question. Include appropriate examples where you can.

Keep the word-limit of the answer in mind. A slight variation in length does not matter. But your answer should not be too short or too lengthy. Avoid discussing minor issues at great

length. By setting a word-limit for some of the assignments we mean to convey that a reasonably adequate response can be presented within the suggested word-limit.

The assignments you have attempted should be complete in all respects. Before submission you should ensure that you have answered all the questions in assignments. Incomplete responses will bring you poor marks.

You must submit your assignments according to the schedule indicated in the assignments. The University/Coordinator of the Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date. In case you get the assignments and study material the assignment responses should be submitted within one month of the date of receipt of study material and assignment or within the due date given in this schedule whichever is later.

For your own record, **retain a copy of all the answers to assignment which you submit to the Coordinator of your Study Centre.** If you do not get back the evaluated tutor marked assignments within a month of their submission, please try to get them from your study centre personally. This may help you to improve the answers to your future assignments.

Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.

If you are unable to submit the assignments or are unable to score the minimum qualifying marks, you have to collect, attempt and submit the assignments meant for the next batch of students. The new assignments can be downloaded from IGNOU website.

In case you find that the score indicated in the assignment sheet of your assignments has not been correctly reflected in your grade card you are advised to contact the coordinator of your study centre with a request to forward correct authenticated award list to the Registrar (SED) IGNOU.

8. OTHER USEFUL INFORMATION

IGNOU Newsletter

The University publishes the IGNOU Newsletter three times a year in English as well as in Hindi. It is mailed to each student free of cost. All the important information relevant to the students is published in this newsletter.

Reservation of seats

The University provides reservation of seats for scheduled castes, scheduled tribes and physically handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fees

Reserved categories, viz scheduled castes/scheduled tribes and physically handicapped students, have to pay the fees at the time of admission to the University along with other students.

Physically handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned state government and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Similarly, for reimbursement of programme fees, SC/ST students have to submit their scholarship forms to the Directorate of Social Welfare or the Social Welfare Officer of the respective state government through the concerned Regional Director.

Change or Correction of Address

In case there is any correction or change in your address, you are directed to make use of the form, addressed to the Administrative Officer, Computer Division, IGNOU, Maidan Garhi, New Delhi-110068. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to case changed address during this period.

Change of Study Centre

For the purpose of change of Study Centre, you have to send a request to the Director of your Regional Centre. A copy of the same may be sent to Registrar, Admission Division, IGNOU, New Delhi.

Change of Region

When you want transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer, marking copies to the Regional Centre where you would like to be transferred to and to Director, Student Registration Division, IGNOU, Maidan Garhi, New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking the transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Director, Student Registration Division, IGNOU, New Delhi. The records are normally sent by Registered Post to guard against loss in postal transit.

Simultaneous Registration

A student is permitted to register for only one programme in one academic session. You are, therefore, advised not to seek admission for more than one programme in the given academic session. Violation of this rule attracts cancellation of admission to all the programmes and forfeiture of the programme fees.

The University reserves the right to change the rules detailed in this Programme Guide. However you will be informed about those changes through supplementary circulars well in advance.

Please file all letters that the University sends you, and keep the Programme Guide and the Supplements to Programme Guide (if any) handy. A record of your progress is maintained at our Computer Division; you must maintain your own record for comparisons, if needed.

All types of communication (letters, application, etc.) are attended to as soon as we can. It is, therefore, desirable that you make your letters brief and precise. If your letters present irrelevant details or/and are written in ambiguous and objectionable language, our responses to your queries will invariably get delayed.

Before you write to us to answer your queries, do look into this Programme Guide. We may already have answered your query/queries.

Do follow our instructions carefully.

Do write to us if you have any difficulties or problems in working through this Programme.

For your information, addresses of important officers dealing with different educational aspects are given below. Whenever you have a problem, you can directly contact the concerned officer.

9. SOME USEFUL ADDRESSES

1) Non-receipt of study materials, assignments, missing pages from block etc.	Concerned Regional Centre
2) Admission, Fees, Scholarships, exemption	Concerned Regional Centre
3) Assessment sheets, repeat assignments, examination dates, results, etc.	Director (Student Registration and Evaluation Division) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068
4) Counselling dates and venues and other problems relating to Study Centres	Coordinator of your Study Centre OR Regional Director of your Regional Centre OR Regional Services Division Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068
5) Change of address and all other	Concerned Regional Centre related problems
7) Academic matters related to Certificate in Nutrition & Child Care	Director, School of Continuing Education Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068

You are also advised to get in touch with the Coordinator of your Study Centre for timely information.

10. List of Regional Centres

S. N.	REGIONAL CENTRE, CODE AND NO OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1.	AGARTALA RC CODE : 26	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE TILLA AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516714 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2.	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI) DAMAN & DADRANAGAR HAVELI (U.T.)
3.	AIZWAL RC CODE : 19	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO. YC-10 ROPHIRA BUILDING CHALTLANG DAWRKAWN AIZAWL - 796 012 MIZORAM 0389-2391692 / 2395260 0389-2391789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARH RC CODE : 47	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI)
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA,

		BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 0641-2610077 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
7.	BHOPAL RC CODE : 15	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 0674-2301348 / 2301250 0674-2301352 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9.	BIJAPUR RC Code : 85	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ANANDA MAHAL OLD ZP OFFICE (EX OFFICE OF MP) BIJAPUR - 586103 KARNATAKA 08352-260006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DIS- TRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC Code : 06	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SCO 208 SECTOR 14 PANCHKULA - 134 109 HARYANA 0172-2590277, 2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)

11.	CHENNAI RC Code : 25	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI-600007 rcchennai@ignou.ac.in 044-26618438	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY (U.T.)
12.	COCHIN RC CODE : 14	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, KALOOR COCHIN – 682017, KERALA Ph. Off-0484-2340203/2348189/2330891 Fax: 0484-2340204 E-MAIL : rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T.)
13.	DARBHANGA RC CODE : 46	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE : 31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NANOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 0135-2789190 0135-2789180 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
15.	DELHI 1 RC CODE : 07	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO J-2/1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 /26990082-83 011-26058354 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16.	DELHI 2 RC CODE – 29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 / 23392 737 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)

17.	DELHI 3 RC CODE : 38	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, F-634-636 PALAM EXTENSION SHAHEED RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 077 DELHI 011-25088964 011-25088939 011-25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
18.	DEOGHAR RC CODE : 87	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448, 9234455958-957-975 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19.	GANGTOK RC CODE : 24	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 5TH MILE TADONG NH-10-A BELOW CENTRAL REFERRAL HOSPITAL, EAST SIKKIM GANKTOK - 737 102 SIKKIM 0359-231102/270923, 0359-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE : 04	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI, GUWAHATI GUWAHATI, ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBIANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ)
21.	HYDERABAD RC CODE : 01	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 TELANGANA 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGAREDDY, WARANGAL)
22.	IMPHAL RC CODE : 17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385-2421190/2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUNPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)

23.	ITANAGAR RC CODE : 03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN, PAPUM PARE ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2351705/2247536 0360-2247538 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 70/79, SECTOR - 7 PATEL MARG, MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730/2785427 0141-2396427, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAUJI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GOVT. SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK, 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 /2546529 0191-2502921, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439 PAL LINK ROAD OPP. KAMALA NAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2755424, 0291-2751524 0291-2756579 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPIUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATH NEAR NEHRU PARK JORHAT - 785001 ASSAM 0376-2301116, 0376-2301115/2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)

29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514/2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993/237361 01628-238632, 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA - 797 001 NAGALAND 0370-2260366/2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719/23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852-251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH 0522-2442832 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR (KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTH NAGAR, SITAPUR, UNNAO)

35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36.	MUMBAI RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING, M. G ROAD OPP TO MULUND RLY. STATION MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA 022-25925540 / 25923159 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37.	NA GPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999, 2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1570 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O. 403 521 GOA 0832-2414553, 0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCO MAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)

41.	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888/230111, 03192-230111 rportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867/25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATH GANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENABANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555/271666 03483-271666, 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285/5056508 0771-2445839 0771-2583578, 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT 0281-2572988 0281-2561449, 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI, DIU (U.T.)
46.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688/2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAİKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)

47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR SAHARSA, 852201 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNIA)
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING MAWKYNROH, NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364-2550088/2550102/2550015 0364-2551010 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RIBHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612/2624613 18001808055 (TOLL FREE) 0177-2620125, 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD SUBHAS PALLY SILIGURI, SILIGURI - 734 001 WEST BENGAL 0353-2526818/2526819 0353-2526829, 0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251, 0194-2311258 0194-2421506, 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL, KILLIPALAM, KARAMANA P.O. THIRUVANANTHAPURAM - 695 002 KERALA 0471-2344113/2344120 0471-2344115, 0471-2344121 rcrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI, TIRUNELVELI, THOOTHUKUDI)
53.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368022/2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, PRATAPGARH, SULTANPUR)

54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, 2ND FLOOR NUT STREET (PO), VATAKARA KOZHIKODE 673104 KERALA 0496-2525281, 0496-2516055 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)]
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA 520001 ANDHRA PRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DIS- TRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56.	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM), [YANAM-PUDUCHERRY(UT)]

Sub-Regional Centres

Sl. No.	SUB-RC	SRC Address	Operational Area
1	TIRUPATI Vijayawada	DR. B. PRASAD BABU ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL
2	KANDHAMAL Bhubaneswar	DR. P. K. JENA ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3.	PITHORAGARH Dehradun	DR. RAJEEV KUMAR ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4.	DARJEELING Silliguri	DR. PRAVEEN PRALAYANKAR ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE C/O RAMESH GUPTA, LASA VILLA, H. C. ROAD, DARJEELING, WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB-DIVISION

IGNOU – Army Recognized Regional Centres

Sl. No.	Recognized RC Name Area	Code	Address	Operational
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-2222668 (CIVIL) 2670(MILITARY) 033-2222668 rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL.EDUCATION(G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeppc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486, 01992-242486 iaepparmy55@rediffmail.com	NORTHERN COMMAND AREA

06	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND
IGNOU – Navy Recognized Regional Centres				
01	INEP - KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-266210, 2662515, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
02	INEP - MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE HQ WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN COMMAND
03	INEP - NEW DELHI	71	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF WEST BLOCK, 5, IIND FLR, WING-II RK PURAM, NEW DELHI - 110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
04	INEP - VISAKHAPATNAM	73	CAPTAIN A G SELVAM REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
IGNOU – Assam Rifles Recognized Regional Centres				
01	IAREP - SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR), LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA

9. SOME FORMS FOR YOUR USE

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

- 1) Assignment Remittance-cum-Acknowledgement Card form: Change/Correction of Address/Study Centre
- 2) Intimation of Non-receipt of Study Material/Assignments
- 3) Requisition for Fresh Set of Assignments
- 4) Form for Provisional Certificate
- 5) Term-end Examination Form
- 6) Form for Duplicate Grade Card/Marksheet
- 7) Form for Re-evaluation of Answer Scripts
- 8) Form for Issue of Migration Certificate
- 9) Change Medium of Study/Optional Courses
- 10) Form of Application for Issue of Duplicate Copy of University Degree/Diploma/Certificate
- 11) Re-Addmission Form
- 12) Form for Improvement in Division/Class
- 13) Form for Early Declaration Result
- 14) Obtaining Photocopy of Answer Scripts
- 15) Issue of Official Transcript
- 16) Student Satisfaction Survey

INDIRA GANDHI NATIONAL OPEN UNIVERSITY	
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM	
Enrolment No. : <input type="text"/>	Programme : <input type="text"/>
Name : <input type="text"/>	Medium : <input type="text"/>
Course Code : <input type="text"/>	English/Hindi
S.No.	Assignment No.
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Signature of the Student	Signature of the receiver
Date : <input type="text"/>	Date : <input type="text"/>
	FOR OFFICE USE ONLY
	Sr. No. : <input type="text"/>
	Signature of the receiver
	Date : <input type="text"/>
	Seal

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study
Enrolment Number

Enrolment Number									
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Programme Code

--	--	--	--	--

Date Change effective from

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

Name

Name						
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New or Corrected Address including Pin

New Address					
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New Study Centre Code

New Study Centre Code					
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Choice for Medium of Study

Choice for Medium of Study					
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Date of Change

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

The Regional Director of your region.

Town					
State					
State Code					
(See Code List 2 of Guide to Applicant)					

Existing Study Centre Code

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

Signature :

Date :

New Study Centre Code :

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

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

To

Appendix - 3

The Regional Director

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

Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

Medium of Study

--

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

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

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

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

Signature :
Date :

For Official Use

Date of despatch of study material/assignments to students

Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

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

Note you can download the assignment from IGNOU website www.ignou.ac.in. Here go to the student zone link. Under this link go to download in assignment link.

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick () whichever is applicable)

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

Name and Address

 PIN

Signature
 Date

For Official Use Only :

Date of Despatch of Assignments to student



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**Student Evaluation Division
Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR THE ISSUE OF A PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

**The Registrar (SED),
IGNOU,
Maidan Garhi,
New Delhi-110068**

Date

.....

Signature



Control No.....

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

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

Name

Enrolment No.

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

Address

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

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

for Rs. 250/- in favour of IGNOU, New Delhi

.....

Signature

Dated

Note : Fee for duplicate grade card Rs.250/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

EXAM FORM

STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM JUNE / DECEMBER - 201__

Serial No.	
------------	--

Control No.

INSTRUCTIONS

1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Programme Code		Regional Centre Code		Study Centre Code	
----------------	--	----------------------	--	-------------------	--

Enrolment No.		Exam Centre Code (Where you wish to appear in Exam)	
---------------	--	--	--

Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname)

--	--

Address for Correspondence (Do not give Post Box No. Leave box blank between each unit of address like House No., Street Name, PO, etc.)

--	--

--	--

City

District

--	--

State

Pin Code

--	--

MOBILE NO.

--	--

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/ PGDLAN/BLIS Programmes FEE @ Rs. 150/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.

S.No.	Course Code	S.No.	Course Code
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of		Total Amount	
Courses		× ₹ 150	
Practical Courses		× ₹ 150	
Late Fee			
TOTAL			

1. Draft No.							
Amount							
2. Draft No.							
Amount							
Date	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 10px; text-align: center;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 10px; text-align: center;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>		/		/		
	/		/				
Issuing Branch							
Payable at (Regional Centre under which your exam centre falls)							

SIGNATURE OF THE STUDENT

(within the Box only)

ISSUING BANK

--	--

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

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 150/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

- Examination fee per course is - ₹ 150/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - Regional Centre under which your examination centre falls
- Demand draft to be made in favour of - IGNOU and payable at the city where submitting the exam form

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

Date _____

(Signature of the student)

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

Phone No. (O) _____

(with STD code)

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

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

Centre Code _____

Date _____

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

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. Name :

2. Programme: Enrolment No:

3. Address:

.....Pin

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

5. Month and Year of the Examination:

6. Examination Centre Code:

7. Address of the Examination Centre:

.....

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

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

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

Demand Draft No. Date:

Issuing Bank:

Date:.....

(Signature of the student)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made within one month of declaration of his/her result.
2. The date of declaration of result will be calculated from the date on which the result(s) are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project / Dissertation / Practicals / Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, please mention 'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'
7. The application form duly filled-in may be sent to the following address except CPE* & DPE* programmers.
8. Application form must reach within the prescribed dates at the following address:-

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

* For the reevaluation of the answers script(s) of CPE and DPE programmes, the application form may be sent to the Regional Centre concerned.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

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

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

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

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

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

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

To
The Regional Director

Change of Medium: Rs. 200/- + Rs. 400/- for 4 credit and Rs. 800/- for 8 credit per course
Change of Courses: Rs. 400/- for 4 credit per course Rs. 800/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set of course material

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

Enrolment No.:

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

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

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

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

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature:

Name _____

Address: _____

Phone &

Email _____



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

**APPLICATION FORM FOR ISSUE OF A DUPLICATE COPY OF UNIVERSITY
DEGREE/DIPLOMA/CERTIFICATE**

Note: For Instructions, please see reverse.

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

Received Rs.
Bank Draft No.....
Dealing Assistant IGNOU

Sir,

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

The prescribed fee of Rs. 750/- or is submitted herewith.

The required particulars are given below:

1. Name of Candidate (in Block Letters in English):
(in Hindi) :
2. Father's Name (in Block Letters):
3. Programme : Enrolment Number :

--	--	--	--	--	--	--	--	--	--
4. Contact No. : (Mobile No.) : Landline No.
5. Examination Passed in Term End Examination - (June/December & Year)
6. Result: Grade/Division
7. Name of the Study Centre :
8. Name of the Regional Centre :
& other particulars
9. Full Permanent Address of student :

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

Yours faithfully,

Signature of the Student
Postal Address

I certify that the above entries made by the applicant are correct.

Signature of Regional Director
With Stamp

Note: To be filled in duplicate, original copy will be forwarded by Regional Director to Registrar (SED) and duplicate copy to be retained by the Regional Director for reference.

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

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

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

I _____ Son/Daughter of Shri _____ resident of

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

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

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

Deponent

Signature _____
Address _____

Verification

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

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____

STUDENT REGISTRATION DIVISION

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

RE-ADMISSION FORM

1. Name & Address of the student

2. Programme Code :
 3. Enrolment 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

Dated : _____

Signature of the Student

Mail this **Re-admission Form** along with DD to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

Note: Please retain a copy of this form for any further references.

RULES & GUIDELINES FOR RE-ADMISSION

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

P.S

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

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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

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

6. Total marks/Overall point grade obtained Percentage obtained

.....

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

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

8. Fee details:

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

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

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

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

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

Exam. SCentre Code..... City/Town

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

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

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

1. Name :

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

5. Reason for early declaration of result:

.....

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

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

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

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

Exam. Centre Code:

Address of Exam. Centre:

.....

8. **Fee detail:**

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

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

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

1. Name
2. Programme: Enrolment No:

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

UNDERTAKING

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

Date:

Signature

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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



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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
2. Programme: Enrolment No:

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

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4. Purpose for which:
transcript is required
5. **Fees detail:**
Fees for the official transcript:-
Rs. 300/- per transcript, if to be sent to the student/Institute in India.
Rs. 600/- per transcript, if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): X Rs. 300/ Rs. 600/- = Total Amount: Rs.....required

Demand Draft No.:

Date:

Issuing Bank:

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

Date:.....

(Signature of the student)

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

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

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

Course: Nutrition for the Community (CNCC-1)
ASSIGNMENT 1
(TMA-1)

Course Code: CNCC-1
Assignment Code: CNCC-1/AST-1/16
For January session last date for submission: 31st March, 2016
For July session last date for submission: 30th September, 2016

This assignment is based on Block 1 to 7 of the course CNCC-1

Maximum Marks: 100

Section A – Descriptive Type Questions (40 marks)

There are ten questions in this part. Answer all questions. Each question carries 4 marks.

1. Differentiate between the following with examples: (2+2)
 - a) Essential and non essential amino acids
 - b) Saturated and unsaturated fats.
2. What is food preservation? List down the principles of food preservations. (4)
3. How does the nutritional status of the mother influence birth weight of the infant? Explain. (4)
4. What are the factors influencing the nutrient needs of adults? Discuss, briefly. (4)
5. What suggestions can you provide for selection of flesh foods? (4)
6. Briefly discuss the functions of vitamin A in the body. (4)
7. Briefly discuss the dietary modifications in chronic heart disease. (4)
8. What anthropometric measures would you use in assessment of nutritional status of children in a community? Explain briefly. (4)
9. What are the different records you would maintain in a food service unit? Enumerate. (4)
10. What is a cycle menu? Discuss its relevance in food service unit. (4)

Section B - Practical Activities (40 marks)

There are four exercises in this section. These exercises are based on Practical Manual 1. Answer all four.

1. Prepare a complementary food item for a child of 10 months of age. Your answer must specify: (10)
 - a) Name of the food item
 - b) List of ingredients
 - c) Method of preparation
 - d) Major nutrients provided
2. Describe in detail any four cooking practices common in your region for cooking pulses/rice/wheat/maize etc. Predict the nutrients which are likely to be lost to a substantial degree in each of the cooking method used. (10)

3. Based on the steps involved in planning balanced diets prepare a diet for a adult male having a sedentary lifestyle and belonging to low socio-economic group. (10)
4. Identify any two snacks commonly consumed in your region: -
 - a) List the ingredients and method of preparing the same. (3+3)
 - b) What method of cooking was used to prepare the snack? Specify. (2)
 - c) Discuss the influence of cooking on the nutrient content of the snack. (2)

Section C- Objective Type Questions (OTQ) (20 marks)

There are four questions in this part.

1. Define the following terms: (5)
 - a) Marasmus
 - b) Lathyrism
 - c) Stunting
 - d) Work Schedule
 - e) Synergism

2. Match the following: (5)

a) Intrinsic factor	i) Ariboflavinosis
b) Pellagra cause	ii) Fat deposition in the lumen of the artery
c) Glossitis	iii) Vitamin B12
d) Atherosclerosis	iv) Niacin deficiency
e) Nutritional deficiency sign and symptoms	v) Wasting
f) Low weight for height	vi) Clinical method

3. List the disorder(s) caused by the deficiency of the following nutrients/substance: (5)
 - a) Thiamine
 - b) Folic acid
 - c) Fluorine
 - d) Riboflavin
 - e) Iodine

4. Fill in the blanks. (5 marks)
 - a) is the storage form of glucose in the body.
 - b)are the building blocks of all proteins.
 - c)present in green leafy vegetables and cereals interfere with absorption of calcium/phosphorus.
 - d)are the richest source of vitamins A and D.
 - e) When fat is removed from milk, the resultant milk is called.....milk

ORGANISING CHILD CARE SERVICES (CNCC-2)

Assignment 2

(Tutor Marked Assignment)

Course Code: CNCC-2

Assignment Code: CNCC-2/Assign-2/TMA-2/2016

For January 2016 admission: Last Date of Submission: 31st March, 2016

For July 2016 admission: Last Date of Submission: 30th September, 2016

Total Marks: 100

SECTION A

60 marks

Answer **all** questions.

1. a) State whether you agree or disagree with each of the following statements, giving reasons for the same:
 - i) Preschoolers enjoy stories like fairy tales which have fantasy element in them.
 - ii) It is essential to provide affection and consistent care to infants for their socio-emotional development.
 - iii) Children of upper socio- economic class have better play experience than children belonging to lower socio- economic class.
 - iv) There are differences in the rate of development of boys and girls (4×3=12 marks)

- b) Define the following:
 - i) Autonomy
 - ii) Egocentrism
 - iii) Separation Anxiety
 - iv) Rooting Reflex
 - v) Cooing
 - vi) Structured Play
 - vi) Long Term Goals (7×1=7 marks)

2. What are the important considerations that you will bear in mind while;
 - a) Selecting the location to set up a child care centre
 - b) Organizing the indoor space of the centre (4+ 4= 8 marks)

3. Each of the following activities helps to foster an area or more than one area of development. State the areas of development that these activities foster and explain the reason for your answer:
- i) Dramatic play
 - ii) Painting
 - iii) Outdoor team games
- (4×3=12 marks)

4. Describe one activity each that you will plan
- i) To foster language development of two year olds
 - ii) To foster creativity of three year olds
 - iii) To foster fine motor development of one year old
 - iv) To develop the concept of time of four year olds
 - vi) To foster helping behavior in five year olds

For each activity, mention its content and material(s) required, if any. (5×3=15 marks)

5. Explain how the family members of a preschooler can:
- a) Encourage initiative and independent behaviour
 - b) Encourage interest in art activities

(3×2=6 marks)

SECTION B

(20 marks)

In this Section you are expected to do any one of the practical exercises related to observing children. Choose any exercise out of exercises 4, 6 and 7 described in the Practical Manual of this course i.e., CNCC-2 and submit it to the counsellor for evaluation.

It would be useful for you if you were to do all the three exercises. This would give you practice in observing children, recording your observations and interpreting them. You can then choose the exercise which you feel you have done the best and submit it for evaluation.

The marking instructions for the exercises are as follows :

<i>Exercise 4</i>		<i>Total marks : 20</i>
<i>Break-up of marks</i>	Observing the child and the parents and recording the observations	10 marks
	Analysis of observations and conclusions	10 marks
<i>Exercise 6</i>		<i>Total marks : 20</i>
<i>Break-up of marks</i>	Observing the child and recording the observations	10 marks
	Analysis of observations and conclusions	10 marks
<i>Exercise 7</i>		<i>Total marks : 20</i>
<i>Break-up of marks</i>	Carrying out activities related to matching and conservation and recording observations	5 + 5
	Analysis of observations and conclusions related to matching and conservation	5 + 5

SECTION C

20 marks

In this Section you are expected to do any one of the practical exercises related to planning play activities for children and conducting them. These are Practical Exercise numbers 5, 8 and 9, described in the Practical Manual of this course i.e, CNCC-2. Choose any one of the exercises and submit it to the counsellor for evaluation.

It would be useful for you if you were to do all the three exercises. This would give you practice in planning and organizing play activities. You can then choose the exercise which you feel you have done the best and submit it for evaluation.

The marking instructions for the exercises are as follows :

Exercise 5 **Total marks : 20**

Break-up of marks Playing with the infant with the toy that has
been made and recording the observations 10 marks

Evaluating the play activity and writing the conclusions 10 marks

Exercise 8 **Total marks : 20**

Break-up of marks Planning the two activities 5 + 5

Carrying out the two activities and analyzing and
evaluating them 5 + 5

Exercise 9 **Total marks : 20**

Break-up of marks Describing the festival 2

Suggesting re-organization of the room 6

Scheduling activities over a week 6

Brief description of scheduled activities 6

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)		
Prof. Jaswant Sokhi, Chairperson, SOS	011-29572850	jsokhi@ignou.ac.in
Dr. Zeba Khan, Dy. Director, EMPC	011-29573294	zkhan@ignou.ac.in
Ms Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Rachna Johri, External Member		rachnajohri@gmail.com
IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Gayatri Kansal, Chairperson, SOET	011-29572321	gayatrik@ignou.ac.in
Dr. Smita Patil, Asstt. Prof., SOGDS	011-29571618	samitampatil@ignou.ac.in
Ms Mridula Rashmi Kindo, Asstt. Prof., SOH	011-29572772	mridulak@ignou.ac.in
Dr. Monika Mishra, Asstt. Prof., SOSS	011-29572781	monikamishra@ignou.ac.in
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rajni A. Jeet AR, RSD	011-29572416	rajniajeet@ignou.ac.in
Ms. Sunita Chhabra, Makeup Artist, EMPC	011-29573248	c.sunita@gmail.com
Mr. Upender Babu, Sr. Asstt., SOPVA	011-29571660	upenderbabu@ignou.ac.in
Dr. Meenakshi Malhotra, External Member		meenakshi.chat@gmail.com
Dr. Deepti Malhotra, External Member		deeptipm@gmail.com
Ms. Shikha Chandra, SOMS, Ph.D. Candidate	9310733970	shikhashailank@yahoo.com
Regional Services Division Committee against Sexual Harassment (RSDCASH)		
Dr. Bini Toms, Chairperson, Dy. Director, RSD	011-29572407	binitoms@ignou.ac.in
Dr. Seema Chandok, Dy. Librarian, L&D Div.	011-29571909	schandok@ignou.ac.in
Ms. Nishi Saxena, AR, NCIDE	011-29572969	nishi@ignou.ac.in
Ms. Neeru Sayal, EA, RSD	011-29572417	neerusayal115@mail.com
Ms. Mridula Tandon, (NGO-Sakshi), External Member		mridulatandon@yahoo.com
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		

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

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<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 School0	<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:

Programme Coordinator, CNCC-1, SOCE, G-Block, IGNOU, Maidan Garhi, New Delhi-110 068

