

PROGRAMME GUIDE

Diploma in Nutrition and Health Nutrition

'A learner should not apply for appearing at the term-end examination of any course without getting registered for the same and that if he does so, his result would not be declared and the onus shall be on him.'



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

YOUR ATTENTION PLEASE

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 this Guide. You will most likely find the answer to your question. If you do not, get in touch with your Regional Centre for information.

The candidates are required to opt only for such a study centre in which the programme is activated. 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 without concurrence of the student at any time.

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 Learner support centres and Regional Centre. Therefore, students will have no need for any cheap or condensed guide 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

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

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CONTENTS

	Page No.
1. Introduction to the University	4-5
2. Diploma Programme in Nutrition and Health Education: An Introduction	6
3. Answers to Some Anticipated Questions	6-7
4. Programme Components	7
5. Programme Fee	8
6. Course Structure	8-13
7. Instructional System	13-15
8. Evaluation: Project Work and Term-end Examination	16-20
9. Other Useful Information	21-22
10. A Word about our other Advanced Level Programmes	23-24
Certificate Programme in Food Safety	
Master of Science Degree In Dietetics and Food Service Management M.Sc. (DFSM)	
11. Some Useful Addresses	25
12. Names & Addresses of IGNOU Regional Centres and Learner support centres	26-34
13. List of IGNOU'S Partner Institutions (PIS) Outside India and the Academic Programmes Offered	35-38
14. Previous Years Questions Papes	39
15. IGNOU Policy Regarding Sexual Harassment at the Workplace	40

**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: Recognize 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 Diploma Programme in Nutrition and Health Education 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 reasons 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 Health Education 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 include:

- 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 and counselling sessions at Learner support centres. Thus, there is a strong focus on student support services which are provided by the University through a network of Learner support 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 Diploma in Nutrition and Health Education, In detail, in the subsequent sections of this Programme Guide.

2. DIPLOMA PROGRAMME IN NUTRITION AND HEALTH EDUCATION: AN INTRODUCTION

The Diploma Programme is a holistic package giving you the opportunity to gain knowledge about nutrition and public health as well as develop skills in communicating nutrition and health related information to communities. The aims of the programme are to:

- develop a knowledge base in key areas of nutrition and public health such as diet-health relationships; planning suitable diets for various age groups; using diet therapy in disease; nutrition and income generation programmes; communicable diseases-symptoms, prevention and treatment; primary health care; environmental safety
- promote awareness about concepts and principles in communication and their application in nutrition and health education
- develop skills in playing the role of nutrition and health educators in the community with particular emphasis on methods, approaches and strategies.

Anyone who has completed 10+2 or its equivalent or BPP from IGNOU are eligible for the programme. The programme duration is one year but you could take three years depending on your convenience. The programme is on offer in English and Hindi.

This programme is being offered in two modes: Open Distance Learning (ODL) and Online (OL) mode- DNHE and DNHE OL.

Admission Portal for ODL Programmes: <https://ignouadmission.samarth.edu.in/>

Admission Portal for Online Programmes: <https://iop.ignouonline.ac.in/>

Medium of Instruction: English, Hindi

Student Portal (after admission): <https://ignou.samarth.edu.in/>

All students are advised to register on the Student Portal after confirmation of their admission and create their own Student Account

3. ANSWERS TO SOME ANTICIPATED QUESTIONS

- **What are the special features of this Diploma?**

This Programme gives you indepth theoretical as well as practical knowledge related to the vital task of nutrition and health education. Academic inputs would be provided by teachers from universities together with nutrition and health educators working in non-governmental organizations all over the country. The project work and practicals that form a major component of the programme would help you to conduct field work and function effectively as nutrition and health educators.

- **Is there any equivalent Diploma?**

This Diploma is unique, as we mentioned earlier. In essence, it is a professional training programme and would equip you to plan and conduct nutrition and health education campaigns and programmes in community settings. There is no equivalent programme available in this form.

- **How is it going to help in-service community educators?**

People working with both Governmental and Non-governmental sectors in the role of community workers would benefit from this programme. The Diploma would provide an additional qualification helping them to improve their professional competence and promotion chances.

- **What employment opportunities does this Diploma provide?**

Nutrition and health education is going to be a key focus area. Hence, you could expect to be employed in either Government programmes or in the vast NGO (Non-governmental organizations) sector. There is also great potential for self-employment.

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

Indira Gandhi National Open University came into existence by an Act of Parliament. The programmes offered by IGNOU will be treated on par with those offered by any other central or state university in the country. So you need not worry about the recognition of the Diploma. Any course launched by IGNOU is recognized.

4. PROGRAMME COMPONENTS

The following table gives an overview of components and their credit weightage.

	Course Title	Course Code	Credits	Nature of Course
I)	Nutrition for the Community	DNHE-1	8	Theory : 6 credits Practical : 2 credits
II)	Public Health and Hygiene	DNHE-2	8	Theory : 6 credits Practical : 2 credits
III)	Nutrition and Health Education	DNHE-3	8	Theory : 6 credits Practical : 2 credits
IV)	Project Work	DNHE-4	8	Project Work recorded in the form of a Project Report

In IGNOU terminology one credit is equivalent to 30 hours of a learner's study time. So an 8 credit course should take you 240 study hours to complete and the entire programme is worth $240 \times 4 = 960$ hours of your study time.

5. PROGRAMME FEE

If you pay the tuition fees once, you continue to be on our rolls, even if you take more than one year to complete the Diploma. However the fee is valid only up to three years from the date of admission. Besides, it is valid for only the Diploma in Nutrition and Health Education. Fees once paid are not refundable on any account whatsoever, nor are they transferable.

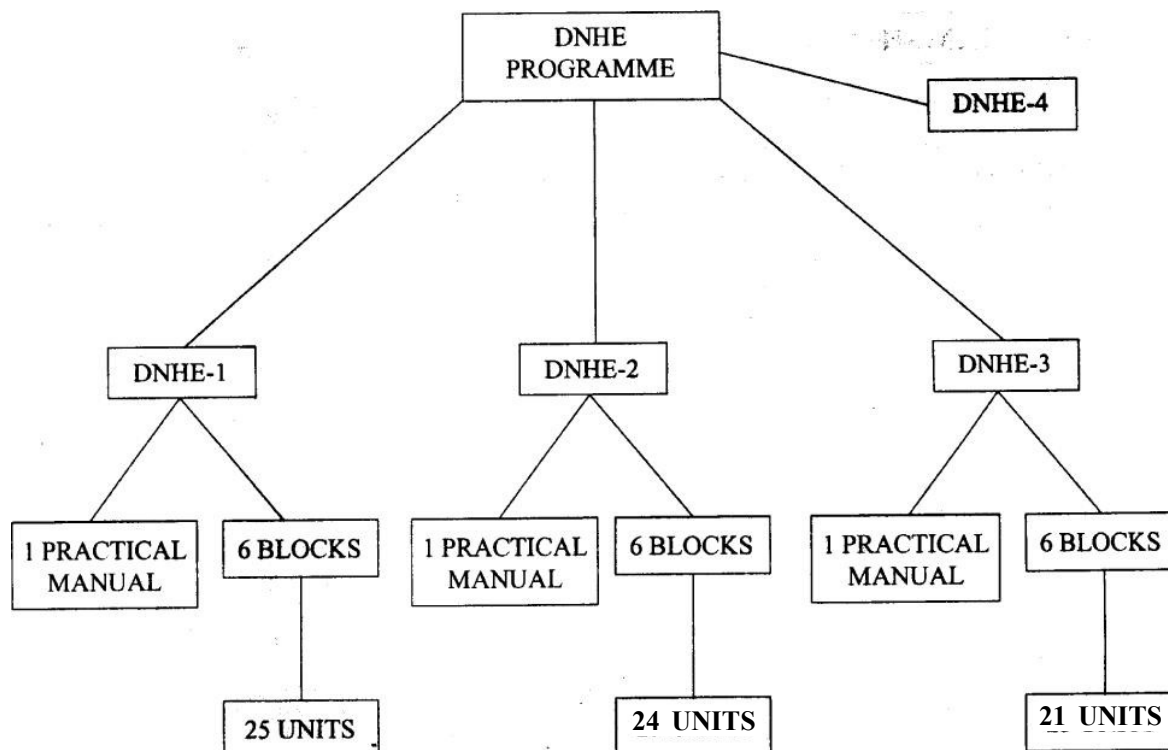
The Programme fee of Rs. 3000 is paid in one installment at the time of admission.

The Programme fee should be paid along with the filled in application form online at <https://ignouadmission.samarth.edu.in/>

6. COURSE STRUCTURE

As the figure indicates, each course is subdivided into blocks and one practical manual. The blocks themselves consist of between 3-6 units. Material sent to you for DNHE-4 consists of project guidelines contained in one booklet. So, on the whole, the printed material you receive would include 25+24+21=70 units, in 18 blocks; 3 practical manuals and one book on project work.

As you go through the theory material, you would realize that each unit has a “structure”. This structure indicates clearly the components of the unit-its sections and sub-sections. So you get an overview in advance of what each unit has to offer. The “Introduction” includes the objectives of the unit. This gives you an idea of what you should aim to achieve while studying the unit. The “Let Us Sum Up” section towards the end summarizes information contained in the unit while the “Glossary” provides a list of difficult words, phrases or terms with 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 some units you may find sample answers or comments immediately after the questions. In certain other cases we have listed a few activities for you to do, for which answers may not be provided.



The outline given below mentions Block and Unit titles and the contents of the practical manuals and project guide in brief.

COURSE I: DNHE-1 NUTRITION FOR THE COMMUNITY (8 Credits)

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 Macronutrients I: Vitamins
- Unit 5 Macronutrients 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 Utilization 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 Maximization 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

Unit 24 Supplementary Feeding Programmes

Unit 25 Assessment of Nutritional Status

PRACTICAL MANUAL –PART I (2 credits)

(This manual consists of 6 sections)

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

COURSE II: DNHE-2 PUBLIC HEALTH AND HYGIENE (8 credits)

Block 1 : Health Indicators

Unit 1 Population Dynamics and Epidemiology

Unit 2 Family Planning Programme

Unit 3 Asian Perspectives on Health and Quality of Life

Block 2: Environmental Sanitation and Safety

Unit 4 Agents of Contamination

Unit 5 Water Supply and Waste Disposal

Unit 6 Personal Hygiene

Unit 7 Public and Home Safety

Block 3: Dietary Management of Disease

Unit 8 Diet in Disease: Basic Principles

Unit 9 Dietary Management of Nutrition-related Disorders and Associated Problems

Unit 10 Dietary Management of Disorders of Non-nutritional Origin

Block 4: Food-borne Diseases, Food Infections and Intoxications

Unit 11 Common Food-borne Diseases-I

Unit 12 Common Food-borne Diseases-II

Unit 13 Parasitic Infestations

Unit 14 Food Infections and Intoxications

Block 5: Common Infections and Infectious Diseases

Unit 15 Measles, Tuberculosis and Whooping Cough

Unit 16 Diphtheria, Tetanus and Poliomyelitis

Unit 17 Malaria

Unit 18 Skin, Eye and Ear Infections

Block 6: Public Health

Unit 19 Primary Health Care-I: Concept and Organization

Unit 20 Primary Health Care-II: Current Status in India

Unit 21 Primary Health Care-III: Delivery of Services

Unit 22 Health Programmes

Unit 23 Income Generation Programmes

Unit 24 Environmental Protection

PRACTICAL MANUAL-PART II (2 credits)

(This manual consists of 8 activities)

COURSE III: DNHE-3 NUATRITIONAND HEALTH EDUCATION**Block 1 : Nutrition and Health Status of the Community**

Unit 1 Learning and Working with the Community

Unit 2 Community Nutrition and Health

Unit 3 Factors Influencing Community Health and Nutrition

Block 2: Themes and Messages in Nutrition and Health Education

Unit 4 Themes in Nutrition Education

Unit 5 Themes in Health Education

Unit 6 Messages in Nutrition and Health Education

Block 3: Methods of Communication in Nutrition and Health Education

Unit 7 Group Communication Methods

Unit 8 Mass Communication Media

Unit 9 Presentation of Selected Communication Media

Unit 10 Non-machine Media-Planning and Preparation

Unit 11 Machine Operated Devices-Planning and Preparation

Block 4: Approaches in Nutrition and Health Education

Unit 12 Traditional Approaches

Unit 13 Presentation of Traditional Approaches

Unit 14 Modern Approaches

Unit 15 Presentation of Modern Approaches

Block 5: Community Strategies in Nutrition and Health Education

Unit 16 Individual Strategies

Unit 17 Community Strategies

Unit 18 Presentation of the Operation of Selected Strategies

Block 6: Nutrition Programmes

Unit 19 Past and Present Nutrition Programmes

Unit 20 Nutrition Education Programmes-Planning, Implementation and Evaluation

Unit 21 Organizing Successful Nutrition and Health Programmes: Selected Process Models

PRACTICAL MANUAL-PART III (2 Credits)

(This manual consists of 8 activities)

COURSE IV : DNHE-4 PROJECT WORK-NUTRITION AND HEALTH EDUCATION (8 Credits)

The project guide detailed instructions on conducting project work and writing the project report.

AUDIO/VIDEO PROGRAMMES

Audio Tapes: • Nutrition for the Community

- Samudai Aur Poshan-Ek Paricharcha
- Food Fads and Misconceptions
- Bhojan Se Sambandhit Galat Dhamayen
- Reaching Out to the Community
- Conducting Project Work

Video Tapes: • Planning Balanced Diets

- Santulit Ahar Niyojan
- Garbhavastha Mein Ahar Niyojan
- DNHE-An Overview
- Effective Management of Family Resources
- Incidence and Management of Nutritional Deficiency Disorders
- Voluntary Health Association of India-An Introduction
- Nutrition and Health Education-An Introduction

COUNSELLING SESSIONS

For this programme the number of counselling sessions would be as follows:

DNHE-1 : 10 sessions DNHE-2 : 10 sessions DNHE-3: 10 sessions

For the **DNHE-4 (Project Work)** no separate counselling sessions have been allocated. This is because every learner would work at a different pace and place and hence a common session would not be useful. So depending on the need, the learner would contact the project counsellor/field guide and arrange for individual sessions.

7. INSTRUCTIONAL SYSTEM

The methodology of instruction in this University is different from that in the conventional universities. The Open University System is more learner-oriented, and the student is an active participant in the teaching-learning process.

The University has a provision to provide soft copy of the self-learning material in place of printed material for ODL mode only . A learner opting for the soft copy will be given a discount of 15% in the Programme fee. The option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material.

Most of the instruction here is imparted through distance rather than face-to-face communication.

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

- Self-instructional print material;
 - Audio and video material aids
 - Counselling session
 - Tele conference
 - Library Services
- a) **Self Instructional Printed Material:** The printed study material (written in self-instructional style) for the programmes is provided to the learners in the form of a single print book and/or e-book, comprising blocks and units or in the form of separate printed blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

The Soft copy of the learning material for different programmes can be downloaded from the following:-

- E-Gyankosh (E-Content repository of educational resources) <https://egyankosh.ac.in/>
 - IGNOU E-Content mobile App (Can be downloaded from Google Play Store)
- b) **Audio-Visual Material Aids:** The learning package contains audio and video programmes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration.

The Video content is available on eGyan kosh (www.egyankosh.ac.in) – the digital learning repository of the University.

The video programmes are also telecast on National Network of Gyan Darshan and Swayamprabha channels. All Gyan Vani stations broadcast curriculum-based audio programmes as per their schedule that is notified in advance. In addition, some selected stations of All India Radio also broadcast the audio programmes. Learners can confirm the dates for the programmes from their Learner Support Centres. The information is also provided through the university website.



- (i) **Gyan Drashan: Gyan Darshan (GD)** channel is a major milestone of the Ministry of Human Resource Development (MHRD), Ministry of Information & Broadcasting (I & B Ministry), Prasar Bharati and IGNOU serving as the nodal agency. Launched in the year 2000, GD is a 24-hour educational channel which offers the best of educational programmes covering a variety of subjects and catering to a wide range of viewers. These include pre-school, primary, secondary and higher secondary students, college/university students, youth seeking career opportunities, homemakers and working professionals. The software is pooled from various educational Institutions and Development Organisations. GD conducts two hours of live interactive sessions every day to build interactivity in the Open and Distance Learning (ODL) system. Teachers/Resource persons and IGNOU Regional Center functionaries interact for academic and administrative matters with students. Induction Programmes for new students and convocations for graduating Teleconferencing every year.

Gyan Darshan is also available on webcast, thus extending the reach of IGNOU programmes to audiences world over. The Gyan Darshan telecast is also beneficial for students of the formal education system and the viewers can access Gyan Darshan on IGNOU's website <http://gd.ignouonline.ac.in/gyandarshan/>. As GD channel is a must carry channel as per the Government of India Gazette notification, a number of private DTH/Cable Operators carries Gyan Darshan in their Bouquets. Gyan Darshan is now part of Swayam Prabha and can be watched on MHRD Channel no.25

ii) **Gyanvani** : Gyan Vani (GV) FM Radio was conceived in 2001 as a network of educational FM Radio Channels operating from various cities in the country. With an aim to enhance and supplement the teaching –learning process, each GV Station has a range of about 60 kms and covers an entire city/town including the adjoining rural areas. GV serves as an ideal medium for niche audience addressing the local educational, developmental and socio-cultural requirements of the people. The flavor of the channel is by and large local and the medium is English, Hindi or language of the region. The overall content pertains to Primary and Secondary Education, Adult Education, Technical and Vocational Education, Higher Education, Distance Education and Extension Education etc. Interactive Radio Counseling (IRC) facility is being provided by GV Stations to enable students to interact with the faculty, academic counselors and student support staff. The live phone-in programmes are popular components of the network. The programmes broadcast through each stations include both pre-recorded and live content. Click the link – (<http://gd.ignouonline.ac.in/gyandhara/>)

iii) **Swayam Prabha**: Swayam Prabha is an initiative of the Ministry of Education, Government of India to provide 34 High Quality Educational TV Channels through DTH (Direct to Home) across the length and breadth of the country on 24x7 basis using GSAT 15 Satellite. Curriculum –based course content covering diverse disciplines are telecast through Swayam Prabha and are provided by NPTEL, IITs, UGC, CEC and IGNOU with the objective of meeting the needs of lifelong learners in India and abroad. IGNOU has been entrusted with the responsibility of National Coordinator for Swayam Prabha Project for four channels (CH 17 to 20) which are presently operational with effect from 1st Sept 2020 after reorganization of earlier five channels. These four channels are broadcasting the recorded videos as well as live telecasting of IGNOU programmes on 24x7 basis.

iv) **Gyandhara**: Gyandhara is an internet audio counseling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts on the topic of the day and interact with them through telephone, email and also chat mode. When live sessions are not on, Gyanvani Delhi is made available on this platform. The Gyandhara streaming is available for internet users anywhere in the world. Important events broadcast by GV Delhi are also relayed by all GV stations using the Gyandhara feed. The Learners can access Gyandhara using the link - <https://www.ignouonline.ac.in/gyandhara/>

c) **Counselling Sessions**: Normally counselling sessions are held as per schedule drawn by the Learner Support Centres. These are mostly held outside the regular working hours of the host institutions where the Learner Support Centres are located. However, in case the number of students in a programme is small, face-to-face counselling shall not be organized. In such cases the University shall provide Web Enabled Academic Support to the learners.

d) **Tele conferences**: Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously webcast at <http://ignouonline.ac.in/> and via Facebook Live sessions.

(e) Library Services

The IGNOU library is the most resourceful information centre in the country in the field of distance education. The collection of printed and electronic resources is quite strong, with 1.5 lakh printed books at IGNOU Headquarters and 2.5 lakh printed books at libraries of RCs and LSCs.

8. EVALUATION: PROJECT WORK AND TERM-END EXAMINATION

The evaluation of student's performance consists of: i) assignments, ii) project work evaluation and iii) evaluation of term-end examination. Course 4 requires submission of a Project Report. The University follows a grading system for the term-end examination. This is done on a five point scale using letter grades A,B,C,D,E. Notional correlates of the letter grades and equivalent percentage of numerical marks areas follows:

Grade	Qualitative value	Equivalent percentage of numerical marks
A	Excellent	70% and above
B	Very Good	55% and above but below 70%
C	Good	45% and above but below 55%
D	Satisfactory	35% and above but below 45%
E	Unsatisfactory	Less than 35%

You are required to score atleast a 'D' grade in the term-end examination in each course to claim the Diploma in Nutrition and Health Education.

You would be given marks for your term-end examination which would be converted into letter grades subsequently. Your score card will contain letter grades and numerical marks.

The students who do not qualify in the term-end examination are allowed to take up the next term-end examination.

Project Work

The project report submitted by you to Registrar, Student Registration and Evaluation Division (SRE), IGNOU would be evaluated by a panel of experts in the area of Nutrition and Health Education.

You must earn atleast a 'D' grade in the Project Report to claim the Diploma.

Term End Examination

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.

The Examination Forms are accepted online as per the schedule available on IGNOU website (<https://ignou.ac.in>) from time to time.

- **Examination Fee**

Examination fee of Rs. 200/- per course is required to be paid online using a credit/debit card or internet banking. Students can submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in. Examination fee once paid is neither refundable nor adjustable even if the learner fails to appear in the examination.

- **Examination Centre**

Normally the Learner support centres 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 Learner support centres 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.

- **Date of Submission of Examination Forms**

The learners are required to fill in the Examination form to appear in the TEE each time i.e., for every exam (June/ December) a learner has to apply a fresh. The Examination Forms are accepted online only as per the schedule available on the IGNOU website (<https://ignou.ac.in>) from time to time.

The last date for submission of examination forms is notified on the IGNOU website, therefore the learners are advised to check IGNOU website regularly. Delay in filling the examination forms, can lead you to deposit late fee @1100 for the examination form.

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 Learner support centres /Regional Centre/SRE Division 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**

No Hall Ticket shall be dispatched to the learners. Hall tickets are uploaded on the University Website (www.ignou.ac.in) 7-10 days before the commencement of the Term-End Examinations. Therefore the learners are advised to visit IGNOU website for updates.

Learners are advised to take the print out of the Hall Ticket from University Website after entering the Enrolment number and name of the programme of study and report at the examination centre along with the Identity Card issued by the University. Without a valid IGNOU Student ID card issued by the University, no examinee will be permitted to appear in the examination.

In case a learner has misplaced the Identity Card issued by the University, it is mandatory to apply for a fresh Identity Card to the Regional Centre concerned before commencement of the examinations so as to get a duplicate ID card in time. Learners without valid ID card will not be allowed to enter the Examination centre premises. Students who have taken admission online can download their ID card online.

- **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. 700/- 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. 850/- 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 Assignment.

Your Learner support centres 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 (SR&E Division), Indira Gandhi National Open University, Madan Garhi, New Delhi IIOU68 at least one month before the commencement of the examination. The request received at the Headquarters thereafter, will not be entertained.

The Learner support centres 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 Learner support centres and Regional Directors. The Coordinator would display a copy of such important circulars/notifications on the notice board of the Learner support centres 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, date-sheet, 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 can download the Assignments for this session from <https://webservices.ignou.ac.in/assignments/>

You have to do one assignment for each course. All the assignments will be considered for evaluation. Thus, in this Programme you will have to work on three assignments for three courses. This means that you have to complete three 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. Each Assignment will be of 100 marks.

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 DNHE 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 Learner support centres 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** Learner support centres. If you do not get back the evaluated tutor marked assignments within a month of their submission, please try to get them from your Learner support centres 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 secure 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 Learner support centres with a request to forward correct authenticated award list to the Registrar(SR&E Division) IGNOU.

- Once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Learner support centres.
- Do not enclose or express doubts for clarification, if any, along with the assignments. Send requests for seeking clarifications in a separate cover to:

Registrar (SR&E Division), IGNOU

Maidan Garhi, New Delhi - 110 068.

Always give your complete enrolment no., name, address, title of the course, and the number of the unit or the assignment, etc., on the top of your letter.

9. 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 and Scheduled Tribes, noncreamy layer of OBC, Economically Weaker Sections, (as notified by MHRD vide OM 12-4/019-U1 dated January 2019), War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its programmes in which there are limited number of seats and admission is through a merit list. However, submission of forged certificate under any category shall make the student liable not only for cancellation of admission but also legal action as per Government of India rules.

Scholarships and Reimbursement of Fees

The learners enrolled in IGNOU are eligible for Government of India Scholarships. They are advised to visit the National Scholarship Portal of the Government of India (<https://scholarships.gov.in/>) and submit their application online. For further details students may contact their Regional Centre. Students belonging to the Scheduled Caste category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at <http://socialjustice.nic.in/writereaddata/UploadFile/revised%20PMS%20scheme%20for%20SC-2018.pdf>

Students belonging to the Scheduled Tribe category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at <https://tribal.nic.in/writereaddata/Schemes/EDUPostMatricScholarshipPMSforSTstudents230513.pdf>

The University provides exemption of programme fee to students from SC/ST category as per its policy. The policy is reviewed for every admission cycle. Students are advised to visit the University website or contact the Regional Centre to know about the latest provisions. The exemption, if admissible, will be allowed for one programme only.

The following SC and ST students are **not** eligible for fee exemption:

- who are employed OR
- who are availing any kind of fellowship or fee exemption from other agencies, OR
- whose Parents'/ Guardians' income from all Sources exceeds Rs 2.5 lakhs during financial year as per Government of India norms.

The applicants should submit income certificate issued by Authorized Government Agency while taking admission. The exemption of fee is confined to the extent of Programme Fee mentioned in the Prospectus. The students belonging to these categories will have to pay late fee (if any), Term end examination fee, convocation fee, registration fee etc. since these are not exempted under this scheme.

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 at Annexure No.3. 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 the changed address during the period.

Change of Learner support centres

For the purpose of change of Learner support centres, you have to send a request to the Director of your Regional Centre. A copy of the same may be sent to Registrar, SRD, IGNOU, New Delhi.

Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Learner Support Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Learner Support Centre where the learner wishes his/her transfer. In case any learner is keen for transfer from Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable. The learner can seek transfer to any other overseas Learner Support Centre only after six months of Registration or submission of first year/semester assignments for the programme of one year or longer duration.

Miscellaneous

- 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 the Programme Guide (if any) handy. A record of your progress is maintained at SRE 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 us if you have any difficulties or problems in working through this Programme.

10. A WORD ABOUT OUR OTHER PROGRAMMES

A. Certificate Programme in Food and Nutrition (CFN)

Eating is so much a part of life that we tend to assume that we know everything about food. It is generally believed that provision of proper nourishment is mainly a question of income. This is a fallacy, since nutritionally rich foods are available at a reasonable price.

Since food sustains life and accounts for a major portion of our living expenses, it will be useful for everyone to know about:

- The nutrients contained in different items of food
- The needs of the human body in terms of various nutrients at different stages of life
- Consequences of taking more/wrong types of food
- Ways of selecting food articles, and the techniques for processing, cooking and preserving them

The focus of the CFN Programme is to enable you to make the best possible choice for meeting the nutritional needs of your family. At the same time it aims at helping you choose an adequate variety of foods to suit the taste of each individual in your family. In addition, you will learn about the nature of food-borne diseases and the importance of good food habits in preventing them. You will also be acquainted with schemes of quality control, consumer rights, etc.

This programme is being offered in two modes: **Open Distance Learning (ODL)** and **Online (OL) mode- CFN and CFNOL**.

This programme, consists of a total of 16 credits with the following three courses with credit weightage as indicated.

Course Code	Course Title	Credits
CFN-001	You and Your Food	6
CFN-002	Your Food and its Utilization	6
CFN-003	Economics of Food	4

B. Master of Science Degree in Food and Nutrition M.Sc. (DFSM)

The M.Sc. Programme specializing in the area of Dietetics and Food Service Management has been developed with a view to address the needs of training work force/ developing manpower (dietitians, nutrition counselors, food service managers etc.) for the emerging employment sector – hospital/ community dietetics, food service management. The programme will offer unique opportunity of higher education to learners to enrich their working lives by entering into the labour market and/ or starting their own food service unit, leading to entrepreneurship. The programme also focuses on upgrading the professional competencies of serving personnel in food service establishments, such as dietitians, diet technicians, counselors etc. upgrading their knowledge and equipping them with productive skills to enhance their career progression and employability. The special feature of the programme is that it has a provision of exit point for learners in the form of P.G. Diploma in Dietetics and Public Nutrition (PGDDPN) after having successfully completed 30 credit

course work and internship programme.

Eligibility: The eligibility criteria for admission to the programme include:

- B.Sc. (Home-Science) Degree with specialization in Foods and Nutrition OR
 - PG Diploma in Dietetics and Public Health Nutrition (PDPHN) (along with BSc Hons. Home Science)
- OR
- Graduate (B.Sc. Hons.) from the following background – Zoology, Microbiology, Biochemistry, pharmaceutical, catering or the equivalent (MBBS, BHMS) - **along** with either the *Diploma in Nutrition and Health Education Degree (DNHE)* OR the *Certificate in Nutrition and Child Care (CNCC)* OR *Certificate in Foods and Nutrition* offered by IGNOU.

Credits: Learners will have to successfully complete course work worth 72 credits to acquire MSc. Degree. For PGDDPN the students should successfully complete 30 credits of course work and internship programme.

Programme Structure: The programme has both the theory and the practical component. The pool of courses constituting the Master’s and PGDDPN programme along with the credit weightage includes:

Course Code		Title of the Course	Credit	
Theory	Practicals			
MFN-001		Applied Physiology	4	-
MFN-002	MFNL-002	Nutritional Biochemistry	2	2
MFN-003	MFNL-003	Food Safety and Food Microbiology	2	2
MFN-004	MFNL-004	Advance Nutrition	2	2
MFN-005	MFNL-005	Clinical and Therapeutic Nutrition	2	2
MFN-006	MFNL-006	Public Nutrition	2	2
MFN-007	MFNL-007	Entrepreneurship and Food Service Management	2	2
MFN-008	MFNL-008	Principles of Food Science	2	2
MFN-009		Research Methods and Biostatistics	2	2
MFN-0010		Understanding Computer Applications	2	2
	MFNL-011	Internship Programme		16
	MFNP-012	Dissertation		8

**Credit transfer will be permissible for in-service dietitians on furnishing the experience certificate.*

For MSc. (DFSM) Programme:

1st Year Courses: MFN-001, MFN-002, MFNL-002, MFN-003, MFNL-003, MFN-006, MFNL-006, MFN-008, MFNL-008 and MFN-010.

2nd Year Courses: MFN-004, MFNL-004, MFN-005, MFNL-005, MFN-007, MFNL-007, MFN-009, MFNP-011 and MFNP-012

For PGDDPN Programme:

Courses: MFN-001, MFN-002, MFN-003, MFN-004, MFN-005, MFNL-005, MFN-006, MFNL-006, MFN-007, MFNL-007, MFN-009 and MFNP-011

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.

C. SOME USEFUL ADDRESSES

- | | |
|---|--|
| 1. Non-receipt of study material, and assignments | Regional Director of your Region
IGNOU, Maidan Garhi
New Delhi-110068. |
| 2. Change of course/ programme, Re-admission | Regional Director of your Region
IGNOU, Maidan Garhi
New Delhi-110068. |
| 3. Assessment sheets, Repeat assignments, examinations, examination centers, results etc. | Registrar (SED)
IGNOU, Maidan Garhi
New Delhi-110068. |
| 4. Counsellors and other problems relating to Learner support centres | Assistant Director (Student Affairs)
Regional Services Division
IGNOU, Maidan Garhi
New Delhi-110068. |
| 5. Admissions, Fee, Change of address and change of Learner support centres | Regional Director
of the Regional Centre concerned |
| 6. Purchasing of Audio/Video Tapes | Marketing Unit
EMPC
IGNOU, Maidan Garhi
New Delhi-110068. |
| 7. Academic Matters | Programme Coordinators (CFN)
School of Continuing Education, G Block, Zakir Hussain Bhawan,
IGNOU, Maidan Garhi
New Delhi-110068. |
| 8. Submission of Admission Form | Regional Director of the
Regional Centre Concerned |

You are also advised to get in touch with the Coordinator of your Learner support centres for timely information.

Please keep this Programme Guide safely till you complete the Programme. You will need to consult it while working on the Programme.

**D. INDIRA GANDHI NATIONAL OPEN
UNIVERSITY REGIONAL SERVICES**

DIVISION

NAMES & ADDRESSES OF IGNOU REGIONAL CENTRES

LSC Name	RC Name
TJPS COLLEGE (104)	VIJAYAWADA
LAL BAHADUR COLLEGE (105)	HYDERABAD
ANANTAPUR (106)	VIJAYAWADA
KURNOOL STUDY CENTRE (108)	VIJAYAWADA
DR L.BULLAYA COLLEGE (0109)	VISHAKHAPATNAM
IDEAL COLLEGE OF ARTS AND SCIENCE (0110)	VISHAKHAPATNAM
KAVITHA MEMORIAL DEG. COLLEGE (148)	HYDERABAD
INDIRA PRIYADARSHINI GOVT. (155)	HYDERABAD
JNR MAHAVIDYALALA (201)	PORT BLAIR
M G GOVT COLLEGE (208)	PORT BLAIR
D.N.GOVERNMENT COLLEG ITANAGAR (301)	ITANAGAR
BOMDILA GOVT. DEGREE COLLEGE (302)	ITANAGAR
JAWAHARLAL NEHRU COLLEGE (303)	ITANAGAR
D.K.D. COLLEGE (402)	JORHAT
WOMENS COLLEGE TINSUKIA 0403	JORHAT
DIBRUGARH UNIVERSITY (407)	JORHAT
HANDIQUE GIRLS COLLEGE (408)	GUWAHATI
C.K.B. COMMERCE COLLEGE (410)	JORHAT
BAJALI COLLEGE (411)	GUWAHATI
LAKHIMPUR COMMERCE COLLEGE (413)	JORHAT
SIBSAGAR GIRLS COLLEGE (431)	JORHAT
KARIMGANJ COLLEGE (449)	GUWAHATI
IGNOU REGIONAL CENTRE PATNA LSC Code 0500	PATNA
JAMSHEDPUR COOPERATIVE COLLEGE (502)	RANCHI
P.K. ROY MEMORIAL COLLEGE, DHANBAD (503)	RANCHI
BRA BIHAR UNIVERSITY (504)	DARBHANGA
MARWARI COLLEGE (505)	BHAGALPUR
IGNOU STUDY CENTRE (508)	SAHARSA
J.P. UNIVERSITY (509)	PATNA
MARWARI COLLEGE, RANCHI (513)	RANCHI
C.M. COLLEGE (522)	DARBHANGA
ST. COLUMBA'S COLLEGE, HAZARIBAGH (528)	RANCHI
GANESH DUTT COLLEGE (550)	DARBHANGA
R K COLLEGE (557)	DARBHANGA
PBS COLLEGE (576)	BHAGALPUR
GARGI COLLEGE (711)	DELHI 1 (MOHAN ESTATE (SOUTH DELHI))
Vivekanand Mahila College	DELHI 2 (RAJGHAT)
AMAR JYOTI REHABILITATION & RESEARCH CENTRE (0734D)	DELHI 2 (RAJGHAT)

INSTITUTE OF HOME ECONOMICS (787)	DELHI 1 (MOHAN ESTATE (SOUTH DELHI))
797	PANAJI
L.D. ARTS COLLEGE (901)	AHMEDABAD
M.S. UNIVERSITY (902)	AHMEDABAD
MTB ARTS COLLEGE (905)	AHMEDABAD
IGNOU STUDY CENTRE BHUJ 906	RAJKOT
SSKS & SOM ARTS COLLEGE (907)	AHMEDABAD
IGNOU STUDY CENTRE BHAVNAGAR	RAJKOT
NEW PROGRESIVE EDUCATION TRUST (909)	AHMEDABAD
SARDAR PATEL UNIVERSITY (910)	AHMEDABAD
NAVJIVAN ARTS & COMM. COLLEGE (912)	AHMEDABAD
ANJUMAN-E-TALIME-IDARA (913)	AHMEDABAD
IGNOU STUDY CENTRE JAMNAGAR (914)	RAJKOT
IGNOU STUDY CENTRE ADIPUR (923)	RAJKOT
R R MEHTA COLLEGE OF SCIENCE	AHMEDABAD
IGNOU STUDY CENTRE RAJKOT (960)	RAJKOT
CHOTU RAM COLLEGE OF EDUCATION (1005)	KARNAL
1030	PANAJI
MDSO COLLEGE, AMB (1036)	CHANDIGARH
GOVERNMENT DEGREE COLLEGE (1101)	SHIMLA
GOVERNMENT P.G. COLLEGE (1102)	SHIMLA
Govt. Degree College, (1103)	SHIMLA
GOVERNMENT DEGREE COLLEGE (1104)	SHIMLA
GOVERNMENT DEGREE COLLEGE (1105)	SHIMLA
GOVERNMENT DEGREE COLLEGE CHAMBA (1106)	SHIMLA
GOVERNMENT DEGREE COLLEGE, GDC. Kullu (1107)	SHIMLA
GOVERNMENT DEGREE COLLEGE GDC. Nahan (1108)	SHIMLA
GOVERNMENT DEGREE COLLEGE GDC. Una (1109)	SHIMLA
GOVERNMENT DEGREE COLLEGE GDC. Rampur (1110)	SHIMLA
GOVT. P.G. COLLEGE GDC. Bilaspur (1113)	SHIMLA
GOVT. DEGREE COLLEGE ReckongPeo, (1115)	SHIMLA
GOVERNMENT DEGREE COLLEGE Seema (Rohru) (1116)	SHIMLA
GOVT. P.G. COLLEGE GDC. Sarkagha (1124)	SHIMLA
GOVERNMENT DEGREE COLLEGE GDC. Indora (1125)	SHIMLA
GOVT. DEGREE COLLEGE GDC. Poanta Sahib (1133)	SHIMLA
IGNOU PROG. STUDY CENTRE (1134)	HYDERABAD
GOVT. DEGREE COLLEGE GDC Joginder Nagar, (1136)	SHIMLA
GOVT COLLEGE , GDC. Karsog (1138)	SHIMLA
GOVT PG COLLGE GDC. Dhaliara (1140)	SHIMLA
GOVT DEGREE COLLEGE GDC. Banjar (1148)	SHIMLA

GOVT DEGREE COLLEGE GDC. Nalagarh (1157)	SHIMLA
St. Ann's College for Women (01162)	HYDERABAD
UNIVERSITY OF JAMMU (1201)	JAMMU
GOVT. AMAR SINGH COLLEGE, SRINAGAR (1202)	SRINAGAR
Govt Eliezer Joldan Memorial College Leh	SRINAGAR
GOVERNMENT DEGREE COLLEGE (1206)	JAMMU
GOVERNMENT DEGREE COLLEGE (1207)	JAMMU
GOVERNMENT DEGREE COLLEGE SOPORE (1210)	SRINAGAR
GOVERNMENT DEGREE COLLEGE ANANTNAG (1211)	SRINAGAR
GOVT. DEGREE COLLEGE KARGIL (1249)	SRINAGAR
GOVT. DEGREE COLLEGE (BOYS) (1250)	JAMMU
GOVT. COLLEGE FOR WOMEN (1257)	JAMMU
ST. ALOYSIUS COLLEGE, MANGALORE (1302)	BANGALORE
J.S.S. COLLEGE VIDYAGIRI DHARWAD (1303)	BIJAPUR
GULBARGA UNIVERSITY CAMPUS GULBARGA (1304)	BIJAPUR
VIDYAVARDHAKA FIRST GRADE COLLEGE, MYSORE (1305)	BANGALORE
R.P.D. COLLEGE CAMPUS BELGAUM (1308)	BIJAPUR
VEERASHIIVA COLLEGE BELLARY (1310)	BIJAPUR
BAPUJI INSTT. OF ENGG & TECH., DAVANAGERE (1311)	BANGALORE
GOVT. SCIENCE COLLEGE, BANGALORE (1320)	BANGALORE
BASAVESHWAR SCIENCE COLLEGE BAGALKOT (1324)	BIJAPUR
1404	PANAJI
CATHOLICATE COLLEGE (1404)	TRIVANDRUM
SREE NARAYANA COLLEGE (1413)	TRIVANDRUM
MAR IVANIOS INSTITUTE OF ADVANCE STUDIES (1441)	TRIVANDRUM
ST THERESAS COLLEGE (1477)	COCHIN
MOTILAL VIGYAN MAHAVIDYALAYA (1501)	BHOPAL
JIWAJI UNIVERSITY GWALIOR	BHOPAL
HOLKAR SCIENCE COLLEGE (1506)	BHOPAL
DANIELSON DEGREE COLLEGE, CHHINDWARA (1515)	JABALPUR
VIKRAM UNIVERSITY (1516)	BHOPAL
K J Somaiya College of Arts and Commerce IGNOU LSC 1601	MUMBAI
GURU NANAK BHAWAN NAGPUR MAHARASHTRA	NAGPUR
KTHM COLLEGE (1608)	PUNE
PRATIBHA NIKETAN MAHA VIDYALAYA NANDED MAHARASHTRA	NAGPUR
MANIPUR UNIVERSITY (1701)	IMPHAL
ST.MARY'S COLLEGE (1831)	SHILLONG
GOVERNMENT AIZAWL COLLEGE (1901)	AIZWAL
MODERN COLLEGE (2001)	KOHIMA

DIMAPUR GOVERNMENT COLLEGE (2002)	KOHIMA
IGNOU REGIONAL CENTRE BHUBANESHWAR LSC Code 2100	BHUBANESHWAR
GOVT COLLEGE, ROURKELA (2103)	BHUBANESHWAR
KHALIKOTE COLLEGE (2104)	BHUBANESHWAR
F.M. COLLEGE, BALASORE (2106)	BHUBANESHWAR
RAJENDRA COLLEGE (2107)	KORAPUT
G.M.UNIVERSITY, SAMBALPUR (2108)	BHUBANESHWAR
VIKRAM DEV COLLEGE (2110)	KORAPUT
B.J.B. AUTONOMOUS COLLEGE; BHUBANESHWAR (2111)	BHUBANESHWAR
D.D.COLLEGE, KEONJHAR (2112)	BHUBANESHWAR
GOVERNMENT COLLEGE (2113)	KORAPUT
BHADRAK COLLEGE (2118)	BHUBANESHWAR
PANCHAYAT JUNIOR COLLEGE (2134)	BHUBANESHWAR
KSUB COLLEGE, BHANJANAGAR (2135)	BHUBANESHWAR
N.C.COLLEGE, JAJPUR (2138)	BHUBANESHWAR
NABARANGPUR COLLEGE (2139)	KORAPUT
NATIONAL COLLEGE (2140)	KORAPUT
KENDRAPADA COLLEGE (2141)	BHUBANESHWAR
DDE, PB. UNI, PTL (2203)	CHANDIGARH
GURU NANAK GIRLS COLLEGE (2206)	KHANNA
DOABA COLLEGE (2212)	KHANNA
DAV COLLEGE (2216)	KHANNA
NEHRU MEMORIAL GOVT. COLLEGE (2225)	KHANNA
NIRMAN CAMPUS OF EDUCATION RESEARCH and TRAINING LSC 2299	KHANNA
VIDYA BHAWAN RURAL INSTITUTE (2302)	JODHPUR
ONKARMAL SOMANI COLLEGE OF COM (2304)	JODHPUR
BJS RAMPURIA JAIN COLLEGE (2305)	JODHPUR
GOVT COLLEGE, AJMER (2306)	JAIPUR
GOVIND GURU GOVT. COLLEGE (2307)	JODHPUR
RAJRISHI COLLEGE, ALWAR (2308)	JAIPUR
GOVERNMENT COLLEGE (2309)	JODHPUR
D.A.V. COLLEGE, SRIGANGANAGAR (2310)	JAIPUR
KUCHAMAN COLLEGE (2311)	JODHPUR
CENTRAL JAIL GHATGATE	JAIPUR
MAHARANA PRATAP PG GOVT COLLEGE, CHITTORGARH (2331)	JAIPUR
S.P.U. (P.G.) COLLEGE (2333)	JODHPUR
INTERNATIONAL COLLEGE OF GIRLS, JAIPUR (2353)	JAIPUR
GOVT. BANGUR P.G. COLLEGE (2361)	JODHPUR
GOVT. P.G. COLLEGE (BOYS) (2362)	JODHPUR
GOVT. COLL PRATGARH (2370)	JODHPUR
CENTRAL JAIL, AJMER (2388)	JAIPUR
SIKKIM GOVERNMENT COLLEGE (2401)	GANGTOK
DDGD VAISHNAVA COLLEGE (2501)	CHENNAI
DR.G.R.D. COLLEGE OF SCIENCE (2502)	MADURAI

THIYAGARAJAR COLLEGE (2503)	MADURAI
BISHOP HEBER COLLEGE (2504)	MADURAI
2506	PANAJI
V O Chidambaram College Tuticorin	MADURAI
S.T. HINDU COLLEGE (2511)	TRIVANDRUM
JAYA COLLEGE OF ARTS & SCIENCE (2532)	CHENNAI
KS RANGASAMY COLLEGE OF TECH 2564	CHENNAI
H.K. ROWTHER HOWDIA COLLEGE (2568)	MADURAI
2570	PANAJI
GURU NANAK COLLEGE (2578)	CHENNAI
VOORHEES COLLEGE (2593)	CHENNAI
TRIPURA UNIVERSITY (2601)	AGARTALA
ST. JOHN'S COLLEGE (2702)	NOIDA
ALLAHABAD DEGREE COLLEGE, ALLAHABAD (2703)	VARANASI
BAREILLY COLLEGE, BAREILLY (2704)	LUCKNOW
D.A.V. PG COLLEGE DEHRADUN (2705)	DEHRADUN
UDAI PRATAP AUTONOMOUS COLLEGE, VARANASI (2708)	VARANASI
DDU UNIVERSITY GORAKHPUR (2709)	VARANASI
MB PG COLLEGE HALDWANI (2711)	DEHRADUN
BIPIN BIHARI PG COLLEGE, JHANSI (2712)	LUCKNOW
ALIGARH MUSLIM UNIVERSITY, ALIGARH (2713)	ALIGARH
HINDU COLLEGE (2714)	NOIDA
LUCKNOW CHRISTIAN P G COLLEGE (2720)	LUCKNOW
L.S.M. GOVERNMENT P.G. COLLEGE, PITHORAGARH (2726)	DEHRADUN
A.P.N. DEGREE COLLEGE BASTI (2727)	LUCKNOW
MEERUT COLLEGE MEERUT (2728)	NOIDA
M.D.P.G. COLLEGE, PRATAPGARH (2737)	VARANASI
I.P. (PG)COLLEGE BULANDSHAHR (2738)	NOIDA
S.D. POST GRADUATE COLLEGE (2741)	NOIDA
FEROZE GANDHI COLLEGE RAEBAREILLY (2747)	LUCKNOW
GOVT PG COLLEGE UTTARKASHI (2748)	DEHRADUN
S.D. COLLEGE, MUZAFFARNAGAR (2749)	NOIDA
HNB GARHWAL UNIVERSITY, SRINAGAR (2752)	DEHRADUN
DR. P.D.B. GOVT. P.G. COLLEGE, KOTDWARA (2754)	DEHRADUN
D.S.B CAMPUS KUMAON UNIV., NAINITAL (2762)	DEHRADUN
2763	PANAJI
K.N. GOVT. P.G. COLLEGE (2774)	VARANASI
GOVT. MAHILA DEGREE COLLEGE PILIBHIT (2797)	LUCKNOW
J.V. POST GRADUATE COLLEGE (2798)	NOIDA
JAGANNATH KISHORE COLLEGE (2807)	KOLKATA
GOVT. TEACHERS' TRAINING COLLEGE (2808)	RAGHUNATHGANJ
BANWARILAL BHALOTIA COLLEGE (2809)	KOLKATA

MIDNAPUR COLLEGE (2813)	KOLKATA
SATYANANDA VIDYARTHEE BHAWAN (2815)	RAGHUNATHGANJ
JAN SHIKSHAN SANSTHAN 2891	KOLKATA
IGNOU REGIONAL CENTRE DELHI2 LSC CODE 2900	DELHI 2 (RAJGHAT)
DAMAN GOVERNMENT ARTS COLLEGE (2901)	AHMEDABAD
GODDA COLLEGE (3601)	DEOGHAR
S.P. COLLEGE (3604)	DEOGHAR
SAHIBGANJ COLLEGE (3605)	DEOGHAR
KARTIK ORAON COLLEGE, GUMLA (3606)	RANCHI
GIRIDIH COLLEGE (3607)	DEOGHAR
JAGANNATH JAIN COLLEGE, KODERMA (3608)	RANCHI
A.S. COLLEGE (3609)	DEOGHAR
K S COLLEGE, SERAIKELLA (3630)	RANCHI
MAHARAJ SINGH COLLEGE, SAHARANPUR (3702)	NOIDA
GOVT. DEGREE COLLEGE (3708)	DEHRADUN
NOWGOAN COLLEGE (4171)	JORHAT
S.A. EKALAVYA DEGREE MAHAVIDYALAYA (5177)	PATNA
WESTERN COMMAND HRDC (5201)	ARMY-CHANDIMANDIR
5203	ARMY-JAIPUR
IGNOU ARMY RECOG. STUDY CENTER (5303)	ARMY-JAIPUR
5304	ARMY-JAIPUR
HRDC HQ NORTHERN COMMAND (5501)	ARMY-UDHAMPUR
IGNOU ARMY STUDY CENTRE	ARMY-UDHAMPUR
HQ 39 MTN DIV (5511)	ARMY-UDHAMPUR
5601	ARMY-JAIPUR
IGNOU ARMY RECOG. STUDY CENTRE (5604)	ARMY-JAIPUR
GOVT. MEDICAL COLLEGE & HOSPITAL (06003P)	CHANDIGARH
SGGS COLLEGE, CHD (06007)	CHANDIGARH
GREAT MISSION TEACHERS (7108)	DELHI 3 Naraina
INSTITUTE OF PUBLIC HEALTH AND HYGIENE (7109)	DELHI 3 Naraina
DEPTT. OF MENTAL HEALTH & LIFE SKILLS PROMOTION (07160P)	DELHI 1 (MOHAN ESTATE (SOUTH DELHI))
GOA COLLEGE OF HOME SCIENCE, CAMPAL PANAJI (8032)	PANAJI
NDRK FIRST GRADE COLLEGE,HASSAN (13148)	BANGALORE
GOVT. HOME SCIENCE COLLEGE (15229)	BHOPAL
ADARSH INSTITUTE OF MANAGEMENT AND SCIENCES (15233)	BHOPAL
GOVT. PG ARTS AND SCIENCE COLLEGE (15234)	BHOPAL
RAJIV GANDHI GOVT. POST GRADUATE COLLEGE (15235)	BHOPAL
GOVT. GIRLS COLLEGE BARWANI (15236)	BHOPAL
GOVERNMENT KUSUM PG COLLEGE, SEONI MALWA (15243)	BHOPAL
POONAMCHAND GUPTA VOC COLLEGE LSC 15273	BHOPAL

IGNOU STUDY CENTRE (16144) (16144)	PUNE
J.K.B.K. COLLEGE, CUTTACK (21185)	BHUBANESHWAR
MAHILA JAIL (23112)	JAIPUR
GOVT. PG COLLEGE BUNDI (23129)	JAIPUR
SHRI KALYAN GOVT. PG COLLEGE, SIKAR (23130)	JAIPUR
GOVT. ARTS PG COLLEGE, KOTA (23135)	JAIPUR
SH. BHAWANI NIKETAN PG BOYS COLLEGE, JAIPUR (23140)	JAIPUR
GOVT. P.G. COLLEGE, TONK (23155)	JAIPUR
PC BAGLA PG COLLEGE, HATHRAS (27100)	ALIGARH
SWAMI SUKHDEVANAND PG COLLEGE SHAHJAHANPUR (27103)	LUCKNOW
PT. JAWAHARLAL NEHRU MEMORIAL PG COLLEGE, BARABANKI (27118)	LUCKNOW
GOVT RAZA PG COLLEGE, RAMPUR (27127)	NOIDA
CANE GROWER'S NEHRU PG COLLEGE LAKHIMPUR KHERI (27131)	LUCKNOW
R.B.D. COLLEGE BIJNORE (27140)	NOIDA
NEHRU PG COLLEGE LALITPUR (27153)	LUCKNOW
DAYANAND VEDIC POST GRADUATE COLLEGE ORAI (27188)	LUCKNOW
GOVT. PG COLLEGE (27192)	LUCKNOW
BRAHMANAND COLLEGE KANPUR (27197)	LUCKNOW
BIJLI PASI LUCKNOW (27201)	LUCKNOW
NETAJI SCB LUCKNOW (27202)	LUCKNOW
RAM SWAROOP GRAM UDYOG PG COLLEGE PUKHRAVAN (27211)	LUCKNOW
DR RAM MANOHAR LOHIA AWADH UNIVERSITY, FAIZABAD (27218)	LUCKNOW
RISHI BANKIM CHANDRA COLLEGE FOR WOMEN (28157)	KOLKATA
Prabhu Jagatbandhu College	KOLKATA
GOVT DEGREE COLLEGE KUPWARA (30012)	SRINAGAR
GOVT DEGREE COLLEGE FOR WOMEN ANANTNAG LSC 30037	SRINAGAR
GOVT COLLEGE FOR WOMEN M A ROAD SRINAGAR LSC 30039	SRINAGAR
BOKARO STEEL CITY COLLEGE 32047	RANCHI
MAHARAJAH'S POST GRADUATE COLLEGE (33018)	VISHAKHAPATNAM
K.R. TECHNICAL COLLEGE, AMBIKAPUR (35145)	RAIPUR
DHOTE BANDHU SCIENCE COLLEGE GONDIA MAHARASHTRA	NAGPUR
DEBRAJ ROY COLLEGE LSC CODE 37015	JORHAT
IGNOU REGIONAL CENTRE DELHI3 LSC Code 38039	DELHI 3 Naraina
K.M. MAYAWATI GIRLS P.G. COLLEGE (39016)	NOIDA
GINNI DEVI MODI GIRLS (PG) COLLEGE (ONLY FOR GIRLS) (39017)	NOIDA
A.K.(PG) COLLEGE HAPUR (39022)	NOIDA
HASHMI GIRLS DEGREE COLLEGE LSC 39045	NOIDA

RANI ANNA GOVT COLLEGE FOR WOMEN	MADURAI
College of Indigenous Food Technology, Konni Anakuthi,	TRIVANDRUM
SREE NARAYANA GURU COLLEGE (43084)	MADURAI
AERONAUTICS COLLEGE, SUNABEDA (44023)	KORAPUT
MALKANGIRI COLLEGE LSC 44032	KORAPUT
Khariar Autonomous College LSC 44034	KORAPUT
M S K B COLLEGE (46021)	DARBHANGA
M S COLLEGE (46025)	DARBHANGA
SHRI VARSHNEY PG COLLEGE, ALIGARH (47015)	ALIGARH
CENTRAL JAIL AGRA (47022D)	NOIDA
IIMT,ALIGARH (47030)	ALIGARH
KR. R.C. MAHILA MAHAVIDHYALAYA, MAINPURI (47037)	ALIGARH
JAGDISH SARAN HINDU COLLEGE (47039)	NOIDA
MAHATMA GANDHI MEMORIAL PG COLLEGE (47040)	NOIDA
SRI TIKA RAM KANYA MAHAVIDYALAYA (ONLY FOR GIRLS) (47044)	ALIGARH
D.C.S. KHANDELWAL, MAU (48011)	VARANASI
LAL BAHADUR SHASTRI PG COLLEGE, MUGALSARAI (48026)	VARANASI
ST ANDREWS COLLEGE, GORAKHPUR (48028)	VARANASI
AGRASEN KANYA PG COLLEGE PARMANANDPUR VARANASI (48033)	VARANASI
RANVIR RANANJAY POST GRADUATE COLLEGE, AMETHI (48036)	LUCKNOW
RAMABAI GOVT. 'WOMEN' PG COLLEGE, AKABARPUR (48041)	VARANASI
B.M.N COLLEGE (49045P)	MUMBAI
T N B College	BHAGALPUR
GOVERNMENT COLLEGE (AUTONOMOUS) (84002)	VISHAKHAPATNAM
SKBR COLLEGE AMALAPURAM LSC 84009	VISHAKHAPATNAM
84016 SIR C R REDDY COLLEGE	VISHAKHAPATNAM
IGNOU STUDY CENTRE(86007)	SAHARSA
Ramadevi Bajla College Deoghar only for women students	DEOGHAR
DR. JAGANNATH MISHRA COLLEGE (87012)	DEOGHAR
SIBM NATHDWARA (88007)	JODHPUR
MAHILA P.G. MAHAVIDYALAYA (88008)	JODHPUR
ARAVALI MAHAVIDHYALAY (88012)	JODHPUR
SHRI TAGORE P.G. COLLEGE KUCHAMAN CITY (88014)	JODHPUR
G D Memorial College	JODHPUR
0148R	PANAJI
BIHAR VIDYAPITH 05138	PATNA
IGNOU PROG STUDY CENTRE 06026P	CHANDIGARH
DEPTT. OF MENTAL HEALTH & LIFE SKILLS PROMOTION (07160P)	DELHI 1 (MOHAN ESTATE (SOUTH DELHI))

IGNOU SPECIAL STUDY CENTRE MODEL CENTRAL JAIL NAHA (1186D)	SHIMLA
CENTRAL JAIL SRINAGAR	SRINAGAR
GOVT. HOME SCIENCE COLLEGE, JABALPUR (1585P)	JABALPUR
CENTRAL JAIL, KOTA (23122D)	JAIPUR
CENTRAL JAIL, BHARATPUR (23123D)	JAIPUR
CENTRAL JAIL SRIGANGANAGAR	JAIPUR
DISTRICT JAIL JHALAWAR	JAIPUR
DISTRICT JAIL BHILWARA	JAIPUR
DISTRICT JAIL ALWAR	JAIPUR
CENTRAL JAIL NAINI, ALLAHABAD (27178)	VARANASI
MODEL JAIL, LUCKNOW	LUCKNOW
NATIONAL PG COLLEGE BHOGOWN LSC2760D	ALIGARH
DNR COLLEGE 33015R	VISHAKHAPATNAM
SADABAI RAISONI WOMEN COLLEGE NAGPUR MAHARASHTRA	NAGPUR
DISTRICT JAIL MEERUT	NOIDA
IGNOU SPECIAL STUDY CENTRE	NOIDA
District Jail, Aligarh	ALIGARH
CENTRAL JAIL (48013D)	VARANASI
CENTRAL JAIL VARANASI	VARANASI
DISTRICT JAIL GORAKHPUR	VARANASI
Govt Degree College (A) (84002R)	VISHAKHAPATNAM

E. LIST OF IGNOU's PARTNER INSTITUTIONS (PIs) OUTSIDE INDIA AND THE ACADEMIC PROGRAMMES OFFERED

a. PARTNER INSTITUTION UNDER INDIVIDUAL MOU

Sl. No.	P.I.Code / Country Name	Partner Institution Name & Address	Programmes on Offer
1.	5102 ABU DHABI, UAE	Wisdom Educational Institute, P.O. Box 71296, Abu Dhabi, UAE Tel: +971-2-6214474; Fax: +971-2-214484 E-mail: wisdom@emirates.net.ae Contact: Mr. Ahmed Rafi B. Ferry, Director	BPP, BA, B.COM, DIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, MEG, MHD, CIC, BCA, MCA, PGJMC, BED
2.	5502 DUBAI, UAE	Wisdom Educational Institute, P.O. Box: 26791, Dubai, UAE Tel: +971-4-3964455; Fax: +971-2-3964422 E-mail: wisdom@emirates.net.ae Contact Person: Mr. Ahmed Rafi B. Ferry, Director	BPP, BA, B.COM, DIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, MEG, MHD, CIC, BCA, MCA, PGJMC, BED
3.	5503 DUBAI, UAE	Universal Empire Institute of Technology Knowledge Village P.O. Box 500332, Dubai, UAE Tel: +971-4-3672121(O); Fax: +971-4-3672779 E-mail: contact@ueitonline.com Contact Person: Mr. Balaji, Coordinator	BPP, BA, B.COM, DIM, PGDHRM, PGDMM, PGDFM, PGDOM, MBA, MEG, MHD, CIC, BCA, MCA, BTCM, BTWRE, B.Sc. (N)
4.	5505 RAS-AL-KHAIMAH, UAE	Royal College of Applied Science & Technology, FZE, P.O. Box: 10559, RAK Free Trade Zone, Ras Al Khaimah, UAE Tel: +971-1-2272203; Fax: +971-7-2272281 E-mail: contactrak@rcast.org Contact Person: Mr. Balaji, Coordinator	DTS, CTE, DECE, BA, B.COM, BTS, BED, MTM, MCOM, MEG, PGJMC, PGDHRM, PGDMM, PGDFM, MBA, CIC, BCA, MCA, BTCM, CPLT
5.	5402 QATAR	Middle-East Educational Services P.O. Box: 3453, Doha, QATAR Tel: +974-4687707; Fax: +974-4505264 E-mail: mesoffcampus@gmail.com; pmanuvalsa@yahoo.com Contact Person: Mr. P. Manoharan	DTS, BTS, BA, B.COM, DIM, PGDIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, CIC, BED, MEG, MTM, MCA, MHA, MLIS, MHD, MPS, MAH, MCOM.
6.	5704 KUWAIT	Gulf Centre for University Education P.O. Box: 64070, Shuwaikh 70451, Kuwait Tel: +965-2407110, 2407119 Fax: +965-2407049 E-mail: almartin@gcukw.org; alloysiusmartin@hotmail.com Contact Person: L. Alloysius Martin, Director	CIC, BCA, BTS, BA, B.COM, BLISc, MLISc, DIM, PGDIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, BPP, BED, MEG, MTM, MCA, MHA, MLIS, MHD, MPS, MAH, MCOM, MTM.
7.	5905 SULTANATE OF OMAN	Glory Institute Dharamsy Nancy Complex Opp. Shell Petrol Pump, Building No.20, Way No. 58, Wadi Kabir, Muscat Tel: +968-24817612; Fax: +96824813329 E-mail: iahemcd@omantel.net.om Contact Person: Mr. T. N. Kutty, Coordinator. Postal Address: P.O. Box: 583 PC: 114, Muttrah, Sultanate of Oman	BA, B.COM, BTS, DIM, MP, BCA, CIC, BED, MCA, MHA, MLIS, MHD, MPS, MAH, MCOM, MTM, MEG, MTM,
8.	6001 BAHRAIN	Indian Academy W.L.L.P.O. BOX: 10584 MANAMA, BAHRAIN Tel: +973-17811451/39888092/39824602, Fax: +973-17811663/17811461 Email: elam63@hotmail.com Contact Person: Mr. S. Elamurugu, Chairman-cum-Director	B.ED., MP, DIM, PGDIM, PGDFM, PGDMM, PGDHRM, PGDOM, MCA, MHA, MLIS, MPS, MAH, MCOM, MTM, BTCM

Sl. No.	P.I.Code / Country Name	Partner Institution Name & Address	Programmes on Offer
9.	6101 SAUDI ARABIA	ATEICO Communications P.O. Box 5791, Jeddah 21432 Saudi Arabia Tel: +9662-668-4287; Fax: +9662-669-0403 E-mail: ignou@ateico.com Website: www.itoindia.com Contact Person: Mr. Riaz Mulla	BPP, CIC, CTS, DTS, DIM, DECE, BA, BCOM, BTS, BED, BCA, MEG, MAH, MPS, MCOM, MTM, MCA, MADE, MBA, PGDIM, PGDFM, PGDHRM, PGDMM, PGDOM, PGDIBO, PGDDE
10.	6102 SAUDI ARABIA	ATEICO Communications P.O. Box 89630, Riyadh-11692, Saudi Arabia Tel: +966-1-215-3537; Fax: +966-1-215-3539 E-mail: ignouriyadh@ateico.net Website: www.itoindia.com Contact Person: Mr. Riaz Mulla	BPP, CIC, CTS, DTS, DIM, DECE, BA, BCOM, BTS, BED, BCA, MEG, MAH, MPS, MCOM, MTM, MCA, MADE, MBA, PGDIM, PGDFM, PGDHRM, PGDMM, PGDOM, PGDIBO, PGDDE
11.	6103 SAUDI ARABIA	ATEICO Communications, Al Khuziam Commercial Centre, Dharan Street, Opp. to Al Johra Market, Al Khobar Saudi Arabia. Tel +96638653122; Fax +96638657185 Email ignoudammam@ateico.net Website: www.itoindia.com Contact Person: Mr. Riaz Mulla	BPP, CIC, CTS, DTS, DIM, DECE, BA, BCOM, BTS, BED, BCA, MEG, MAH, MPS, MCOM, MTM, MCA, MADE, MBA, PGDIM, PGDFM, PGDHRM, PGDMM, PGDOM, PGDIBO, PGDDE
12.	7202 MAURITIUS	Mauritius College of the Air, Division of Distance Education, Reduit MAURITIUS Tel: +230-4038200; Fax: +230-4672508 Email: mcade@mca.ac.mu Contact Person: Mr. R. Dhurbanyall	BCA, BTS, DIM, MP, PGDDE, MADE, PGDHRM, PGDJMC, MBA, MEG, BDP
13.	7203 MAURITIUS	Mauritius Institute of Education (MIE) Reduit, Mauritius Phone No: +230-4661654 Email: kencathan@hotmail.com Contact Person: Ms. Ooma VEDI Cudian	Primary Teacher Education
14.	8105 ETHIOPIA	St. Mary's University College PO Box 18490, Addis Ababa, Ethiopia Tel: +251-1-5537994; 5537996 Fax: +251-1-5538000 E-mail: smc@ethionet.et; wondtam@yahoo.com Contact Person: Mr. Wodwosen Tamrat, President	CIC, CTE, CFN, CIG, DIM, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, BCOM, BLIS, BTS, MBA, MLIS, MADE, BED, BSC(N), BTCM, BTWRE
15.	9401 KENYA	Centre for University Education East Africa School of Management Commonwealth House, Moi Avenue P.O. Box No. 68272-00200 Nairobi, KENYA Tel: +254-020-312863, 342363, Fax: 2712720 Email: easm@wananchi.com Contact Person: Mr. Joe Mwangi Mbutia, Director	BPP, BCOM, MCOM DIM, PGDIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA.
16.	9301 SINGAPORE	Open Minds International 1, Rochor Canal Road #05-11, Sim Lim Square, Singapore-188504 Tel: +65-6336460; Fax: +65-6339576 Email: admin@openminds.com.sg Contact Person: Mr. Vinod Wadhwa, Managing Director	CIC, BCA, BTS, DTS, BA, MADE, DIM, PGDDE, MP, CTE
17.	9602 NEPAL	International Computer Advice Pvt. Ltd. Old Baneshwor, Ward-34, Baburam Acharya Road, Kathmandu, Nepal Tel: +977-1-2042289/4465400 Fax: +977-1-4473684 E-mail: ica@ica.edu.np Contact Person: Mr. Biswajit Mukherjee, Coordinator	BPP, BA, BCOM, BTS, DIM, MBA, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, BED, DCE, DTS, PGJMC, MEG, MTM, CIC, BCA, MCA, CAFÉ, DAFE, PGDRD, MSO, MARD, MPA

Sl. No.	P.I.Code / Country Name	Partner Institution Name & Address	Programmes on Offer
18.	9603 NEPAL	DLP Management Consortium (P) Ltd. Putali Sadak Height, GPO Box:15142 KPC-320, Kathmandu, Nepal Tel: +977-1-2004321,4418019 Fax:+977-1-4418019 E-mail: pranab.basak@gmail.com Contact Person: Mr. Pranab Basak, Director	BPP, BA, BCOM, DIM, MBA, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, BTS, PGJMC, BLISC, DAFE
19.	9702 SRI LANKA	Regent International Institute of Higher Studies No. 5, Mudungoda, Miriswatta Gampaha, Sri Lanka Tele: +94-33-4670388/2224559, 777554694 FAX: +94-33-4670388 Email: sicsgampaha@yahoo.com Contact Person: Mr. Anura Gunasekhra	MP, PGDDM, DNHEBDP
20.	9202 KYRGYZSTAN	Virtual Academy of the International University of Kyrgyzstan, Prospect Chui 255, Bishkek 720001 E-mail: root@iuk.bishkek.su; land@iuk.kg Tel: (+7-3312-218335, +7-3312-219615 Contact Person: Dr. Karayeva Zina, Director Kyrgyz-Indian Institute of Distance Education	DIM, MBA, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, CIC, BCA, MCA
21.	9710 AFGHANISTAN	Afghanistan International University of Management Sciences, Polytechnic University Compound, Khushal Khan Mina, Kabul, Afghanistan Ph: +93(0)70 273 515, +93(0)79 020 051 Contact Person: Mr. Abdul Latif Roshan Executive Director	BA, BCOM, BLIS, BTS, MBA, MLIS, MEG, MHD, MAH, MPS, MTM, MCOM
22.	9305 FIJI	The University of Fiji Private Mail Bag, Saweni, Lautoka, Fiji Islands. Tel: +679-6640600, Fax: +679-6640700 E-mail: rajeshc@unifiji.ac.fj Contact Person: Prof. Rajesh Chandra	MCA Joint BCA
23.	9801 BANGLADESH	Holy Family Red Crescent Medical College and Hospital (HFRCHCH) Dhaka, Bangladesh Contact Person: Prof. Md. Shaheen Choudhry Principal (Acting)	CHCWM

B) UNESCO-ICBA SPONSORED CENTRES FOR PGDDE & MADE

8101 : ETHIOPIA

International Institute of Capacity Building in Africa, IICBA-UNESCO
P.O. Box : 2005, Addis Ababa, ETHIOPIA
Tel: +251-11-5445284, Fax: +251-11-5514938
Email: info@unesco-icba.org
Contact Person: Mr. Getachew Kelemu, Project Officer

8102 : GHANA (W)

Dr. Kingsley Andoh-Kumi
Institute of Educational Development and Extension,
University of Education, Winneba, Ghana
Fax: +233-0432-22397

8103 : GHANA (C)

Dr. Albert K. Koomson
Director, Centre for Continuing Education, University of Cape Coast,
Cape Coast, Ghana
Fax: +233-042036946, +233-432-22497

8403 : GAMBIA

Mr. Musa Sowe,
Director, Higher Education & Research,
Department of State for Education, Wily Thorpe Building, Banjul, Gambia

8402 :SIERRA LEONE Mr. Sanasi M. Kuyateh, Deputy Director, (Science), Ministry of Education, Science and Technology, New England, Freetown, Sierra Leone Fax: +232-22-223030/235011 Email : bis_konneh2005@yahoo.com
8201 : MADAGASCAR C/o IICBA, ETHIOPIA Tel: +251-11-5445284, Fax: +251-11-5514938
8202 :LIBERIA Mr. Marcus S. Sokpah, Assistant Minister for Teacher Education, Ministry of Education, PO Box: 9012 Monrovia, Liberia
C) RAJIV GANDHI FOUNDATION AND COMMONWEALTH OF LEARNING SPONSORED CENTRES FOR PGDDE & MADE
8901 : JAMAICA Dr. Claude Packer, Principal The Mico College, 1A Marescauz Road Kingston 5, Jamaica Email: cpack@cwjamaica.com
7102 : SEYCHELLES Email: aldeodir@eduhq.edu.sc
8801 : SAMOA Email: emkv@sampol.edu.ws
8703 : NAMIBIA Email: alberts@namcol.com.na
8501 : LESOTHO Email: ldtc@adelfang.col.is
9001 : MALAWI Email: modecpl@globemw.net
8601 : SWAZILAND Email: chandraiahe@yahoo.com
9501 : NIGERIA Email: batundeipaye@educo-health.org
9502 : NIGERIA National Open University of Nigeria Planning Office
9503 : NIGERIA Email: Nitkad@yahoo.com
D) PAN-AFRICAN E-NETWORK PILOT PROJECT FOR MBA
8106 : ETHIOPIA Email : fekadu_2@yahoo.com
8107 : ETHIOPIA Email : shimelisw@hotmail.com; alamirew2004@yahoo.com
E) RAJIV GANDHI FELLOWSHIP SPONSORED BY SOUTH AFRICA DEVELOPMENT COMMUNITY (SADC-DEC) – CENTRES FOR PGDDE
8505 : BOTSWANA
8506 : ZAMBIA
8501 : LESOTHO
9001 : MALAWI

13. PREVIOUS YEARS QUESTIONS PAPERS

You can access Question papers of last ten years from [https:// webservices.ignou.ac.in/Pre-Question/](https://webservices.ignou.ac.in/Pre-Question/).

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)

I APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)			
1	Prof. Nayantara Padhi, SOMS	29573025	nayantara@ignou.ac.in
2	Dr. Bijayalaxmi Mishra, Dy. Director, Research Unit	29571998	bijayalaxmi@ignou.ac.in
3	Ms. Anita Sajwan, AD (software), ERP	29571705	anitas@ignou.ac.in
4	Dr. Rama Pani, Editor, University News, Head of the Research Division, AIU		rama.pani2013@gmail.com
5.	Dr. Neerja Singh, Associate Professor, Satyawati College,, Delhi University		neerja17oct@gmail.com
II IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)			
1	Prof. Vandana Singh, Chairperson, ICASH	29572932	cash@ignou.ac.in ,
2	Dr. Anamika Shukla, Associate Professor, SOH	29572772	anamikashukla@ignou.ac.in
3	Dr. Smita M. Patil, Asst. Professor, SOGDS	29571618	smitampatil@ignou.ac.in
4	Dr. Sujata Santosh, Asst. Director, NCIDE	29573070	sujata.santosh@ignou.ac.in
5	Dr. S. K. Pulist, Dy. Director, SRD	29571311	skpulist@ignou.ac.in
6	Ms. Radha Padmanabhan, AR, P&DD	29571720	radhkar@gmail.com
7	Ms. Reema Kharbhandha, PS, COE	29572303	rkharbanda@ignou.ac.in coe.office@ignou.ac.in
8	Ms. Mamta Khanna, Dy Director, CD (continuing Member)	29571917	mkhanna@ignou.ac.in
9	Mr. Gianender Kr. Sharma, PA (Admin) (continuing Member)	29572204	sharmagian@ignou.ac.in
10	Ms. Rinki Sharma, Ph.D Scholar, Economics		rinkisharma.du@gmail.com
11	Prof. Nilika Mehrotra, JNU, New Delhi		nilika21@yahoo.co.in nilika@mail.jnu.a.in
12.	Ms. Nandita Baruah, Country Representative, The Asia Foundation, New Delhi		nandita.baruah@asiafoundaton.org
III REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH)			
1	Dr.Ranjita Panda, Dy. Director, Chairperson, RSDCASH	29571111	rsdcash@ignou.ac.in
2	Dr. Moumita Das, Asst. Director, NCIDE	29572967	moumitadas@ignou.ac.in
3	Dr. T. Akoijam, Asst. Professor, SOTHSM	29571756/51/57	akoijam@ignou.ac.in
4	Ms. Seema Goswami, Dy. Registrar, F&A	29571209	sgoswami@ignou.ac.in
5.	Mr. Parag Gupta, SO, Admin (Gov.)	29571420	parag@ignou.ac.in
5	Ms. Harshita Raghuvanshi, Advocate, High Court/Supreme Court of Delhi		harshitaraghuvanshi@hotmail.com

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

- Examination fee per course is - ₹ 200/- (Examination fee once paid will not be refunded/adjusted in any case)
Examination form to be submitted at - **Regional Centre under which your examination centre falls**
Demand draft to be made in favour of - **IGNOU and payable at the city where submitting the exam form**

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

Date _____ (Signature of the student)

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

Phone No. (O) _____

(with STD code)

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

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

Centre Code _____
Date _____

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