

PROGRAMME GUIDE

**POST GRADUATE DIPLOMA
IN
CRIMINAL JUSTICE
(PGDCJ)**



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

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INTRODUCTION:

Dear Learner,

Welcome to Indira Gandhi National Open University. As you have joined one of the world largest University imparting education through open and distance mode, it is necessary that you come to know about the functioning of the University and other modalities.

I am sure that you also want to know about Post Graduate Diploma in Criminal Justice programme in which you have enrolled. In the subsequent pages you will find necessary information about the University and about the programme which you have joined.

Best wishes.

THE UNIVERSITY:

The Indira Gandhi National Open University (IGNOU), established by an Act of Parliament in 1985, has continuously striven to build an inclusive knowledge society through inclusive education. It has tried to increase the Gross Enrollment Ratio (GER) by offering high-quality teaching through the Open and Distance Learning (ODL) mode.

The University began by offering two academic programmes in 1987, i.e., Diploma in Management and Diploma in Distance Education, with a strength of 4,528 students.

Today, it serves the educational aspirations of over 3 million students in India and other countries through 21 Schools of Studies and a network of 67 regional centres, around 2,667 learner support centres and 29 overseas partner institutions. The University offers about 228 certificate, diploma, degree and doctoral programmes, with a strength of nearly 810 faculty members and 574 academic staff at the headquarters and regional centres and about 33,212 academic counsellors from conventional institutions of higher learning, professional organisations, and industry among others.

The mandate of the University is to:

- Provide access to higher education to all segments of the society;
- Offer high-quality, innovative and need-based programmes at different levels, to all those who require them;
- Reach out to the disadvantaged by offering programmes in all parts of the country at affordable costs; and
- Promote, coordinate and regulate the standards of education offered through open and distance learning in the country.
- To achieve the twin objectives of widening access for all sections of society and providing continual professional development and training to all sectors of the economy, the

University uses a variety of media and latest technology in imparting education. This is reflected in the formulated vision of IGNOU, keeping its objectives in focus, which reads:

The Indira Gandhi National Open University, the National Resource Centre for Open and Distance Learning, with international recognition and presence, shall provide seamless access to sustainable and learner-centric quality education, skill upgradation and training to all by using innovative technologies and methodologies and ensuring convergence of existing systems for large-scale human resource development, required for promoting integrated national development and global understanding.

The University has made a significant mark in the areas of higher education, community education and continual professional development. The University has been networking with reputed public institutions and private enterprises for enhancing the educational opportunities being offered by it. As a world leader in distance education, it has been conferred with awards of excellence by the Commonwealth of Learning (COL), Canada, several times.

The University is committed to quality in teaching, research, training and extension activities, and acts as a national resource centre for expertise and infrastructure in the ODL system. The University has established the Centre for Extension Education, National Centre for Disability Studies and National Centre for Innovation in Distance Education, to focus on specific learner groups and enrich the distance learning system.

With the launch of EduSat (a satellite dedicated only to education) on 20th September, 2004, and the establishment of the Inter-University Consortium, the University has ushered in a new era of technology-enabled education in the country. All the regional centres and high enrollment study centres have been provided with active two-way video-conferencing network connectivity, which has made it possible to transact interactive digital content.

Emphasis is now being laid on developing interactive multimedia and online learning, and adding value to the traditional distance education delivery mode with modern technology-enabled education within the framework of blended learning.

Over the years, IGNOU has lived up to the country's expectations of providing education to the marginalised sections of society. Free of cost education is being provided to all jail inmates across the country. A large number of SC/ST students have been admitted to various programmes of the University.

PROMINENT FEATURES:

The significant feature of Indira Gandhi National Open University are:

- 🎬 International Jurisdiction
- 🎬 Flexible and Learner centric Admission rules
- 🎬 Individualized study: Flexibility in term of place, pace and duration of study
- 🎬 Use of latest information and communication technologies
- 🎬 Nationwide Student Support Services Network
- 🎬 Modular approach to Academic programme.

- Resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations.
- Socially and academically relevant programmes based on need analysis, and
- Convergence of open and conventional educational systems
- Democratising higher education by taking it to the door steps of the learners.
- Flexible examination rules

ACADEMIC PROGRAMMES:

The University offers a wide range of programmes both short term and long term leading to Certificate, Post Graduate Certificate, Diploma, Post Graduate Diploma, Under Graduate Degrees, Post Graduate Degrees and Doctoral Degrees covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial need assessment/demand for such programmes. They are launched with a view to fulfill the Learners needs for:

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

CREDIT SYSTEM:

IGNOU follows a credit system that is based on the time factor involved in studying. One credit is equivalent to 30 study hours inclusive of all learning activities which include reading and comprehending the print material (self learning material), listening to Audio, watching Video, attending counseling sessions, Teleconferences and writing assignments. Thus a 4 credit course involves 120 hours. Different programmes have different credit requirements. Learners/Students have the right to collect credits at their own pace, convenience and according to their own capability. IGNOU also provides a credit transfer facility whereby credits may be transferred from any other University to IGNOU after fulfilling the necessary requirements. The credit system helps the learner to understand the academic efforts required to successfully compete a course or programme. Completion of an academic programme (Post Graduate Diploma), requires successful of clearing of Assignments, Project and Term End Examination.

STUDENT SUPPORT SERVICES:

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

Every student is assigned one Study Centre taking into consideration his/her place of work or residence. Every Study Centre has a Coordinator to Coordinate different activities, and Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide and guidance to the students in the subjects.

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

However, if there is no study centre near your area or due to your occupational duties if you cannot visit the study centre then there is no issue. You can contact the programme Coordinator by Email at mansisharma@ignou.ac.in or Call at 011-29572992, 9311123692 and discuss your academic queries regarding the programme. For Administrative queries you can contact the Regional centre. You can submit your Assignments to the Study Centre/Regional Centre by Post so there is no need to submit it in person.

Do remember to keep a photocopy of the whole assignments which you are submitting to the Study Centre/Regional Centre.

ABOUT THE SCHOOL AND PROGRAMME:

With the view of developing interdisciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in co-ordination with the Faculty, School staff and the different academic, administrative and service wings of the University. The Programme Coordinator is a Faculty in the School and looks after the development, maintenance and updation/revision of the programme. The Programme Coordinator should be contacted in case of any doubt or difficulty in completion of the programme. As the emphasis is on providing a wide choice of courses at different levels so at present we have 21 Schools which are as under:

- 1) School of Management Studies
- 2) School of Agriculture

- 3) School of Computer and Information Sciences
- 4) School of Continuing Education
- 5) School of Education
- 6) School of Engineering & Technology
- 7) School of Health Sciences
- 8) School of Humanities
- 9) School of Sciences
- 10) School of Social Sciences
- 11) School of Law
- 12) School of Journalism and New Media Studies
- 13) School of Gender and Development Studies
- 14) School of Tourism Hospitality Service Sectoral Management
- 15) School of Interdisciplinary and Trans-disciplinary Studies
- 16) School of Social work
- 17) School of Vocational Education and Training
- 18) School of Extension and Development Studies
- 19) School of Foreign Languages
- 20) School of Translation Studies and Training
- 21) School of Performing and Visual Arts

The School of Law (SOL) is one of the 21 Schools of Indira Gandhi National Open University (IGNOU). The School of Law (SOL) was established in 2005 with an objective of imparting legal education through Open and Distance Learning system. The school aims to create awareness about legal rights and responsibilities in the emerging world order. The School strives to ensure high quality education and research through innovative, multi-media learning teaching packages with a focus on learning practical aspects of law, acquiring legal skills and scholarship.

POST GRADUATE DIPLOMA IN CRIMINAL JUSTICE (PGDCJ):

Dear Learner,

Welcome to this programme. If you have any academic query you can write an email to me or call me. This programme has 6 courses and one project. You have to write 6 Assignments, 1 Project and clear 6 Term End Papers. The assignments of this programme can be downloaded from the IGNOU website by visiting the following link: <https://webservices.ignou.ac.in/assignments/sol/2018/PGDCJ%202018%20assignment%20pdf.pdf>. If you have registered for January session then you have to submit your assignments till 30th September to the Study Centre/ Regional Centre. If you have registered

for July session you have to submit your assignments by 31st March to the Study Centre/ Regional Centre. Follow the instructions given in the assignments properly. While writing the assignments choose the topic of the project and get it approved by the study centre. If you do not have a study centre or you cannot visit it then send the topic of your project by email to the Programme Coordinator . Once the topic is approved prepare the synopsis as per the guidelines given in the project handbook. You have to get the synopsis approved by the supervisor. Once the supervisor approves your synopsis prepare the project and get it approved too. The project has to be spiral binded and submitted in person or by post to Project Section, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi- 110068 by 30th May for June Term End Examination and 30th of November for December Term End Examination. The details of this programme is as under:

Course Description- The Post Graduate Diploma in Criminal Justice is a 32 credits programme consisting of 6 course of 4 credit each and a project work of 8 credits.

S. No.	Course Title	Nature of Course (Theory/ Practical/ Project/elective)	Credits	Course Code
1	Criminal Justice System	Theory	4	MLE-011
2	Indian Penal Code	-Do-	4	MLE-012
3	Criminal Justice Processes	-Do-	4	MLE-013
4	Criminal Justice Administration	-Do-	4	MLE-014
5	Challenges To Criminal Justice System	-Do-	4	MLE-015
6	Criminal Justice Research And Advocacy	-Do-	4	MLE-016
7	Project	Project	8	MLEP-017
		Total	32	

Objectives: The objectives of this programme are to:

- keep pace with emerging developments in Criminal Justice;
- create well-informed citizens and professionals in the area of Criminal Justice; and
- enhance the competencies of the professionals already working in the area of criminal justice system.

Post Graduate Diploma in Criminal Justice (PGDCJ) has been launched by School of law, in July, 2010. This programme is specially designed to cater to the needs of people who are working in this field and are interested in knowing the Criminal Justice System .As ignorance of law is no excuse so everyone must know the laws which ensure are dignity and worth in the society.

ELIGIBILITY AND DURATION:

In accordance with the Universities general policy of openness and flexibility the eligibility criteria for this programme is as under:

Any Graduate, Graduates in law, criminology, social work and functionaries of Criminal Justice Administration

Medium: English

This programme can be completed in a minimum period of 1 year and maximum period of 3 years. The programme can be pursued along with any other programme from IGNOU or anywhere else till there is no clash of dates of the examination. So a learner can appear for IGNOU exams after or before the exam of any other programme.

TARGET GROUPS/EMPLOYMENT OPPORTUNITIES:

1. Jobs related to Criminal Justice Administration in Government Organization, International and National NGO's.
2. Lawyers can specialize in Criminal Law related to woman, children and other vulnerable groups etc.

DETAILED COURSE STRUCTURE:

COURSE 1: CRIMINAL JUSTICE SYSTEM

BLOCK 1: Basic Issues

Unit 1: Concept of Deviance and Crime

Unit 2: Approaches to Crime

Unit 3: Formal and Informal Responses to Crime

Unit 4: Synoptic Debates in Criminal Justice

BLOCK 2: Principles of Criminal Jurisprudence

Unit 1: Constitutional Mandates (principles)

Unit 2: Foundations of Criminal Accountability

Unit 3: Basic Elements of Criminal Procedure

Unit 4: Basic Principles of Evidence

BLOCK 3: Theories and perspectives in criminal justice

Unit 1: Criminological Theories

Unit 2: Human Rights Approaches

Unit 3: Victimology

Unit 4: Restorative Justice

BLOCK 4: Criminal Justice Administration of India

Unit 1: Concept of Criminal Justice Administration and Police System

Unit 2: Prosecution and Defense Process

Unit 3: Judicial Process

Unit 4: Correctional Process

COURSE 2: INDIAN PENAL CODE

BLOCK 1: General principles of criminal law

Unit 1: Salient Features of IPC

Unit 2: Intention in Criminal Law

Unit 3: Principles of Liability

Unit 4: Stages in Crime

BLOCK 2: General Defenses

Unit 1: Insanity

Unit 2: Intoxication

Unit 3: Private Defense

Unit 4: Other Defenses

BLOCK 3: Offences against person and property

Unit 1: Murder and Culpable Homicide

Unit 2: Theft, Echeating & Extortion

Unit 3: Robbery, Dacoity & Criminal Breach of Trust

BLOCK 4: Offences against women and Dalits

Unit 1: Violence against Women – Dowry, Rape and Female Foeticide

Unit 2: Domestic Violence Act

Unit 3: Sexual Harassment

Unit 4: Protection of Civil Rights Act ,1955 and rules,1977

Unit 5: Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act 1989 and rules,1995

COURSE 3: CRIMINAL JUSTICE PROCESSES

BLOCK 1: Investigation Process

Unit 1: Reporting of Crimes

Unit 2: Arrest, Detention, Search and Seizure

Unit 3: Interrogation and Collection of Evidence

Unit 4: Bail and Remand Processes

BLOCK 2: Prosecution Process

Unit 1: Prosecutorial System

Unit 2: Protection of Victims and Witnesses

Unit 3: Framing of Charges

Unit 4: Current Practices and Procedures (withdrawal of prosecution)

BLOCK 3: Trial Processes

Unit 1: Rights of Accused

Unit 2: Compensatory Jurisprudence

Unit 3: Plea-Bargaining

Unit 4: Acquittal and Conviction

Block 4: Correctional processes

Unit 1: Prison as a System: History and Philosophy

Unit 2: Probation System

Unit 3: Women Prisoners

Unit 4: Alternatives to Imprisonment

COURSE 4: CRIMINAL JUSTICE ADMINISTRATION

BLOCK 1: Police

Unit 1: Organization, Structure, Powers and Functions

Unit 2: Transparency and Accountability

Unit 3: Custodial violence

Unit 4: Police-Community Interface

BLOCK 2: Prison

Unit 1: Prison Act

Unit 2: Prison Manual

Unit 3: Prisoners' Rights

Unit 4: Visitorial System

BLOCK 3: Judiciary

Unit 1: Organization, Structure and Powers of the Courts

Unit 2: Judicial Control of Executive Functions

Unit 3: Delay and Arrears in Criminal Process

Unit 4: Sentencing Justice

BLOCK 4: Science and Technology in Criminal Justice System

Unit 1: E-management of Criminal Justice System

Unit 2: Efficacy of Scientific Evidence

Unit 3: Understanding and Analyzing Post-Mortem Reports

Unit 4: Current Practices and Procedures

COURSE 5: CHALLENGES TO CRIMINAL JUSTICE SYSTEM

BLOCK 1: Legal Aid

Unit 1: Legal Services Authorities Act

Unit 2: Legal aid in Police and Prison Process

Unit 3: Legal aid at court

Unit 4: Legal aid in other Custodial Institutions

BLOCK 2: Juvenile justice

Unit 1: Rationale and Law

Unit 2: Juvenile Justice Institutions

Unit 3: Convention on the Rights of Children

Unit 4: Current Practices and Procedures

BLOCK 3: International criminal justice

Unit 1: Principles and development of International Criminal Justice

Unit 2: International Tribunals—Yugoslavia and Rwanda

Unit 3: International Criminal Court (ICC)

Unit 4: Special International Tribunals other than ICC

BLOCK 4: Preventive Detention laws

Unit 1: History and Development of Preventive Detention Laws in India

Unit 2: National Security Act

Unit 3: Armed Forces Special Powers Act

Unit 4: Unlawful Activities Prevention Act

COURSE 6: CRIMINAL JUSTICE RESEARCH AND ADVOCACY

BLOCK 1: Criminal justice research

Unit 1: Research Methods in Criminal Justice

Unit 2: Using law library, web-based research and legal referencing

Unit 3: Reading Cases and Statutes

Unit 4: Socio-Legal Research

BLOCK 2: Criminal justice writing

Unit 1: Writing letters, Memorandums and Petitions

Unit 2: Understanding FIR, Affidavits & other Documents in Criminal Courts

Unit 3: Preparing a Bail and other Applications

Unit 4: Preparing a PIL Petition

BLOCK 3: Criminal justice advocacy

Unit 1: Introduction to Criminal Justice Advocacy

Unit 2: Advocacy for Criminal Justice

Unit 3: Use of Human Rights Mechanisms: International and National Human Rights Commission (NHRC) & other Statutory Commissions

Unit 4: Use of National Human Rights Institution

BLOCK 4: Clinical skills

Unit 1: Client Interviewing

Unit 2: Client Counselling

Unit 3: Alternative Dispute Resolution

Unit 4: Preparation for filing of Criminal Cases

COURSE 7: CRIMINAL JUSTICE Project

INSTRUCTIONAL SYSTEM:

The programme is offered in distance education mode. The programme includes self-instructional print material, audio-video programmes, audio-video programmes transmitted through Television and Radio, assignments, contact programmes, teleconferencing and interactive radio counseling. Medium of instruction would be English only.

SELF INSTRUCTIONAL PRINT MATERIAL:

The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks, generally 8 Blocks for an 8 credit course and 4 or 5 Blocks for a 4 credit course. Each Block consists of a number of Units (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block. Each Unit is structured to facilitate self study for you. The section on *Objectives* briefly states what we expect you to attain when you have completed the Unit. In *Introduction*, there is an attempt to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections. In the main body there are a few self-check exercises under the caption *Self Assessment Question*. Enough space is given for you to write your answers to the questions set in the self-check exercises. Answers to these exercises are given in the section *Answers and Hints to Self Assessment Question at the end of the Unit or in the Self Assessment Box itself*.

The section *Summary* summarizes what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section *Key Words*. Some books for additional reading are suggested in the section *References and Suggested Readings*.

The section *Terminal Questions* is intended to give you an idea about the nature of question that may be asked in term end examinations. These *Terminal Question* and *Self Assessment Questions* are for your practice only, and you should not submit answers to these questions to the University for Assessment. Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units mark the words that you do not fully understand. Look for the meaning of such words under the section *Key Words* or in a dictionary. Read the Unit again and again until you have understood the point. You may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your counsellor or course coordinator during the interactive sessions. You can also write an email to the programme coordinator or call her to clear your doubts.

Try to answer *Self Assessment Questions*. These exercises will help you to reinforce the information/knowledge you gain through your first reading of the text. Proper comprehension

of the units and the points/notes made by you while reading through the Units would help you in answering the *Self Assessment Questions*. Once you have written the answer in the blank space provided for each question, you can compare your answers with the answers given in the section *Self Assessment Questions*.

AUDIO-VISUAL AIDS:

In addition to the print material, audio and video tapes have been prepared for each course. The audio-video material is supplementary to the printed material. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are normally of 25 –30 minutes duration. The audio tapes are run and video cassettes are screened at the Study Centres during specific sessions. The video programme are transmitted by National Network of Doordarshan and Gyan Darshan. Audio programmes are broadcast in some select states through Radio stations viz. All India Radio and Gyan Vani FM Radio Channels. Information about these would be available at your Regional Centre/ Study Centres/Course Coordinators. The Schedule of transmission is communicated to you through Mail communication/IGNOU Newsletter/ Monthly Booklet. Audio-video material will not be supplied individually but will be available to you at the Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from:

**Director,
Electronic Media Production Centre,
IGNOU,
Maidan Garhi, New Delhi- 110 068.**

INTERACTIVE RADIO COUNSELLING AND GYAN DHARA:

The University has started interactive counselling through AIR network all over India. You can participate in it by tuning in to your area Radio station. Experts from various discipline areas are available for this counselling. Students can put across their questions to these experts by using the telephone. The telephone numbers are announced by respective Radio Stations. This counselling is available on every Sunday between 4 and 5 in the evening. Gyan Dhara can also be viewed from the IGNOU website. You can also post your query and questions online.

GYAN DARSHAN:

IGNOU is nodal agency for coordinating a bouquet of educational TV channels under the banner of Gyan Darshan (GD). Of these, GD-1 is a 24-hour exclusive National Educational channel. The Gyan Darshan channel uses C Band transponder of INSAT 3C. In addition, IGNOU also coordinates the functioning of GD-2, GD-3, and GD-4. GD-2 channel is being used as *interactive channel* by the University for tele-counselling, tele-lecturing, tele-training and virtual convocation. Teachers/resource persons address ‘live’ from EMPC studio through video and audio satellite links to the student groups assembled at various centres across the

country. It is also used to interact with Regional Centre and Study Centre functionaries on various operational aspects. GD-3, called *Ekalavya* channel, is exclusively devoted to technology education for the benefit of students of IITs and other engineering colleges in India. GD-4, called *Vyas* channel, is to telecast high quality higher education programmes to bridge the knowledge and information gap between different areas and institutions in the country. You should try to get access to it through your cable operator. The schedule of programmes with time and date is sent to all study centers one month in advance. Please obtain it from there.

GYAN VANI:

Gyan Vani is a 'Radio Cooperative' devoted exclusively to education and community development. Its main objective is to bridge the gap between educationally privileged and deprived. As of now, 26 FM radio stations are fully operational. These interactive, participatory educational stations are aimed at greater empowerment of the people, particularly the disadvantaged. Local resource persons conduct the sessions in English, Hindi and the regional languages/dialects.

TELECONFERENCING:

To reach our students spread in different parts of the country we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the regional centres and specified study centres of IGNOU. It is a one way video and two way audio facility. You will be sent a schedule with topics in advance through your study centres. The faculty at Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone available at receiving centres. These will help in resolving your queries related to courses and other general information pertaining to programmes of study.

COUNSELLING:

In distance or online education, contact between the learners and their tutors/counsellors is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts. There are experienced academic counsellors at the Schools/Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. Generally there will be 10 counselling sessions for an 8 credit course and 5 sessions for a 4 to 7 credit course. The counselling sessions are not compulsory. However, they may be very useful in certain respects such as: to share your views on the subject with teachers and fellow participants, comprehend some of the complex

ideas or difficult issues, and get clarifications for many doubts which you would not otherwise try to raise, and consult academic counselors for selecting courses of study.

You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal), which you face while studying for this programme. In these sessions you must look into the subject based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and videocassettes that are available at that time will be played in the counselling sessions.

Before you attend the counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. Also try to understand each other's points of view.

EVALUATION SYSTEM:

At IGNOU, every course is considered as an independent unit. Hence, every course will be evaluated separately. In all, there are 7 courses in PGDCJ (including Project work) programme. For successful completion of this programme, you will have to secure pass marks in respective courses.

The evaluation for this programme will be done in following ways:

- a) Continuous evaluation
- b) Term-End Examination
- c) Project Report.

1. The Evaluation System for IGNOU courses consists of two components:

- a) Continuous evaluation through assignments and project work** (Tutor Marked Assignments).
- b) Term-end examinations.**

In the final results, assignment and project carry 30% weightage, while 70% weightage is given for term-end examinations.

2. All the assignments, project work and term-end examinations will be scored as a numerical marking scheme.

CONTINUOUS EVALUATION THROUGH ASSIGNMENTS:

Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously.

You have to submit your assignment response sheets to the Coordinator assigned to you. Submission of assignments is compulsory. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignments in time for that course. If you appear in term-end examination, without submitting the assignments the result of term-end examination would be liable to be cancelled.

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks which will help you in your study and help in improving it. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them. There is one Tutor Marked Assignments (TMA) per course, which is evaluated by the counsellor. Thus, you have to attempt one assignment for each course. You have to complete and submit the assignments at the study centre within the due date specified in the assignments booklet. The assignments can be submitted to the regional centre by post or in person if you do not have a study centre. The University/ Coordinator of the Study Centre has the right to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator of study centre.

If you do not get pass marks in any assignment, you have to submit it again. To get fresh assignments you should write to Director, MPDD, IGNOU, Maidan Garhi, New Delhi - 110068. You may also download from IGNOU web site www.ignou.ac.in or <https://webservices.ignou.ac.in/assignments/sol/2018/PGDCJ%202018%20assignment%20pdf.pdf>. However, once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments on your record. In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the coordinator of your study centre with a request to forward correct award list to the SR&E Division at the Headquarters.

CHECK LIST FOR ASSIGNMENT SUBMISSION:

- Assignment can be downloaded from the IGNOU website www.ignou.ac.in or <https://webservices.ignou.ac.in/assignments/sol/2018/PGDCJ%202018%20assignment%20pdf.pdf>.
- Assignments have to be handwritten.
- You can take registers for each course for writing the assignments.
- Keep a copy of your assignments before submission.

- Mention your enrolment No, year of admission, programme title, programme code, course title, course code, regional centre, study centre, your complete address, mobile no., signature, date and email ID on the front page of the assignment.
- The last date for submission of assignments for July batch is 31st March.
- The last date for submission of assignment for January batch is 30th September.
- Submit your assignment at the regional centre if you do not have a study centre.

EVALUATION THROUGH TERM END PAPER OR PROJECT WORK:

One of the most important components of the PG Diploma is the Term End Paper (TEP). TEP of a course.

You are required to choose a topic related to your subject and get it approved by the Supervisor. Once the topic has been approved, you are expected to submit a Synopsis of your paper on the specified date. You will be awarded diploma only if you submit a Term End Paper at the end of the course.

Please read the guidelines presented below thoroughly. **(For reading guidelines for submission of synopsis, scroll down)**

IMPORTANT GUIDELINES FOR THE LEARNERS:

a) Learners who have a study centre:

1. Choose a topic from any of the 6 courses and send it for approval to the Supervisor/Academic Counsellor. Before choosing the topic read the Project Handbook carefully. This will help you in initiating work related to project.
2. You can send the topic by email or by post as per the mutual convenience of the supervisor and the learner.
3. Once the topic is approved see the project handbook and prepare the Synopsis which has to be typed.
4. After preparing the Synopsis share it with your Supervisor for his/her inputs and approval.
5. After getting the Synopsis approved refer once again to the project handbook and prepare the project in consultation and guidance of your supervisor.
6. Send the project for approval to your Supervisor once it is ready.
7. Once the project is approved by the Supervisor send the soft copy of the project to the programme coordinator at mansisharma@ignou.ac.in
8. You have to submit the hard copy of the project to Project Section, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110068.

9. The last date for submission of the Project is 30th May for June Term End Examination (TEE) and 30th November for December Term End Examination.
10. For any academic query you can contact the Programme Coordinator, Dr. Mansi Sharma at 011-29572992, 09311123692 or send an email at mansisharma@ignou.ac.in
11. Always mention your name, Enrollment No. and contact details along with Mobile No. and Email ID in all your correspondences to the Study Centre/Regional Centre, IGNOU/Programme Coordinator.
12. If you submit your Project to SED, IGNOU after the last date of submission your project will be evaluated for the next TEE.

b). Learners who do not have a Study Centre:

1. Choose a topic from any of the 6 courses and send it for approval to the Programme Coordinator, Dr. Mansi Sharma by email at mansisharma@ignou.ac.in. Before choosing the topic read the Project Handbook carefully. This will help you in initiating work related to project.
2. Once the topic is approved see the project handbook and prepare the Synopsis which has to be typed.
3. After preparing the Synopsis send it by email to the Programme Coordinator for his/her inputs and approval.
4. After getting the Synopsis approved refer once again to the project handbook and prepare the project in consultation and guidance of the Programme Coordinator.
5. Send the project for approval to Programme Coordinator by email once it is ready.
6. You have to submit the hard copy of the project to Project Section, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110068.
7. The last date for submission of the Project is 30th May for June Term End Examination (TEE) and 30th November for December Term End Examination.
8. For any academic query you can contact the Programme Coordinator, Dr. Mansi Sharma at 011-29572992, 09311123692 or send an email at mansisharma@ignou.ac.in
9. Always mention your name, Enrollment No. and contact details along with Mobile No. and Email ID in all your correspondences to the Study Centre/Regional Centre, IGNOU/Programme Coordinator.
10. If you submit your Project to SED, IGNOU after the last date of submission your project will be evaluated for the next TEE.

OTHER USEFUL INFORMATION:

WHOM TO CONTACT FOR WHAT	
1. Identity Card, Fee Receipt, Bonafide Certificate, Migration, Scholarship forms	Concerned Regional Centre
2. Non-receipt of study material and Assignments	Concerned Regional Centre
3. Schedule/information regarding Exam form, Entrance test, Date-sheet, IGNOU Hall ticket	Asst. Registrar (Exam-II), SED, Block-12, Room No-2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail sgoswami@ignou.ac.in Ph. 29572202, 29572209, 29535064
4. Result, Re-evaluation, Grade Card, Provisional Certificate, Early declaration of Result, Transcript	Dy. Registrar (Exam. III), SED, Block-12, Room No-1, IGNOU, Maidan Garhi, New Delhi-110068 E-mail kramesh@ignou.ac.in Ph. 29572208, 29536103, 29535924-32/Extn. 2201, 2211 1316
5. Non-reflection of Assignment Grades/Marks	Asst. Registrar (Assignment), SED, Block-3, Room No-12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail assignments@ignou.ac.in or mjha@ignou.ac.in Ph. 29571319, 29571325, 29571526, 29571524
6. Change of Elective medium/opting of left over electives/deletion of excess credits	Concerned Regional Centre
7. Re-admission	Student Registration Divisions, Block No. 3, IGNOU, Maidan Garhi, New Delhi-110068
8. Original Degree/Diploma/Verification of Degree/Diploma	Dy. Registrar (Exam-I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-

	110068 gcverification@ignou.ac.in
9. Student Grievances (SED)	Assistant Registrar (Student Grievance), SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 Email sregrievance@ignou.ac.in Ph. 29532294, 29535924-32/ Exnt. 1313
10. Purchase of Audio/Video tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
11. Academic Content	Director of the School Concerned
12. Status of Project Reports of all programmes	Ph. 011-29532294, Extn. 1313/1320/1321 E-mail projects@ignou.ac.in or sureshchugh@ignou.ac.in
13. Student Support Services and Student Grievances, Pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail ssc@ignou.ac.in Ph. 29535714, 29533869, 2953380 Fax- 29533129

CHANGE / CORRECTION OF ADDRESS:

There is a printed card for the change/correction of address. This card is normally sent to you along with the study material a copy of the same is given in this programme guide as Form no. 2. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to Director, SR&E, IGNOU, Maidan Garhi, New Delhi-110068. You are advised not to write letter to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make own arrangements to redirect the mail to the changed address during this period.

CHANGE OF REGIONAL CENTRE:

When you want transfer from one Region to another Region, 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 also to Director (SR&E), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking 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 (SR&E). The records are normally sent by Registered Post to guard against loss in the postal transit.

CHANGE OF STUDY CENTRE:

The candidates are required to opt only such study centres which are 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. For the purpose of change of Study Centre you have to send request to the Director of your Regional Centre. A copy of the same may be sent to Student Registration and Evaluation Division at the headquarters. Counselling facilities for a programme may not be available at all the Centres. As such you are advised to make sure that counseling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible the request for change of Study Centre is considered favorably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

NON-RECEIPT OF STUDY MATERIAL:

If you do not receive your study material within a month after admission, fill up Form no. 3 and send it to the address mentioned on it. You can also contact your study centre /regional centre for material. You can also call at Material Production & Distribution Division, IGNOU for the material.

ISSUE OF GRADE CARD/MARK SHEET:

A Duplicate Grade Card is issued after a request is made on the prescribed form along with a demand draft of Rs. 100/- to be paid in favour of IGNOU & payable at New Delhi. The requisition may be sent to the Registrar (SR & ED), IGNOU, New Delhi - 68. The form for the purpose is given in this Programme Guide as Form no. 4.

RE-ADMISSION:

If you are not able to complete the programme in a maximum of 3 years, University has made a special provision for re-admission. You have to fill and submit a suitable form as per instructions.

SIMULTANEOUS REGISTRATION:

Student of PGDCJ may take simultaneous registration in any other certificate/Diploma programme of IGNOU, however, if there is any clash of dates of teleconferencing or examination schedule of the two programmes taken the University will not be in position to make adjustment.

REFUND OF FEES:

Fee once paid will not be refunded under any circumstances programme fee may however be refunded if admission is not offered by IGNOU for any reason.

DISPUTES ON ADMISSION AND OTHER UNIVERSITY MATTERS:

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

USEFUL FORMS:

In this section we are enclosing the sample of some forms which are useful to you. You can also download the forms from the IGNOU website, student zone. 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. Do not forget to mention your enrollment No., Programme name, complete address, mobile no. and email ID in your correspondence to the University. The following forms are enclosed (annexure-1) along with the list of Regional Centres, IGNOU:

LIST OF IGNOU REGIONAL CENTRES:

Regional Centre and Code	Address of the Regional Centre Tel.Fax & E-mail	Staff	Jurisdiction
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AHMEDABAD 09	<p>IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY, SARKHEJ- GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481 GUJARAT TEL: 02717-242975 / 242976 FAX: 02717-241580 rcignouahd@yahoo.com rcinou@vsnl.com</p>	<p>DR. AVANI TRIVEDI, RD DR. D ANAND, ARD DR. JAYESH PATEL, ARD SH A.H VED, AR</p>	<p>STATE OF GUJARAT, (DISTT), AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI), DADRA & NAGAR HAVELI (U.T)</p>
ALIGARH 47	<p>IGNOU REGIONAL CENTRE 4/1339 MARRIS ROAD, ALIGARH- 202001 UTTAR PRADESH TEL: 0571-2700120/2701365 0571-2402147 MOB: 9457878332 rcaligarah@ignou.ac.in</p>	<p>DR. MALIK RASHID FAISAL, RD (I/c)</p>	<p>STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, FIROZADAB, J.P NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAY NAGAR/HATHRAS, MAINPURI)</p>
BANGALORE 13	<p>IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 082 KARNATAKA TEL: 080-26654747 / 26657376 FAX : 080-26644848 MOB: 9448448118 rcbangalore@ignou.ac.in</p>	<p>SH. G.H.IMRAPUR, RD DR. H.C. HEMAMALINI, ARD DR. M. SHANMUGAM, ARD S.KASTURI PESALA, ARD SMT. SHANTHALAKSHM I. R, AR SH. T.G RAJASHEKAR,</p>	<p>STATE OF KARNATAKA, (DISTT. BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANGAR, & CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)</p>
BHOPAL 15	<p>REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 12,ARERA HILLS BHOPAL - 462 011 MADHYA PRADESH TEL :0755-2578452/55 FAX : 0755-2578424/54 MOB: 9415796654 rcbhopal@ignou.ac.in</p>	<p>DR. AMIT CHATURVEDI, RD DR. MRS. HARKIRAT BAINS, ASSOCIATE PROFESSOR, SOTHSM MS. KUMUD VERMA, ARD, DR. SUBASH RANJAN, NAYAK, ARD DR. U.C. PANDEY, RD (I/c) REC-BHOPAL</p>	<p>STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANIT, BHOPAL DEWAS, GUNA,</p>

			HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, DETUL, BURHANPUR,L DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR- MALWA)
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BHUBANESHWAR 21	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA Tel : 0674-2301348 / 2301250 FAX: 0674-2300349 MOB: 9438133363 rcbhubaneswar@ignou.ac.in	DR. S K TRIPATHY, RD SH. S MOHANTI, RD MR. S K PANIGRAHI, ARD Dr. BIJAY KUMAR SAHOO, ARD DR. PRAVAT KUMAR JENA, ARD SH. SANZAYA PATEL, AR DR. BHILASH NAYAK I/c REC- BHUBANESHWAR	STATE OF ORISSA (DISSTT. ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, MAYAGARH, PURI, SAMBALPUR SUNDERGAR)
CHENNAI 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPEY, CHENNAI - 600 007 TAMILNADU TEL: 044-26618438/26618039 MOB: 8940002097 rcchennai@ignou.ac.in	DR. S KISHORE, RD DR. K. PANNEERSELVAM, DD DR. J.S. DOROTHY, DD DR. K.SASICOMAR BRUMOT, ARD MR. S.SENTHIL RAJ, AR MR. S.BALAJI, AR	STATE OF TAMIL NADU, (DISTT. CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALA I, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM,) PUDUCHERRY (U.T)
COCHIN 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-340203,2348189,2345650 FAX 0484-2340204 rccochin@ignou.ac.in	DR. SINDHU P NAIR, RD (I/c) DR. V.T. JALAJAKUMARI, ARD DR. S. VIJAYARAGHAVAN, ARD DR. PRASEETHA UNNIKRISHNAN, AD SH. K.K.JOSEPH, AR	STATE OF KERALA, (DISSTT. ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T)

DARBHANGA 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CAMPUS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA-846004 BIHAR TEL: 06272-253719, 253719 FAX: 06272-251833 rcdarbhanga@ignou.ac.in	Er. KK. BHATT, RD DR. RAJEEV KUMAR, ARD SH. ANAND KUMAR, A.R	STAT OF BIHAR (DISSTT. BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
DEHRADUN 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN, RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND TEL: 0135-2789180, 2789205, 2789180	DR. ASHA. SHARMA , RD DR. RANJAN KUMAR , RD DR. JAGDAMBA PRASAD ARD	STATE OF UTTARAKHAND (DISTRCIT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR
DELHI 1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI PH: 011-26990082 /26990082-83 PH: FAX:011-26990084 EMAIL:rcdelhi1@ignou.ac.in, ,	DR. D.B. DAMLE, RD DR. JAYASHREE M. KURUP, DD DR. RANJITA PANDA, DD DR. SHYNI DUGGAL, ARD DR. ARSHIA HUSSAIN, ARD MR. ANIL KARWAL, AR	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)
DELHI 2	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI PH: 011-23392374 /23392376 23392377 / 23392 PH:737 FAX:011-23392375 EMAIL:rcdelhi2@ignou.ac.in, ,	DR. K.D. PRASAD, RD DR. S. SRINIVAS, DD DR. MEENA SINGH ARD DR. RITA CHAUHAN, ARD DR. D.P. SINGH, ARD SH. R.SIVARAJ, AR	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)
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HYDERABAD 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH PH: 040- 23117550-53 PH: FAX:040- 23117554 EMAIL:rchyderabad@ignou.ac. in,	DR. S FIAYAZ AHMED, RD DR. K. RAMESH, DD DR. P.M SOWJANYA, ARD DR. RAJU, BOLLA, ARD SH. GAJULA ASHOK, AR SH. D. ANAND REDDY. AR	STATE OF TELANGANA (DISTRICT ADILABAD, BHADRADRI, KOTHAGUEDEM, HYDERABAD, JAGTIAL, JANGAON, JAYASHANAR, BHOOPAL PALLY, JOGULAMBA GODWAL, KAMAREDDY, KARIM NAGAR, KHAMMAM, KOMARAM BHEEM ASIFABAD, MAHABUBABAD, MABABOONAGAR, MANCHERIAL, MEDAK, MEDCHAL, NAGAR, KURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGA REDDY, SANGA REDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL RURAL, WARANGAL URBAN, YADADRI BHUANAGIRI
JABALPUR 41	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH PH: 0761-2600411 /2609896, 2600219 PH: FAX:0761-2609919 EMAIL: rcjabalpur@ignou.ac.in, ,	DR. SS SING, RD, DR. HARISH KUMAR KEWAT, ARD DR. VIVEK SHRIVASTAVA, ARD DR. MRS. ANITA TANWAR, ARD SH. PANKAJ KUMAR AR.	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)
JAIPUR 23	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH: 0141- 2785730 / 2785750 PH:0141- 2396427 FAX:0141-2784043 EMAIL:rcjaipur@ignou.ac.in, ,	DR. MANOJ KUMAR DASH, RD DR. INDU RAVI, ARD SH. SHER SINGH ARD DR. RAMMURTI MEENA, ARD SH. B.L MEENA, AR	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN,BHARATPUR,B HILWARA ,BUNDI,CHITTORGARH, CHURU, DAUSA,DHOLPUR, HANUMUNGARH,JAIPU R,JHALA WAR,JHUNJHUNU,KAR AULI,KOT A,SAWAIMADHEPUR,SI KAR,SRI GANGANAGAR & TONK

JAMMU 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR PH: 0191-2579572 / 2546529 PH: FAX:0191-2561154 EMAIL:rcjammu@ignou.ac.in,	DR. JOGINDER KUMAR YADAV, RD SH. VIKRAM SINGH ARD DR. SANDEEP GUPTA, ARD DR. ASHA UPADHYAYA, ARD TEJINDER PAL SINGH, AR) STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
KARNAL 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA PH: 0184-2271514 / 2260075 PH: FAX:0184-2255738 EMAIL:rckarnal@ignou.ac.in, ,	Dr. MOTI RAM, RD DR. DHARAM PAL, ARD DH AMIT KUMAR JAIN ARD	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)

KHANNA 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB PH: 01628-229993 / 237361 PH: FAX:01628-238284 EMAIL:rckhanna@ignou.ac.in,	DR. SANTOSH KUMARI, RD DR. ANJANA, ARD DR. KAMLESH MEENA ARD DR. K. NILOPER, ARD SH. PAPU SINGH, AR	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
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	022 JHARKHAND PH: 0651-2244688 / 2244699 / 2244677 PH:0651-2244677 FAX:0651-2244400 EMAIL:rcranchi@ignou.ac.in, ,	JR DR. RAGINI KUMARI, ARD MR. AJAY LAKRA, AR	LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
SHIMLA 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA 171 002 HIMACHAL PRADESH PH: 0177-2624612 / 2624613 PH: FAX:0177-2624611 EMAIL:rcshimla@ignou.ac.in, , negidb@yahoo.com	DR. PUNAM K. SINGH, RD DR. MOHAN SHARMA, ARD DR. V.B. NEGI, JR SH. S.K. VARMA, AR	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
SILIGURI 45	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI SILIGURI - 734 001 WEST BENGAL PH: 0353-2526818/2526819 PH:0353-2526829 FAX:0353-2526829 EMAIL:rcsiliguri@ignou.ac.in, RCSILIGURI45@GMAIL.COM,	DR. SALAM DILAN SINGH, RD DR. PRAVIN PRALAYANKAR, ARD SH. ASHOKE BARUA, AR	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
SRINAGAR 30	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR PH: 0194-2311251 PH:0194-2311258 FAX:0194-2311259 EMAIL:rcsrinagar@ignou.ac.in, ,	DR. MIRZA NEHAL A BAIG, RD (I/c) SH. P.P. SINGH, AR	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT:

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad

2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Himachal Pradesh, Uttaranchal , J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam
5	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1 st Floor, MSFC Building 270, Senapati Bapat Road Pune – 411 016	All Examination Centres in Gujrat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road Christian Basti Guwahati – 781 005	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya

8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.

ANNEXURES