

**MASTER OF ARTS IN ADULT EDUCATION  
(MAAE)**

**PROGRAMME GUIDE**



*School of Extension and Development Studies*  
**Indira Gandhi National Open University**  
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Dear Student,

At the outset, we congratulate you upon your joining MASTER OF ARTS IN ADULT EDUCATION (MAAE) programme and becoming a student of IGNOU, the largest mega University in the democratic world. IGNOU offers its educational programmes through open and distance learning (ODL) mode including full-time, campus-based programmes offered through regular classroom-based face-to-face interaction mode, among others. MAAE programme is offered through ODL mode and by joining this programme it is quite likely that you are getting this first ever experience as a distance learner. We, as distance teachers are, in fact, physically at a distance from you, but as far as the teaching-learning activity is concerned we are very close to you and always with you in the form of our material and other services. So, you can have smooth journey through the programme.

To start with, read this 'Programme Guide' thoroughly, keep it handy and safe with you, and refer it as and when you get any doubt about progressing further in this programme. By following this Programme Guide you will not only feel comfortable but also be able to manage your programme related activities very easily.

In course of your journey, you will notice that IGNOU is a university with a difference. Unlike conventional universities/institutions where teaching and learning take place through face-to-face mode, IGNOU adopts a multi-media approach to facilitate teaching-learning activities of a programme offered through ODL mode. You will find that the printed self-learning material is the master medium of our instruction. It is supplemented with audio and video programmes. Further, you will also benefit from the face-to-face mode of interaction during counselling sessions organised at the Programme Study Centre. Besides these, the assignments submitted by you will be evaluated and you will receive feedback from the evaluators. Thus, you will realise that there are multiple modes which provide diverse opportunities for your interaction as well as facilitate your smooth progress through the programme.

MAAE programme provides you comprehensive exposure to theoretical and practical aspects, processes, issues, activities, etc of adult education. The programme will *equip* you with necessary knowledge, understanding, skills, attitudes and competencies that will help you build your capacity to participate in adult educational activities, *enable* you to carry out professional tasks and roles, *engage* you in knowledge generation and management processes in the context of adult education, and *facilitate* you in managing and disseminating information through social and professional networks at local, national and international levels.

The information presented in this Programme Guide, will help you in organising and systematising your study in respect of various components and stages of the programme. This Programme Guide provides you important information about the programme as a whole, viz., its objectives, structure, programme schedule, mode of delivery, counselling sessions, assignments, evaluation, etc. It is expected that you will preserve this Programme Guide till you complete this programme as this Guide will help you clarify your doubts at different stages during the course of your academic journey through this (MAAE) programme.

With best wishes,

Programme Coordinator, MAAE and  
Members of faculty of School of Extension and Development Studies, IGNOU.

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# 1. GENERAL INFORMATION ABOUT MAAE PROGRAMME

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## 1.1 Introduction

Master of Arts in Adult Education (MAAE) is an innovative programme offered through open and distance learning (ODL) mode utilising multiple media such as self-instructional printed materials, information and communication technologies and personal contact sessions. Hereafter, the programme is called by its simple code, MAAE.

MAAE programme is located in and launched by the School of Extension and Development Studies (SOEDS) of IGNOU. SOEDS is one of the 21 Schools of Studies of IGNOU, but a new one established in the year 2007 only. MAAE is, thus, one of the programmes offered by SOEDS through ODL mode. The programme **aims at** promoting professional development and capacity building in the area of adult education.

## 1.2 Launch Year, Offer and Coverage

MAAE programme has been launched with effect from July, 2011 academic session of IGNOU. It will be offered every year but in July session only. It is offered through out the country through the established network of IGNOU Regional Centres (See **Appendix – I**) and Programme Study Centres of MAAE programme (See **Appendix – II**). In course of time, perhaps after a couple of years, it may be offered in other countries as well, but in collaboration with relevant foreign institutes.

## 1.3 Programme Objectives

MAAE programme is meant for both *in-service* and *pre-service* graduates. The objectives of the programme are:

- To develop in the students the national and international perspective of various aspects of theory and practice of adult education.
- To upgrade their knowledge and understanding of policies and programmes of adult, continuing and extension education, and development and welfare, among others.
- To enhance their understanding and skills of documentation, management and dissemination of knowledge and information on various aspects and processes of adult education.
- To improve their knowledge, understanding, skills and abilities related to organizing and managing an adult learning setup.
- To equip them with the skills of involving the community in participatory planning, development and transaction of curriculum as well as training, evaluation and research processes related to adult education and development.
- To enhance their understanding and skills of networking at local, state, national and international levels for their personal, social, and professional development.
- To enable them to critically analyse, appreciate and promote the role of adult education in the emerging social, political, cultural, economic, developmental and other situations for effecting transformation at the national and international levels.

## 1.4 Target Population

The target population of this programme includes the following.

- 1) Any Bachelor's Degree holder intending to pursue adult education as an area of study, specialization or career (**Pre-service**); and

- 2) Persons holding at least a Bachelor's Degree and working in any sector or involved in the field of adult education (**In-service**) in any position in any organization, centre, department, etc operating at local, district, state or national level.
- 3) The holders of **Post-Graduate Diploma in Adult Education (PGDAE)** of IGNOU are all eligible to enroll directly into second year of MAAE as they get due credit transfer for PGDAE courses, since it (PGDAE) is constituted as first year of MAAE.

### **1.5 Eligibility Criteria and Admission**

The minimum qualification required for admission to this programme is Bachelor's Degree from any recognised University/Institute. To start with, not more than 100 students will be admitted/allotted to each Programme Study Centre per year. If the number of applicants is more, the admission will be done based on merit in their Bachelor's Degree. Other things being equal, those with higher qualification and/or those working in the field of adult education and related fields may be given preference over others.

### **1.6 Medium of Instruction**

The medium of instruction of the programme is English.

### **1.7 Duration of the Programme**

Minimum duration of the programme is two years and the maximum duration is 5 years.

### **1.8 Programme Fee**

The fee for the entire programme is Rs.10,000/- (@ Rs.5,000 per annum).

### **1.9 Prospects**

Being a student of the programme, you may get a genuine question such as: What are the prospects for those who enroll for MAAE programme in terms of employment and career opportunities? Given below are some prospects.

- a) Fresh graduates who complete MAAE will be the potential candidates suitable for employment at the middle or higher level positions in the projects implemented by Central/State Governments, Universities, Colleges, Non-Governmental Organisations/Voluntary Organisations, etc in the field of adult education and allied areas;
- b) Any student who completes only first year of MAAE and is unable to continue second year due to any difficulty or due to any employment opportunity based on the first year itself, can make a request that he/she may be awarded PGDAE for having completed first year of MAAE, he/she will accordingly get awarded with PGDAE; and
- c) All the holders of MAAE Degree will surely be capable of playing an effective role, as trained adult educators, to promote social, economic, political, religious and cultural development and transformation of the individuals, the communities, the nation and the world at large.

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## **2. PROGRAMME FRAMEWORK**

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MAAE programme is of 68 credits. One credit is equivalent to 30 hours of study and related activities. MAAE programme consists of 10 courses (five courses in each year) – 8 theory courses (each of 6 credits), one practical course of 10 credits and a dissertation course of 10 credits. Out of 8 theory courses 6 courses are compulsory and 2 are optional/ elective. The programme framework of MAAE showing various courses — their codes, titles, nature and credits — is given below.

**Table 1: MAAE Programme Framework**

<b>1<sup>st</sup> Year courses</b> (All the five courses are compulsory) - <b>34 credits (= PGDAE)</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Nature</b>	<b>Credits</b>
MAE-001	Understanding Adult Education	Theory	<b>6</b>
MAE-002	Policy Planning and Implementation of Adult Education in India	Theory	<b>6</b>
MAE-003	Knowledge Management, Information Dissemination and Networking in Adult Education	Theory	<b>6</b>
MES-016	Educational Research	Theory	<b>6</b>
MAEL-001	Practical Work Components I. Community-based Practical Activities II. Workshop-based Practical Activities III. Adult Education Training Centre / Institution-based Practical Activities	Practical	<b>10</b> (2) (3) (5)
<b>Total</b>			<b>34</b>
<b>2<sup>nd</sup> Year courses</b> (Three courses are compulsory and others are optional as indicated against each course below) - <b>34 credits</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Nature</b>	<b>Credits</b>
MAE-004	Extension Education and Development	Theory (Compulsory)	<b>6</b>
MAE-005	Population and Development Education	Theory (Compulsory)	<b>6</b>
MAEE-001	Sustainable Development	Theory (Optional)*	6
MESE-061	Open and Distance Learning Systems	Theory (Optional)*	6
MAEE-002	Basics of Legal Awareness	Theory (Optional)**	6
MESE-062	Vocational Education	Theory (Optional)**	6
MAEE-003	Comparative Adult Education: International Perspective	Theory (Optional)**\$	6
MAEP-001	Dissertation Work	Thesis (Compulsory)	<b>10</b>
<b>Total</b>			<b>34</b>
<p><b>Notes:</b> * indicates that only one course is to be opted out of MAEE-001 and MESE-061 Courses.  ** indicates that only one course is to be opted out of MAEE-002, MESE-062 and MAEE-003 Courses.  \$ indicates that this course (i.e. MAEE-003) is not on offer for the first/current batch of students.</p>			

As you can notice, the courses of first year of MAAE programme are all compulsory, and these courses together constitute Post-Graduate Diploma in Adult Education (PGDAE), which is also on offer as an independent programme of one year duration. (**Note:** The practical course, MAEL-001, is divided into three broad practical work components with different weight(age) of credits assigned to each of them).

The course material of the first year of MAAE (i.e. PGDAE) is the result of collaborative efforts of the:

- a) UNESCO Institute for Lifelong Learning (UIL), Hamburg, Germany;
- b) Group of Adult Education of School of Social Sciences of Jawaharlal Nehru University (JNU), New Delhi, India; and
- c) School of Extension and Development Studies of Indira Gandhi National Open University (IGNOU), New Delhi, India.

Out of 5 courses in the second year of MAAE, 2 theory courses and a dissertation course are compulsory, while the two courses are to be opted out of the given electives, i.e. the student has the freedom to opt/elect any two courses out of the prescribed optional/elective courses and within the choice provided in this regard. Now, look at the course structure/description of each of these courses.

## **2.1 Course Description**

The structure of each of the above courses is given below.

### **Course MAE-001: Understanding Adult Education**

As a student of adult education you need to understand various concepts, historical developments, foundations, programmes, perspectives, aspects and dimensions of adult education including its curriculum development, transaction and evaluation. This course develops comprehensive understanding of adult education. It is divided into 3 Blocks, together consisting of 15 units.

#### **Block 1: Development of Adult Education**

- Unit 1 : Adult Education: The Basic Concept, Terms, Features and Objectives
- Unit 2 : Indian Adult Education: A Historical Perspective
- Unit 3 : Global, Regional and National Scenarios on Literacy
- Unit 4 : Policy on Adult and Lifelong Learning: International and National Perspectives

#### **Block 2: Foundations of Adult Education**

- Unit 5 : Adult and Lifelong Learning: An Overview of Philosophical Foundations
- Unit 6 : Trends in Philosophical Foundations of Adult Education
- Unit 7 : Psychology of Adult Learning and Motivation
- Unit 8 : Sociological Background of Adult and Lifelong Learning

#### **Block 3: Curriculum Development, Transaction and Evaluation**

- Unit 9 : Curriculum Development in Adult Education
- Unit 10 : Community Participation in Curriculum Development and Transaction
- Unit 11 : Teaching and Training Methods and Techniques in Adult Education
- Unit 12 : Curriculum Transaction: Basics of Communication in Adult Learning
- Unit 13 : Curriculum Transaction: Communication Media, Systems and Strategy
- Unit 14 : Curriculum Transaction: Role of Information and Communication Technologies
- Unit 15 : Curriculum Evaluation in Adult Education



## **Course MAE-002: Policy Planning and Implementation of Adult Education in India**

To be an effective adult educator, it is essential for you to understand policy planning and implementation of adult education. This course presents adult education in Five Year Plans, agencies involved in implementation of adult education, and emphasises participatory training and research in adult education for creating a literate and educative environment aimed at promoting lifelong learning. This course consists of four Blocks, together containing 16 units.

### **Block 1: Five Year Plans and Adult Education**

Unit 1 : Current Adult Education Policy and Programmes: An Overview

Unit 2 : Adult Education Administration

Unit 3 : Resource Support Structures of Adult Education

Unit 4 : New Initiatives and Emerging Challenges

### **Block 2: Implementing Agencies**

Unit 5 : Role of Government Departments

Unit 6 : Role of Universities, Colleges and Students

Unit 7 : Role of Non-Governmental Organisations

Unit 8 : Role of Local Bodies, Community and Individuals

### **Block 3: Participatory Training and Research in Adult Education**

Unit 9 : Participatory Training: Concept and Process

Unit 10 : Participatory Training: Methodology and Materials

Unit 11 : Learning Environment of Participatory Training

Unit 12 : Participatory Research

### **Block 4: Towards Lifelong Learning: Creating a Literate Environment**

Unit 13 : Post-Literacy and Continuing Education

Unit 14 : Institutionalisation of Continuing Education

Unit 15 : Reading Materials for Neo-literates and Semi-literates

Unit 16 : Role of Libraries in Post-literacy and Continuing Education

## **Course MAE-003: Knowledge Management, Information Dissemination and Networking in Adult Education**

An adult educator is required to understand various aspects, issues and dynamics of knowledge management, information dissemination and networking in adult education. This course deals with all these in the context of managing an adult learning setup and in establishing and expanding local, national and international networks of adult education for marching towards learning society. This course consists of the following four Blocks together containing 16 units.

### **Block 1: Knowledge and Documentation**

Unit 1 : Knowledge: Concept, Types and Management

Unit 2 : Knowledge Management in an Adult Learning Setup

Unit 3 : Documentation: Concept, Systems, Services and Evaluation

Unit 4 : Adult Learning Setup: Role of Process Documentation

**Block 2: Information Management and Dissemination**

- Unit 5 : Information Dissemination: Basics
- Unit 6 : Information Dissemination: Services
- Unit 7 : Standards for Information Management and Dissemination
- Unit 8 : Managing a Library in an Adult Learning Setup
- Unit 9 : Building Library Resources and Services

**Block 3: Networking and Adult Learning**

- Unit 10 : Networking in Social and Professional life
- Unit 11 : Understanding Networking in Adult Learning
- Unit 12 : Computer Networks: Information Networking, Production and Dissemination
- Unit 13 : ALADIN: Case Study of a Network of Networks

**Block 4: Network Management for Learning Society Networking**

- Unit 14 : Organisational Behaviour
- Unit 15 : Dynamics of Working Together
- Unit 16 : Expansion of ALADIN-India: Marching Towards Learning Society

**Course MES-016: Educational Research**

While adult education calls for participatory approaches to knowledge generation, dissemination and application as it is dealt with in Block 3 of Course MAE-002, an adult educator will be better informed if he is clear about the conventional educational research as well. This course provides comprehensive understanding of different perspectives, assumptions, approaches, types, designs, tools and techniques of data collection and analysis, among others, of educational research. It has 5 Blocks, with 23 units in all.

**Block 1: Perspective of Knowledge**

- Unit 1 : Introduction to Educational Research
- Unit 2 : Knowledge Generation: Historical Perspective-I
- Unit 3 : Knowledge Generation: Historical Perspective-II
- Unit 4 : Approaches to Educational Research: Assumptions, Scope and Limitations

**Block 2: Different Types of Studies in Educational Research**

- Unit 5 : Descriptive Research
- Unit 6 : Experimental Research-I
- Unit 7 : Experimental Research-II
- Unit 8 : Qualitative Research
- Unit 9 : Philosophical and Historical Studies

**Block 3: Research Design**

- Unit 10 : Identification of Problem and Formulation of Research Questions
- Unit 11 : Hypotheses: Nature of Formulation
- Unit 12 : Sampling
- Unit 13 : Tools and Techniques of Data Collection

#### **Block 4: Data Analysis and Interpretation**

Unit 14 : Analysis of Quantitative Data (Descriptive Statistical Measure: Selection and Application)

Unit 15 : Analysis of Quantitative Data: Inferential Statistics Based on Parametric Tests

Unit 16 : Analysis of Quantitative Data: Inferential Statistics Based on Non-Parametric Tests

Unit 17 : Analysis of Qualitative Data

Unit 18 : Data Analysis Techniques in Qualitative Research

Unit 19 : Computer Data Analysis

#### **Block 5: Research Reports and Applications**

Unit 20 : Writing Proposal/Synopsis

Unit 21 : Method of Literature Search/Review

Unit 22 : Research Report: Various Components and Structure

Unit 23 : Scheme of Chapterisation and Referencing Structure

### **Course MAEL-001: Practical Work Components: Student's Handbook for Practical Work**

As mentioned elsewhere above, PGDAE courses together form first year of MAAE. This course (MAEL-001) which is the practical course of PGDAE programme is, thus, a part of first year of MAAE programme. This practical course provides for development of necessary skills, competencies and abilities required by you as an adult educator for working with the individuals, the community and the institutions. The practical work is based on or related to the subject content presented in the theory courses. The practical work is suitably organised under the following three broad components or categories of practical activities.

- 1) Community-based Practical Activities
- 2) Workshop-based Practical Activities
- 3) Adult Education Training Centre/Institution-based Practical Activities

The above three components or categories of practical activities are to be performed by each student of MAAE programme as a part of their practical course work in the first year (**Note:** The students of PGDAE programme also perform the same as a part of their practical work). The details about conduct of these activities are presented in course MAEL-001 in the form of "Student's Handbook for Practical Work", which contains self-sufficient, self-explanatory and self-instructional material. After going through the same, you will get self-oriented and self-trained to perform these activities. It is important to provide some details about each of these three practical components.

- 1) **Community-based Practical Activities:** The practical activities under this category will be performed by each student in the community where (s)he lives and/or works. While being enrolled as a student of MAAE programme, you may be an un-employee (pre-service) or an employee (in-service) in adult education or allied areas or in different field/area. You are, thus, a member of particular community where you are living and/or working and you will be required to undertake or perform the specified activities in the community. It is based on the premise that being a member of the community and the student of MAAE, you can perform certain activities in the community and for the community. However, you will perform these activities under the help and guidance of the mentor(s).

- 2) **Workshop-based Practical Activities:** It is essential that you are exposed to workshop-based practical experiences to enable you to complete the prescribed activities as a part of this component of practical course of the programme. One workshop of 12 days will be organised at the Programme Study Centre. The workshop-based practical activities provide for certain pre-workshop, during the workshop and post-workshop activities. Participation of every student in the workshop is compulsory and the practical activities under this category will be performed by each student when the workshop is organised by the concerned Programme Study Centre to which he/she is attached. The workshop will be conducted by the Workshop Director/Facilitator by involving different resource persons, academic counsellors and other experts in adult education and allied areas including those trained for the purpose. In addition, video programmes will be used as support materials. In the workshop, you will participate in various activities individually as well as in peer groups. These activities provide you more exposure to the practice of adult education and use of participatory processes, approaches, methods, techniques, etc. in planning, training, implementation, evaluation and research in adult education. Also, you will get proper feedback on your reports of community-based practical activities and enrich your skills necessary for organising educational, developmental and welfare activities for adults and the communities. During the workshop you will also get orientation to the work to be done by you (after the workshop is over) as a part of next component — adult education training centre/institution-based practical activities.
- 3) **Adult Education Training Centre/Institution-based Practical Activities:** It is imperative that you acquire necessary experiences, abilities and skills of working with an adult education training centre/institution involved in promoting educational, training, research, development and welfare programmes/activities. The practical activities under this category/component will also be performed by each student as per his/her choice made from among the specified types of the Centres/Institutions and by choosing the relevant optional activities provided for pre-service and in-service students.

### **Course MAE-004: Extension Education and Development**

Adult educator is required to have proper understanding of different aspects and issues of extending the benefits of education and development to diverse categories of needy adults and communities. This course introduces you to the concepts of extension education and development and focuses on the relevant concepts, principles, philosophy, dimensions, dynamics, models, issues and problems, among others. It would enable you to play an effective role, as an adult educator, in promoting extension education for the development of adults, the communities and the society as a whole. This course consists of the following four Blocks together containing 16 units.

#### **Block 1: Introduction to Extension Education and Development**

- Unit 1 : Extension Education: Concept, Principles and Philosophy
- Unit 2 : Development of Extension Education in India
- Unit 3 : Extension Methods and Media
- Unit 4 : Development: Concept, Dimensions and Factors
- Unit 5 : Current trends and policies in adult and extension education in India

#### **Block 2: Dynamics of Extension and Development**

- Unit 6 : Evolution of Extension Models
- Unit 7 : Dynamics of Development
- Unit 8 : Developmental Disparities: Marginalisation

### **Block 3: Problems and Issues in Development**

Unit 9 : Basic Issues in Development

Unit 10 : Sectoral Issues in Development

Unit 11 : Social Issues in Development

Unit 12 : Issues and Problems of Governance in Development

### **Block 4: Extension and Development: Planning, Management and Evaluation**

Unit 13 : Planning and Developing Extension Programme

Unit 14 : Concepts and Theories of Management

Unit 15 : Manpower Planning and Personnel Management in Extension and Development

Unit 16 : Monitoring and Evaluation

### **Course MAE-005: Population and Development Education**

Adult education helps in promoting development and in improving the quality of life of people. There is close relationship between population and development. An adult educator is required to play significant role in bringing about changes in the knowledge, attitudes and behavior/practices of adult population in respect of population matters and issues. Hence, an adult educator needs to understand the inter-relationship between and among population, development, welfare and standard of living/quality of life of the individuals, the communities, the nation and the world at large. This course presents different concepts, aspects, factors, issues and so on related to population, its change, its distribution, its consequences on various aspects of life and development, and measures of controlling it, among others. It is divided into 3 Blocks, together consisting of 12 units.

#### **Block 1: Population and Development Education: An Overview**

Unit 1 : Population Education: Concept and Development

Unit 2 : Demographic Concepts

Unit 3 : Determinants of Population Change

Unit 4 : Consequences of Population Change

Unit 5 : Population and Development Education: Relevant Terms, Misconceptions and Clarifications

#### **Block 2: Family Life Education and Quality of Life**

Unit 6 : Family Life

Unit 7 : Adolescence Education

Unit 8 : Sex Education

Unit 9 : Family Welfare, Gender Equality and Equity

### **Block 3: Population Control Measures: Individual, National and International**

Unit 10 : Individual Measures

Unit 11 : National Measures

Unit 12 : International Measures

### **Course MAEE-001: Sustainable Development**

Sustaining the development of the present generation while allowing enough resources, space and scope for development of future generations assumes greater significance. This course introduces you to the concept, scope, approaches and strategies of sustainable development and presents a judicious mix of policies and programmes that have relevance to sustainable development. As an adult educator, you will be benefitted a lot by this course. It consists of the following four Blocks together containing 14 units.

#### **Block 1: Introduction to Sustainable Development**

Unit 1 : Sustainable Development: Concept and Scope

Unit 2 : Sustainable Development: Approaches and Strategies

Unit 3 : Challenges to Sustainable Development

#### **Block 2: Rural Development**

Unit 4 : Rural Development: Indian Context

Unit 5 : Rural Development Administration

Unit 6 : Rural Development Programmes-I

Unit 7 : Rural Development Programmes-II

#### **Block 3: Tribal Development**

Unit 8 : Scheduled Areas and Tribes

Unit 9 : Tribal Development Policy and Programmes

Unit 10 : Tribal Welfare: Planning and Management

#### **Block 4: Urban Development**

Unit 11 : Introduction to Urban Development

Unit 12 : Urban Development: Issues and Challenges

Unit 13 : Urban Development Policies and Programmes

Unit 14 : Urban Planning, Governance and Management

### **Course MESE-061: Open and Distance Learning Systems**

Open and distance learning systems are an effective alternative means to sustain educational development of adults. An adult educator needs to know about such systems not only for sustaining his/her own educational development but also for promoting sustainable education among all the needy adults. This course touches upon the concept, philosophy and development of open and

distance learning (ODL), the ODL systems that exist, the instructional inputs needed, the transactional and delivery mechanisms required, and evaluation and research including current trends and developments at national and international levels. It has 5 Blocks, with 18 units in all.

**Block 1: Open and Distance Learning: Concepts and Developments**

Unit 1 : ODL: Concept and Philosophy

Unit 2 : ODL: Historical Development and Policy Implementation

Unit 3 : Organisation and Delivery

**Block 2: Instructional Inputs**

Unit 1 : Self-learning Materials

Unit 2 : Methods and Media

Unit 3 : Design and Preparation of Materials

Unit 4 : E-Learning: Concept and Design

**Block 3: Instructional Transaction and Delivery**

Unit 1 : Learning from Self-Learning Materials

Unit 2 : Learning Support Services: Resources and Delivery

Unit 3 : Tutoring and Counselling

Unit 4 : Delivery through E-Learning/Virtual Environment

**Block 4: Evaluation and Research in ODL**

Unit 1 : Assessment in ODL

Unit 2 : Programme Evaluation

Unit 3 : Research and Development

Unit 4 : Recent Trends in Evaluation and Research

**Block 5: Recent Trends and Developments in ODL: National and International Perspective**

Unit 1 : Paradigm Shift in ODL

Unit 2 : National and International Agencies in Distance Education

Unit 3 : Globalisation and the ODL System

**Course MAEE-002: Basics of Legal Awareness**

Law operates on every one in every civilized society and throughout one's life, irrespective of whether one knows or does not know the operating law at all. While no one knows exhaustively about all laws of one's land, it is important for every one to know at least the basics of law, the legal system, basic laws, their implementation and effects. An adult educator is no exception to it, if he/she has to play his/her effective role in different aspects of life – social, political, economic and so on. This course focuses on the essentials of Indian legal system, the laws that empower the people,

the laws that create liability on them, the laws that provide for remedies when the rights are at stake, and the laws that provide special rights to certain categories of people. It contains five Blocks with 26 Units in all.

**Block 1: Essentials of Indian Legal System**

Unit 1 : Concept and Basic Principles of Law

Unit 2 : Substantive Law and Procedural Law

Unit 3 : Justice Delivery System

Unit 4 : Implementation of Law

**Block 2: Empowering Laws**

Unit 5 : The Constitution of India

Unit 6 : Right to Information - Right to Information Act, 2005

Unit 7 : Protection of Women Against Domestic Violence Act, 2005

Unit 8 : Right to Education - Right of Children to Free and Compulsory Education Act, 2009

Unit 9 : Right to Work - National Rural Employment Guarantee Act, 2005

**Block 3: Liability Creating Laws**

Unit 10 : Indian Penal Code

Unit 11 : Tort Law

Unit 12 : Contract Law

Unit 13 : Family Law

**Block 4: Legal Remedies Law**

Unit 14 : Writs

Unit 15 : Specific Performance

Unit 16 : Compensation

Unit 17 : Legal aid

Unit 18 : Protection of Human Rights

Unit 19 : Panchayat Raj Law

**Block 5: Special Rights Law**

Unit 20 : Children

Unit 21 : Women

Unit 22 : Workers

Unit 23 : Dalits and Tribals

Unit 24 : Land Holders

Unit 25 : Persons with Disabilities

Unit 26 : Parents and Senior Citizens



## **Course MES-062: Vocational Education**

Knowledge and skill-based economy is the sin qua non of national development. The policy perspective on vocational education, the magnitude and quality of existing skilled employees and the market potential for diverse categories of people with potentially employable skills suited to different sectors will have strong bearing on the pace and sustainability of national development. To an adult educator vocational education forms another important area of study. This course highlights the significance of vocational education for sustainable national development, historical and national perspective, policy dimensions, strategies, approaches, models, issues, concerns, current trends, consequences and prospects of vocational education. It consists of 5 Blocks with 19 Units in all.

### **Block 1: Vocational Education for Sustainable National Development**

Unit 1 : Emergence of Vocational Education: A Historical Perspective

Unit 2 : Policy Dimensions and Perspectives

Unit 3 : Vocational Education and National Development

Unit 4 : Support Systems

### **Block 2: The National Scenario**

Unit 1 : Context and Coverage

Unit 2 : Issues and Concerns

Unit 3 : Curricular Design and Implementation Strategies

Unit 4 : Innovations and Case Studies/Success Stories

### **Block 3: The Global Perspective**

Unit 1 : The Dual Model: Germany

Unit 2 : Vocational Education System of China

Unit 3 : Vocational Education System of Australia

### **Block 4: Recent Trends in Vocational Education**

Unit 1 : Work-Centred Education as Foundation of Vocational Education

Unit 2 : The Changing Society and the Consequence of Vocational Education and Training

Unit 3 : Vocational Education and Training: Partnership Model

Unit 4 : Entrepreneurship and Vocational Education

### **Block 5: Futuristic Approach**

Unit 1 : Vocational Education for All

Unit 2 : Traditional Vocational Education and Reforms in the Current Context

Unit 3 : Vocational Education and Human Development

Unit 4 : Life-long Learning: Vocational Education and Training

## **Course MAEE-003: Comparative Adult Education: International Perspective** (Structure is yet to be developed)

### **Course MAEP-001: Dissertation Work**

Dissertation work is compulsory for every student. It is essential to provide detailed guidelines to the student regarding how the dissertation work should be carried out by him/her and how the same is facilitated at different stages of the his/her working. These guidelines are provided in the form of a Handbook/Booklet on Dissertation work. Accordingly, the student will carry out the relevant work and submit a dissertation. The dissertation will be evaluated as per the procedure/norms set by the University. So, you have to carry out a systematic study on a problem of your choice/interest, write a dissertation and submit it to the university for its evaluation.

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## **3. INSTRUCTIONAL SYSTEM**

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As mentioned earlier, the Open University (IGNOU) system is different from that of any conventional University. This system is more learner-oriented or learner-centred. In this system the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance modes of communication rather than face-to-face communication. The University (IGNOU) follows a multi-media approach for instruction. So, the instructional system of MAEE programme also follows multi-media approach i.e. self-instructional printed material, audio-video programmes, assignments, face-to-face counselling sessions / contact sessions, workshops, teleconferencing and Interactive Radio Counselling, among others. The instructional system, thus, comprises the following.

### **3.1 Self-instructional Print Material**

The print material of the programme is written in self-instructional style. It includes programme guide, course material and other relevant material such as handbooks. The course material is in the form of Blocks (booklets) of relevant courses. Complete set of material related to the programme is supplied to each learner along with a set of assignment questions. The learners have to complete the required assignments related to each course. Each course has a code number. Each theory course may have 3-5 Blocks and each block may have 3-6 units in general. For practical courses and dissertation course, the print material is in the form relevant handbook given as a single block/booklet. For example, in first year of MAEE the print material of the practical course MAEL-001 is available as only one block/booklet in the form of Student's Handbook for Practical Work and covers three components of practical activities. In the second year of MAEE also, one course i.e. course MAEP-001: Dissertation Work is given as only one handbook/booklet that provides necessary details related to performing the dissertation related activities.

### **3.2 Audio-video Programmes**

The learning package also contains audio-video programmes which are produced by the University. These are meant to supplement the student's understanding of the course material. These programmes are normally of 25-30 minutes duration. Some programmes, depending upon the need, may be upto one hour duration. These are used at the Programme Study Centres during the hours of counselling sessions which are duly scheduled and notified by the Programme In-charge / Co-ordinator of Programme Study Centre as well as during the workshop sessions held for the benefit of the students as a part of their practical work. While the audio programmes are yet to be developed, following are the titles of video programmes made for PGDAE, which constitutes first year of MAEE. 1. *Adult Education: The Basic Concept, Objectives and Features* (MAE-001 – 41mts/58secs), 2. *Concept, Scope and Features of Distance Education* (MAE-001 – 41mts/12Secs), 3. *Philosophy and Sociology of Lifelong Learning* (MAE-001 – 30 mts/7secs), 4. *Role of Information and Communication Technology in Lifelong Learning* (MAE-001 – 30mts/11secs), 5. *Participatory*

*Research* (MAE-002 – 44mts/23secs), 6. *Creating a Literate Environment* (MAE-002 – 25mts/7secs), 7. *Knowledge Management in an Adult Learning Setup* (MAE-003 – 29mts/57secs), 8. *Introduction to Information Management and Dissemination* (MAE-003 – 35mts/28secs), and 9. *ALADIN – A Global Network* (MAE-003 – 29mts/50secs). The video programmes are also telecast on National Network and enrichment channel of Doordarshan. Similarly, once produced, the audio programmes are also broadcast by the selected stations of All India Radio. Learners can confirm the dates of the programmes from their Study Centres. The information is also provided through the National Newspapers and IGNOU Newsletter sent to the students periodically.

### **3.3 Assignments**

Assignments are an integral and compulsory component of the instructional system. There is one tutor-marked assignment for each theory course. Students will have to work on these assignments. Each student should go through the relevant details given about assignments in this Programme Guide, and submit the assignment responses to the Coordinator/Programme In-charge of the Programme Study Centre in accordance with the given assignments' submission schedule.

There will be one assignment for each course. The assignment will have questions of three types as follows.

- i) Question requiring long/essay-type answer
- ii) Questions requiring short answers
- iii) Question requiring reflective/practical/application-oriented answer.

The general information given on other pages of this Programme Guide will be helpful to the students in writing and submitting their assignment responses.

### **3.4 Counselling Sessions**

Normally the counselling sessions are held at the Programme Study Centres as per the schedules drawn and notified by the Coordinator/Programme In-charge of the concerned Centre. Counselling sessions for theory courses as well as the practical course are organised for the benefit of the students. They are mostly held on weekends (i.e. Saturdays and Sundays) as per the convenience of the host institution where the Study Centre is located. However, if the number of students for the programme at a programme study centre falls below 10 (ten), then the counselling and support services may be handled by a Distance Learning Facilitator or through any other alternative arrangement that is appropriate to facilitate the student's progress.

### **3.5 Workshop**

The University provides for one workshop as a part of course MAEL-001. Since MAEL-001 is a course of PGDAE programme, and PGDAE together constitutes first year of MAAE, like in PGDAE, a workshop is an activity for the students of MAAE programme — as a part of their first year course work. Workshop is meant to provide certain experiences to the learners to meet the specific needs and requirements of the programme. This also gives an opportunity to them for face-to-face interaction with the peer group, the members of the faculty, other experts in the field and also the staff of the Programme Study Centre. The schedule showing brief details of workshop activities, among others, is given in the form of Student's Handbook for Practical Work (i.e. course MAEL-001).

### 3.6 Teleconferencing

Teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios at Electronic Media Production Centre (EMPC) as per the schedule made available by it to the Regional and Programme Study Centres. Teleconferencing is an effective means of interaction between the learners, experts and others concerned with the programme. It provides an interesting opportunity to the students to interact with the faculty members at the headquarters, and other experts/eminent scholars in the field. The learners will have to go to the nearest reception centre at the scheduled time at their own expenses for taking the benefit of this facility.

### 3.7 Interactive Radio Counselling

Interactive Radio Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts for an hour on Sundays from different radio stations in the country. Students can ask questions right from their homes on telephone by availing the facility of toll free telephone number 1800112345 provided for this purpose from selected cities.

### 3.8 Practical Handbooks

Separate handbooks are prepared for the benefit of the students and the resource persons. Practical Handbook for the student is meant to provide self-orientation to the student for performing his/her practical activities. Practical Handbook for the resource persons is meant to provide self-training to different resource persons regarding facilitation organisation and evaluation of prescribed practical activities at the Programme Study Centres, amongst other places. For MAAE programme, we provide two separate Handbooks – one, Student's Handbook for Practical Work (MAEL-001) and, the other, Resource Persons' Handbook for Practical Work. The former is useful to all those students who are enrolled for PGDAE programme or for MAAE programme (since PGDAE constitutes first year of MAAE). It provides complete information to the students about performance of activities prescribed under the three practical components of the practical course. The latter is helpful to all those personnel who are involved in facilitating/organizing/evaluating the relevant practical activities of the programme. It explains in detail the roles and responsibilities of the learners, the resource persons and other personnel involved in the practical activities of the programme.

#### 3.8.1 Performance of Practical Work

Practical activities under three different components of the Practical Course MAEL-001 are to be performed or carried out by each student at the specified places as per the schedule. As mentioned above, the details of these activities are given in the Student's Handbook for Practical Work. The reports of practical activities will be evaluated by the concerned personnel at the Programme Study Centre and the details in this regard are given in the Resource Persons' Handbook for Practical Work. On the whole, a student is expected to perform approximately 300 hours of practical activities covering the three types of practical components. Attendance at the designated institutions and in the specified activities and conduct of the prescribed practical activities is compulsory. At the same time, the services are tuned to cater to unexpected difficulties of the learners. The flexibility of open and distance learning system provides for suitable chances to those learners who missed any opportunity or could not perform or failed to attend any prescribed type of activity(ies) during the particular year. They are allowed to do the same in the subsequent year(s), but as per the procedure determined by the University.

**Places of Practical Work:** The three categories of practical activities mentioned above will be conducted/performed at the three different places: a) *Community-based practical activities* are

conducted in the community where the student lives/works; b) *Workshop-based activities* are generally conducted at the Programme Study Centre to which the student is attached; and c) *Adult education training centre/institution-based practical activities* are conducted at the institution identified by the student from among the specified categories of Centres/Institutions or as per other options provided therefor. To sum up, the places of practical work are as follows.

- **Community:** It is the place where the student lives/works and carries out community-based practical activities. He/she will identify the mentor(s) from the community or local institutions (formal/non-formal) as per his/her choice and requirement, who can guide and help him/her in performing/conducting the specified activities.
- **Programme Study Centre:** It is an educational institution identified and established by IGNOU as a Centre for conducting induction programme, academic counselling sessions, practical workshop and other relevant activities including the term-end examinations for the students. The Programme Study Centre of MAAE will be managed by the Programme-In-charge/Coordinator and assisted by other personnel. Each Centre will be allotted upto the maximum of 100 students per academic year of admission.
- **Adult Education Training Centre/Institution:** It is an institution/centre/department involved in promoting educational, training, research, development and/or welfare programmes/activities for adults/the communities. It may be a governmental, semi-governmental or autonomous organisation or a voluntary organisation/NGO. In order to facilitate the student to choose/identify a centre/institution, different categories of Centres/Institutes are given in the Student's Handbook for Practical Work (MAEL-001). The student will first approach the identified centre/institution, obtain due permission from the concerned to attach himself/herself with the Centre/Institution as a voluntary intern. The student has to bear his/her expenses related to the work, unless and otherwise the concerned centre/institution pays on its own. He/she has to perform the activities under the help and guidance of the identified mentor at the centre/institution.

### 3.9 Dissertation Handbook

Dissertation work is a 10 credit course, which is to be completed by every student in the second year of the two-year MAAE programme. A Handbook on Dissertation Work containing detailed guidelines will be sent to the students in the second year dispatch of materials. This Handbook will facilitate you to select a problem for your dissertation work. In order to fulfill the requirements of this course, a student is expected to carry out research work on a problem identified by him/her. In this regard, the experiences gained by you in developing a research proposal in the workshop, as a part of practical work in the first year, will also be helpful to you in formulating your research proposal on a topic or a problem of your interest as well as conducting your study systematically. The problem may be based on any of the compulsory courses or the optional/elective/specialization courses of MAAE programme. You have to pursue the dissertation work under the guidance of a supervisor approved by the University. At the end of dissertation work, you have to submit the dissertation (report) to the University for evaluation.

The services of the Regional Centres of IGNOU can be utilised by the Programme Study Centres and students as and when required in respect of any matter related to MAAE programme. In order to provide effective support services to the students regarding the theory and practical work, IGNOU has set up a number of Programme Study Centres all over the country. So, the particulars regarding the Programme Study Centres to which you are attached will be communicated to you by the Regional Centre concerned. But, you will have to manage your own resources to reach Programme Study Centre to avail the services.

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## 4. DELIVERY SYSTEM

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The MAAE programme is of 68 credits spread over two years, with 34 credits for each year. Accordingly, IGNOU provides you the relevant materials and services. Delivery of course materials will be done in two cycles/despaches. The first cycle/despatch will include materials for the 1<sup>st</sup> year courses. Second cycle/dispatch will include the material for the 2<sup>nd</sup> year courses.

Different Units of IGNOU system are involved in delivering the materials and in providing support services, facilities, etc related to the programme. In case you face any problem/difficulty in pursuing the programme, you can contact the concerned as detailed in the box below:

### Whom to Contact for What?

- For your identity card, fee receipt, change of address, bonafide certificates, Migration Certificate, Scholarship Forms, non-receipt of study material and assignments contact the concerned Regional Centre.
- In case you want to have a copy of the assignments only, you can obtain it from the concerned Programme Study Centre or the Regional Centre. Or, you can download the same from IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in).
- For non-reflection of assignment grades/marks in your grade card, contact the Regional Director of the concerned Regional Centre and Asstt. Registrar (Assignments), Student Evaluation Division (SED), Block-3, Room No. 11, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: [assignments@ignou.ac.in](mailto:assignments@ignou.ac.in); Phone: 29571319 / 29571312 / 29571325).
- For queries relating to examinations, date-sheets, result, early declaration of results, transcripts, rechecking, grade card, provisional certificate you can contact Dy. Registrar (Examination-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 (Phone: 29536103 / 29572201 / 29572210 / 29572211).
- For Original Degree/Diploma/Verification of Degree/Diploma, Convocation, contact the DR (Exam-I) SED, IGNOU, Block-9, Maidan Garhi, New Delhi-110068. (Phone: 29532294 / 29535924 / 29572224).
- For student grievances (SED) contact the Asstt. Registrar (Student Grievances), SED, Block-3, Room No.13, IGNOU, Maidan Garhi, New Delhi-110068 (E-mail: [sregrievances@ignou.ac.in](mailto:sregrievances@ignou.ac.in); Phone: 29532234, 29535924/ 29571313).
- For purchase of Audio/Video Tapes contact the Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068.
- For the schedules of counselling, feedback on assignment responses and evaluation of the reports of community-based practical activities contact the Coordinator/Programme In-charge of the concerned Programme Study Centre.
- For information on academic matters contact the Programme Coordinator, MAAE, and/or the Director, School of Extension and Development Studies, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: [soeds@ignou.ac.in](mailto:soeds@ignou.ac.in) or [bkpattanaik@ignou.ac.in](mailto:bkpattanaik@ignou.ac.in) or [mvlreddy@ignou.ac.in](mailto:mvlreddy@ignou.ac.in). Phone: 29571983; 29572935).

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## 5. OPERATIONAL SCHEDULE

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Since MAAE programme is of minimum two years duration, the Operational Schedule related to it spreads over two years. As mentioned elsewhere, the programme is offered in July session only i.e. the first year begins from July of the particular academic year of registration / enrolment / admission to the programme and continues through two years. The broad outline of operational schedule is as follows.

**I. Operational Schedule for the First Year:** It begins from July of the admission year and continues as follows.

**A) Schedule related to Despatch of Materials to Students:**

- i) August: The following print materials will be despatched.
- Programme Guide
  - Course material of the following courses
    - Course MAE-001: Blocks 1, 2 and 3
    - Course MAE-002: Blocks 1, 2, 3 and 4
    - Course MAE-003: Blocks 1, 2, 3 and 4
    - Course MAE-016: Blocks 1, 2, 3, 4 and 5
    - Course MAEL-001: Practical Work Components (Student's Handbook for Practical Work).
  - Assignments of Courses MAE-001, MAE-002, MAE-003 and MES-016

**B) Schedule related to Other Aspects/Activities**

- August Students start their study by studying the Programme Guide first and then the Course material
- September
  - Academic Counselling begins at Programme Study Centres
  - Submission of Assignment of Course MAE-001 by the students
- October Submission of Assignment of Course MAE-002 by the students
- November Submission of Assignment of Course MAE-003 by the students
- December-March Student studies course MAEL-001: Practical Work Components (Student's Handbook for Practical Work) and prepares himself/herself for the Community-based Practical Activities
  - Students perform the Community - based Practical Activities
  - Simultaneously they do the groundwork required for Adult Education Training Centre/Institution- based Practical Work as specified in MAEL-001.
  - Submission of Assignment of Course MES-016 by the students (February).
- March/April Participation in the Workshop-based Practical Activities organised by the Programme Study Centre
- April-May Student performs Adult Education Training Centre/Institution-based Practical Activities along with any other related activities.
- June Term-End Examination (i.e. End of first year)

**II. Operational Schedule for the Second Year:** Second year begins from July that follows (i.e. of the year succeeding the admission year) and continues for twelve months as follows.

**A) Schedule related to Despatch of Materials to Students**

- i) July: The following print materials will be dispatched.
- Course material of the following courses
    - MAE-004: Blocks 1, 2, 3 and 4
    - MAE-005: Blocks 1, 2 and 3
    - MAEE-001: Blocks 1, 2, 3 and 4 (OR) MESE-061: Blocks 1, 2, 3, 4 & 5  
(As per the optional/elective course chosen by the student)
    - MAEE-002: Blocks 1, 2, 3 and 4 (OR) MESE-062: Blocks 1, 2, 3, 4 & 5  
(As per the optional/elective course chosen by the student)
  - (OR)
  - MAEE-003: (**Note:** The structure of this course is yet to be formulated. So, this elective / optional course is not offered / available for the first / current batch of students)
  - MAEP-001: Handbook on Dissertation Work.
  - Assignments of Courses MAE-004, MAE-005, MAEE-001, MESE-061, MAEE-002 and MESE-062

**B) Schedule related to Other Aspects/Activities**

- August
  - Students start studying the Course material of courses MAE-004, MAE-005, MAEE-001 or MESE-061, MAEE-002 or MESE-062 and MAEP- 001
  - Academic Counselling begins at the Programme Study Centres
  - Submission of Assignment of Course MAE-004 by the students
- September
  - Submission of Assignment of Course MAE-005 by the students
- October
  - Submission of Assignment of Course MAEE-001 or MESE-061 by the students
- November
  - Submission of Assignment of Course MAEE-002 or MESE-062 by the students
- December-May
  - **Note :** While performing the above activities in the second year the student may also take up some of the activities related to course MAEP-001.
  - Student will prepare and submit a research proposal on the selected problem/topic of his/her choice, obtain the approval of the competent authority, develop the tool(s) for data collection and collect the relevant data and information required by using the tool(s).
  - Student collects relevant literature and also does review of related studies simultaneously.
  - Student completes data processing, analysis report-writing and submits the dissertation
- June
  - Term-End Examination (i.e. End of second year)



The above schedule is meant to facilitate smooth progress of the students in the course of study/work related to the programme. If you follow and adhere to the above operational schedule systematically and carefully you will be able to complete the programme smoothly in two years. But, due to any unavoidable personal or other problem(s) or difficulty(ies), if you are unable to progress smoothly and complete it as per the schedule please do not feel tense and worry much about it. As mentioned elsewhere above, there is flexibility to enable you to cope up with such difficulties/problems and you can complete it in the subsequent year(s), but within the maximum period/duration of five years allowed to you for completion of the programme beginning with July of the year of your admission to the programme.

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## 6. EVALUATION

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The scheme of evaluation of student's performance in the theory courses, the practical course and the dissertation course of MAAE is as follows.

**Theory Courses:** For theory courses, evaluation comprises three aspects:

- a) Self-evaluation exercises to check your progress by yourself within each unit of study material (non-credit).
- b) Continuous evaluation in the form of periodic compulsory assignments. One assignment for each course. This carries a weight(age) of 30% for each course.
- c) Term-End Examination has a weight(age) of 70% for each course.

**(Note:** Term-end examination will be held in June/December every year. For example, for those enrolled for the academic session beginning from July, 2011 it (TEE) for the first year courses will be held in June, 2012 and for second year courses TEE will be held in June 2013. Similarly, for the subsequent batches of students enrolled for the successive academic sessions, the TEE examinations will be held at the end of the corresponding first and second years).

In order to complete a *theory course*, the student must obtain at least 'D' grade in the assignment i.e. Continuous Evaluation (CE) and 'D' grade in the Term-End Examination (TEE) separately in each course. However, overall average of grades in Continuous Evaluation (CE) and Term-End Examination (TEE) in each theory course should be at least "C".

**Practical Course:** As mentioned elsewhere above, there is one practical course (i.e. MAEL-001). It comprises the following three practical work components or types of practical activities.

- 1) Community-Based Practical Activities
- 2) Workshop-Based Practical Activities
- 3) Adult Education Training Centre/Institution-Based Practical Activities

There is no Term-End Examination for the practical course (i.e. MAEL-001) either as a whole or for any one of the three practical work components mentioned above. But, the evaluation of student's performance in each of these components or types of activities is done on *continuous and comprehensive basis*. Keeping in view the credits assigned to the above three components, they carry the weight(age) of 30%, 20% and 50% respectively. The final grade is accordingly awarded at the end of the Course based on the performance of the student in the respective components.

In order to complete the *Practical Course*, the student must obtain the minimum qualifying Grade "C" in each of the three practical components.

**Dissertation course:** For dissertation course, evaluation comprises student’s performance in both the dissertation report and the viva-voce. The minimum qualifying grade in dissertation report is “C”, while it could be any grade in the viva-voce. But, the overall grade for completion of the dissertation course will be “C” and it is arrived at by taking into account the grades obtained separately in the dissertation report and in the viva-voce. In arriving at the overall grade, the dissertation report carries the weight(age) of 80% while for viva-voce it is 20%.

If a student has missed any term-end examination of a course for any reason or has failed in it, s/he may appear in the subsequent term-end examination. Similarly, if he/she does not undertake or complete the relevant practical components in the given year, the same can be done in the subsequent year(s). So is the case with completion of dissertation as well. However, this facility will be available until a student secures the minimum pass grade, but only up to the period of maximum duration of five years from the date of registration to the programme.

Letter grade system is used for grading continuous and term-end examination components and declaring the result. The Course Grade is awarded on the 5 point scale in terms of the following range.

<b>Letter Grade</b>	<b>Qualitative Level</b>	<b>Grade Points</b>	<b>Average Grade Point Range</b>	<b>Percentage Equivalent</b>
A	Excellent	5	4.50 & above	80% and above
B	Very Good	4	3.50 to 4.49	60% to 79.9%
C	Good	3	2.50 to 3.49	50% to 59.9%
D	Satisfactory	2	1.50 to 2.49	40% to 49.9%
E	Unsatisfactory	1	1.49 & below	Below 40%

For successful completion of MAAE programme, the student must get at least ‘C’ Grade in each of the courses – theory, practical and dissertation — separately.

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## **7. GENERAL INFORMATION ABOUT ASSIGNMENTS**

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### **Submission of Assignments**

The purpose of our asking you to work on the assignments is to provide you an opportunity of articulating your assimilated knowledge and understanding into written form and also to test your capacity of transferring the theoretical learning from the courses to practical situations. Thus, the assignments practically enhance your understanding as well as skills of articulation and expression in writing. There is one assignment for each theory course. The answers to assignment questions are to be based on your own judgement and experiences as a student of adult education. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and any other sources of information you have for ready reference. But, the answer should be in your own words and should reflect your own ideas. You do not have to worry about non-availability of extra reading materials for working on the assignments. They are designed in such a way as to guide you to integrate the knowledge of the course materials with your concrete personal experiences. Please note that your assignment responses carry 30% weight(age) towards the final evaluation of each theory course and submission of related assignment responses is a pre-requisite for appearing in term-end examination (TEE) for respective theory courses. If you do not complete the assignments according to time schedule of assignments of the relevant academic session, then you have to attempt the assignment questions of the next session and submit the assignment

responses according to the schedule of that session. You have to send the assignment-responses to the Programme Study Centre you are attached to as per schedule (See the assignments submission schedule given in this booklet).

The following points should be kept in mind while you prepare and submit the assignment responses:

- 1) Write your enrolment number, name, full address and date at the topmost right hand corner of the first page of your assignment response (Leave the topmost left-hand corner blank for office use).
- 2) Just below that, in the centre at the top portion of the first page of your response, write the course title, course code, assignment code, academic session and year in capital letters. After that, the top of the first page of your assignment response should look something like this:

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Enrolment No.: .....

Name: .....

Address: .....

.....

Date: .....

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Course Title: .....

Course Code: .....

Assignment Code: .....

Academic Session & Year: .....

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(Please follow the above format strictly and it is in your interest only. If you do not write your enrolment number, address and other required details, your assignment-responses are likely to be useless and do not serve any purpose).

- 3) The assignment-response should be complete in all respects. Don't send piece-meal responses or incomplete response to any assignment question. Incomplete responses to any assignment question will bring you poor grades.
- 4) Use only A-4 size paper for your responses. Use ordinary writing paper, not the very thin variety.
- 5) Leave about 2" margin on the left, and at least 4 lines space in between two answers to the questions of given assignment of a course. This will enable the resource person evaluating the response to write useful comments at appropriate places.
- 6) Make sure that you answer the questions on the basis of the Units sent to you. Make the answer concise, precise and systematic. Always focus on the question and its various aspects, and try to avoid irrelevant details.
- 7) Take care of the word limit, wherever specified in the assignments. Please stick to the word limit as far as possible. At the same time, make the descriptions adequate and not too short. The word limit is set to sharpen the focus of your responses and not to restrict your expression.

- 8) You have to write the answers in your own handwriting. If you feel that your handwriting is not properly legible, you may send the typed responses.
- 9) You should not send printed articles as your answers to the assignments.
- 10) Remember that if any two or more answers to a particular assignment are found to be identical or very similar, then it is entirely the discretion of the evaluator either to return it unmarked/ unevaluated or to ask you to re-do the assignment or give very low grade.
- 11) Please submit the assignment responses by the specified date to the Programme-In-charge/ Coordinator of the concerned Programme Study Centre. If the last date for submission of the assignment falls on a holiday, the assignment response should be submitted on the following working day.
- 12) Please keep a copy of the assignment responses that you submit. You may need the same in case you have to resubmit it in situations such as the same is lost in postal transit or for whatever other reasons, or if you get low grade and have to rewrite and submit it again.

### **Some Do's and Don'ts about writing assignments**

#### **Do's**

- When you receive the despatche(s) of the set of printed materials, course units and assignments, check them immediately and ask for the missing Blocks, Unit(s), booklet(s), page(s), if any. You can use the format given in **Appendix-III(1)** to write to the concerned Regional Centre in this regard. You can give proper feedback even to the School of Extension and Development Studies of IGNOU. For this, you can use the formats given in **Appendix-III(2)**. If you wait till you start writing answers to the assignments, you will lose valuable time.
- Send the assignment responses giving your enrolment number, name, address, title of the course, course code and number of the assignment. Write your enrolment number correctly. An incorrect enrolment number will put the University and you to trouble.
- Maintain copies and an account of assignment responses sent by you to the concerned Programme Study Centre as well as the corrected/evaluated responses received back by you. This will help you to maintain the schedule of your work and progress and to avoid any difficulties and disappointments caused by unintended gaps in communication. You can use the format in **Appendix-III(3)** for your own monitoring of your assignment responses.
- Monitor your progress regarding the practical work. Maintain proper record of the practical activities completed by you. You can use the formats in **Appendix-III(4)** till you complete 3 credits worth practical activities.
- Do your work regularly. You should remember that by working regularly you get a chance to do better in later assignments because you can benefit from the comments received by you on your previous assignment responses.
- Before you write to us seeking answers to your queries, do read this Programme Guide carefully and completely. We may have already answered your query/queries. Do follow our instructions carefully.

#### **Don'ts**

- Do not write your assignments on thin paper.
- Do not write your enrolment number, course title, etc, on a separate sheet and then paste/pin/tie it to the assignment responses. Write the enrolment number, name, etc as indicated on the top of first page of your assignment response itself.

- Do not over-write, particularly while writing your enrolment number, course code and the assignment code/number. Let these be very distinct and clear.
- Do not misplace/lose your graded assignment-responses. You will need them till the programme is completed by you.
- Do not enclose doubts, letters, etc, if any, for clarification along with the assignment responses. In case you want to draw our attention to something of urgent/important nature, send it in a separate cover.
- Do not lift paragraph(s)/sentences ditto from the text of any source without giving the reference while answering the assignments.

### Assignment Submission Schedule for MAAE

Assignment submission schedule will help you to complete the assignment in time if you start working on the assignments as soon as you get the print material. You should pace out your work in such a way that all the assignment responses are submitted by the dates specified in the schedule given below:

Last Date of Submission	Course Code	Assignment Code
By the end of September	MAE – 001	01: MAE – 001
By the end of October	MAE – 002	01: MAE – 002
By the end of November	MAE – 003	01: MAE – 003
By the end of February (of next year)	MES – 016	01: MES – 016
By the end of August	MAE – 004	01: MAE – 004
By the end of September	MAE – 005	01: MAE – 005
By the end of October	MAEE–001 or MESE—061	01: MAEE – 001 01: MESE — 061
By the end of November	MAEE–002 or MESE-062	01: MAEE – 002 01: MESE — 062

### Please note:

- a) There is one assignment for each theory course. So, in the first year there are total of four assignments for four theory courses and in the second year also there are four assignments for the four theory courses.
- b) The assignment responses may be submitted by hand at your Programme Study Centre (PSC) or send them by registered post / speed post to the Coordinator / Programme In-charge of the concerned PSC.
- c) If the last date for submission of the assignment falls on a holiday, the assignment response should be submitted on the following working day.
- d) You should retain a copy of all your assignment responses that you submit.
- e) It is essential and in your own interest to keep the acknowledgements of assignments submitted by you by hand or the postal receipts of your assignments sent by registered / speed post, as the case may be. Remember that you need these acknowledgements/receipts as proof, since a copy of the same is to be attached while submitting your examination form for the term-end examination.

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## 8. TERM-END EXAMINATION

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As stated earlier, Term-End Examination (TEE) is an important component of the evaluation system. TEE carries 70% weight(age) in the scheme of evaluation for the final result of each theory course of MAAE.

The University conducts TEE twice a year i. e. in June and in December of every year. But, the students are eligible to appear in the TEE for the first year courses of MAAE programme only after completion of one year duration from the date of registration/admission to MAAE programme. But, for appearing in the TEEs of second year courses of MAAE, the student has to complete the minimum period of two years from the date of registration to the MAAE programme. However, to appear in the TEE you are required to fulfill relevant conditions/formalities. **For instance**, if you are enrolled for the MAAE programme for the session commencing from July 2011 then you will be completing the duration of : a) one year (i.e. first year) by June 2012, and hence you can take your Term-end Examination (TEE) for the first year courses in the TEE of June, 2012; and b) two years prescribed for MAAE by June 2013, and hence you can take your Term-end Examination (TEE) for the second year courses of MAAE in TEE of June 2013. In case you fail to get a pass score (D grade) in the TEE of any course, you will be eligible to re-appear in the next TEE for that course till the final span of the programme i. e. prior to completion by you of the maximum duration of five years from the date of your registration / admission to the programme.

To be eligible to appear at the Term-end Examination (TEE) in any course, you are required to fulfill the following three conditions/formalities.

- 1) You should have pursued the prescribed course.
- 2) You should have submitted the assignment responses for the respective courses.
- 3) You should have submitted the examination form in time for the given term-end examination.

It is, thus, a pre-requisite to submit the Examination Form with a fee of Rs.60/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi for taking an examination in any course. Copies of the examination forms are available at Programme Study Centres, Regional Centres, and Students Evaluation Division at the Headquarters at New Delhi. A specimen copy of Examination Form is given at the end of this programme guide (See **Appendix – IV**) for your information and reference only.

Only one form is to be submitted for all the courses you are appearing in one term-end examination. Examination date sheets (schedule which indicate the date and time of examination for each course) are sent to all the programme study centres approximately five months in advance. The same is also notified through the IGNOU Newsletter from time to time. Thus, normally, the date sheet for June term-end examination is sent in the month of January and for the December term-end examination it is sent in the month of July.

- Normally your 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 any other Examination Centre under the same Region.
- Change of Examination Centre, once allotted, is not permissible under any circumstances.

The filled-in examination form is to be submitted to the concerned Regional Centre under which your examination centre falls. The dates for submission of Examination Forms are given below.

For June TEE	For December TEE	Late fee	Address, where Exam Form is to be sent / submitted	Remark
1 <sup>st</sup> March to 31 <sup>st</sup> March	1 <sup>st</sup> September to 30 <sup>th</sup> September	NIL	Regional Director of the concerned Regional Centre under which your examination centre falls	Examination fee @ Rs.60/- per course in the form of Demand Draft drawn in favour of IGNOU and payable at the city of the concerned Regional Centre to which you are submitting your application form \$
1 <sup>st</sup> April to 20 <sup>th</sup> April	1 <sup>st</sup> October to 20 <sup>th</sup> October	Rs. 300/-		
21 <sup>st</sup> April to 30 <sup>th</sup> April	21 <sup>st</sup> October to 31 <sup>st</sup> October	Rs. 500/-		
1 <sup>st</sup> May to 15 <sup>th</sup> May	1 <sup>st</sup> November to 15 <sup>th</sup> November	Rs. 1000/-		

\$ The student is required to mention his/her name, enrollment number and programme code on the backside of the demand draft.

**Note:** The dates for submission of Examination form, Examination fee/late fee and format of Examination form are subject to change. Students may visit University Website for details before submission of forms. Students may appear in term-end examination at the centre of their choice by filling up the code of that study centre in the box of examination centre code in the examination form. They are advised to go through the list of study centres available in the 'Programme Guide' for opting the centre of their choice and also see the website: [www.ignou.ac.in](http://www.ignou.ac.in). If the centre opted by them is not established as examination centre or not allotted for any reason, they will be allotted alternative examination centre.

Your enrolment number is your roll number for the examination. Be careful while writing it. Any mistake in writing the roll number will result in non-declaration of your results.

It is your duty to check whether you are registered for the particular course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your results will be cancelled.

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

- to remain in touch with their Study Centre / Regional Centre / SED for any change either in schedule of submission of examination form or in the fee;
- to fill up all the particulars carefully and properly in the examination form to avoid rejection/ delay in processing of the form; and
- to retain intact the proof of mailing/submission of examination form till they receive examination intimation slip.

**Issue of Examination Intimation Slip:** University issues Examination Intimation Slip to the students at least 2 weeks before commencement of the term-end examination and also uploads the information at the University's website [www.ignou.ac.in](http://www.ignou.ac.in). If they do not receive Examination Intimation Slip within a week before commencement of the examination, they may download the Examination Intimation Slip for the examination from the website.

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## 9. SOME GENERAL INSTRUCTIONS, CALENDAR OF ACTIVITIES AND OTHER IMPORTANT POINTS

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### General Instructions

In addition to the above, keep in mind the following general instructions.

- 1) Please keep this Programme Guide handy and file all letters that you receive from the University from time to time. A record of your progress is maintained at our office in Headquarters.
- 2) Do write to us if you have any difficulty or problem while working through the programme. If there is any change in your address, remember to intimate the relevant authority sufficiently in advance. This will help the concerned official to send your course material, any information and letters promptly, without any delay or the risk of their being lost.
- 3) All types of communications are attended to as quickly as we can. It is, however, desirable that you make your letters brief and precise. If your letters present irrelevant detail and/or are written in ambiguous language, our responses to your queries will invariably get delayed.
- 4) Keep a time-table or schedule for yourself and always try to stick to it. Be regular in your work; much of your job will become easy. However, at times, you may have to change your own time-table suitably to adjust yourself to any unforeseen difficulties, such as illness, official duties, various social obligations, etc. By doing so, you will save yourself from unexpected delays and forced/unwanted postponements. But, the golden principle is to do today what you may have planned to do tomorrow.
- 5) When you read the course Units/Blocks/Booklets carefully, it is better if you note down the important points. You can use the space in the broad margins of the pages for making notes and writing your comments. Try to answer 'Check Your Progress' questions. Please remember that the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance while reading and to keep you on the right track. That is why they are called 'Self-Check' questions. They will enable you to realise whether you have comprehended what you have read. If you are not satisfied with your answers, do not get disappointed. You can compare your answers with those given under "Answers to Check Your Progress" section and see where improvement is needed. They will help you reinforce the information/knowledge you gain through your first reading of the text. At times, it is possible that you might have done a better answer than the one we presented. We welcome your suggestions, if any, in this regard.
- 6) Besides the printed materials, the other inputs available to you are audio-video programmes, counselling sessions for theory and practical activities. All these together will help you in writing your assignments, doing your practical activities and preparing for the final examinations.

The university reserves the right to change the rules or guidelines detailed in this Programme Guide. However, you will be informed about the important changes, if any, well in advance.

### Broad Calendar of Activities of MAAE Programme

The academic session of this programme commences from July of the relevant year of registration and runs through two years since then. The broad nature of activities of MAAE are presented below in the form of a calendar of activities for your reference and guidance, which will help you check, monitor and control or regulate your own activities, progress and status in this regard.





## Other Important Points

After you complete reading of this Programme Guide read the courses MAE-001, MAE-002 and MAE-003 and submit the assignments of these courses. Before you start doing your practical activities, please read the course MAEL-001 Practical Work Components: Student's Handbook for Practical Work thoroughly. It (this Handbook) is your real and timely guide that helps you in performing your practical activities. The points below present a crisp and cursory view of practicals.

- Out of three broad components / categories of practical activities, you will first perform the *community-based practical activities*. You can have mentor(s) of your choice. The Mentor could be any resourceful person available in your community, neighbourhood community or in any community level institution (Formal/Non-formal) in your area or any functionary of adult educational, development and/or welfare programmes being implemented in the community. The person should be at least a Bachelor's Degree holder in any discipline if she/he is a field functionary of adult education programme or working with any non-formal education institution. If the person is an unemployed member of the community or is working with any formal education institution the person to be your mentor shall possess at least a Bachelor's Degree and B.Ed / Diploma or Certificate in Adult Education / Andragogy / Extension Education / Continuing Education / Lifelong Education / Social Work / Rural Development / Development Studies / Library Science or any other relevant discipline. If you feel it essential and possible you can identify separate Mentor for each of the community-based practical activities or a mentor for a group of activities. You can use the formats given in **Appendices-III(4a)** and **III(4b)** to monitor this category of your practical activities.
- Workshop-based activities constitute another important component. Hundred percent attendance is required on the part of each student. Each workshop session will be of ninety minutes. The timing/schedule of workshop will be decided by the Programme In-charge/Coordinator of the concerned Programme Study Centre after taking into consideration the local conditions and other requirements. The workshop will have 48 sessions (12 days × 4 sessions a day). You can give your feedback on the workshop by using the format given in **Appendix-III(5)**.
- Adult Education Training Centre/Institution-based practical activities are to be taken up by you after completion of the workshop-based activities. If you are unemployed i.e., not in service, it is a kind of internship for you. Mentor for these activities could be any staff member (teacher / academic / quasi-academic / administrator) possessing Master's Degree in any discipline and with the experience of not less than one year in the concerned Centre/Institute/Department and actively involved in the activities such as planning, implementation, monitoring, evaluation, research, etc. You can use the format given in **Appendix-III(6)** to submit your report of this category of practical activities. If you are an in-service student, you can act as a mentor for any pre-service student colleague which forms a part of your practical activity as well. In such a case, you, having acted as a mentor for your fellow pre-service student, can use the format given in **Appendix-III(6a)**. Or else you can perform other optional activities prescribed/applicable to you as a part of this category of component.
- Prescribed categories of practical activities of the practical course have to be carried out at the specified places only.
- The qualifications required to be possessed by the Academic Counsellor, Workshop Director, Workshop Facilitator, or any other Resource Person are as follows. He/she must be:
  - a) in service as a faculty member/academic staff of University Departments/Centres of Adult, Continuing Education and Extension, or State Resource Centres for Adult Education, or University Departments of Education or Colleges of Education, or Degree Colleges with

Departments / Centres of Adult, Continuing Education and Extension, or MEd/MA (Education) Programme Study Centres (PSCs) of IGNOU, or any other Organisation / Institution / Department offering academic programmes and working in the field of education/ adult education/extension education or allied areas; and

- b) possessing M.Ed/M.A. in Education / Adult Education / Andragogy / Extension Education/ Continuing Education / Lifelong Education / Distance Education / Psychology / Sociology/ Library and Information Science / Social Work / Rural Development / Development Studies or any other relevant discipline;

**or**

M.A/ M.Sc. in any discipline and B.Ed/ BliSc or Diploma / Certificate in Adult Education/ Andragogy / Extension Education / Continuing Education / Lifelong Education / Distance Education / Social Work / Rural Development / Development Studies / Library Science or any other relevant discipline.

In addition to those with above qualifications and experience, for an elective course (MAEE-002) in second year of MAAE, some persons from among the above persons or other persons possessing the following qualifications are also required.

- a) Persons who are either in service or retired as a member of faculty / academic staff of any Law University, Department of Law, College of Law or Centre for Legal Studies, or
  - b) Persons possessing at least Bachelor's Degree in Law and practicing in any court of law, or
  - c) Persons possessing at least a Degree / Diploma in Law and in service with any Organisation, Institution, Department or Centre involved in implementing the programmes or activities aimed at promoting legal awareness among the public / masses.
- The Coordinator/Programme In-charge of the Programme Study Centre shall receive:
    - a) the assignment responses and get them evaluated by the concerned academic counselors / resource persons;
    - b) the reports of community-based practical activities and get them evaluated and receive the grades of workshop-based practical activities from the concerned resource persons/workshop facilitator/director;
    - c) the student's report of Adult Education Training Centre / Institution-based practical work with Mentor's comments / remarks and get the same evaluated at the PSC by a resource person / academic counsellor.

In case of any difficulty or special circumstance requiring moderation of grades in practical components, the grades will be moderated by SOEDS director / programme coordinator / faculty member or any resource person nominated by SOEDS for the purpose, as the case may be, and then the so moderated evaluation grades of the particular practical components will be sent to SED.

## APPENDICES

*Appendix-I*

### LIST OF REGIONAL CENTRES (RCs) OF IGNOU

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	DR. K. S. CHAKRABORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	DR. SRIKANT MOHAPATRA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZWAL	DR. S. R. ZONUNTHARA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	DR. A. N. TRIPATHI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
5	13	BANGALORE	DR. B. M. AGARWAL REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	DR. U.C. PANDEY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/o MARWARI COLLEGE PREMISES, BHAGALPUR BIHAR-812007 (M) 8292526534 ucpandey@ignou.ac.in	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	DR. K. S. TIWARI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR)
8	21	BHUBANESHWAR	DR. S. K. TRIPATHY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	06	CHANDIGARH	DR. ASHA SHARMA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
			SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590208,0172-2590279 rcchandigarh@ignou.ac.in	OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	25	CHENNAI	DR. S. MOHANAN REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI-600 113, TAMILNADU 044-22541919 / 22542727 044-22542121, 044-24729779 044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	14	COCHIN	DR. K. S. D. NAIR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
12	46	DARBHANGA	DR. S. S. SINGH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATI HAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)
13	31	DEHRADUN	DR. ANIL KUMAR DIMRI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
14	07	DELHI 1	DR. SANJEEV PANDEY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082 / 26990083 011-26058354,011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY)
15	29	DELHI 2	DR. NEETA KAPAI REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376 / 23392377,011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR)
16	38	DELHI 3	DR. M.K. DASH REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939 / 25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM)
17	24	GANGTOK	DR. ILA DAS REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	04	GUWAHATI	DR. (MRS) VARDHINI BHATTACHARJEE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)

<b>S. No.</b>	<b>RC CODE</b>	<b>RC NAME</b>	<b>NAME &amp; ADDRESS</b>	<b>OPERATIONAL AREA</b>
19	01	HYDERABAD	DR. B. RAJAGOPAL REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	52	IAEP - CHANDIMANDIR	COL. DEBASHISH ROY REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	COL. KAMLAKAR MUKHERJEE REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND
22	51	IAEP - KOLKATA	COL. JASWINDER SINGH REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP - LUCKNOW	BRIG. K.K. SUNNY REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND-GS (EDN)	CENTRAL COMMAND AREA



S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
			LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaepcc53@yahoo.co.in	
24	54	IAEP - PUNE	COL. G.K. CHOPRA REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102669, 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
25	55	IAEP - UDHAMPUR	LT. COL. ANAND SWAROOP PAUL REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486, 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
26	81	IAREP - SHILLONG	MAJOR N.S. INGLE REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG R.C. DIRECTORATE GENERAL ASSAM RIFLES (D GAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA
27	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)

<b>S. No.</b>	<b>RC CODE</b>	<b>RC NAME</b>	<b>NAME &amp; ADDRESS</b>	<b>OPERATIONAL AREA</b>
28	74	INEP - KOCHI	CAPTAIN S.R. SRIDHAR REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	72	INEP - MUMBAI	CAPTAIN V.S.BABELEY REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
30	71	INEP - NEW DELHI	CAPTAIN ROHTAS SINGH REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5,IIND FLR, WING-II RK PURAM, NEW DELHI – 110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	73	INEP - VISAKHAPATNAM	CAPTAIN M. GHANASYAM OJHA REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
32	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247535, 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
33	41	JABALPUR	DR.MASOOD PARVEEZ REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
34	23	JAIPUR	DR. S. N. AMBEDKAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARAU LI, KOTA, NAGAU R, PALI)
35	12	JAMMU	ER. K. K. BHAT REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
36	37	JORHAT	DR. MAGUNI CH BEHRA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	DR. ASHOK SHARMA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
38	22	KHANNA	DR. SANTOSH KUMARI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632, 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROPUR, FARIDKOT, MOGA)
39	20	KOHIMA	DR. T. IRALU REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
40	28	KOLKATA	DR. SUJIT KUMAR GHOSH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)

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41	44	KORAPUT	DR. ABHILASH NAYAK REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	DR. AMIT CHATURVEDI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ, LUCKNOW - 226024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793, 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)
43	43	MADURAI	DR. M. SHANMUGHAM REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
44	49	MUMBAI	DR. M. RAJESH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	36	NAGPUR	DR. P. SIVASWAROOP REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
46	39	NOIDA	DR. GULAB JHA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
47	08	PANAJI	DR. M.S. PARTHASARATHY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315,0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
48	05	PATNA	DR. Q. HAIDER REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	SH.S.SRINIVAS REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	16	PUNE	DR. KAMESHWARI MOORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
51	50	RAGHUNATHGANJ	DR. S. RAJA RAO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	DR. H. SANGEETA MAJHI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
53	42	RAJKOT	DR. P. ASHOK.KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	DR. G.N. SHIV KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR)
55	18	SHILLONG	DR. (MRS) DIDCY LALOO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI,

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
			NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271, 0364-2252252 0364-2521271 rcshillong@ignou.ac.in	SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
56	11	SHIMLA	DR. D. B. NEGI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612,0177-2620125 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
57	45	SILIGURI	DR. YONAH BHUTIA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C.BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	DR. MIRZA NEHAL AHMED BAIG REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258, 0194-2421506 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	40	TRIVANDRUM	DR. B. SUKUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJDHANI SHOPPING COMPLEX, OPP. PRS HOSPITAL, KILLIPPALEM, KARAMANA (P.O.) TRIVANDRUM - 695 002 (M) : 9447500581 rcrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)



<b>S. No.</b>	<b>RC CODE</b>	<b>RC NAME</b>	<b>NAME &amp; ADDRESS</b>	<b>OPERATIONAL AREA</b>
60	48	VARANASI	DR. MANORMA SINGH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
61	83	VATAKARA	DR. S.J. NEETHIRAJAN IGNOU REGIONAL CENTRE MADHAVI BUILDING, NUT STREET (PO), VATAKARA, KERALA-673 104 0496-2525281/09446303111 rdvatakara@gmail.com	STATE OF KERALA (DISTRICT: CALICUT,KANNUR,KASARAGOD WAYANAND)
62	33	VIJAYAWADA	DR. M. KRISHNAIAH REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)

## LIST OF MAAE PROGRAMME STUDY CENTRES (PSCs)

- (Note:** 1. This list includes the exiting PSCs of IGNOU already activated for PGDAE programme and those activated for MEd and/or MA(Education) programmes of IGNOU.  
2. These PSCs are provisionally the PSCs for MAAE programme as well.)

Sl. No.	REGIONAL CENTRE (RCCODE)	NAME/PLACE OF RC	STUDY CENTRE CODE (SCCODE) & CATEGORY	PLACE OF SC	NAME & ADDRESS OF SC
1 @\$	26	AGARTALA	2603 P	AGARTALA	SH.PARITOSH CHAKRABORTY PROG. I/C IGNOU PROG. STUDY CENTRE COLLEGE OF TEACHER EDUCATION P.O. KUNJABAN AGARTALA, TRIPURA-799006
2 #	09	AHMEDABAD	0941 P	PATAN	DR.(MS). S.P. SHARMA PROG. I/C IGNOU PROG. STUDY CENTRE COLLEGE OF EDUCATION CTE PATAN GUJARAT - 384265
3 #	13	BANGALORE	1323 P	BANGALORE	PROF.A.N.VIJAYA MURTHY PROG. I/C IGNOU PROG.STUDY CENTRE MES TEACHERS COLLEGE 'VIDYA VIHARA' NO. 25/1, 17TH MAIN, 2 BLOCK, RAJAJI NGR BANGALORE KARNATAKA-560010
4 #	25	CHENNAI	3102 P	PONDICHERRY	DR PHILOMENA DE CONDAPPA PROG. I/C IGNOU PROG. STUDY CENTRE POPE JOHN PAUL II COLL. OF EDUCATION REDDIARPALAYAM PUDUCHERRY PUDUCHERRY - 605010
5 #	25	CHENNAI	2566 P	CHENNAI	DR. (MRS) S. VASANTHI PROG. I/C IGNOU PROG. STUDY CENTRE NKT COLLEGE OF EDUCATION 21, DR. BESANT ROAD TRIPPLICANE CHENNAI TAMILNADU - 600005

Sl. No.	REGIONAL CENTRE (RCCODE)	NAME/PLACE OF RC	STUDY CENTRE CODE (SCCODE) & CATEGORY	PLACE OF SC	NAME & ADDRESS OF SC
6 @\$	14	COCHIN	1426 P	PALAKKAD	MR. FAZILUDDIN PROG. I/C IGNOU PROG. STUDY CENTRE FAROOQ TRAINING COLLEGE FAROOK COLLEGE PO: CALICUT KERALA - 673632
7 @\$	46	DARBHANGA	05135 P	DARBHANGA	DR D N SINGH PROG I/C IGNOU PROG STUDY CENTRE DR ZAKIR HUSSAIN TEACHERS TRAINING COLLEGE, BENTA CHOWK LAHERIA SARAI DARBHANGA BIHAR - 846003
8 #	07	DELHI 1	0757	DELHI	DR. RANJANA BHATIA COORDINATOR IGNOU STUDY CENTRE AMITY INSTITUTE OF EDUCATION AMITY CAMPUS, 44 M-BLOCK, SAKET NEW DELHI DELHI - 110017
9 @\$	07	DELHI 1	0735 P	DELHI	PROF. TALAT AZIZ PROG. I/C IGNOU PROG. STUDY CENTRE JAMIA MILLIA ISLAMIA FACULTY OF EDUCATION JAMIA NAGAR NEW DELHI DELHI - 110025
10 #	29	DELHI 2	0736 P	DELHI	DR.GOPAL RANA PROG. I/C IGNOU PROG. STUDY CENTRE M.V. COLLEGE OF EDUCATION MAHARAJA AGRASEN MARG SHAKARPUR NEW DELHI DELHI - 110092
11 #	38	DELHI 3	0781 P	NAJAFGARH, N.DELHI	DR SUMAN NEHRA PROG. I/C IGNOU PROG. STUDY CENTRE INSTT. OF TECHNOLOGY GOPAL NAGAR NAJAFGARH NEW DELHI DELHI - 110043

Sl. No.	REGIONAL CENTRE (RCCODE)	NAME/PLACE OF RC	STUDY CENTRE CODE (SCCODE) & CATEGORY	PLACE OF SC	NAME & ADDRESS OF SC
12 @\$	01	HYDERABAD	0153 P	MAHBOOB NAGAR	SRI BASHEER AHMED PROG. I/C IGNOU PROG. STUDY CENTRE AL-MADINA COLLEGE OF EDUCATION SALEM NAGAR MAHBOOBNAGAR ANDHRA PRADESH-509001
13 #	03	ITANAGAR	0311 P	DOIMUKH RONO HILLS	DR R BALAKRISHNAN PROG I/C IGNOU PROG STUDY CENTRE RAJIV GANDHI UNIVERSITY DOIMUKH RONO HILLS DIST PAPUM PARE ARUNACHAL PRADESH -791112
14 #	41	JABALPUR	1530 P	JABALPUR	DR.(MRS) D S MALVIYA PROG. I/C IGNOU PROG. STUDY CENTRE GOVT. COLLEGE OF EDUCATION P.S.M. JABALPUR MADHYA PRADESH
15 @\$	41	JABALPUR	15115 P	JABALPUR	DR(MRS)DHARM SHILA MALVIYA PROG I/C IGNOU PROG STUDY CENTRE GOVT COLLEGE OF EDUCATION NEAR HIGH COURT JABALPUR MADHYA PRADESH
16 #	12	JAMMU	1272 P	JAMMU	PROF LOKESH K VERMA PROG I/C IGNOU PROG STUDY CENTRE DEPT OF EDUCATION, UNIVERSITY OF JAMMU BABA SAHAV AMBEDKAR ROAD JAMMU TAWI J & K - 180006
17 @\$	12	JAMMU	1274 P	JAMMU	DR ASHOK PANDITA PROG I/C IGNOU PROG STUDY CENTRE GOVT COLLEGE OF EDUCATION CANAL ROAD JAMMU TAWI J & K - 180001
18 @\$	10	KARNAL	1052 P	SIRSA	DR RAMESH KUMAR PROG I/C IGNOU PROG STUDY CENTRE J C D PG COLLEGE OF EDUCATION JCD VIDYAPEETH POST BOX NO 81 BARNALA ROAD SIRSA HARYANA - 125055

Sl. No.	REGIONAL CENTRE (RCCODE)	NAME/PLACE OF RC	STUDY CENTRE CODE (SCCODE) & CATEGORY	PLACE OF SC	NAME & ADDRESS OF SC
19 @\$	22	KHANNA	2244 P	AMRITSAR	DR J S DHILLON PROG I/C IGNOU PROG STUDY CENTRE KHALSA COLLEGE OF EDUCATION DIST AMRITSAR PUNJAB-143002
20 #	22	KHANNA	2260 P	LUDHIANA	MS BALTINDER KAUR PROG I/C IGNOU PROG STUDY CENTRE BCM COLLEGE OF EDUCATION SEC 32 A CHANDIGARH ROAD LUDHIANA PUNJAB - 141010
21 #	28	KOLKATA	2890 P	NORTH 24 PARGANAS	DR CHAITANYA MONDAL PROG I/C IGNOU PROG STUDY CENTRE NANDALAL GHOSH B T COLLEGE PANPUR ,PO NARAYANPUR DISTT NORTH 24 PARGANAS WEST BENGAL - 743126
22 #	28	KOLKATA	2896 P	MUKUNDAPUR	DR SARMILA NAG PROG I/C IGNOU PROG STUDY CENTRE SAMMILANI TEACHERS TRAINING COLLEGE , BARAKHOLA KRISHAKPALLY MUKUNDAPUR DIST 24 PGS (SOUTH) KOLKATA WEST BENGAL - 700099
23 #	28	KOLKATA	2897 P	HOOGHLY	SH SATYABRATA DATTA CHOUDHURY PROG I/C IGNOU PROG STUDY CENTRE GOVT TRAINING COLLEGE HOOGHLY, CHAK BAZAR PO & DT HOOGHLY HOOGHLY WEST BENGAL - 712103
24 @\$	27	LUCKNOW	2790 P	LUCKNOW	DR. ANIL SHUKLA PROG. I/C IGNOU PROG. STUDY CENTRE UNIVERSITY OF LUCKNOW DEPARTMENT OF EDUCATION LUCKNOW UTTAR PRADESH - 226007
25 @#	43	MADURAI	2516 P	COIMBATORE	MS S AMUTHU PROG. I/C IGNOU PROG. STUDY CENTRE SRI RAMAKRISHNA MISSION VIDYA. COLLEGE OF EDUCATION COIMBATORE TAMILNADU - 641020

Sl. No.	REGIONAL CENTRE (RCCODE)	NAME/PLACE OF RC	STUDY CENTRE CODE (SCCODE) & CATEGORY	PLACE OF SC	NAME & ADDRESS OF SC
26 #	43	MADURAI	2585 P	KARAIKUDI	DR. V S S KANNAN PROG. I/C IGNOU PROG. STUDY CENTRE ALAGAPPA UNIV. COLLEGE OF EDUCATION KARAIKUDI TAMILNADU - 630003
27 @#\$	49	MUMBAI	1688 P	MUMBAI	DR VASUNDHARA PADMANABHAN PROG I/C IGNOU PROG STUDY CENTRE KJS COMPREHENSIVE COLLEGE OF EDUCATION, TRAINING & RESEARCH, VIDYAVIHAR (E) MUMBAI MAHARASHTRA-400077
28 @#\$	39	NOIDA	2728	MEERUT	DR. MAHESH CHANDRA COORDINATOR IGNOU STUDY CENTRE MEERUT COLLEGE, MEERUT UTTAR PRADESH - 250001
29 @#\$	16	PUNE	1645 P	AURANGABAD	DR. KHAN AHMED SOHAIL PROG. I/C IGNOU PROG. STUDY CENTRE MARATHWADA COLLEGE OF EDUCATION P.BOX NO.117, RAUZA BAGH AURANGABAD AURANGABAD MAHARASHTRA
30 #	16	PUNE	1684 P	SANGAMNER	DR N P PATIL PROG I/C IGNOU PROG STUDY CENTRE COLLEGE OF EDUCATION SANGAMNER AKOTE ROAD DIST AHAMEDNAGAR SANGAMNER MAHARASHTRA - 422605 MAHARASHTRA
31 @\$	50	RAGHUNATHGANJ	2885 P	MALDA	DR SUMANTA CHATTARAJ PROG I/C IGNOU PROG STUDY CENTRE GOVT TEACHERS TRAINING COLLEGE PO & DIST MALDA WEST BENGAL - 732101
32 @#\$	42	RAJKOT	0939 P	GANDHIDHAM	MR MAHENDRA P CHOUHAN PROG. I/C IGNOU PROG. STUDY CENTRE DADA DUKHAYAL COL. OF EDU. WARD 3A, MAITRI SCHOOL ADIPUR, KUTCH GUJARAT - 370205

Sl. No.	REGIONAL CENTRE (RCCODE)	NAME/PLACE OF RC	STUDY CENTRE CODE (SCCODE) & CATEGORY	PLACE OF SC	NAME & ADDRESS OF SC
33 #\\$	18	SHILLONG	1803 P	SHILLONG	MR. DHARAM PAL JAIN PROG. I/C IGNOU PROG. STUDY CENTRE P.G.T. COLLEGE BOYCE ROAD LAITUM KHRAH SHILLONG MEGHALAYA - 793003
34 @#	18	SHILLONG	1866 P	LAITUMKHRAH	MISS B H BUAM PROG I/C IGNOU PROG STUDY CENTRE COLLEGE OF TEACHER EDUCATION P G T COLLEGE BOYCE ROAD LAITUMKHRAH SHILLONG MEGHALAYA-793003
35 @\\$	11	SHIMLA	1117 P	SHIMLA	DR. SATISH CHAND BHADWAL PROG. I/C IGNOU PROG. STUDY CENTRE HIMACHAL PRADESH UNIVERSITY DEPARTMENT OF EDUCATION SUMMER HILL SHIMLA HIMACHAL PRADESH-171005
36 \\$	11	SHIMLA	1170 P	SHIMLA	MR. SATYAWAN PUNDIR PROG. IN-CHARGE IGNOU PROG. STUDY CENTRE RGVK STATE RESOURCE CENTRE SHIWALIK SADAN ENGINE GHAR SANAJULI SHIMLA HIMACHAL PRADESH 171006
37 @#	45	SILIGURI	45003 P	DARJEELING	SH GOPAL CHANDRA SARKAR PROG I/C IGNOU PROG STUDY CENTRE VIDYASAGAR COLLEGE OF EDU. RUPANDIGHI, PO PHANSIDEWA DISTT DAJEELING WEST BENGAL-734434
38 @#\\$	30	SRINAGAR	1224 P	SRINAGAR	DR. G.M. MALIK PROG. I/C IGNOU PROG. STUDY CENTRE P.G. DEPARTMENT OF EDUCATION KASHMIR UNIVERSITY SRINAGAR J & K - 190006

Sl. No.	REGIONAL CENTRE (RCCODE)	NAME/PLACE OF RC	STUDY CENTRE CODE (SCCODE) & CATEGORY	PLACE OF SC	NAME & ADDRESS OF SC
39 \$	40	TRIVANDRUM	40009 P	TRIVANDRUM	DR T SUNDARESAN NAIR PROG I/C IGNOU PROG STUDY CENTRE STATE RESEARCH CENTRE KERALA, NANDAVANAN VIKAS BHAWAN PO THIRUVANANTHAPURAM KERALA - 695033
40 \$	48	VARANASI	2709	GORAKHPUR	DR. RAJNI KANT PANDEY COORDINATOR IGNOU STUDY CENTRE GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR UTTAR PRADESH-273009
41 @\$	48	VARANASI	27109	VARANASI	DR. SUNIL KUMAR SINGH COORDINATOR IGNOU STUDY CENTRE BANARAS HINDU UNIVERSITY VARANASI UTTAR PRADESH-221005
42 @\$	33	VIJAYAWADA	0154 P	VISHAKHAPATNAM	DR. R. SIVA PRASADH PROG. I/C IGNOU PROG. STUDY CENTRE INSTT.OF ADVANCED STUDIES IN EDUCATION ANDHRA UNIVERSITY VISHAKHAPATNAM ANDHRA PRADESH-530003
<p><b>Notes:</b> @ indicates that the PSC given against that Sl.No. is offering MEd programme. # indicates that the PSC given against that Sl.No. is offering MA (Education) programme. \$ indicates that the PSC given against that Sl.No. is offering PGDAE programme.</p>					



## SOME FORMATS / PROFORMAE

*Appendix-III(1)*

To  
The Regional Director  
IGNOU Regional Centre

.....  
.....

### Sub: Non-Receipt of Study Materials/Assignments

Sir,

I have **not** received the following materials in respect of **first year / second year** (Please strike off the irrelevant one) of MAAE programme.

Sl. No.	Particulars of the study Material/Course Code	Medium	Blocks/Booklets/ Handbooks	Assignments
1.		English		
2.		English		
3.		English		
4.		English		
5.		English		
6.		English		

Kindly take necessary action in this regard.

#### **Other details:**

- a) Enrolment No.: .....
- b) Name and Address: .....
- c) Programme: .....
- d) Medium: .....

Session & Year of registration for the above courses: July, .....

I hereby declare that the above mentioned study materials have not been received by me from any office of IGNOU. In case, the above statement is found to be incorrect, I will accept any penalty imposed on me by the University. In case, I receive the materials at a later date, I will return the same to the concerned Regional Centre/MPDD, IGNOU, Maidan Garhi, New Delhi – 110 068 at my cost.

Signature of the Student

---

#### FOR OFFICE USE ONLY

Date of despatch (delivery):

**MONITORING PROFORMA**  
**Monitoring of Receipt of Course Materials**

**MAAE: Despatch of complete set of first year materials**

You should have received the following material in the first year despatch(es) of material sent to you for the first year courses.

Sl. No.	Particulars of the material/ Course Code	No. of Blocks/ Booklets	Medium	Received or not	Remarks, if any
1.	Programme Guide	1	English		
2.	MAE-001	3	English		
3.	MAE-002	4	English		
4.	MAE-003	4	English		
5.	MES-016	5	English		
6.	MAEL-001	1	English		
7.	Assignments	1 set	English		

Please check the material received by you and give feedback.

**Note:** After receipt of the packet(s) of the material despatched to you, kindly tear off this page and send the filled-in proforma to the Director, School of Extension and Development Studies, IGNOU, Maidan Garhi, New Delhi – 110 068.

Date:

Signature: .....

Name: .....

Enrolment No.: .....

Address: .....

**MONITORING PROFORMA**  
**Monitoring of Receipt of Course Materials**

**MAAE: Despatch of complete set of 2<sup>nd</sup> year materials**

You should have received the following material in the second year despatch(es) of material sent to you for the second year courses.

Sl. No.	Particulars of the material/ Course Code	No. of Blocks/ Booklets	Medium	Received or not	Remarks, if any
1.	MAE-004	4	English		
2.	MAE-005	3	English		
3.	MAEE-001 (OR) MESE-061 (As per the course opted)	4  5	English  English		
4.	MAEE-002 (OR) MESE-062 (As per the course opted)	5  5	English  English		
5.	MAEP-001	1	English		

Please check the material received by you and give feedback.

**Note:** After receipt of the packet(s) of the material despatched to you, kindly tear off or get a photocopy of this page and send the filled-in proforma to the Director, School of Extension and Development Studies, IGNOU, Maidan Garhi, New Delhi – 110 068.

Date:

Signature: .....

Name: .....

Enrolment No.: .....

Address: .....

**PROFORMA FOR SELF-MONITORING OF ASSIGNMENT RECORD OF THE STUDENT**

1. Name: .....
2. Enrolment Number: .....
3. Programme Study Centre: .....
4. Details of Assignments: .....

Course Code	Assignment No./ Code	Date of Submission	Date of Receipt of Evaluated assignments

5. Did you receive the evaluated assignments back? Yes/No
6. What was the time-lag between submission of assignment responses and the receipt of evaluated assignment responses back by you? \_\_\_\_\_ days
  - a) Were you satisfied with the above time-lag? Yes/No
  - b) If 'No', what according to you is the ideal time-lag between submission of assignments and receipt of the evaluated assignments? \_\_\_\_\_ days
7. Were you satisfied with the comments given on your assignment responses? Yes/No
  - a) If your answer is "Yes", did the comments help you in enhancing your understanding of the course content or in better doing of your subsequent assignment responses? Yes/No
  - b) If the comments were not satisfactory, did you ever discuss the same with the concerned evaluator? Yes/No

Date:

Signature: .....

Name: .....

Enrolment No.: .....

Address: .....

## COMMUNITY-BASED PRACTICAL ACTIVITIES

Community-based practical activities constitute an important part of MAAE practical course. It is based on the premise that being a member of the community, you (the student of first year of MAAE) can perform certain activities in the community and for the community. Our concern in this regard is to help you to understand, plan, organise and conduct these activities in a systematic manner under the guidance of the Mentors. Mentors are the persons of your choice who can be identified by you from among the community members, staff of community level institutions (formal/non-formal) in your local area or the functionaries of educational, development, or welfare programmes being implemented in the community. He/she should be able to guide and help you in conduct of your community-based practical activities. After identifying the Mentor and performing the community-based practical activities of your choice from among the prescribed activities, you submit the information in the following two formats given as **Appendices- III(4a)** and **III(4b)** to the concerned Programme In-charge/Coordinator of the Programme Study Centre.

*Appendix- III(4a)*

### Details of the Community-Based Practical Activities Completed and the Mentor(s) for these activities

Sl. No.	Activity No. and title	Name and address of the Mentor	Designation, if any	Qualification	Signature of the Mentor

Date:

Signature: .....

Name: .....

Enrolment No.: .....

Address: .....

**(Note:** Please submit this filled-in proforma to the Programme In-charge/Coordinator at Programme Study Centre allotted to you during the workshop).

## INFORMATION REGARDING COMPLETION OF COMMUNITY-BASED PRACTICAL ACTIVITIES

1. The details of the Community-Based Practical Activities completed by you.

Sl. No.	Activity No. and title	Date of Completion	Name of the Mentor	No. of Credits
Total Credits				3 Credits

2. Did you prepare the reports of the above activities completed by you? Yes/No

3. Did you get the reports of the above activities signed (authenticated and commented) by the concerned Mentors? Yes/No

4. Did you submit the reports of the above activities to the Programme-In-charge/Coordinator of the concerned Programme Study Centre during the workshop?  
If yes, please mention date(s) of submission of the same.

5. Did you face any difficulty while carrying out the above activities? If yes, please specify them.

i)

ii)

iii)

Date:

Signature: .....

Name: .....

Enrolment No.: .....

Address: .....

**(Note:** Please submit this filled-in proforma to the Programme In-charge/Coordinator at Programme Study Centre allotted to you during the workshop).

**FEEDBACK SHEET ON WORKSHOP-BASED PRACTICAL ACTIVITIES**

(To be filled by the students at the end of the workshop and to be submitted to the Programme In-Charge / Coordinator of PSC)

1. Name of the student: ..... Enrolment Number: .....
2. Programme Study Centre: ..... Centre Code: .....
3. Total number of days participated in the workshop: ..... days.
4. Please respond to the following
  - a) Did the workshop meet your expectations? Yes/No
  - b) Did you find sufficient time to interact with fellow students? Yes/No
  - c) Did you find time to present reports of the community-based practical activities completed by you and get any feedback on the same during the workshop? Yes/No
  - d) Did you find the workshop activities appropriate to provide sufficient scope for your effective participation? Yes/No
  - e) Did you find the timing of the workshop convenient? Yes/No  
If your answer is 'No' to e) above, please suggest the most convenient time period. From \_\_\_\_\_ to \_\_\_\_\_.

5. Please tick one of the options given against the following questions.

a)	How do you rate the resource persons?	Excellent	Good	Average	Poor
b)	How do you rate your interaction with fellow students?	Excellent	Good	Average	Poor
c)	How do you rate the sessions in general?	Excellent	Good	Average	Poor
d)	How do you rate the sessions based on audio/video lessons?	Excellent	Good	Average	Poor

6. Mention three most important strengths and weaknesses of the workshop, as perceived by you.
 

Strengths

  - i)
  - ii)
  - iii)

Weaknesses

  - i)
  - ii)
  - iii)
7. Please mention your overall impressions of the workshop.
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_

Place:

Signature: .....

Date:

Name: .....

Enrolment No.: .....

Address: .....

**ADULT EDUCATION TRAINING CENTRE/INSTITUTION-BASED  
PRACTICAL WORK**

**(To be submitted by the student to the PIC/Coordinator of the Programme Study Centre concerned after completing adult education training centre/institution-based practical work)**

1. Name and address of the Adult Education Training Centre/Institution:

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

2. Name and Address of your Mentor at the Adult Education Training Centre/Institution:

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

3. Whether the report of the Adult Education Training Centre/Institution-based Practical is authenticated and commented upon by the Mentor? Yes/No

4. Whether the report of the Adult Education Training Centre/Institution-based Practical Work done is attached? Yes/No

5. Did you face any difficulty during the period of your work with the Adult Education Training Centre/Institution? If yes, please specify.

- i)
- ii)
- iii)

Date:

Signature: .....

Name: .....

Enrolment No.: .....

Address: .....



**ADULT EDUCATION TRAINING CENTRE/INSTITUTION-BASED  
PRACTICAL WORK**

**(To be submitted by the in-service student to the PIC/Co-ordinator of the Programme Study Centre concerned after acting as a Mentor to a pre-service student intern of PGDAE/MAAE programme)**

**Employment-cum-Mentor Certificate**

(To be provided by the Head of organisation)

This is to certify that Mr./Ms. .... has been working with this organisation (name) ..... since (date)..... in the post of ..... He/she is a regular full-time/part-time employee of the organisation. He/she has acted as a Mentor to the PGDAE / MAAE student (name) ..... with Enrolment No. .... of IGNOU, who had been with this organisation as a voluntary/paid intern from ..... to ..... for perform practical activities as a part of his/her Adult Education Training Centre / Institution-based Practical Work.

Date: .....

Signature of the Head of the Organisation

Name: .....

Designation: .....

Address: .....

.....

(Seal/Stamp)

**INSTRUCTIONS**

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

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


Programme Code	<input type="text"/>	Regional Centre Code	<input type="text"/>	Study Centre Code	<input type="text"/>
Enrolment No.	<input type="text"/>	Exam Centre Code (Where you wish to appear in Exam)	<input type="text"/>		
Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)					
<input type="text"/>					
Address for Correspondence (Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Street Name, P.O., etc.)					
<input type="text"/>					
<input type="text"/>					
City			District		
<input type="text"/>			<input type="text"/>		
State				Pin Code	
<input type="text"/>				<input type="text"/>	
MOBILE NO.					
<input type="text"/>					

**COURSE OPTION:**

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/ PGDLAN/BLIS Programme. **FEE ₹ 60/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.**

S.No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>

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

Total No. of Courses		Total Amt.		1. Draft No.		<input type="text"/>
Theory Courses	<input type="text"/>	X ₹ 60	<input type="text"/>	Amount	<input type="text"/>	
Practical Courses	<input type="text"/>	X ₹ 60	<input type="text"/>	2. Draft No.	<input type="text"/>	
Late Fee	<input type="text"/>		<input type="text"/>	Amount	<input type="text"/>	
<b>TOTAL</b>			<input type="text"/>	Date	<input type="text"/>	
SIGNATURE OF THE STUDENT (with in the Box only) 				Issuing Branch _____		
				Payable at (Regional Centre under which your exam centre falls)		

ISSUING BANK	<input type="text"/>
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Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 September to 30 September	NIL	<b>ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS</b>
1 April to 20 April	₹ 300/-	1 October to 20 October	₹ 300/-	
21 April to 30 April	₹ 500/-	21 October to 31 October	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 November to 15 November	₹ 1000/-	

**Before submitting the examination form please ensure that:**

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 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 - **₹ 60/- (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](http://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](http://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. \_\_\_\_\_

Phone No. (O) \_\_\_\_\_ Email Id \_\_\_\_\_  
(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\_\_\_\_\_

(Signature & Stamp of Co-ordinator/Incharge)

Date \_\_\_\_\_

Study Centre/PSC/PI/Community College