



Indira Gandhi National Open University

School of Foreign Languages

Certificate in Russian Language

PROGRAMME GUIDE



**School of Foreign Languages
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068
www.ignou.ac.in**

CERTIFICATE IN RUSSIAN LANGUAGE

PROGRAMME GUIDE



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PROGRAMME CODE: CRUL (FOR DISTANCE MODE)
PROGRAMME GUIDE FOR DISTANCE MODE STUDENTS

The University reserves the right to change the rules and procedures described in this Programme Guide. Please check from time to time with the University to get updates. Also read IGNOU Newsletter in which updates are given.

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degree/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and at par with Degree/Diplomas/Certificates of all Indian Universities/Deemed University/Institutions vide UGC Circular No. F.1-52/2000 (CPP-II) dated May 5, 2004 & AIU Circular No. EV/B(449)/94/176915-177115 dated January 14, 1994.

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi.

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Message from the Programme Coordinator

Dear learners,

Welcome to IGNOU SOFL,

This Self Learning Material or SLM which you have received from IGNOU has been specifically designed for the learners of Certificate in Russian Language. This SLM is being prepared keeping in mind the requirement and needs of today's learner. The SLM along with the Audio Visual Material or AVM will help you understand the basics of the Russian language. Since both SLM and AVM are integral in nature, which will enable you in Reading, Writing, Listening and Speaking Russian in a better way. In the AVM we have included some more interesting activities for practicing oral communication in Russian. By doing this you will be able to become more conversant in Russian language. Further, dialogues and texts have been given to make you understand the common Russian words and expressions more efficiently.

Throughout the SLM you will find various activities with "Listen, read and learn; Listen and repeat; Listen and speak; Listen and pronounce" etc. captions. Look for the media sign

like this  which means the same activity can be listened to through the Audio Visual Material or AVM (provided to you separately in the form of CD) if you go directly to the designated activity number (bearing same block and unit number in the AVM). For simplicity, all blocks and units (both SLM and AVM) have been indicated with similar activity number so that you face no difficulty in listening to the activities. We strongly recommend you to listen to all activities given in the audio/visual format for better comprehension and understanding of the SLM. In this regard, your academic counselor at the designated Regional Centre/ Study Centre will guide you further. We also strongly advise you to attend all your counselling sessions regularly.

I wish you all the best!

Shivaji Bhaskar

Programme Coordinator

Certificate in Russian Language (CRUL)

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1. ABOUT THE UNIVERSITY

Introduction

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

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

Prominent Features

IGNOU has certain unique features such as:

- i. International jurisdiction
- ii. Flexible admission rules
- iii. Individualized study: flexibility in terms of place, pace and duration of study.
- iv. Use of latest information and communication technologies
- v. Nationwide student support services network
- vi. Cost-effective programmes
- vii. Modular approach to programmes
- viii. Resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organizations.
- ix. Socially and academically relevant programmes based on students need analysis.
- x. Convergence of open & conventional education systems

Important Achievements

- i. Emergence of IGNOU as the largest Open University in the World.
- ii. Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- iii. Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- iv. Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- v. Student enrolment has almost doubled in four years from 1.5 million to over 2.7 million.

- vi. UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- vii. On spot delivery of study material to students.
- viii. Largest network of learning support system.
- ix. Declaration of Term-End-Examination result within 45 days.

2. SCHOOL OF FOREIGN LANGUAGES (SOFL)

The School of Foreign Languages (SOFL) is one of the 21 Schools of Studies at IGNOU, established in 2007.

Aim of the school is:

- To offer innovative, flexible and cost-effective foreign language programmes to learners from all sections of the society.
- To offer programmes based on the specific needs of the learners.
- To promote communication across borders and countries.

In view of the existing demand due to its multiple practical applications, the study of foreign languages is gaining lots of importance in today's globalized world and the demand is growing continuously.

Programme Delivery:

The University provides multi-channel, multiple media, teaching/learning packages for instruction and self- learning.

This programme will be delivered through ODL mode.

3. ABOUT THE PROGRAMME

Certificate in Russian Language

The Certificate in Russian Language is six- month programme of 16 Credits. The programme aims at providing beginners with basics of Russian Language. The objective of the programme is to introduce learners to the basics of Russian grammar and phonetics so that they can read, write, listen and speak Russian in an accurate manner. The programme is bilingual (Russian/English) in medium and has Self Learning material integrated with Audio-Visual components, which will further enhance their leaning capacity. The Programme will enable learners to speak and write Russian with confidence in their daily communications.

Eligibility: 18 years of age and above.

Qualification: No Bar (Class 10th level of English proficiency is desirable)

Programme Fee: Rs. 2500/-

Programme Structure:	
Programme Title	Certificate in Russian Language
Programme Code	CRUL
Course Title/ Credits/ Course Code	Communication Skills-I/8/ORU-001
Course Title/ Credits/ Course Code	Communication Skills-II/8/ORUL-002
4. SCHEME OF STUDY	

1. CRUL is a tightly structured multi-media integrated programme where each component is important to successfully complete the programme. It involves:

- Self-learning phase** with SLMs and Audio Visual CDs.
- Self-learning phase** is the most important phase as you will be able to benefit from counseling sessions much better if you prepare yourself with your queries and related issues.

2. Counselling Session

There will be contact classes on week-ends spanning over the entire duration of the course. These contact classes shall be conducted at the respective study centres allotted to you by the RC. Two lectures of two academic hours each shall be conducted on Sundays. However, these contact classes are not compulsory keeping in mind the difficulty of some learners in attending the classes, but it is highly recommended that you must attend these classes. These contact classes would cover all the units. Each contact class will cover on an average 1-2 unit. The following activities are likely to form part of a counselling session:

- Feedback test
- Review
- Preview
- Activities/exercises – discussion
- Homework correction
- Remedial teaching/exercises
- Reinforcement worksheets
- Language games
- Speech and pronunciation practice
- Dictation
- Reading comprehension
- Tips on learning strategies and time management

You will benefit from the contact classes much more if you go prepared for them. They form an important aspect of the programme. You will be helped by the counselors to learn the language skills including the speaking skills by a judicious combination of above mentioned activities and further improvisation. You will also be assessed during these sessions. So, attending counselling sessions is a must. As the counselling sessions are sequentially planned, missing, these sessions will hamper your progress.

3. Distribution of Material

The material will be handed over to the students by the respective Regional Centre on the first day of counselling/induction programme (to be notified). You will be introduced to the Open and Distance Learning system (ODL). A Detailed discussion on the entire programme will also take place.

5. SCHEME OF STUDENT ASSESSEMNT AND EVALUATION

The evaluation for Certificate in Russian Language consists of two parts:

- 1. Continuous Assessment**
- 2. Term End Examination (TEE)**

1. Continuous Assessment

Continuous assessment will be done during the study of the programme. It will consist of two parts:

- I) Written competence through assignment, weightage 30% and
- II) Oral competence.

The overall weightage of continuous assessment will be 30%

Theory Assignments

There will be 2 assignments, one each after completion of courses I and II. Students can complete the assignments at their home and submit to their Counselor at the designated Regional Centre/Study Centre.

Practical Assignments (Oral)

Students will have to do 2 practical assignments after completion of courses I and II. The practical assignments will be conducted by counselors. It carries no weightage.

Pass Percentage

Every student will have to obtain at least 35% marks in continuous assessment and term end examination separately in order to pass the course/programme.

2. Term End Examination (TEE)

Term end examination for each course will be held in June and December. Only those students will be eligible to appear in the TEE who has submitted their assignments. The TEE will have a weightage of 70% in overall assessment scheme.

6. SCHEME OF EXAMINATION

There will be written TEE for the following two courses:

Course Title	Course Code	Paper	Duration	Max. Marks
Communication Skills-001	ORU-001	Paper – I	3hrs	MM 100
Communication Skills-002	ORUL-002	Paper – II	3hrs	MM 100

Examination Fee

Student will have to pay Rs. 120/- for each paper as examination fee. In case a student fails to secure pass marks in any of the courses, s/he will have to reappear in that course again after paying the fee @ Rs. 120/- per paper.

Examination Date Sheet

Examination Date Sheet (Schedule which indicates the date and time of examination for each course) is put on the IGNOU website (www.ignou.ac.in) well in advance.

Examination Centre

Normally the study center is the examination center. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and Prospectus/ Programme Guide. In case any student wishes to take examination at a particular centre, the code of the chosen centre is to be filled up as examination centre code. However, examination centre chosen by a student, if it is not activated, the University will allot another examination centre under the same Region.

Examination Form

Filling up of examination form is compulsory for taking term-end examination. A specimen copy of the Examination form is given in the Programme Guide. You can procure it from the study centre or download examination form from IGNOU website i.e. www.ignou.ac.in. Examination form can be submitted as per the following scheme:

June, TEE	December, TEE	Late FEE	Where to Submit the Form
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	Concerned Regional Centre.
1 st April to 30 th April	1 st Oct to 30 th Oct	Rs. 500/-	
1 st May to 15 th May	1 st Nov to 15 th Nov	Rs. 1000/-	

Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favor of IGNOU, and payable at your respective Regional Centre.

For example:

If you are a student based in New Delhi- the Demand Draft should be payable at New Delhi

The examination form received after due dates or without late fee, wherever applicable, shall be rejected.

Issue of Examination Hall Ticket

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

Eligibility for Examination

Before taking examination a student should meet the following conditions:

- i) Submitted the assignments prescribed for that course
- ii) Submitted the examination form within prescribed dates
- iii) Submitted the examination fee as prescribed

Scheme of Awarding Divisions

As already indicated a student has to obtain minimum 35% marks in each component of the assessment i.e. theory assignment, practical assignment and term-end examination in each course. Overall scheme of awarding Division is as follows:

Distinction	- 75% and above
I Division	- 74.9% to 60%
II Division	- 59.9% to 50%
III Division	- 49.9% to 35%
Unsuccessful	- Below 35%

Specific Instructions for Assignments

The top of the first page of your response sheet should look like this:

Enrolment No.Programme Title: CRUL

Course Code..... Assignment No.....

Course Title:

Student's Name:

Address:

Signature with date:

1. Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of our response sheet.
2. Write the Programme Title, Course Code, Assignment number and Name of your Study Centre on the left hand corner of the first page of your response sheet.

Course Code and Assignment Code may be reproduced from the assignment.

3. Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
4. Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
5. Write the responses in your own hand. Do not print or type the answers.
6. Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
7. Write each assignment separately. All the assignments should not be written in continuity.
8. Write the question number and the question with each answer.
9. The completed assignment should be submitted to counsellor of your respective centres. Under any circumstances do not send the tutor marked response sheets to the Student Registration and Evaluation Division at the Head Quarters for evaluation.
10. After submitting the assignments, get the acknowledgment from the counsellor on the prescribed assignment remittance-cum-acknowledgement card.

Admit Card

After receiving the Examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact the Regional Director of your Region. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received admit card or misplaced it, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

Every student must bring IGNOU identity card for appearing in Term End Examination along with the Admit Card.

Examination Centre

The University at its discretion may allot you any examination centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered.

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

Declaration of Result

It is your duty to check whether you are registered for that 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 result will be cancelled.

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are therefore, advised to fill the form without waiting for the result and you may get it cancelled at a later date if so required.

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

7. ADDRESS FOR ALL QUERIES

Administrative Matters

Regional Director of your
Respective Region

Academic Matters

Mr. Shivaji Bhaskar
Programme Coordinator CRUL
R.No. 9, SOFL, Block 15D, IGNOU
Maidan Garhi, New Delhi-110068
Email: shivajibhaskar@ignou.ac.in
Tel: 011-29571639
011-29571640
+91-9810018240

8. SYLLABUS 16 CREDITS

The programme has been divided into two courses as follows:

<p>ORU-001 COMMUNICATION SKILLS – I Credit - 8(Print)</p> <p>Block 1: Reading and Writing</p> <p>Unit 1 Russian sounds</p> <p>Unit 2 Voiced & voiceless consonants</p> <p>Unit 3 Gender in Russian Language</p> <p>Unit 4 Russian verbs and their conjugations</p> <p>Unit 5 Interrogative words and expressions</p> <p>Block 2: Reading and Writing</p> <p>Unit 1 Construction of sentences expressing place of action.</p> <p>Unit 2 Construction of sentence indicating “about whom and about what”</p> <p>Unit 3 Verbs of motion</p> <p>Unit 4 Aspects of Russian verbs</p> <p>Unit 5 Complex sentences</p> <p>Block 3: Reading and Writing</p> <p>Unit 1 Direct objects of Transitive verbs- Inanimate Masculine and neuter singular noun, qualifying adjective and pronoun.</p> <p>Unit 2 Direct objects of Transitive verbs- Inanimate feminine singular noun, qualifying adjective and pronoun, inanimate plural.</p> <p>Unit 3 Direct objects of Transitive verbs- animate singular noun, qualifying adjective and pronoun</p> <p>Unit 4 Direct objects of Transitive verbs- animate plural noun, qualifying adjective and pronoun</p>	<p>ORUL-002 COMMUNICATION SKILLS- II Credit – 8(Audio/ Visual)</p> <p>Block 1: Listening and Speaking</p> <p>Unit 1 Russian sounds</p> <p>Unit 2 Voiced & voiceless consonants</p> <p>Unit 3 Gender in Russian Language</p> <p>Unit 4 Russian verbs and their conjugations</p> <p>Unit 5 Interrogative words and expressions</p> <p>Block 2: Listening and Speaking</p> <p>Unit 1 Construction of sentences expressing place of action.</p> <p>Unit 2 Construction of sentence indicating “about whom and about what”</p> <p>Unit 3 Verbs of motion</p> <p>Unit 4 Aspects of Russian verbs</p> <p>Unit 5 Complex sentences</p> <p>Block 3: Listening and Speaking</p> <p>Unit 1 Direct objects of Transitive verbs- Inanimate Masculine and neuter singular noun, qualifying adjective and pronoun.</p> <p>Unit 2 Direct objects of Transitive verbs- Inanimate feminine singular noun, qualifying adjective and pronoun, inanimate plural.</p> <p>Unit 3 Direct objects of Transitive verbs- animate singular noun, qualifying adjective and pronoun</p> <p>Unit 4 Direct objects of Transitive verbs- animate plural noun, qualifying adjective and pronoun</p>
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<p>Unit 5 Complex sentences and expression of time.</p> <p>Block 4 : Reading and Writing</p> <p>Unit 1 Nouns expressing possession/belongingness and negation</p> <p>Unit 2 Adjectives expressing possession/belongingness and negation</p> <p>Unit 3 Adjective with numerals and comparative forms of adjective</p> <p>Unit4 Plural nouns indicating possession/belongingness and negation</p> <p>Unit 5 Adjective and pronoun indicating possession/belongingness and negation in plural</p> <p>Block 5 : Reading and Writing</p> <p>Unit 1 Forms of noun indicating indirect object</p> <p>Unit 2 Forms of adjectives and pronouns indicating indirect object.</p> <p>Unit 3 Plural forms singular nouns, adjective and pronouns indicating instrument of action</p> <p>Unit 4 Forms of singular nouns, adjective and pronouns indicating instrument of action.</p> <p>Unit 5 Plural forms of nouns, adjective and pronouns indicating instrument of action.</p>	<p>Unit 5 Complex sentences and expression of time.</p> <p>Block 4: Listening and Speaking</p> <p>Unit 1 Nouns expressing possession/belongingness and negation</p> <p>Unit 2 Adjectives expressing possession/belongingness and negation</p> <p>Unit 3 Adjective with numerals and comparative forms of adjective</p> <p>Unit4 Plural nouns indicating possession/belongingness and negation</p> <p>Unit 5 Adjective and pronoun indicating possession/belongingness and negation in plural</p> <p>Block 5 : Listening and Speaking</p> <p>Unit 1 Forms of noun indicating indirect object</p> <p>Unit 2 Forms of adjectives and pronouns indicating indirect object.</p> <p>Unit 3 Plural forms singular nouns, adjective and pronouns indicating instrument of action</p> <p>Unit 4 Forms of singular nouns, adjective and pronouns indicating instrument of action.</p> <p>Unit 5 Plural forms of nouns, adjective and pronouns indicating instrument of action.</p> <p>Listening and Speaking</p> <p>(Supplementary Material in the form of various Dialogues and Texts as lessons and Vocabulary)</p>
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9. IGNOU REGIONAL CENTRES

TENTATIVE LIST OF EXAMINATION CENTRES

SL.NO.	CENTRE	RC CODE	EXAM CITY
1.	0103	33	Vijayawada
2.	0109	84	Visakhapatnam
3.	01131	01	Hyderabad
4.	0159	33	Tirupati
5.	0301	03	Itanagar
6.	0401	04	Guwahati
7.	0410	37	Jorhat
8.	0505	82	Bhagalpur
9.	0513	32	Ranchi
10.	0516P	05	Patna
11.	0522	46	Darbhanga
12.	0601	06	Chandigarh
13.	07102	07	South Extn. Delhi
14.	0769	29	Shahdara
15.	0775P	38	Naraina Vihar
16.	0801	08	Comba
17.	0901	09	Navranpura, Ahmedabad
18.	1007	07	Faridabad
19.	1064P	10	Karnal
20.	1101	11	Shimla
21.	1104	11	Hamirpur
22.	1105	11	Dharamshala
23.	1201	12	Jammu
24.	1209	30	Srinagar
25.	1301	13	Bangalore
26.	1302	13	Mangalore
27.	1305	13	Mysore
28.	1310	85	Bellary

TENTATIVE LIST OF EXAMINATION CENTRES

SL.NO.	CENTRE	RC CODE	EXAM CITY
29.	1402	14	Cochin
30.	1403	83	Kozhikode
31.	1441	40	Thiruvananthapuram
32.	1501	15	Bhopal
33.	1502	41	Jabalpur
34.	1504	15	Gwalior
35.	1505	35	Bilaspur
36.	1529P	15	Indore
37.	1601	49	Vidyavihar, Mumbai
38.	1603	49	Vileparle-E
39.	1605	16	Satara
40.	1607	36	Nagpur
41.	1608	16	Nasik
42.	1609A	36	Amravati
43.	1610	16	Aurangabad
44.	1638	16	Pune
45.	1701	17	Imphal
46.	1801	18	Shillong
47.	1901	19	Aizawl
48.	2101	21	Bhubaneswar
49.	2103	21	Rourkela
50.	2110	44	Koraput
51.	2205	22	Amritsar
52.	2206	22	Ludhiana
53.	2320	23	Jaipur
54.	2321	88	Jodhpur
55.	2501	25	Chennai
56.	2636	26	Agartala

TENTATIVE LIST OF EXAMINATION CENTRES

SL.NO.	CENTRE	RC CODE	EXAM CITY
57.	2702	47	Agra
58.	2705	31	Dehradun
59.	2706	27	Kanpur
60.	2708	48	Varanasi
61.	2711	31	Haldwani
62.	2718	39	Ghaziabad
63.	2720	27	Lucknow
64.	2739	39	Noida
65.	2804	28	Park St. Kolkata
66.	3603	32	Dhanbad
67.	38027	38	Gurgaon

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI) DAMAN & DADRA NAGAR HAVELI (U.T.)
3	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. C-4/5 R. HAUTLUANGA BUILDING UPPER REPUBLIC 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	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR, SAMBHAL)
5	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352 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) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH)
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S OLD ADMINISTRATIVE BUILDING, SMT. BANGARAMMA SAJJAN CAMPUS, SOLAPUR ROAD, BIJAPUR -586103 KARNATAKA 08352-260006 08352-260005 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590277,2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE G R COMPLEX THIRD FLOOR 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU 044-24312766/24312979 044-24312799 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR, ARIYALUR), PUDUCHERRY (U.T.)
12	COCHIN	14	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, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWARANAGAR NEAR CENTRAL BANK DARBHANGA - 846 004, BIHAR 06272-251862, 06272-251833, 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
15	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 /26990082-83 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTEN- SION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 / 23392 737 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17	DELHI 3	38	DR. C. K. GHOSH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088964 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, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DIS- TRICT: GURGAON, MEWAT)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-31A, BELOW CENTRAL REFERAL HOSPITAL, EAST SIKKIM GANKTOK - 737 102, SIKKIM 0359-231102/270923 0359-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MORIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	IMPHAL	17	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 (DIS- TRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
23	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-23517051/2247536 0360-2350990 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)
24	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 2600219 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25	JAIPUR	23	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2785750 0141-2396427 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001, JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2561154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE EDUCATION AND WELFARE SOCIETY CAMPUS, PAL LINK ROAD, KAMLA NEHRU NAGAR, JODHPUR RAJASTHAN 342008 0291-2012986, 0291-2012987 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
28	JORHAT	37	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. 337 A.T. TOAD, TARAJAN POOL JORHAT - 785001, ASSAM 0376-2371116/2370214 0376-2371115 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DIS- TRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020, ORISSA 06852-251535 06852-251535 06852-252503 rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, (SRC-KANDHMAL-BOLANGIR, SONEPUR, BOUDH)), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KONDAGAON)
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2746145 relucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI, 625 018 TAMIL NADU 0452-2370733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI MUMBAI - 400 081 MAHARASHTRA 022-25633159 / 25635540 022-25635411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
37	NAGPUR	36	DR.P.SIVASWAROOP REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033, MAHARASHTRA 0712-2536999,2537999 0712-2022000, 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT, GHAZIPUR, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2414553 0832-2414550 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)
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL,AURANGABAD,BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRA)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, SOUTH POINT PORT BLAIR, 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 03192-230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016, MAHARASHTRA 020-25671867 / 25651321 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
43	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD, RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI)
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT, 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)
46	RANCHI	32	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, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAUSHALYA MANSION NAYA BAZAR, SAHARSA 852201 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIYA, KISHANGANJ & PURNIA)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2520503 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY, SILIGURI SILIGURI - 734 001, WEST BENGAL 0353-2526818/2526819 0353-2526829 0353-2526829 resiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASH- MIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 KERALA 0471-2344113/2344120 0471-2344115 0471-2344121 retrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO) VATAKARA, KOZHIKODE 873104, KERALA 0496-2525281 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAND, KOZHIKODE)
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL KOTHAPET VIJAYAWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, KHAMMAM, (SRC-TIRUPATI-CHITTOOR, KADAPA, KURNOOL, ANANTAPUR))
56	VISAKHAPATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM-530017 ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

IGNOU – ARMY RECOGNIZED REGIONAL CENTRES
(For ARMY Personnel Only)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 (CIVIL) 2670(MILITARY) 033-22222668 rc51army_ec@yahoo.co.in rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL.EDUCATION(G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeppc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

IGNOU – ARMY RECOGNIZED REGIONAL CENTRES
(For ARMY Personnel Only)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
06	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND

IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES
(For ASSAM RIFLES Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	81	IAREP– SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (D GAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA PH. OFF: 0364-2705181 FAX: 0364-2705184 iarrc_81@yahoo.co.in	COMMAND AREA

IGNOU – NAVY RECOGNIZED REGIONAL CENTRES
(For NAVY Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	71	INEP- NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI - 110066 DELHI PH. OFF: 011-26194686 FAX: 011-26105067 EMAIL: inepdelhi@rediffmail.com	NAVAL HQS
2.	72	INEP-MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA PH. OFF: 022-22752245 FAX: 022-22665458 EMAIL: inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3.	73	INEP-VISAKHA- PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH PH. OFF: 0891-2812669 FAX: 0891-2515834 EMAIL: inepv@hotmail.com rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
4.	74	INEP-KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA PH. OFF: 0484-266210,2662515 FAX: 0484-2666194 EMAIL: inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

IGNOU – SUB-REGIONAL CENTRES

SL. NO.	SUB-RC	MENTOR RC	ADDRESS	OPERATIONAL AREA
1	DARJEELING	Siliguri	ARD (I/C) IGNOU SUB REGIONAL CENTRE C/O RAMESH CUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB- DIVISION
2	KANDHAMAL	Bhubaneswar	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	Dehradun	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4	TIRUPATI	Vijayawada	ARD (I/C) IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL

10. SOME ESSENTIAL FORMS FOR YOUR USE

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

1. Assignment Remittance-Cum-Acknowledgment Form.
2. Change/Medium of Study/Courses Study
3. Application form for Issue of Provisional Certificate
4. Obtaining Photocopy of the Answer Script
5. Early Declration of Result of Term-End-Examination
6. Re-Evaluation of Answer Script
7. Improvement in Division/CLass
8. Application Form for Issue of Offical Transcript
9. Obtaining Duplicate Grade Card/Marksheet
10. Term-end Examination Form and Instructions.
11. Non-Receipt of Study Material & Assignments
12. Requisition for Fresh Set of Assignments
13. Application Form for Issue of Migration Certificate

Enrolment No. : Programme :

Name : _____

Course Code : _____ Medium : English/Hindi

S.No.	Assignment No.	For Office Use Only
		Sr. No. : _____
		Date of Receipt : _____
		Name of Evaluator : _____
		Date of despatch to the Evaluator : _____
		Date of receipt from Evaluator : _____
Sig. of dealing Accountant Date : _____		

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM**

Enrolment No. : Programme :

Name : _____

Course Code : _____ Medium : English/Hindi

S.No.	Assignment No.	FOR OFFICE USE ONLY
		Sr. No. : _____
		Signature of the receiver
		Date : _____
Signature of the Student _____ Date : _____		Seal

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

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

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

The Regional Director of your region.

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

Programme Code

Enrolment Number Date Change effective from

Name

New Address

Town

State Pin

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

Signature : _____ Date : _____

Existing Study Centre Code

New Study Centre Code :

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

To
The Regional Director



Change of Medium: Rs. 500/- for 4 credit and Rs. 1000/-for 8 credit per course
Change of Courses: Rs. 500/- for 4 credit per course
Rs. 1000/- for 8 credit per course.
This is permitted within 30 days from receipt of first set of course material

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

Enrolment No.:

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

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

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

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature:

Name _____

Address: _____

Phone &

Email _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

(Please Enclose a copy of your complete grade card.)

Filled in Application Form should be sent to:

The Registrar (Student Evaluation Division)
IGNOU,
Maidan Garhi,
New Delhi-110068

Date

.....

Signature



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name:
2. Programme: Enrolment No:
3. Address:

 Pin Code
4. Contact No
5. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - (a) Term-end examination: June/December
 - (b) Exam Centre Code:
 - (c) Exam Centre Address:

 - (d) Course(s):
6. Fee details:-
 (The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)
 No. of Course(s):..... × ` 100/- = Total Amount:
 Demand Draft No.: Date
 Issuing Bank:
7. Self attested photocopy of the Identity Card : Attached/Not attached
 issued by the University

UNDERTAKING

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

Date:

Signature:

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. The fee for photocopy of answer script shall be Rs. 100/- (Rupees One Hundred only) per course. Fee should be paid in the form of Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below in the last Para) along with the prescribed fee within 45 days from the date of declaration of results i.e., the date on which the result are placed on the IGNOU website.
4. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
5. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
6. Application form duly filled-in may be sent to the following address except CPE* & DPE* programmes:

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar, Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi - 110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Division at Hqs.
2.	Dy. Registrar, Evaluation Centre Periyar Thidal No. 50 EVK Sampath Road Vepery, Chennai-600 007	All Examinatin Centres in Chennai, Hyderabad Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara
3.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan Patna-800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj
4.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar
5.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar
6.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-411 016	All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizawl
7	Dy. Registrar IGNOU Regional Evaluation Centre "Mangolik", H/H-19/1, Bagupara PO-Aswinin Nagar, VIP Road Baguiati, Kolkata - 700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi

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

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Ban- galore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre “Mangolik” H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

1. _____

2. Programme : Enrolment No.

3. Ad-dress:.....
.....
.....

..... PIN:

4. Month and Year of the Exam :

5. Examination Centre Code :

6. Address of Examination Centre:
.....
.....

7.

Courses, in which Re-evaluation is sought	COURSE CODE	MARKS/ GRADE OBTAINED
.....
.....
.....
.....

8.

Fee detail:
(The fee for Re-evaluation of answer script is ` 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): × ` 500/- = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student
(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 00	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre “Mangolik” H/H- 19/1, Baguipara Baguiati P.O- Aswininagar, VIP Road, Kolkata -700159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....
.....

Pin					

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

Total marks/Overall point grade obtained

Percentage obtained

.....

.....

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

5. Courses(s), in which improvement is sought:

COURSE CODE

COURSE CODE

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | |

6. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

No. of Course(s): X ` 500/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

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

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

Exam. Centre Code..... City/Town

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

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

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

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. _____

2. Programme: Enrolment No:

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

3. Address:

.....

..... Pin

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

4. Purpose for which:
transcript is required

5. **Fee detail:**
Fee for the official transcript:-
Rs. 200/- per transcript, if to be sent to the student/institute in India.
Rs. 400/- or US\$1000 per transcript, if required to be sent to the Institute outside India by the University. (The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): × Rs. 200/ Rs. 400/- or US\$100 = Total Amount: Rs.....
Required

Demand Draft No.: Date:
.....

Issuing Bank:
.....

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)

7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)

.....

.....

.....

Date:..... (Signature of the student)

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

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

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



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

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

Address

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at last examination

Bank Draft / IPO No. Dated

for ` 150/- in favour of IGNOU, New Delhi

.....
Signature

Phone :

Date :

Note : Fee for duplicate grade card ` 150/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

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



ignou
THE PEOPLE'S
UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM – JUNE / DECEMBER, 201__

Appendix-XXI

EXAM FORM

Serial No.

Control No.

INSTRUCTIONS

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

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

Programme Code Regional Centre Code Study Centre Code

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

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

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

City District

State Pin Code

MOBILE NO. E-MAIL

Physically Handicapped (Please tick the relevant box) YES NO

Scribe/Amnuensis required by the student (Please tick the relevant box) YES NO

FOR SCRIBE/AMANUENSIS, THE STUDENT MAY APPROACH THE CONCERNED REGIONAL CENTRE (UNDER WHOM THE EXAMINATION CENTRE FALLS) ALONG WITH DISABILITY CERTIFICATE

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA/ PGDLAN / BLIS Programmes.
FEE ` 60/- PER COURSE (Demand draft in favour of IGNOU and payable at City of 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 Amount	1. Draft No.
Theory Courses	<input type="text"/> × 60	<input type="text"/>	<input type="text"/>
Practical Courses	<input type="text"/> × 60	<input type="text"/>	2. Draft No.
Late Fee	<input type="text"/>	<input type="text"/>	Amount
TOTAL		<input type="text"/>	Date
SIGNATURE OF THE STUDENT (within the Box only) <input type="text"/>		Issuing Branch _____ Payable at (Regional Centre under which your exam centre falls)	

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DECEMBER TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-*	1 Nov. to 15 Nov.	₹ 1000/-*	

*Exam for these students will be conducted at Regional Centre city only.

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) had 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. In case two exam forms are submitted the candidature will be cancelled.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.
13. No student will be allowed two exam centres for a TEE.

DECLARATION

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

Date _____

(Signature of the student)

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

Phone No. (O) (with STD code) _____

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

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

Centre Code _____

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

Date _____

To
The Regional Director



Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

Medium of Study

--

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

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

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

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

Signature :
Date :

For Official Use

Date of despatch of study material/assignments to students

Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

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

Sl. No.	Course Code	Assignments Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick () whichever is applicable)

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

Name and Address

Signature

.....

Date

.....

..... PIN

For Official Use Only :

Date of Despatch of Assignments to student



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

1. Name :
 2. Father's/Husband's Name :
 3. Address
- Pin

4. Particulars of last examination

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

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

Draft Details	
Amount Rs. _____	D.D. No. _____ Date _____
Bank Name _____	Place of Issue _____

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 400/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 400/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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



Indira Gandhi National Open University

Student Satisfaction Survey

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

Dear Student,

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

Vice-Chancellor, IGNOU.



Enrolment No.

Name

Gender : M F

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

Programme of Study

Year of Enrolment

Year of Completion

Regional Centre

State

Study Centre

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

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

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