

Programme Guide

Post Graduate Certificate in Information and Assistive Technologies for the Instructors of Visually Impaired (PGCIATIVI)



School of Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi 110 068
<http://www.ignou.ac.in>

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Further information about the School of Education and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068, or its website <http://www.ignou.ac.in>

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CONTENTS

	Page Nos.
1.0 About The Programme	5
2.0 Programme Frame Work	6
3.0 Instructional System	8
4.0 Evaluation	9
5.0 General Instructions	10
6.0 Term-End-Examination	13
7.0 General Instructions	16
Appendices	
I. List of Regional Centres	17
II. List of Programme Study Centres	26
III. Some Useful Forms	27

Dear student,

We welcome you to our academic programme, Post Graduate Certificate in Information and Assistive Technologies for the Instructors of Visually Impaired (PGCIATIVI). At the very outset we would like to tell you that following your enrolment in this programme, you have become a student of IGNOU, which offers educational programmes through the Open and Distance Learning mode. It is quite likely that this is going to be your first experience as a distance learner. Unlike other educational institutions where teaching and learning takes place in a face to face manner, IGNOU adopts a multi- media approach to facilitate teaching and learning. The print medium (The self learning material received by you) is the master medium. It is supplemented with instructions delivered through other media, made available as audio and video cassettes at the study centres, teleconferencing sessions, inter active radio counselling sessions, broadcasts through radio and television and face to face academic counselling sessions. Thus, there would be multiple modes through which we would be interacting with each other.

As part of our commitment to inclusive education and skill development, we have launched this programme. Certification of skills will help in getting gainful employment in this emerging and challenging area. It incorporates the flexibility of open distance learning with face to face interaction during the counselling sessions at the programme study centres for both theory and practical components. The programme has four courses which are integrated in nature. You will find that many units include activities that help you learn while doing with the objective of making learning effective.

This programme guide has been prepared to help you to gain an overall idea about the various aspects related to the programme, PGCIATIVI in which you have enrolled. In case you have any further queries, you may contact the programme coordinator by e-mail at dvenkatesh@ignou.ac.in or you may write at the address:

Programme Coordinator, PGCIATIVI
SOE, IGNOU, Maidan Garhi,
New Delhi-110068

With best wishes,
Members of Faculty
School of Education
IGNOU

1.0 ABOUT THE PROGRAMME

It provides opportunity for educating and training the instructors of the Visually Impaired. The programme equips the learners in the use of modern and updated information and assistive technologies. Provides hands on experience in acquiring skills and competencies. This is a competency based programme for those instructors / educators who are working with Visually Impaired. Certification will help them in getting gainful employment in this emerging and challenging area.

1.1 Programme Objectives

- To sensitise the learners in understanding people with visual impairment.
- To orient the learners about the assistive and information technologies in general and for people with visual impairment in particular;
- To equip the learners in the use of assistive and information technologies in teaching people with visual impairment;
- To provide learners hands on experience in acquiring skills and competencies in facilitating learning in people with visual impairment.

1.2 Programme Code: PGCIATIVI

1.3 Programme Credit

The programme is of 16 credits (with four courses of four credits each). At IGNOU, one credit is considered to be equivalent to 30 hours of study and other academic activities relevant to the course. It gives you an idea of the inputs required by the course of study.

1.4 Eligibility

- i) Bachelor degree in Computer Science from a recognized University (BCA/BSc-Computer Science)

OR

- ii) Bachelor degree in any discipline from a recognized University with diploma/certificate in Computer Science

OR

- iii) Bachelor degree in any discipline from a recognized University subject to the condition that PGCIATIVI will only be awarded after successfully completing the CIT programme from IGNOU.

1.5 Mode of selection

Selection will be based on merit. Preference will be given to those candidates who have teaching experience in the field of Visual Impairment.

1.6 Medium of Instruction : English

1.7 Duration of the Programme

Minimum 6 Months and Maximum 2 years offered in both January and July cycle of admissions

1.8 Programme Fee

The programme fee is Rs.5000/- for the entire programme of six months. The total fee is to be paid at the time of admission in the form of Demand Draft/Challan drawn in favour of IGNOU, payable at New Delhi.

1.9 Student Intake

20 Students will be admitted at every programme study centre.

2.0 PROGRAMME FRAMEWORK

The Programme consists of 4 courses. The details are as follows:

S.N.	Course Code	Course Title	Nature of Course	Credits
1	MVEI 011	Understanding the Learner	Integrated (Theory+ Practical)	4
2	MVEI 012	Assistive and Adaptive Technologies	Integrated (Theory+ Practical)	4
3	MVEI 013	Software's for Visually Impaired	Integrated (Theory+ Practical)	4
4	MVEI 014	Communication Skills	Integrated (Theory+ Practical)	4

2.1 Details of the Courses

MVEI011 : UNDERSTANDING THE LEARNER

Block 1 : Understanding the Disability

Unit 1 : Definitions, Meaning and Concept

Unit 2 : Understanding the Visual Impairment

Unit 3 : Implications of Visual Impairment

Block 2 : Disability and Law

Unit 4 : Persons with Disabilities and the Constitution

Unit 5 : International Framework for Disability

Block 3 : Teaching and Evaluation Methodology

Unit 6 : Introduction to Teaching Methodology

Unit 7 : Evaluation Methodologies

- Block 4** : **Plus Curriculum for Visually Impaired**
- Unit 8 : Sensory Training
- Unit 9 : Orientation and Mobility
- Unit 10 : Braille
- Unit 11 : Daily Living Skills

MVEI012: ASSISTIVE AND ADAPTIVE TECHNOLOGIES

- Block 1** : **Overview of Assistive and Adaptive Technologies**
- Unit 1 : Assistive and Adaptive Technologies (Historical Perspective)
- Unit 2 : Adaptive Technologies
- Unit 3 : Assistive Technologies
- Unit 4 : Emerging Trends
- Block 2** : **Accessibility**
- Unit 5 : Introduction to Accessibility
- Unit 6 : Web Accessibility
- Unit 7 : Other Accessible Technologies

MVEI013: SOFTWARE'S FOR VISUALLY IMPAIRED

- Block 1** : **Screen Reading Software**
- Unit 1 : Working with Screen Reader
- Unit 2 : Introduction to Screen Reading Software
- Unit 3 : Word Processing with Screen Readers
- Unit 4 : Spreadsheets with Screen Readers
- Unit 5 : Using Database with Screen Readers
- Block 2** : **Screen Magnification Technology**
- Unit 6 : Introduction to Screen Magnification Technologies
- Unit 7 : Customizing Screen Magnification Software
- Block 3** : **Optical Character Recognition**
- Unit 8 : Introduction to Optical Character Recognition
- Unit 9 : Working with Optical Character Recognition
- Block 4** : **Refreshable Braille Display and Embossing**
- Unit 10 : Introduction to Refreshable Braille and Tactile Reader
- Unit 11 : Braille Embossing

MVEI014 : COMMUNICATION SKILLS

Block 1 : English in Daily Life

- Unit 1 : Introduction to Communication
- Unit 2 : Greetings and Introductions
- Unit 3 : Skills Required at the Job: Telephoning
- Unit 4 : Importance of Small Talk in Business
- Unit 5 : Email and SMS

Block 2 : English for the Job Market

- Unit 6 : Profiling Oneself for the Job Market
- Unit 7 : Looking for a Job
- Unit 8 : Portfolio Making
- Unit 9 : Writing your Curriculum Vitae (CV)
- Unit 10 : Job Interviews

Block 3 : English at the Work Place I

- Unit 11 : Presentation Skills-I
- Unit 12 : Presentation Skills-II
- Unit 13 : Participating in Discussion
- Unit 14 : Body Language: Non-Verbal Communication
- Unit 15 : Using Computers in Daily Life

Block 4 : English at the Work Place II

- Unit 16 : Business Correspondence
- Unit 17 : Report Writing
- Unit 18 : Work Ethics

3.0 INSTRUCTIONAL SYSTEM

At IGNOU Multimedia approach is adopted for delivering instruction. The various instructional components are face to face interaction during counselling sessions, self-instructional print material, hands on experience, audio/video programmes and assignments.

3.1 Print Material

The print materials are self- instructional in nature. It is supplied to the students in the form of blocks. Each block contains 2-5 units. The University provides study material and assignments to the students.

3.2 Audio/Video Programmes

The audio and video programmes are supplementary, meant for clarification and enhancement of understanding. Besides, the video programmes are telecast on the national network of Gyan Darshan and audio programmes are broadcast on Gyan Vani channel. Learner can confirm the dates of telecast and broadcast for the programme from their programme study centre. The information is also provided through IGNOU newsletters sent to the learners periodically.

3.3 Counselling Sessions

Counselling sessions are mainly held on weekends, that is to say, Saturday and Sunday of the week. The details of the practical counselling schedule will be made available to you by the coordinator of your programme study centre.

3.4 Assignments

Assignments are an integral component of the instructional system. There is one assignment for each course. Students will have to work on these assignments. These assignments are to be submitted to the programme study centre.

3.5 Practical

This programme has practical and hands on experience components also. For successful completion of the programme, a participant is required to have a minimum of 75% attendance in the practical counselling sessions. A participant will not be eligible to appear in the term-end examination if the percentage of attendance in practical counselling sessions falls below 75%. He/she can, however, appear for the theory papers.

3.6 Web Based Support

The learners can have access to IGNOU's website at the following address: www.ignou.ac.in. This website offers relevant information to the general public and student support facilities to the learners.

4.0 EVALUATION

The evaluation of the performance of the students will be based on continuous evaluation and term end examination.

Theory: For theory component, evaluation comprises three aspects:

- a) Self-evaluation exercises within each unit of study (non-credit).
- b) Continuous evaluation in the form of periodic compulsory assignments. This carries a weight age of 15% for each course.
- c) The term-end examination has a weight age of 35% for each course.

Term-end examinations will be held in June/December every year.

Practical: For the Practical component, the evaluation comprises these aspects:

- a) Continuous evaluation of practical assignments. This carries a weight age of 35% for each course.
- b) Evaluation of performance in practical examination. This carries a weight age of 15% for each course.

In each course, the student will have to obtain at least D grade in both continuous and terminal evaluation separately. However, the overall average should be at least C grade for the successful completion of the course. The students are specifically instructed to send examination forms to registrar (SED) only and to no other place.

If a student has missed any Term-end Examination of a course for any reason, he/she may appear in the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only up to a period of two years from the date of registration.

The letter grade system is used for grading continuous and terminal examination components.

These letter grades are:

Letter grade	Qualitative level	Point grade	Percent (%)	Division
A	Excellent	5	80% & above	1 Division with distinction
B	Very Good	4	60-79.9%	I
C	Good	3	50-59.9%	II
D	Average	2	40-49.9%	III
E	Unsatisfactory	1	Below 40%	Failed

5.0 SUBMISSION OF ASSIGNMENTS

The purpose of asking you to work on the assignment is to test the progress made by you. The answers are to be based on own judgment and experience. You should not reproduce the text materials or copy the information from other sources. However, may use course material and any other sources of information you have for reference but the answer should be in your own words and should reflect your own ideas. Please note that the assignment carries the weight age of 50% towards the final evaluation of each (theory and practical) course and submission of related assignment is a pre-requisite for appearing in theory and term end examination for respective courses. If you do not complete the assignments, according to the time schedule of assignment of this session/year, then you have to attempt new assignment(s) of next academic session/year.

The following points should be kept in mind when you prepare the assignments:

- I) Make the answers concise and systematic. Always try to avoid irrelevant details and focus on the question and various aspects.
- II) Take care of the word limit wherever specified in the assignments. Please stick to the 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 the responses and not to restrict your expression.
- iii) You have to write the answers in your own handwriting. If you feel that your handwriting is not legible, you may give us typed responses.
- iv) Orientation to the assignments will be provided in the programme study centre. You have to submit the assignment-responses to the Programme Study Centre you are attached to (as per the date set for each assignment).

5.1 How to submit completed Assignment- Responses

- 1) Write your enrolment no., name and full address and date at the top right hand corner of the first page of your assignment response(s).
- 2) Write the course title code and assignment code in capital letters in the corner at the top of the first page of your response(s).

(Leave the top left-hand corner blank for office use). The top of the first page of your responses(s) should look something like this:-

Course Title :

Course Code :

Assignment Code:

Enrolment No. :

Name :

Address :

.....

Date :

Please follow the format. If you do not write your enrolment number and address correctly, your assignment-responses are likely to be lost.

- 3) The assignment – response should be complete in all respects. Incomplete responses will bring you poor grades.
- 4) Use only A4 size paper for your responses. Use good quality writing paper.
- 5) Leave a 2”-3” margin on the left and at least 4 lines in between each answer in an assignment-response. This will enable the resource person evaluating the response to write the comments at appropriate places.

- 6) Make sure that you answer the questions on the basis of the units provided to you.
- 7) You should not submit printed articles as your answers to assignments.
- 8) Please keep a copy of the assignment responses that you provide us. You may need this in case you have to resubmit it in a situation when it is lost in the programme study Centre.
- 9) Remember that any two or more answers to a particular assignment, if found to be identical or very similar, will either be returned unmarked or awarded very low grades. It is entirely the discretion of the evaluator to ask you to re-do the assignments or give a very low grade in such cases.
- 10) Please submit the assignment to the programme in charge of the concerned programme study centre by the specified date. If the last date for the submission of assignment falls on a holiday, the assignment response should be submitted on the following working day.

5.2 Some dos and don'ts about writing Assignment

Do's

When you receive a set of materials, unit and assignment, check them immediately and ask for the missing page(s) unit(s)/assignment(s), if any. If you wait till you start writing answers to the assignments, you will lose valuable time.

Write Enrolment Number correctly. A slight change in the number may put the university and you to trouble.

Maintain an account of assignment-responses provided to the concerned programme study centre and the corrected responses received by you. This will help you to maintain the schedule of your work and avoid any difficulties and disappointments caused by unintended gaps in communication

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. Write the enrolment number and the name on the top of assignment-response itself.

Do not over-write, particularly, while writing your enrolment number and the assignment number. Let these be very distinct and clear.

Do not misplace/lose your graded assignment-responses. You will need them till the programme is over.

Do not enclose doubts for clarification, if any along with the responses. Provide them separately giving your enrolment number, name, address, and the title of the course, the number of the unit or the assignment. In case you want to draw our attention to something of urgent/important nature send it in a separate cover.

Do not lift sentence(s) paragraph(s) from the text without giving the reference while answering the assignments.

6.0 TERM-END-EXAMINATION

As stated earlier term-end examination is another component of the evaluation system. Term-End examination carries 50% weight age in the final result

The University conducts term-end examination twice a year (June / December).

You can appear in examination after the completion of the minimum duration i.e.; six month. In case you fail to get a pass score (grade) in the Term-end examination you will be eligible to re-appear in the next Term-end Examination for that course as and when it is held within the final span of the programme(2years)

To be eligible to appear at the term -end examination in any course, you are required to fulfill the following conditions:

- a) Registration for the courses, in which you wish to appear, is valid.
- b) They should have opted and pursued the prescribed courses.
- c) Minimum time to pursue the courses is elapsed
- d) They have also submitted the required number of assignment(s)if any.

Failing which result will be cancelled.

Tentative examination date sheets (schedule which indicate the date and time of examination for each course) is sent to all the regional centers approximately 5 months in advance. The same is also notified through the IGNOU Newsletter from time to time and available on the web site of IGNOU www.ignou.ac.in. Normally the date sheet for June examination is sent in the month of January and for December examination in the month of July.

It is a pre-requisite to submit the examination form with examination fee in the form of demand draft drawn in favour of IGNOU and payable at the city of the concerned regional centre under which the exam centre falls. The student can also fill the examination form online. The examination forms are also available at programme study centre/Regional Centre/Students Evaluation Division at the Headquarters. A specimen copy of the examination form is given at the end of this programme guide. The same can also be downloaded from the website of IGNOU www.ignou.ac.in.

Only one form is to be submitted for all the courses in one term-end examination.

- Although all efforts are made to declare the result in time, but there will be no binding on the university to declare the result of the last examination before commencement of the next examination. You are, therefore advised to fill up the examination form without necessarily waiting for the result and get it cancelled at a later date if so required.
- Term-end examination result is also available on the university website i.e. www.ignou.ac.in. Please see the result status before filling examination form.
- 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 should 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. Change of examination centre is permissible only in exceptional cases for which you have to make request to the concerned regional centre or to the Registrar, Student Evaluation Division (for Delhi/NCR Region).

- Examination fee @rs 60/-per course is required to be paid through demand draft in favour of IGNOU and payable at the city of regional centre. The examination form can be obtained from the Regional Centre / Study Centre/HQ. The student can also submit the on-line examination form, guidelines for which are available on IGNOU website www.ignou.ac.in.
- Examination form should be submitted to the concerned regional centre under which your examination centre falls. Please write your correct enrolment number, programme code and name at the back side of Demand draft drawn in favour of IGNOU and payable at the city of regional centre where you are submitting your examination form. The examination form received after due dates or without late fee, wherever applicable shall be rejected.

Dates for Submission of Examination Forms

FOR JUNE TEE	FOR DEC. TEE	LATE FEE	Where to submit the form
1 st March to 31 st March	1 st Sept. to 30 th Sept	NIL	Only at the concerned regional centre under which your examination centre falls
1 st April to 20 th April	1 st Oct. to 20 th Oct.	Rs. 300/-	
21 st April to 30 th April	21 st Oct to 31 st Oct	Rs 500/-	
1 st May to 15 th May	1 st Nov. to 15 th Nov.	Rs.1000/-	

After receiving the examination form from you; the University issues hall ticket to the students two weeks before the commencement of Term-End examination and also uploads the information on University website. If you do not receive the hall ticket one week before the commencement of examination; you may contact your programme study centre; or download the examination hall ticket for the examination from the University website www.ignou.ac.in Even if you have not received the hall ticket or misplaced hall ticket; you can appear at the examination by showing your identity card (student card) to the examination centre superintendent.

Your enrollment no. is your roll no. for the examination. Be careful in writing it. Any mistake in writing the roll no. will result in non-declaration of your result.

It is your duty to check whether you are registered for the 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.

Programme Study Centre is the contact point for you. The University cannot send-communications to all the students individually. All the important communications are sent to the Coordinators of the programme study centre and Regional Directors. The Coordinators will display a copy of such important circular/notification on the notice board of the programme centre for the benefit of all the students. You are, therefore; advised to get in touch with your coordinator so as to get the latest information about assignments; submission of examination forms; date sheet; list of students admitted to a particular examination; declaration of results etc. While communicating with the University regarding examinations please write your enrollment number and complete address clearly. In the absence of such details; your problems may not receive due attention.

6.1 Early Declaration of Result

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.700/- per course. The application for early declaration of result shall be entertained only if the student has been selected for any post applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of the result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year only. Prescribed form along with rules and regulations is attached and also available on IGNOU website.

6.2 Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs. 500/- per course. The request for re-evaluation by the student must be made within one month from the date of declaration of the result to the concerned Evaluation Centre in the prescribed format along-with the fee of Rs. 500/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Prescribed form along with rules and regulations attached and also available on IGNOU website.

6.3 Obtaining Photocopy of the Answer Script

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs. 100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along-with the fee of Rs. 100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Prescribed form along with rules and regulations is attached and also available on the website of IGNOU.

6.4 Official Transcript

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs. 200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs.400/-. Format is attached and is also available on IGNOU website.

6.5 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs. 150/- in favour of IGNOU payable at "New Delhi". Prescribed form is attached and also available on IGNOU website.

7.0 GENERAL INSTRUCTIONS

- 1) Please file all letters that the University sends you; and keep the programme Guide handy. A record of your progress is maintained at our Computer Division.
- 2) Do write to us if you have any difficulties or problems while working through the programme. Remember to intimate the relevant authority sufficiently in advance; if there is any change of address. This will help the concerned official to send your learning material and letters promptly; without any 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 details or/and are written in ambiguous language; our responses to your queries will invariably get delayed.
- 4) Keep a timetable schedule for you and always try to stick to it. Be regular in your work. Much of your job will become easy.
- 5) In your own timetable you must make provision for 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. The golden principle is to do today what you may have planned to do tomorrow.
- 6) Along with printed materials, the other inputs that you will receive are audio-video programme, teaching classes, etc. On the basis of these inputs you will write assignment and prepare for the final examinations
- 7) When you receive the printed material, read the Units carefully and note down the important points. You can use the space in the broad margin 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 and to keep you on the right track. That is why they are called 'Self-Check' questions. They will enable you to realize 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 the model answers and see where improvement is needed. (At times, it is possible that you may have a better answer than the the we presented).

We welcome your suggestions. In any case they would help you reinforce the information/knowledge you gain through your first reading of the text. The University reserves the right to change the rules detailed in this Programme Guide. However, you will be informed about those changes through supplementary circulars well in advance.

Codes and Addresses of Regional Centres

S. No.	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
1.	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004 TRIPURA 0381-2516715 / 2516266 0381-2516714 rcagartala@ignou.ac.in	STATE OF TRIPURA
2.	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481 GUJARAT 02717-242975/242976 02717-241370 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT, UNION TERRITORY OF DAMAN, DIU, DADRA & NAGAR HAVELI
3.	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZAWL - 796001 MIZORAM 0389-2311693 0389-2311692 0389-2311789 rcaizawl@ignou.ac.in	STATE OF MIZORAM
4.	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH-202001 UTTAR PRADESH 0571-2700120, 2701365 rcaligarh@ignou.ac.in	DISTRICT OF UTTAR PRADESH ETAH, KASGANJ, FIROZABAD, RAMPUR, ALIGARH, HATHRAS, BADAUN, AGRA, BULANDSAHAR, MORADABAD, MANPURI, ETAWAH, MATHURA & J P NAGAR
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 EXCEPT THE DISTRICTS DHARWAD, BELGAM & UTTARA KANNADA

S. No.	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
6.	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF BIHAR COVERING DISTRICTS KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR BANKA, MUNGER, KHAGARIA, MADHEPURA
7.	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455, 2578454 0755-2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH EXCEPT FOR DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR
8.	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 / 2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER RC KORAPUT
9.	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA 134 109 HAYRANA 07172-2590208 rcchandigarh@ignou.ac.in	CHANDIGARH U.T., DIST RUPNAGAR, PATIALA, MOHALI AND FATEHGARH SAHIB OF PUNJAB AND DIST PANCHKULA AND AMBALA OF HARYANA
10.	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727 044-22542121 044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU THE FOLLOWING DISTRICTS AND UNION TERRITORY OF PONDICHERY CHENNAI, KANCHIPURAM, VELLORE, CHENGALPAT, CUDDALORE, VILLUPPURAM, SALEM, NAMAKKAL, PERAMBALUR AND TIRUVALLORE
11.	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203, 2348189, 230484, 2533021 0484-2533021, 2330891 0484-2340204 rccochoin@ignou.ac.in	STATE OF KERALA EXCLUDING DISTRICTS MENTIONED UNDER RC TRIVANDRUM

S. No.	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
12.	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA-846004 BIHAR 06272-253719 06272-251833 rcdarbhanga@ignou.ac.in	STATE OF BIHAR COVERING DISTRICTS OF PASCHIM CHAMPARAN, GOPALGANJ, SIWAN, SARAN, PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, SITAMARHI, MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL, SAHARSA
13.	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789180 / 2789205 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL DISTRICTS OF SARANPUR, MUZAFFARNAGAR, BIJNOR DEHRADUN HARIDUAR, UTTARKASHI, SRINAGAR, RUDRAPRAYAG, KOTDWAR, GOPESHWAR, BOAGESHWAR, PITHORGRAH, CHAMPAWAT, ALMORA, NANITAL,
14.	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 011-26990083 011-26990084 rcdelhi1@ignou.ac.in	UDHAMSINGNAGAR, PURI COVERING SOUTH DELHI & PART OF NEW DELHI MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN, R K PURAM, VASANTKUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G K, MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAMVIHAR, FRIENDS CLY., BADARPUR, DIST FARIDABAD OF HARYANA.
15.	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 011-23392375 / 23392376 / 23392377 011-23392374 011-23392373 rcdelhi2@ignou.ac.in	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.
16.	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7 DWARKA) NEW DELHI 110 045 011-25088939,25088944 011-25088983 rcdelhi3@ignou.ac.in	MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTINAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, DIST. OF GURGAON

S. No.	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
17.	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 31 A NATIONAL HIGHWAY 5TH MILE BELOW MANIPAL HOSPITAL TADONG GANTOK - 737102 SIKKIM 03592-270923 03592-270364 03592-212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM
18.	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 0361-2343785, 2343786, 2343771 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM
19.	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 040-40266470, 40266471 040-40266479 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH EXCEPT DISTRICTS COVERED UNDER RC VIJAYAWADA
20.	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795001 MANIPUR 0385- 2421190 , 2421191 0385-2421192 385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR
21.	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH

S. No.	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
22.	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482001 MADHYA PRADESH 0761-2609269,6533569 0761-2600411 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MP COVERING DISTRICTS OF JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHDOL, UMARIA, KATNI, SIDHI SINGRAULI AND ANUPPUR
23.	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG, MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785750 0141-2274292 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN
24.	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2546529 0191-2579572 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION)
25.	JORHAT	37	Regional Director, IGNOU Regional Centre	State of Assam
26.	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY, NEAR HOME GUARD OFFICE, KARNAL - 132 001 HARYANA 0184-2271514 0184-2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF PANCHKULA, AMBALA, FARIDABAD AND GURGAON)
27.	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR (DISTRICT LUDHIANA), KHANNA - 141401 PUNJAB 01628- 229994 / 229993 01628-237361 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (EXCEPT DISTRICT RUPNAGAR, PATIALA, MOHALI AND FATEHGARH SAHIB)

S. No.	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
28.	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797001 NAGALAND 0370-2260366, 2260147 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND
29.	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23592719/ 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI AND RAGHUNATHGANJ)
30.	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA 06852-252982 06852-251535 rckoraput@ignou.ac.in	KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, BALANGIR, SONEPUR, KALAHANDI, NUAPADA, BOUDH, PHULBANI (PART OF ORISSA), DANTEWADA, BASTAR (PART OF CG)
31.	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 0522-2745114 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC VARANASI, RC ALIGARH AND RC NOIDA) ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKOOT, FAIZABAD, FATEHGARH, FATEHPUR, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNUAJ
32.	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 6625 018 TAMIL NADU 0452-2380387,2380733 0452-2370733 0452-2370588 rcmadurai@ignou.ac.in ignoumadurai@yahoo.co.in	DISTRICTS OF TAMILNADU COIMBATORE NILGRIS, ERODE, KARUR, TANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, RAMANATHAPURAM, SIVAGANGA, PUDUKKUTTAI, THIRUPPUR, TIRUNELVELI, TUTICORIN & TRICHI TIRUVARUR

S. No.	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
33.	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI -81 022-25633159 rcmumbai@ignou.ac.in	FOUR DISTRICTS OF MAHARASHTRA : MUMBAI, THANE, RAIGARH AND RATNAGIRI
34.	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGAPUR 440033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHRASHTRA COVERING DISTRICTS AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI (14 DISTRICTS)
35.	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53 SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH 0120-2405012,2405014 0120-2405013 rcnoida@ignou.ac.in	DISTRICTS OF GAUTAM BUDH NAGAR GHAZIABAD MEERUT BAGHPAT AND BARAUT
36.	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM -403521 GOA 0832-2462315 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA & THREE ADJOINING DISTRICTS OF KARNATAKA i.e DHARWARD, BELGAUM, UTTARA KANNAD AND SINDHUDURG (DISTRICT OF MAHARASHTRA)
37.	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2221538 / 2221541 0612-2221539 rcpatna@ignou.ac.in	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC- DARBHANGA
38.	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS 03192-242888, 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS

S. No.	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
39.	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270 SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA - NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR (14 DISTRICT)
40.	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE R.NO 312 SECOND FLOOR NEW ADMINISTRATIVE BUILDING SDO JANGIPUR OFFICE COMPOUND RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	THREE DISTRICTS OF WEST BENGAL- MURSHIDABAD MALDA & BIRBHUM
41.	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR - 492007 CHATTISGARH 0771-2428285 / 5056508 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR
42.	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT 0281-2572988 rcrajkot@ignou.ac.in	STATE OF GUJRAT COVER- ING THE DISTRICTS OF RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR & DIN
43.	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022 JHARKHAND 0651-2244688,2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND
44.	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMAI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117, 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA - STATE OF HIMACHAL PRADESH (DISTRICT UNA OF HIMACHAL PRADESH)

S. No.	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
45.	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624613,2625843 0177-2624612, 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
46.	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE, SUBHAS PALLY SILIGURI - 734001 WEST BENGAL 0353-2526818, 0353-2526819 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL COVERING DISTRICTS OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN, DINAJPUR
47.	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE, RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251, 0194-2311258 0194-2311259, rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR & LADAKH REGION)
48.	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU, SREEKARIYAM TRIVANDRUM -695017 0471-25906001 / 2590300 rctrivandrum@ignou.ac.in	THIRUVANANTHAPURAM, KOLLAM & PATHANAMTHITTA (DISTRICTS OF KERALA & KANYAKUMARI DISTRICT OF TAMILNADU)
49.	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022,2368622 0522-2364893 0542-2317383 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)
50.	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR,SKPVV HINDU HIGH SCHOOL, KOTHAPETHA VIJAYWADA 520 001 ANDHRAPRADESH 0866-25535959, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)

	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
51.	VATAKARA	83	IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREE (PC), VATAKARA 673104, KERALA 0496-2525281, rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: CALICUT,KANNUR,KASARAGOD WAYANAND)
52	BIJAPUR	85	IGNOU REGIONAL CENTRE C/O BLDEA'S JSS COLLEGE OF EDU., SS JUNIOR COLLEGE CAMPUS, BIJAPUR-586101, KARNATAKA PH. OFF: 08352-258417 EMAIL: rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKORE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR & YADGIR)
53	DEOGHAR	87	IGNOU REGIONAL CENTRE C/O A S COLLEGE DEOGHAR JHARKHAND 814112 PH. OFF: 06432-34448 EMAIL: rcdeoghar@ignou.ac.in	STAE OF JHARKHAND COVERING (DISTRICTS DEIGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, DHANBAD, BOKARO & GIRIDH)
54	JODHPUR	88	IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE JODHPUR RAJASTHAN 342008 PH. OFF: 0291-2753989	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR & PALI)
55	SAHARSA	86	IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARS BIHAR 582201 PH. OFF: 06478-228779 EMAIL: rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA,SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIYA, KISHANGANJ & PURNIA)
56	VISHAKHAPATN AM	84	IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEXT USHODAYA JUNCTION VISHAKHAPATNAM ANDHRA PRADESH rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH (COVERING DISTRICTS KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

Appendix II

List of Programme Study Centres

SL NO.	RC NAME	RC CODE	PSC CODE	PLACE OF PSC	ADDRESS
1	MADURAI	43	2516	COIMBATORE	PROG. I/C IGNOU PROGRAMME STUDY CENTRE SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF EDUCATION COIMBATORE, TAMILNADU-641020 0422-2692441
2	VARANASI	48	27109	VARANASI	PROG. I/C IGNOU STUDY CENTRE DEPT OF EDUCATION KAMACHHA BHU, VARANASI UTTAR PRADESH-221005 0542-2450308

SOME USEFUL FORMS

1. Assignments Remittance-cum-Acknowledgement Form
2. Application form for issue of Migration Certificate
3. Change of Medium of Study
4. Requisition for fresh set of assignments
5. Form of application for issue of a duplicate copy of University Diploma/Degree/Certificate
6. Application form for issue of provisional certificate
7. Application form for obtaining duplicate grade card/mark sheet
8. Non-receipt of study material/assignment
9. Application form for issue of official transcript
10. Application form for re-evaluation of answer scripts
11. Application form for obtaining photocopy of the Answer Script
12. Application form for Early declaration of result of Term End Examination
13. Term-end examination Form
14. Feedback Form

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
ASSIGNMENT REMITTANCE-CUM-ACKNOWLEDGEMENT FORM**

Enrolment No.: Programme:

Name: _____

Course Code: _____ Medium : English/Hindi

S. No. Assignment No. _____

Signature of the Student _____

FOR OFFICE USE ONLY	
Sr. No.: _____	
Signature of receiver _____	
Date: _____	
Seal	

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

28

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 or change of study centre the form should be mailed to the Director of your concerned Regional Centre.

Note: Two Forms Are Presented in This Page, Use The Relevant Form only.

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

Programme Code

Enrolment Number Date of Change effective from

Name

New Address _____

Existing Study Centre Code

Town _____

State _____ Pin

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

Signature: _____ Date: _____

New Study Centre Code:



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

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. 300/- 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. 300/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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

To

The Registrar (SED)
Indira Gandhi National Open University
Maidan Garhi
New Delhi - 110 068

Sub.: Change of Medium of Study.

Enrolement No.

Programme

Please change my medium of study as per following details:

Present Medium New Medium

Courses offered: Foundation Course
Elective Courses
(Course code only)

I am enclosing a Demand Draft No. of Rs. drawn on (bank & branch) payable at New Delhi. (Please pay Rs. 200/- per course).

Name and Address : Signature
..... Date
.....

**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name : Shri/Smt./Kum

Please indicate course code, 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. Failed to secure over-all qualifying grade in course(s) mentioed above and wish to improve over-all qualifying grade only be attempting one assignments.

Name and Address

Signature.....

.....

Date

.....

.....Pin.....

For Official Use Only :

Date of Despatch of Assignments to the student.....



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068
APPLICATION FORM FOR ISSUE OF A DUPLICATE COPY OF UNIVERSITY
DIPLOMA/DEGREE/CERTIFICATE

Note: For Instructions, please see reverse.

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

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

The prescribed fee of Rs. 500.00 is submitted herewith.

The required particulars are given below:

Name of the Candidate (in Block Letters in English) : _____

(in Hindi) : _____

Father's Name (in Block Letters in English) : _____

Programme : Enrolment Number :

Examination passed in Term End Examination - June/December, _____

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of the Student : _____

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

Yours faithfully

Signature of the Student

Postal Address _____

Date : _____

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

Signature of Regional Director
with Stamp

INSTRUCTIONS

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

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

I _____ son/daughter of Shri _____ resident
of _____

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

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

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

Deponent

Signature _____

Address _____

Verification

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

Deponent

Sworn Before Me

Signature _____

Designation _____

Office Seal _____



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:

Registrar (Student Evaluation Division)
Indira Gandhi National Open University
Block 12, Maidan Garhi
New Delhi - 110 068

Signature

Date:



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

Name

Enrolment No. :

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

Address :

.....

.....

Pin

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

Programme

Month and Year of the Exam

Centre from where appeared at
last examination.....

Bank Draft / IPO No. Dated

for Rs. 150/- in favour of IGNOU, New Delhi

Signature

Date:

Note : Fee for duplicate grade card is Rs. 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
Block 12, Maidan Garhi
New Delhi - 110 068

To

The Registrar
Material Production and Distribution Division
Indira Gandhi National Open University
New Delhi - 110068

Sub. : Non Receipt of Study Material / Assignment

Enrolment No.

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

Programme

--

Medium of Study

--

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

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

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

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

Signature :
Date :

For Official Use

Date of despatch of study material/assignment to students



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name:
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/- 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 or Rs. 400/- 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



STUDENT EVALUATION DIVISION APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Month and Year of the Examination:

5. Examination Centre Code :

6. Address of the Examination Centre :

.....

7. Courses, in which re-evaluation sought	COURSE CODE	MARKS/GRADE OBTAINED
.....
.....
.....
.....
.....
.....

8. Fee detail:-

(The fee for Re-evaluation of answer scrip 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): × Rs. 500/- Total Amount: Rs.....

Demand Draft No.: Date:

Issuing Bank:

Date:

(Signature of the student)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form,
Please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'
7. 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.**



ignou
THE PEOPLE'S
UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN GARHI, NEW DELHI-110068

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin Code

4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

(a) Term-end examination: June/December

(b) Exam Centre Code:

(c) Exam Centre Address:

.....

.....

(d) Course(s):

5. Fee details:-

(The fee for obtaining photocopy of the answer script 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):..... × Rs. 100/- = Total Amount:

Demand Draft No.: Date

Issuing Bank:

6. Self attested photocopy of the Identity Card : Attached/Not attached
issued by the University

UNDERTAKING

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-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 -800 001	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 IGNOU Regional Centre Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



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

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

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

1. Name :

2. Programme: Enrolment No: | | | | | | | | |

3. Address:

..... Pin

4. Reason for early declaration of result:

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

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

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

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

Exam. Centre Code: Address of Exam. Centre: _____

7. **Fee detail:**

(The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): X Rs. 700/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

P.T.O.

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, 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 -800 001	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 IGNOU Regional Centre Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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

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. Leave box blank between each unit of address like House No., Street Name, PO, etc.)

City District

State Pin Code

MOBILE NO.

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes **FEE @ Rs. 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 Course		Total Amount
Theory Courses	x Rs. 60	<input type="text"/>
Practical Courses	x Rs. 60	<input type="text"/>
Late Fee		<input type="text"/>
TOTAL		<input type="text"/>

1. Draft No.
 Amount
 2. Draft No.
 Amount
 Date / /
 Issuing Branch _____
 Payable at: (Regional Centre under which your exam centre falls)

SIGNATURE OF THE STUDENT (within the Box only)

ISSUING BANK

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-	
21 April to 30 April	Rs. 500/-	21 Oct. to 31 Oct.	Rs. 500/-	
1 May to 15 May	Rs. 1000/-	1 Nov. to 15 Nov.	Rs. 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 Rs. 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 - **Rs. 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). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

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

Date _____ (Signature of the student)
 Phone No. (R) _____ Mobile No. _____ Email Id _____
 Phone No. (O) _____ (with STD code)

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

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

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



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

THE UNIVERSITY OF CHICAGO

Department of Chemistry
Chicago, Illinois

Mr. J. H. ...
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