

# Programme Guide

## Post Graduate Certificate in Patent Practice (PGCPP)



School of Law  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi – 110068



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“शिक्षा मानव को बन्धनों से मुक्त करती है और आज के युग में तो यह लोकतंत्र की भावना का आधार भी है। जन्म तथा अन्य कारणों से उत्पन्न जाति एवं वर्गगत विषमताओं को दूर करते हुए मनुष्य को इन सबसे ऊपर उठाती है।”

— इन्दिरा गांधी

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ignou  
THE PEOPLE'S  
UNIVERSITY

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*“Education is a liberating force, and in our age it is also a democratising force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances.”*

— Indira Gandhi

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# **Programme Guide**

## **Post Graduate Certificate in Patent Practice (PGCPP)**



**School of Law  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi – 110068**



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 Degrees/Diplomas/Certificates are recognised by all the members of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F1-52/2000 (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 about the School of Law and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi – 110 068, India.*

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**Dear Learner,**

*It is a great pleasure for me to introduce you all to the Post Graduate Certificate Programme in Patent Practice. This Programme will equip you with those skills and knowledge which one requires in reading a patent application and we are sure we will be able to endorse you with those skills which will help in making you quite knowledgeable in the patent field so that you may yourself draft a patent application for your invention.*

*In this programme, you will be acquainted with aspects like Intellectual Property rights and emerging issues in this concern with special focus on Patents. There is a special emphasis on the Indian scenario and we will facilitate you with all such skills which are required for reading a patent, writing a patent, defending a patent etc. The Programme consists of Four Compulsory Courses wherein one of the Course consists of a Practical Component in which you need to submit a Project in which your drafting skills will be evaluated. The Structure of the Four Courses is mentioned in the Programme Guide. The date sheet for Term End examination for all the courses will be communicated to you separately. Your registration for this programme will be valid for a period of two years. We are sure you will really learn from this Course and we will make all sincere efforts to facilitate you with meaningful learning and provide you the best help to sort out all your queries. What is really required now is that you carefully read the Programme Guide as this is the first step towards learning.*

*We also advice you that you should keep this guide with you throughout the programme until you complete the programme. This will act as a reference until you complete the programme successfully. This will also act as a reference tool for all your queries.*

*We wish you good luck!*

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# 1. THE UNIVERSITY

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## 1.1 Introduction

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

- democratising higher education by taking it to the doorsteps of the learners
- providing access to high quality education to all those who seek it irrespective of age, region or formal qualifications
- offering need-based academic programmes by giving professional and vocational orientation to the courses
- promoting and developing distance education in India
- setting and maintaining standards in distance education in the country as an apex body for the purpose.

## 1.2 Prominent Features

IGNOU has certain unique features such as :

- national jurisdiction
- flexible admission rules
- individualized study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations
- socially and academically relevant programmes based on students needs analysis.

## 1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Establishment of Distance Education Council (DEC) for coordination and determination of standards of Distance Education Systems in the country (1992).
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).

- Establishment of Staff Training and Research Institute in Distance Education (STRIDE) with support from the Commonwealth of Learning (COL).
- Launching of an IGNOU-ISRO joint channel for organising a one-way video, two-way audio teleconferencing (1993-94).
- Taking IGNOU programmes to West Asian countries, Maldives, Mauritius, Nepal and Seychelles in all to 26 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan I, II, III and Kisan Channel'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studios at EMPC, IGNOU.
- Launch of 'Edusat' video conferencing channel (z way video, z way audio).

#### **1.4 The Schools of Studies**

With a view to developing interdisciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School staff and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The Schools of Studies currently in operation are as follows:

- School of Computer & Information Sciences
- School of Continuing Education
- School of Education
- School of Engineering & Technology
- School of Health Sciences
- School of Humanities
- School of Management Studies
- School of Sciences
- School of Social Sciences
- School of Agriculture
- School of Law
- School of Journalism and New Media Studies
- School of Gender and Development Studies
- School of Tourism Hospitality Service Sectoral Management
- School of Interdisciplinary and Trans-disciplinary Studies
- School of Social Work
- School of Vocational Education and Training



- School of Extension and Development Studies
- School of Foreign Languages
- School of Translation Studies and Training
- School of Performing and Visual Arts

## **1.5 Academic Programmes**

The University offers a wide range of Programmes both short-term and long-term leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees and Doctoral Degrees which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes. They are launched with a view to fulfil the learner's needs for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment,
- diversification and updation of knowledge.

## **1.6 Course Preparation**

Learning material is specially prepared by teams of experts drawn from different Universities and specialised from institutions in the area all over the country as well as in-house faculty. This material is scrutinised by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally despatched to the Study Centres and Telecast on Gyan Darshan.

## **1.7 Credit System**

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a four credit course involves 120 hours of study. This helps the learner to know the academic effort one has to put in, to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful completion of both the assignments and the term-end examination of each course in a programme.

## **1.8 Student Support Services**

In order to provide individualized support to its learners, the University has a large number of Study Centres, Programme Study Centres and Work Centres throughout the country. These are co-oriented by 36 Regional Centres and Sub-Regional Centres & 18 Recognized Regional Centers as on date. At the Study Centres, the learners interact with the Academic Counsellors and other learners; refer to



books in the Library, watch/listen to video/audio cassettes and interact with the coordinators on administrative and academic matters.

Learner may seek the help of following University functionaries for sorting out the problems indicated:

- i) For admission, change of centre, identity card, change of address, fee receipt and bonafide certificates; write to your Regional Centre.
- ii) For non-receipt of study material and assignments, write directly to Registrar, Material and Production Distribution Division, Maidan Garhi - 110068.
- iii) For queries to assignments, examination date sheet, result grade cards, rechecking, change of elective etc. write directly to Registrar, Student Registration and Evaluation, IGNOU, Maidan Garhi - 110068.
- iv) For Migration Certificate requisition may be sent to the Regional Director along with the following documentations.
  - 1) Application (can be obtained from the Head Office and Regional Centres).
  - 2) Attested copy of the Mark sheet.
  - 3) A fee of Rs. 100/- in the form of demand draft drawn in favour of IGNOU.

Every student will select one of the study centres taking into consideration his place of work or residence. However, each study centre can handle only a limited number of students, and despite our best efforts, it may not always be possible to allot the study centre of his choice. The particulars regarding the Study Centre to which he is assigned will be communicated to him. The list of Study Centres is provided separately.

Every Study Centre has a coordinator to coordinate different activities at the center, an Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide counselling and guidance to the students in the subjects. List of tentative Programme Study Centres is given in Appendix-II (Institutes which are under process to be activated as the Programme Study Centres).

**Programme Study Centres perform the following major functions:**

- 1) **Counselling :** face to face counselling for the courses will be provided at the Study Centers/ Programme Study Centres Generally, there will be 20 theory and 80 practical counselling sessions for the entire programme at the selected Programme Study Centres. The detailed programme of the counselling sessions will be prepared by the coordinator of the study centre.
- 2) **Library:** for each course a set of suggested books will be available in the Study Center Library. The students can refer these books during the working hours of the study centre.
- 3) **Information and Advice:** At the Study Centre the students will get relevant information regarding the courses offered by the university, counselling schedule, examination schedule, etc. You will also get guidance in submitting various forms from time to time.
- 4) **Interaction with Fellow-Students:** In the Study Centres the student gets an opportunity to interact with fellow students.



- 5) **Telecounselling Facility:** Some of the Programme Study Centers are equipped with the teleconference reception facilities. You can participate in telecounselling session at your study centre.

## 1.9 Instructional System

The University follows multimedia approach in imparting instruction to its learners. It comprises:

- Self-instructional printed course material packages.
- Supporting audio-video programmes.
- Face to face interaction with academic counsellors at Programme Study Centers and depending on programme requirement at work centres.
- Practicals at designated Institutions.
- Project Work in some programmes.

## 1.10 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology rather than face-to-face communication.

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

- a) Self Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners in batches of blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.
- b) Audio-Visual Material Aids:** The learning package contains audio and video cassettes which have been produced by the University for clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

The video programmes are telecast on the National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. In addition some selected stations of All India Radio also broadcast the audio programmes. Learners can confirm the dates for the programme from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the learners periodically.

- c) Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held during the non-working hours of the host institutions where the study centres are located. If at a particular study centre the number of learners enrolled for a course is less than ten, then the normal counselling session will be reduced to 40% of the usual number which is referred to as intensive counselling.
- d) Teleconferences:** Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simulcasted on 'Edusat' channel from the University studios at



EMPC, the schedule of which is made available at the study centres. The learner needs to go to the nearest centre at the scheduled time for taking benefit of this facility.

- e) **Practicals/Project Work:** Some Programmes have practical/project components also. Practical are held at designated institutions for which schedule is provided by the study centres. Attendance at practicals is compulsory. Keeping in tune with the flexibility inherent in the system for choice of time for study one may skip practicals during a year but for doing it in a subsequent year or in order to have a repeat exercise with practical, additional fee determined by the University has to be paid. For project work, study centres will provide the necessary guidance but the learner will have to manage his/her own resources.
- f) **Gyan Darshan Educational Channel:** A collaboration between MHRD, Prasar Bharti, IGNOU and other organisations has resulted in launching DD Gyan Darshan, the Educational Channel of India. In a significant gesture, EMPC has been identified as the coordinating and transmitting centre. Regular Channel is providing educational Programmes on a variety of subjects for 24 hours a day to enhance the learning process. Steps are being taken to relay the Gyan Darshan Channel through different Cable Operators in the Country for wider outreach. GD signals can be conveniently received without any special equipment anywhere. Gyan Darshan has now gone completely digital and expanded into a bouquet of channels namely GD-1, GD-2, GD-3 'Eklavya' and GD-4 'Vyas'. Educational Programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/CIET, Directorate of Adult Education, IITs and other educational/development organisations in the country. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any break. GD-1 is also available on DTH platform of 'DD Direct plus'. These programmes are simulcasted on 'Edusat' national channel in which 2-way video, 2-way audio teleconferencing facility is available.
- g) **Gyan Vani:** IGNOU manages FM Radio network in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. As many as 26 FM Radio stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai, Delhi, Jaipur, Nagpur, Hyderabad, Panaji, Kanpur, Mysore, Guwahati, Shillong, Ahmedabad, Rajkot, Indore, Jabalpur, Raipur, Patna, Varansai and Aurangabad are broadcasting educational Programmes. The broadcasts in English, Hindi and the regional languages/dialects are conducted by local resource persons. The detailed schedule can be accessed at IGNOU EMPC-Gyan Darshan Website <http://www.ignou.ac.in/gyandarshan%scindex.html>.
- h) **Interactive Radio-Counselling:** Interactive Radio is a recent concept in distance learning in India. In which live counselling is provided on radio by experts in the discipline. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number 1800 112345 has been provided for this purpose from selected cities.

## 1.11 Evaluation System

- 1) Evaluation system for IGNOU courses consists of two components:
  - a) Continuous evaluation through assignments (Tutor-marked Assignments).
  - b) The Term-end examinations.

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



## **Continuous evaluation through assignments**

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

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

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks which will help you in your study and help in improving it. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them. There is one Tutor Marked Assignment (TMA) per course, which is evaluated by the counsellor. Thus, you have to attempt one assignment for each course. You have to complete and submit the assignments at the study centre within the due date specified in the assignments booklet or within one month of the date of receipt of assignments, whichever is later. The University/ Co-ordinator of the Study Centre has the right to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator of study centre. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your study centre. Try to maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises. If you do not get pass marks in any assignment, you have to submit it again. To get fresh assignments you should write to Director, MPDD, IGNOU, Maidan Garhi, New Delhi - 110068. You may also download from IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments on your record. In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the coordinator of your study centre with a request to forward correct award list to the SR&E Division at the Headquarters.

### **Specific Instructions for Tutor Marked Assignments (TMAs)**

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code 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. The top of the first page of your response sheet should look like this:



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	Enrolment No.....
Programme Title.....	Name.....
Course Code.....	Address .....
Course Title.....	.....
Assignment Code.....	.....
Study Centre ..... (Name and Code)	Signature.....
	Date .....

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- 3) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm 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.
- 4) Write the responses in your own hand. Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
- 5) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 6) Write each assignment separately. All the assignments should not be written in continuity.
- 7) Write the question number with each answer.
- 8) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Registration and Evaluation Division at Headquarters for evaluation.
- 9) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 10) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.

### **Term-end Examinations**

As stated earlier, for all IGNOU courses term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result.

The University conducts Term-end examination twice a year i.e., in June and December. You can take the examination only after completion of the course. In the first year, you can take the examinations in June, failing which you can take the same subsequently in December or June. In case you fail to get a pass score in the Term-end Examination, you will be eligible to reappear at the next Term-end Examination for that course as and when it is held, within the total span of the programme.



**Eligibility for Examination:** To be eligible to appear at the Term-end Examination in any course, You should

- 1) Submit the assignments for the respective course in the prescribed time.
- 2) Submit the examination form in time (which is explained later).

**Examination Date Sheet:** Examination date sheet (Schedule which indicates the date and time of examination for each course) is sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. This is also available on IGNOU website. [www.ignou.ac.in](http://www.ignou.ac.in)

**Examination Form:** It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. The examination forms are available at Study Centres/Regional Centres/ Student Registration and Evaluation Division at Headquarters and you may also download from the University website. A copy is also printed here in this Programme Guide as Form no. 1 for your reference. Only one form is to be submitted for all the courses in one term-end examination. The form printed here cannot be used for examination purposes.

**The Examination Fee:** @ Rs. 50-/ per course in the form of Demand Draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the original Examination Form as per appended Schedule:

For June TEE	For December TEE	Late Fine	Form to be submitted to
1 <sup>st</sup> March - 31 <sup>st</sup> March 1 <sup>st</sup> April - 20 <sup>th</sup> April	1 <sup>st</sup> September - 30 <sup>th</sup> September 1 <sup>st</sup> October - 20 <sup>th</sup> October	Nil Rs.100	The Registrar (SR&ED) IGNOU, Block 12, Maidan Garhi, New Delhi - 110068
2 <sup>nd</sup> April- 15 <sup>th</sup> May 16 <sup>th</sup> May - 28 <sup>th</sup> May	21 <sup>st</sup> October - 15 <sup>th</sup> November 16 <sup>th</sup> November - 28 <sup>th</sup> November	Rs.500 Rs. 1000	Concerned Regional Centres (For Outside Delhi) For Delhi Submit to Registrar (SR&ED)

Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favour of IGNOU, New Delhi for Rs. 100/500/1000 representing late fee and properly tag with your examination form to avoid its misplacement. The examination form received after due dates without late fee, wherever applicable, shall be rejected.

**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 your Study Centre or Regional Centre or Student Registration and Evaluation Division at the Headquarters. 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 identity card for appearing in term end examination along with the admit card.**

**Examination Centre:** Your Study Centre is normally your examination centre. The University at its discretion may allot you any examination centre other than your study centre. Change of examination



centre is not generally permitted. In exceptional cases change of centre may be considered. For this students should apply one month in advance to Registrar, SR&E at IGNOU. Your enrolment number is your Roll Number for examinations. 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 up the form without necessarily waiting for the result and get it cancelled at a later date if so required. Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the Students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc. While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.

**Re-evaluation of Result:** If you are not satisfied with the marks secured, you can apply in the prescribed form (Form no. 6) to the Registrar (SR&E), IGNOU, Maidan Garhi, New Delhi - 110068 for re-evaluation of term end examination result. For this you will have to pay Rs.300/- per course by means of Demand Draft from any nationalised bank drawn in favour of IGNOU, New Delhi. You must do this within the one month of the date of declaration of result.

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## 2. SCHOOL OF LAW

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

Recognising the importance of legal education and demand for the programmes in Law, IGNOU constituted a five member Committee in 1994 under the Chairmanship of Prof. N.R. Madhava Menon an eminent legal educationist. Prof. Menon's Committee suggested developing professional programmes in Law including programmes in paralegal education, court administration, law office management, legal aid administration, occupation based and management oriented legal education for middle and top level personnel in government and industry. The UGC Curriculum Development Centre in Law (CDC) setup in 1990 under the leadership of Prof. Upendra Baxi, an eminent jurist also underscored the importance of Distance Education in Law as inclusive legal education for wider participation in legal profession, judicial appointments and government law of offices.

The School of Law organized a Brainstorming Session on 4th June, 2007 to prepare a road map for legal education in India. Number of eminent legal experts, educationists attended the day long session. The important recommendations of the Brainstorming session enabled the School of Law to plan and develop a range of programmes in law.



PGCPP and PGCCL are on offer whereas the other programmes listed are in the developing stages and soon will be offered in coming session.

## **Programmes and Courses**

### **A. PG Certificate/Diploma Programmes**

#### **1. PG Certificate Programme in Patent Practice**

Patent is the most significant form of Intellectual Property to encourage creativity in science and technology and protect invention and innovation from appropriation by others. It is a strategic tool for economic growth, technology transfer, stimulating research and development and creation of new technology and business expansion throughout the world.

The objective of the Programme is to provide learners in-depth knowledge of the Indian patent law, training in writing of patent application, and to develop expertise in patent search. This programme is offered in collaboration with Council of Scientific and Industrial Research (CSIR).

It is of 16 credits and comprises of four courses.

Course 1      Overview of Intellectual Property Rights

Course 2      International Framework for Patents Protection

Course 3      Indian Patent Law and Procedures

Course 4      Project

#### **2. PG Certificate Programme in Cyber Laws**

The cyberspace due to its unique quality of openness economic efficiency and anonymity of members of the virtual community reaches the masses much quickly as opposed to earlier technologies there by breaking the jurisdictional boundaries and creating series of challenges for the legal system.

This programme seeks to address the fast changing needs of knowledge society in the area of cyber laws. The main Objectives of the course are:

1. To enable learner to understand, explore, and acquire a critical understanding of Cyber Law.
2. To develop competencies for dealing with frauds and deceptions (confidence tricks, scams) and other cyber crimes for example, child pornography etc. that are taking place via the Internet.
3. To make learner conversant with the social and intellectual property issues emerging from 'Cyberspace'.
4. To explore the legal and policy developments in various countries to regulate Cyberspace.
5. To develop the understanding of relationship between commerce and cyberspace.
6. To give learners in depth knowledge of Information Technology Act and legal frame work of Right to Privacy, Data Security and Data Projection.

The programme is of 16 credits and consists of four courses. The programme was launched in July 2008.

Course 1      Cyberspace Technology and Social Issues

Course 2      Regulation of Cyberspace

Course 3      Commerce and Cyberspace

Course 4      Privacy and Data Protection

### **3. Professional Diploma in Legislative Drafting**

Professional Diploma in Legislative Drafting will be offered from July, 2008. This programme was developed by Commonwealth of Learning (COL), Canada in response to the growing need for experienced and skilled persons in legislative drafting in Commonwealth Countries. It serves as an introduction to legislative drafting as well as an upgrade for practicing professionals. This will be of interest to Parliamentarians, legislators, Law Secretaries and Legislative Draftspersons in India.

### **4. Diploma in Paralegal Education**

The programme is aimed to train people for Paralegal services, to develop knowledge and awareness on how to access legal procedures and providing necessary skills for public legal advocacy. It also intends to empower social activists with legal skills and to promote constitutional values and rule of law for grass root level democracy. The important objective of the programme is to develop a cadre of barefoot lawyers in rural areas to strengthen the panchayati raj system and justice at grassroots level.

#### ***Methodology***

The duration of the programme will be for one year and consists of two core, two elective and one clinical course. The two core courses will provide the conceptual basis and enable a holistic understanding of our Constitution and legal framework. Student can choose two elective courses.

The special focus of the curriculum is to familiarize the student with constitutional values of justice, liberty and equality and to inculcate the ability to question injustice and violation of rights within this framework. Placement with a state and non-governmental organizations will be part of the curriculum. The course will be taught with the help of self learning materials, radio scripts, selected films and audio-visual aids.

The core and elective courses will have 6 credits each and the clinical course will have 12 credits.

Course I      Indian Legal System

Course II      Basic Principles of Substantive and Processual Justice including Principles of Evidence

Course III      Elective Courses from a list of Optional Courses

Course IV      Clinical Course

### **5. PG Diploma in Criminal Justice**

The objective of the Programme is to keep pace with emerging thought and developments in criminal justice, both in India and in the global arena and to create well-informed citizens and professionals in the



area of criminal justice. It also aims to enhance the competencies of the professions already working in the various areas of criminal justice system in India. This Diploma Programme will be offered from January, 2009. It is of 30 credits and comprises of the following six courses of 5 credits.

- Course 1 Criminal Justice System
- Course 2 Criminal Justice Processes
- Course 3 Criminal Justice Administration
- Course 4 Perspectives in Indian Criminal Justice System
- Course 5 Criminal Justice Clininc

## **6. PG Diploma in Agricultural Law**

The objective of the programme is to develop trained legal professionals in Agricultural Law and related fields of biotechnology-regulation, intellectual property rights and agricultural policy. This programme will enhance the competencies of the professionals already working in the area of agricultural laws and related fields. This programme will be offered from January 2009. It is of 30 credits and comprises of the following five courses of 6 credits.

- Course 1 Developmental Overview of Indian Agriculture
- Course 2 Basic Laws of Indian Agriculture
- Course 3 Law and Policy in Agriculture
- Course 4 Emerging Concerns in Indian and International Agriculture
- Course 5 Advocacy in Agriculture

## **B. Under Graduate Programmes**

### **1. B.A. (Paralegal Education)**

The objective of the Programmes is to create a body of socially conscious professionals who will have the knowledge and skill to seek employment in NGOs working on rights of marginalized people, state institutions set up for promoting access to justice and human rights e.g. Human Rights Commissions and Legal Services Authorities-national and state level, corporate sector, trade unions and people's movements. The programme envisages placement of persons who acquire legal skills through this course in different sectors ranging from rights groups to corporations. The programme will be offered from July 2009. The programme is worth 96 credits spread over as Foundation Courses, Electives and Practical.

#### **(a) Foundation Courses**

- Course 1 Indian Legal System
- Course 2 Constitutional Law
- Course 3 Family and the Law
- Course 4 Law and Property Relations

- Course 5 Power, Procedure and Justice
- Course 6 Law of Torts
- Course 7 Jurisprudence (legal theory)
- Course 8 Law, Poverty and Development
- Course 9 Legal, Research and Writing
- Course 10 Environmental Law

**(b) Optional Courses**

- Course 1 Corporations and the Law
- Course 2 Public Health Law
- Course 3 Natural Resources and the Law
- Course 4 Criminal Justice
- Course 5 Labour and the Law
- Course 6 Family and the Law
- Course 7 Agrarian Reforms
- Course 8 Consumer Justice
- Course 9 Human Rights
- Course 10 Alternative Dispute Resolution

**(c) Practical Courses**

Three courses will be offered in Mooting, Research and Practicals including simulation exercises in Law.

**C. Post Graduate Programmes**

**1. Masters Programmes in Criminal Justice and Agricultural Law**

The Diploma programme in Criminal Justice and Agricultural Law will be further developed into Masters Programme in Criminal Justice and Agricultural Law. The programme will be offered in July 2009.

**2. Masters Programme in Information Technology**

The PG Certificate Programme in Cyber Law which is ready for launch from July, 2008 would be further developed into Master's Programme in Information Technology Law to be offered from July, 2009.



### **3. Programme in Intellectual Property Rights in collaboration with Queensland University of Technology (QUT) Australia**

The School of Law is developing masters Programme in Intellectual Property Rights in collaboration with Queensland University of Technology (QUT) Australia. The joint/dual Masters Programme in Intellectual Property will be of two years duration. The students will study the first year at School of Law, IGNOU and the second year at Queensland University, Australia. The Programme will be of 96 credits with dissertation.

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## **3.0 PG CERTIFICATE IN PATENT PRACTICE**

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The PG Certificate in Patents aims to develop skills in learner to write Patent Application including specification and claims. The programme caters to educational requirements of technologist, engineers and people working in Patent related field including lawyers.

### **3.1 Objectives**

- 1) To introduce in reasonable depth the concepts of intellectual property rights (IPRs) and the international framework for IP (particularly Patents).
- 2) To give learners in depth knowledge of the Indian Patent Law and interim training in writing of Patents Application (with particular emphasis on drawing up of specification and claims)
- 3) To develop expertise in patent search and reading published patents to exploit the gold mine.
- 4) To make learners convenient with the emerging issues in IP, some of them quite complex and contentious in protection of traditional knowledge and internal expression, patenting of life forms and biotechnological inventions.

### **3.2 Target Group**

Scientists, lawyers, practitioners in the field.

### **3.3 Duration of Programme**

Minimum 6 months      Maximum 2 years

### **3.4 Medium of Instruction**

English

### **3.5 Detailed Course Structure**

**MIR-021      Overview of Intellectual Property Rights**

**Block 1      Intellectual Property Rights: Concepts and Forms**

Unit 1      General Overview of Intellectual Property

Unit 2      Intellectual Property Rights: The Indian Scenario

Unit 3 Acquisition and Maintenance of Intellectual Property Rights

Unit 4 Emerging Issues in Intellectual Property

**Block 2 Patent and Technology Development**

Unit 5 Role of Patent in Promoting Invention, Innovation and Technology Development

Unit 6 Technology Transfer

Unit 7 Protection of Traditional Knowledge

**Block 3 IPR Enforcement**

Unit 8 Enforcement of IPR: An Introduction

Unit 9 Infringement Act

Unit 10 Action and Remedies for Infringement

**Block 4 IPR Litigation and Settlement of Disputes**

Unit 11 IPR Litigation

Unit 12 Settlement of Disputes - I : Mediation

Unit 13 Settlement of Disputes - II : Arbitration

Unit 14 The Indian Arbitration and Conciliation Act 1996

**MIR-022 International Framework for Patent Protection**

**Block 1 WIPO Administered Treaties**

Unit 1 The Paris Convention for the Protection of Industrial Property (Paris Convention)

Unit 2 Patent Cooperation Treaty (PCT) and Patent Law Treaty (PLT)

Unit 3 WIPO-I, Mission and Structure

Unit 4 WIPO-II Development, Enforcement of IPR and Resolution of Disputes

**Block 2 WTO and TRIPS**

Unit 5 WTO-I

Unit 6 WTO-II

Unit 7 Agreements on Trade-Related Aspects of Intellectual Property Rights (TRIPS)

**Block 3 IPR Enforcement at International Level**

Unit 8 Enforcement Under TRIPS Agreements



Unit 9 Role of Custom and Police in IPR Enforcement

Unit 10 Settlements of Disputes — Mediation

**Block 4 Patent in Newer Areas**

Unit 11 Patent and Biotechnology

Unit 12 Protection of Genetic Resources

Unit 13 Protection of Computer Software

**MIR-023 Indian Patent Law and Procedures**

**Block 1 Introduction to Indian Patents Act**

Unit 1 Fundamental of Patenting

Unit 2 Terms and Definitions

Unit 3 Rights in Patent

Unit 4 Administration of Patents

**Block 2 Patent Filing and Commercialization**

Unit 5 Procedure for Obtaining a Patent in India

Unit 6 International Patent Search

Unit 7 Patent Specification and Claims

Unit 8 Commercialization of Patents

**Block 3 Pre/Post Grant Issues in Patenting**

Unit 9 Infringement of Patents

Unit 10 Filing Opposition

Unit 11 Grounds of Defence

Unit 12 Intellectual Property Appellate Board (IPAB)

**Block 4 Emerging Issues in Patenting**

Unit 13 Patent Cooperation Treaty and International Patent Filing Strategies

Unit 14 Patents and Technology Transfer

Unit 15 Patent and Indian Biodiversity Act

Unit 16 Latest Developments/Emerging Issues in Patenting

## MIRP-001

### Project

4 Credits

Objectives of the course is to familiarize the learners with

- procedural aspects and formalities of Patent filing in India
- elementary introduction to discipline based patent search
- structure of patent form in India
- opposition and defence

**Note :** Course I (ie. MIR-021) and Course II (ie, MIR 022) of PGCPP has been adopted from the existing programme in Intellectual Property Rights i.e. PGDIPR (Post-graduate Diploma in Intellectual Property Rights) with necessary updation.

### 3.6 Evaluation System

- 1) The evaluation system for PGCPP consists of two components.
  - a) Continuous evaluation through assignments (Tutor Marked Assignments)
  - b) Term-end examinations

In the final results, assignments carrying 30% weightage, while 70% weightage is given for Term-end examinations.

- 2) The assignments and Term-end examinations will be scored as a numerical marking scheme.

The following is the scheme of evaluation and awarding divisions:

I Division	—	60% and above
II Division	—	50% to 59.9%
Pass	—	40% to 49.9%
Unsuccessful	—	Below 40%

You are required to score at least 40% marks in both continuous evaluation (assignments) as well as the Term-end examination individually for all the course.

### 3.7 Projects

- 1) The fourth course of PGCPP is a project. You have to get your project proposal approved before you start your project. The information regarding it is given in a detailed form in the Project hand book. In case you are unable to find a topic. You can choose a topic given in the handbook and research on it.

**Evaluation of Project :** The project is of 100 marks. You have to score at least 50% to pass in this paper.



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## **4. OTHER USEFUL INFORMATION**

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### **4.1 Change/Correction of Address**

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

### **4.2 Change of Regional Centre**

When you want transfer from one Region to another Region, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where would like to be transferred to and also to Director (SR&E), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Director (SR&E). The records are normally sent by Registered Post to guard against loss in the postal transit.

### **4.3 Change of Study Centre**

The Candidates are required to opt only such centres which are activated for the programme. As far as possible the university will allot the study centre opted by the candidate. However, the university may change the study centre at its convenience without concurrence of the student at any time. For the purpose of change of Study Centre you have to send request to the Director of your Regional Centre. A copy of the same may be sent to Student Registration and Evaluation Division at the headquarters. Counselling facilities for a programme may not be available at all the Centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible the request for change of Study Centre is considered favourably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

### **4.4 Non-receipt of Study Material**

If you do not receive your study material within a month after admission, fill up Form no. 3 and send it to the address mentioned on it.

### **4.5 Issue of Grade Card/Mark sheet**

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

#### **4.6 Re-admission**

If you are not able to complete the programme in a maximum of 2 years, University has made a special provision for re-admission. You have to fill and submit a suitable form as per instructions.

#### **4.7 Simultaneous Registration**

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

#### **4.8 Refund of Fees**

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

#### **4.9 Disputes on Admission and other University Matters**

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

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### **5. USEFUL FORMS**

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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 send 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.







### DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are 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)

Date for Submission of Exam Forms			
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept.	NIL
1 April to 20 April	Rs. 100/-	1 Oct to 20 Oct.	Rs. 100/-
21 April to 15 May*	Rs. 500/-	21 Oct to 15 Nov*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov to 28 Nov*	Rs. 1000/-

\*During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SRE),  
Exam for these students will be conducted at Regional Centre city only.

Please submit the examination form up to 20th April/20th Oct at the address mentioned below and no where else by Regd. Post/Speed Post

THE REGISTRAR (SRE)  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
BLOCK-12, MAIDAN GARHI,  
NEW DELHI - 110068

### INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of the its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available in the university website i.e., [www.ignou.ac.in](http://www.ignou.ac.in). Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website [www.ignou.ac.in](http://www.ignou.ac.in) and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at the 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.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. 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.)
10. 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.





# INDIRA GANDHI NATIONAL OPEN UNIVERSITY MAIDAN GARHI, NEW DELHI-110068 CHANGE/CORRECTION OF ADDRESS/STUDY CENTRE

I request that all correspondence to be sent at the following address:

Enrolment  
Number

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Date of Change  
effective from

--

Write in BLOCK LETTERS only

Name: Shri/Smt./Km.

New Address

Town	
	PIN
State	

Programme of Study

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Date .....

Signature .....

The filled up form should be mailed to:

The Regional Director Concerned who will forward the request after verifying your signature to

The Registrar,  
SR&E Division,  
IGNOU, Maidan Garhi, New Delhi-110068.

(You are advised to use the photocopy of this proforma)



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


TO  
THE REGISTRAR  
MATERIALS PRODUCTION AND DISTRIBUTION DIVISION  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
NEW DELHI-110 068

**SUB: NON-RECEIPT OF STUDY MATERIAL & ASSIGNMENTS**

ENROLMENT NO:

PROGRAMME:

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: .....  
.....  
.....  
.....

Please send me the above study mterials.

Date:.....

Signature .....

**FOR OFFICIAL USE**

Date of despatch of study material/assignments to students





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
MAIDAN GARHI, NEW DELHI-110 068

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET**

NAME.....

ENROLMENT 

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

ADDRESS .....

.....

.....

.....

PIN 

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PROGRAMME.....

MONTH AND YEAR OF THE EXAM.....

CENTRE FROM WHERE APPEARED AT LAST EXAMINATION.....

BANK DRAFT / IPO NO. .... DATED.....

FOR RS, 25 IN FAVOUR OF IGNOU, NEW DELHI.....

.....  
SIGNATURE

DATED .....

NOTE :FEE FOR DUPLICATE GRADE CARD RS. 25. THE DUPLICATE GRADE CARD/ MARKSHEET WILL BE SENT BY REGISTERED POST

THE FILLED IN FORM WITH THE REQUISITE FEE IS TO BE SENT TO :

REGISTRAR (S.R.& E)  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI,  
NEW DELHI-110068



Dates for submission:  
1st Aug to 31st Oct  
1st Feb. to 30th April

**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi-110 068**

**RE-ADMISSION FORM**

- Name and Address of the Student .....
- Programme Code
- Enrolment No.
- Regional Centre Code
- Study Centre Code
- Details of the Bank
  - Name of the Bank ..... Place .....
  - Bank Draft No. .... Dated .....
  - Amount Rs. ....(Rupees.....)

The students are advised to fill the boxes provided by indicating the details of courses they would like to re-register for :

S.No.	Course Code	Title of the Course	Course Fee (Rs.)
<b>Total Rs.</b>			

Dated: .....

.....  
Signature of the Student .

Please send the Course "Re-admission" form to **Registrar, SR&E** Division, IGNOU, Maidan Garhi, New Delhi-110 068 along with a fees of Rs. 775/- per course. The fee is to be paid through demand draft drawn from any nationalised bank in favour on Indira Gandhi National Open University, New Delhi





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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name .....

Programme : .....

Enrolment No. 

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Address .....

.....

.....

Pin 

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Month and Year of the Exam. ....

Programme .....

Name of Exam. Centre .....

Centre Code .....

Courses in which re-evaluation is sought?	Course Code	Name of the Course
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Total amount paid: Rs. ....

(Rs. 300/- per course/paper)

Bank Draft No. ....(Issuing Bank .....

Dated.....

or

Date :

Signature

**Note :** There is no provision for re-evaluation. Checking is done with reference to the grade/marks given in the Answer-book and the Award list. If there is any mistake on the part of the University, re-checking fee at the rate of Rs 100/- paid by the candidate will be refunded. Application Form for this purpose will normally be entertained within a period of 2 months of the declaration of result.

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

Asst. Registrar (Exam. II)  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110 068



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**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 .....

Address .....

(Please Enclose a Copy of Your complete grade card)

**Filled in Application Form should be sent to :**

Registrar (SRE&E)  
IGNOU, Maidan Garhi  
New Delhi-110 068

Date .....

Signature .....



## 6. ANNEXURES

### 6.1 Address of Regional Centres

Regional Centre and Code	Address of the Regional Centre Tel. Fax & E-mail	Staff	Jurisdiction
AHMEDABAD 09	IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY, SARKHEJ- GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD- 382481 GUJARAT TEL: 02717- 242975/ 242976 FAX: 02717-241580  rcignouahd@yahoo.com rcignou@vsnl.com	DR. (MRS). KALPANA, MISHRA, RD MS AVANI TRIVEDI, ARD (SR. SCALE) SH. SHER SINGH, ARD SH. VED AMBRISH KUMAR, AR	State of Gujarat, Union Territory of Daman, Diu, Dadra & Nagar Haveli
ALIGARH 47	IGNOU REGIONAL CENTRE 4/1339 A NEW SIR SYED NAGARDODHPUR CIVIL LINES. ALIGARH-202002 UTTAR PRADESH TEL: 0571-2700120 ignoursrcaligarh@yahoo.com	DR. A.M.SAKLANI, ARD, (SR SCALE)	District of Jyotiba Phule Nagar, Rampur, Aligarh, Budaun, Bareilly, Hathras, Agra, Firozabad, Saharanpur, Mathura, Bulandshahr, Muzaffarnagar, Bijnor, Morabad
BANGALORE 13	IGNOU REGIONAL CENTRE NESS KALYANA KENDRA293- 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE – 560 082 KARNATAKA TEL: 080-26654747 / 26657376 FAX : 080-26644848 ignourcblr@eth.net ignoubir@bgl.vsnl.net.in	DR. B.S. SUDHINDRA, RS (SR. SCALE) DR. B.P.R. NARASIMHA, RAO (ON DEPUTATION) KRISHNAN, ARD (SR. SCALE) SH.NAMBOODRIPHAD, P., ARD MS P. M. SOWJANYA, ARD MR. G. VIHAY RAJU, DR	State of Karnataka, Goa
BHOPAL 15	IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR, OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL – 462 016 MADHYA PRADESH TEL : 0755-2578455 FAX : 0755-2578454 ignoubhopal@rediffmail.com ignou_bhopal@yahoo.com	DR. K.S. TIWARI, RD DR. B.M. AGARWAL, DD MR. PARVEEN KUMAR, ARD	State of Madhya Pradesh Except For Districts mentioned under Regional Centre Jabalpur

Regional Centre and Code	Address of the Regional Centre Tel. Fax & E-mail	Staff	Jurisdiction
BHUBANESHWAR 21	IGNOU REGIONAL CENTRE C-1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA TEL: 0674-2301347 / 2301250 FAX: 0674-2300349 igrd21@hotmail.com ss_jena2002@yahoo.com	DR. S. S. JENA, RD DR. S.K. TRIPHATHY, DD SH. S. MOHANTI, ARD MR. S.K. PANIGRAHI, ARD SH. R.K. RATH, AR	State of Orissa  Phulbani Gajapati
CHENNAI 25	IGNOU REGIONAL CENTRE C.I. T. CAMPUSTARAMANI CHENNAI - 600 113 TAMILNADU TEL: 044-22541919/22543727 FAX : 044-22542828 ignou_rc@dataone.in ignource@nds3.vsnl.net.in	DR.T.R SHRINIVASAN; RD DR. S. KISHORE; DD (ON DEPUTATION DR. M.S. PARTHSARTHY DD MR. J. DOROTHY, ARD (SR. SCALE) SH. D. VIJAYARA GHAVAN, AR	State of Tamil Nadu, Union Territory of Pondicherry
COCHIN 14	IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA TEL 0484-340203, 2348189, 2330891 FAX: 0484-2340204 igrcl4@vsnl.net	DR.M.SHANMUGHAM, RD DR.K.S.D.NAIR,ARD (SR.SCALE) M.S.SINDHU P.NAIR, ARD SH. M. RAJESH, ARD SH. N.V. SHREEDHARAN, AR (SR. SCALE)	State of Kerela, Union Territory of lakshadweep
DARBHANGA 46	IGNOU REGIONAL CENTRE LALIT NARYANA MITHLA UNIV. CAMPUS KAMESHWARNAGAR, NEAR CENTRAL BANK DARBHANGA-846004 BHIAR TEL: 06272-253719 FAX: 06272-251833 sredarbhang@yahoo.com antripathi29@rediffmail.com	DR. A N TRIPATHI, RD	Paschim Champaran, Gopalganj, Siwan, Saran, Purbi Champaran, Sheohar, Muzaffarpur, Vaishali, Sitamarhi, Madhubani, Darbhanga, Samastipur, Bengusarai, Supaul, Saharasa, Khagaria, Mad
DEHRADUN 31	IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN, RAIPUR ROAD DEHRADUN - 241 001 UTTARANCHAL TEL: 0135-2789810 FAX: 0135-2789190 ignoudn@sancharnet.in ignoudn@hotmail.com	DR.RAJENDER. GUJRAL., RD DR. ASHA. SHARAM, DD DR. RANJAN KUMAR, DD SH. I.M. DHIWAN, AR	Districts of Dehradun, Haridwar, Uttarkashi, Pauri Garhwal, Rudraprayag, Tehri Garhwal, Chamoli, Bageshwar, Thorogarh, Champawat, Almora, Nainital, Udhamsinghnagar



Regional Centre and Code	Address of the Regional Centre Tel. Fax & E-mail	Staff	Jurisdiction
DELHI 1	IGNOU REGIONAL CENTRE 52, TUGHLAKABAD INSTT. AREA NEAR BATRA HOSPITAL NEW DELHI – 110 062 DELHI TEL: 011-29956015/29958078/ 26056834 FAX: 011-29053172 red1ignour@rediffmail.com vvgreddy2_ignou@rediffmail.com	DR. V.V.REDDY, RD (SR SCALE) DR. KAMESHWARI MOORTHY, DD DR. ASHA KHARE, DD DR. HEMA PANT, DD DR. PURNENDU TRIPATHY, ARD (ON EOL) MR. A. VARDARAJAN, ARD (SR. SCALE) SH. BANMALI SINGH, AR	Union Territory of Delhi (South & West Region), State of Haryana (Districts of Gurgaon, Faridabad)
DELHI 2	IGNOU REGIONAL CENTRE GANDHI SMIRTI & DARSHAN SAMITI, RAJGHAT NEW DELHI – 110 002 TEL: 011-23392375 / 23392376 / 23392377 FAX: 011-23392375 ignourd2@ndf.vsnl.net.in ignourd2@bol.net.in	DR.SANJEEV.PANDEY, RD DR. D.B. DAMLE, DD DR. M.KRISHNAIAH, ARD (SELECTION GRADE) DR. SIRAN, MUKHERJI, ARD (SR.SCALE) (ON EOL) MS KUMUD VERMA, ARD MR. ASHOK KUMAR, AR	Union Territory of Delhi (North & East Region), State of Uttar Pradesh (Districts of Meerut, Ghaziabad. Gautam Budh Nagar, Bagpat)
HYDERBAD 01	IGNOU REGIONAL CENTRE RAHUL CHAMBER HOUSE NO.3-5- 909 HIMAYAT NAGAR NARAYANGUDA MAIN ROAD HIMAYAT NAGAR HYDERABAD – 500 029 ANDHRA PRADESH TEL: 040-23221254, 23221255, 23221264 FAX: 040-23221260 hyd2_ignourch@sancharnet.in ignourch_hyd@dataone.in	DR. P. ASHOK KUMAR, RD DR. P.SIVASWAROOP, DD D.S. FIAYAZ AHMED, DD DR. D.R. SHARMA, DD SH. K.NARAYANA MURTHY, AR	State of Andhra Pradesh Except District Srikakulam & Vijaynagaram
JABALPUR 41	IGNOU REGIONAL CENTRE 2ND FLR, RAJSHEKHAR BHAVANRANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR – 482001 MADHYA PRADESH TEL: 0761-2609269 FAX: 0761-260014 ignoujabalpur@hotmail.com ignoujabalpur@yahoo.com	DR. U.C. PANDEY, RD, (1/C) DR. S. GANESHAN, DD (ON EOL) MR. AMIT KUMAR SRIVASTAV, ARD DR. RAVINDER.K.SONI, AR	Jabalpur, Narsipur, Chhindwara, Seoni, Balaghat, Mandla, Dindori, Shahdol, Umaria, Katni, Sidhi (Part of MP)
JAIPUR 23	IGNOU REGIONAL CENTRE 70/79, SECTOR – 7 PATEL MARG MANSAROVAR JAIPUR – 302 020 RAJASHTAN TEL: 0141-2785750, 2785750 FAX: 041-2784043 ignou@raj.nic.in ignou_rj@nic.in	DR. S.N. AMBEDKAR., RD. DR. MAMTA BHATIA., DD DR. K.D. PRASAD., ARD (SELECTION GRADE) MR. ANSHUMAN UPADHYAY., ARD SH B L MEEN, AR	State of Rajasthan



Regional Centre and Code	Address of the Regional Centre Tel. Fax & E-mail	Staff	Jurisdiction
JAMMU 12	IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE CANAL., ROAD JAMMU- 180 001 JAMMU & KASHMIR TEL: 191-2546529 FAX: 191-2546995 ignourcj@sancharnet.in jammurc12@rediffmail.com	ER.K.K.BHAT, RD MR G.H.IMRAPUR, ARD (SELECTION GRADE) DR. JOGINDER KUMAR, ARD (SR.SCALE) DR. D.N. VERMA, AR	State of Jammu & Kashmir (Jammu Region)
KARNAL 10	IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION RAOD, KARNAL – 132 001, HARYANA TEL: 184-2271514 FAX: 184-2255738 ignourck10@sancharnet.in ignourck10@bsnl.in	DR.GULAB.JHA., RD (I/C) DR. (MS). HELEN. SANGEETA, MAJHI, ARD SH. MOHAN LAL SHARMA, ARD SH. N.P. SINGH, AR (SR. SCALE)	State of Haryana (Except The Districts of Gurgaon, Faridabad)
KHANNA 22	IGNOU REGIONAL CENTRE I.T.I. BUILDING LEPUR (DISTRICT LUDHIANA) KHANNA – 141401, PUNJAB TEL: 01628-229994/229993 FAX: 01628-238284 ignoukhanna@yahoo.co.in	DR. ASHOK SHARMA, RD (I/C) DR. SANTOSH KUMARI. ARD (SELECTION GRADE) SH. PRAMESH CHANDRA, ARD SH. TAJINDER PAL SINGH, AR	State of Punjab & Union Territory of Chandigarh
KOLKATA 28	IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA- 700 091 WEST BENGAL TEL: 033-23349850 FAX: 033-23347576 ignourd28@yahoo.com rd28cal@rediffmail.com	DR. SUJIT. KUMAR GHOSH, RD DR. S.S. SINGH, DD DR. INDRANI LAHIRI, ARD (SR SCALE) (ONEOL) MR. SANTANU MUKHERJEE, ARD	State of West Bengal
KORAPUT 44	IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RDBEHIND PANCHAYAT BHAVAN KORAPUT – 764020 ORISSA TEL: 06852-252982/251535 ignou_koraput@rediffmail.com	SH.K.C.DALAI, RAD (I/C) MR. D.R. GONIPATI, ARD MR. BIMAL CHANDRA. NANDA, ARD	Koraput, Nabarangpur, Rayagada, Malkangariri, Banagir. Sonepur, Kalahandi, Nuapada, Boudh, Srikakulam (Part of A.P), Dantewada, Bastar (Part of CG)
LUCKNOW 27	IGNOU REGIONAL CENTRE B-1/33, SECTOR – HALIGANJ LUCKNOW – 226 024 UTTAR PRADESH TEL: 0522-2364893/2762410 (RCL) FAX: 0522-2364889 ignoulko@sancharnet.in	DR. AMIT CHATURVEDI, RD DR. MANORMA SINGH, DD DR. ANIL KUMAR. MISHRA, DD DR. ANIL K DIMRI, DD SH. NOORU SALEM, AR (ON DEPUTATION)	State of Uttar Pradesh (Except The Districts of Mathura. Meerut, Ghaziabad. Gautam. Budh Nagar, Bagpat, Bulandshar, Bijnor, Moradabad, Rampur, Saharanpur & Muzaffarnagar)



Regional Centre and Code	Address of the Regional Centre Tel. Fax & E-mail	Staff	Jurisdiction
MADURAI 43	IGNOU REGIONAL CENTRE CORPORATION SCHOOL BUIDLING PICHAI PILLAI CHAVADI, THENI MAIN ROAD MADURI – 625016 TAMIL NADU TEL: 0452-2380387 FAX: 0452-2380733 srcmadurai@sancharnet.in	DR. PANEERSELVAM RD	District of Madurari, Dindigul, Teni, Virudnagar, Tirunelveli, Kanniyakumari, Tuticorin, Ramanathapuram, Sivaganga. Pudukkottai (Part of TN)
PATNA 05	IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA – 800 001 BIHAR TEL: 0612-2221538/2221541 FAX: 0612-2221539 ignoupt@sancharnet.in	DR. RAM CHANDRA, RAD DR. H. HAIDER, ARD (SR.SCALE) (ON DEPUTATION TO MAANU) MS. MONI SAHAY, ARD MR. D.P. SINGH, ARD MR. K.V.D.S.PRAKASH RAO, AR	State of Bihar Except for the Districts Under Jurisdiction of RC-Darbhanga
PORT BLAIR 02	IGNOU REGIONAL CENTRE JNR MAHAVIDYALAYA PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS TEL: 03192-242888,230111 rc_portblair@rediffmail.com saunand@yahoo.com	SH. S. SAUNAND, RD (I/C)	Andaman & Nicobar Islands
PUNE 16	IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPATA ROAD PUNE – 411 016 MAHARASHTRA TEL: 020-25651124 FAX: 020-25671864 ignourcpune42@vsnl.net	DR. B. SUKUMAR, RD (I/C) DR. KALPANA S GUPTA, DD DR. S.RAJA RAO, DD DR. SHAKILA SHAMSHU, ARD (SR.SCALE) (ON EOL) SH. S.G. SWAMY, AR (SR. SCALE)	State of Maharashtra
RAIPUR 35	IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALLSECTOR – 1 SHANKAR NAGAR RAIPUR – 492007, CHATTISGARH TEL: 0771-2428285/5056508 FAX: 07712445839 rrcignou@cg.nic.in	DR.S.SRINIVAS, RD (I/C) MR. BHANU PRATAP, ARD SH. Y.S. BHAMBULKAR, AR	Chhattisgarh Except Districts of Dantewada & Bastar
RAJKOT 42	IGNOU REGIONAL CENTRE CONTINUING EDUCATION BUILDING SAURASHTRA UNIVERSTIY CAMPUS RAJKOT – 360005, GUJARAT TEL: 0281-2572988 subrcrajkot@yahoo.com	DR. B. RAJAGOPAL, DD	District of Rajkot, Kachchh, Jamnagar, Porbander, Junagadh, Amreli, Bhagnagar, Surendranagar (Part of Gujarat)

Regional Centre and Code	Address of the Regional Centre Tel. Fax & E-mail	Staff	Jurisdiction
RANCHI 32	IGNOU REGIONAL CENTRE 4574, ASHOK NAGAR RANCHI - 834002. JHARKHAND TEL: 0651-2244688, 2244699 FAX: 0651-22444000 ignouranchi@yahoo.com rdranchi@ignou.in	DR. G.N. SHIV KUMAR, RD SH. V.P. RUPAM ARD (ON STUDY LEAVE) DR. SARAH NASREEN, ARD (SR.SCALE) SH. ARVIND MANOJ KUMAR SINGH, ARD DR. MOTI RAM, ARD SH. G.Z. AYOUB, AR	State of Jharkhand
SHIMLA 11	IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMILA - 171 002 HIMACHAL PRADESH TEL: 0177-2624613, 2624611 FAX: 0177-262461 sml_ignoures@sancharnet.in negidb@yahoo.com	DR. D.B. NEGI, RD. DR. JAGDISH SHARMA, ARD SH V.B. NEGI, AR	State of Himachal Pradesh
SILLIGURI 45	IGNOU REGIONAL CENTRE EAST VIVEKANANDA PALLY RAJA RAMMOHAN ROY ROAD SILLIGURI - 734006, WEST BENGAL TEL: 0353-2594600 FAX: 0353-2594601 siligurisubrc@yahoo.co.in siligurisubrc@dataone.in	DR. BISWAJIT BHOWMIL,ARD (SR SCALE)	District of Jalpaiguri, Darjiling, Kochbihar, Uttar Dinajpur, Dakshin Dinajpur, Maldah (Part of WB)
SRINAGAR 30	IGNOU REGIONAL CENTRE MANTOO HOUSERAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR-190 008 JAMMU & KASHMIR TEL: 0194-2311258 FAX: 0194-2311259 ignoursgr@hotmail.com mushtaqad62@yahoo.com	DR. MUSHTAQ AHMED DARZI, RD DR. MIRZA NEHAL AHMED. BEG, ARD	State of Jammu & Kashmir (Srinagar & Ladakh Region)



## 6.2 List of Study Centres (Annexure II)

S.No.	Regional Centre	Place of Study Centre	Address
1	Ahmedabad	Gujarat National Law University Gandhi Nagar	<b>Dr. U. Shobhalata</b> Director (I/C) Gujarat National Law University Sector 26, Gandhinagar- 382028 Gujarat, India. Phone No.: +91-79-23287157/ 23287158 Fax No.: + 91-79-23287156 Email: Contact @gnlu.org.in
2.	Bangalore	K L E Society's Law Collage Bangalore	<b>J.M. Mallikarjunaiah</b> Principal KLE Society's Law collage P. Box No: 1059, II Block, Rajajinagar Bangalore – 560010 Phone : + 91-80-23324529 Fax: + 91-23535372 Email: info@klelawcollege.org
3	Bhopal	National Law Institute University Bhopal	<b>Dr. S. S Singh</b> Director National Law Institute University, Bhopal Kerwa Dam Road, Bhopal – Pin – 462044, Madhya Pradesh Phone: 0755-26966717 Tel Fax- 0755-2696965 Email- nilu@sancharnet.in http://www.nliu.com/
4	Chennai	The Tamil Nadu Dr. Ambedkar Law University Chennai	<b>Prof. S. Sachindhanandam</b> Vice- Chancellor The Tamil Nadu Dr. Ambedkar Law University "Poompozhi" 5, Greenways, Road, Chennai-600028 Ph: 044-24641212 Email: vc@tndalu.org
5	Cochin	School of Legal Studies, Cochin	<b>Dr. D. Rajeev</b> Director School of Legal Studies Cochin University of Science and Technology Triakkara Cochin – 682022
6	Delhi	ILI Delhi	Indian Law Institute New Delhi
7	Kolkata	The West Bangal National University of Juridical Science, Kolkata	<b>Prof. M.P. Singh</b> Vice-chancellor The West Bengal National University of Juridical Sciences NUJS Bhavan 12, LB-Block, Sector-III, Salt Lake, Kolkata- 700098 Phone: 033-23357379/ 0765/ 0500/ 053 Fax: 033-23357422 Email:nujs@cal3.net.in http://www.nujs.edu/
8	Lucknow	Dr. Ram Manohar Lohiya National Law University, Lucknow	<b>Prof. Balraj Chauhan</b> Director Dr. Ram Manohar Lohiya National Law University Sec-D1, LDA Colony, Kanpur Road Scheme Near Power House, Lucknow- 226012 (U.P.) Phone: 0522-2422840, 0522- 242855 Fax: 0522-2422841

S.No.	Regional Centre	Place of Study Centre	Address
9	Patna	Chanakya National Law University, Patna	<b>Prof. Dr. Lakshminath</b> Vice-Chancellor Chanakya National Law University C/o A. N Sinha Institute Campus Near Gandhi Maidan Patna – 800001, Bihar Tele fax: 0612-2205920, 2200789, 6450242 Email: chanakyalawuniv@gmail.com www.cnlu.ac.in
10	Khanna	Rajiv Gandhi National University of Law, Patiala	<b>Prof. (Dr. Gurjeet Singh)</b> Vice-Chancellor Rajiv Gandhi National University of Law, Patiala- 147001 Punjab Tel: 0175-2304188/2304491 Fax: 0715-2304189 Email: professorsgurjeetsingh@gmail.com www.rgnulpatiala.org
11	Hyderabad	Padala Ram Reddy Law College, Hyderabad	<b>Dr. Kama Sai</b> Principal Padala Ram Reddy Law College Ameerpet, Hyderabad – 500073 Phone: 040-3740488
12	Bhubaneswar	KIIT Law School, Bhubaneswar	<b>Prof. Faizan Mustafa</b> Director School of Law, Kalinga Institute of Industrial Technology Kiit University Bhubaneswar – 751024, Orissa Phone + 91 6742725113 Fax: + 91 6742725113 Email: kiit@kiit.ac.in www.kiit.ac.in



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