

# **PROGRAMME GUIDE**

**FOR**

**Diploma in Aquaculture  
(DAQ)**

**ATTENTION**

**You must read this programme guide before studying the courses.**

**Always Keep It Safe And Handy.**



**School of Sciences  
Indira Gandhi National Open University  
NEW DELHI**

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## 1. INTRODUCTION

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Welcome to the **Diploma in Aquaculture (DAQ)**. Through this Programme Guide we will tell you in brief about the University and the Diploma in Aquaculture, the main features of DAQ and how to study various courses in it. It also contains the syllabi of the courses, rules and regulations and **useful forms for you to fill them as per requirement. You can get them photocopied and use them as and when you need them.**

<p><b>You must keep this Programme Guide carefully throughout the tenure of your study as you will have to refer to it from time to time.</b></p>
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## 2. THE UNIVERSITY

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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 doorstep of the learners;
- Providing access to high quality education for all those who seek it irrespective of age, region or formal qualifications;
- Offering need-based academic programmes at affordable cost in emerging professional and vocational areas;
- Promoting and developing distance education and maintaining standards in distance education in the country.

The University offers both short-term and long-term innovative programmes leading to Certificates, Diplomas and Degrees. The programmes are launched with a view to fulfill the learner's needs for:

- Certification;
- Improvement of skills;
- Acquisition of professional qualification;
- Continuing education and professional development at work place;
- Self-enrichment; and
- Diversification of knowledge.

The University uses a judicious multiple media mix for instruction. The instructional package comprises a combination of one or more of the following:

- Self-instructional print materials;
- Audio and video CDs;
- Telecast/broadcasts through the dedicated education channel of Doordarshan (Gyan Darshan) and the All India Radio (Gyan Vani) FM stations;
- Teleconferencing;
- Interactive radio counselling;
- Face-to-face counselling;
- Assignments;
- Project work;
- Tele-counselling;
- On line teaching-learning;
- Extended contact programmes; and
- Laboratory work.

Study material is self-instructional and is developed by teams of experts drawn from different universities/institutions all over the country. The print material is scrutinised by the content experts, supervised by the instructors/unit designers and edited in-house before printing.

## Your Programme Study Centre

For the sake of support services you will be attached to what is known as a Study Centre (SC)/Programme Centre. It will schedule your counselling sessions and other related activities. Meet them whenever you require any help.

### Your Programme Centre/Study Centre Will Provide

- **Information** about the University,
- **Counselling** by experienced teachers to solve your problems,
- **Reference Materials** in the library, and
- **Audio-video** facilities.

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## 3. THE PROGRAMME

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The **Diploma in Aquaculture** has been developed by the School of Sciences, IGNOU. Interest in Aquaculture or breeding and rearing of aquatic animals and plants in enclosures/confinements was activated by the oil crises of the early seventies that made the exploitation of aquatic resources highly uneconomic and also due to declining fish catches in the major traditional fishing grounds. Aquafarming or Aquaculture is viewed as the best option to catching fish to provide food for the growing masses, provide them with alternative livelihood opportunities for their socio-economic upliftment and generate much needed Foreign Exchange. In many developing countries fish and other aquaculture products serve as the main source of cheap protein to combat malnutrition and undernutrition, fish having essential amino acids which are often lacking in cereal protein substitute.

Aquaculture also employs large number of people either directly in fish farming activities such as fishing, pond/pen, cage operation, care-taking, construction work, harvesting, and in related ancillary industries such as net manufacturing, boat making, fry gathering, and bamboo supplying.

### ELIGIBILITY FOR ENROLMENT

**10+2 Pass**

### PROGRAMME OBJECTIVES

The broad objectives of this programme are as follows:

- to provide technical know how to the traditional fisher-folk,
- to develop entrepreneurship,
- to update technical knowledge in professionals already engaged in aquaculture activities, and
- to create awareness and promote green aquaculture involving environmental-friendly practices in the field of aquaculture.

## COURSES

The Diploma in Aquaculture shall include the following courses.

### CORE COURSES

(FOR BOTH THE STREAMS, FRESH WATER AQUACULTURE AND COASTAL AQUACULTURE)

Course 1 : Basics of Aquaculture (BAQ - 001) (8 credits theory)  
Course 2 : Project (BAQP - 001) (6 credits) } COMPULSORY COURSES

### OPTIONAL COURSES

#### FRESHWATER AQUACULTURE (STREAM I)

Course 3: Freshwater Aquaculture (BAQ-002) (8 credits theory)

Course 4: Laboratory (BAQL-001) (6 credits practical)

OR

#### COASTAL AQUACULTURE (STREAM II)

Course 3: Coastal Aquaculture (BAQ-003) (8 credits theory)

Course 4: Laboratory (BAQL-002) (6 credits practical)

To successfully complete **Diploma in Aquaculture** you have to compulsorily complete Course 1 and Course 2 as listed above and opt for either **STREAM I (Courses 3 & 4) or STREAM II (Courses 3 & 4)**. Let us explain to you more clearly in the following manner :

**STREAM I : Courses 1 + 2 + 3 + 4 (total 28 credits)**

**STREAM II: Courses 1 + 2 + 3 + 4 (total 28 credits)**

Those interested in both the streams of Aquaculture (Freshwater as well as Coastal Aquaculture) would have to first finish the Diploma in one stream (either Stream I or Stream II) and then join the other Stream at half the fees and for half the duration of time as compulsory courses 1 and 2 would have already been completed with the first Stream. A Certificate would be given on completion of the second Stream apart from the Diploma.

### DETAILED COURSE STRUCTURE

#### COURSE 1 BASICS OF AQUACULTURE (8 credits) (BAQ-001)

##### BLOCK 1 INTRODUCTION TO AQUACULTURE

- Unit 1 Definition and Scope of Aquaculture
- Unit 2 History and Development of Aquaculture
- Unit 3 Global Scenario of Aquaculture
- Unit 4 General Considerations for Aquaculture
- Unit 5 Prospects of Aquaculture for Future Development

## **BLOCK 2 AQUATIC ENVIRONMENTS FOR AQUACULTURE**

- Unit 6 Environment for Aquatic Organisms
- Unit 7 Water Quality
- Unit 8 Soil Quality
- Unit 9 Biotic Communities in Aquatic Environment and their Interrelationships
- Unit 10 Productivity of Aquatic Environment

## **BLOCK 3 AQUACULTURE RESOURCES**

- Unit 11 Water Resources for Aquaculture
- Unit 12 Candidate Species for Freshwater Aquaculture
- Unit 13 Candidate Species for Brackishwater Aquaculture
- Unit 14 Candidate Species for Sea Farming

## **BLOCK 4 AQUACULTURE METHODS AND PRACTICES**

- Unit 15 Different Levels of Aquaculture
- Unit 16 Conventional Methods of Aquaculture
- Unit 17 Non-Conventional Methods of Aquaculture
- Unit 18 Aquaranching
- Unit 19 Industrial Aquaculture

## **BLOCK 5 HARVESTING AND POST HARVEST TECHNOLOGY OF AQUACROPS**

- Unit 20 Harvesting, Handling and Transportation of Fresh Fish
- Unit 21 Fish as Food
- Unit 22 Processing of Fish and Other Products
- Unit 23 Aquaculture Byproducts
- Unit 24 Quality Control of Aquaculture Products

## **BLOCK 6 ECONOMIC AND SOCIAL ASPECTS OF AQUACULTURE**

- Unit 25 Aquaculture Economics, Marketing and Co-operatives
- Unit 26 Formulating of a Bankable Project for Aquaculture
- Unit 27 Aquaculture and Environment
- Unit 28 Aquaculture Extension
- Unit 29 Human Resource Development for Aquaculture

## **COURSE 2 BAQP-001 PROJECT WORK (6 Credits)**

The Project Guide provides the general guidelines and different stages of project work, project suggestions in the form of units and annexure of data sheets, different forms etc.

Topics provided in the guide are listed below:

1. Survey of local fish market to assess all aquatic products, their demand and market value.
2. Survey of rural ponds/reservoirs used for aquaculture
3. Awareness of the public about aquaculture in relation to their food habits.
4. Survey of aquaculture based industries.
5. Survey of ornamental fish trading unit.
6. Various ways of value additions for fish marketing.
7. Village and farm family survey for identification of technological gaps and training needs of aquaculture.
8. Collection, identification and preservation of commercially important aquatic organisms
9. Survey of fish harvesting devices.

10. Survey of environment-friendly aquaculture farm practices (carp culture/pond culture/shrimp culture/prawn culture/integrated fish farming/sewage fed fish farming/paddy cum fish culture--any one of them)
11. Visit to a fish-processing unit.
12. Study of soil type and water quality of an aquafarm.

### **COURSE 3 FRESHWATER AQUACULTURE (BAQ-002)**

#### **BLOCK 1 CARP BREEDING AND SEED PRODUCTION**

- Unit 1 Biology of Carps
- Unit 2 Brood Stock Management and Breeding of Carps
- Unit 3 Design, Construction and Management of Hatchery
- Unit 4 Pond Preparation and Fertilization
- Unit 5 Management of Nursery and Rearing Ponds

#### **BLOCK 2 CULTURE OF CARPS**

- Unit 6 Site Selection, Design and Construction of Aquafarm
- Unit 7 Grow-out Culture System
- Unit 8 Sewage Fed Fish Culture
- Unit 9 Integrated Farming

#### **BLOCK 3 NON-CONVENTIONAL AND ANCILLARY AQUACULTURE**

- Unit 10 Biology, Breeding and Culture of Cold Water Fish-Schizothoracids and Mahseer
- Unit 11 Biology, Breeding and Culture of Cold Water Fish-Trouts
- Unit 12 Breeding and Culture of Ornamental Fish
- Unit 13 Ancillary Aquaculture
- Unit 14 Live Feed Culture

#### **BLOCK 4 BREEDING AND CULTURE OF CATFISH AND OTHER LIVE FISH**

- Unit 15 Biology of Catfish and Other Live Fish
- Unit 16 Breeding and Culture of Catfish
- Unit 17 Breeding and Culture of Murrels and Anabantids

#### **BLOCK 5 BREEDING AND CULTURE OF SHELLFISH**

- Unit 18 Biology of Shellfish
- Unit 19 Breeding and Hatchery Management of Giant Freshwater Prawn
- Unit 20 Culture of Giant Freshwater Prawn
- Unit 21 Seed Production and Culture of Giant Fresh Water Prawn
- Unit 22 Freshwater Pearl Culture

#### **BLOCK 6 NUTRITION AND HEALTH MANAGEMENT**

- Unit 23 Fish Nutrition and Feed Formulation
- Unit 24 Disease Diagnosis and Management in Hatchery and Growout System (Finfish)
- Unit 25 Disease Diagnosis and Management in Hatchery and Growout Systems (Shellfish)

**COURSE 4 FRESHWATER AQUACULTURE LAB (BAQL-001)****(6 credits)**

No.	Title
Exercise 1 :	Identification of commercially important finfish and shellfish.
Exercise 2:	Site selection for freshwater aquaculture.
Exercise 3:	Field visit to a carp seed farm to study design, layout and operation.
Exercise 4:	Field visit to a carp grow out farm to study design construction and management aspects.
Exercise 5:	Field visit to freshwater prawn grow out farm to study design construction and management aspects.
Exercise 6:	Field visit to a prawn hatchery to study design layout and operation.
Exercise 7:	Field visit to a carp hatchery to study design, layout and operation.
Exercise 8:	Extraction, preservation and dose preparation of pituitary gland.
Exercise 9:	Induced breeding of carps.
Exercise 10:	Packing and transport of fish/shellfish seed.
Exercise 11:	Pre- and post nursery and rearing pond management practices for carp.
Exercise 12:	Identification of aquatic insects.
Exercise 13:	Identification of predatory and weed fishes.
Exercise 14:	Identification and control of aquatic weeds.
Exercise 15:	Identification of fish seed.
Exercise 16:	To culture live feed organisms (algae and zooplankton).
Exercise 17:	Assessment of natural food organisms.
Exercise 18:	Demonstration of common diseases of freshwater shellfish and finfish.
Exercise 19:	Fish age and growth assessment (Length and weight and scale method).
Exercise 20:	Preparation of a model of integrated fish farm unit.
Exercise 21:	Preparation of a model of a cage for cage aquaculture.
Exercise 22:	Identification and use of gears used in freshwater aquaculture.
Exercise 23:	Demonstration of different types of aerators and their demonstration in water.
Exercise 24:	Pond soil testing.
Exercise 25:	Water quality testing.
Exercise 26:	Formulation of feeding and mode of feeding for carps.
Exercise 27:	Setting up of aquarium for ornamental Fish.

**COURSE 5 COASTAL AQUACULTURE (8 credits) BAQ-003****BLOCK 1 RESOURCES AND ECOLOGY OF BRACKISHWATER AND MARICULTURE SYSTEM**

- Unit 1 Marine and Brackishwater Resources
- Unit 2 Candidate Species and their Biology
- Unit 3 Ecology of Brackishwater Environment
- Unit 4 Ecology of Marine Environment

**BLOCK 2 HATCHERY TECHNOLOGY FOR FINFISH AND SHELLFISH**

- Unit 5 Site Selection, Hatchery Design and Construction
- Unit 6 Broodstock Development and Breeding of Prawns and Fishes
- Unit 7 Seed Production and Larval Rearing of Prawns and Fishes
- Unit 8 Live Feed Culture (Microalgae)
- Unit 9 Live Feed Culture (*Artemia*)
- Unit 10 Larval Nutrition

**BLOCK 3 CULTURE OF BRACKISH WATER FINFISH AND SHELLFISH- 1**

- Unit 11 Shrimp Culture Systems
- Unit 12 Site Selection, Design, Construction of Shrimp Farms
- Unit 13 Soil and Water Quality
- Unit 14 Pond Preparation, Stock-Feed Management and Harvesting



## **BLOCK 4 CULTURE OF BRACKISHWATER FINFISH AND SHELLFISH - II**

- Unit 15 Mud Crab Culture
- Unit 16 Brackishwater Fish Culture
- Unit 17 Nutrition and Feed Technology for Brackishwater Fish and Shrimp
- Unit 18 Fish and Shellfish Health Management

## **BLOCK 5 MARICULTURE**

- Unit 19 Sea Farming- I (Finfish and Crustaceans)
- Unit 20 Sea Farming-II (Molluscs and Echinoderms)
- Unit 21 Seaweed Farming
- Unit 22 Pearl Culture

## **COURSE 6 COASTAL AQUACULTURE LAB BAQL-002 (6 Credits)**

<b>No.</b>	<b>Title</b>
Exercise 1	Identification of finfish
Exercise 2	Identification of shellfish
Exercise 3	Site selection
Exercise 4	Designing a Brackishwater Aquafarm
Exercise 5	Field visit to an aquafarm to study construction aspects
Exercise 6	Field visit to study and prepare the design, layout of a commercial shrimp/fish hatchery
Exercise 7	A study of shrimp/fish hatchery operation
Exercise 8	Inducing maturation in shrimp/fish
Exercise 9	Identification of live food organisms
Exercise 10	To culture live food organisms - Algae
Exercise 11	To culture live food organisms - Zooplankton
Exercise 12	Field visit to an aquafarm to demonstrate Pond Preparation (Prestocking)
Exercise 13	Field visit to an aquafarm to demonstrate stocking, post stocking and harvesting
Exercise 14	To formulate and prepare feed for hatchery and growout
Exercise 15	Processing and feed production
Exercise 16	Visit to a feed mill
Exercise 17	Feed testing
Exercise 18	Demonstration of common diseases of finfish and shellfish
Exercise 19	To demonstrate PCR technique for diagnosis of white spot virus disease in shrimp
Exercise 20	To demonstrate prophylaxis and treatment methods of shrimp/fish diseases
Exercise 21	Identification of commercial species of sea-weed, mussel and oyster
Exercise 22	Demonstration of sea-weed culture (rope culture)
Exercise 23	Demonstration of mussel culture (rope culture)
Exercise 24	Demonstration of post-harvest processing of edible molluscs
Exercise 25	Demonstration of implantation in pearl-oyster

You can earn these 28 credits for any one of these two streams (Coastal aquaculture /Fresh water aquaculture), **over a period of 1 year to 3 years depending on your convenience. One credit is equivalent to the activities that can be undertaken in 30 hours** of student's study time. This study time includes the time taken for **reading and understanding the print material, listening to audio, watching video, attending counselling sessions and doing assignments.**

## **CARRYING OUT THE PROJECT**

The Project Work is worth 6 credits. Project work is an exercise, which gives you an opportunity to explore and innovate. It is based on the concept of learning by doing. It enables you to apply the theoretical knowledge you have acquired and implement it practically. It exposes you to the real problems which you might face when you go to work in the field of aquaculture. It also enables you to draw conclusions based on the observations and analysis from real world of aquaculture.

We have prepared a project guide which will help you to become familiar with the different steps required to carry out a project in Aquaculture. This project guide has three major parts. The first part provides general guidelines and different stages of the project work. The second part deals with project suggestions in the form of units and the third part contains annexures of different forms etc.

This project work of 6 credits is to be carried out in about 180 hours starting from the selection of the project upto its submission. You have to submit a typed and bound copy of your project work. If, however, it is not possible for you to submit a typed project report you can submit a hand written project report, but the handwriting should be legible and neat and written only on one side of the paper. Expected total length of your project should be of 4000 to 5000 words supported by tables, graphs, photographs and drawings etc. In general try to stay within the specified word limit for your project report, but if your specific theme of the project demands, you may increase the number of words.

### **Project Evaluation**

If you opt for course of project work you will need to submit a detailed report at the end of your project work. This should be sent only to:

The Asstt. Registrar (Project),  
Student Evaluation Division,  
Indira Gandhi National Open University,  
Maidan Garhi,  
New Delhi – 110068

You will earn your marks on the basis of this report.

## **PRACTICALS**

Please read this Section carefully. Consult your counsellor or write to us at School of Sciences, IGNOU, if you have any doubts.

Practical Course is worth 6 credits in each stream and shall be an integral component of each course. It would require 21 days of practical work. Practicals will usually be held at centres which may be colleges or any institution involved in imparting knowledge in the area of freshwater and coastal fisheries- Aquaculture and Aqua-Farming. Attending all the practical sessions are compulsory for successful completion of the programme.

### Assessment of Practical Components

- ◆ The practical component of each course carries 100 marks.
- ◆ The continuous assessment and term-end examination each has a weightage of 30%.
- ◆ You have to score at least 40% marks in both continuous assessment and term-end examinations for successfully passing the practical component of each course.
- ◆ The examination will be held on the final day of your practical work at the work centre.

In case you do not pass in continuous assessment and/ or term-end examination, you can repeat the concerned part(s) in subsequent practical sessions upto a period of three years for which your registration is valid.

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## 4. HOW TO STUDY

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The Study of various courses in the programme involves:

- **Studying print materials** on your own,
- **Watching/listening to video/audio programmes,**
- **Counselling of the courses,** which will be held at your **study/programme centre,** and
- **Completing assignments.**

### How to Study the Print Material

The print material of each course is divided into **blocks**. Each block has a number of **units**.

The **first page of each block** indicates the number and title of each of the units comprising the block. In the first block of each course, we start with the **course introduction**. This is followed by a **brief introduction to the block**.

**We expect you to read the course introduction and the block introduction as they give you an overview of the course/block.**

The **objectives** given in each unit outline what you are expected to accomplish after studying it.

**Each unit ends with a summary giving its main points for quick recall and a set of terminal questions. Between the various sections of each unit are self-assessment questions (SAQs) to help you evaluate yourself on what you have read. Many units have references for further reading, if you wish to study the topics in depth.**

### How to Study a Unit

**Whenever you study a unit,** always sit with a pencil/pen, and

- note down the main points of the text in the margin for a recall later,
- study the diagrams carefully,
- **work out all exercises/self-assessment questions,**
- make a note of all your comments/doubts/difficulties you have in understanding the content.

## Counselling

There will be a maximum of 10 counselling sessions for each course. Each session will be of 2½ to 3 hours duration. The counselling for various courses is optional. It will be arranged in the **Study Centres** provided sufficient number of students attend the sessions and intimate the University well in advance.

**The schedule of the counselling sessions will be made known to you by the Coordinator of your Study Centre.**

In the counselling sessions, experienced **Academic Counsellors** will be available to discuss various concepts and issues. However, **they will not give lectures to cover the course content**, as done in the conventional system. They will be acting as facilitators.

### **To derive the maximum benefit from counselling sessions, you must**

- *study the relevant print material* carefully beforehand and carry it with you to the study centre
- *note down* the points to be discussed
- *concentrate on the relevant and important issues* of the content and list them for discussion with your counsellor and fellow students
- *try to get all possible help from the Counsellor.*

## Audio-Video Materials

In addition to the print material, a few audio and video programmes for each course will be available at the study centre/programme centre. You may like to listen to them/watch them.

**Video programmes are also transmitted by Doordarshan on National Network from Monday to Friday from 6.25 to 6.55 in the morning and on Gyan Darshan Channel.** The schedule of transmission will be communicated to you through the IGNOU Newsletter. It will also be available at the Study Centre and the IGNOU website - [www.ignou.ac.in](http://www.ignou.ac.in).

**While you are at the Programme Centre/study centre, make it a point to consult the books in the library and watch/listen to video/audio programmes.**

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## 5. ASSESSMENT

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The evaluation consists of two components: (1) continuous evaluation through assignments, and (2) term-end examination (TEE). You must pass both in continuous evaluation as well as in the term-end examination of a course to earn the credits assigned to that course. In the final result, all the assignments of a theory course carry 30% weightage while 70% weightage is given for term-end examination.

You are required to score at least a 'D' grade (40% marks) in both continuous evaluation (assignments) as well as the term-end examination. In the overall computation, you must get at least 'D' grade in each course to claim the Diploma in Aquaculture. The scores of continuous evaluation (Assignments) and term-end examination are not complementary to each other.

The Division will be awarded on the basis of total marks obtained by the student in all the four courses, inclusive of theory and practical components, as per details given below:

60% and above	First Division
50% and above but below 60%	Second Division
40% and above but below 50%	Pass
Less than 40%	Unsuccessful

If you fail to score at least 40% in TEEs of any course, you can appear in subsequent TEE for that course upto two years, the period for which your registration is valid.

## Assignments

Assignments constitute the continuous evaluation component of a course. The assignments of a course carry 30% weightage while 70% weightage is given to the term-end examination (TEE). The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to take your assignments seriously. However, there will be no written assignments for Lab courses.

**You have to complete the assignments in time. You will not be allowed to take the term-end examination for a course if you do not submit the specified number of assignments in time for that course. If you appear in term-end examination without submitting the assignments then the result of term-end examination is liable to be cancelled.**

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the courses by providing feedback to you. The information given in the printed course material should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may make use of them. But the assignments are designed in such a way as to help you concentrate mainly on the printed course material and make use of your personal experience.

Whenever you receive a set of assignments, check them immediately and ask for missing pages, if any, from The Registrar, Material Production & Distribution Division, IGNOU, Maidan Garhi, New Delhi-110068 or the Coordinator of your Study Centre. The assignment responses should be complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor grades.

**For your own record, retain a copy of all the assignment responses which you submit to the coordinator of your Study Centre. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments on your assignments by the evaluator within a month after submission, please try to get it from your study centre personally.** This may help you to improve upon future assignments.

The University sends study materials and assignments, wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.

To get the assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website - [www.ignou.ac.in](http://www.ignou.ac.in)

The students are specifically instructed to send Examination Forms to the Registrar (SED) only and to no other place. If any student sends Examination Forms at a wrong place and thereby misses the scheduled date, he/she will have no claim on the University for regularization.

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## 6. OTHER USEFUL INFORMATION

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### Change/Correction of Address and Change of Study Centre

In case there is any correction/change in the address, students are directed to submit their application (Form 2) to the respective Regional Director who will get the signatures of the students verified from the original records and then forward the same to the Registrar, SR Division, Maidan Garhi, New Delhi-110068 for further necessary action. **Do not write letters to any other officer in the University in this regard.**

Normally it takes 4-6 weeks to effect the change. Therefore, you should make your own arrangements to redirect the mail to the changed address during this period.

Counselling facilities are not available for all programmes at every centre. In case of change of Study Centre, before giving your option, **you must make sure that counselling facilities are available for DAQ at the new centre you opt for.**

Permission for change of Study Centre is normally granted subject to availability of seats for the programme at the new centre asked for. However, the University reserves the right to change the Study Centre at any time as per its convenience without your concurrence.

### **Change of Region**

When a student want to transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. He/she also must write separately to the Registrar, SED and the Registrar, SRD, Maidan Garhi, New Delhi – 110068. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director of the Regional Centre from where the student is seeking transfer will send all the related records including details of fee payment to the Regional Centre where the student is going, under intimation to the Director, SRD and the Director, SED and the student.

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

If you do not receive your study material within a month after admission, fill up **Form 2** and send it to the address mentioned on it.

### **Simultaneous Registration**

Students of DAQ may take simultaneous registration in any Certificate programme of six-month duration. If there is any clash of dates of counselling or examination schedule of the two programmes taken, the University will not be in a position to make adjustment.

### **Refund of Fee**

Fee once paid will not be refunded under any circumstances. In cases, where the University denies admission, the programme fee will be refunded after deduction of the registration fee through Account Payee cheque only.

### **Important Information about Examinations**

- ❖ **Examinations** are held in the months of **June** and **December** every year.
- ❖ **Examination date sheets** giving the date and time of examinations are sent to all Study Centres as follows :

**For June examinations**                      **in January, and**

**For December examinations**              **in July.**

The date sheet is also intimated through IGNOU Newsletters from time to time.

- ❖ **Examination Form** (Form no. 3 in this guide) for taking Examination in any course must be submitted to

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

- ❖ Copies of the examination forms are available at the Study Centres/Regional Centres/ SED at Headquarters. You can use a photocopy of **Form 3. Only one form is to be submitted for all the courses under the programme.**
- ❖ **Dates for submission of Examination forms**

For June TEE	Late Fee	For December TEE	Late Fee
1 March to 31 March	Nil	<b>1 Sept to 30 Sept</b>	Nil
1 April to 20 April	Rs. 100/-	<b>1 Oct to 20 Oct</b>	Rs. 100/-
21 April to 15 May*	Rs. 500/-	<b>21 Oct to 15 Nov*</b>	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	<b>16 Nov to 28 Nov*</b>	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 (SED).

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

Examination for about the fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft) at SE Division, IGNOU, Maidan Garhi, New Delhi – 110068 or at the concerned Regional Centre within the stipulated dates.

**Late fee is payable** in the form of Demand Draft drawn from any nationalised bank or IPO in favour of IGNOU, New Delhi-110 068.

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

- ❖ **Intimation slip** will be sent to you by the University, once your examination form is received. If you do not get the intimation slip 15 days before the examinations begin, **contact your Study Centre or Regional Centre or Student Registration & Evaluation Division at the Headquarters.**

**If you do not get** the intimation slip, check the list of students **registered for examinations** at the Study Centre or on the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). If your name is in that list, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

- ❖ 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.
- ❖ 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 waiting for any previous result and get it cancelled at a later date if need be.**
- ❖ **There is no re-evaluation of examination scripts.** However, you can apply in the prescribed form (**Form-4**) to The Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068 for **re-checking of term-end examination result.** For this, you will have to pay Rs.100/- per course by means of Demand Draft from any nationalised bank drawn in favour of IGNOU, New Delhi. **You must do this within two months of the date of declaration of result.**
- ❖ While communicating with the university regarding examinations, **please write your enrolment number and complete address.** In the absence of such details, we may not be able to attend to your problems.

### Re-admission

The programme fee is **valid for three years** if you cannot successfully complete the courses within a period of three years, you will have to take **re-admission** for the concerned courses.

- ❖ **You will have to pay a fee. Fee is to be calculated on pro-rata basis i.e. Total fee = Total number of courses × number of courses for readmission.** Use **Form 17** to apply for re-admission and send it to The Registrar, SR Division, IGNOU, Maidan Garhi, New Delhi. The re-admission fee is to be paid by way of **Demand Draft from any nationalised bank drawn in favour of IGNOU and payable at New Delhi. The student will get only one year under re-admission scheme.**
- ❖ **Please write your name, enrolment number if allotted, and programme code at the back of your demand draft to ensure proper credit to your fee account.**
- ❖ As and when it is necessary, the University can revise the re-admission fee and it shall be payable by you as per schedule of payment notified by the University.
- ❖ Timely payment of re-admission fee is your responsibility. In case you fail to remit the re-admission fee, you will have to wait for the next cycle of admission. Such students will not be permitted to write the examinations beyond three years.
- ❖ In case any student willfully appears in the examinations beyond three years without proper re-admission, his result will be cancelled. **Fee once paid is not refundable.**

### **Disputes on Admission & other University matters**

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

Only those students who satisfy the eligibility criteria fixed by the University will be admitted. Students will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not get misled by the false promises of admission made by any private individual or institution.

### **Migration Certificate**

Request for migration certificate should be sent to The Regional Director along with the following documents:

1. Application Form (can be obtained from the Head Office or photocopy of the one given in the Programme Guide could be used).
2. Attested copy of the consolidated Statement of Marks or Provisional Certificate; and
3. A fee of Rs. 200/- in the form of a Demand Draft drawn in favour of IGNOU and payable at the city where your Regional Centre is situated.

### **IGNOU Newsletter**

The University publishes newsletter three times a year in English as well as in Hindi. It is mailed to each student free of cost. All the important information relevant to the students is published in this newsletter.

### **Reservation**

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, Other Backward Classes, War Widows, Wards of Ex-Servicemen of military/Paramilitary Forces and Physically Handicapped candidates as per the Government of India rules.

### **Scholarships and Reimbursement of Fee**

Reserved Categories, viz., Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped students have to pay the fee at the time of admission to the University along with other students.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in-forms to them through the Regional Director concerned.

Similarly, SC/ST, and Other Backward Classes students also have to collect and submit the filled in scholarship forms to the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director for reimbursement of Programme fee.



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## 7. SOME USEFUL ADDRESSES

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	<b>Problems</b>	<b>Whom to write to</b>
	(1) Non-receipt or wrong receipt of study materials.	Regional Director IGNOU Regional Centre of your area
	(2) For date sheet, examination form, examination centre, results, change of address/study, centre missing score of term end examination in grade cards, provisional certificate and credit transfer, re- admission.	The Registrar, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068 Or Regional Direct of concerned regional Centre
	(3) Admission, change of Region, identity card, fee receipt, bonafide certificate, re-registration, migration certificate and problems relating to counselling	The Regional Director IGNOU Regional Centre or The Registrar Students Registration Division IGNOU, Maidan Garhi, New Delhi
	(4) Purchasing of Audio/Video Tapes	Electronic Media Production Centre IGNOU, Maidan Garhi, New Delhi
	(5) Academic matters and problems that remain unsolved after representation to other officers of the University.	The Director School of Sciences Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068

**You are also advised to get in touch with the Coordinator of your Study Centre for timely information on any matter.**

**ALWAYS KEEP A COPY OF YOUR CORRESPONDENCE, ASSIGNMENTS, ETC. WITH THE UNIVERSITY WITH YOU.**

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## 8. USEFUL FORMS

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We are enclosing the samples of following forms for your use.

1. Change/Correction of Address & Change of Study Centre (Form No.1)
2. Intimation of Non-receipt of Study Material (Form No.2)
3. Examination Form (Form No.3)
4. Re-checking of Result Form (Form No.4)
5. Form for Duplicate Grade Card/Mark Sheet (Form No.5)
6. Form for Provisional Certificate (Form No.6)
7. Course Re- admission Form (Form No.7)
8. Migration Certificate Form (Form No.8)

Whenever you have to correspond for any of the above listed subjects, **it is better to retain the original form for reuse and get a photocopy of the relevant form**, fill it carefully and send as per instructions therein.

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

**Change/Correction of Address & Change of Study Centre**

I request that all correspondence be sent at the following address and change of Study Centre be recorded.

Enrolment No. 

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

Date from which change is effective

Name	Mr./Ms								
New or corrected Address									
Town/City									
State									
Pin Code:									
<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									

Medium of Study	Programme of Study	New Study Centre Code
<table border="1" style="width: 100%; height: 30px;"></table>	<table border="1" style="width: 100%; height: 30px;"></table>	<table border="1" style="width: 100%; height: 30px;"></table>

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

The form should be mailed to:

**The Regional Director concerned  
Indira Gandhi National Open University**

To  
The Regional Director,  
IGNOU Regional Centre  
Address: .....

**Sub: Non-receipt/Wrong receipt of Study Material**

Enrolment No.																				
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Programme	
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Medium of Study	
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I have not received the Study Material in respect of the following:

Sr.No.	Courses Code	Course Title	Block Nos.

I have remitted all the dues towards the course fee and there is NO CHANGE in address which is given as follows:

Name & address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send me the above study materials.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Official Use**

\_\_\_\_\_  
Date of despatch of study material to students.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110 068  
TERM-END EXAM JUNE / DECEMBER - 200**

**EXAM FORM**

Serial No. **220649**

Control No.

**INSTRUCTIONS**

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
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  Study Centre Code

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

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

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

City  District

State  Pin Code

**COURSE OPTION:**

Course codes for which appearing for the First time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/PGDLAN/BLIS Programme Fee @ Rs. 50/- PER COURSE				Course Code (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID	
S.No.	Course Code	S.No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>	1.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>	3.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>	7.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>	8.	<input type="text"/>

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

Total No. of		Total Amt.
Courses	X 50	<input type="text"/>
Practical Courses	X 50	<input type="text"/>
Late Fee		<input type="text"/>
<b>TOTAL</b>		<input type="text"/>

1. Draft No.	<input type="text"/>
Amount	<input type="text"/>
2. Draft No.	<input type="text"/>
Amount	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Issuing Branch	<input type="text"/>
Payable at	<b>N E W D E L H I</b>

SIGNATURE OF THE STUDENT (within the Box only)

ISSUING BANK

### 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)

### Dates 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. 300/-	1 Oct to 20 Oct.	Rs. 300/-
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 (SED), Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft) at SE Division, IGNOU, Maidan Garhi, New Delhi - 110068 or at the concerned Regional Centre within the stipulated dates.

### INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of 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 on 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 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.
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.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student 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.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



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 OBTAINED re-evaluation is sought	COURSE CODE	MARKS/GRADE
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

8. Fee detail:-

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

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

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](http://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:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre, Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh , Uttar Pradesh ( area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Himachal Pradesh, Uttarakhand , J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar ( areas under Patna RC) Assam
5	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road Pune – 411 016	All Examination Centres in Gujrat, Madhya Pradesh, Mumbai, Maharashtra ( areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu ( area under Chennai RC), Goa
6	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road Christian Basti Guwahati – 781 005	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya





Control No. \_\_\_\_\_

**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 Code							
----------	--	--	--	--	--	--	--

Programme \_\_\_\_\_

Month and Year of the Examination \_\_\_\_\_

Centre from where  
Appeared at the last examination \_\_\_\_\_

Bank Draft/IPO No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. 100/- in favour of IGNOU, New Delhi

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**Note:** Fee for duplicate grade card is Rs. 100/-. The duplicate grade card/mark list will be sent by Registered post.

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

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



**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 \_\_\_\_\_

Name \_\_\_\_\_

Father's name \_\_\_\_\_

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

Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please write the names of the course(s) successfully completed and enclose a copy of your grade card showing complete results.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

The filled in form is to be sent to:

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



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

**Application Form for Course Re-Admission**

Period for sending the form: 1 <sup>st</sup> August to 30 <sup>th</sup> September or 1 <sup>st</sup> February to 30 <sup>th</sup> April
---

1. Name (In capital letters) and address of the student: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Programme Code: 

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

3. Enrolment No.: 

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

4. Regional Centre Code: 

--	--

5. Study Centre Code: 

--	--	--	--

6. Details of course(s) not completed for which re-admission is sought.

S. No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)	
Total Rs.				<table border="1" style="display: inline-table;"><tr><td> </td></tr></table>	

7. Details or re-registration for the missed years(s)/semester(s), if any:

Year(s)/ semester(s)	Course Codes of the missed year(s)/semester(s)	Re-registration Fee Rs.

8. Total Fee (col. No. 6+7) Rs. \_\_\_\_\_ enclosed vide Demand Draft No. \_\_\_\_\_  
 Date \_\_\_\_\_ of \_\_\_\_\_ (Name of Bank) (DD should be drawn in  
 favour of "IGNOU" payable at New Delhi).  
 Date: \_\_\_\_\_

Signature of the student

Mail this Re-admission Form along with DD to Registrar, Students Registration Division, IGNOU, Maidan Garhi, New Delhi – 110068
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Note: Please retain a copy of this form for any future reference.



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

Remitted Rs. _____
D.D. No. _____
Date: _____
Bank Name: _____
Place of Issue: _____

**FORM OF APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE**

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

1. Name and Address of the Applicant:				
2. Father's Name:				
3. Particulars of last Examination:				
Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks obtained	Grade obtained
4. Name of the Regional Centre and Study Centre to which the candidate is attached				
5. Name of the University to which the candidate wants to migrate				

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

Dated: \_\_\_\_\_

Signature of the Applicant

**(To be filled in by the concerned Regional Centre)**

1. The information furnished by Shri/Smt./Kum. \_\_\_\_\_ is correct.
2. He/She may be issued the Migration Certificate applied for.

Date \_\_\_\_\_

Dealing Assistant

Section Officer

Received the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of the Applicant

## INSTRUCTIONS

A fee of Rs. 200/- should be remitted by way of a Demand Draft drawn from any nationalised bank in favour of IGNOU and payable at the city where your Regional Centre is situated.

At the time of submission of the application for issue of Migration Certificate, the applicant should attach a photocopy of the consolidated Statement of Marks or Provisional Certificate issued by this University (duly attested) for verification.

Duplicate Migration Certificate can be issued on payment of Rs. 200/- only in case the original has been lost, destroyed or mutilated, on submission of an Affidavit drawn upon a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format:

"I, \_\_\_\_\_ son/daughter 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 that I did not join any other

University on the basis of the same nor have I submitted the same for joining any other University".

**For obtaining Migration Certificate, submit the filled in application along with the demand draft to your Regional Director.**

## 9. ADDRESSES OF PROGRAMME CENTRES AND STUDY CENTRES

### FOR COASTAL AQUACULTURE

STUDY CENTRE	STUDY CENTRE CODE	STUDY CENTRE ADDRESSES FOR COASTAL AQUACULTURE
PANJIM	0802	<p><b>Prof. Anil M. Nadkarni</b> Coordinator, IGNOU Study Centre <b>Dhempe Coll. of Arts &amp; Science</b>, P.B. No. 222, Panjim, Goa - 403001, Goa</p> <p><b>Ph.Off:</b> 0832-2462616</p>
MANGALORE	1302	<p><b>Rev. Fr . Denzil Lob S.J.</b> Coordinator, IGNOU Study Centre <b>St. Aloysius College</b>, Kodialbail, Mangalore, Dt. Dikshin Kannada- 575003, Karnataka</p> <p><b>Ph.Off:</b> 0824-2447274</p>
TUTICORIN	2507	<p><b>Dr. A. Francis</b> Coordinator, IGNOU Study Centre <b>V.O.C. College</b>, Palayamkotai Road, Tuticorin - 628008, Tamil Nadu</p> <p><b>Ph.Off:</b> 0461-2310906</p>
KOCHI	1402	<p><b>Fr. Savience A.J.</b> Coordinator, IGNOU Study Centre <b>Sacred Heart College</b>, Thevara, Kochi, Dt. Kochi - 682013, Kerala</p> <p><b>Ph.Off:</b> 0484-2663225</p>
VISAKHAPATNAM	0109	<p><b>Sh. K. Purushotham</b> Coordinator, IGNOU Study Centre <b>Dr. L. Bullaya College</b>, Visakhapatnam - 530013, Andhra Pradesh</p> <p><b>Ph.Off:</b> 0891-546293</p>
PURI	2119	<p><b>Dr. Sarat Chandra Behera</b> Coordinator, IGNOU Study Centre <b>S.C.S. College</b>, Puri, Dt.Puri - 752001, Orissa</p> <p><b>Ph.Off:</b> 06752-27413</p>

## FRESHWATER AQUACULTURE

STUDY CENTRE	STUDY CENTRE CODE	STUDY CENTRE ADDRESSES FOR FRESHWATER AQUACULTURE
JAMMU	1201	<b>Prof. Ashok Aima</b> Coordinator, IGNOU Study Centre <b>University of Jammu</b> , Jammu Tawi - 180001, Jammu & Kashmir  <b>Ph.Off:</b> 0191-430133/433268 (R) 0191-433268
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BHOPAL	1501	<b>Dr. Shirish Joshi</b> Coordinator, IGNOU Study Centre <b>Motilal Vigyan Mahavidyalaya</b> , Bhopal - 462008, Madhya Pradesh  <b>Ph.Off:</b> 0755-551460
BHUBANESHWAR	2111	<b>Dr. P.C. Dash</b> Coordinator, IGNOU Study Centre <b>B.J.B. College</b> , Arts Block, Bhubaneswar - 751014, Orissa  <b>Ph.Off:</b> 0674-430148
KOLKATA	2803	<b>Sh. Tarun Kumar Dey</b> Coordinator, IGNOU Study Centre <b>Railway Technical School</b> , Kanchrapara, 24 Parganas (N) - 743145, West Bengal  <b>Ph.Off:</b> 033-25871739
DEHRADUN	2711	<b>Dr. P.C Tiwari</b> Coordinator, IGNOU Study Centre <b>MB Government PG College</b> , Haldwani Dt. Nainital - 263141, Uttranchal  <b>Ph.Off:</b> 05946-24300
LUCKNOW	2720	<b>Dr. P.P. Sinha</b> Coordinator, IGNOU Study Centre <b>Lucknow Christian College</b> , Deptt. of Chemistry, Lucknow - 226018, Uttar Pradesh  <b>Ph.Off:</b> 0522-226958/769846

## Appendix

### Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and/or selected for employment etc. and are required to produce to statement of marks/grade cards by a specified given date, which is before the prescribed dates of declaration of the University's results, the University arrange early processing of their answer scripts and declaration of their results. The students are required to apply in prescribed application for with fee of Rs. 700/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi along-with attested photocopy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination i.e. before 1<sup>st</sup> June and 1<sup>st</sup> December respectively. The University, in such cases, will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month time from the date of conduct of examination.

Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.

Early declaration of result is permissible in term-end examination only and not in Practical/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

### Re-evaluation of Answer Script(s)

The students, who are not satisfied with the marks/grade awarded to them in Term-end Examination may apply for re-evaluation is permissible before 31<sup>st</sup> March for result of December term-end examination and 30<sup>th</sup> September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of Rs. 500/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grades and marks/grades after re-evaluation will considered and updated in students' record.

Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student hand book & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)



### **Improvement in Division/Class**

The students of Diploma in Aquaculture (DAQ) programme, who have completed the programme and wish to improve their Division/Class may do so by appearing in term end examination. The eligibility is as under:-

The students of Diploma in Aquaculture (DAQ) programme, who fall short of 2% marks to secure 2<sup>nd</sup> and 1<sup>st</sup> division.

Students may apply in the prescribed application form from 1<sup>st</sup> to 30<sup>th</sup> April for June term-end examination and from 1<sup>st</sup> to 31<sup>st</sup> October for December term-end examination alongwith fee @ Rs.500/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

The improvement is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar, etc.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student hand book & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

### **Photocopy of the explained answer script**

The students may obtain the photocopy of the evaluated answer scripts for the term-end examination and from 1<sup>st</sup> September to 15<sup>th</sup> October for December Term-end Examination alongwith the requisite fee of Rs. 100/- per course by means of demand draft drawn in favour of 'IGNOU' and payable at 'New Delhi'.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the students hand book & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

### **Issue of official transcript**

The students may also obtain 'Official Transcript' for submission to the Overseas or Indian Institutes/Universities on request. They may apply in the prescribed form by paying the requisite fee as under by means of demand draft in favour of 'IGNOU' and payable at 'New Delhi':-

1. Rs. 200/- per transcript, if it is to be sent to the student/institutes in India.
2. Rs. 400/- per transcript, if required to be sent to the Institutes outside India by the University.

### **Issue of Duplicate Degree/Certificate**

Fee for duplicate Degree certificate is Rs. 500/-. The following documents are also required to be attached with the request for issue of duplicate Degree Certificate:

1. Affidavit on non-judicial stamp paper of Rs. 10/- as per format
2. Copy of FIR lodged with the police station regarding lost of Degree Certificate
3. Demand Draft/IPO for requisite fee