

**MASTER OF ARTS
(ANTHROPOLOGY)
(MAAN)**

PROGRAMME GUIDE

For

**Master of Arts
(Anthropology)**



**School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068**

Printed material is our backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each Course is developed by teachers of the University with the help of eminent academics and professionals from distinguished institutions. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellors at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, students will have no need for any cheap or condensed guides for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advises the students not to take recourse to such type of guides.

Important Information

“The University sends study materials 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.”

“In case you want to have access to IGNOU course materials in electronic form you may visit the website – www.egyankosh.ac.in .”

“Assignments are uploaded online on the University’s website. Students are advised to download it from the IGNOU website – www.ignou.ac.in.”

“The students are specifically instructed to submit the Examination Forms through online mode ONLY and as suggested under Section 7.2. Students are also advised to submit the Registration/Re-registration Forms through online mode ONLY and with late fee as per instructions given under Section 4. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.”

Regional Centres and Study Centres

“A Complete list of Regional Centres of the University, their jurisdiction and Study Centres/Learner Support Centres for M.A. Anthropology is given at our website. Please visit the website to check them (www.ignou.ac.in).”

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Further information on the Indira Gandhi National Open University courses may be obtained from the University’s Office at Maidan Garhi, New Delhi-110 068 or visit our website: <http://www.ignou.ac.in>

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CONTENTS

	Page Nos.
1. The University	5
2. The School of Social Sciences	6
3. Master of Arts (Anthropology) Programme Structure	6
4. Scheme of Study	8
5. Fee Structure and Schedule of Payment	9
6. Instructional System	10
7. Evaluation	13
8. Other Useful Information	19
9. Details of Master of Arts (Anthropology) Courses	25
10. Some Forms for Your Use	39

SCHOOL OF SOCIAL SCIENCES

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1. THE UNIVERSITY

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

- democratising higher education by taking it to the doorstep of the learners
- providing access to quality education to all those who seek it irrespective of age, region, religion and gender
- 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.

The University began by offering two academic programmes in 1987, viz., Diploma in Management and Diploma in Distance education, with a strength of 4528 students. Today, it serves the educational aspirations of over 2.6 million students in India and 36 other countries through a network of 21 schools of studies and a network of 61 Regional Centres, about 3000 learner support centres and about 60 overseas centres. The University offers about 350 certificate, diploma, degree and doctoral programmes, with strength of around 420 faculty members and academic staff at headquarters and regional centres and about 36000 academic counselors from conventional institutions of higher learning, professional organizations, and industry among others.

Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualised 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
- resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations
- socially and academically relevant programmes based on students need analysis
- convergence of open and conventional education systems

Important Achievements

- Emergence of IGNOU as the largest Open University in the world
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993)
- Award of Excellence for distance education materials by Commonwealth of Learning (1999)

- Launch of a series of 24-hour Educational TV Channels ‘Gyan Darshan’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU
- Launch of ‘EDUSAT’ videoconferencing channel
- Launch of ‘Gyan Vani’ and other dedicated educational FM channels

2. THE SCHOOL OF SOCIAL SCIENCES

All academic programmes and courses are developed by the 21 Schools of Studies of the University. School of Social Sciences is the biggest school in terms of the number of disciplines, courses offered and faculty strength. The School enfold eight disciplines, viz., Economics, History, Library and Information Science, Political Science, Public Administration, Sociology, Psychology and Anthropology. It offers a large number of academic, professional and socially relevant programmes of study for award of Ph.D. Degrees, Master’s Degrees, Bachelor’s Degrees, Post-Graduate Diplomas, Diplomas and Certificates.

Discipline of Anthropology offers Master of Arts (Anthropology), Bachelor of Science in Anthropology (BSCANH), Bachelor of Arts (General) (BAG) and PhD programme in Anthropology (PHDAN) .

3. MASTER OF ARTS (ANTHROPOLOGY) PROGRAMME STRUCTURE

The Master of Arts (Anthropology) programme offers an opportunity to learners for higher studies in Anthropology. Anthropology is the study of human beings in time and space. Man has always been curious about himself, a curiosity that began centuries ago and the purpose of Anthropology is to better understand the modern man through knowledge of the past. The programme is based on integrated approach to the subject incorporating insights from physical, social and archaeological anthropology. The thrust is laid on an in-depth understanding involving holistic approach of Anthropology using theoretical and practical techniques. Master of Arts (Anthropology) aims to develop professional competence in the light of perceivable need for trained anthropologists in academic and research institutes, NGOs, government organisations and applied sciences. It would also equip the learners to employ anthropological insights to understand and relate contemporary bio-social shifts.

Eligibility

In keeping with the policy of ‘openness’ and ‘flexibility’, admission to Master of Arts (Anthropology) is open to those having a Bachelor’s degree from any recognised university in any discipline including those who have not studied Anthropology at the graduate level. There is no entrance test for seeking admission into the programme. There is **no age bar** for admission.

Keeping in view that Anthropology is a field science; the courses are designed such that there is a practical component in it. This will enable in better understanding of the course material. In the first year, the course on Anthropology and Methods of Research has a project which is basically meant to implement the techniques you have learnt in approaching an anthropological issue. The course on Physical Anthropology also has practicals based on theory you have studied. In the

second year a compulsory course on Field work and Dissertation is included. It is expected that you will first decide on the topic you want to work on (guidance will be given in the manual), choose your field area that is where you would like to conduct your field work, collect data, analyse, interpret and draw the conclusions. We are very sure that you will enjoy this course as it gives freedom to your thought and work in your desired area. Another compulsory paper in the second year Practicing Anthropology also has practical component. There are five electives offered in the second year you can take any two of your choice.

Duration

The Masters of Arts (Anthropology) programme can be completed in a minimum of two years and a maximum of four years duration.

Medium of Instruction

The Master of Arts (Anthropology) programme is offered in English.

Credits

The University follows the credit system for most of its programmes including Master of Arts (Anthropology). Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e., reading and comprehending print material, listening to audio-based materials, watching video-based materials, attending counseling sessions, teleconference and writing assignment responses). For obtaining Master of Arts (Anthropology) degree a student has to successfully complete courses worth 64 credits.

Structure of the Programme

The Programme comprises of a total of 64 Credits for 8 Courses. A learner is required to complete 6 Compulsory and 2 Elective courses. In the first year there are **four Compulsory courses of 8 credits each** and in the second year a learner has to take **two Compulsory courses and two Elective courses (out of seven electives) of 8 credit each**.

The details of the courses are given below:

Sl.	Course Code	Title of the course	Component in the course	Credits	Type of course
First Year Courses					
1.	MANI-001	Anthropology and Methods of Research	Theory & Project	8	Compulsory
2.	MANI-002	Physical Anthropology	Theory & Practical	8	Compulsory
3.	MAN-001	Social Anthropology	Theory	8	Compulsory
4.	MAN-002	Archaeological Anthropology	Theory	8	Compulsory
Second Year Courses					
5.	MANP-001	Field Work Dissertation	Only Project (no assignment and TEE)	8	Compulsory
6.	MANI-003	Practicing Anthropology	Theory & Project	8	Compulsory
7.	MANE-001	Human Genetics	Theory & Practical	8	Elective
8.	MANE-002	Human Growth & Development	Theory & Practical	8	Elective
9.	MANE-003	Comparative Ethnography	Theory	8	Elective

10.	MANE-004	Gender & Society	Theory	8	Elective
11.	MANE-005	Environmental Anthropology	Theory	8	Elective
12	MANE-006	Social Stratification	Theory	8	Elective
13	MANE-007	Tribes in India	Theory	8	Elective

One compulsory course in the second year, viz., MANP 001 on Field Work and Dissertation has no theory reading material and only involves field work and dissertation submission. The details of this course are provided in the course manual.

Practical: The courses, Physical Anthropology (MANI 002, Human Genetics (MANE 001) and Human Growth and Development (MANE 002) have practical component.

Block 8 of the course MANI 002, Block 7 of the course MANE 001 and Block 8 of the course MANE 002 provide detailed information on the practical component. The practical sessions and practical examinations would be conducted by Regional Centre/Study Centre. The practical examination is for 30 marks for each course.

Project: The courses, Anthropology and Methods of Research (MANI 001) and Practicing Anthropology (MANI 003) have project component. Block 6 of the course MANI 001 and Block 8 of the course MANI 003 are project manuals giving detailed information about what and how the projects entail. The course Fieldwork and Dissertation has only project component and does not have Assignment and Term End Examination. The learners should send synopses for all the three courses (MANI 001, MANI 003 and MANP 001) separately for approvals to the email id (maan@ignou.ac.in). The project reports (MANI 001 and MANI 003) should be submitted to the Registrar, Students Evaluation, IGNOU, Maidan Garhi, New Delhi 110 068 for evaluation. The dissertation report (MANP 001) should be submitted to respective Regional Centre. The evaluation and viva voce (MANP 001) would be arranged by the Regional Centre. However, if the University provides a link to upload project and dissertation reports, learners should upload their reports only on the link in which case there is no need to submit hard copy of the reports. A copy of the respective approvals needs to be attached with the project and dissertation report.

Course Preparation

Learning material is specially prepared by team of experts drawn from different universities and institutions in the area throughout the country as well as by the in-house faculty. The outline of a course is finalised by the Expert Committee while the print material is written by course writers. Before final printing, the materials undergo several rounds of scrutiny by course coordinators and editors.

Programme Delivery

The methodology of instruction in IGNOU is different from that of conventional universities. The Open University system is more learner-oriented and the learner is an active participant in the teaching and learning process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per requirement. The University follows a multi-media approach for instruction comprising self-instructional print material, audio-visual material, counseling sessions, teleconferences and assignments.

4. SCHEME OF STUDY

The university reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of year of registration. The Programme is offered twice a year, in January and July.

Dispatch of Study Material

For Master of Arts (Anthropology) Programme all the study material will be dispatched in one installment. The dispatch of the study material will be made within 4 weeks of the last date of admission. Along with the study material you will also receive Programme Guide and Assignments. If any thing is missing please ask for it. If you do not get material in time or receive defective material write to the 'Regional Director' of your Regional Centre.

Decide Your Time Schedule

The University offers flexibility and openness in the courses and duration for the completion of programmes. You should take full advantage of this flexibility. As indicated earlier you can finish this programme in two years if you clear 64 credits. If you are not able to complete it within this period you can take a maximum of four years to complete it. It would be better if you plan it in a systematic way. For two years you will receive study materials and assignments according to scheme of study but it is up to you to decide which courses you will complete in a particular year. Completion of a course would involve studying the course, completing the assignments and appearing in TEE.

You will have to devote approximately 240 hours of study to complete a eight-credit course. For the four courses of 8 credits each in the first year you need to put in about 960 study hours. You have to adjust your reading schedule keeping this workload in view. For example, if you could

study for 300 days in a year, you need to put in on an average of little more than 3 hours per day. It is helpful to study consistently throughout the year rather than two or three months before the examinations.

If you are busy elsewhere and not able to fully devote yourself to the programme you should fix your targets every year. If you feel that instead of 32 credits you would do only 24 or 16 credits, plan it from the beginning of the year, study only those courses do the assignments for the same and appear for TEE. Carry over the rest to next year. Again next year, decide your goals for that year. Whenever you decide to do the previous year's course ask for fresh assignments in the beginning of the year, submit them according to the schedule and appear in the TEE. Through a proper planning you can finish this programme according to your convenience.

5. FEE STRUCTURE AND SCHEDULE OF PAYMENT

The programme fee is Rs.18,700/- to be paid in two installments. The fee for the first year (Rs. 9600/-) should be paid along with the filled in application form for admission. In the 2nd year the fee (Rs. 9100/-) is to be paid as per schedule without waiting for any communication from the University.

Year	Amount	When and How to Pay	Where to Submit
1 st	Rs. 9600/-	Along with the admission form	Admission and Re-registration forms along with the requisite fee are to be submitted online at www.ignou.ac.in
2 nd	Rs. 9100/-	<p>July admission cycle – 1st February to 31st March</p> <p>January admission cycle – 1st August to 30th September</p>	

The University can revise the programme fee. The revised fee shall be payable by you as per schedule of payment notified by the university.

The programme fee should be paid by means of **debit card/credit card through through** online mode only by logging onto www.ignou.ac.in.

Timely payment of programme fees is the responsibility of the student. Students are expected to remit fee as early as possible without waiting for the last date.

Re-Registration for the Second year

After the 1st year, whether you pass/attempt the first year examination or not, you can seek admission for the 2nd year by submitting the **Re-registration Form for MAAN** along with requisite programme fee online at our website www.ignou.ac.in. Programme fee may be paid through debit card/credit card.

Even if a student does not receive any communication from the University for re-registration in the Second year, s/he is advised to make use of the Re-registration form given at the end of the Programme Guide to seek re-registration. If any student sends the admission form / re-registration form at wrong places and thereby misses the scheduled date and consequently a year, s/he will have no claim on the University for regularisation.

6. INSTRUCTIONAL SYSTEM

The methodology of instruction in this University is different from that in the conventional universities. The Open University System is more learner-oriented in which the student is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication.

The University follows a multi-media approach for instruction. It comprises,

- self-instructional print material
- audio and video cassettes
- audio-video programmes transmitted through Television and Radio
- teleconferencing session
- face-to-face counselling at Study Centres by Academic Counsellors
- assignments

Print Material

Print material is the primary form of instructions. You should concentrate mainly on the printed materials that we send you periodically. The printed material would be sufficient to write assignment responses and prepare for the TEE.

How to use Print Material

The print material prepared by the University is self-instructional in nature. Each course has been divided into a number of Blocks, generally 7-8 Blocks for an 8 credit course. Each Block consists of a number of Units. Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block, i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. The Block introduction explains the coverage of the Block as a whole as well as the coverage of each Unit in that Block. All the blocks of every course have a block introduction, which would give you an idea about the main thrust and contents of that block.

Each Unit is structured in a way that facilitates self-study for you. Each Unit begins with **Learning objectives** which will provide you an idea on what you are expected to learn from the Unit. The **Introduction** provides an overview of the major theme of the unit. An attempt is made to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main text, which is divided, into various sections and sub-sections.

The section **Summary** gives a brief account of what has been discussed in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in some of the Unit are explained in the section **Glossary**. Some books for additional reading are suggested in the section **Suggested Reading**. Some of these books would be available in the Study Centre. The **Sample Questions** given in the end of a section are intended to give you an idea about the nature of questions that may be asked in the TEE. **Questions in Sample Questions are for your practice only, and you should not submit answers to these questions to the University for assessment.**

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units you may mark the difficult words and look for the meaning of such words in the dictionary. If you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

Counselling

In distance education, face-to-face contact between the learners and their tutors/counsellors is an important activity. The purpose of such an interaction is to answer some of your questions and clarify your doubts, which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. Attendance in the counselling sessions is not compulsory. However, they may be useful in certain respects such as: to share your views on the subject with teachers and fellow students, comprehend some of the complex ideas or difficult issues, and get clarifications for many doubts which you would not otherwise try to raise.

Face-to-face counselling will be provided at the Study Centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties, which you face while studying for this programme. In these sessions you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and videocassettes that are available at that time will be played in the counselling sessions. For a 8-credit course there will be counselling of 24 hours duration. In case there are less than 10 students in a Study Centre, then intensive counseling sessions will be held which essentially means that 40 per cent of the prescribed counseling sessions are to be conducted within a week's time.

Before you go to attend the counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may

not be much to discuss. Try to concentrate on relevant and important issues. Try also to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

Study Centre

To provide effective student support, we have set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. 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 your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

Depending upon low enrolment in a Study Centre, or due to other operational reasons, the University may de-activate a Study Centre and the students of the de-activated Study Centre will be attached to another Centre. The concerned Regional Centre will inform the concerned students about the change after admissions are finalized.

A Study Centre will have six major functions:

- 1) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres. The detailed programme of the counselling sessions will be sent to you by the Coordinator of your Study Centre.
- 2) **Evaluation of Assignments:** Tutor marked assignments (TMAs) will be evaluated by the Academic Counsellors appointed for different courses at the Study Centre. These assignments will be returned to you with tutor comments and marks obtained. These comments will help you in your studies.
- 3) **Library:** For each course some of the books suggested under 'Suggested Reading' will be available in the Study Centre Library.
- 4) **Information and Advice:** At the Study Centre you get relevant information regarding the courses offered by the University, counselling schedules, examination schedule, etc. You will also get guidance in choosing your optional courses.
- 5) **Audio-Video Facilities:** The Centres are equipped with audio-video facilities to help you make use of the audio and videocassettes prepared for different courses. Media notes of these audio-video programmes will also be available at the Study Centre. This will help you to know the contents of each programme.
- 6) **Interaction with Fellow-Students:** In the Study Centre you get an opportunity to interact with fellow students.

Please bring all your Units and your folder of corrected assignments with you when you come to the counselling session.

7. EVALUATION

The evaluation consists of two parts in theory courses: i) continuous evaluation through assignments, and ii) Term End Examination (TEE). In the final result, all the assignments of a course carry 30 per cent weightage while 70 per cent weightage is given for TEE. *For the course MANI-001: the component on Project Report, which requires submission of a project report, there is no continuous evaluation and TEE. Evaluation of this component is on the basis of project report submitted. For the course MANP-001: Field work and dissertation, in the second year which requires submission of a dissertation, there is no continuous evaluation and TEE. Evaluation for MANP-001 is on the basis of dissertation and viva-voce examination on the project report submitted.*

Evaluation in Master of Arts (Anthropology) will be done under numerical marking scheme. The following is the scheme of awarding divisions:

I Division	-	60 per cent and above
II Division	-	50 per cent to 59.9 per cent
Pass	-	40 per cent to 49.9 per cent
Unsuccessful	-	Below 40 per cent

In order to complete a course successfully you are required to score at least 40 per cent marks in continuous evaluation (assignments) and at least 40 per cent in TEE. Overall score in a course is the total of the scores in assignment and TEE. The division with which you pass the Master of Arts (Anthropology) programme is decided on the basis of combined percentage of marks obtained in all the courses.

Students can take TEE for first year courses after completion of study of one year for the concerned courses. For example, students enrolled in July 2011 can take their TEE for first year courses in June 2012 or thereafter. Similarly, TEE for second year courses can be taken only after completion of one year of study in the second year. In case a student fails to qualify in a course s/he is allowed to take that course in any of the subsequent TEEs. Students have to successfully complete all the courses within 5 years of registration.

Assignments

The assignments can be obtained from our website www.ignou.ac.in. Assignments constitute the continuous evaluation. Submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. As assignments carry 30 per cent weightage in your final score in the course you are advised to take your assignments seriously. A simple omission on your part may cause loss to you and inconvenience at all levels in the University.

The main purpose of assignments 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 will send back the evaluated assignments with their comments. Do not forget to get back your evaluated TMAs along with a copy of the assessment sheet containing comments of the evaluator on your performance. The comments will surely guide you in your study and help in improving your comprehension.

The print materials should be sufficient for answering the assignments. At postgraduate level it is expected that you will consult other prescribed books also. You need not however worry too much about the non-availability of extra reading materials for working on the assignments. The assignments are designed in such a way as to help you concentrate mainly on the printed course materials and to improve your analytical capabilities.

There is one TMA for each course. You have to submit the completed assignments before the deadline specified in the assignments booklet to the Coordinator of your Study Centre. You will not be allowed to appear for the TEE for a course if you do not submit the specified number of assignments in time for that course. If you appear in TEE without submitting the assignments, the result of TEE would be liable to be cancelled.

The University/Coordinator of the Study Centre has the right not to entertain or 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. Also maintain an account of the evaluated assignment responses. This will help you to represent your case to the University in case any problem arises.

If you do not get pass grade (40 per cent) in the assignment of any course, you have to submit a fresh assignment (meant for the next academic session) for that course. You cannot re-submit the answers to the old assignment. **To get fresh assignments you may download the assignments from IGNOU website www.ignou.ac.in.** 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. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him/her to the Student Evaluation Division (SED) at Headquarters. Score communicated by the Study Centre through any mode other than the award list will not be acceptable to the University for maintenance of student records.

Do not enclose any other request or complaint along with the assignment responses. Send your requests/complaints separately to concerned Divisions/School.

- 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 booklet.

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

ENROLMENT NO: _____
PROGRAMME TITLE: _____ **NAME:** _____
COURSE CODE: _____ **ADDRESS:** _____
COURSE TITLE: _____
ASSIGNMENT CODE: _____ **SIGNATURE:** _____
STUDY CENTRE: _____ **DATE:** _____

- 3) Read the assignments and carefully follow the specific instructions given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.
- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow approximately 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.
- 6) Write the responses in your own handwriting and in your own words. Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University or any other book. If you copy, you will not be awarded any marks.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the TMA response sheets to the Student Registration and Evaluation Division at Head Quarters for evaluation.
- 11) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your TMAs only to the original Study Centre until the change of Study Centre is notified by the University.

- 13) If you find that there is any factual error in evaluation of your assignments, e.g., any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect you should approach the Coordinator of your Study Centre for correction and transmission of correct score to headquarters.

Term-end Examinations

As stated earlier, term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result. You must fill and send your term-end examination form before the last dates i.e. 31st March for June exam and 30th September for December exam. **Please note list of examination centres is available online at the time of filling up the Examination Form.**

The University conducts term-end examination twice a year in June and December. You can take the examination only after completion of the course. In the 1st year July cycle students can take the examination in next June only and January cycle student can take their first examination in December only, failing which you can take the same in December or June of subsequent years within the total span of the programme i.e. five years. In the case of 2nd year courses, you can take the examinations of the courses again in June next year. These conditions are for the year of enrolment. Whenever you are repeating examination you can appear either in June or December. You must note that no student would be eligible to complete the programme before 2 years of study.

In case you fail to get a pass score (40% marks) 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 are required to fulfil the following four conditions.

- 1) You should have paid the registration fee for that year.
- 2) You should have opted for and pursued the prescribed course.
- 3) You should have submitted assignments for the respective course.
- 4) You should submit the examination form in time through **online** mode only.

Examination Date Sheet

Examination date sheets (Schedule which indicates the date and time of examination for each course) are notified through IGNOU website – www.ignou.ac.in from time to time. Thus, normally, the date sheet for June examination is available in April and for December examination in the month of September. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination (i.e., June or December as the case may be).

Online Submission of Examination Form

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Examination Form is available online at IGNOU website. Only one form is to be submitted for all the courses in one term-end examination. **You need to pay separate fee for the examinations.**

A fee of ` 200/- per course is charged as examination fee. If result of the previous examination is not declared the fee for that course can be exempted while filling the form for the next exam. The detailed guidelines are available at ignou website www.ignou.ac.in. There is a separate late fee if forms are submitted after due date.

Keeping the interest of the students, University has approved the acceptance of the examination forms from the students through **online mode only**. The details are given below.

Description	June TEE	December TEE	Online submission
Without late fee	1 st March to 30 th April	1 st September to 31 st October	Online submission For Latest information see website: www.ignou.ac.in
Late fee as indicated in the online Examination form	1 st May to 10 th May	1 st November to 10 th November	Online submission

For updates and recent notifications kindly visit University's website: www.ignou.ac.in

The examination forms with the requisite late fee shall be submitted by the students from **1st May to 10th May** for June TEE and **1st November to 10th November** for December Term End Examination (TEE) through **online mode only**. The examination fee should be paid by students through Debit/Credit Card only.

Only one form is to be submitted for all the courses a student plans to take in a TEE. To avoid discrepancies in filling up examination forms/hardship in appearing in the TEE students are advised to:

- 1) remain in touch with their Study Centre/ Regional Centre/ SRE Division for change in schedule of submission of examination form
- 2) fill up examination form for next TEE without waiting for the result of the previous TEE and also filling up for courses, for which results is awaited
- 3) fill up all the particulars carefully and properly in the examination form to avoid rejection / delay in processing of the form
- 4) retain proof of mailing/submission of examination form till Hall Ticket is received

Examination Forms received after due dates or without late fee, wherever applicable, shall be rejected.

Issue of Examination Hall Ticket

The University issues Hall Ticket to the students at least two weeks before the commencement of

the TEE. Hall Ticket can also be downloaded from the University website: www.ignou.ac.in. In case a student fails to receive Examination Hall Ticket one week before the commencement of examination s/he can download it from the website and approach the Examination Centre for appearing in the examination.

Every student must bring his/her identity card for appearing in the TEE along with the Hall Ticket. Students will be allowed to appear in TEE for those courses only for which registration is valid and prescribed minimum duration of study is completed.

Declaration of Result

It is your duty to check whether you are registered for a course and whether you are eligible to appear for that examination. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

All efforts are made to declare the results well before the deadline for submission of Examination Form for the next TEE. In case result for a course is not declared you should fill the Examination Form for that course.

Early Declaration of Result

In order to facilitate the students who have got admission offer for higher studies or got selected for employment, etc. and are required to produce statement of marks/grade cards by a specified date, may apply for early processing of their answer scripts and declaration of result. Such students are required to apply in prescribed form given in the Programme Guide along with i) fee of Rs. 1000/- per course through demand draft drawn in favour of IGNOU and payable at New Delhi, and ii) attested photocopy of the admission/employment offer. They can submit their request for early declaration of result before the commencement of TEE, that is, before June 1st or December 1st for June and December TEE respectively. The University in such cases will make arrangement for early processing of answer scripts and declare result as a special case possibly within a month's time from the conduct of examination.

Re-Evaluation of Examination Scripts

Students who are not satisfied with the marks/grade awarded to them in TEE may apply in prescribed form for re-evaluation before 31st March for the result of December TEE and 30th September for result of June TEE or within one month from the date of declaration of results, i.e., the date on which results are made available on the University website on payment of Rs. 750/- per course through demand draft drawn in favour of IGNOU and payable at New Delhi. The better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered and updated in student's record.

Re-evaluation is permissible in TEE only and not in practical, project report, workshop, assignment, seminar, etc. A sample application form with rules and regulations for this purpose is enclosed in the Programme Guide and also made available at the University's website www.ignou.ac.in.

Improvement in Division/Class

Students of Bachelor/Master degree programme who have completed the programme and wish to improve their Division / Class may do so by appearing in TEE. The eligibility is as under:

- a) Students of Bachelor / Master degree programme, who fall short of less than 2% marks to secure 2nd and 1st division
- b) The students of Master degree programmes only who fall short of less than 2% marks to secure overall 55% marks.

Students may apply in the prescribed form from 1st to 30th April for June TEE and from 1st to 31st October for December TEE along with fee @Rs. 750/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

Improvement is permissible in TEE only and not in Practicals /Lab courses, Project, Workshop, Assignment, Seminar, etc.

Students wishing to improve their marks will have to apply within six month from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next TEE in which they wish to appear for improvement. Rules and regulations in detail for this purpose are available at the University's website www.ignou.ac.in.

Educational Qualifications Awarded by Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the 'Chhatisgarh Niji Kshetra Vishwavidyalaya (Sthapane Aur Viniyaman) Adhiniyam 2002' are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

Study Centre is the contact point for you. The University cannot send all the 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 Study Centre for day-to-day information about assignments, submission of examination forms, TEE date-sheet, declaration of result, etc. Many of the information are also placed on the IGNOU website. You may visit the IGNOU website from time to time.

While communicating with the University, 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.

8. OTHER USEFUL INFORMATION

IGNOU Website

IGNOU website www.ignou.ac.in contains a lot of useful information which are updated from time to time. There is a separate section called **Student Zone** where you can find assignments, past year question papers, and other useful information. You should visit the website periodically.

Scholarships and Reimbursement of Fees

Reserved categories, viz., Schedule Caste (SC)/ Schedule Tribe (ST) and physically handicapped students, have to pay the fees 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 the scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned State Government and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Similarly for reimbursement of programme fees SC/ST students have to submit their forms to the Directorate of the Social Welfare or Office of the Social Welfare Officer of the respective State Government through the concerned Regional Director of IGNOU.

Change of Courses, Programme and Medium of Instruction

Change of optional courses is permitted within 30 days of receipt of course material on payment of Rs. 1200/- for 6-8 credit courses and Rs. 600/- for 4 credit courses.

Change of Programme is possible only in the first year of study. You have to apply for change within one month of the receipt of the study material. The student has to pay the full fee for the new programme. The fee paid for admission into the earlier programme shall be forfeited.

Change of Medium (from English to Hindi or vice versa) is permitted within 30 days of receipt of first set of course material in the first year on payment of Rs 350/- plus Rs. 600/- for each 2/4 credit course or Rs. 1200/- for each 6-8 credit course, as the case may be.

For change of course/programme/medium you should send your request in the prescribed form (given in this programme guide) to the concerned Regional Director along with the demand draft towards requisite fee. For change of optional course/ medium of instruction you are required to return the study material already received by you to the Regional Director of your Regional Centre by registered post or in person. In the case of change of programme since the fee is forfeited you are not required to return the study material.

Change or Correction of Address

You can request for change/correction of address by applying in the prescribed form (copy given at the end of this Programme Guide). The form can also be downloaded from IGNOU website. You are required to send the filled in form to the Regional Director of your region, who will forward it to the Registrar, Student Registration Division (SRD) after verification of your signature. Request for change of address received through e-mail will not be entertained.

You are advised not to write letters to any other official in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

Change of Study Centre

If you desire to change your Study Centre you are required to fill in the proforma meant for change of Study Centre and send it to your Regional Centre. The Regional Director will forward it to the SRD after verifying your signature. You are required to opt only for such Study Centres which are activated for the programme (list of activated Study Centres is available at IGNOU website and at your Regional Centre). 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.

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 Study Centre opted for. As far as possible the request for change of Study Centre is considered favorably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

Change of Region

When you want a transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to Registrar (SRD), 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 transfer will transfer all records to the Regional Centre where you seek transfer. The Regional Director will intimate you and the Registrar (SRD). The records are normally sent by Registered Post to guard against loss in the postal transit.

Issue of Transcripts

The university provides the facility of official transcripts on requests made by the students on plain paper addressed to Registrar, SED, IGNOU, Maidan Garhi, New Delhi -68. A fee of Rs. 200/- per transcript is required to be paid through demand draft in favour of IGNOU payable at New Delhi. Students are required to pay Rs. 200/- extra in the case of request for sending transcript outside the country.

Issue of Duplicate Grade Card

Duplicate Grade Card is issued after a request is made on the prescribed form along with a bank draft of Rs. 200/- in favour of IGNOU payable at New Delhi. The form for the purpose is given in this Programme Guide.

Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between two programmes taken, University will not be in a position to make any adjustment.

Migration Certificate

For Migration Certificate, requisition may be sent to the Regional Director along with the following documents:

- 1) Application (can be obtained from the SRD, New Delhi or photocopy of the one given in the Programme Guide can be used.)
- 2) Attested copy of the mark sheet.
- 3) Fee of Rs.500/- in the form of demand draft drawn in favour of IGNOU payable at the city where Regional Centre is located.

Samples of various forms currently used in the University are provided in this Programme Guide. Whenever you need any of these (except for the Examination form which is to be procured from the Study Centre/ Regional Centre) please take a photocopy, fill it and send it to us.

CREDIT TRANSFER

Definitions

“Credit transfer” means allowing a student of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A student thus admitted need to write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for and purposes for fulfilling the IGNOU requirements for award of a degree/diploma.

Eligibility

The credit transfer scheme is applicable only to those candidates who have not completed their degree from any other recognized university yet willing to complete through IGNOU as per rules provided.

Modalities

- 1) Normally credit transfer will be applicable only from a diploma, bachelor’s degree, master’s degree to an equivalent diploma, bachelor’s degree and a Postgraduate degree.
- 2) Credit transfer will be permissible only in the case of students coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution “deemed to be

university” or an “institution of national importance” or institutions recognized by statutory bodies like AICTE, ICMR, ICAR, CSIR, etc.

- 3) Credit transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
- 4) In order to get a diploma/degree from IGNOU a student will be required to earn at least 50 per cent credit from IGNOU. For example, an M.A. student should earn at least 32 credits from IGNOU for an IGNOU degree.
- 5) The degree, certificate or the marks list thus given to the students will specifically indicate the credits earned in IGNOU and those obtained from other institution.

Rules and Regulations for Credit Transfer

- 1) Student who wants to avail credit transfer shall get registered with IGNOU for the programmes they want to study. All the applications for credit transfer should invariably be addressed to Deputy Registrar, SRD, IGNOU, Maidan Garhi, New Delhi-110068.
- 2) The students have the choice to opt the electives of Second year in the First year of their study.
- 3) The students by opting the courses in such a way to complete the balance credits can reduce the period of study prescribed for the completion of the degree programme and thereby avail no payment of fees to the period not covered. The student availing credit transfer would be allowed to complete the programme early provided they do not offer more than 32 credits in a year.
- 4) IGNOU “programmes” and “courses” means “subjects” or “papers” respectively of conventional universities.
- 5) Students seeking credit transfer should apply directly to the Dy. Registrar (SRD) IGNOU, Maidan Garhi, New Delhi – 110068 enclosing a Demand Draft for Rs. 500/- per course drawn in favour of IGNOU and payable at New Delhi, attested copies of Marks sheet and attested copies of syllabus of such courses, covered by them. Such cases will be examined separately by the Equivalence committee at the Headquarters of the University. *This process will take a minimum period of three months from the date of receipt of such requests with all the relevant documents by the above concerned officer.*

Refund of Fees

Fee once paid will not be refunded under any circumstance. It is also not adjustable against any other programme of the University. In cases where the University denies admission, however, programme fee will be refunded through A/c payee cheques only after deduction of registration fee.

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.

Foreign Students

Foreign nationals residing in India are eligible to seek admission in IGNOU programmes provided they have valid student visa for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure for foreign students can be downloaded from IGNOU website). Admission of foreign students residing in India will be processed by the International Division of IGNOU after ensuring their antecedents from the Ministry of External Affairs/ Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no. F.1-52/2000(CPP-II) dated May 5, 2004; AIU Circular no. EV/11(449/94/176915-177115) dated January 14, 1994 and AICTE Circular no. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005.

How to Approach the University

During the course of your study you might require some additional information about rules and regulations. You must know whom to contact for specific information. We are providing information about these matters under the heading **Whom to Contact for What**.

The information about the suitable forms for specific purpose is also provided in Section 10 of this Programme Guide. Whenever you need, take a copy of the relevant form (except for the TEE form, which you have to procure in original) and send as per instructions given in the form.

SOME USEFUL ADDRESSES

1)	Examinations, examination centres, results, and other exam-related matters.	Registrar (Student Evaluation Division) IGNOU, Maidan Garhi, New Delhi-110 068
2)	Non-receipt of study material,	Registrar, MPDD, IGNOU, New Delhi
3)	Change of course/programme, admissions, fees, scholarships and Change of Address	Regional Director of your respective region.
4)	Counselling and other problems relating to Study Centres	Assistant Director (Student Affairs), Regional Services Division, IGNOU, Maidan Garhi, New Delhi – 110 068
5)	Purchasing of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068
6)	Academic Matters	Programme Coordinator, Master of Arts (Anthropology), School of Social Sciences, Block-F, IGNOU, Maidan Garhi, New Delhi-110068
7)	Grievances	igram.ignou.ac.in

9. DETAILS OF ARTS (ANTHROPOLOGY) COURSES

A. Details of Compulsory Courses

MANI-001: Anthropology and Methods of Research

8 Credits

Anthropology and Methods of Research, offers a prelude to two main concerns of anthropology, the subject itself in its entirety and the ways and means by which the pragmatic study of this subject is conducted. The course would facilitate the learner with methods of research encompassing physical, social and archaeological aspect, the integral components of Anthropology. This course provides efficient and logical qualitative and quantitative methods of data collection involving man. These methods would help to study socio-cultural aspects of human life, as well as the biological aspects. The course is aimed to facilitate the students to understand approaches which are based on interviews, case-studies, life-histories, observation, comparative research, biological techniques would include pedigree analysis, measurement and bone structure of human body and analysis of blood groups and significance of exploration, excavation, documentation, classification, archaeometry, maps and remote sensing to give an archaeological insight.

Block 1: Introducing Anthropology

Unit 1 Defining Anthropology

Unit 2 Meaning, Scope and Background

Unit 3 Branches of Anthropology

Unit 4 Emerging Frontiers

Block 2: Field Work Tradition in Anthropology

Unit 1 Field Work and its Relevance

Unit 2 Ethnography

Unit 3 Techniques, Methods and Methodology

Unit 4 Genealogy and Pedigree

Block 3: Research Design

Unit 1 Review of Literature and Statement of Research Problem

Unit 2 Theory

Unit 3 Research Design

Block 4: Data Collection Techniques

Unit 1 Primary Data

Unit 2 Secondary Data

Unit 3 Biological Methods

Unit 4 Archaeological Methods

Block 5: Statistical Analysis

Unit 1 Collection and Presentation of Data

Unit 2 Measures of Central Tendency and Dispersion

Unit 3 Statistical Distribution

Unit 4 Using SPSS for Data Analysis Contents

Block 6: Project Work

MANI-002: Physical Anthropology

8 Credits

Human beings are considered biological enterprise only quite recently. The findings of biology and particularly of genetics and ethology have given way to immense literature seeking to locate the explanation of all biologically determined processes involved in human evolution. This course proceeds from very early time to present form and from broad classification of humans to progressively more specific present man *Homo sapiens sapiens*. This course is designed to portray mankind on the canvas that would enable in the understanding about their origin, evolution, geographical deployment, about the human growth and development that entails the change of size and shape of human beings. This course also traces the significant characteristics of primates, our ancestors, tracing the fossil record of anatomical changes and development in behavior, culture and technology. It would also give an insight to human genetics covering the hereditary traits and the epidemiological aspect, human ecology and physiology; how they meet the challenges of different environment and adapt themselves even in adverse conditions.

Block 1: History and Development of Physical Anthropology

Unit 1 Definition and Scope

Unit 2 Relationship with Other Disciplines

Unit 3 Applied Dimensions I

Unit 4 Applied Dimensions II

Block 2: Human Evolution

Unit 1 Principles of Evolution

Unit 2 Theories of Organic Evolution

Unit 3 Synthetic Theory

Unit 4 Palaeoanthropology

Block 3: Primate Study

Unit 1 Living Primates

Unit 2 Primate Behaviour

Unit 3 Phylogeny of Living Primates And Primate Anatomy

Block 4: Biological Diversity

Unit 1 Concept of Race

Unit 2 Distribution and Characteristic

Unit 3 Criteria of Biological Diversity

Unit 4 Racial Classification

Block 5: Human Genetics

Unit 1 Human Genetics

Unit 2 Methods in Human Genetics

Unit 3 Population Genetics

Unit 4 Aberrations in Chromosomes

Block 6: Human Growth and Development

Unit 1 Principles of Growth

Unit 2 Methods and Influencing Factors

Unit 3 Human Constitution and Physique

Unit 4 Reproductive Biology

Block 7: Ecological Anthropology

Unit 1 Fundamentals of Ecology

Unit 2 Adaptation to Environment

Unit 3 Epidemiological Anthropology

Block 8: Practical in Physical Anthropology

Unit 1 Osteology and Instruments Used

Unit 2 Craniometry, Mandibulometry, Somatoscopy and Somatometry

Unit 3 Physiological Variables

Unit 4 Serology and Dermatoglyphics

MAN-001: Social Anthropology

8 Credits

The course objective is to have a basic understanding of historical development of Social Anthropology leading to the theories that would help the learner to understand how the subject was conceived and the various concepts that are an integral part of the subject. Study of the forms and processes in the conceptualisation of society and culture, social groups, social institutions; concepts of kinship, marriage and family; moral and religious ideas and ritual practices; the relation between human being, animal, and spiritual existence; the life and rites of passage; the production, consumption and exchange of necessities that are a part of society would be taken up in detail in this course.

Block 1: Introduction to Social Anthropology

Unit 1 Social Anthropology: Nature and Scope

Unit 2 Philosophical and Historical Foundations of Social Anthropology

Unit 3 Relationship of Social Anthropology with Allied Disciplines

Block 2: Society and Culture

Unit 1 Concept of Society and Culture

Unit 2 Social Groups

Unit 3 Social Identity and Movements

Unit 4 Social Change in Indian Context

Block 3: Anthropological Theories- I

Unit 1 Classical Theories

Unit 2 Functionalism, Structural Functionalism and Neo-Functionalism

Unit 3 Social Organisation and Dynamic Theories of Structure

Block 4: Anthropological Theories-II

Unit 1 Culture and Personality

Unit 2 Marxism

Unit 3 Structuralism

Unit 4 Feminism, Post-Modernism and Post-Colonialism

Block 5: Kinship, Marriage and Family

Unit 1 Kinship

Unit 2 Descent and Alliance Theories

Unit 3 Marriage

Unit 4 Family

Unit 5 Kinship, Family and Marriage in India

Block 6: Religion

Unit 1 Concepts and Approaches to the Study of Religion

Unit 2 Rituals and Symbolism

Unit 3 Religious Specialists

Block 7: Economic and Political Organisations

Unit 1 Concepts and Definitions

Unit 2 State and Stateless Societies: Political Institutions

Unit 3 Production, Consumption and Exchange

Unit 4 Political Power and Distribution of Resources

MAN-002: Archaeological Anthropology

8 Credits

Archaeological anthropology deals with the origin and development of human species and its material manifestations in the form of material culture. In the process of human evolution, both the

biological and cultural aspects evolved complimenting to one another over a long span of time. Archaeological anthropology investigates such fossils and artifacts through scientific explorations and unearths by means of systematic excavations. The retrieved data is documented, analyzed in a systemic way to reconstruct the different stages of bio-cultural evolution of human species. The unwritten record embraces the time period of human species as a tool user to the builder of early citadels, which denotes a savagic hunter-gatherer to a food producing civilized being. The course on Archaeological Anthropology attempts to reconstruct the cultural forms of the past and to trace their growth and development in time. Archaeological anthropology reconstructs the culture in the past by excavating and studying the material remains of former human societies. It is the study of past societies and cultures through the material remains that have been left behind by ancient humans. The material remains constitute bones, teeth, stone, and bone artifacts, weapons, pottery, terracotta objects, grains and other plant remains etc.

Block 1: Definition and scope

Unit 1 Definitions and Scope

Unit 2 History and Development

Unit 3 Interdisciplinary Relations and Approaches

Block 2: Archaeological Units

Unit 1 Space

Unit 2 Tool Families

Unit 3 Tool- Technologies

Unit 4 Household and Decorative Objects

Block 3: Geological Framework

Unit 1 Time and Space

Unit 2 Recent Period

Unit 3 Human Palaeontology

Block 4: Dating Methods

Unit 1 Relevance of Dating

Unit 2 Relative Chronology

Unit 3 Absolute Chronology

Block 5: Palaeolithic Cultures

Unit 1 Lower Palaeolithic Cultures

Unit 2 Middle Palaeolithic Cultures

Unit 3 Upper Palaeolithic Cultures

Unit 4 Palaeolithic Art

Block 6: Mesolithic Cultures

Unit 1 Mesolithic Features

Unit 2 Indian Mesolithic Culture

Unit 3 Mesolithic Art

Block 7: Neolithic and Chalcolithic Cultures

Unit 1 Neolithic Revolution

Unit 2 Neolithic Regional Variants

Unit 3 Chalcolithic Culture

Unit 4 Megalithic Culture

Block 8: Interpretation and Explanation of Archaeological Record

Unit 1 Early Urbanization

Unit 2 Applied aspect

Unit 3 Cultural resource

2nd year would include two compulsory and 2 elective courses; the detailed structure of the syllabus is as follows:

Compulsory Courses

MANP-001: Field Work and Dissertation

8 Credits

This is a compulsory course for the second year. Anthropology is a field science and this course explores the stages of a fieldwork and writing dissertation, starting with the initial planning and ending with the analysis and presentation of the findings. Before going to the field, the prospective learner must select a research topic relevant to anthropology and prepare for the fieldwork. Selecting a topic for a research project is first basic step. The topic should be important and feasible. Anthropologists often find a topic to research by carrying out a *literature review*, or reading what others have already written about the subject to learn whether a gap in previous research exists. Before the commencement of field work learner has to go through the literature on the chosen topic and utilise this information for the preparation of checklist and questionnaire and in the interpretation of their findings in report writing. In this they would deploy all the knowledge of tools and techniques, collection of data, interpretation of data and writing data in the form of dissertation they have gathered from the course Anthropology and Methods of Research. After finalizing the research topic learners have to conduct an intensive fieldwork in an area of their choice depending upon the feasibility of the topic. The process of fieldwork, data collection and writing the dissertation would be complete by utilising 240 hours. The stepwise procedure of fieldwork and writing dissertation would be available in the manual which will be provided to the learners.

MANI-003: Practicing Anthropology

8 Credits

Practicing anthropology is the utilisation of ideas, values, theories, skills etc. for practical purposes in real life. This involves the use of anthropological perspectives in government, policy making,

advocacy, education, corporate world, economic development, areas of health, designing, forensic science, public health, nutrition, human genetics, media, new media, use of indigenous knowledge, gender concerns and much more. As part of the course we will provide a detailed, in depth and critical evaluation of the pragmatic applications of anthropology. It would also include discussions on how anthropology can be chosen as a career, keeping in mind these practical arenas where participation of anthropologists is viable.

Block 1: Introducing Practicing Anthropology

Unit 1 Evolution of Practicing Anthropology

Unit 2 Approaches to the Study of Practicing Anthropology

Unit 3 Challenges and Dilemmas in Practicing Anthropology

Block 2: Practicing Anthropology and Progress

Unit 1 Anthropology and Development

Unit 2 Anthropology and Market

Unit 3 Advocacy, Policy Research and Anthropology

Unit 4: Action Anthropology

Block 3: Practicing Anthropology and Health

Unit 1 Health and Culture

Unit 2 The Pragmatics and Politics in Practicing Anthropology of Health

Unit 3 Epidemiology

Unit 4 Applied Aspects and Public Health

Block 4: Anthropometric and Physiological Dimensions and Practicing Anthropology

Unit 1 Design Anthropometry

Unit 2 Physiological Anthropology

Unit 3 Kinanthropometry

Block 5: Advanced Areas in Practicing Anthropology

Unit 1 Forensic Anthropology

Unit 2 Human Genetics and Society

Unit 3 Applications of Genetic Polymorphism

Block 6: Diverse Arenas of Practicing Anthropology

Unit 1 Applied Multi Media

Unit 2 Disaster Management

Unit 3 Culture and Tourism

Block 7: Transforming Knowledge into Praxis

Unit 1 Capacity Development

Unit 2 Tools for Professional Practice

Unit 3 Participation in Civil Societies and the State

Block 8: Project Work

Manual for project work on Practicing Anthropology

Elective Courses

MANE-001: Human Genetics

8 Credits

Human genetics is one of the important areas of physical anthropology. Human genetics on one hand concerns the study of the patterns of inheritance of various body traits and on the other, a proper assessment of the distribution of such traits and their gene frequencies. It is of utmost relevance for evaluating the process of ongoing human differentiation. This course would enable the learner interested in the study of evolutionary phenomenon to evaluate the inflow and outflow of genes that have evolutionary implications. These studies are included in the field of human population genetics. Serology (study of blood group polymorphisms) further facilitates the learner to understand blood group variation among and within populations. Human Molecular Genetics and advances in Human Genetics, the latest trend in genetics are also included. Human genome is another important area of human genetics.

Block 1: Introduction to Human Genetics

Unit 1 Definition and Scope

Unit 2 Biological Basis of Human Heredity

Unit 3 Formal Genetics

Block 2: Human Population Genetics

Unit 1 Meaning and Scope

Unit 2 Hardy Weinberg Equilibrium (HWE)

Unit 3 Genetic Polymorphism

Block 3: Human Cytogenetics

Unit 1 Human Chromosome

Unit 2 Chromosomal Aberrations

Unit 3 Trends in Human Cytogenetics

Block 4: Human Biochemical Genetics

Unit 1 Meaning, Scope and Genetic Variation

Unit 2 Enzyme and Protein Diversity in Human Populations

Unit 3 Inborn Errors of Metabolism

Block 5: Human Molecular Genetics

Unit 1 Introduction to Molecular Genetics

Unit 2 DNA Polymorphisms

Unit 3 Human Genome Project

Block 6: Applied and Emerging Trends in Human Genetics

Unit 1 Introduction to New Emerging Areas in Human Genetics

Unit 2 Genetic Epidemiology and Epigenetics

Unit 3 Prevention of Genetic Diseases

Unit 4 Genetics and Human Issues

Block 7: Practical in Human Genetics

Unit 1 Serology

Unit 2 Genetical Traits

Unit 3 Molecular Traits

MANE-002: Human Growth and Development

8 Credits

The process of human growth and development is a complex phenomenon which takes almost twenty years to complete. To accomplish this task a complete understanding of this process along with the knowledge about various methods of studying it, and both genetical and environmental factors influencing human growth and development hold an important position. The purpose of this course is to describe and interpret the evolutionary, physiological, cultural and mathematical patterns of human growth. It occupies an important place in the study of individual differences in the form and function in man. The goal of this course is to consider the growth of human body in a unified and holistic manner. It is a blend of forces that shaped the evolution of human growth pattern, the biocultural factors that direct its expression in the living population, its intrinsic and extrinsic factors that regulate individual development and the biostatistics approach to analyze and interpret the human growth.

Block 1: Fundamentals of Human Growth

Unit 1 Introducing Human Growth and Development

Unit 2 Basic Principles of Human Growth

Unit 3 Approach to Human Growth and Development

Block 2: Human Growth Stages

Unit 1 Prenatal Growth

Unit 2 Postnatal Growth

Unit 3 Senescence

Unit 4 Measures of Maturity

Block 3: Assessment of Growth

Unit 1 Methods of Studying Growth

Unit 2 Growth Standards and References

Unit 3 Growth Curves

Block 4: Factors Influencing Growth

Unit 1 Biological

Unit 2 Environmental

Unit 3 Lifestyle

Block 5: Nutritional Anthropology

Unit 1 Concept of Nutrition

Unit 2 Nutritional Status Assessment

Unit 3 Nutritional Epidemiology

Block 6: Body Composition

Unit 1 Assessment of Body Composition

Unit 2 Body Composition and Ethnic Variation

Unit 3 Application of Body Composition

Block 7: Human Physique

Unit 1 Definition, Concepts and Historical Background of Physique and Constitution

Unit 2 New Approach to Human Physique

Unit 3 Physique and Health

Block 8: Practical in Human Growth and Development

Unit 1 Anthropometry

Unit 2 Somatometry

Unit 3 Shape Growth Ratios

MANE-003: Comparative Ethnography

8 Credits

This course would focus on the wide range of ethnographic data that helped the historical development of ethnographic writing with a critical approach to the way that ethnographic monographs are created from the fieldwork endeavour. The course would also take into account the ethical issues and the changing trend in writing ethnography. This course with an emphasis on Global and Indian ethnographic data would benefit the students in an understanding of the ethnographies encouraging them to draw comparative conclusions that would benefit the developmental works.

Block 1: Introduction to Ethnography

Unit 1 Nature and Scope of Ethnography

Unit 2 Writing Culture

Unit 3 Ethics in Writing

Block 2: Approaches to Ethnography

Unit 1 Functionalists and Structuralists

Unit 2 Symbolists and Culturalists

Unit 3 Feminists and Post Modernists

Block 3: Kinship, Family and Marriage

Unit 1 Kinship

Unit 2 Family

Unit 3 Marriage

Block 4: Social Stratification

Unit 1 Ethnicity

Unit 2 Class

Unit 3 Caste

Block 5: Religion and Rituals

Unit 1 Sacred Knowledge- Purity/Pollution/Space/Time

Unit 2 Performative Aspects in Rituals

Unit 3 Religious Movements

Block 6: Economic and Political Organisations

Unit 1 Social Organisations

Unit 2 Economic Organisations

Unit 3 Political Organisations

Block 7: Gender and Sexualities

Unit 1 Gender Identities

Unit 2 Rites of Passage or Rituals of Initiations

Unit 3 Gendered Bodies

Block 8: Development and Change

Unit 1 Re-visiting a Field Area

Unit 2 Developmental Anthropology

Unit 3 Indigenous Knowledge

MANE-004: Gender and Society**8 Credits**

This course would mainly concentrate on gender and how gender is constructed in society through anthropological investigation. Such an investigation would involve fundamental anthropological formulations about sexes and main theoretical arguments related to gender. In this, besides the beginning of theoretical idea of gender, other areas which would be included in the course are: basic perceptions on femininity and masculinity; gender and its connection to nature and culture; gender and kinship; gender and social construction of subordination in social categories of family, religion, caste, class, etc; women and labour, and finally to comprehend and critically look at gender in the contemporary world through various means.

Block 1: Approaches to the Study of Gender

Unit 1 Conceptual Perspectives on Gender

Unit 2 Patriarchy and Male Dominance

Unit 3 Discrimination and Subordination

Block 2: Theorising Gender

Unit 1 Theoretical Notions of Gender

Unit 2 Feminist Theories and Feminist Politics

Unit 3 Historical Development of the Study of Gender in Anthropology

Block 3: Social Construction of Gender

Unit 1 Socialisation and Gender Roles

Unit 2 Embodiment and Gender

Unit 3 Gender and the Life Course

Block 4: Gender Relations in Social Institutions

Unit 1 Kinship and Gender

Unit 2 Family and Gender

Unit 3 Religion and Gender

Unit 4 Education and Gender

Block 5: Gender and Work

Unit 1 Work Participation and Gender

Unit 2 Unorganised Labour

Unit 3 Organised Labour

Block 6: Social Stratification and Gender

Unit 1 Race and Gender

Unit 2 Class and Gender

Unit 3 Ethnicity and Gender

Unit 4 Caste and Gender

Unit 5 Women in Tribal Societies

Block 7: Cross-Cultural Perspectives

Unit 1 Sexuality and Gender

Unit 2 Globalisation and Gender

Unit 3 Mass Media and Gender

Block 8: Women in India and Some Insights

Unit 1 Women's Movements in India

Unit 2 Empowerment, Emancipation and Policies in India

Unit 3 Women and Health

MANE-005: Environmental Anthropology

8 Credits

Environmental Anthropology concentrates on basic scientific and academic research on the relationship between people and their environment with an emphasis on the influence of culture. Environmental anthropology is the study of human interactions with natural world and how these relationships are culturally mediated. It can be the basis for understanding how past and present human populations contribute and respond to local and global environmental change. This course explores theoretical, methodological and applied issues in the study of human culture and social activity in relation to ecological systems and the environment. Particular topics in environmental anthropology have emerged to offer many perspectives on how people interact with their environments. In this course topics to be explored include theories and methodological aspects of ecological anthropology, human adaptability, subsistence strategies, human alteration of the environment, indigenous knowledge of flora and fauna, ethno-biological classification, natural resource sustainability, political ecology, gender and the environment, intellectual property rights, biodiversity conservation, development policies, environmental movements, environmental justice and current issues in environmental anthropology. The course environmental anthropology, as learner will study, is a broad term that can be applied to many ways of studying humans as integral components of the environment.

Block 1: Introduction to Environmental Anthropology

Unit 1 History and Development of Environmental Anthropology

Unit 2 Basic Concepts of Ecology

Unit 3 Human Bio-cultural Adaptations

Unit 4 Potential Environmental Stresses

Block 2: Theoretical and Methodological Issues of Environmental Anthropology

Unit 1 Culture-Environment Relationships

Unit 2 Application of Concept of Ecosystem in Anthropology

Unit 3 Current Approaches in Environmental Anthropology

Unit 4 Research Methods in Environmental Anthropology

Block 3: Ecology and Subsistence Patterns

Unit 1 Hunting and Foraging

Unit 2 Pastoralism

Unit 3 Agriculture

Block 4: Natural Resource Management and Sustainable Development

Unit 1 Common Property Resources and Sustainable Development

Unit 2 Ecology, Degradation and Development in Arid and Semi-arid Areas

Unit 3 Gender and the Environment

Unit 4 Environment and Sustainability in the Third World

Block 5: Development Policies, Environmental Impact and Collective Actions

Unit 1 Development Projects and Displacements in India

Unit 2 Indigenous Communities and Forest Policies in India

Unit 3 Environmental Movements in India

Unit 4 Health and Environment

Block 6: Cultural Dimensions of Development and Biodiversity Conservation

Unit 1 Indigenous Environmental Knowledge Systems and Development

Unit 2 Conservation of Biological Diversity

Unit 3 Biodiversity and Intellectual Property Rights

Unit 4 Applied Environmental Anthropology

Block 7: Contemporary Issues and Problems in Environmental Anthropology

Unit 1 Environment and Global Issues

Unit 2 Anthropology and Climate Change

Unit 3 Environmental Justice

MANE-006: Social Stratification

8 Credits

Social Stratification is a vital part of anthropological study. Since we study humans and the society they live in, their hierarchical representation becomes an essential aspect to be investigated and understood as it is central to the organisation of every human culture. Social equality and inequality acts as a basis in many social processes and are indicators for an individual's or a group's actions, thoughts and life opportunities. This course attempts to analyse the differences and hierarchies created due to the presence of social class, caste, gender, race and ethnicity in society. The course takes into consideration the theories on hand related to social stratification to provide a better understanding. It provides a prospect to understand social stratification and in return view and comprehend social changes that are occurring in today's world due to it. The course will introduce the learners to an important component of study in anthropology and induct them to know about how society functions through unequal hierarchies. The course also will assist them to understand the subtle nuances of beliefs and practices that guide people's behaviour. It will help them to become socially mindful and take note of the

adversities and choices that people in a hierarchical system cope with. Finally the course aims to facilitate the learners to acquire awareness and respect towards the worth of individuals and groups exhibiting varied identities.

Block 1: Introduction to Social Stratification

Unit 1: Difference, Inequality and Hierarchy

Unit 2: Social Differentiation

Unit 3: Nature, Scope and Forms of Stratification

Block 2: Bases of Social Stratification

Unit 4: Power and Authority

Unit 5: Status and Honour

Unit 6: Division of Labour

Unit 7: Social and Economic Capital

Block 3: Theoretical Perspectives

Unit 8: Dialectical Perspective

Unit 9: Functionalist Perspective

Unit 10: Structuralist Perspective

Unit 11: Conflict Perspective

Block 4: Caste and Class

Unit 12: Understanding Caste

Unit 13: Understanding Class

Unit 14: Types of Class

Unit 15: Caste and Class in India

Unit 16: Stratification and Marginalisation

Block 5: Ethnicity, Race and Stratification

Unit 17: Nature and Scope of Ethnicity

Unit 18: Forms of Ethnicity

Unit 19: Race and Society

Block 6: Gender and Stratification

Unit 20: Patriarchy and the Role of Socialisation

Unit 21: Media and Gender Disparities

Unit 22: Women Subordination and Empowerment: Case-Studies

Block 7: Social Mobility

Unit 23: Nature and Types of Social Mobility

Unit 24: Social Mobility and Social Structure

Unit 25: Education and Social Mobility

Unit 26: Measurement of Social Mobility

Block 8: Towards Equity and Equality

Unit 27: Intervention of State: Affirmative Action

Unit 28: Role of ICTs

Unit 29: Challenging the Structure: People's Movements

Unit 30: Distributive Justice

MANE 007 Tribes in India

8 credits

Study of Tribes is one of the core concerns of anthropology. Anthropology initially started with the study of tribes and people living in far off places. In India during the British rule the Indian populations were studied so as to have an understanding of the norms and customs which would help in framing the legislations and for other administrative purposes. Today social anthropology studies the various aspects of a tribe in order to understand the tribal life and document it in the realm of the fast-changing world. Many tribes are fast diminishing and if they are not studied today they would be lost forever. The emphasis of the course would be to understand the tribal culture in India with the help of case studies of a few tribes. The course would focus on social and cultural characteristics of tribes, problems of the tribal communities related to land alienation, bonded labour, displacement, health and illness. The measures adopted by the state, constitutional provisions for the welfare of the tribes would also be taken up in this course.

Block 1 Tribes in India

- Unit 1 Concept of Tribe: Evolution and Debates
- Unit 2 Concept of Tribes in relation to the Concept of Indigenous
- Unit 3 Vulnerable Tribal Groups: Conceptual and Historical Issues
- Unit 4 De-notified Communities

Block 2 Social Organisations

- Unit 1 Social Differentiation and Stratification
- Unit 2 Socialisation and Childhood
- Unit 3 Gender: Concepts and Practices
- Unit 4 Ageing

Block 3 Institutions Among Tribal Communities

- Unit 1 Characteristics of Kinship, Family and Marriage
- Unit 2 Religious Beliefs and Practices
- Unit 3 Political Institutions
- Unit 4 Customary Law and Legal Institutions

Block 4 Economic Profiles

- Unit 1 Hunters and Food Gatherers (Onge, Cholanaicken)
- Unit 2 Nomadic and Transhumant Societies (Bhotia, Rebari)
- Unit 3 Shifting and Terrace Cultivators (Baiga, Angami Naga)
- Unit 4 Settled Agriculturalists (Oraon, Munda)

Block 5 Challenges for the Tribes

- Unit 1 Land Alienation and Debt-bondage
- Unit 2 Health and Illness, and Issues of Depopulation
- Unit 3 Education
- Unit 4 Loss of Dialects/Language and Knowledge/Oral Traditions

Block 6 Provisions and Policies for Tribes in India

- Unit 1 Constitutional Provisions for the Tribes in India
- Unit 2 Planning Commission and its Role in Tribal Development
- Unit 3 Various Tribal Commissions and Recommendations
- Unit 4 Tribal Forest Act and Environment Policy

Block 7 Approaches to Tribal Development

Unit 1 Critical Evaluation of the Concept of Development

Unit 2 Environmental Issues

Unit 3 Industrialisation and Globalisation

Unit 4 Displacement, Rehabilitation and Settlement

Block 8 Transformation of Tribes

Unit 1 Ethno-Political Movements

Unit 2 Tribes in a Plural World

Unit 3 Critical Analysis of Voluntary and Non-Voluntary Organisations

Unit 4 Critical Analysis of Contribution of Anthropologists

10. SOME FORMS FOR YOUR USE

We are enclosing sample copies of certain forms which you will find to be useful. Whenever you have to correspond with the University, please get a 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:

- 1) Assignment remittance-cum-acknowledgement form
- 2) Change of Medium/Courses
- 3) Application for credit transfer
- 4) Intimation of non-receipt of study material
- 5) Form for provisional certificate
- 6) Form for re-evaluation of answer scripts
- 7) Form for duplicate grade card
- 8) Migration certificate form
- 9) Form for Issue of Duplicate Degree/Diploma/Certificate
- 10) Form for improvement in Division/Class
- 11) Form for early declaration of Result
- 12) Form for obtaining photocopy of the Answer Script
- 13) Form for use of Official Transcript.

40 Blank

Enrolment No. : <input type="text"/>		Programme : <input type="text" value="M.A. Anthropology"/>
Name :		
Course Code :		Medium : <input type="text" value="English/Hindi"/>
S.No.	Assignment No.	For Office Use Only
		Sr. No. : _____
		Date of Receipt : _____
		Name of Evaluator : _____
		Date of despatch to the Evaluator : _____
Sig. of dealing Accountant		Date of receipt from
Date : _____		Evaluator : _____

INDIRAGANDHI NATIONAL OPEN UNIVERSITY	
ASSIGNMENTSREMITTANCE-CUM-ACKNOWLEDGEMENT FORM	
Enrolment No. : <input type="text"/>	Programme : <input type="text" value="M.A. Anthropology"/>
Name : _____	
Course Code : _____	Medium : <input type="text" value="English/Hindi"/>
S.No.	Assignment No.
_____	_____
_____	_____
_____	_____
Signature of the Student _____	
Date : _____	
FOR OFFICE USE ONLY	
Sr. No. : _____	
Signature of the receiver	
Date : _____	
Seal	

Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.

2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

To
The Regional Director

Change of Medium: Rs. 350/- + Rs. 600/- for 4 credit and
Rs. 1200/- for 8 credit per course
Change of Courses: Rs. 600/- for 4 credit per course
Rs. 1200/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set
of course material

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

Enrolment No.:

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

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

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

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

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature:

Name _____

Address: _____

Phone & Email _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

Please see instructions
overleaf

Application for Credit Transfer in Master of Arts

(Anthropology) Enrolment No.

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Name & Address _____ Programme of Study :

_____ Details of Credit Transfer Fee paid :
 _____ D.D. No. _____ Date _____ Amount _____

Drawn on (Bank & Branch) _____
 Payable in favour of IGNOU, New Delhi (fee is Rs. 500/- per 8 credit course or a part thereof)

Details of Courses applied for Credit Transfer :						IGNOU Credit Equivalence desired				
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits		
All of the Information provided above is true to the best of my knowledge						Student Signature & Date :				
(For Office use only)										
Recommendations of Schools :										
Credit Transfer recommended for the following Courses						Credit Transfer for the following courses not recommended				
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

- 1) Read the instructions given in your Programme Guide carefully.
- 2) For M.A. Credit Transfer is allowed upto a maximum of 32 credits only.
- 3) Enclose the attested copies of the following along with the form:
 - Marks lists issued by the accredited Institute/University.
 - Syllabus of accredited Institute/University.
 - Prospectus issued by the accredited Institute/University.
- 4) Pay the credit transfer fee at the rate of Rs. 500/- per 8 credits or part thereof through a crossed Demand Draft in favour of 'India Gandhi National Open University' payable at New Delhi.
- 5) Submit the filled in Credit Transfer Form to the following address :

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

To

The Registrar (MPDD)
Indira Gandhi National Open University
Maidan Garhi
New Delhi - 110068

Sub : Non-receipt of Study Material

Enrolement No.

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

Programme

--

Medium of Study

--

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

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

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

Name and Address : Signature :

..... Date :

.....

.....

For Official Use

Date of despatch of studymaterial tostudents.....



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme Title.....

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

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

Filled in Application Form should be sent to:

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

Date

.....
Signature



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name:.....

Programme :

Enrolment No.

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

Address:.....
.....
.....

PIN :

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

Month and Year of the Exam:.....

Name of Exam Centre:

Centre Code:.....

Course, in which Re-evaluation is sought	COURSE CODE	TITLE OF THE COURSE
.....
.....
.....
.....

Fee detail:

(The fee for Re-evaluation of answer script is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): × Rs. 750/- = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

Please mention ‘APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS’

- 7) Application form must reach within the prescribed dates at the following address:-

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



Control No.....

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name.....

Enrolment No.

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

Address

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

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

for Rs. 200/- in favour of IGNOU, New Delhi

.....

Signature

Dated

Note : Fee for duplicate grade card Rs.200/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

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

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INDIRAGANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

- 1. Name :
- 2. Father's/Husband's Name :
- 3. AddressPin
- 4. Particulars of last examination

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

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

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

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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



**INDIRAGANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068**

**FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE**

Note: For Instructions, please see reverse.

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

Sir,

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

The prescribed fee of Rs. 750/- is submitted herewith.

The required particulars are given below:

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

(in Hindi) : _____

Father's Name (in Block Letters): _____

Programme: Enrolment Number:

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

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

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

Yours faithfully,

Signature of the Student

Postal Address _____

Date: _____

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

Signature of Regional Director
With Stamp

INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF UNIVERSITY DEGREE/DIPLOMA/CERTIFICATE

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

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

I _____ Son/Daughter of Shri _____ of
resident _____

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

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

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

Deponent

Signature _____
Address _____

Verification

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

Deponent

SWORN BEFORE ME

Signature _____
Designation _____
Office Seal _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.
1st to 31st October for December Term- end Exam.

1. Name:.....

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

Total marks/Overall point grade obtained Percentage obtained

.....

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

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

	COURSECODE	COURSECODE
--	------------	------------

1. _____ 4. _____

2. _____ 5. _____

3. _____

6. Fee details:

(The fee for Improvement in Division/Class is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

No. of Course(s): × Rs. 750/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

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

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

Exam.CentreCode..... City/Town

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:.....

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

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

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



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

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

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

1. Name:
2. Programme: Enrolment No:

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3. Address:
.....
..... Pin

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4. Reason for early declaration of result:
.....
(enclose a copy of the documentary evidence specifying the reason for early declaration)

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

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

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

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

7. Fee detail:

(The fee for early declaration of result is Rs. 1000/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): × Rs. 1000/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

Date:

(Signature of the student)

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

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

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3. Address:.....
.....
..... PinCode
4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - a) Term-end examination: June/December.....
 - b) Exam Centre Code:
 - c) Exam Centre Address:.....
.....
.....
 - d) Course(s):.....
5. **Fee details:**
(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)
No. of Course(s): X Rs. 100/- = Total Amount:
Demand Draft No.: Date:
Issuing Bank:.....
6. Self attested photocopy of the Identity Card : Attached/Not attached
issued by the University

UNDERTAKING

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

Date: Signature:.....
Place: Name:.....

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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



INDIRAGANDHINATIONALOPENUNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name:

2. Programme: Enrolment No:

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3. Address:

.....

..... Pin

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4. Purpose for which.....
transcript is required

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

No. of transcript(s): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....
Required

DemandDraftNo.: Date:.....

IssuingBank:.....

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

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

.....

.....

.....

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

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

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

Information for Statistical Purpose, Students are required to fill-up this Annexure Compulsorily

1. Name of Student :

2. Enrolment No.

3. Programme Code:

4. Category: (Cross (×) the appropriate Box only)

General SC ST OBC

5. Whether Kashmiri Migrant: (Cross (×) if applicable):

6. Whether Physically handicapped: (Cross (×) if applicable)

7. Whether minority: (Cross (×) if applicable)

8. Social Status: (Cross (×) if applicable Box only)

Ex-serviceman War-widow Not applicable

9. Employment Status: (Cross (×) if applicable Box only)

Unemployed Employed IGNOU Employee KVS Employee

10. Religion : (Cross (×) if applicable Box only)

Hindu Muslim Christian Sikh Jain Buddhist Parsi Jews Others
(please specify _____)

11. Details of Scholarship being received, if any.

(a) Amount (Annually)

Rs.

(b) Govt./Deptt.

(c) Family income (yearly)

Rs.

Kind Attention: All Past and Present Students of IGNOU!

Now you rank our Performance...

Dear Student,

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

Vice-Chancellor, IGNOU.

#

Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

After filling cut out this questionnaire and mail it to:

STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068