

PROGRAMME GUIDE

Certificate in Newborn and Infant Nursing (CNIN)



**School of Health Sciences
Indira Gandhi National Open University**



April, 2016

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Further information about the School of Health Sciences and the Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110068, India.

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1. THE UNIVERSITY

1.1 Introduction

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

- democratising higher education by taking it to the doorsteps of the learners
- providing access to high quality education to all those who seek it irrespective of age, region, 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.

1.2 Prominent Features

Indira Gandhi National Open University has certain unique features such as:

- International Jurisdiction
- Flexible admission rules.
- Individualized study—flexibility in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Nationwide student support services network.
- Cost-effective programmes.
- Modular approach to programmes.
- Resource sharing, collaborations and networking with conventional Universities, Open Universities and other Institutions/Organizations.
- Socially and academically relevant programmes based on students needs analysis. Convergence of open and conventional education systems.

1.3 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 Channels ‘Gyan Darshan’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU. **(At present Gyan darshan is not operational).**

- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

1.4 The Schools of Studies and Centres

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

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering and Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer and Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)

- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing and Visual Arts (SOPVA)

Some of the other Centres and Units which in coordination with the academic, administrative and service wings have developed very useful and educative courses/programmes, are as follows.

- National Centre for Disability Studies (NCDS)
- National Centre for Innovations in Distance Education (NCIDE)

1.5 Academic Programmes

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

- Certification
- Improvement of skills
- Acquisition of professional qualifications
- Continuing education and professional development at work place
- Self-enrichment
- Diversification and updation of knowledge and
- Empowerment

1.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area as well as by in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally despatched to the Programme Study Centres and Telecast through Gyan Darshan **(At present Gyan darshan in not operational)**

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic efforts he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals projects and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 67 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional and Study Centres is given in this handbook. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

1.9 Programme Delivery

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

The University follows a multimedia approach for instruction, which comprises:

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

The video programmes are telecasted on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers, IGNOU Newsletters sent to the learners periodically and university website **(At present it is not operational)**.

- c) **Counselling Sessions:** Normally Counselling sessions for theory are held as per schedule drawn by the Programme Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located. 75% attendance is compulsory in Post Basic B.Sc. Nursing Programme.
- d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously telecasted on Edusat channel from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the Programme Study Centres (**At present it is on hold**).
- e) **Practicals/Project Work:** Some Programme have practical components also. Practical are held at designated institutions for which schedule is provided by the Programme Study Centres 90% attendance for practicals is compulsory which are conducted in the specialized fields in hospitals and community under the supervision of Academic Counsellors/ Clinical Supervisors.

IGNOU Website

At Website: <http://ignou.ac.in>, the following useful information is available:



Fig. 1: Web page of IGNOU Website

- Details of programmes on offer.
- Downloadable prospectus/application forms of various programmes.
- Address checking.
- Material despatch details.
- Assignment of current years.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- Previous years question papers.

- An update on the latest happenings at the University.
- Programme schedules of Gyan Darshan, Gyan Vani and EDUSAT (**At present it is not operational**).
- List of Study Centres and Regional Centres.

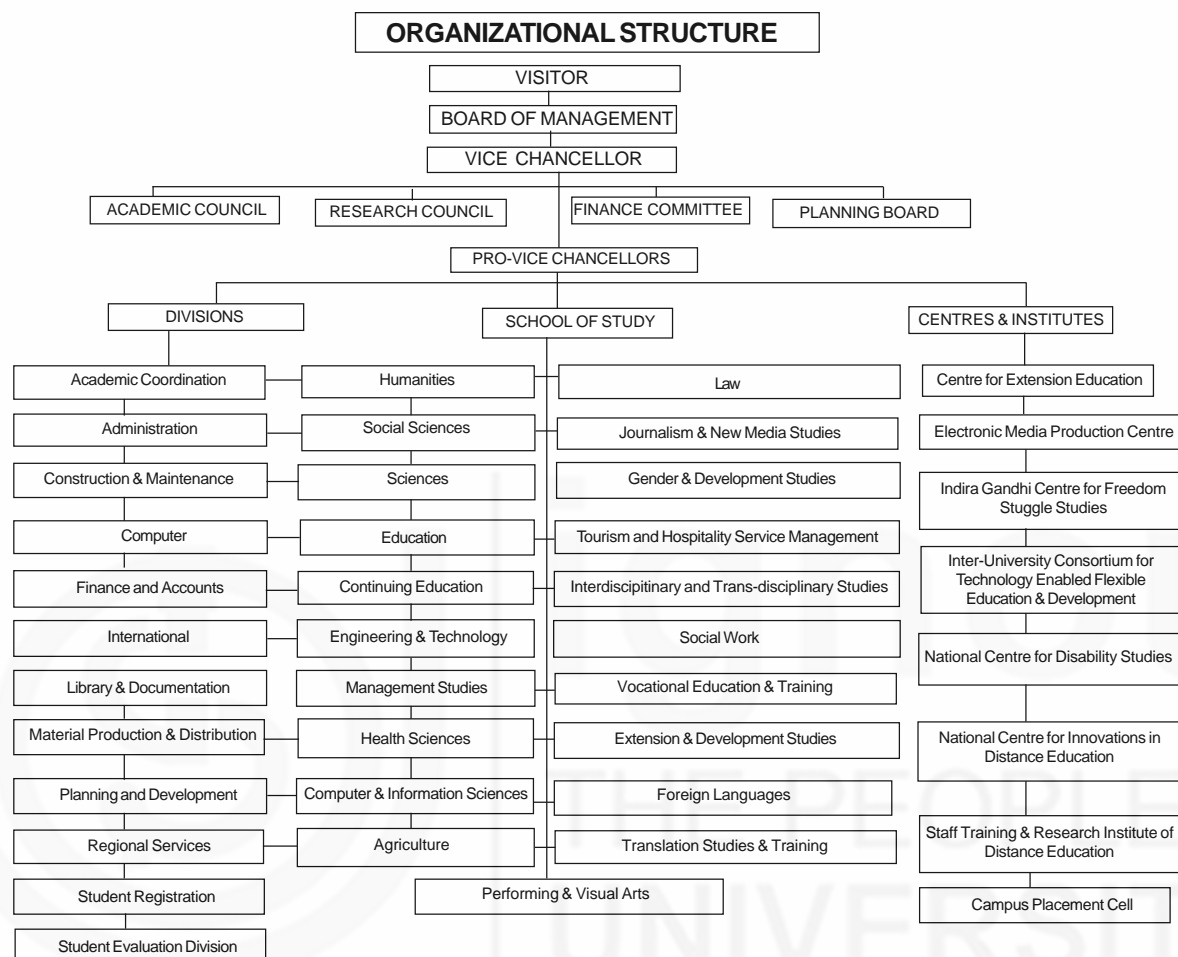


Fig. 2: Organizational Structure of IGNOU

2. COMMON TERMINOLOGIES USED IN DISTANCE LEARNING

As a distance learning student it is important for you to familiarize yourself with the following terminologies which would be commonly used while you are pursuing this programme.

Programme

By a programme, we mean the curriculum or combination of courses in a particular field of a study. For example, Certificate Programme in Newborn and Infant Nursing, Post Basic B.Sc. Nursing Programme, Post Graduate Diploma in Maternal and Child Health, Health Care Waste Management, Diploma programme in Distance Education, and M.A. English etc.

Course

The programme is divided into courses. In conventional system of education, when we talk of a course, we usually refer to a subject or level such as fundamentals of post-graduate chemistry, primary level maths, undergraduate biology and so on. In distance education, the term course includes more than this. It is used to describe the teaching materials and other components of the study. A typical distance education course will, for example, consist of a number of texts, audio and video components, contact sessions, assignments, library work, project work. etc.

Thus, each course consists of printed booklets called blocks, audios, videos, assignments and whatever else may go with it.

Going back to the expression “programme”, you should remember that a PROGRAMME consists of COURSES. For example, in this Certificate Programme for Newborn and Infant Nursing, Nursing Care of Newborn and Infant is a course.

Programme is thus, a superordinate term and course a subordinate one.

Block

A course is divided into blocks. The block appears in the form of a booklet of around 60/80 printed pages. Generally, each block represents one sub theme of the main theme of the course e.g. in this Certificate Programme of Newborn and Infant Nursing (in the course on Nursing Care of Newborn and Infant) Essential Newborn Care is a block.

The text material is sent to the learners in the form of blocks as learner may feel a greater sense of achievement each time he completes a block. A single big book can be threatening from the pedagogic point of view.

Remember that each COURSE consists of a few BLOCKS which appear as booklets.

Unit

The term unit, of course, in the context of IGNOU, is used to denote a division of a block, at one level in terms of the theme or topic/a lesson and at another level as the material used to teach the topic.

A unit is a self-contained portion of a block covering one or more interwoven learning concepts. Each unit is broken into sections and sub-sections for the clarity of the presentation of concepts, information, illustrations etc.

Each unit is, thus an individual lesson and fits into the block it belongs to. It contains orientation for learners’ objectives, introduction to the content, explanation of the topics covered and exercises to help them learn the material.

The Linkage scheme starting from a Programme to Units etc. is given in Fig. 3.

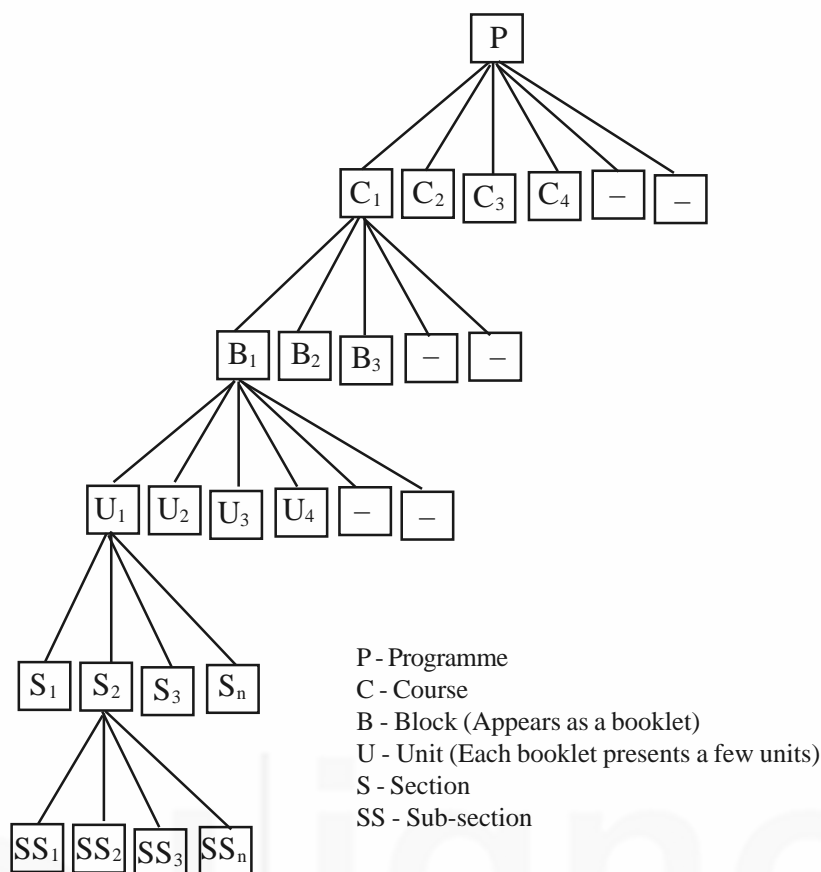


Fig. 3: Hierarchical Linkage Scheme

Credit

In IGNOU, the student study hours are measured in credit systems. One credit is equivalent to 30 learning hours. Each block of your theory represents one credit i.e. a learner on an average would require 30 hours to complete reading a block and attempting the associated assignments.

Study Centres

Although the Open University system demands a student to work mainly at home, face to face interaction is also essential. This face-to-face interaction serves to solve administrative as well as academic problems faced by the students. To facilitate this, study centres are chosen all over the country. Study centres function under the Regional Centres.

Programme Study Centres

Programme study centres are established for professional programmes, which also function under the Regional Centres of IGNOU.

Academic Counsellor

Academic Counsellors are Teachers identified and trained in the programmes offered by IGNOU to guide the students for theory and practical training.

3. UNIVERSITY RULES

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 the year of their registration.

3.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the “*Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana a Aur Viniyam), Adhiniyam, 2002*” are non-existent and cannot be considered for admission to any programme in IGNOU.

3.2 Validity of Degree for Admission

3.2.1 Master’s Degree awarded without a first degree of 3 year duration is not recognised for purposes of admission to IGNOU’s Academic Programmes.

3.2.2 Bachelor’s Degree means Bachelor’s Degree of not less than 3 year duration.

3.2.3 IGNOU also accepts First degree of 2 year duration obtained from a recognized university completed up to the year 1998-99 for purposes of higher studies; provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.

3.2.4 Degrees acquired from an ‘Off Campus’ Centre of Private Universities outside the territorial jurisdiction of the concerned State are also not recognized for purposes of admission to IGNOU’s academic programmes unless they have specific approval of the University Grants Commission.

3.2.5 Similarly, Degrees acquired from an ‘Off Campus’ Centre/ ‘Off-shore’ Campus of Central/ State/Deemed to be Universities offered through Distance mode of learning will be accepted for higher studies in IGNOU, provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities prescribed by the University Grants Commission from time to time.

3.3 Incomplete and Late Applications

Incomplete Application Form(s)/Re-registration Form(s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and **enclose copies of all the required certificates including RNRM certificate duly self attested**. The Form duly completed along with its enclosures is to be submitted **ONLY** To Regional Director concerned on or before the due date. The application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

3.4 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they will have to apply afresh and go through the admission process again.

3.5 Re-registration

Learners are advised to submit the Re-Registration forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-Registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.

Schedule for Re-Registration

For July Session	For January Session	Late fee (Rs.)
1st February to 31st March	1st August to 1st October	NIL
1st April to 30th April	3rd October to 31st October	200.00
1st May to 31st May	1st November to 30th November	500.00
1st June to 20th June	1st December to 20th December	1000.00

3.6 Re-admission

The students who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration of the programme	Re-admission validity
Certificate Programmes	6 Months	6 Months
Diploma/PG Diploma Programmes and all other Programmes* with one year duration	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

*BLIS/MLIS/B.COM & M.Com Programmes of ICAI, ICSI etc.

For re-admission the student has to remit pro-rata fee for each incomplete course(s). The Table of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the website (www.ignou.ac.in> Student Zone > Downloads > Re-admission >).

Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the pro-rata course fee for re-admission as per rate given in pervious Table for each of the course(s) they failed to successfully complete within the maximum period prescribed.

3.7 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission on forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

3.8 Scholarships and Reimbursement of Fee

The learners belonging to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarship. They are advised to collect Scholarship forms from the Directorate of Social Welfare or from the Office of the Social Welfare Officer of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted/registered for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of programme Fee.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to the awarding authority directly.

Students belonging to SC/ST, OBC and PWD categories, who are desirous of availing the Scholarship Schemes of the Government of India, should submit their Scholarship Form for the academic year by February for processing scholarships to these categories of students each year, as conveyed by the University Grants commission vide their letter No.F.1-27/2009 (SCT) dated 26.02.2015.

Fee Concession

This fee concession is not applicable for the PG Certificates, PG Diploma and Ph.D. Programmes. The students taking admission for the Agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D. Programme shall be eligible for the fee concession as per the following criteria:

- a) all the candidates from **rural areas** shall be entitled for 50% fee concession subject to production of domicile certificate.
- b) the urban students **below the poverty line (BPL)** may be given a 50% fee concession subject to production of an income certificate.

3.9 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of processing fee, if any, through A/c. payee cheque only.

3.10 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by Registered post/ Speed Post/ Courier etc. and if a student does not receive the same for any reason, whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in. For nonreceipt of study material, students are required to write to the Regional Director, IGNOU Regional Centre where they stand enrolled/ admitted.

3.11 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 the two programmes taken, University will not be in a position to make adjustment.

Simultaneously pursuing two academic Programmes either from the same University, or one from the Open University (under ODL mode) and the other from Conventional University (regular or face-toface mode) is not permitted, as of now, except add-on courses i.e. Certificate Programmes of six months duration.

3.12 Change/Correction of Address and Study Centres

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of despatch. In case there is any **correction/change in the address**, the learners are advised to make use of the proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. Requests received directly at SRD, New Delhi, or any other Office of the University will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In **case a change of Study Centre** is desired, the learners are advised to fill the Proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the Centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. **Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.**

3.13 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially after the entrance examination form is submitted to the University.

3.14 Correction/Change of Name/Surname of Learner

3.14.1 Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the

database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/ surname while submitting the admission form.

3.14.2 For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for onward transmission to Registrar, SRD:

- i) Original copy of Notification in a daily newspaper notifying the change of name;
- ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- iii) Marriage Card/ Marriage Certificate in case of women candidates for change in surname;
- iv) Gazette Notification, in original, reflecting the change of name/surname. However, Gazette notification can be waived off for changing of surname after marriage of female students.
- v) Demand Draft of ₹400/- drawn in favour of IGNOU payable at New Delhi.

3.14.3 Request for correction and/or change of Name / Surname will be entertained only before completion of the programme.

3.15 Disputes on Admission and Other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

3.16 Term-End Examination

The learners can appear in the June as well as December Term-End Examination. After submission of examination form including Fee, a learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting reregistered/ sought readmission for the same. Otherwise, the result would be withheld in such cases.

The University conducts Term-End Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

Examination Fee

Examination fee of ₹ 120/- per course (subject to any change) is required to be paid through Bank Draft in favour of IGNOU payable at the city of Regional Centre where the exam form is submitted. The examination forms are available at all the Study Centres and Regional Centres. Students can also download examination form from IGNOU website www.ignou.ac.in. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

Before submission of the examination form, a certificate from the coordinator (PIC) Programme Study Centre shall be obtained by the student in respect of submission of assignments for the course he/she wants to appear in the Term-End-Examination, without which the examination form will not be accepted.

Examination Centre

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

Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	Only at the concerned Regional Centre under which your examination centre falls
1 st April to 30 th April	1 st Oct to 31 st Oct.	₹ 500/-	
1 st May to 15 th May	1 st Nov. to 15 th Nov.	₹ 1000/-	

To avoid discrepancies in filling-up examination form/hardship in appearing in the term-end examination students are advised to :

- remain in touch with your Programme Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form fee if any;
- Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are, therefore, advised to fill up the examination form without necessarily waiting for the result and get it cancelled at a later date if so required.
- fill-up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- retain proof of mailing/submission of examination form till you receive examination hall ticket.

Issue of Examination Hall Ticket

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

3.17 Early Declaration of result

The student can apply for early declaration of Term-End-Examination result with a fee of ₹ 1000/- per course. The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/ Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year.

3.18 Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of ₹ 750/- per course. The request for reevaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format alongwith the fee of ₹ 750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

3.19 Obtaining Photocopy of Answer Scripts

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

3.20 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block 12, IGNOU, Maidan Garhi, New Delhi – 110068. A fee of ₹ 300/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay ₹ 500/-. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

3.21 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of ₹200/- in favour of IGNOU payable at “New Delhi”. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

3.22 Improvement in Division/Class

Keeping the interest of students who have completed their Bachelor's / Master's Degree programme, but falling short of 2% marks for securing 1st and 2nd Division the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the student may apply for improvement of their performance on the prescribed application format alongwith a fee of ₹750/- per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110068.

4.23 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.

PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2953 2118) and (29572404)
4. Registrar (SRD) (Tele: 2953 2741)
3. Registrar (SED) (Tele: 2953 5828) and (29572204)
4. Registrar, MPDD (Tele: 2953 4521)
5. Deputy Registrar, F&A (Tele: 2953 4934)
6. Deputy Registrar (SRD) (Tele: 29571307)

Alternatively complaints may be faxed on 29532312.

Email : ignouregistrar@ignou.ac.in

Website: <http://www.ignou.ac.in>

Note: Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if her/his explanation is found not satisfactory, authority would expel her/him from the University.

4. SCHOOL OF HEALTH SCIENCES

The School of Health Sciences (SOHS) was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The School is pioneer in developing competency-based programmes in various disciplines of Health Sciences. Innovative approach in Nursing and Medical programmes include hands-on training which is provided through diversified approach of a network of colleges and district level hospitals. The programmes in nursing and health sciences are being developed so as to revolutionize career opportunities available to nursing and medical personnel.

To achieve this, the School is collaborating and exchanging ideas with various national and international organizations like World Health Organization (WHO), United Nations Children's Fund (UNICEF), Ministry of Health and Family Welfare (MoHFW), Dental Council of India (DCI), Voluntary Organizations like Trained Nurses Association of India (TNAI), INC, Nepal Nursing Council and Partner Institute at DOHA.

Ongoing Programmes

Doctoral Degree Programmes

Doctor of Philosophy in Nursing (PhD(N))

Post Doctoral Certificate in Dialysis Medicine (PDCDM)

Bachelor's Degree Programme

Bachelor of Science in Post Basic BSc Nursing(BScN(PB))

PG and Advance Diploma Programmes

Post-Graduate Diploma in Maternal and Child Health (PGDMCH)

Post-Graduate Diploma in Hospital and Health Management (PGDHHM)

Post-Graduate Diploma in Geriatric Medicine (PGDGM)

Post-Graduate Diploma in HIV Medicine (PGDHVM)

Diploma in Critical Care Nursing (DCCN)

Diploma in Nursing Administration (DNA)

Certificate Programmes

Certificate in Maternal and Child Health Nursing (CMCHN)

Certificate in Newborn and Infant Nursing (CNIN)

Certificate in Home Based Health Care (CHBHC)

Certificate in Health Care Waste Management (CHCWM)

5. CERTIFICATE IN NEWBORN AND INFANT NURSING

Mortality and morbidity among the newborns and infants continues to be very high despite advances in newborn, infant and child health care services. One of the important reasons for this state of affair is inappropriate handling of newborns and infants due to lack of trained professionals. Nursing professionals form the huge work force in the delivery of health care. In order to provide need based care to the newborn and infant at all levels of care, nurses need to be trained and retrained to update their knowledge and skills to provide effective care to the newborn.

In this context, School of Health Sciences has developed six months Certificate Programme in Newborn and Infant Nursing which is a continuing education programme for nursing personnels to meet their training requirement in newborn and infant care. The programme aims at improving, strengthening and updating the knowledge and skills of nursing professionals in care of newborn and infant. The emphasis on maternal care, neonatal care and integrated management of neonatal illness will strengthen their skills in identifying impact of maternal health on neonatal outcome and make appropriate nursing interventions to prevent mortality and morbidity due to common newborn problems.

Objectives of the Programme

- Enhance and update the knowledge, skills and practice of nursing personnel in care of newborn and infants.
- Enable Nursing personnel to provide effective nursing care to normal, at risk and sick newborns and infants.

- Target Group** : Nursing Professionals (RNRM) of all categories.
- Eligibility Criteria** : Nursing professionals (RNRM) who have obtained diploma in General Nursing and Midwifery (GNM)/B.Sc. and above.
- Criteria for Selection of Learners** : The selection of learners will be made on the basis of minimum qualification.
If the number of candidates exceed the minimum required number of 30 students per PSC, the students can be allotted other PSC as per the choice given in application form.
- Duration of the Programme** : Minimum: Six months, Maximum: 2 years
- Medium** : English
- Proposed Programme Fee** : Rs.5,500/-

Programme Structure

The programme consists of 16 credits (6 credits in theory and 10 credits in practical) and has one theory and one practical course.

Course Code	Course Title	Credits	Hours
Theory BNS-115	Nursing Care of New Born and Infant	6	180
Practical BNSL-115	Nursing Practices and Procedures in Care of Newborn and Infant	10	300
	Total	16	480

Theory : 6 credits (180 hours)

Practical : 10 credits (300 hours)

Programme Package

Programme package comprising of 10 booklets i.e. Theory and Practical Blocks and programme guide will be dispatched to the learners for self-study as per schedule.

Course-1 BNS-115	5 blocks
Course-2 BNSL-115	4 Blocks
Programme Guide	1
Total	10

Method of Instruction

Multiple Media approach will be followed to provide instruction which includes the following (Fig. 4)

- Self Instructional Course Material

- Counselling sessions
- Practical contact sessions
- Teleconferencing
- Radio counselling
- Telecast and broadcast
- Audio and Video Programme

They are as under:

- ***Self-instructional Course Material***

The Printed study material for both theory and practical components of the programmes will be supplied to the learners in the beginning of the session.

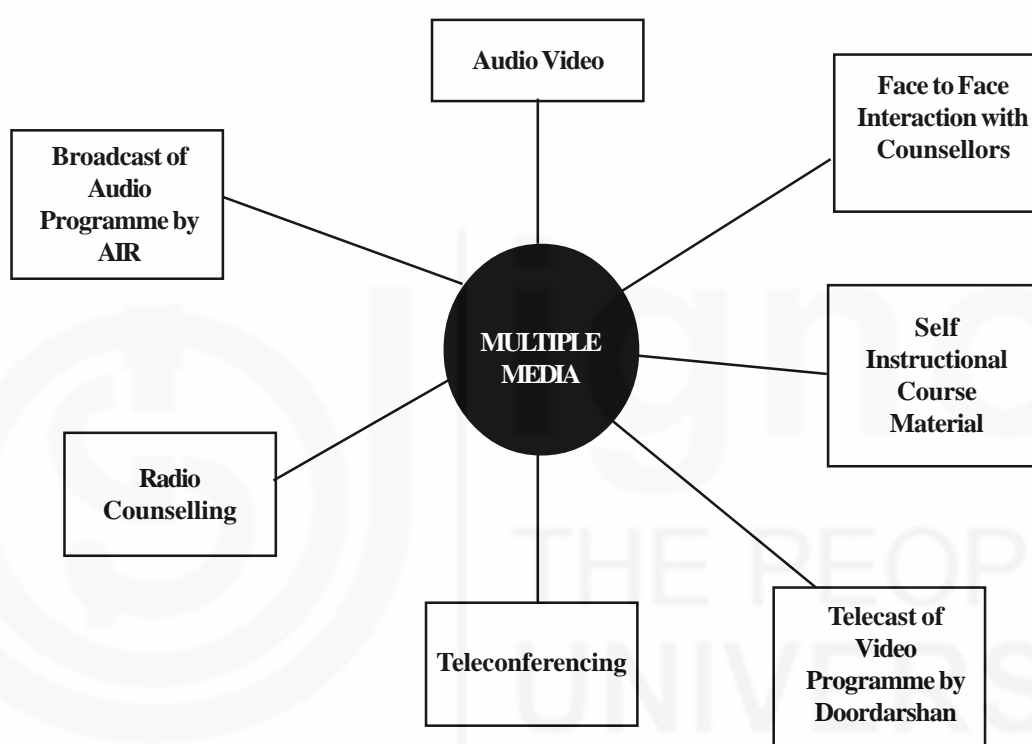


Fig. 4: Methods of Instruction

- **Counselling Sessions/Face to Face Teaching**

You will have to attend theory counselling and practical sessions at programme study centre. The scheduled date and time will be informed by the Programme In-charge at proper time.

Theory Counselling

Theory Counselling/Training will be organized at Programme Study Centres located in Colleges of Nursing/Schools of Nursing. Learners will have to attend counselling sessions at Programme Study Centres. There will be total of 9 counselling sessions (18 hours) in theory courses as per Table 1. Each session will be of 2 hours duration. The face-to-face counselling will be supplemented by Teleconferencing and Radio counselling, telecast and broadcast etc (**at present this is not operational**). Attendance in counselling will be compulsory and mandatory for appearing in Term-end Examination.

Table 1: Scheme of Theory Counselling Sessions

Course Code	Course Title	Credits	Hours	Counselling Hours	Self Study Hours
Theory BNS-115	Nursing Care of Newborn and Infant	6	180	18 (= 9 sessions)	162

Hands on Training/Practical Contact Sessions

You will be placed in district hospital/secondary level care hospitals/Community Health Centre/Community for practical training for 120 hours. Each practical session will be of 4 hours duration. During this period you will complete supervised practice under the supervision of counsellors in the field/clinic. You will have to complete workbook and get it evaluated by counsellors and signed by Programme In-charge. The completion of workbook will be mandatory for practical examination. The scheme of Contact Hours/Practical Training Hours is given in Table 2 .

Table 2: Time Distribution of Practical Counseling

Course Code	Course Title	Credits	Hours	Self Activity Hours	Supervised Activity Hours
Practical BNSL-115	Nursing Practices and Procedures in Care of Newborn and Infant	10	300	180	120

* Refer Appendix 3 and 4 for outline of self and supervise activities

- ***Teleconferencing***

Teleconferencing is a one-way video and two-way audio facility. Teleconferencing will be held every month. During teleconferencing session, you will get an opportunity to interact by phone facility or fax with the resource persons/experts who participate in teleconferencing sessions and clear your doubts immediately (**At present this is not operational**).

The teleconferencing facility will be available at the Regional Centre and Study Centres. The teleconferencing schedule will be sent to the Programme In-charge and Regional Director who would inform the students. Teleconferencing is done through the Gyan Darshan Channel, You must regularly attend these sessions. This will help you to clarify doubts and interact with other learners all over the country (**At present Gyan Darshan is not operational**).

- ***Radio Counselling***

Radio counselling will be held once in a month through F.M. and you can ask questions free of cost with phone in facilities right from your home (**At present this is not operational**).

- ***Telecast***

The programme will also be telecasted through D.D. National channel and schedule will be informed to students in advance (**At present this is not operational**).

- **Audio-video Programmes**

Audio and video programmes for each course have been prepared to support your learning. These Audio-video programmes in the form of cassettes are available at all Programme Study Centres. These Audio and Video cassettes will be provided for viewing and listening. You can also hire the cassettes for viewing and listening.

Attendance

You will be required to complete 75% attendance in theory counselling to become eligible for appearing in Term-end Examination. Similarly, you will be required to complete 90% attendance in practical contact sessions to become eligible for appearing in practical examination.

6. EVALUATION

There will be continuous evaluation and Term-End Examination for theory and practical components. For theory courses there will be continuous evaluation as assignment with Term-End Examination. In theory, 30% weightages will be given to assignment and 70% to term-end examination. In practical courses 50% weightage will be given to continuous evaluation (i.e. 25% to self activities and 25% to supervised activities) and 50% weightage will be given to practical examination. You will be required to obtain 50% marks separately in continuous evaluation and term-end examination in both theory and practical components of each course (Fig. 5).

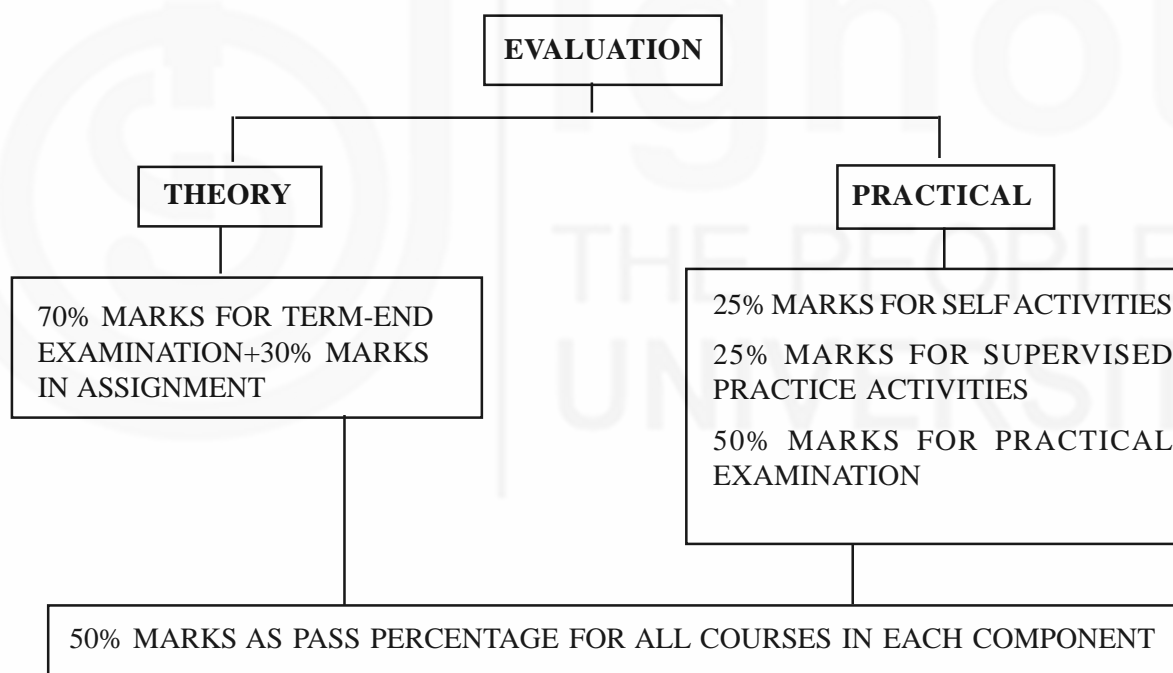


Fig. 5: Evaluation scheme of theory and practical courses

6.1 Continuous Evaluation of Theory

The continuous evaluation of theory will be in the form of assignments. There will be one assignment with 30% weightage.

6.2 Theory Term-end Examination

In Term-end Examination learners will have to appear in 1 theory courses (one paper in one theory course). The duration of examination will be three hours. The theory course/paper will carry maximum 70 marks. You will have to obtain 50% marks (i.e. 50 marks) as pass percentage in theory course. The practical examination will be conducted at PSC before/after theory examination. The scheme of evaluation of theory is given in Table 3.

Table 3: Scheme of Theory Evaluation

Course	Term-end Examination	Assignment	Pass Percentage	Total Marks
BNS-115	70	30	50% in each component	100

6.3 Continuous Evaluation of Practicals

You will be assessed in a work centre. You will have to maintain workbook during self-practice at your work place and supervised practice at Work Centre/Programme Study Centre. The self practice activities and supervised practice activities will carry 50% weightage i.e., 25 marks for self-practice and 25 marks for supervised practice. The counsellor at the Programme Study Centre shall evaluate workbook. Distribution of marks in practical is given in Table 4.

Table 4: Scheme of Evaluation (Practical)

Course	Continuous Evaluation				Term-end Examination		Total Marks
	Max. Marks Self Activity	Pass Marks	Max Marks Supervised Activity	Pass Marks	Max Marks	Pass Marks	
BNSL-115	25	12.5	25	12.5	50	25	100

6.4 Practical Term-end Examination

There will be one day practical term-end examination. The term-end examination of practicals will carry 50 marks.

Criteria of evaluation for term-end examination in practicals is given below:

- i) The final practical examination will be conducted at the centre where you had your practical contact session.
- ii) The practical examination will be conducted before/after the theory examination.
- iii) A panel of examiners comprising an external examiner (subject expert) and internal examiner will be appointed for conducting the practical examination.
- iv) The Programme In-charge of the Programme Study Centre will compile the marks of self and supervised activities and practical term-end examination, and send it to the Student Evaluation Division.

6.5 Modalities for Conducting a Final Examination

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. Thus, normally, the date sheet for June examinations is sent in the month of January and December examinations in the month of July. 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.

It is an essential prerequisite for you to submit the Examination Form for taking examination in any course. Copies of the examination forms are available at Study Centre/Regional Centres/SR&E Division at Headquarters. A copy is also enclosed here at Appendix-7. You can take photocopy of this form and use it. Only one form is to be submitted for all the courses in one term-end examination.

The filled in examination form is to be submitted to the concerned Regional Centre under which the examination centre of your choice falls. The last date for submission of examination forms are 31st March for the examinations to be held in June and 30th September for examinations to be held in December without late fee.

After receiving the examination form from you, the University will send intimation slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examination, you may contact your Programme Study Centre/Regional Centre/SR&E Division at headquarters. You can also download the same from ignou.ac.in. You need to carry your identify card (Student Card at all times)

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

It is your duty to check whether you are registered for that course and whether you are eligible to appear for the examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Programme Study Centre is the contact point for you. The university cannot send communications to all the students individually. All the important communications are sent to the Programme In-charge of the Programme Study Centres and Regional Directors. The Programme In-charge would display a copy of such important circular/notification on the notice board of the Programme Study Centre for the benefit of all the students. You are, therefore, advised to get in touch with your Programme In-charge for day-to-day happenings so as to get advance information about assignment, submission forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

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

6.6 Grading Percentage

Letter Grade	Numerical percentage range	Notional Correlates	Point grade
A	80% and above	Excellent	5 Distinction
B	70-79.9%	Very Good	4 1st Division
C	60-69.9%	Good	3 2nd Division
D	50-59.9%	Average	2 Pass
E	Less than 50%	Unsatisfactory	1 Fail

You are required to score at least 50% marks in both continuous evaluation (theory assignments and practical field work) and term-end theory examination and practical examination. In the overall computation also you must score at least 50% marks in each course.

Gold Medal

The University has decided to award a Gold Medal to the candidate securing highest marks of 75% and above in aggregate in the total programme and has successfully completed the programme in minimum stipulated period.

Certificate

You may complete the programme within minimum stipulated period of 6 months or within a maximum period of two years. After successful completion you will be awarded a certificate for the programme by IGNOU.

7. HOW WILL YOU STUDY THE COURSE MATERIAL?

Theory Component

The students of distance education system are adult learners. Hence, the self-instructional materials are written with the objective and style so as to make the reading interesting and easily understandable. A schematic representation of the design of units is given below to facilitate your access to the contents.

Unit X*

X.0 Objectives

X.1 Introduction

X.2 Section 1 (Main Theme)

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

.....

.....

Check Your Progress

X.3 Section 2 (Main Theme)
 X.3.1 Sub-section 1 of Section 2
 X.3.2 Sub-section 2 of Section 2

 Check Your Progress

X.m Let Us Sum Up
 X.n Answers to Check Your Progress

Please start reading from the very beginning of the block i.e. Block Introduction which gives you an idea of contents of a block and then go through the units. In each unit read the objectives, introduction and then the text. The objectives articulate briefly:

- What we have presented in the unit, and
- What we expect from you once you complete working on the unit.

The unit introduction tells you about the content of the unit. The text gives you the content that you need to learn. The last section of each unit under the heading ‘Let Us Sum Up’ summarises the whole unit for purposes of recapitulation and ready reference.

* ‘X’ stands for the serial number of the unit concerned.

As the scheme suggests, we have divided the units into sections for easy reading and better comprehension. Each section is indicated distinctly by bold capital letters and each sub-section by relatively smaller but bold letters. The significant divisions within sub-sections are in still smaller but bold letters so as to make it easier for you to see their place within sub-sections. For purposes of uniformity, we have employed the same scheme of divisions in every unit throughout the programme.

In each unit there are self-check exercises under the caption ‘Check Your Progress’ at a few places in each unit. Do not skip these exercises. The answers to these exercises are mentioned at the end of the unit under heading ‘Answers to check Your Progress’.

These exercises are not meant to be submitted to us for correction or evaluation. Instead, the exercises are meant to help you keep on the right track as you read the units and understand the content.

The content of each unit is interlinked. Since you are familiar with the type of content by virtue of your basic training, you may study at your own pace and time. The units are designed in such a way that the contents of later units are based upon the contents of initial units. If you have not understood or followed a unit properly, please read it again before reading the next one because it may be difficult to follow the later units without a proper understanding of the first one. Wherever you face problem in understanding the content, please make note of it and put that question to your counsellor during the counselling sessions at the PSC. You can also informally clear your doubts whenever you come in contact with your counsellors at PSC without any hesitation. You could also mail or Fax your questions to the School of Health Sciences.

We hope that we have given enough space for you to work on the self-check exercises. The purpose of giving self-check exercises will be served satisfactorily if you compare your answers

with the possible ones given at the end of each unit after having written your answer in the blank space. **You may be tempted to have a furtive glance at the answer(s)** given at the end of the unit as soon as you come across an exercise. But we do hope that you will overcome the temptation and turn to these answers only after you write yours.

What, perhaps, you would do is to go through the units and jot down important points in the space provided in the margin. **Broad margins in the booklets are there for you to write your notes on.** Do use these margins. This will help you prepare for the examination, assimilate the content, answer the self-check exercises and the assignment questions and easily identify the item(s) to be clarified. Besides, you will be able to save on time.

The References are listed for those who want to know further about the subject. But for your purpose, it should be sufficient if you have understood the contents thoroughly. Please note that all the questions either in assignments or in term-end examination will be from the syllabi as mentioned in this guide. You will have to write the assignments related to each block as mentioned later on.

Practical Component

Every course has a practical component. The activities that you need to perform and the hours that you need to spend in practical component are listed in Appendix 3 & 4. Please maintain record of all the activities in your work book that you are seeing as a part of the learning exercise.

The time allotted at PSC will be used for demonstration of skills to you for your self practice to enhance your skills. To ensure that you have understood the steps involved in each of the skills demonstrated, you should also practice the skills as per guidelines given in the practical manuals and workbook at least on two of the sample cases. If you can get more opportunity to practice the skills in the hospital and community, it will help you to gain mastery. However, if you do not get more chances, you could practice the same procedure at your work place.

At PSC you will be guided by supervisor and at work place you will have to practice all the skills taught to you at PSC. Try to clear all your doubts in all the Courses, before you leave PSC and start activities at your work place.

The duration of practical component is mentioned against the course. The practical manuals provided would give you information in detail about the skills that you need to perform. This manual will also guide you in carrying out the procedures both under supervision and for self-practice.

Before going for clinical/field experience, kindly go through your practical manuals. This will help you to understand and perform skills accurately.

8. IMPLEMENTATION OF THE PROGRAMME

The programme will be implemented through a network of Programme Study Centres (PSCs) all over the country. The Programme Study Centres will be located in Colleges of Nursing Schools of Nursing/hospital. Academic counselling will be provided at Programme Study Centres. For hands on training, learners will be placed in district hospitals, Newborn Care Units, Well Baby Clinics, Community Health Centres/Primary Health Centres and community fields which will be attached to the respective Programme Study Centres. A team of trained teachers called counsellors will be identified and trained for providing academic counselling and supervised practice in these centres. In addition, the learners will be required to do self-practice at their own work place and maintain the record.

Posting of Students at Programme Study Centre

There will be a maximum of 30 students in a programme study centre. You will be provided supervised practical training for a period of 120 (about 15 days) hours. This can be divided into two spells as per feasibility of institution/programme study centre.

Library

The programme study centre will be provided with relevant course material, reference books, audio-video aids integrated with the course material. The study centre extends these facilities to all the learners attached to the study centre on a specific day decided by the programme in-charge. The student can make use of the books on the spot or listen to the audio cassette or watch a video cassette.

There will be availability of reference books and audio-video material related to the programme.

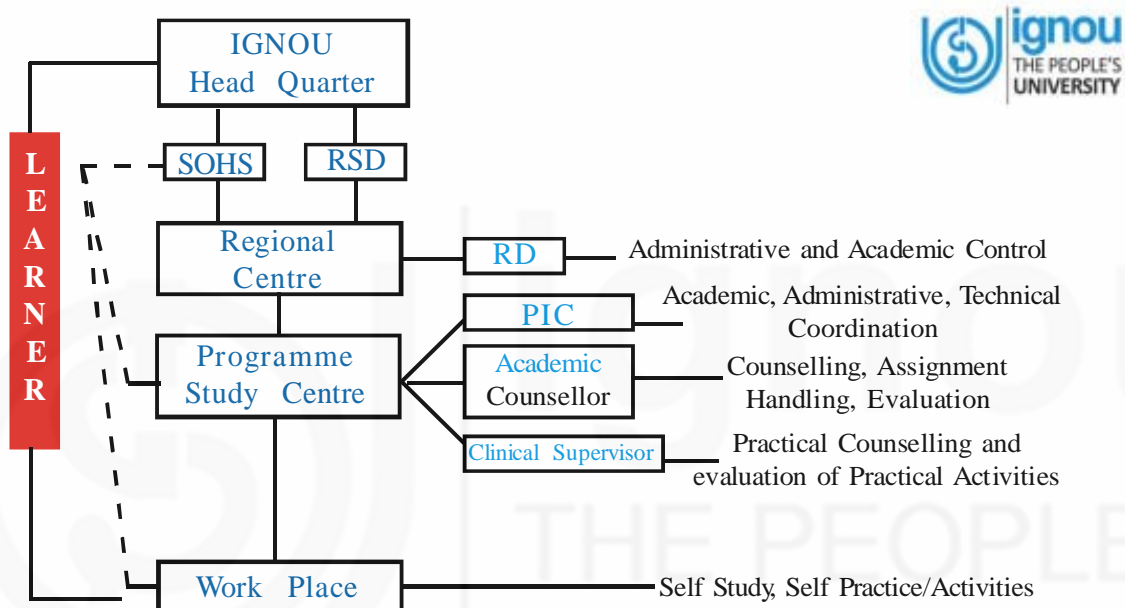


Fig. 6: Implementation Model

9. OTHER USEFUL INFORMATION

IGNOU News Letter

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

WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms, Change of name, Correction of name/address	Concerned Regional Centre		
2	Non-receipt of study material and assignments	Concerned Regional Centre		
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre		
4	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068		
5	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068		
6	Academic Content	Director of the School concerned		
7	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School		
8	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Tel.Nos.: 29572513, 29572514, 29535714, 29533869, 29533870		
Issues related		Contact No.	Controlling Officer & Telephone No.	E-mail ID
9	Issue of Degree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	convocation@ignou.ac.in
10	Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ Non-receipt of hall tickets for term-end examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Asstt. Registrar 011-29572202	sgoswami@ignou.ac.in jitenderkr@ignou.ac.in
11	Declaration of results of Masters & Bachelors degree level programme/ Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes practicalsed@ignou.ac.in	011-29572212	Section Officer 011-29536103	mdresult@ignou.ac.in bdresult@ignou.ac.in
12	Declaration of results of Masters, Bachelor and Diploma programme/ Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	bdresult@ignou.ac.in dpresult@ignou.ac.in
13	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
14	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gverification@ignou.ac.in
15	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
16	Status of Project Report of all Programmes/ Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	projects@ignou.ac.in
17	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
18	Students general enquiries and grievances/ Issue of duplicate mark sheet	011-29572218 011-29571313	Asstt. Registrar	sedgrievance@ignou.ac.in
19	Discrepancy in grade card, non updation of grade/marks programmeswise in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt.Director	garora@ignou.ac.in

Student Support Cell (SSC)

The Student Support Cell (SSC), established since 1998 at IGNOU headquarters, provides complete information pertaining to the old and newly launched academic programmes of IGNOU. It provides information regarding the term-end examination result held in June/December including the practical marks, addresses of various regional centres, the details of various programmes activated at different centres and despatch position of study material. In case of non-receipt of materials by students, the status of the material is also provided.

In addition to the above, SSC also forwards the request received from the students regarding the change of address, corrections in the student's name and father's name, incorporation of assignments/practical marks, term-end theory examination form and the unresolved problems received from regional centres. It remains open on the week days except Sunday and Gazetted holidays.

You are also advised to get in touch with the Programme In-charge of your Programme Study Centre.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

10. SYLLABI OF THE COURSES

Theory Course Code: BNS-115

Title of the Course: Nursing Care of Newborn and Infant

Title of the Course	Credits	Study Hours
Nursing Care of Newborn and Infant	6	180
Total	6	180

Aims

The main aim of this course is to enable the learners to improve and upgrade the knowledge and skills in care of normal and sick newborn.

Objectives

After completion to this course, you should be able to:

- Discuss the importance of newborn care;
- Describe antenatal, prenatal and postnatal care;
- Explain organization of new born health care facilities;
- Describe various methods of prevention of infection in newborn nursery;
- Explain essential newborn care;
- Discuss thermal protection, kangaroo mother care, breast-feeding and lactation management;
- Enlist the methods of identification of at risk and sick neonates;

- Explain care of low birth weight neonate;
- Describe common neonatal disorders and congenital malformations;
- Discuss emergency triaging and treatment;
- Explain referral and transport of LBW and sick neonate;
- Discuss management of infant feeding and electrolyte therapy;
- Assess, classify and treat sick young infant;
- Assess feeding problems of young infant;
- Counsel the mother about feeding;
- Provide follow up care to sick young infant; and
- Use various techniques and procedures in assessment, classification and treatment of sick young infant;

Block 1: Preventive and Promotional Aspects of Newborn

Unit 1: Importance of Newborn Care

Unit 2: Antenatal, Perinatal and Postnatal Care

Unit 3: Organization of Newborn Care Facilities

Unit 4: Prevention of Infection in Newborn Unit

Block 2: Essential Newborn Care

Unit 1: Care of the Baby at Birth

Unit 2: Postnatal Care of Normal Newborn and Normal Variations

Unit 3: Thermal Protection and Kangaroo Mother Care

Unit 4: Breast Feeding and Lactation Management

Block 3: Nursing Care of High Risk Neonates - I

Unit 1: Management of Low Birth Weight Babies

Unit 2: Fluid Management

Unit 3: Common Neonatal Disorders

Unit 4: Congenital Malformations

Block 4: Nursing Care of High Risk Neonates - II

Unit 1: Emergency Triage Assessment and Treatment (ETAT)

Unit 2: Communication in Newborn Care

Unit 3: Referral and follow up of Low Birth Weight and sick neonate

Block 5: Integrated Management of Neonatal Illness

Unit 1: Assess and Classify sick young infant

Unit 2: Identify treatment and treat sick young infant

Unit 3: Counsel the mother and follow up

Practical Course Code: BNSL-115**Title of the Course:** Nursing Practices and Procedures in Care of Newborn and Infant

Title of the Course	Credits	Study Hours
Nursing Practices and Procedures in Care of Newborn and Infant	10	300
Total	10	300

Aims

The main aim of this course is to develop and enhance skill of learners in providing care to normal and sick newborn.

Objectives

After completion of the course, you should be able to:

- Resuscitate the newborn;
- Conduct head to toe examination of newborn;
- Provide essential newborn care and assess any deviation;
- Record temperature, pulse, respiration, BP, Blood Sugar, Oxygen Saturation, Perform Capillary Blood Sampling;
- Use various methods of feeding the newborn and infant and teach the mother about the techniques of breast feeding;
- Administer medications, injections, oxygen and nebulization;
- Monitor intravenous fluid therapy;
- Provide care during various neonatal procedures like IV cannulation, Umbilical Vein Catheterization, photo-therapy and exchange transfusion etc.;
- Collect/assist in collection of specimen/samples;
- Use various monitoring equipments for care of newborn;
- Use various disinfection procedures in the nursery;
- Assess and treat sick young infant and
- Assist in Feeding and counseling of sick young infant.

Block 1: Techniques in Newborn and Infant Care

Practical 1: Resuscitation of Newborn

Practical 2: Care of Normal Newborn

Practical 3: Assessment of Newborn

Practical 4: Feeding of Newborn and Infants

Practical 5: Administration of Medication and IV Fluids

Practical 6: Oxygen Therapy

Practical 7: Monitoring of Sick Neonate

Practical 8: Neonatal Procedures

Practical 9: Neonatal Equipments

Practical 10: Disinfection and House Keeping

Block 2: Techniques in Integrated Management of Sick Young Infant

Unit 1: Assessment Techniques in Sick Young Infant

Unit 2: Treatment Techniques in Sick Young Infant

Unit 3: Feeding and Counseling

Block 3: IMNCI Chart Book

Block 4: Workbook



Appendices





List of Programme Study Centres for CNIN Programme
Appendix-1

Sl. No.	RCName	RC Code	SC Code	Cate-gory	Place of SC	Name & Address
01	NOIDA	39	39005	P	VAISHALI	PROG I/C IGNOU PROG STUDY CENTRE PUSHPANJALI CROSSLAY HOSPITAL W-3 SECTOR-VAISHALI GHAZIABAD UTTAR PRADESH-201012 0120-4188000,41730000 0120-4173010
02	BIJAPUR	85	1335	P	BAGALKOT	PROG I/C IGNOU PROG STUDY CENTRE B.V.V.S INST OF NURSING SCI. BAGALKOT KARNATAKA 0835-2424770
03	AGARTALA	26	2646	P	HAPANIA	PROG I/C IGNOU PROG STUDY CENTRE TRIPURA MEDICAL COLLEGE DR BRAM TEACHING HOSPITAL HAPANIA ,AMTALI PO AGARTGAL WEST TRIPURA-799014 tmc.agt@gmail.com
04	DARBHANGA	46	46018	P	LAHERISARAI	PROG I/C IGNOU PROG STUDY CENTRE R.B.MEMORIAL SCHOOL OF NURSING R. S. TANK LAHERISARAI DARBHANGA-BIHAR-846001 09431219396
05	PUNE	16	16135		PUNE	COORDINATOR IGNOU STUDY CENTRE ADITYA BIRLA MEMORIAL HOSPITAL S. NO-31, A. B. HOSPITAL MARG THERGAON CHINCHWAD, PUNE MAHARASTRA-411033 020-30717655
06	BHOPAL	15	1573	P	INDORE	PROG I/C IGNOU PROG STUDY CENTRE CHOITRAM COLLEGE OF NURSING MANIK BAGH ROAD DT. INDORE MADHYAPRADESH 452014

07	NAGPUR	36	36050	P	WASHIM	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE MAA GANGA NURSING SCHOOL MAA GANGA MEMORIAL HOSPITAL WASHIM AKOLA NAKA MAHARASHTRA-444505 07252-232371, 232553
08	VISAKHA PATNAM	84	84006	P	RAM NAGAR	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE OMNI RK SUPER SPECIALTY HOSPITAL, DOOR NO. 119/15B &29 WALT AIR MAIN ROAD RAM NAGAR, VISAKHAPATNAM 530002 0891-3080300
09	BHUBANESH WAR	21	21193	P	NAYAPALLI	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE STATE INSTITUTE OF HEALTH AND F.W. NAYAPALLI BHUBANESHWAR ORRISA 751012

List of Regional Centres with Details

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI) DAMAN & DADRA NAGAR HAVELI (U.T.)
3	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. C-4/5 R. HAUTLUANGA BUILDING UPPER REPUBLIC AIZWAL - 796 001 MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR, SAMBHAL)

Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
5	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH) SRC-KANDHMAL (BOLANGIR, SONEPUR, BOUDH)

Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S OLD ADMINISTRATIVE BUILDING, SMT. BANGARAMMA SAJJAN CAMPUS, SOLAPUR ROAD, BIJAPUR -586103 KARNATAKA 08352-260006 08352-260005 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590277,2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE G R COMPLEX THIRD FLOOR 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU 044-24312766/24312979 044-24312799 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY (U.T.)
12	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203 / 2348189 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWARANAGAR NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)

Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
14	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))
15	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 /26990082-83 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 / 23392737 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)

Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
17	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088964 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR JASIDIH JHARKHAND 814142 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-31A, BELOW CENTRAL REFERAL HOSPITAL, EAST SIKKIM GANKTOK - 737 102 SIKKIM 0359-231102/270923 0359-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG, MORIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191, 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-23517051/2247536 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI ISHVAIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2609896 2600219 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2785750 0141-2396427 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)

Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
26	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2561154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 439 PAL LINK ROAD OPP. KAMALA NAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2012986 0291-2980469 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALLI, PRATAPGARH, BANSWARA)
28	JORHAT	37	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. 337 A.T. TOAD, TARAJAN POOL JORHAT - 785001 ASSAM 0376-2371116/2370214 0376-2371115 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FERROZEPUR, FARIDKOT, MOGA)

Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD, BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT-764 020 ORISSA 06852-251535 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA)
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBAB, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)

Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU 0452-2380387 / 2370733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING, M. G. ROAD OPP TO MULUND RLY. STATION MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA 022-25925540 / 25923159 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT, GHAZIPUR, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O.-403 521 GOA 0832-2414553 0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)

Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL,AURANGABAD,BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRA)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 03192-230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43	RAGHUNATH GANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)

Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
44	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)
46	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAUSHALYA MANSION NAYA BAZAR SAHARSA-852201 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIYA, KISHANGANJ & PURNIA)

Addresses and Codes of IGNOU Regional Centres

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

Addresses and Codes of IGNOU Regional Centres

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

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

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
1.	71	NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF WEST BLOCK.5, IIND FLR, WING-II RK PURAM, NEW DELHI - 110066 DELHI 011-26194686, 26185299 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
2.	72	MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA 022-22752245 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3.	73	VISAKHA- PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH 0891-2812284 0891-2515834 inepv@hotmail.com rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
4.	74	KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA 0484-266210, 2662515 0484-2666194 inepk@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

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

SL. No	Name of RCs	CODE	ADDRESSE OF IGNOU-ASSAM RIFLES RECOGNIZED REGIONAL CENTRE	OPERATIONAL AREA
1.	SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA 0364-2705181, 0364-2705184 iarre_81@yahoo.co.in	COMMAND AREA

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 (CIVIL) 2670(MILITARY) 033-22222668 rc51army_ec@yahoo.co.in rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL.EDUCATION(G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeprc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486 01992-242486 iaeprc55@rediffmail.com	NORTHERN COMMAND AREA

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

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

IGNOU – SUB-REGIONAL CENTRES

SL. NO.	SUB-RC	MENTOR RC	ADDRESS	OPERATIONAL AREA
1	DARJEELING	Siliguri	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE DARJEELING GOVERNMENT COLLEGE P.O. DARJEELING DISTT. DARJEELING-734101 WEST BENGAL 08116903933 srcdarjeeling@ignou.ac.in	DARJEELING KALIMPONG KURSEONG MIRIK SUB-DIVISION
2	KANDHAMAL	Bhubaneswar	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA srckandhamal@ignou.ac.in	KANDHAMAL BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	Dehradun	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4	TIRUPATI	Vijayawada	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC srctirupati@ignou.ac.in	ANANTPUR, CHITTOOR, KADAPA, KURNOOL

Sl. No.	Name of the activity	No. of Cases	Hours	Place/ Area for demonstration/practice	Weight age of marks
1.	Resuscitation of Newborn	4	9	Manikin/Labor Room/Nursery/Laboratory	10
2.	Care of the Neonate	1	5	Nursery	4
3.	Assessment of the Neonate	2	7	Nursery	5
4.	Breast feeding and expressing breast milk	2	5	Nursery/Labor Room	5
5.	Nasogastric/ Orogastric/ Gastrostomy feed	4	9	Nursery	5
6.	Administration of Medicines	5	10	Nursery	5
7.	Administration of IV therapy	2	10	Nursery	4
8.	Administration of : • Oxygen therapy • Nebulization therapy	1 1	6 6	Nursery Nursery	4 4
9.	Recording of Vital Signs & BP, Blood Sugar, Capillary Blood Sampling and Oxygen Saturation.	1 each = 4	6	Nursery/Post natal ward	3
10.	Neonatal Procedures • IV cannulation • Umbilical Vein Catheterization • Blood Transfusion • Phototherapy • Exchange Transfusion • Retinopathy of Prematurity Screening	1 each	4 5 4 4 5 4	Nursery	2 3 3 2 3 2
11.	Collection of Samples • Capillary Blood for Blood Sugar Monitoring • Blood • Urine • CSF	1 each	6 4 4 4	Nursery/Post natal ward	8
12.	Neonatal Equipments : • Radiant warmer/Incubator • Pulse oximetry • Bilirubinometer and Phototherapy • Infusion Pump • Weighing Scale • Suctioning as Endotracheal , oral and Nasopharyngeal	1 each	4 3 3 3 3 4	Nursery/Neonatal ICU	8
13.	Asptic Technique and Hand washing Use of Gown , gloves and mask Various disinfection procedures for neonatal equipments	1+1	10	Nursery	5
14.	Assess, classify, treat sick young infant, counsel the mother and follow up care	2	30	Pediatric Ward/Nursery	15
Total			180		100*

* Marks for self activities to be calculated out of 25

List of Supervised activities

Sl. No.	Name of the activity	Demonstration		Practice under Supervision		Place/ Area for demonstration/ practice	Weight age of marks
		No. of Cases	Time (Hrs).	No. of cases	Time (Hrs.)		
1.	Resuscitation of Newborn	1+1	2	4	6	Manikin/Labor Room/ Nursery / Laboratory	10
2.	Care of the Neonate	1	1	1	2	Nursery	4
3.	Assessment of the Neonate	1+1	2	2	4	Nursery	5
4.	Breast feeding and expressing breast milk	1+1	2	2	2	Nursery/Labor Room	5
5.	Nasogastric/ Orogastric/ Gastrostomy feed	1+1+1+1	4	4	4	Nursery	5
6.	Administration of Medicines	1+1+1	4	3	4	Nursery	5
7.	Administration of IV therapy	1+1	2	2	3	Nursery	4
8.	Administration of : • Oxygen therapy • Nebulization therapy	1 1	2 2	1 1	2 2	Nursery	4 4
9.	Recording of Vital Signs & BP, Blood Sugar, Capillary Blood Sampling and Oxygen Saturation.	1 each =4	2	1 each =4	3	Nursery/Post natal ward	3
10.	Neonatal Procedures • IV cannulation • Umbilical Vein Catheterization • Blood Transfusion • Phototherapy • Exchange Transfusion • Retinopathy of Prematurity Screening	1 each	1 1 1 1 1 1	1 each	1 2 1 1 1 2	Nursery	2 3 3 2 3 2
11.	Collection of Samples • Capillary Blood for Blood Sugar Monitoring • Blood • Urine • CSF	1 each	2	1 each	2	Nursery/Post natal ward	8
12.	Neonatal Equipments : • Radiant warmer/Incubator • Pulse oximetry • Bilirubinometer and Phototherapy • Infusion Pump • Weighing Scale • Suctioning as Endotracheal , oral and Nasopharyngeal	1 each	1 1 1 1 1 1	1 each	2 1 1 1 1 2	Nursery/Neonatal ICU	8
13.	Aspetic Technique and Hand washing Use of Gown, gloves and mask Various disinfection procedures for neonatal equipment	1	2	1	3	Nursery	5
14.	Assess, classify, treat sick young infant, counsel the mother and follow up care	2	10	2	10	Pediatric Ward/Nursery	15
15.	Practical Examination /Viva Voca				8		50
	Total		49		71 49+71=120		100* = Super vised act.

* Marks for supervised activities to be calculated out of 25
58

Distribution of Supervised Practical Hours for Each Activity

Sl.No.	Practical	Activity	Areas	Hours	Marks
1	Practical 1	Resuscitation of Newborn <ul style="list-style-type: none"> Observe/Practice routine care and initial steps of resuscitation on the baby after delivery and record procedure. Observe/ Practice the procedure of resuscitation of newborn on a manikin and record the steps . Select two neonates in delivery room, observe/practice routine care and initial steps of resuscitation and record the procedure . 	Manikin/ Labour Room/ Nursery	8	10
2.	Practical 2	Care of the Neonate Select a neonate weighing 1800 to 2000 gms and perform assessment. Practice the same on another neonate.	Nursery	3	4
3.	Practical 3	Assessment of the Neonate <ul style="list-style-type: none"> Observe/ Practice First day examination of a newborn. Perform assessment on a newborn with birth weight 1800 to 2000 gms. Record findings. 	Nursery	6	5
4.	Practical 4	Breastfeeding and expressing breast milk <ul style="list-style-type: none"> Select a newborn in a postnatal ward and demonstrate the technique of breastfeeding to mother. Select a postnatal mother of low birth weight baby and help her to express breast milk. 	Nursery/ Labour Room	5	5
5.	Practical 5	Nasogastric/Orogastric/Gastrostomy feed <ul style="list-style-type: none"> Visit a nursery and practice the method of oro gastric and naso gastric intubation and administer feeds as per schedule. Record the procedure. Select a preterm baby getting gavage feeding. Insert the feeding tube and administer feeding. Record the procedure. Observe a baby getting gastrostomy feeding, practice/perform the procedure and record. 	Nursery	8	5

Sl.No.	Practical	Activity	Areas	Hours	Marks
6.	Practical 6	Administration of Medicines <ul style="list-style-type: none"> Select a newborn receiving nasal decongestion drops and administer the same. Select two newborns receiving eye ointment and practice administering the same. Practice administering eye drops to two newborns and write down the step used. 	Nursery	8	5
7.	Practical 7	Administration of IV therapy <ul style="list-style-type: none"> Select a newborn baby receiving intravenous fluid therapy from neonatal nursery, identify the type of fluid, check the requirement of fluid prescribed by pediatrician, Calculate flow rate ,Inspect I. V site for any problem, Do monitoring and recording. Prepare N/5 in 5% Dx or 10 Dx if not available in NICU Assess a neonate for hydration level, administer I.V. fluid therapy . 	Nursery	5	4
8.	Practical 8	Administration of Oxygen and Nebulization Therapy <ul style="list-style-type: none"> Identify newborn for Oxygen therapy provide care, observe the oxygen hood, mask and nasal catheter/nasal prongs for oxygen administration. Monitor concentration of oxygen being administered by oxygen analyser and also by transcutaneous blood gas monitor. Identify newborn for nebulization therapy, monitor heart rate before and after treatment, prepare medication and record administration of medicine. 	Nursery	8	8
9.	Practical 9	Recording of Vital Signs, BP, Blood Sugar, Capillary Blood sampling, Oxygen Saturation <ul style="list-style-type: none"> Select four newborns in the nursery/postnatal ward and assess Vital signs and BP, Monitor blood sugar, O₂ saturation and assist in capillary blood sampling. Determine any deviations from normal. 	Nursery/ Postnatal Ward	5	3

Sl.No.	Practical	Activity	Areas	Hours	Marks
10.	Practical 10	<p>Neonatal Procedures:</p> <p>IV cannulation</p> <ul style="list-style-type: none"> Identify/ perform IV cannulation on a newborn <p>Umbilical Vein Catheterization</p> <ul style="list-style-type: none"> Identify a newborn requiring umbilical vein catheterization with indications . Prepare articles required for umbilical vein catheterization and provide care <p>Blood Transfusion</p> <ul style="list-style-type: none"> Identify a newborn requiring blood transfusion, list indications, prepare articles required for blood transfusion and provide care <p>Phototherapy</p> <ul style="list-style-type: none"> Identify a newborn receiving phototherapy ,list indications, prepare phototherapy unit and provide care during phototherapy <p>Exchange Transfusion</p> <ul style="list-style-type: none"> Identify newborn which is planned to receive exchange transfusion. Identify the problem for which exchange transfusion is indicated. Set up the unit and assist in the exchange transfusion. <p>Retinopathy of Prematurity Screening</p> <ul style="list-style-type: none"> Identify a preterm sick neonate requiring retinopathy of prematurity (ROP) screening and monitor the progress made by the baby. 	Nursery	14	15
11.	Practical 11	<p>Collection of Samples</p> <ul style="list-style-type: none"> Identify a newborn requiring sample collection. Collect the following samples: Capillary Blood for blood sugar monitoring ,Blood, Urine,CSF 	Nursery/ Post and ward	4	8
12	Practical 12	<p>Neonatal Equipments</p> <ul style="list-style-type: none"> Select a neonate nursed in incubator/ radiant warmer. Set and monitor the thermoregulatory equipment. Select/Monitor saturation of a preterm baby being admitted in neonatal icu 	Nursery/ Neonatal ICU	14	8

Sl.No.	Practical	Activity	Areas	Hours	Marks
		<ul style="list-style-type: none"> • Monitor serum bilirubin level, and initiate phototherapy for the baby with physiological jaundice /serum bilirubin more than 20 mg/dl. • Select a newborn baby and start I/V infusion using infusion pump. • Select a baby and weigh to find out the change in body weight and also weigh the used nappy of the baby to find out the urine output. • Select a baby being mechanically ventilated and perform endotracheal, oral and naso-pharyngeal suctioning. 			
13.	Practical 13	Disinfection Procedure <ul style="list-style-type: none"> • Observe the aseptic technique Practice hand washing technique • Practice use of mask, gown and gloves • Use various disinfection procedures for equipments during care of baby. 	Nursery	5	5
14.	Practical 14	Assess, classify, treat sick young infant, counsel the mother and follow up care	Pediatric Ward/ Nursery	20	15

Evaluation Criteria for Practical Examination

* Criteria of evaluation for practical examination is given below:

1. The final practical examination will be conducted at the PSC / Centre where learners have attended practical contact sessions.
2. The practical examination will be conducted at least one month before / after the theory examination.
3. An external and internal examiner will be appointed for conducting practical examination.
4. The internal examiner will be the counselor / clinical supervisor who had conducted practical contact programme of learners of respective programme / course.
5. The external examiner will be appointed from the same institution or some other institution of same city where PSC is located but should not have been involved in practical contact programme of learners of respective courses/programmes*.
6. External examiner as per criteria will be appointed by the programme in-charge with intimation to Regional Center.
7. Programme in-charge will send an official letter to the external and internal examiner informing date, place and time of examination.
8. Programme in-charge will inform student in writing at least 15 days before date of examination.
9. The examination will be conducted for one day (8 Hours)
10. The examiner and examinee ratio will 1:7-10 students in one day.
11. Arrangement of articles be made in advance.
12. Programme in-charge will make arrangement for the attendant and safai karamchari as per IGNOU Norms.
13. PIC will make arrangement for refreshments during the examination as per IGNOU norms.
14. The external and internal examiner will compile whole result including self activities and supervised activities and sign the duly filled in award sheet.
15. The award sheet will be submitted to programme incharge of respective programme study centre.
16. The programme- in-charge of the programme study centre will sign the award sheet the (marks of self and supervised activities and practical examination,) and sent it to the regional centre.

*in case the examiner is not available in same city the examiner may be appointed from nearby city.

Eligibility Criteria for internal and external Examiner for CNIN

Sl. No.	Name of the Programme	Course Code	Eligibility
1.	CNIN	BNSL-115	M.Sc. In Nursing (Paediatric nursing) with Two years teaching experience in college of Nursing / School of Nursing

List of Codes

Appendix-6

STATE CODE	
Code	Description
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
33	C/o 99 APO
34	Learners Abroad
35	Chattisgarh
36	Jharkhand
37	Uttaranchal
EDUCATIONAL QUALIFICATION CODE	
Code	Description
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or Equivalent

LIST OF BOARD CODES

(FOR 10 +2) with pass in minimum five core subjects*

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Insitute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	–	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	–	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	–	Not listed in this list.

(FOR 10+2 Vocational Stream)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

* Candidates passed with four core subjects, in addition to Socially Useful Productive Work & Community Service (SUPW), need to pursue Sr. Secondary level Examination from NIOS/SOSs in order to fulfil the condition of passing in **minimum five core subjects**.

LIST OF UNRECOGNIZED SCHOOL BOARDS*

Examinations conducted by the following Boards are not accepted for higher studies in IGNOU.

Sl. No.	Name of Board Remarks	Remarks
1.	2.	3.
1.	Board of Higher Secondary Education, Delhi	
2.	Indian Council of Secondary Education, India Fatehullaganj, NH-74, Thakurdwara, Muradabad, UP	Do not mistake with ICSE, New Delhi
3.	Indian Council of Secondary Education, India Village: Haldua Shahu, P.O. Shivrajpur Patti, Jaspur-244712, Uttarakhand.	Do not mistake with ICSE, New Delhi
4.	All India Board for Education Training, Delhi (operated by Dr. Ambedkar Chintan Samajik Sodh Sansthan, Ward No. 23 Eidgah Mohalla, P.O. Dehri-on-Sone, District Rohtas, Bihar) OR All India Board of Secondary Education, Delhi. Bhawan No. 700, Gali No. 17 Gopalpur, Vill. Timarpur, P.O. Azadpur, Delhi-110009	
5.	Intermediate Council for Open Education, Jalandhar, Punjab	
6.	All India Council for Open Education, New Delhi	
7.	Board of Adult Education & Training, Delhi Office : 1 Aliganj, Kasturba Nagar, Kotla Mubarakpur, New Delhi-110003. Campus : R.X. 295, Brahampuri, Nangal Raya Rly, Crossing, Pankha Road, New Delhi.	
8.	Central Board of Higher Education, East Patel Nagar, New Delhi.	
9.	Central Board of Higher Education, Uttam Nagar, New Delhi.	
10.	Gurukul Vishvavidyalaya, Vrindaban (Mathura) Gurukul Complex, Village Ranchi Bangar, P.O. Mathura District Mathura, Uttar Pradesh	
11.	Council of Secondary Education, Mohali, Punjab	
12.	Mahashakti Sanskrit Vidyapeeth, Karn Part, Delhi-110041	
13.	Council for the Indian Certificate Examination, New Delhi	Not ICSE
14.	Bhartiya Shiksha Parishad, Uttar Pradesh, Lucknow-227105**	
15.	Board of Secondary Sanskrit Education, Uttar Pradesh, Lucknow	
16.	The Central Board of Higher Education, New Delhi.	
17.	Dr.Ramgopalacharya Sanskrit Mahavidalaya, Nayabas, Etah, Uttar Pradesh	
18.	Board of Secondary Education, Madhya Bharat, Gwalior.	
19.	Board of Secondary, Higher Secondary & Vocational Education, Mangal Bazar Road, Laxmi Nagar, Delhi.	
20.	Mahatma Gandhi Secondary and Higher Secondary Education Board, Delhi	
21.	Board of Secondary and Higher Secondary Open Education, West Bengal	

Sl. No.	Name of Board Remarks	Remarks
1.	2.	3.
22.	The Council of Basic and Technical Education, Ludhiana	
23.	Madhyamik Shiksha Parishad, Gwalior, M.P.	
24.	Central Board of Education, Ajmer	
25.	Council of Higher Secondary Education, Delhi	
26.	Council of Higher and Senior Secondary Education, Delhi	
27.	Delhi Board of Senior Secondary Education	
28.	Boad of Technical and Secondary Education, Delhi	www.technicalboard.org http:// www.technicalboard.org.
29.	Indian Council of Secondary Education, India (Uttar Pradesh) OR Bhartiya Madhyamik Shiksha Parishad, Bharat (Uttar Pradesh)	
30.	Board of Youth Education in India	
31.	Council of Secondary & Senior Secondary Education, Delhi	
32.	Indian Council of Open School Certificate Examination, Maharashtra	www.icosce.com
33.	Mahakoshal Board of Secondary Education, Jabalpur, Madhya Pradesh	
34.	National Board of Higher Secondary Education, Delhi	
35.	National Board of Secondary Education, India	
36.	Board of Higher Secondary Open Education, Delhi	
37.	Board of School and Technical Education, Chhattisgarh	
38.	Board of Senior Secondary Education (BSSE), Delhi	www.bsedelhi.com
39.	Rural Institute of Open Schooling, Laxmi Nagar, Delhi	
40.	Nav Bharat Shiksha Parishad (NSP), India	
41.	Madhyamik Shiksha Parishad of U.P. and Delhi	Do not mistake with Madhyamik Shiksha Parishad, Allahabad (Board of High School & Intermediate Education, UP
42.	Swami Vivekanand Board of Secondary Education, Delhi	
43.	Board of Education for Senior Secondary & Technology, New Delhi	
44.	Board of Open Learning School, Delhi	
45.	Board of Secondary & Higher Secondary Education, Delhi	
46.	Urdu Education Board, New Delhi	
47.	Jamia Urdu Hind, Begusari, Bihar	
48.	Ucchatar Madhyamik Shiksha Mandal, Delhi	

Sl. No.	Name of Board Remarks	Remarks
1.	2.	3.
49.	All India Council of Open Schooling (AICOS), Vill. & P.O. Barunhat, P.S. Hasnabad, Distt. 24 PGS(N), W.B.	
50.	Central Board of Senior Secondary Education	
51.	Intermediate Council of Secondary Education, Sewak Park, Uttam Nagar, New Delhi-110059	
52.	Delhi Academic Council for Higher Education	
53.	All India Council of Secondary Education, New Delhi	
54.	Council of National Secondary Education, Delhi	
55.	Central Board of Secondary & Higher Secondary Education, Delhi	
56.	Delhi Board of Secondary and Senior Secondary Education	
57.	Rural Development Board of Secondary and Higher Secondary, Delhi	
58.	Council of Secondary Education, First Floor, Tarachand Complex, Ramesh Market, East of Kailash, Near Sapna Cinema, Delhi-110065	
59.	Council of National Secondary Education, Tripura	
60.	Deihl Board of Secondary and Higher Secondary Open Education, Delhi	
61.	State Board of Secondary Education, Delhi, C.R. Park, Block K1/30, New Delhi	
62.	State Board of Secondary Education, Delhi	
63.	Dr. Bhlmrao Ambedkar Intermediate Education, West Bengal	
64.	Indira Gandhi Higher Secondary & Open Education, Badarpur Border, New Delhi	
65.	Central Board of High School & Intermediate Examination, Delhi	
66.	Bharatiya Council of Open Schooling	
67.	Akhll Bhartlya Shiksha Sansthan, New Delhi	
68.	All India Board of Secondary Education, Gazipur	
69.	Central Board of Higher Education, Deihl	
70.	Council of Secondary Education Board, Mohali	
71.	Rajkiya Institute of Open Schooling (RIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
72.	Central Institute of Open Schooling (CIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
73.	State Council of Secondary Education, Delhi	
74.	Ravindra Vishwa Vidyapeeth, New Delhi	

*Also refer to www.ignou.ac.in for latest updated list.

** The matter is subjudice before the District Judge, Lucknow

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

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

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE :

- Examination fee per course is - ₹120/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - **Regional Centre under which your examination centre falls**
- Demand draft to be made in favour of - **IGNOU and payable at the city where submitting the exam form**

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will be cancelled.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.
13. No student will be allowed two exam centres for a TEE.

DECLARATION

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

Date _____

(Signature of the student)

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

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

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

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

Centre Code _____
Date _____

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

**FEEDBACK SHEET ON COURSE MATERIAL OF CERTIFICATE IN
NEWBORN AND INFANT NURSING (CNIN)**

Name of the Student Age Sex

Present Address

Permanent Address

Occupation

Educational Background: Formal Non-formal

Enrolment No. Study Centre

Year of Registration at IGNOU

Date of filling this form

Please specify Scheduled Caste/Scheduled Tribe/Other Backward Caste

1) Did you read **Let us Begin here, the Course Introduction** in Block 1 and **The Block Introduction** of each Block?

Yes No

2) • Please tick mark the relevant box • Give Samples wherever possible	Yes	To some extent	No.	Page(s)	Unit No.
a) Are the Units difficult in terms of their content?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
b) Are there any unexplained new concepts?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
c) Are there any ideas not illustrated/substantiated?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
d) Are there any technical expressions unexplained?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
3) a) Are the Units difficult in terms of language?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
b) Are there too many long/difficult sentences?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
c) Are there any uncommon words	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
4) Do you find the course (Reply for each course separately)?					
a) Interesting?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
b) Intrective	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
c) Informative?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
d) Difficult?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
5) a) Did you attempt the 'Check Your Progress' exercises?	<input type="checkbox"/> Yes	<input type="checkbox"/> Only few	<input type="checkbox"/> No		
b) Are the model answers for "Check Your Progress" of any help to you?	<input type="checkbox"/> Yes	<input type="checkbox"/> Only few	<input type="checkbox"/> No		
c) Did any of the exercises cause any difficulty? If yes, indicate the number and Unit.	<input type="checkbox"/> Yes	<input type="checkbox"/> Only few	<input type="checkbox"/> No		

- 6) a) Did you attempt the 'Activity' exercise? Yes Few No
- b) Did you find these exercises
- i) Interesting Yes Few No
- ii) Creative Yes Few No
- iii) Any other (specify) Yes Few No
- c) Did any of the exercises cause any difficulty? If Yes, indicate the Exercise No. and Unit No.
- Exercise No. Unit No.

7) Which of the following facilities are available with you at your home?

a) [Tick mark the relevant box(es)]

Radio TV Audio Cassette Recorder Video Cassette Record/Player

Telephone Computer Computer with Internet

b) Did you find the Audio programme (please specify the programme)?

Interesting Yes Few No

Instructive Yes Few No

Informative Yes Few No

Useful Yes Few No

8) Did you find biographical sketches and side-information in Boxes useful? Please specify how these inputs helped you

.....

.....

9) Is the counselling service available in your Programme Study Centre? If yes, answer to the following:

a) Have you attended the counselling sessions? If yes, which course (code)? How many and when?

.....

b) Did you find the sessions useful? Tick one of the following:

Useful	Not Useful	Partially Useful
--------	------------	------------------

c) Did the sessions clarify your doubts and problems? Tick the following:

Fully	Not at all	Partly
-------	------------	--------

d) Were you able to take your other-than-academic problems to these sessions? If yes, please describe what sort of problems you expected to be solved.

.....

.....

e) Have you faced any problems in attending the sessions? If yes, describe what these problems are:

.....

.....

10) How much time did you spent on studying and comprehending each block of this course?

Block	1	2	3	4	5	6	7	8
Hours								

Give samples wherever necessary?	Assignment	1 TMA	2 TMA	3 TMA	4 TMA	5 TMA	6 TMA
11) a) How much time did you spend on completing each of TMA of the course?	Hourse						
b) Are assignments difficult in content? (please specify the number of the question)							
c) Are they vague? (please specify the number of the question)							
d) Are they out of the text? (Please specify the number of the question)							
e) Are they instructive?							

12) Have you so far received a feedback on your performance in assingments of this course?

a) Did the evaluator's comments on your assignments help you to do better in other assignments?

.....

b) Did you seek and get help from your counsellor in completing your assignments?

.....

c) If yes, what kind of help did you seek?

.....

13) What suggestions, if any, would you give for improving the quality of counselling sessions?

.....

14) What suggestions if any would you give for improving the quality of printed material, audio and video programmes of further courses in Nursing?

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

15) Have you attended all the practical sessions?

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

16) Did you complete 70 per cent of self activities before the clinical contact service?

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

17) Did you submit your supervised activities in time?

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

18) Did you face any difficulty during clinical contact service if so what kind?

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

19) Did you face any problem in terms of:

- a) Time
- b) Supervision
- c) Field experience
- d) Co-operation from the institutions

Note: Please send the duly filled **Feedback Sheet** to:

The Programme Co-ordinator(CNIN)
School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068



RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

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

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

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

1. Name :
 2. Programme: Enrolment No:

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

--	--	--	--	--	--
 4. Purpose for which:
transcript is required
 5. **Fee detail:**
Fee for the official transcript:-
₹ 200/- per transcript, if to be sent to the student/institute in India.
₹ 400/- or US\$1000 per transcript, if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
- No. of transcript(s): × ₹ 300/₹ 500/- or US\$120 = Total Amount: Rs..... Required
- Demand Draft No.: Date:
- Issuing Bank:
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
 7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

Date:.....

(Signature of the student)

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

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

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

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

RE-ADMISSION FORM

1. Name & Address of the Student:

.....

.....

2. Programme Code:

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

3. Enrol. No:

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

4. Regional Centre Code:

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5. Study Centre Code

--	--	--	--

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

Sl.No.	Course Code	Title of the Course	Credits	Course Fee (₹)
Total ₹				

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

Year(s) semester(s)	Course Codes(s) of the missed year(s)/semester(s)	Re-registration fee ₹

8. Total Fee (col. No. 6 + 7) ₹..... enclosed vide Demand Draft No.

Date Amount

Name of Bank

(DD should be drawn in favour of "IGNOU" payable at New Delhi)

Dated: _____

.....
Signature of the student

Mail this "Re-admission" form along with DD to Registrar, SR Division IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases.
 - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in programme curriculum within the maximum span period prescribed.
2. Students who do not register for all years of a programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s) as per rate applicable for the session for which re-admission is sought, in addition to *the pro-rata fee for re-admission* for each of the course(s) they failed to successfully complete within the maximum span period prescribed.
3. Course fee paid for re-admission would be valid for a period of one year only.
4. **The additional period indicated at point no. 3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the extended period as stated at (3) above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period.
7. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
8. The student will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the pro-rata Re-admission fee per course in lump sum as applicable for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances. The University may revise the re-admission fee from time to time.**
11. Other conditions as prescribed by the University relating to the admission and re-admissions shall remain the same.
12. The Demand Draft for Re-admission fee together with the registration fee of the missed year(s), if any, should be drawn) in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and the also the words 'Re-admission' on the reverse of the DD.



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name : Shri/Smt./Kum

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

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

Complete Address

 Pin

Signature
 Date

For Official Use Only:

Date of Despatch of Assignments to the student
 (Please use the photocopy of this proforma)

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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.:

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

Programme Title:

Regional Centre:

Name:

Father's Name:Month and year of last
examination in which you
have completed the Programme

Mailing address:

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

Filled in application Form should be sent to:

**Registrar (SED)
IGNOU
Maidan Garhi
New Delhi-110 068**

Date:.....

.....

Signature



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

Name

Enrolment No.

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

Address

Pin

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

Programme

Month and Year of the Exam

Centre from where appeared at last examination

Bank Draft/IPO No. Dated

for ₹150 in favour of IGNOU, New Delhi

.....
Signature

Date :

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

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

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

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



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

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

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

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

 Pin

4. Reason for early declaration of result:

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

5. Course(s) detail for early evaluation:

Sl. 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 ₹700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × ₹700/- Total Amount.....

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

Issuing Bank

Date:.....

(Signature of the student)

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 date 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:

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

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

APPLICATION FORM FOR 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 – 15th April for June Term-End Exam (TEE).
 1st September – 15th October for December Term-End Exam (TEE).

1. Name

2. Programme: Enrolment No.

3. Address

.....

..... Pin Code:

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

(a) Term-end examination: June/December.....

(b) Exam Centre Code:

(c) Exam Centre Address:

.....

.....

(d) Course(s):.....

5. Fee details:

(The fee for obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × ₹100/- = Total Amount:.....

Demand Draft No..... Date

Issuing Bank.....

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

I hereby undertake that the answer scripts(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:.....

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

The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University
Maidan Garhi, New Delhi-II 0068.
8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.

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

**APPLICATION FORM 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

Received Rs.
Bank Draft No.
Dealing Assistant IGNOU

Sir,

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

The prescribed fee of **₹500** 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-July/December, 20.....

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.....

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

Signature of Regional Director
 With Stamp

1. Fee for issuing a duplicate of (a) Diploma (b) Degree & (c) Certificate Rs. 500/- payable by means of demand draft in favour of IGNOU, New Delhi.

Note: To be filled in duplicate, original copy will be forwarded by Regional Director to registrar (SED) and duplicate copy to be retained by the Regional Director for reference.

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

1. The form should be filled in duplicate legible 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 the duplicate copy will be sent through the Regional Director concerned.
3. A duplicate copy of the Diplome, Degree or Certificate will be issued on submission of any affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged iwth the nearest Police Station to this effect by the candidate on the grounds that either the original Diplome, Degree or Certificate has been irrecoverably lost, destroyed or defaced and on payment of the fee prescribed.
4. In very special cases subsequet 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 are prescribed for the same of duplicate copy.

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

I Son / Daughter of Shri do hereby solemnly declare that the original Degree Certificate dated issued to me by the Registrar, Student Registration & Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-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 Gazzetted Officer / First Class Magistrate is appended hereto.

I also undertake that if my Original Diploma / Degree / Certificate which has been lost, if 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 at this day of20 that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature:

Designation:

Office Seal: