

PROGRAMME GUIDE

Certificate in Home Based Health Care (CHBHC)



School of Health Sciences
Indira Gandhi National Open University (IGNOU)
Maidan Garhi, New Delhi

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

- इन्दिरा गाँधी



ignou
THE PEOPLE'S
UNIVERSITY

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

- Indira Gandhi

PROGRAMME GUIDE

Certificate in Home Based Health Care (CHBHC)



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

Programme Coordinator

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New Delhi

September, 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.

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi, by **Prof. Pity Koul, Director, School of Health Science**, IGNOU, New Delhi.

Print Production : **Mr. T. R. Manoj**, Assistant Registrar (P), SOHS, IGNOU, New Delhi

Laser Composer : Tessa Media & Computers, C-206, A.F.E-II, Okhla, New Delhi-110025

Printed at : Akashdeep Printers, 20-Ansari Road, Darya Ganj, New Delhi-110002

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1. ABOUT THE UNIVERSITY

The Indira Gandhi National Open University established in 1985 through an Act of Parliament, ranks as one of the premier educational institutions in the world. Within 18 years of its coming into existence, it has contributed significantly to the development of higher education in India. It has been a world leader in open-distance education and the Centre of Excellence award in Distance Education was conferred on it in 1993 by the Commonwealth of Learning (COL). It also received the "Award of Excellence for Distance Education Materials" in 1999 from COL.

Objectives

In order to fulfill its vision of providing access to quality education to all citizens of this country, the University is mandated to:

- impart education and knowledge through various means and suited to the open and distance education mode;
- provide higher education to large sections of the population, particularly to the disadvantaged segments of society;
- encourage, coordinate and assist open universities and distance education institutions to raise standard of education in the country; and
- promote national integration and strengthen the natural and human resources of the country through the medium of education.

Functions

IGNOU serves two main functions:

- 1) It offers various academic programmes that lead to Certificates, Diplomas and Degrees. It develops and produces courses for delivery through open learning and distance education modes. It is actively involved in research, training and extension education activities.
- 2) In its capacity as an apex body, it coordinates and monitors the open learning and distance education systems in the country through Distance Education Council and has provided expertise and assistance to such institutions both within the country and abroad.

Features

IGNOU has certain unique features such as:

- National jurisdiction
- Flexible admission rules
- Individualized study
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- An effective student support services network
- Cost-effective modular programmes, and
- Resource sharing, collaboration and networking with open universities and dual mode conventional universities.

Organizational Structure

The organizational structure is presented in Fig. 1.

Instructional System

The university follows a multimedia approach in imparting instructions to its learners (Fig. 2).

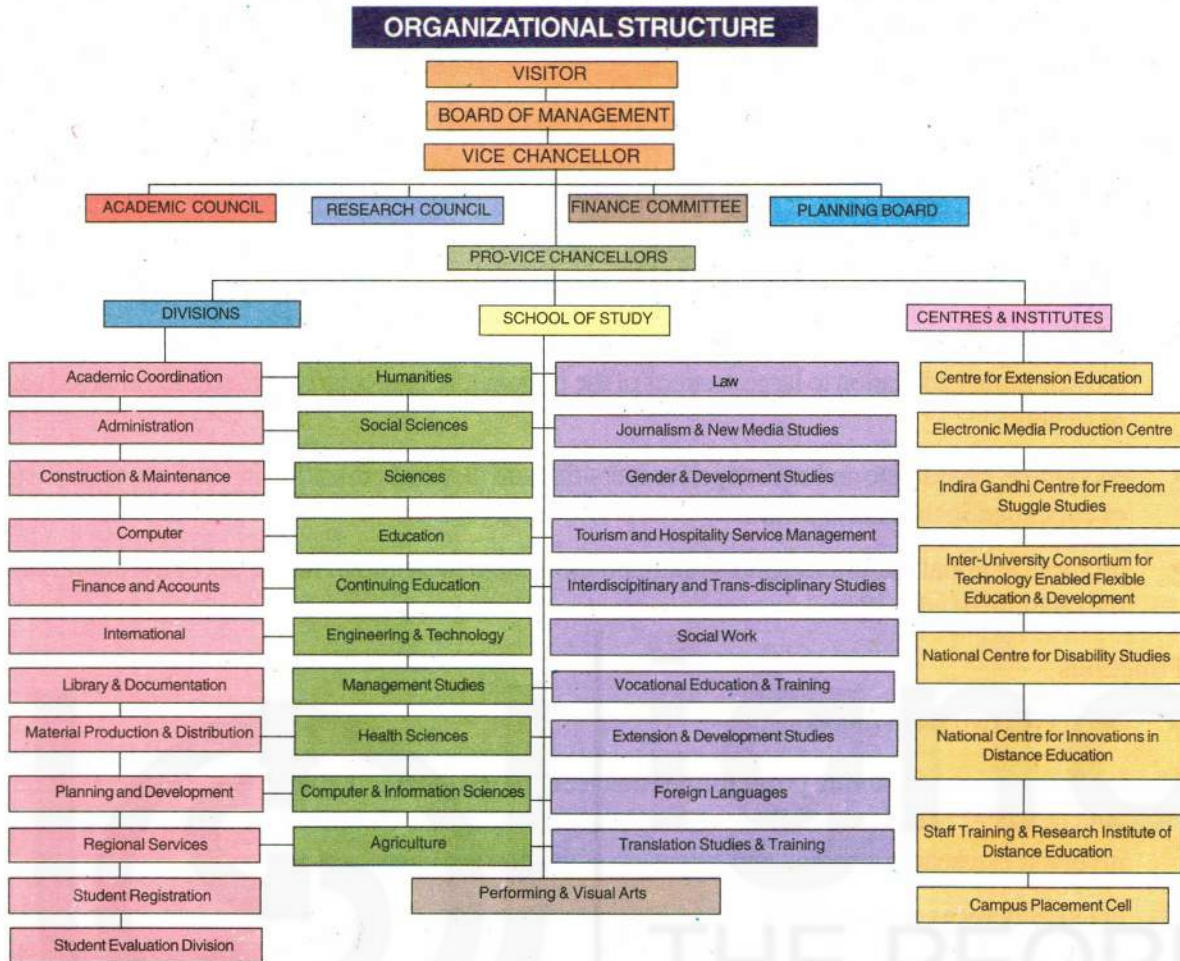


Fig. 1: Organizational Structure of IGNOU

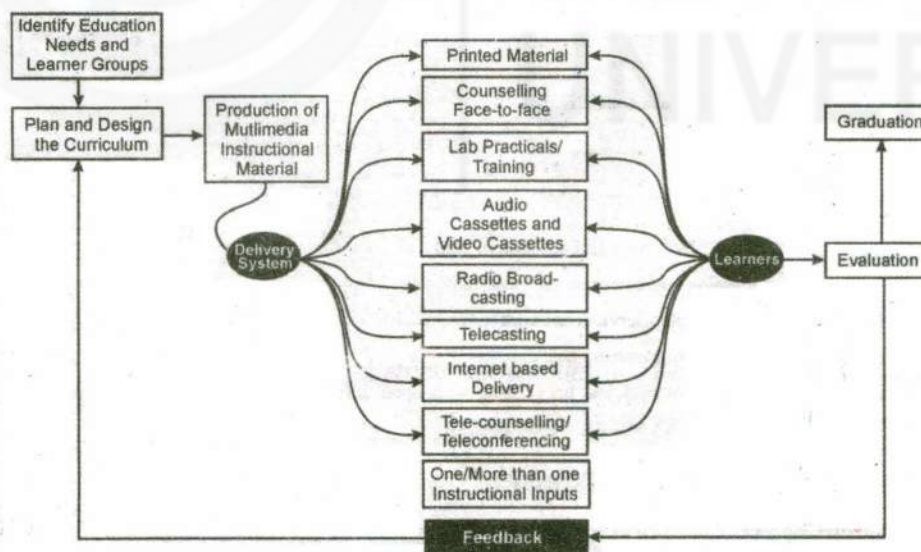


Fig. 2: Instructional System in IGNOU

Course Preparation

Learning material is especially prepared by team of experts drawn from different Universities/Institutions all over the country as well as 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 cassettes are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally despatched to the Study Centres and Doordarshan.

Credit System

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

Evaluation

In IGNOU there is continuous evaluation and term-end evaluation. Continuous evaluation carries 30% weightage and term-end evaluation has 70% weightage.

Continuous evaluation is related to the assignment that each student has to submit for being eligible to appear for the terminal examination. The evaluation of the performance of the students in continuous evaluation and term-end examination will be based on both marks and grading system.

Examinations are held twice a year in the months of June and December and IGNOU Study Centres are normally the Examination Centres.

The degrees and diplomas of this University are recognised and have the same status as those of any other Central and State University in the country.

Student Support Services

IGNOU has an extensive network of study centres, work centres and programme study centres as well as partner institutions through which it reaches out to its students located in different parts of the country. Academic counselling is an important component of distance teaching/learning transaction and consists of tutoring and general counselling at programme study centre. Programme Study Centres/Work Centres have been established for programmes with practical component, i.e., laboratory classes, clinical experience and field experience in health sciences and other professional programmes.

At a study centre, the following services are provided:

- Subject specific academic counselling
- Audio and video viewing
- Library facilities
- Teleconferencing
- Information services related to rules, regulations and schedules of the university

Organizational Structure

The organizational structure is presented in Fig. 1.

Instructional System

The university follows a multimedia approach in imparting instructions to its learners (Fig. 2).

- Assignment submission evaluation and feedback
- Term-end examination
- Computer access
- Practicals

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 in Maternal and Child Health Care Programme, Certificate in Competency Enhancement for ANMIFHW, Post Basic B.Sc. Nursing Programme, Post Graduate Diploma in Maternal and Child Health, Health Care Waste Management, Diploma programme in 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 of Maternal and Child Health Nursing, Maternal and Child Health Care 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 in Maternal and Child Health Care (Reproductive Health) 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 Tr-N'OU, is used to denote a division of a block, at one level in terms of the theme or topical 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.

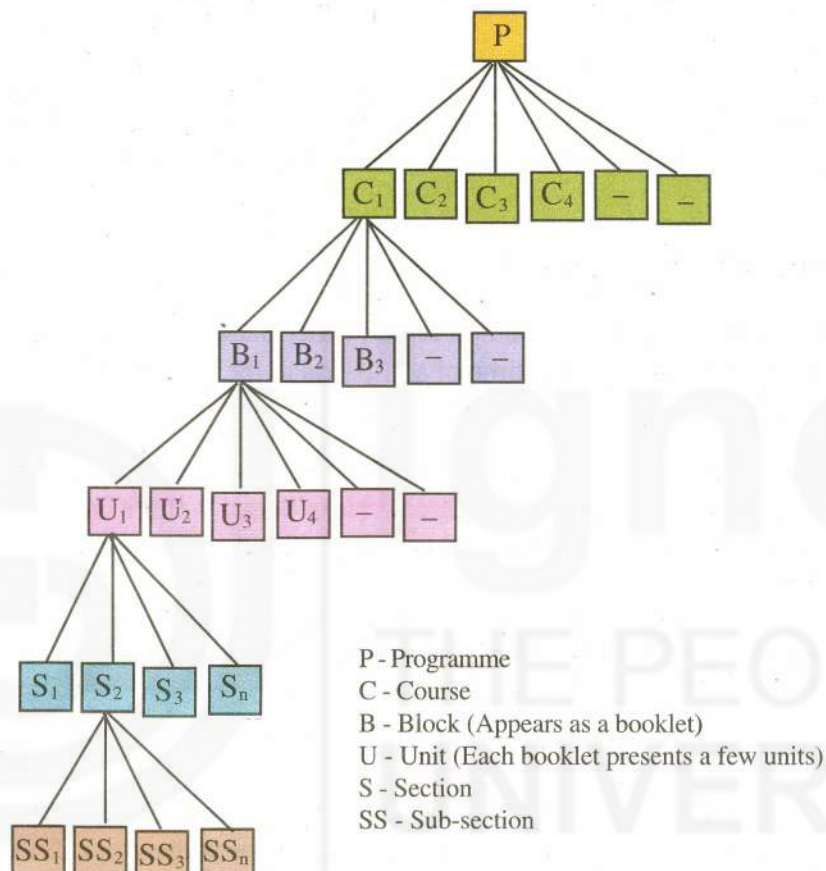


Fig. 3: Hierarchical Linkage Scheme

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

3.1 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Wards of Parliamentary Forces and Physically Handicapped students as per the Government of India rules.

3.2 Scholarships and Reimbursement of Fee

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

Physically handicapped students admitted to IGNOU are eligible for Government of India Scholarships. They are advised to collect scholarship forms from the Directorate of Social Welfare Officer or the Social Welfare Officer of the concerned state government and submit the filled-in forms to them through the concerned Regional Director.

Fee once paid will not be refunded under any circumstances.

3.3 Change/Correction of Address and Study Centres

There is a printed card of change/correction of address and change of Study Centre, that will be despatched along with the study material. In case there is any correction/change in the address or a change of Study Centre, the students are directed to make use of the format given in Appendix VII. **They 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 students are advised to make their own arrangements to redirect the mail to the changed address during this period.** Counselling facilities are not available for all Programmes at all the Centres. As such, students are advised to make sure that counselling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally granted subject to availability of seats for the programme at the new centre asked for. Change of Address and Study Centre is not permitted until admissions are finalised.

3.4 Change of Region

When a student wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer, marking copies to the Regional Centre where he/she would like to be transferred to and also to Registrar (SR&E), IGNOU, Maidan Garhi, New Delhi-110 068. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer from, regarding the number of assignments submitted. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SR&E) and the student. List of Regional Centres is given in Appendix 1..

3.5 Validity of Admission Lists

Candidates who are 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 have to apply afresh and go through the admission process again.

3.6 Incomplete and Late Applications

Incomplete and late application forms/Re-registration forms, wrong options of courses or electives in degree and diploma programmes, furnishing false information will be summarily rejected without any intimation to the candidates. The candidates are, therefore, advised to fill the relevant columns carefully and enclose all the attested copies of the necessary certificates asked for and submit the form to the Regional Director concerned on or before the due date. In this regard no correspondence will be entertained.

3.7 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 or dates of counselling or examination schedule of the two programmes taken, University will not be in a position to make adjustment.

3.8 Disputes on Admission and other University Matters

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

4. ABOUT THE SCHOOL

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 main functions of the school are as follows:

- Planning, Developing and launching of academic programmes of various for different categories of health personnel.
- Disseminating health related knowledge for general public.
- Research on health related issues.

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), Ministry of Health and Family Welfare (MOHFW), INC.

Ongoing Programmes

- Ph. D. Nursing
- Post Basic B.Sc. Nursing
- Diploma in Nursing Administration
- Diploma in Critical Care Nursing
- Certificate Programme in Maternal and Child Health Nursing
- Certificate in Newborn and Infant Nursing
- Certificate for Home Based Health Care

5 CERTIFICATE IN HOME BASED HEALTH CARE (CHBHC)

Certificate programme for home based health care is a 6 months programme of 14 credits (Theory 4 credits, practicals 10 credits) for 10th passed students. This programme has been developed to prepare a work force in the country with the skills required to look after elderly and people suffering from chronic progressive illnesses.

5.1 Programme Objectives

The broad objectives of this programme are to:

- prepare a work force in the country with the skills required to look after elderly and people suffering from chronic progressive illnesses (sickness).
- provide care to people at home setting after discharge from specialised care.
- help the family members and patients to cope with the stress of care to their long term ailing relatives.
- provide quality of life for the patient and the family members.

Minimum Educational qualification	– 10 th Passed.
Number of seats	– 30 Students per Programme Study Centre
Duration of the Program	– Minimum six months - Maximum two years
Medium of Instruction	– English/Hindi
Programme Fee	– Rs. 2000/- per student*(subject to any change)

5.2 Programme Structure

The programme consists of 14 credits (4 credits in theory and 10 credits in practical) and has one Theory and one Practical course as given below.

Programme Structure

Course Code	Title	Credits	Hours
CNS-HC 001	Basics of Home Based Care	4	120
CNS-HCP 001	Skills related to Home Based Care	10	300
	Total	14	420

* One credit is equal to 30 study hours.

Programme Package

Programme Package comprising of 8 booklets as given below:-

Theory Block	-	4
Practical Manual	-	2
Programme Guide	-	1
Assignment	-	1

Theory blocks		Practical Blocks	
Course – one	4 Blocks	Course – one	2 Blocks
Programme Guide	1		
Assignment	1 (Upload on website of IGNOU in English/Hindi)		

5.3 Method of Instruction

Multimedia approach will be followed to provide instruction which includes,

- Self Instructional Course Material in both languages i.e. English and Hindi
- Counselling sessions
- Practical contact sessions
- Teleconferencing
- Radio counselling
- Telecast and broadcast
- Audio and Video Programme

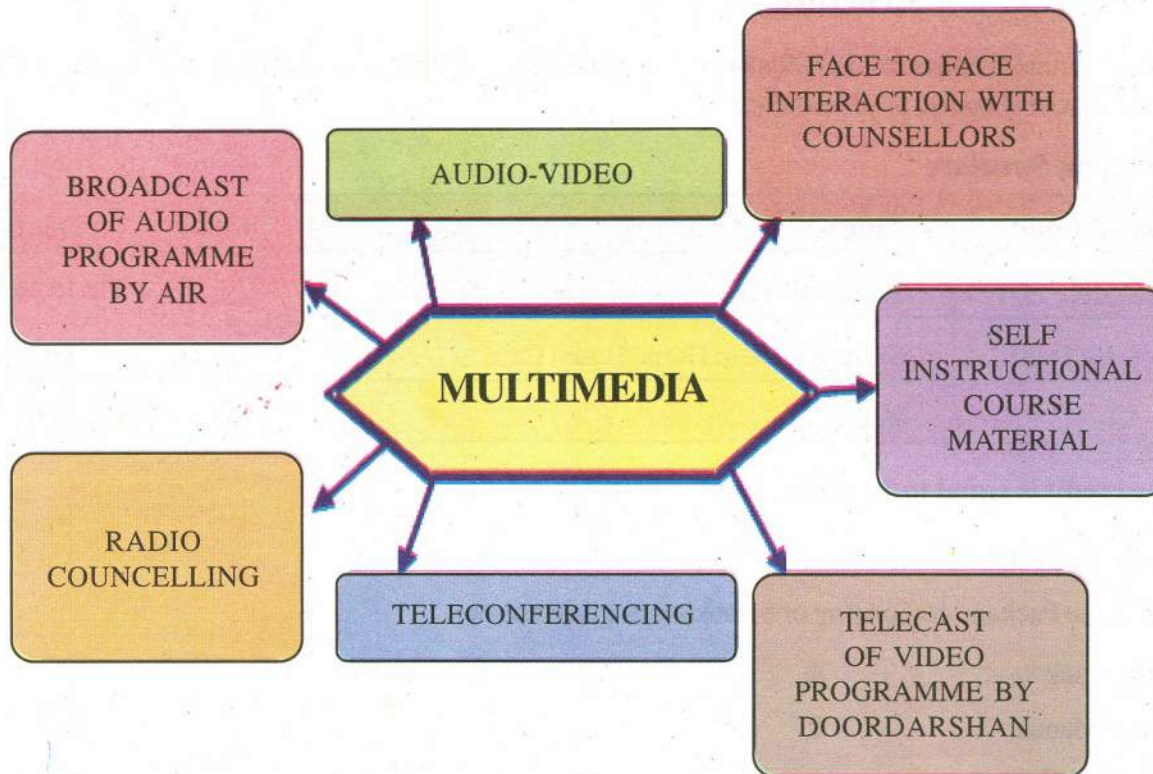


Fig. 3: Self Instructional Course Material

Self –instructional Course Material

The printed study material for both theory and practical components of the programme will be supplied to the learners.

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.

5.4 Theory Course Counselling

Theory Counselling/Training will be organized in Programme Study Centres located in School of Nursing / Hospital /Community Health Centre/ NGO/ Nursing Home with facilities of 20 to 50 beds for indoor patients. Learners will have to attend counselling sessions at Programme Study Centres. There will be total of 30 counselling sessions approximately 8 days (60 hours) for one theory course. Each session will be of 2 hours of duration. You will be attending theory sessions as eight hours per day. The face-to-face counselling will be supplemented by Teleconferencing and Radio counselling telecast etc. Attendance in counselling will be compulsory and mandatory for appearing in term end examination. Course wise scheme for counselling sessions is given in Table 1.

Table 1: Scheme of Theory Counselling Sessions

Course code	Course Title	Credits	Hours	Counselling Sessions	Counselling Hours
CNS-HC 001	Home Based Care	4	120	30	60

Total Hours = 120 Hrs.

Total hours of Counselling = 60 Hrs.

1 Session = 2 Hrs.

Total Counselling sessions = 30

Total Counselling sessions per day = 8 Hrs.

Total days required = 8 days

Self Study = 60 Hrs.

5.5 Hands on Training/Practical

Learners will be placed in hospital/ Community Health Centre/ NGO/ Nursing for practical training for 150 hrs. (Almost for 19 days). Each practical session will be of 4 hours duration. During this period learners will complete supervised practice under the supervision of counsellors in the clinic. The scheme of Contact Hours/Practical Training Hours is given in table 2 below.

Table 2: Scheme of Practical Counselling Sessions

Course Code	Course Title	Credits	Hours	Self -Activity Hrs.	Supervised Activity Hours
Practical CNS – HCP 001	Skills related to Home Based Care	10	300	150	150
Total			300	150	150

Total hours = 300

1 session = 4 hrs.

Supervised = $150/8 = 19$ days (approximately)

5.6 Teleconferencing

Teleconferencing is a one-way video and two-way audio facility. 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.

The teleconferencing facility will be available at the regional centre and many 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.

5.7 Radio Counselling

Radio counselling will be held once in 3 months through F.M. and students can ask questions free of cost with phone in facilities right from your home. A toll free telephone number 110012345 has been provided for this purpose.

5.8 Audio-video Programmes

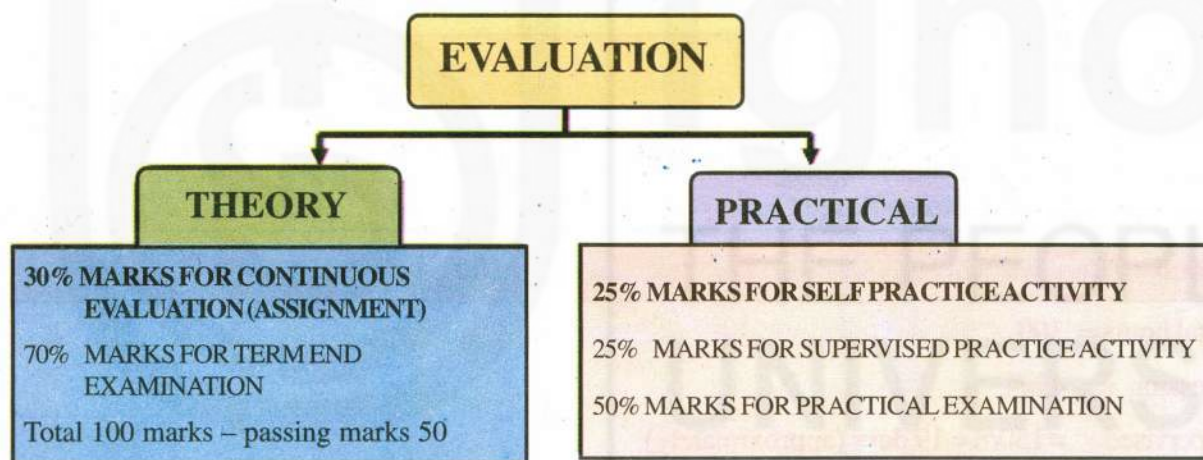
Audio and video programmes for each course will be prepared to support your learning. These Audio Video programme in the form of cassettes will be available at all PSC. These Audio and Video cassettes will be provided for viewing and listening. You can also hire the cassettes for viewing and listening.

5.9 Attendance

You will be required to complete 90% 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.

2. EVALUATION

There will continuous evaluation and term end examination for theory and practical components 30% weightage will be given to continuous evaluation and 70% to term end examination in both theory and practical courses. Learners will be required to obtain 50% marks separately in continuous evaluation and term end examination in both theory and practical components of each course.



6.1 Term – End Examination

In Term-end Examination learners will have to appear in one theory courses. The duration of examination for the course will be three hours. The theory course/paper will carry maximum 70 marks. You will have to obtain 50% marks (i.e. 35 marks out of 70 as pass percentage in theory) and 50 marks out of 100 in assignment. The practical examination will be conducted PSC before/after theory examination. The scheme of theory evaluation is given in Table 3.

Table 3: Scheme of Theory Evaluation

Course	Assignment	Pass %	Term-end Examination	Pass %	Total Marks	Pass %
CNS-HC 001	100	50	70	35	100	50

6.2 Continuous Evaluation of Practicals

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

Table 4: Scheme of Evaluation (Practical)

Course	Continues Evaluation			Practical Examination			Total Marks
	MM. Self Practice	Pass Marks	MM. Supervised Practice	Pass Marks	Mx. Marks	Pass Marks	
CNS-HCP-001	25	12.5	25	12.5	50	25	100

6.3 Practical Term-end Examination

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

Criteria of evaluation for practicals examination is given below:

- i) The final practical examination will be conducted at the centre where you had you practical contact session.
- ii) The practical examination will be conducted before/after the theory examination.
- iii) A panel of examiners comprising an external 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 practical examination. And send it to the regional centre/student Evaluation Division.

Course	TEE MM	Pass Mark	Assignment MM	Passing Mark	Total	Pass Total (%) Marks
CMS HC 001	70	35	30	15	100	50%

6.4 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 and website www.ignou.ac.in in advance. The same is also notified through IGNOU News Letter from time to time. Thus, normally the date sheet for June examination are sent in the month of January and December examinations in the month of July.

It is an essential to submit the Examination form for taking examination. Copies of the examination forms are available at Study Centre/Regional Centres/SE Division at Headquarters. A copy is also enclosed here at Appendix IX. You can take photocopy of this form and use it. The fee of the examination is Rs. 50 per course.

The filled in examination form is to be submitted to the Assistant Registrar (S&E), Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110068. The last date for submission of examination forms are 31st March for the examination to be held in June and 30th September for examinations to be held in December.

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/S&E Division at headquarters. If your name is registered for examinations in the list sent by the Study Centre, even if you have not received intimation slip or misplaced the intimation slip, you can take the examination by showing your identity Card (Student Card) to the examination centre superintendent.

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

It is your duty to check for that course registered for that course 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.

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

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 six 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 Course

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

* 'X' stands for the serial number of the unit concerned.

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 explain briefly:

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

After going through the unit you should be able to:

- 1) Learn about the title presented in each unit, under each sub sections.
- 2) The unit introduction tells you about the content of the unit. The text gives you the content that you need to learn.
- 3) The last section of each unit under the heading 'Let Us Sum Up' summarises the whole unit for purposes of giving brief summary and revision of the entire unit

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. This exercise further enhances your learning of topic and revision helps in better grasping of knowledge.

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.

Practical Component

Every course has a practical component. The skills that you need to learn under each course are listed in Appendix III. Please maintain record of all the cases, as mentioned below, that you are seeing as a part of the learning exercise.

Please refer to Appendix IV that summarizes the hours that you need to spend in practical component of each course. The time allotment 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 manual. If you can get more opportunity to practice the skills in the hospital and community that will help you to gain mastery. However, if you do not get more chances, you could practice the same procedure at your home/ neighbourhood.

At PSC you will be guided by supervisor and at home 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 self activities at your home/neighbourhood.

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

Before going for clinical experience kindly go through your practical manuals. This will help you in performing 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 Schools of Nursing/Command health center and NGO/hospitals with 20-50 beds. For hands on training learners will be placed in hospitals/Community Health Centres/Primary Health Centres and community which will be attached to the respective Programme Study Centres. A team of trained teachers called academic counsellors will be identified and trained for providing academic counselling and practical skills for supervised practice activities in these areas. In addition the learners will be required to do self-practices at their own home/neighbourhood and maintain the record in daily diaries.

Posting of Students to Programme Study Centre

There will be a maximum of 30 students in each programme study centre. You will be provided supervised practical training for a period of 19 days. This can be divided into two spells as per feasibility of institution/ programme study centre

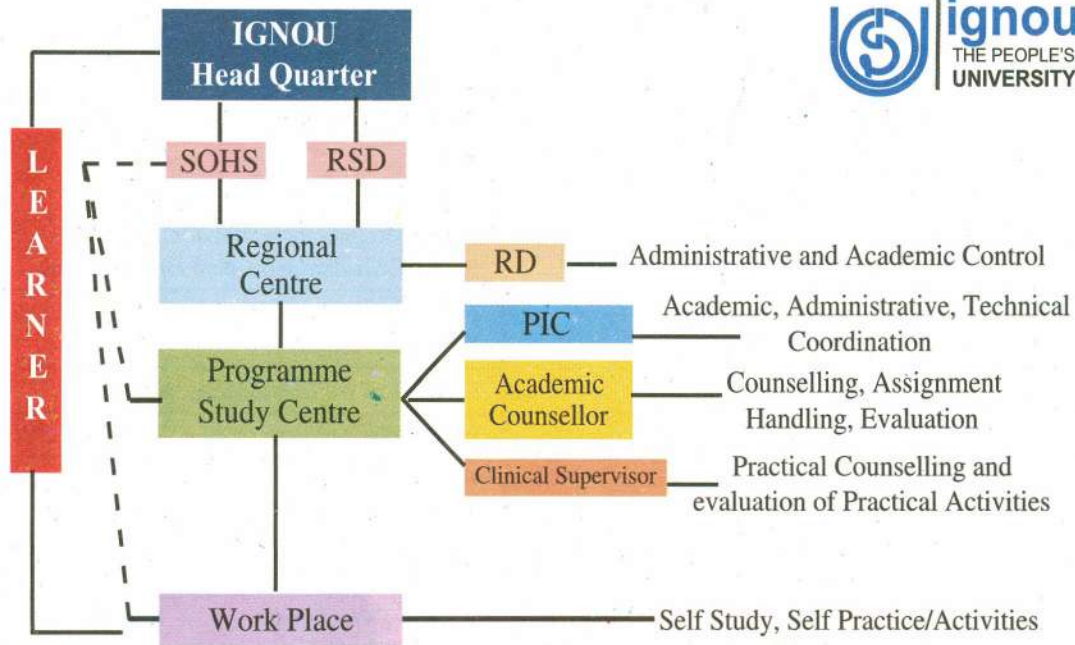


Fig. 4: Implementation Model

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 book and audio-video material related to the programme

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 the news letter.

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 dispatch 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, open on all 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.

Some Useful Addresses

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 Derec/ 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 practicalised@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 dpreresult@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	gcverification@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

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

Programme Code : CHBHC
Course Code : CNS-HC – 001
Title of the Course : Home Based Care
Credits : 4
Hours : 120

Title of the Course	Credits	Study Hours
Home Based Care	4	120
Total	4	120

Aims

The main of the course is to review, upgrade and update the knowledge and skills of learners related to Home Based Care.

Objectives:

After completion of this course, you will be able to:-

- Explain the concepts of home based care.
- Describe the qualities of home based care provider
- Discuss the communication skills.
- Develop rapport with the patient and family members.
- Explain human body system and related functions.
- Identify problems related to body systems and recognize signs and symptoms.
- Provide care keeping in mind various needs of the patient.
- Give care to the dying person
- Give first aid to a person in emergency situation.
- Listen to the problems of patient & family members and provide counselling accordingly.

Course Outline

Block 1 : Basics of Home Based Care

- Unit 1** : Introduction to Home Based Care
- Unit 2** : Communication and Interpersonal Relationship
- Unit 3** : Infection, Prevention and Control
- Unit 4** : First Aid at Home
- Unit 5** : Care of Elderly

Block 2 : Health Conditions / Problems Requiring Home Based Care

- Unit 1** : Introduction to Human Body Systems
- Unit 2** : Introduction to Health Conditions/ Problems Related to brain (Nervous System)
- Unit 3** : Introduction to Health Conditions / Problems Related to Digestive and Urinary Organs
- Unit 4** : Introduction to Health Conditions Related to Heart, Blood vessels and Lungs
- Unit 5** : Introduction to Health Condition / Problems Related to Bones, Joints, muscles and other conditions

Block 3 : Components of Basic Care – I

- Unit 1** : Hygienic Measure
- Unit 2** : Comfort and Safety Measures
- Unit 3** : Administration of Medicine
- Unit 4** : Dietary Management

Block 4 : Components of Basic Care - II

- Unit 1** : Supportive Care
- Unit 2** : Care of Dying Person
- Unit 3** : Monitoring and Follow Up

Practical

- Course Code** : CNS – HCP 001
- Title of the Course** : Skills related to Home Based Care
- Credit** : 10
- Hours** : 300

Title of the Course	Credits	Study Hours
Skills related to Home Based Care	10	300
Total	10	300

Objectives

After completing this course the learners should be able to:

- Take history of the patient
- Asses the problems with chief complaints
- Provide care related to personal hygiene
- Counsel the patients asked family in terminal stage of illness
- Carry out procedures
- Help the patient in meeting physical, emotional, social, nutritional, elimination needs,
- Maintain record of medicine vital signs, intake/output

Course Outline

Practical Manual – I

- Skill – 1 : History Taking skills
- Skill – 2 : House keeping skills
- Skill – 3 : Skill Related to Personal Hygiene
- Skill – 4 : Measurement of Vital Signs - TPR
- Skill – 5 : Measurement of Blood Pressure
- Skill – 6 : Giving Positions with Use of Comfort Devices
- Skill – 7 : Helping the Patient in Exercises
- Skill – 8 : Skills in Giving Medicines

Practical Manual – II

- Skill – 9 : Skills related to collection and testing of samples at home.
- Skill – 10 : Skill Related to the Nutritional Needs
- Skill – 11 : Skill Related to the Elimination Needs
- Skill – 12 : Skills in Giving Inhalation
- Skill – 13 : Skills in Dressing and Suction
- Skill – 14 : Skill Related to Hot and Cold Application
- Skill – 15 : Assist the Patient in Ambulation
- Skill – 16 : Education to the Patient

Distribution of Supervised Practice Hours for Each Activity

S.No.	Activity	Hours			Marks
		Demonstration Hours	Self Practice Hours	Total Hours	
1.	Skill – 1 History Taking skills	2	4	6	4
2.	Skill – 2 House keeping skills	2	4	6	4
3.	Skill – 3 Skill Related to Personal Hygiene	6	12	18	12
4.	Skill – 4 Measurement of Vital Signs - TPR	4	8	12	8
5.	Skill – 5 Measurement of Blood Pressure	6	12	18	12
6.	Skill – 6 Giving Positions with Use of Comfort Devices	2	4	6	4
7.	Skill – 7 Helping the Patient in Exercises	2	4	6	4
8.	Skill – 8 Skills in Giving Medicines	4	8	12	8
9.	Skill – 9 Skills related to collection and testing of samples at home	2	4	6	4
10.	Skill – 10 Skill Related to the Nutritional Needs	4	8	12	8
11.	Skill – 11 Skill Related to the Elimination Needs	4	8	12	8
12.	Skill – 12 Skills in Giving Inhalation	2	4	6	4
13.	Skill – 13 Skills in Dressing and Suction	4	8	12	8
14.	Skill – 14 Skill Related to Hot and Cold Application	2	4	6	4
15.	Skill – 15 Assist the Patient in Ambulation	2	4	6	4
16.	Skill – 16 Education to the Patient	2	4	6	4
Total		50	100	150	100

Distribution of self Practice Hours for Each Activity

S.No.	Activity	Hours			Marks
		Demonstration Hours	Self Practice Hours	Total Hours	
1.	Skill – 1 History Taking skills	2	4	6	4
2.	Skill – 2 House keeping skills	2	4	6	4
3.	Skill – 3 Skill Related to Personal Hygiene	6	12	18	12
4.	Skill – 4 Measurement of Vital Signs - TPR	4	8	12	8
5.	Skill – 5 Measurement of Blood Pressure	6	12	18	12
6.	Skill – 6 Giving Positions with Use of Comfort Devices	2	4	6	4
7.	Skill – 7 Helping the Patient in Exercises	2	4	6	4
8.	Skill – 8 Skills in Giving Medicines	4	8	12	8
9.	Skill – 9 Skills related to collection and testing of samples at home	2	4	6	4
10.	Skill – 10 Skill Related to the Nutritional Needs	4	8	12	8
11.	Skill – 11 Skill Related to the Elimination Needs	4	8	12	8
12.	Skill – 12 Skills in Giving Inhalation	2	4	6	4
13.	Skill – 13 Skills in Dressing and Suction	4	8	12	8
14.	Skill – 14 Skill Related to Hot and Cold Application	2	4	6	4
15.	Skill – 15 Assist the Patient in Ambulation	2	4	6	4
16.	Skill – 16 Education to the Patient	2	4	6	4
	Total	50	100	150	100

Appendices



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THE PEOPLE'S
UNIVERSITY

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 SAJAN 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, PALI, 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, FEROZEPUR, 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 rckorapat@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, MAHABA, 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 SINGHBHUM, 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, TIRUNELVELI)

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) iaepcc53@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 iaeparmy55@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

List of Codes

Appendix-2

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 Institute 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, Brahmampuri, Nangal Raya Rly, Crossing, Panjha 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.bsse Delhi.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.	Akhil Bhartiya 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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

THE
PEOPLE'S
UNIVERSITY

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

Appendix-4

EXAM FORM

Serial No.

Control No.

INSTRUCTIONS

1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Programme Code Regional Centre Code Study Centre Code

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

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

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

City District

State Pin Code

MOBILE NO.

E-MAIL

Physically Handicapped (Please tick the relevant box) YES NO

Scribe/Amanuensis required by the student (Please tick the relevant box) YES NO

FOR SCRIBE/AMANUENSIS, THE STUDENT MAY APPROACH THE CONCERNED REGIONAL CENTRE (UNDER WHOM THE EXAMINATION CENTRE FALLS) ALONG WITH DISABILITY CERTIFICATE

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA/ PGDLAN / BLIS Programmes. FEE ₹120/- PER COURSE (Demand draft in favour of IGNOU and payable at City of Regional Centre under which your exam centre falls.

S.No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>

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

Total No. of Courses		Total Amount
Theory Courses	₹ × 120	<input type="text"/>
Practical Courses	₹ × 120	<input type="text"/>
Late Fee		<input type="text"/>
TOTAL		<input type="text"/>

1. Draft No.

Amount

2. Draft No.

Amount

Date

SIGNATURE OF THE STUDENT (within the Box only)

Issuing Branch _____
Payable at (Regional Centre under which your exam centre falls)

ISSUING BANK

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

- 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.
- 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).
- 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.
- Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will be cancelled.
- Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
- Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
- 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.
- Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
- 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.
- 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.
- 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.**
- Change of Examination Centre, once allotted, is not permissible under any circumstances.
- 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
MATERNAL AND CHILD HEALTH NURSING (CMCHN)**

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?

	1	2	3	4	5	6	7	8
Block	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 assignments 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(CMCHN)
School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068





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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

1. Name :

2. Programme : .

Enrolment No.

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

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

PIN:

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

4. Month and Year of the Exam :

5. Examination Centre Code :

6. Address of Examination Centre:.....
.....

7. Courses, in which
Re-evaluation is sought

COURSE CODE

MARKS/ GRADE OBTAINED

8. **Fee detail:**

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

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

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

- 1) The request for re-evaluation by the student must be made 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:

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 3. Address:

 Pin

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 4. Purpose for which:
 transcript is required
 5. **Fee detail:**
 Fee for the official transcript:-
 ₹ 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.

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

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

RE-ADMISSION FORM

1. Name & Address of the Student:

.....

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2. Programme Code:

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3. Enrol. No:

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4. Regional Centre Code:

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5. Study Centre Code

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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) ₹..... enclsod 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.

(Please retain a copy of this form for nay future reference)

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.

Enrolment No. Programme:

Name:

Course Code: Medium:

Sl. No.	Assignment No.	For Office Use Only
		Sl. No.:
		Date of Receipt:
		Name of Receipt:
		Date of despatch to the Evaluator:
Sig. of dealing Accountant .		Date of receipt from
Date:		Evaluator:

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

Enrolment No. Programme:

Name:

Course Code: Medium:

Sl. No. Assignment No.

.....

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.....

.....

Signature of the Student

Date:.....

FOR OFFICE USE ONLY
Sl. No.:.....
Signature of the receiver
Date:.....
Seal

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



**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

Signature

.....

Date

.....

.....

..... Pin

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.:

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Programme Title:

Regional Centre:

Name:

Father's Name:

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

Mailing address:

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

Filled in application Form should be sent to:

**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.

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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
APPLICATION FROM FOR CHANGE/CORRECTION/ ADDRESS/STUDY CENTRE

All correspondence to be sent at the following address and change of Study Centre be recorded.

Enrolment Number

Date of Change effective from

Write in BLOCK LETTERS only

Name: Shri/Smt./Km.

New Address

Town	<input style="width: 95%;" type="text"/>
State	<input style="width: 25%;" type="text"/> Pin <input style="width: 25%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
State Code	<input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/>

Medium of Study

Programme of Study

New Study Centre Code

Date _____

Signature _____

The filled-up form should be mailed to the Regional Centre Concerned.

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) Coourse(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-11 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:



ignou
THE PEOPLE'S
UNIVERSITY

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SOHS-IGNOU/P.O. 1K/September, 2016