PROGRAMME GUIDE

Certificate in Phlebotomy Assistance Programme (CPHA)

Indira Gandhi National Open University
Skill Training Cell
School Of Health Sciences

In Collaboration with

Ministry of Health and Family Welfare
Government of India

Skill Training Cell
School of Health Sciences
Indira Gandhi National Open University
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ABBREVIATIONS

IGNOU	:	Indira Gandhi National Open University
SOHS	:	School of Health Sciences
RSD	:	Regional Services Division
SRD	:	Student Registration Division
SED	`:	Student Evaluation Division
MPDD	:	Material Production and Distribution Division
PSC	:	Programme Study Centre
SDC	:	Skill Development Centre
WP	:	Work Place
RHSAC	:	Regional Health Sciences Advisory Committee
PIC	:	Programme-in-charge

1.   WHY THIS PROGRAMME?

The Certificate in Phlebotomy Assistance (CPHA) program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed by diagnostic/healthcare service providers to assist Phlebottomist and medical laboratory technologist/pathologist. This program focuses on the acquisition of skills necessary to draw quality blood samples from patients and prepare those specimens for medical testing.

Phlebotomy Assistance can be defined as an allied health worker who assists Phlebotomist and medical laboratory technologist/doctors and nurses in order to exclusively take care of the blood collection process and prepares blood samples which undergo laboratory testing. Phlebotomy can be defined as an act of drawing or removing blood from the circulatory system through a cut (incision) or puncture in order to obtain a sample for analysis and diagnosis. Phlebotomy is also done as part of the patient's treatment for certain blood disorders.

Objective:

After completion of this programme, a student should be able to:
- Describe the overview of the healthcare and hospital systems
- Demonstrate the ability to correctly collect, transport, receive, accept or reject and store blood /urine/stool and tissue samples, etc.; . (only patient information) [pre analytic and post analytic]
- Practice infection control measures, Biomedical Waste Management
- Demonstrate techniques to maintain the personal hygiene needs
- Demonstrate actions in the event of medical and facility emergencies
- Demonstrate professional behaviour, personal qualities and characteristics of a Phlebotomist
- Demonstrate good communication, communicate accurately and appropriately in the role of Phlebotomist
- Basics of resuscitation

2.   WHAT IS THIS PROGRAMME?

2.1 Programme Package

The programme package in distance education mode is developed with the help of available technology commonly known as multi-media package. The package for this programme consists of print material in the form of booklets called blocks and the audio video materials in the form of CD/DVD. Besides these, there is arrangement for live interactive teleconferences and contact sessions at programme study centre and skill development centre level as discussed below.

There are 3 months of hands on skill practical training in specially identified centers under the supervision of trained teachers (Academic Counsellors) also form the part of package.

In IGNOU parlance, the study hours are measured in credit system. One credit is equivalent to 30 learning hours. Each theory booklet is called a block, which consists of three to six chapters called units. Usually each block represents one credit. The block on practical manual is meant for guidance in 'Hands on training'. Hence, the credit hours represented by it will be as mentioned against the respective courses in Section 2.2.

The duration of the programme is of six months duration i.e. January to June or July to December of a

calendar year. The print material consists of 8 theory Blocks, 1 Practical Manuals, 1 logbooks, 1 Programme Guide and 2 theory assignments. You will receive all the print materials in the beginning of the session. The audio/videoCD/DVD developed for the programme will be made available at programme study centres.

2.2 Programme Structure

The Certificate in Phlebotomy Assistance (CPHA) programme consists of three courses. Among them 2 are theory courses and 1 is practical course. All the theory and practical course are compulsory. Course 1 (BHT-011), and Course 2 (BHT-012) represent the disciplines of Basics of Phlebotomy Assistance, collection of blood and storage and transportation of blood to be tested. The respective practical component of one course is given in the Course 3 (BHTL - 013).

The courses are designed on the basis of learning hours required by an average student. As mentioned above, one credit represents 30 hours of learning. The design of the CPHA programme in terms of credit distribution of the courses is shown below:

Course Code	Course Title	Nature of Course	Credits
BHT-011	Basic Phlebotomy Assistance	Theory	4
BHT-012	Handling of Blood Samples	Theory	4
BHTL-013	Skills for Phlebotomy Assistance	Practical	12

2.3 Scheme of Study

In distance education system, in addition to self-learning, contact sessions are held to facilitate the learning process of students. In this programme, where practical component is quite significant, the contact sessions will comprise of counselling sessions for the theory and practical components. For the convenience of study, the whole duration of these sessions is divided into three Spells/Contact Sessions. The 1st and 3rd contact session will be conducted at medical college for one month duration and 2nd contact session will be done at secondary and primary level hospital for one month duration. The 2nd contact session is further divided into 3 weeks in secondary level hospital and one week in primary level hospital. There will be theory classes in the medical college beside the practical training to be imparted to the leaners.

3. HOW TO STUDY?

3.1 Theory Component

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

Unit X*

X.0   Objectives
X.1   Introduction
X.2   Section 1 (Main Theme)

     X.2.1   Sub-section 1 of Section 1
     X.2.2   Sub-section 2 of Section 1
     …………………………………

Check Your Progress

Check Your Progress

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

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

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

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

The last section of each unit under the heading 'Let Us Sum Up' summarises the whole unit for purposes of recapitulation and ready reference. We have 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.

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

We hope that we have given enough space for you to work on the self-check exercises. The purpose of giving self-check exercises will be served satisfactorily if you compare your answers with the possible ones given at the end of each unit after having written your answer in the blank space. **You may be tempted to have a glance at answer(s)** given at the end of the unit as soon as you come across an exercise. But we do hope that you will overcome the temptation and turn to these answers only after you write yours.

These exercises are ***not*** meant to be submitted to us for correction or evaluation. Instead, the exercises are to function as study tools to help you keep on the right track as you read the units.

The units are designed in such a way that the contents of later units are based upon the contents of initial units. If you have not understood or followed a unit properly, please read it again before reading the next one because; it may be difficult to follow the later units without a proper understanding of the first one. Wherever you face problem in understanding the content, please make note of it and put that question to your counsellor during the counselling sessions at the PSC. You can also informally clear your doubts whenever you come in contact with your counsellors at PSC/SDC without any hesitation. You could also e-mail or Fax your questions to the School of Health Sciences for clarification. Your questions would be answered during the teleconference sessions.

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

3.2 Practical Component

This progarmme has one practical course. The skills that you need to learn under each course are mention below. 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 II that summarises 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 and limited practice. To ensure that you have understood the steps involved in each of the skills demonstrated, you should practice the skills on at least one sample case. If you can get opportunity to practice it on more number of patients at PSC, then you are welcome. However, if you do not get more chances, you could practice the same procedure at your SDC.

At SDC, you will have to practice all the skills taught to you at PSC. The number of patients that you should see for each skill is mentioned in the logbooks. To guide you, there will be counsellors at SDC. Please try to clear all your doubts before you leave PSC and start activities at your work place.

Training in PSC is planned in 2 spells or contact sessions and focus on group learning but the posting at SDC is spread over in one month and focus on one-to-one learning. The learning at PSC, and SDC must take place in a cyclical manner for all the identified skills. This provides you multiple opportunities to clarify all their doubts with respective subject experts during the registration period.

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

3.3 Log-book Maintenance

Log-book is meant for maintaining the records of all the activities/cases that you are performing as a part of the programme at PSC, and SDC. You have been provided with a logbook for the practical courses. The number of cases that you should record in logbook will be according to the provisions made in it. For the rest of the cases as and when you see them, should be entered in the logbook in the appropriate place as mentioned in respective log-books.

The log-books should be carried by you whenever you participate in PSC/SDC training. The cases recorded by you at the PSC/SDC should be written then and there and get it countersigned by the respective Counsellors. As attendance of all the spells vis-a-vis completion of all skills is compulsory, this record will be an objective proof for your actual performance and learning. If a particular activity is not duly signed by the counsellors, then it would not be considered for internal assessment and hence will fetch you low score. Please note, you ***must carry the log-book along with you to the term-end practical*** examination which would be returned back to you at the end of the practical examination.

3.4 Audio-video Component

Few audio-video programmes are available to help you learn the practical skills. The planning of counselling sessions at PSC will be made in such a way that all the available audio/video cassettes in respective courses could be shown to you at the PSC.

3.5 Student Information System

Induction Meeting

The induction meeting is held in the beginning of the session. On this occasion you are informed to come to the PSC or the Regional Centre as felt convenient to the organisers. You are given orientation about the IGNOU system and told about your roles and responsibility while undergoing the CPHA programme package. This induction is also done through teleconferencing in the beginning of session. You will receive information regarding this from your regional centre.

Peer Group Information System

You could make your own arrangement to get information in time. One method could be to establish telephonic link amongst the batch mates. Two to three of you having easy access to PIC or Regional Centre could collect updated information regarding the schedules of various activities like spells, teleconferencing, any special event etc. These students in turn could pass information to another set of students staying nearby (say, each take responsibility for 2 students). These students pass information to another set of students. Thus, in a short duration   and incurring negligible expense, the information could

reach to every student in time.

Information by PIC

The Programme In-charge (PIC) is provided information on different activities either by Regional Centre or by the Skill Training Cell of School of Health Sciences from time to time. The PIC in turn also informs you about the relevant activities by post.

Information by Regional Centre

Some of the information is sent to you by the Regional Centre. The Assistant Regional Director (ARD) takes care of this activity.

Information from Headquarters

Information on evaluation and material distribution goes directly from the respective divisions located at head quarters. You could also communicate directly to these divisions. Addresses of important divisions and the School are given in the Section 6.7. However, in case of any problem, you could inform to the Regional Centre/PIC as the case may be.

Interaction with Programme Coordinator

You could interact with your programme coordinator through e-mail on any of the administrative or academic problems related to the programme.

Information through Teleconference

Some of the important announcements like the schedule of next teleconference are made during teleconferences. However, this information is available in website. You could attend the teleconference at any of the places linked by Gyandarshan (GD-2) channel or at your residence if you have DTH (direct to home) connection.

Information through Gyan Vani

Gyan vani is an educational FM radio channel operating through several FM radio stations each covering a radius of about 70 km. You can interact during the live broadcast through toll free number. Please contact your regional centre for details.

Information from Website

All the latest information is provided in the website of IGNOU (http://www.ignou.ac.in). You can access it as and when required. See section 3.7 for more details.

Information from Student Support Service centre

Any type of unsolved problems could be sent to the student support service centre (ssc@ignou.ac.in). Please refer Section 6.7 for further details.

3.6 Student Responsibility

Travel and Stay in Relation to Programme

The admission fee covers only the expenses towards study material, counselling, practical activities at PSC and SDC including *travel during field visits*, evaluation and certification. Hence, cost towards your stay and travel in relation to the programme during the practical spells, evaluation, teleconference etc. has to be born by you. So, you could pool your money and take help of the PIC/Regional Centre in arranging the vehicles, stay etc. as and when required.

Log-book Maintenance

You will maintain the log-books for practical courses. Each of the records maintained at PSC/SDC should be signed by the respective counsellors.

Attendance in Spells

All the practical spells are compulsory. However, you have the option to complete them over 2 years. The **attendance for all spells is compulsory and you have to attend them in a sequence**. If you miss any spell or contact session, you may not be allowed to join the next spell. So, you should inform in advance to the Programme Coordinator and your Programme In-charge (PIC) regarding your inability to attend the spell or contact session so that you will be given an option to attend that spell (organized on zonal basis) at some other place so that you could again join your group in the PSC for the next spell. If you are not able to attend the spell at alternate arrangement venue, you have to wait for that spell for the next year with the next batch.

Certificate of Completion for Skill Training

You will have to attach the certificate of completion of practical activities performed at PSC and SDC while applying for the term-end practical examination. You could retain a photo copy of these certificates for future use.

Timely Submission of Assignments

The submission dates are mentioned in the assignment. You should submit your assignments before taking the term-end theory examination.

Filling of Term-end Examination Form

You will have to fill up *theory and practical term-end examination form separately* and submit them to the Registrar Student Evaluation Division (SED) and PIC respectively. The last date for submitting the theory examination form to the ***Registrar, SED is April 30/October 31 for the June/December examination***. You have the option to submit at a later date with payment of late fee. See the section 6.4 for details. For practical examination the form is to be submitted to the PIC.

Invalid Registration

Even after completing the programme, your registration could be declared as invalid at the time of announcing the result. The reason could be one or more of the following:

- You have appeared in the examination without registration.
- Your registration period has expired.
- Your registration details are not forwarded from the concerned Regional Centre to the Student Evaluation Division.
- You were not eligible for registration for the particular programme/course.

Hence, you should first check the details from the respective Regional Centre before approaching to the head quarters.

3.7 IGNOU Website

You can get the details of information about IGNOU from the website. If you face any problem or have any doubt, you should e-mail to the programme coordinator.
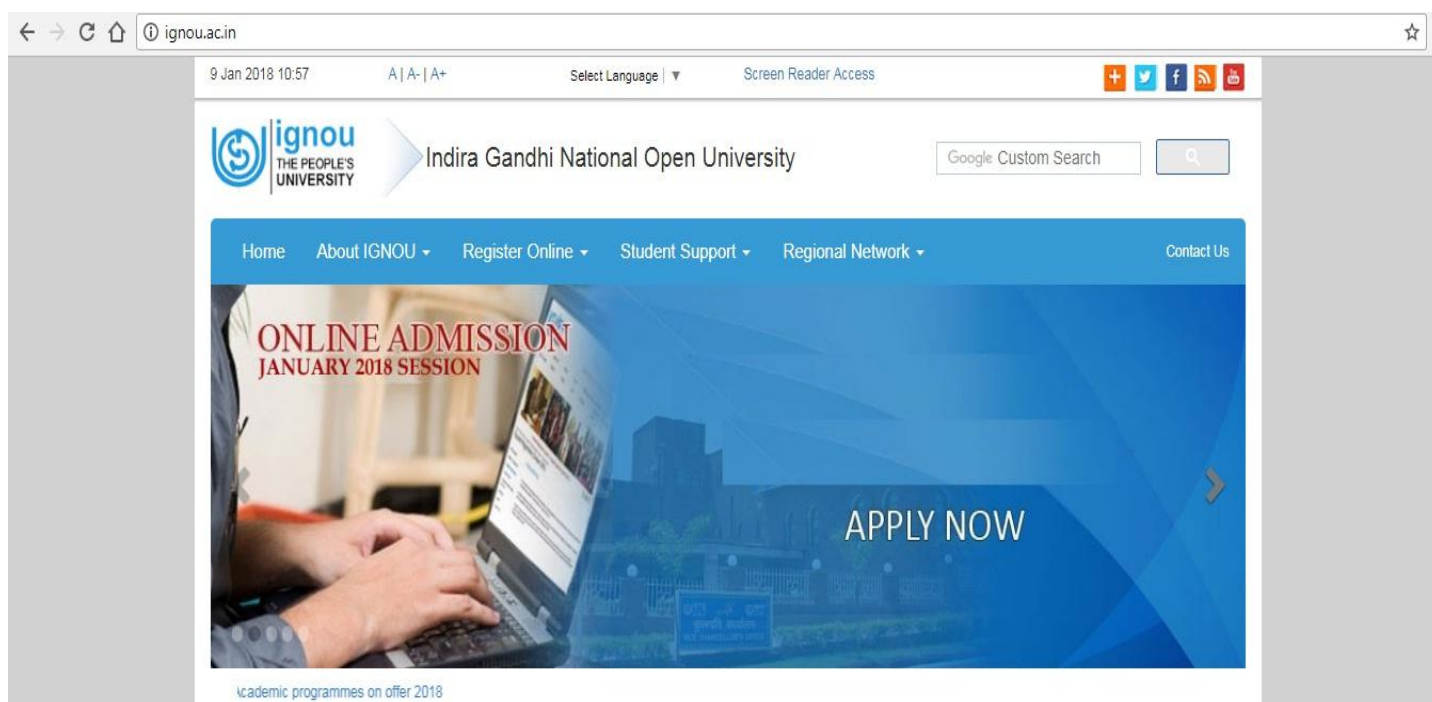

Fig. 1: Web page of IGNOU Website

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The screen of the homepage is mentioned in Fig. 1. Please click the respective icons about which you want further information. For example, if you want information on School of Health Sciences, click on the word Schools, similarly if you want information on a specific regional centre, click on Regional websites. If you want information on Gyan Darshan Downlinking Centres, click on Electronic Media.

As a student of IGNOU, you will be interested to know your examination date sheet, old questions papers, term-end theory result, grade card, your correspondence address as recorded at IGNOU Head quarters and the status of the print materials that you are supposed to be provided in the beginning of the session. In addition you may be interested in downloading information like old question papers, fresh assignments etc. All these information related to student learning process in clubbed together which could be accessed by clicking on the word **Students Zone**. Once you click on this word, you will be automatically guided for subsequent search.

You may also notice some information rolling on the screen of the home page. These information are usually displayed periodically according to its relevance. For example, facility for online filling of theory term-end forms will appear only in the month of March or September. Special information like declaration of result, rescheduling of examination etc. are displayed as applicable from time to time. You should click on these matters to know more details.

On line Submission of Theory Term-end Forms

You can fill up the theory term-end form online by clicking on the rolling message in the home page **on-line Examination Form for T.E.E.** . After you fill up the required information, you have to click it to submit. Then you have to wait for sometime till a receipt number gets displayed. Please take a print out of the receipt number which will be useful if you do not receive your admit card in time.

Information on Term-end Theory Examination Date Sheet

The term-end theory examination date sheet gets displayed by the month of February/August for June/December examination respectively. You can see it by clicking at Term End Examination. Usually the paper I (BHT-011) and the paper II (BHT-012) is scheduled for the last week of June and December.

4. HOW WILL THE PROGRAMME RUN?

4.1 Infrastructure for Implementation

The programme will be implemented through a network of health infrastructure all over India. IGNOU has more than 65 Regional Centres (RC) which are directly responsible for the programme-related activities of that region. The Appendix XII mentions the jurisdiction of each of the regional centres. The head quarters has 21 schools looking after the academic components and several divisions for administrative component.

The School of Health Sciences (SOHS) is responsible for the curriculum design, programme development as well as framing the guidelines for various aspects of the implementation process in consultation with the concerned divisions. Besides it will be monitoring the programme to ensure the quality training. The Student Evaluation Division (SED) is responsible for admission of students, maintenance of progress report and evaluation (both concurrent and end-assessment) including the certification. Computer division possesses the student data to provide address level of students for dispatch of study materials and correspondence with students. MPDD is responsible for dispatch of print materials. The Regional Service Division (RSD) is the coordinating division between the head quarter and peripheral set up. So most of the information from regional director will go to head quarter only through RSD. Besides RSD appoints the counsellors, programme-in-charge and takes care of the financial aspects of running the programme.

The contact sessions will be conducted through the counsellors identified at Study Centre (SC) and Skill Development Centre (SDC). The SC and SDC are the Medical Colleges and District Level Hospitals identified by IGNOU for this programme. At SC, you will be demonstrated practical skills and given opportunity to clear their doubts where as you would practice the skills at allotted SDCs for gaining competence. The list of the SCs is mentioned in Appendix IX. The link between the above infrastructure is represented in Fig. 2.

In addition to the District hospitals, an SDC could also be a First Referral Unit (FRU) or a private set up (may be a large private hospital/nursing home) with a minimum patient turn over, availability of subject experts and the facilities as per the guideline mentioned in Appendix X. The SDC will be identified by the Regional Centre and allotted to the students in such a way that no SDC will be attached to more than four students and all the students be attached to the nearest possible centre. If a student finds the allotted SDC to be very far from his work place, then he could identify a set up fulfilling the criteria laid

down for SDC and approach to the Regional Director for the same. Once that SDC is formally approved, it could be allotted in lieu of the previous one.

Programme-in-charge is the link between the IGNOU and the health set up used for the CPHA programme. He is stationed at the SC and will for all practical purposes manage the day-to-day problems and ensure smooth running of the programme. The counsellors identified at SC and SDC will help to provide skill training to you.

For state level monitoring of the programme, Regional Health Sciences Advisory Committee (RHSAC) is formed in each region wherever a Regional Centre is located. The members of the committee include Director, Health Services (DHS) and Director, Medical Education (DME) of respective states, programme-in-charge of all Programme Study Centres (PSC), Director, School of Health Sciences (SOHS), Regional Consultant and the Regional Director of IGNOU. Regional Consultant also participates in the meeting. This committee will help to identify and solve the implementation problems of the region, monitor the programme for quality assurance and help towards recognition of the programme by the state.
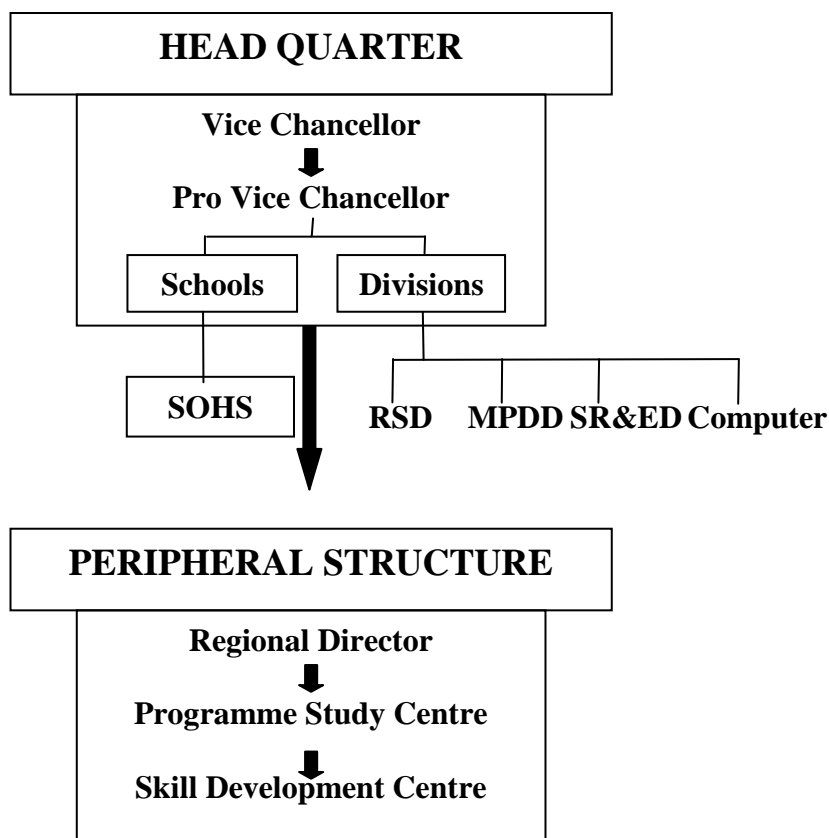
HEAD QUARTER

Vice Chancellor

Pro Vice Chancellor

Schools   **Divisions**

SOHS   **RSD**   **MPDD SR&ED Computer**

PERIPHERAL STRUCTURE

Regional Director

Programme Study Centre

Skill Development Centre

Fig. 2: Administrative set up for CPHA Programme

4.2 Allotment of SC and SDC

Allotment of Study Centre (SC)

You will be informed about your allotted Study Centre in your admission letter. You will be issued Identity Card and enrollment number by your Regional Centre. **For all future correspondence, please mention your enrollment number.**

In no situation a programme study centre will have more than 30 students in a batch. Hence, change of Study Centre will be permitted subject to availability of a seat in the SC to which transfer is opted. For transfer of SC, you will have to apply in writing to your regional centre so that your records could be transferred to the new regional centre.

Allotment of Skill Development Centre (SDC)

Allotment of the SDCs *is made in the beginning of the academic session* by the Regional Centres with the help of the respective Regional Consultant, wherever present. *It is usually done during the induction meeting*. Following points are

taken into consideration while allotting an SDC:

- A maximum of 4 students to be attached per SDC counsellor.
- Students to be provided opportunity for *independent handling of patients.*
- Travel time to SDC should be the minimum so that a student is not required to take leave to perform the SDC activity.
- SDC activity has to be performed in mutually convenient time of the student and the counsellor.

The allotment of SDC is made on the basis of the identified SDCs in a state. But, if some suitable SDC could be identified at a convenient distance from the residence of a student, the matter should be brought to the notice of the Regional Consultant/Regional Director who would pursue the matter with appropriate authorities for permission. *After getting such permission, allotment of that SDC would be made to the desiring student.*

Similarly, if a student gets transferred to another state, his SDC allotment could be changed to the nearest available SDC in that state. In this situation, the student will inform the Regional Director (where SC is located) about his transfer marking a copy to the Regional Director of the opted state (where he/she wants to do SDC activity). The Regional Director of the opted state will take necessary steps to allot an SDC out of the list of activated SDCs or activate a new SDC as per the necessity and inform the student regarding the allotment.

4.3 Role of Study Centre

We have Study Centres identified for implementation of the CPHA programme. Each SC will have the following major functions:

Counselling

Face to face contact between teachers and the students is provided to impart skill training and clarify doubts arising out of the study materials. During this period, students will be demonstrated different skills as planned in the curriculum design. As per the availability of the patients and feasibility, students will be also given chance to practice some of the skills then and there.

Evaluation of Assignment

You will be given assignments having long, short and problem based questions. The counsellors at your study centre will evaluate them and return to you for feedback.

Library

There will be availability of relevant course materials, reference books as suggested for further reading, audio video materials related to the programmes run by the study centre.

You will be able to avail the library facility of the Medical College to which the study centre is attached. Please use your *Identity Card* for this purpose.

How can the counsellors help you at SC?

- Take theory counselling in respective subjects.
- Demonstrate all practical activities to the students attached to him/her.
- Help in limited practice of Skills at SC
- Evaluate assignments and provide feedback.
- Participate in teleconferencing, if required.
- Evaluate records/projects of practical components of respective courses.
- Ensure your learning and gaining proficiency in respective disciplines.
- Certify the completion of skills by you at SC.
- Participate as examiner for Term-end practical Examination.

Interaction with Fellow Students

You get an opportunity to interact with your peer groups and other students that could help you to overcome the problems faced by a distant learner. You can overcome the feeling of being isolated from other students.

Teleconference

In some of the study centres teleconference facility is provided which is linked with the head quarter. At other places you will be attached to the nearest centre having this facility.

4.4 Role of Skill Development Centre

There will be sufficient number of SDCs in each state as per the need of enrolled students. In some of the states all the district hospitals have been approved to function as the Skill Development Centre. Each SDC will have the following major functions:

Hands on Training

You will be practicing different skills that are learnt by you at the SC during the practical spells/contact sessions. Here you will diagnose and manage the problems independently under the guidance of the SDC Counsellor. You will attend central blood collection centre, Ward, Blood Bank, emergency etc. as feasible. All these postings will be planned by the SDC Counsellor so that all the skills visualized for learning are completed successfully.

How can the counsellors help you at SDC?

- Supervise your practice of skills in respective disciplines.

- Certify the completion of skills by you at SDC.

- Evaluate your learning of skills at SDC.

- Ensure learning and gaining proficiency in respective disciplines at SDC.

Monitoring

The SDC Counsellors will help the students to develop competency in each skill so that students can apply the new knowledge in their set up. This process involves verification of logbook written by students and identifying learning problems there by and rectifying those problems while the student is performing the same skill on other patients.

At SDC, the teaching learning arrangement is one to one basis. This aims at developing a friendly learning atmosphere and clearing all the doubts of students without any hesitation.

Internal Evaluation of Practical Courses

The counsellors at SDC will assess each student on the basis of their performance and logbooks. These marks will be sent to the programme In-charge for further compilation.

Log-book Checking

Each SDC Counsellor will verify the log-books maintained by the students. This checking will be an integral part of the skill development process.

4.5 Grouping of Students

In the 1st spell, grouping of students not required as all sessions will be organized for the whole batch of students together. In 2nd spells, grouping will be necessary in which one counsellor at study centre will be involved to provide training to a batch of 4 students. Hence you will be divided into 6 to 8 groups and be posted to the different departments, like blood bank, central collection centre, etc. in rotation. As there will be one counsellor from each department, each counsellor will have five students under him at any point of time. Sample of posting plan is mentioned below:

Day/ Week	Moring 8 - 10 am	Moring 10am – 12 pm	12 pm – 1 pm Lunch break	Afternoon 1 – 5 pm
1st Week in Medical College	• Joining and orientation to the Hospital • Moring session: Observation in the sample collection room for two weeks (They will have attached to technician in a group of 4-8 each)			**3 Theory sessions on (Afternoon 1 – 5 pm)** • Introduction to Healthcare and Hospital • Introduction to the Phlebotomy Assistant Programme and Ethics and Professionalisms • Relevant Anatomy and physiology for Blood Collection sites
2nd Week in Medical College	• Moring session: Observation in the sample collection room for two weeks (They will have attached to technician in a group of 4-8 each) • Afternoon session: Identification of instruments in the 2nd week (4 days practical session)			**2 Theory sessions on (Afternoon 1 – 5 pm)** • Principle and Practices of infection control • Recording, reporting formats And Blood Collection Process
3rd Week in Medical College	Morning session: Hands on practical session for 2 hours each day for 10 days in a group of maximum 1:4 group			**3 Theory sessions on (Afternoon 1 – 5 pm)** • Techniques for collection of Blood Specimens • Site selection and venipuncture Patient preparation for venipuncture
4th Week in Medical College	Morning session: Hands on practical session for 2 hours each day for 10 days in a group of maximum 1:4 group			**2 Theory sessions on (Afternoon 1 – 5 pm)** • Labeling and Transport of Sample Planning and Organization of Work station
First internal assessment for practical component				
5th, 6th and 7th Week in District Hospital	**No Theory session** Practical training for 3 weeks in group of 2 (Morning 8 am to 5 pm with 1-2 pm lunch break)			
8-12th Week in Medical College	**Moring 8 am to 12 pm** • Demonstration of Blood collection in special situations (Demonstration 3 session) • Practical teaching in Blood Bank for 2 hours for 3 sessions • Posting in Blood Bank, emergency and other department			**4 Theory Sessions on (Afternoon 1 – 5 pm)** • Communication skills, Collate and communicate patient information • Blood collection in special cases and sites and Blood Bank • Introduction of Bio-medical waste and Use and after care of equipments • Adverse Event Management during sampling
Second internal assessment for practical component				

Please note that the *grouping will be done separately for the batch depending upon the number of students turn up on the 1st spell*. You must report to the PIC on the 1st day of each spell. When there are less number of students in a batch, the groupings will be made on the similar line.

The programme-in-charge along with the counsellors will finalise the time schedule of every practical spell. The posting plan is designed in such a way that every student gets adequate opportunity to clear his/her doubts. Though 4-8 students are

attached to a counsellor at a time, these *4-8 students could be further divided into smaller groups and posted to different places* like Central collection centre, Ward, Blood bank, Emergency etc. The sample posting schedule is mentioned in Appendix III.

Even though there is flexibility in planning a spell, following points need to be taken into consideration:

- Not more than 4-8 students are grouped in any of the clinical posting.
- Demonstrations should not have more than 8 students at a time.
- Students, *if possible*, could be taken in the ward teaching rounds.
- Interested students could be allowed, *if the department has no objection*, for night duties in Blood Bank, emergency care, etc.
- All students should participate actively and present at least one case.

At the SDC, one counsellor each will be identified from Blood Bank, emergency and central collection centre. As you will be attached to one SDC also, you will practice the skills under guidance of the counsellors at SDC.

4.6 Programme Schedules

You will be provided the schedule of counselling by your programme-in-charge who will also inform you about grouping and rotational posting in different departments. There will be 2 practical spells in this programme. A tentative time frame of the spells is mentioned above. Each spell will be of 4 weeks duration.

Number of Spell/Contact session	January Session	July Session
1st Spell in Medical College for 4 weeks	February-March	August-September
2nd Spell as SDC training in District Hospital for 3 weeks	March-April	September - October
3rd Spell in Medical College for 4 weeks	April-May	October – November

Please note that **all the spells are compulsory and has to be attended in a sequence**. If you are not able to attend any spell in the dates fixed by your PSC, you should inform about it in advance to your PIC and to the Programme Coordinator so that you could be informed about the alternate arrangement being made (usually on a zonal basis) in advance to enable you to attend it. If the alternate arrangement is also not suitable, then you can attend the activity only with the next batch at your allotted PSC. This process will be applicable to all the spells.

4.7 Arrangement of Contact Sessions

4.7.1 Theory Counselling

There will be no separate contact session for theory counseling. All the doubts related to theory material could be clarified during the practical spells.

4.7.2 Practical Activity

i) *At Programme Study Centre*

The practical demonstration at the PSC would be done in two spells as mentioned above. You will be posted at various set up like central collection centre, Biochemistry collection centre, Blood bank, emergency room etc. as per the necessity of training you in a particular skill. The exact place of posting will again depend upon the decision of the counsellors of PSC so that your training becomes more meaningful.

It may be noted that the time allotted for PSC will be used for **demonstration of skills and limited practice of that skill** by students depending upon the availability of the patient. It is expected that PSC counsellors will demonstrate all the skills at least once and some of you get a scope to practice under their supervision. If you do not get scope for independent practice in a spell, you could try the same in next spells. However, you have to do independent practice of all the skills at SDC level. In addition to demonstration, you could discuss the important points in each of the procedures with your counsellors and ensure that you follow all the steps correctly.

Please note that you are eligible to do 2nd spell in the medical college only after completion of the SDC training in District level hospital.

At the end of the last spell, the PSC **counsellor will sign on the completion certificate** (Appendix-V) that is essential to make you eligible to appear in the term-end practical examination. If you face any problem in being allotted a SDC before the second spell, you should bring this to the notice of the regional consultant.

ii) *At Skill Development Centre*

After attending the first spell at PSC, you should try to practice those skills in the SDC. This will help you to identify your weakness in the learning process and provide you the scope to clarify the doubts during your next visit to PSC or while interacting with the SDC counsellor. Thus, the PSC and SDC training goes hand in hand. **The purpose is to complete the practicing of all the skills at SDC that are taught to you at PSC in a particular spell before going again to the PSC for learning the additional new skills in the next spell**.

The schedule of activities at SDC will vary from student to student as per their convenience. You should discuss with your SDC counsellor and fix the timing for performing the practical at the SDC. This responsibility lies with you to mutually decide upon a time schedule that would suit both the counsellors and you. You should also get the logbook duly signed from the counsellors as and when you perform the activities at SDC. At the end of the posting, the SDC **counsellors will sign on the completion certificate** at appropriate places to make you eligible to appear in the term-end examination.

Please note that *attending all the spells are compulsory* i.e. you will be allowed to appear in the practical examination only after completion of training in all the skills that are planned in all spells.

4.7.3   Teleconferencing

It is a two-way audio and one-way video system where you can see the teachers over television screen and interact with them by using the telephone/Fax. The teleconferencing sessions will be planned as per feasibility and attempts will be made to link them during the practical spells so as to have more participation. Even if the spells and the teleconference sessions are not linked, you can visit to your nearest study centre of IGNOU having this facility and attend to the teleconference sessions of PGDMCH programme. You can see the list of centres having the Gyandarshan facility from website. However, you may *contact your Regional Director to know more about this facility.* You can also participate in the teleconference if you have direct to home (DTH) facility. The Gyandarshan (GD-2) channel transmits this facility.

In these sessions, subject experts will be invited to deal with various subject areas as planned for that session. While dealing with the theory component, principles/concepts dealt in different units will be highlighted and the questions arose by you will be answered with the help of examples so that you will be able to practice those principles and link them to practical activities.

In the practical component, attempts will be made to deal with rare patients and where possible, show them live or get video clips of five to ten minutes and generate discussion. Attempts will also be made to simulate question answer sessions/seminars in a planned way. As the teleconferences are being linked with the practical sessions, a good amount of participation is expected. Hence, model case presentation, case discussion, panel discussion and important clinical examination procedures will be dealt with. The important sessions of the teleconference will be recorded wherever possible and be used for training as and when required.

5.   HOW WILL YOU BE EVALUATED?

In Indira Gandhi National Open University (IGNOU), every course is considered as an independent unit. Hence every course will be evaluated separately and for all purposes each course will be considered as a separate entity.

Evaluation will be made both concurrent (internal assessment) and at the end (end-assessment). Theory and Practical components will be evaluated separately. In both the theory and practical, the weightage of the internal assessment will be 30% and that of the end-assessment will be 70%. For successful completion of the programme, you will have to **pass in both the components of each of the six courses with a minimum score of 50%**. It may be noted that securing of pass mark in the internal assessment of the practical components is essential before you can appear in the respective term-end practical examination.

5.1 Distribution of Marks

Theory course will have 100 and Practical course will have 200 full marks. Mark distribution and pass marks are mentioned in the table above. It may be noted that even though the students have to secure pass mark separately in both the components, all their successful components are carried forward till the end of the registration period of 2 years. So, the students have the option of either completing all the components in an academic year or over a period of 2 years in a phase wise manner as

feasible to them. However, if you are not able to complete in 2 years of registration, you will not get any more opportunity to complete this programme.

Course-wise Distribution of Marks

Course Code	Nature of Course	Internal Marks	Term-end Marks	Total
BHT-011	Theory	30 (**15**)	70 (**35**)	100
BHT-012	Theory	30 (**15**)	70 (**35**)	100
BHTL-013	Practical	100 (**50**)	100 (**50**)	200
Total				**400**

Note: Figures in parenthesis show the pass marks.

5.2 Method of Evaluation of Theory Courses

5.2.1   Internal Assessment (Assignments)

In IGNOU, the internal assessment for theory is carried out by providing you one assignment for every theory course. These assignments are question papers that you will answer at your own place by referring your blocks. For the CPHA Programme, you will have to do three assignments for each of Course BHT-011, and BHT-012. You have to secure an aggregate of at least 15 marks to pass. If one fails to secure 15 marks, he/she will have to repeat the assignment/(s) in which he has scored less than pass mark. The last date of submission of assignments is mentioned in section 6.4.

All the assignments have to be hand written. Submission of assignments is a pre-requisite for appearing in theory examination. If some one appears in the term-end theory examination without submitting the respective assignments, his/her term-end theory examination may not be reflected in the grade card.

5.2.2   Term-end Examination

Term-end examination for theory will be held twice in a year i.e. in the month of June and December. There will be 2 papers of 70 marks each. Each paper will be of 3 hours duration. You will have to secure at least 35 marks in each of the theory papers for successful completion.

You could appear in all or any one of the three theory papers at a time. For appearing in the theory term-end examination, you should *fulfil two requisites, i.e. filling up the form in time* (refer section 6.4) *and timely submission of assignments* related to that theory paper or the papers that you want to appear.

To make you eligible, you will have to fill up and submit the term-end examination form in time. You have to fill the form online and pay *examination fee per paper as applicable for the year. The form gets submitted to the Registrar, SED.* The examination schedule commonly known as *Date Sheet* is sent to Regional Centres at least 5 months in advance. You can refer to section on website.

Every year theory examination is conducted in about 800 examination centres. You can appear from any of these centres. But once you give a choice, the centre is not usually changed. If the centre that you have opted is not activated as an examination centre, then you will be automatically allotted a centre nearer to that of your option. The hall ticket for the examination has to be downloaded from website which becomes available usually sent 2 weeks prior to the commencement of examination.

5.3 Method of Evaluation of Practical Courses

5.3.1   Internal Assessment

Like the theory courses, the practical courses will have 30% weightage from internal assessment. The internal assessment of the practical component will be done by the counsellors located both at the PSC and the SDC. There are no formal question papers to assess this component. The counsellors will make a subjective assessment of your understanding and performance on every skill. The marks on internal assessment will be given by the PSC/SDC counsellors in a proforma provided for the respective courses (Appendix IV). This proforma will be handed over by the respective SDC/PSC counsellors to the Programme In-charge as soon as you complete all the requisite activities under them.

In PSC, most of the *skills dealt in a spell will be evaluated during that spell or in the last spell.* Similarly, the SDC Counsellor will evaluate you as and when you complete the activities related to the respective skill as per the groupings made in the proforma. Please note that you have to also submit the *respective logbooks during the term-end practical examination for verification by examiners*. You will be returned back your logbooks after the examination.

For BHTL-013, the internal evaluation will be carried out at both the PSC and SDC by the respective counsellors bearing a weightage of 50% each. The pattern of evaluation process is summarised in the table below:

Process of Evaluation of Internal Assessment of Practical Component

Course Code	Weightage	Evaluation Process
BHTL-013	50%	Evaluation by PSC counsellor

Passing in internal assessment of the practical is a prerequisite for appearing in the Term-end Practical examination. A student will have to secure at least 50% marks to be declared as pass in the internal assessment component. If a student fails to secure pass marks, he/she will have to **repeat** all the practical activities (at PSC and SDC) of related courses **after paying the required fees at the Regional Centre**. The fee will be same as that applicable for readmission to practical Courses.

5.3.2 Term-end Examination

For term-end practical examination, there will be one internal and one external examiner. The internal examiners will be from the same programme study centre and the external examiners will be the counsellors from IGNOU programme study centres (for CPHA Programme) of same state or other states. Their names will be decided by SED in consultation with the School. An observer from IGNOU may also be present. The practical term-end examination is usually held *once every six months* i.e. in the months of June and December.

The examination pattern will be uniform in the whole country. You will be given hands on demonstration, OSCE, spots and there will be a viva. A student will have to score at least 50% marks in practical course to pass successfully. Otherwise, he/she will have to repeat the respective course.

You will appear in the term-end practical examination at your programme study centre. For making you eligible for appearing in the examination, you will have to fill up the form mentioned in **Appendix-VI** of the Programme Guide. Please note that this *practical form will be deposited with your programme in-charge*. As term-end examination will be conducted for all the three practical courses, your examination will be spread over 1 day. Your Programme in-charge will inform you about the schedule of your practical examination.

5.4 Result and Certification

5.4.1 Declaration of Result

All the results of students are computerized and **when a student completes all the courses of the programme, a printed mark sheet (called grade card) along with a provisional pass certificate is sent to the students**. There is a provision of issuing duplicate grade card on receipt of request application along with a demand draft for the required fee in favour of IGNOU and payable at New Delhi (Appendix-XIV). Form for provisional certificate is given in Appendix-XV.

There is a provision of informing you about the term-end theory result after each time you appear in an examination. You can see the result also in the website. Usually, it takes 2-3 months time for declaration of term-end theory result. If you are unsuccessful in a theory paper, you should apply for next examination in the prescribed form as mentioned in 5.2.2. Please note that even if the result is delayed, **you should fill-up the examination form in time without waiting the result of the previous examination**. No examination fee is required to be paid for courses in which you appeared in the preceding term-end theory examination and result is not declared on the date of submission of the examination form.

At times, some component of the results is not reflected in the grade card or mark sheet. In that situation, please write an application to the Registrar Student Evaluation Division (SED) enclosing a photocopy of the partial reflected grade card. You should also follow it up with the regional centre for necessary action or write to student support service centre/grievance cell as mentioned in 6.6.

5.4.2 Re-evaluation of Answer Scripts

When you are not satisfied with the term-end theory mark, you have an option to approach IGNOU for re-evaluation of answer script. You should apply for that within a month of declaration of result in website. The application (Appendix XVIII) should be sent to the Registrar, SED with a demand draft of required fee (in favour of IGNOU and payable at New Delhi). One can also ask for the photocopy of his/her answer script (Appendix-XVIII).

There is a scope for improving the grade/marks in the theory paper that you have passed by taking the examination again. For this, you have to apply in the form given in Appendix-XVII.

5.4.3 Convocation

The final degree certificate in CPHA will be offered by the university after the convocation ceremony. Usually every year this is organized in the month of February-March. So, the students passing by the June examination of the previous academic year are given degree on this occasion. The **successful students are routinely informed about the convocation in the month of November/December by postal communication**. The interested students need to reply to SR&E division in this regard. The students who are not able to attend the convocation are sent the degree by post later on.

Gold Medal

There is a provision of gold medal for the student passing the CPHA Programme in one chance and securing the highest mark (but not less than 75%) amongst all students of that session. The student is required to attend the convocation at Delhi personally to receive the gold medal.

6.   MAY I HELP YOU?

As discussed earlier, the programme implementation is made by a team effort. Different divisions of IGNOU look after different components of this implementation process. Any missing link could create hurdles. Hence, if you as a distant learner face any problem, please follow the guidelines as mentioned below.

6.1 Change of Address

If your address gets changed, please xerox and fill up the form mentioned in Appendix-XI of this guide. This form needs to be submitted to the *Director, SED through* your Regional Director. Your new address will be taken care. You can also download the form from website.

6.2 Study Material

As mentioned earlier, you will receive all the print materials in the beginning of the session. It usually reaches by post within a month of starting of the session in your correspondence address. If it does not reach you by January end or any component is missing, please write in the form mentioned in Appendix-XIV. Please xerox this appendix, fill and send to MPDD. You can check the status of the material dispatch from the website also. In addition, you could contact your programme-in-charge to solve your problem. The materials that you will receive are as follows:

Course Code	Materials to be Received by Students	
	Blocks	**Assignments**
BHT-011	1, 2, 3, and 4	BHT-011/AS-1
BHT-012	1, 2, 3, and 4	BHT-012/AS-1
BHTL-013	1, 2, and 3	-

6.3 Assignments

Some of the commonly faced problems related to assignment are discussed below. If you still find some other problem, please contact the programme In-charge (Appendix-IX) or Programme coordinator.

Missing pages

Whenever you receive a set of assignments, check them immediately and ask for missing pages, if any, from Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068 (Appendix-XI).

Writing process

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor marks. Please leave sufficient margin (about 5 cm) on the answer sheet so that the counsellor could write his comments there.

Submission schedule

You must submit your assignments according to the schedule indicated in the assignment itself. The University/Programme In-charge has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

Repeating assignment

Each assignment is valid only for one year. The students who are not able to clear the assignments in the first academic year, should apply for a fresh assignment to the MPDD (Appendix-XIII). **You can also download new assignments from website**. The students of previous batches working on new assignments could submit it on any early date.

Content of Assignment

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the courses by providing feedback to you. The information given in the printed course materials should be sufficient for answering the assignments.

Style of writing

Try to write the assignments in your own style and give suitable examples wherever necessary. This will help you to get good marks. Note that a new set of assignments is prepared every year.

Defaulters

If you have not been able to submit all the assignments within the one-year time frame of your admission, then ask for fresh assignments in the proforma enclosed in Appendix-XV. *Submit your assignments to your programme-in-charge* as and when you complete them. You will be provided feedback on the assignments usually within one to two months of submission.

Non-entry/wrong entry of marks

The entry of assignment marks is initiated at the level of regional centre which is forwarded to SR&E Division. So, in case of non-entry of assignment marks, report to the regional centre or to PIC in writing regarding the problem. The PIC will forward a copy of assignment marks in a prescribed format to regional centre if necessary.

6.4 Term-end Theory Examination

Some of the commonly faced problems related to term-end theory examination is discussed below. If you still find some additional problem, please contact the programme In-charge (Appendix-IX) or Programme coordinator.

Theory Date sheet

Examination date sheet (schedule which indicates the date and time of examination for each course) is sent to all the regional centre in July for the December examinations and in January for the June examinations. You can see it also in website of IGNOU.

Availability of Theory form

You have to fill the form in time which is now done only by online process.

Filling up form

You could appear in all or any one of the three theory papers at a time.

Fees for theory form

There is a separate fee of Rs. 120/- for each theory paper that you apply for taking examinations. If you submit the form late then late fee of Rs.1000/- will be charged for which you should contact the regional centre.

Last date of submission

The last date for submission of examination forms without late fee is 30th October for examinations to be held in December and 30th April for examinations to be held in June. Examination forms received at the Headquarters after the last date shall strictly be rejected.

Admit Card (Hall ticket)

University will upload admit card to you before the commencement of examinations at least 15 days in advance. You have to

download it from website.

Non-receipt of Admit Card

If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Regional Centre/SR&E Division at Headquarters.

Misplaced Admit Card

If you know your examination centre, you can report to the examination centre superintendent with the IGNOU identity card (Student Card) and take the examination.

Centre for Examination

The centre for theory examination will be decided by SRE Division. You will be allotted the centre that you have asked for if that centre is identified as an examination centre for that session. Otherwise a nearest possible centre is allotted. This is intimated to you in the admit card.

Wrong Enrollment Number

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

6.5 Term-end Practical Examination

Eligibility Criteria

For appearing in the practical term-end examination, you should fulfil the following three requisites:

- Attend all the **five practical spells** at PSC (related to the courses you want to appear) and complete all the activities (related to the courses you want to appear) at SDC. The **completion certificate** signed by respective counsellors is to be submitted as a proof.
- **Fill up** the practical term-end form in time and submit to the programme in-charge (Appendix-VI)
- **Pass** in the practical internal assessment.

Please note that appearing in theory paper is not a prerequisite for appearing in practical component

Practical Date sheet

Practical examination date is decide by the programme In-charge. It is usually held in the last week of November or in December after the theory examination.

Availability of Practical form

Copies of the examination forms are available only in the programme guide in the Appendix-VI.

Filling up form

You could appear in all or any one of the three courses at a time. Only one form is to be submitted for all the courses that you want to appear in a term-end examination.

Fees for theory examination form

There is no separate fee for PGDMCH practical examination.

Where to deposit the form

The filled-in practical examination form is to be submitted to your Programme In-charge.

Last Date of Submission

The last date for submission of practical examination forms is November 7th. Please contact your Programme In-charge if you could not fill it in time.

Intimation Slip

There is so intimation slip. Programme In-charge informs you about the date.

Centre for examination

Your programme Study Centre is the Centre for practical examination. If sufficient number of students are not taking exam, the centre will be decided by Head quarter and your PIC will be informed about.

6.6   Re-admission

If a student is not able to pass in all the courses within the registration period of 2 years, there is no scope for re0-admission in this programme.

6.6   Channel of Communications and Addresses

Student Support Service Centre

The Student Support Service Centre was established at IGNOU headquarters in 1998 that provides complete information pertaining to the old and newly launched academic programmes of IGNOU. It is a single window enquiry for students. So, all enquiry regarding admission, material, examination, etc. can be made to this centre. You may get an immediate reply for general query. For specific issues, they will help you to get the relevant information from concerned section.

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

Marketing Cell (MPDD)

All the IGNOU materials can be purchased through the marketing cell located at IGNOU head quarters. A request application should be made to A.R. (marketing cell), MPDD, IGNOU, New Delhi-110068 mentioning the Course Code, No. of Copies of material required. The Marketing Cell calculates the cost of material and the cost of Postal charge and writes you back.

On receipt of the amount of money in form of Demand draft in favour of IGNOU, payable at New Delhi, the books are sent by registered parcel. Please note that books can also be purchased by paying cash amount at the marketing cell.

7.   KNOW SYLLABI OF YOUR COURSES

The programme design is mentioned in section 2.2. The block-wise details are mentioned in the following section and the detailed syllabi are mentioned in a separate section.

7.1   Course-wise List of Blocks

Theory Course 1: Basic Phlebotomy Assistance

Block 1: Introduction to the Phlebotomy Assistant Programme
Block 2: Communication and Emergency Care
Block 3: Requisites for Sample Collection
Block 4: Technique of Blood Collection

Theory Course 2: Handling of Blood Samples

Block 1: Labeling and Transport
Block 2: Pre analytic and post analytic information
Block 3: Principle and Practices of infection control
Block-4 Management of Bio Medical Waste

Practical Course 1: Skills for Phlebotomy Assistance

Block 1: Practical Manual
Block 2: Checklist Manual
Block 3: Log Book

7.2   Block-wise Details of Each Course

Theory Course 1: Basic Phlebotomy Assistance

Block 1: Introduction to the Phlebotomy Assistant Programme

Unit 1: Introduction to Healthcare and Hospital
Unit 2: Introduction to the Phlebotomy Assistant Programme
Unit 3: Ethics and Professionalisms

Block 2: Communication and Emergency Care

Unit 4: Communication skills
Unit 5: Basic Emergency care and Life support Skills
Unit 6: Disaster Preparedness and Management

Block 3 Requisites for Sample Collection

Unit 7: Relevant Anatomy and physiology for Blood Collection sites
Unit 8: Recording & reporting formats
Unit 9: Blood Collection Process

Block 4: Technique of Blood Collection

Unit 10: Techniques for collection of Blood Specimens
Unit 11: Site selection and venipuncture
Unit 12: Patient preparation for venipuncture
Unit 13: Blood collection in special cases and sites

Theory Course 2: Handling of Blood Samples

Block 1: Labeling and Transport

Unit 1: Prepare and Label the Blood Samples for Test, Procedures And Identification Purposes
Unit 2: Transport the Blood Samples to the Laboratory
Unit 3: Assist the Patient During and after Collection of the Specimen

Block 2: Pre analytic and post analytic information

Unit 4: Adverse Event Management during sampling

Unit 5: Collate and communicate patient information

Unit 6: Planning and Organization of Work station

Block 3: Principle and Practices of infection control

Unit 1: Infection Control practices
Unit 2: Universal/ Standard Precautions
Unit 3: Healthcare Associated Infections

Block-4 Management of Bio Medical Waste

Unit 4: Introduction of Bio-medical waste
Unit 5: Treatment and disposal methods of biomedical waste
Unit 6: Use and after care of equipments

Practical Course 1: Skills for Phlebotomy Assistance

Block 1: Practical Manual

Unit 1: Basic skills for phlebotomy Assistance
Unit 2: Preparation for sample collection
Unit 3: Collection, storage and transportation of blood samples
Unit 4: Post collection procedures
Unit 5: Prevention of Infection

Block 2: Checklist Manual

Block 3: Log Book

List of Practical Skills

The skills that you are expected to learn in each course are mentioned below. In each of the procedures you will be demonstrated at least one case with explanation of key steps that are mentioned in each of them. After demonstration, each of you will be given scope to perform the procedure in at least one patient under the supervision of the counsellor at PSC. For this purpose, you will be posted to OPD, Ward, Emergency, etc. as applicable for different skills. The activities and field visits which you are expected to complete in different courses are given below. You will find the details of each in the respective practical manuals.

ACTIVITIES OF BHTL 008: SKILLS FOR GERIATRIC CARE ASSISTANCE

1. **Skills related to infection control and prevention**
   - Hand washing and use of PPE
   - Surgical asepsis (handing surgical field)
   - Transferring of sterile equipment to a sterile field
   - Assisting in gowning and gloving
   - Cleaning and disinfection of equipment and surface disinfection
   - BMWM (from Generation to segregation to Disposal)

2. **Identification of the Instruments**

3. **Collection of Blood Sample**
   - Site selection and venipuncture
   - Patient preparation for venipuncture
   - Labeling, Storage and Transportation of Samples
   - Blood Collection in the Special Situations, like in Paediatric and neonates
   - Blood Collection in Blood Bank

4. **Communication Skills with patients, relatives and Hospital Staff**

5. **Conflict Management**

Time Frame for Practical Training

The programme design mentions about 18 credit hours i.e. a total of 540 hours of practical activities. These would be completed at three different types of set up, namely, Programme Study Centre (PSC), Skill Development Centre (SDC) and Work Place (WP). Approximately equal time will be devoted at PSC, SDC and the work place.

Time Distribution of Practical Component in Hours as Per Place of Activity

Course Code	PSC	SDC	Total
BHTL 013	108	252	360

Time Distribution of Spells

1st spell will be 28 days in Medical College. All the students of a batch will be grouped together for contact sessions.

2nd spells will be 18 days duration and posting in District level Hospital.

3rd Spell will be again for 28 days in Medical College.

Department-wise Time Distribution of Practical Activity at Programme Study Centre

Number of Spell/Contact session	January Session	July Session
1st Spell in Medical College for 4 weeks	February-March	August-September
2nd Spell as SDC training in District Hospital for 3 weeks	March-April	September - October
3rd Spell in Medical College for 4 weeks	April-May	October – November

SAMPLE SPELL POSTING SCHEDULE

I. Schedule for Spell posting

All the 30 students will form one group for the posting in 1st spell. Please note that the training in adolescent health component will be planned in a workshop method and counselors from Fundamental Laboratory, Wards, OPD etc will participate in this.

Day/ Week	Moring 8 - 10 am	Moring 10am – 12 pm	12 pm – 1 pm Lunch break	Afternoon 1 – 5 pm
1st Week in Medical College	• Joining and orientation to the Hospital • Moring session: Observation in the sample collection room for two weeks (They will have attached to technician in a group of 4-8 each)			**3 Theory sessions on (Afternoon 1 – 5 pm)** • Introduction to Healthcare and Hospital • Introduction to the Phlebotomy Assistant Programme and Ethics and Professionalisms • Relevant Anatomy and physiology for Blood Collection sites
2nd Week in Medical College	• Moring session: Observation in the sample collection room for two weeks (They will have attached to technician in a group of 4-8 each) • Afternoon session: Identification of instruments in the 2nd week (4 days practical session)			**2 Theory sessions on (Afternoon 1 – 5 pm)** • Principle and Practices of infection control • Recording, reporting formats And Blood Collection Process
3rd Week in Medical College	Morning session: Hands on practical session for 2 hours each day for 10 days in a group of maximum 1:4 group			**3 Theory sessions on (Afternoon 1 – 5 pm)** • Techniques for collection of Blood Specimens • Site selection and venipuncture • Patient preparation for venipuncture
4th Week in Medical College	Morning session: Hands on practical session for 2 hours each day for 10 days in a group of maximum 1:4 group			**2 Theory sessions on (Afternoon 1 – 5 pm)** • Labeling and Transport of Sample Planning and Organization of Work station
First internal assessment for practical component				
5th, 6th and 7th Week in District Hospital	**No Theory session** Practical training for 3 weeks in group of 2 (Morning 8 am to 5 pm with 1-2 pm lunch break)			

8-12th Week in Medical College	**Moring 8 am to 12 pm** • Demonstration of Blood collection in special situations (Demonstration 3 session) • Practical teaching in Blood Bank for 2 hours for 3 sessions • Posting in Blood Bank, emergency and other department		**4 Theory Sessions on (Afternoon 1 – 5 pm)** • Communication skills, Collate and communicate patient information • Blood collection in special cases and sites and Blood Bank • Introduction of Bio-medical waste and Use and after care of equipments • Adverse Event Management during sampling
Second internal assessment for practical component			

Indira Gandhi National Open University

CPHA Programme

CERTIFICATE OF COMPLETION OF PRACTICAL SKILLS

This is to certify that Dr._____ has attended to all the practical skills listed in the practical manuals for the following courses as planned for PSC/SDC.

BHTL 013 (Skills for Phlebotomy Assistance)

Signature of the Counsellor at PSC

Name of Counsellor   _____

Address   _____

_____

This is to certify that the above information is true to the best of my knowledge. If any information is found to be wrong at a later date, my results could be held invalid.

Place _____

Signature of the Student _____

Date _____

Name   _____

Roll No.

_____

Date for submission of Examination Form	• October 31 for December Examination • April 31 for June Examination

INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI

TERM-END EXAMINATION (Practical Only) JUNE/DECEMBER 20…..…

CONTROL No. (For Office Use Only)

Programme Study
Centre Code

Enrolment No.

Write in BLOCK CAPITAL LETTERS only.

NAME : Mr./Mrs./Dr.

Please tick (✓) against appropriate group of courses in which you intend to take the examination. The Course(s) which you have already passed should not be mentioned.

Sl.No.	Course Title	Course Code	Intend to Take Examination (put ✓ mark)
1.	**Skills for Phlebotomy Assistance**	BHTL 013	

I hereby solemnly affirm that I have submitted the required number of Log-books/Project Report and have completed all the skills planned under the above course(s). The certificate of completion in support of the skills is attached.

I am aware that completion of all the skills at Skill Development Centre and Programme Study Centre and passing in the internal assessment (practical) is a prerequisite for taking Term-end (Practical) Examination. In case my above statement regarding submission is found to be untrue, the University may cancel the result of my above mentioned Term-end Examination and I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of the University. I have signed this undertaking on this _____day of _____20_____.

Name   _____   Signature of Student_____.

Complete   _____

Address for   _____

Correspondence _____

I have verified that the student has submitted all the Log-books/Project Report and certificate of completion of skills related to the above courses in time.

Place _____   (Signature of Programme-in-charge with Stamp)

Date _____

Guidelines for Selection of PSC, SDC and Counsellors

Specify special infrastructure requirements: Hospital more than 150 bed hospital with facility for pathology and clinical biochemistry investigation and blood bank

1. LSC - Medical College Hospital, and hospital of NBE Centre
2. Hospitals having 150 Beds and Above;
3. SDC: Hospitals will be in 30 Beds and above,
4. For Fundamental Laboratory (Nursing School /Nursing College)

Guideline for Selection of SDC

- SDC: Hospitals will be in 30 Beds and above,

Norm for Selection of Counsellor

At PSC
Eligibility Criteria for Teacher/Counselors:
1. Diploma in Clinical Pathology
2. MD/DNB in Pathology/Biochemistry
3. MD/DNB in Laboratory Medicine
4. MD/DNB in Transfusion medicine
5. MD /DNB in pathology/Biochemistry doctors at District Hospital (only for Skill Development purpose)

At SDC
- GNM with minimum 5 years or BSc(N) with minimum 3 years
- MD/MS/DNB in Medical speciality.

  - MBBS with MPH
    OR
  - BSc (N) with MPH in case of unavailability

Eligibility Criteria for Examiners:
1. Diploma in Clinical Pathology with 2 years' experience
2. MD/DNB in Pathology/ Biochemistry
3. MD/DNB in Laboratory Medicine
4. MD/DNB in Transfusion medicine
5. MD/ DNB Pathology/ Biochemistry doctors at District Hospital

Form for Change/Correction of Address

Application for Change/Correction of Address

Date: _____

To

Registrar, SED
IGNOU, Maidan Garhi
New Delhi-110 068.

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. ……………………………………

Programme ………………………………………….

Name (in caps)…………………………….………

DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address   **Old Address**

………………………………………………………
……………………………………………………..

………………………………………………………
……………………………………………………..

………………………………………………………
……………………………………………………..

………………………………………………………
……………………………………………………..

………………………………………………………
……………………………………………………..

City ………………………Pin ……………………   City …………………… Pin ……………..………

State……………………………………………..   State……………………………………………

_____
Signature of Student

Form for Non-receipt of Study Material/Assignments

Concerned Regional Centre

Sub: Non-receipt of Study Material/ Assignments

Enrolment No.

Programme

Medium of Study

I have not received the Study Materials/Assignments in respect of the following:

SL.NO.	COURSE CODE	BLOCKS	ASSIGNMENTS

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

Name and Address   …………………………….

Signature   ……………..…….

Date ………………………………

For Official Use

Date of dispatch of study material/assignments to students ……………………………………………….

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDANGARHI, NEW DELHI-110068

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name: Shri/Smt/Kum …………………………………………………………………………...........…….

Please indicate course, 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	Assignment Code	Course Title
1.			
2.			

Complete Address...
....

....
.... Pin ....

Signature
Date

Please mail this from to:

Concerned Regional Centre
INDIRA GANDHI NATIONAL OPEN UNIVRSITY

For Official Use Only

Date of Despatch of Assignments to the student ....

Note: The assignment can also be downloaded from the website: www.ignou.ac.in

(Please use the photocopy of this proforma)

Indira Gandhi National Open University
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF DUPLICATE STATEMENT OF MARKS/GRADE CARD

1. Name: …………………………………………..…………………………………………….

2. Programme [   ] Enrolment No [ ][ ][ ][ ][ ][ ][ ][ ][ ]

3. Address……………………………………………………………………………………………

   ………………………………………………………………………………………………………

   …………………………………………………… …………………….. PIN [ ][ ][ ][ ][ ][ ]

Fee Detail :

   (The fee for duplicate grade card is Rs. 150/-, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'NEW DELHI')

   Demand Draft No. ……………………………… Date   Issuing Bank …………………………………

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-110 068

Indira Gandhi National Open University
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No. ☐☐☐☐☐☐☐☐☐

Programme Title : …………………………………………………………

Regional Centre …………………………………………………………..

Name : ……………………………………………………………………………………….

Father's Name : ……………………………………………………………………………………

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

Mailing Address: ……………………………………………………

…………………………………………………

………………………………………………

…………………………………………………

PIN: ☐☐☐☐☐☐

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

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

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

Date : …………………………

..………………………

(Signature of the student)

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

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

1.   Name   : ………………………………………..…………………………………………………..

2.   Programme [   ]   Enrolment No [ ][ ][ ][ ][ ][ ][ ][ ][ ]

3.   Address…………………………………………………………………………………………………

………………………………………………………………………………………….………

……………………………………………………………… …………………... PIN [ ][ ][ ][ ][ ][ ]

4. Month and Year of the Exam.:   Examination Centre Code

Address of the Examination Centre:……………………………………………………………………..

…….

7. Courses in which re-evaluation is sought: **COURSE CODE   MARKS/GRAD OBTAINED**

……………………………………………..……………………………………………………………………

…………..……………………………………………………………..…………………………….

Fee Detail :

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

No of Course(s): ……………………….….. × Rs. 500/- =   Total Amount :
Bank Draft No. …………………………………..……   Date of Issue :
Issuing Bank …………………………………………………………………………………….…..…..…

Date: …………………………………   ……………………..
                                                          (Signature of Student)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.

2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.

3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.

4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.

5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.

6. On the top of the envelope containing the prescribed application form,
    Please mention **'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'**

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

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDANGARHI, NEW DELHI-110068

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form:- 1st to 30th April for June Term-end Examination

1st to 31st October for December Term-end Examination

1. Name: …………………………………………..…………………………………………….

2. Programme [   ] Enrolment No [| | | | | | | |]

3. Address……………………………………………………………………………………….

…………………………………………………………………………………………………

……………………………………………………. …………………….. PIN [| | | | |]

4. Term-end examination, in which programme Completed:- June/December …………………………………

Total marks/Overall point grade obtained
Percentage obtained …………………………………………………………
(Please enclose photocopy of the statement of marks/grades card)

5. Course(s), in which improvement is sought:
   COURSE CODECOURSE CODE
   …………….……………
   …………………………
   ………………………..

6. Fee details:-
   (The fee for Improvement in Division is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

   No. of Course(s) …………. ……… × Rs. 500/- = Total Amount ………….………………....
   Demand Draft No. ……………….……………… Date ......…………….………......……………
   Issuing Bank ……………………………………………………………………………………..

7. Term-end examination, in which you wish to appear:- June/December …………………………………
8. Examination centre details, where you wish to appear in term-end examination:-
   Exam. Centre Code: …………………… City/Town: ……………………

UNDERTAKING

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

Date: …………………… Signature………………………………

Place: ………………… Name:…………………………………

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/ CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have complete the programme. The eligibility is as under:-

a. The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.

b. The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.

2. Only one opportunity will be given to improve the marks/grade.

3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/ Lab courses, Projects, Workshops and Assignments etc.

4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.

5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/ course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.

6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.

7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.

8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for Improvement.

9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.

10. On the top of the envelope containing the prescribed application form, Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'.

11. Application form must reach within the prescribed dates at the following address:-

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Prescribed dates for submission of form: 1st March to 14th April for June Term-end Examination
1st September to 15th October for December Term-end Examination

1. Name: …………………………………………...…………………………………………….

2. Programme ☐ Enrolment No ☐☐☐☐☐☐☐☐☐

3. Address…………………………………………………………………………………………

…………………………………………………………………………………………….

………………………………………………… ……………….. PIN ☐☐☐☐☐☐

4. Details of the Course(s) for which photocopy of the answer script(s) is/are required:

   a) Term-end Examination: June/December ……………………………………………………………

   b) Examination Centre Code   ……………………………………………

   c) Exam. Centre Address   ………………………………………………………………………

   ………………………………………………………………………………………………….

   ………………………………………………………………………………………………….

   d) Course(s): ....

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

   No. of Course(s): …………………...…….. × Rs. 100/- =   Total Amount: ....
   Demand Draft No.: ………………………………….……… Date: ....………………......
   Issuing Bank: …………………………………………………………………….......................

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

UNDERTAKING

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

Date: …………………   Signature……………………

Place: ………………   Name:……………………………

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.

2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundered 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-110068.**

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.

STUDENT REGISTRATION DIVISION
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110 068

RE-ADMISSION FORM FOR ALL PROGRAMMES
(**Other than MP & MPB**)

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

1. Name and Address of the Student _____

_____

_____

2. Programme Code

3. Enrollment No.

4. Regional Centre Code

5. Study Centre Code

6. Details of Course(s) not completed for which re-admission is sought (Please enclose a separate annexure, if the table is found insufficient)

S.No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
		Total Rs.		

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

Year(s)/ Semester(s)	Course Code(s) of the missed year(s)/ semester(s)	Re-registration fee as per current rate (Rs.)

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

Date_____ of _____ (Name of Bank)

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

Dated: ……………………..

…………..……………………
(Signature of the Student)

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

Note: Please retain a copy of this form for any future reference.

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

3. Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:

    a)**Six months - for all Certificate Programmes of six months duration**

    b)**One year   -for all Diploma/PG Dip./PG Certificate Prog. of one year duration (including BLIS, MLIS, MADE, ADIT etc.)**

    c)**Two years   -   for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.**

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, even if the re-admission is sought at a later date.**

5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.

6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.

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 students 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 and subject to validity of re-admission period indicated at point number 3 above.

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 as per details given in Table-A, in lump-sum, for all the courses they failed to successfully complete earlier._ **Fee once paid will not be refunded under any circumstances.** Students of _BCA-MCA Integrated Programme_ should pay the _pro-rata re-admission fee, in lump-sum,_ for all those courses of BCA & MCA not successfully completed during the max. duration of 8 years.

11. _Pro-rata fee_ for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.

12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.

13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words _'Re-admission'_ on the reverse of the DD.

* * * * *

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

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

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

Prescribed dates for submission of form:-   1st to 30th April for June Term-end Examination

1st to 31st October for December Term-end Examination

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.   Courses(s) detail for early evaluation:-

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

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

Exam. Centre Code: Address of Exam. Centre:

_____   _____

_____

7.   Fee detail:- (The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
No. of Course(s): ………….……… × Rs. 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 dates of declaration of the University's results.

   ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.

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

3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.

4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name: ………………………………………..……………………………………….

2. Programme [   ] Enrolment No [ ][ ][ ][ ][ ][ ][ ][ ][ ]

3. Address……………………………………………………………………………………………

   ……………………………………………………………………………………………………

   ……………………………………………………… …………………….. PIN [ ][ ][ ][ ][ ][ ]

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

5.   Fee detail:-

   Fee for the official transcript:-

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

   No. of transcript(s): ……….…… × Rs. 200/ Rs. 400/-   =   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.

Recognition of IGNOU Degree/Diploma

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

No.F.1-8/92 (CPP)

February, 1992

The Vice-Chancellor/Directors
of all the Indian Universities/
Deemed Universities/Institutions
of National importance

....

Sub: Recognition of Degrees/Diplomas awarded by Indira Gandhi National Open University, New Delhi.

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F. 13-12/85 Desk(U) dated 19.09.1985 issued by the Govt. of India, Ministry of Human Resource Development, (Department of Education), New Delhi and is competent to award its own degrees/diplomas. The Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Yours faithfully,

Sd/-
(GURCHARAN SINGH)
Under Secretary

It may be noted that the PGDMCH Diploma is a valid University PG Diploma and hence can be mentioned in one's bio-data. However, it is yet to be recognized by the Medical Council of India.

WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	**Schedule/Information regarding Exam Form, Entrance Test,** Date-sheet, IGNOU Hall Ticket	**Assistant Registrar (Exam-II), SED, Block-12, Room No. 2, MaidanGarhi,** New Delhi-110068 E-mail: sgoswami@ignou.ac.in or **Ph.: 29536743, 29535924-32 Extn.: 2202, 2209**
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SED, IGNOU Block-12, Room No. 1, IGNOU, MaidanGarhi, New Delhi-110068 kramesh@ignou.ac.in or Ph: 29536103,29535924-32/ Extn: 2211,1316
5.	Non-reflection of Assignment Grades/Marks	Dy. Registrar (Assignment), SED Block-3, Room No. 12, IGNOU, MaidanGarhi, New Delhi-110068 assignment@ignou.ac.in/ Ph.: 29535924/ Extn.: 1312,1319,1325
6.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block 9, IGNOU, MaidanGarhi, New Delhi-68/ email- convocation@ignou.ac.in **Ph.: 29535438,29535924-32/Extn.: 2224, 2226**
7.	Student Grievances (online) Block-3, Room No. 13, IGNOU	Asstt. Registrar (Student Grievance) SED, MaidanGarhi, New Delhi-110068 sedgrievance@ignou.ac.in/Ph.: 29532294,29535924
8.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, MaidanGarhi, New Delhi-110068
9.	Academic Content	Director of the School concerned
10.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, MaidanGarhi, New Delhi-110068 ssc@ignou.ac.in Telephone Nos.:29535714, 29533869,2953380 Fax:29533129
11.	Teleconference Schedule	Director, EMPC, IGNOU, MaidanGarhi, New Delhi-110068
12.	Programme Coordinator	Programme Coordinator, SOHS, IGNOU, MaidanGarhi, New Delhi-110068, E-mail: cpha@ignou.ac.in

IGNOU EPBAX: 29536980, 29535924-32, 29572524

IGNOU Website: ignou.ac.in; Email: cgca@ignou.ac.in

ADDRESSES & CODES OF ALL REGIONAL CENTRES

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481, GUJARAT PH.OFF : 02717-242975, 241579, 242976 FAX : 02717-241580 E-MAIL : rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)
3	AIZWAL RC CODE : 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10, ROPIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWL - 796012, MIZORAM PH.OFF : 0389-2395260,2311692 E-MAIL : rcaIzwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT : AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTARPRADESH PH.OFF : 0571-2700120,2701365 FAX : 0571-2402147 E-MAIL : rcaligarh@ignou.ac.in	STATEOFUTTARPRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P.NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR, HATHRA S, MAINPURI, MATHURA, MORADABAD, RAMPUR ANDSAMBHAL)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR, BANGALORE-560 070 KARNATAKA PH.OFF : 080-26654747/26657376 FAX : 080-26644848 E-MAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTR 3RDFLOOR, SUMAN PLAZA, CENTRAL JAIL RD., TILKAMANJHI, BHAGALPUR-812001 BIHAR PH.OFF : 0641-2610055/2610066 E-MAIL : rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7.	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL-462 011 MADHYA PRADESH PH.OFF : 0755-2578455/ 2578452/ 2762524 FAX : 0755-2578454 E-MAIL : 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, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR-751 013 ORISSA PH.OFF : 0674-2301348/2301250/2301352 FAX : 0674-2300349 E-MAIL : 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 (BALANGIR, SONEPUR, BOUDH)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
9.	BIJA PUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ANANDA MAHAL, OLD ZP OFFICE, DR. B.R. AMBEDKAR CIRCLE, VIJAYAPURA-586101 KARNATAKA PH.OFF : 08352-252006 FAX : 08352-256005 E-MAIL : rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM AND DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA-134109 HARYANA PH. OFF: 0172-2590277,2590278, 2590208 FAX : 0172-2590279 E-MAIL : rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
11.	CHENNA I RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rdFLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI–600035 TAMILNADU PH.OFF : 044-24312766, 24312979 FAX : 044-24312799 E-MAIL : rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, PUDUCHERRY (U.T.)
12.	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF : 0484-2340203/2348189/2330891 FAX : 0484-2340204 E-MAIL : rccohin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
13.	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK, DARBHANGA-846004, BIHAR PH.OFF : 06272-251833,251862 FAX : 06272-253719 E-MAIL : rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADUBANI, MUZAFFARPUR & WEST CHAMPARAN)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
14.	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN, RAIPUR ROAD DEHRADUN - 248 008 UTTRAKHAND PH.OFF : 0135-2789200 FAX : 0135-2789190 E-MAIL : 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 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK- B 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI - 110 044 PH.OFF : 011-26990082, 26990083 FAX : 011-26990084 E-MAIL : 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)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
16.	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002 PH.OFF : 011-23392374/23392376, 23392737 FAX : 011-23392375 E-MAIL : 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, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NA ND NA GRI BHR)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
17.	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION, SAHEED, RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 077 PH.OFF : 011-25088939, 25088944 FAX : 011-25088983 E-MAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS 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 RC CODE: 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD, DEOGHAR, JASIDIH, JHARKHAND- 814142 PH.OFF : 06432-34448 E-MAIL : rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, & GIRIDIH)
19.	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5thMILE TADONG, NH-10, BELOW CENTRAL REFERAL HOSPITAL, GANGTOK - 737102 SIKKIM PH.OFF : 03592-231102 FAX : 03592-231103 E-MAIL : rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC H ROAD, CHRISTIAN BASTI GUWAHATI-781005 ASSAM PH.OFF : 0361-2343771/2343785-86 FAX : 0361-2343784 E-MAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI, ANGLONG, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION

21.	HYDERABAD RC CODE: 01	REGIONA L DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS,JUBILEE HILLS (P.O.) HYDERABAD - 500 033 A.P. PH.OFF : 040-23117550-53 FAX : 040-23117554 E-MAIL : rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL-795001 MANIPUR PH.OFF : 0385-2421190/2421191 FAX : 0385-2421192 E-MAIL : rcimphal@ignou.ac.in, ignouimp@gmail.com	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23.	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HORNBILL COMPLEX, ''C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791110, ARUNACHAL PRADESH PH.OFF : 0360-2247536, 0360-2351705 FAX : 0360-2350990 E-MAIL : 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 SIA NG)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 PH.OFF : 0761-2600411/2609896 /2600219 FAX : 0761-2609919 E-MAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATARPUR, REWA , SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN PH.OFF : 0141-2785730, 2396427 FAX : 0141-2784043 E-MAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAI MADHOPUR, SIKAR, SRI GANGANAGAR & TONK)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE, PREMISES AUROBINDO BLOCK, 1ST FLOOR,CANAL ROAD, JAMMU - 180 001, JAMMU & KASHMIR PH.OFF : 0191-2579572/2546529 FAX : 0191-2585154 E-MAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE:88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439, OPP. PAL LINK ROAD, KAMLA NAGAR HOSPITAL, JODHPUR-342008 RAJASTHAN PH.OFF : 0291-2012987 E-MAIL : rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI, BUILDING, 1ST FLOOR, TULSI NARAYAN, SARMAH PATH, NEAR NEHRU PARK, JORHAT-785001 ASSAM PH.OFF : 0376-2301116, 2301115 E-MAIL : rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI
29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY, NEAR HOME GUARD OFFICE, KARNAL-132 001 HARYANA PH.OFF : 0184-2271514 E-MAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KHA NNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR, (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF : 01628-229993/237361 E-MAIL : 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)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO, HR. SEC SCHOOL ROAD, KENDOUZOU, KOHIMA – 797001 NAGALAND PH.OFF : 0370-2260366/2260167 FAX : 0370-2260216 E-MAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK, SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091 WEST BENGAL PH.OFF : 033-23349850, 23592719, 033-23589323(RCL) FAX : 033-23347576 E-MAIL : rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD, BEHIND WOMEN'S COLLEGE AT/PO/DISTT.- KORA PUT-764020, ORISSA PH.OFF : 06852-251535 FAX : 06852-252503 E-MAIL : rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA)

Sl. NO.		Address of the Regional Centre Tel., Fax & E-Mail	Jurisdiction
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR-5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW-226029 PH. OFF: 0522-2442832 E-MAIL : rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHNAGAR, SITAPUR, UNNAO)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI, ALANGANALLUR ROAD MADURAI-625018 TAMIL NADU PH.OFF : 0452-2380733 FAX : 0452-2380588 E-MAIL : rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PADUKKOTTAI, RAMA- NATHPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36.	MUMBAI RC CODE : 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd and 3rd FLOOR, KAPPEESH BUILDING, M.G. ROAD, OPP. TO MULUND RAILWAY STATION, MULUND (WEST), MUMBAI-400008, MAHARASHTRA PH.OFF : 022-25925540,25923159 FAX : 022-25925411 E-MAIL : rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBA I, THA NE, RAIGARH, RATNAGIRI PALGHAR, MUMBAI SUBURBAN)
37.	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14, HINDUSTAN COLONIY AMARAVATI ROAD NAGPUR 440033 MAHARASHTRA PH. OFF: 0712-2536999, 2537999, 0712-2022000 FAX : 0712-2538999 E-MAIL : rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YA VATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53, SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH PH.OFF : 0120-2405012/2405014 FAX : 0120-2405013 E-MAIL : rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH(DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH – I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576, NEAR P&T STAFF QUARTERS, ALTO POVORIM P.O. POVORIM-403521 GOA PH.OFF : 0832-2414553 E-MAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD) STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA-800 001, BIHAR PH.OFF : 0612-2219539/2219541 FAX : 0612-2219538 E-MAIL : 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, SARAN)
41.	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING, NEAR SYNDICATE BANK, 18, TAGORE ROAD, MOHANPURA, PORT BLAIR, SOUTH-744104 ANDAMAN & NICOBAR, ISLANDS PH.OFF : 03192-242888 FAX : 03192-230111 E-MAIL : rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS (U.T.)(DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF : 020-25671867/25651321 FAX : 020-25671864 E-MAIL : rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, A URANGABAD, NA SIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, , SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK, FULTALA, MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 PH.OFF : 03483-271555/271666 E-MAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA RAIPUR - 492014 CHHATTISGARH PH.OFF : 0771-2283285, 2971322 FAX : 0771-2971323 E-MAIL : rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, BA STAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KUNDAGOAN)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT-360005 GUJARAT PH.OFF : 0281-2572988 FAX : 0281-2571603 E-MAIL : 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.)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
46.	RA NCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022, JHARKHAND PH.OFF : 0651-2244688, 2244699, 2244677 FAX : 0651-2244400 E-MAIL : rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA & KODERMA, KHUNTI, RAMGARH,BOKARO, DHANBAD)
47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR SHARSHA-852201, BIHAR PH.OFF : 06478-219015 FAX : 06478-219018 E-MAIL : rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPA UL, MA DHEPURA , KATIHAR, ARARIYA, KISHANGANJ & PURNIA)
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING, MAWKYNROH, NEHU CAMPUS, SHILLONG - 793 022 MEGHALAYA PH.OFF : 0364-2521117/2521271/0364-2520503 FAX : 0364-2521271 E-MA IL : 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 RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA-171 002, HIMACHAL PRADESH PH.OFF : 0177-2624612/2624613 FAX : 0177-2624611 E-MAIL : rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICT ION

50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD, SUBHAS PALLY, SILIGURI - 734001 WEST BENGAL PH.OFF : 0353-2526818 FAX : 0353-2526829 E-MAIL : rcsiliguri@ignou.ac.in rcsiliguri45@gmail.com	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINA GA R RC CODE: 30	REGIONAL DIRECTOR STATE IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH, SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF : 0194-2311251/2311258 FAX : 0194-2311259 E-MAIL : 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 RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL, KILLI PPALAM KARAMANA PO, TRIVANDRUM -695002 KERALA PH.OFF : 0471-2344113/2344120 FAX : 0471-2344121 E-MAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMILNADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF : 0542-2368022/2368622 0522-2364893 FAX : 0542-2369629 E-MAIL : 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)

Sl. NO.		ADDRESS	JURISDICTION
54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO), KOZHIKODE VATAKARA- 873104 KERALA PH.OFF : 0496-2525281, 2515413 E-MAIL : rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD WAYANAND, KOZHIKODE, MALAPPURAM, MAHE) (PUDUCHERRY, UT)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICT ION
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRES. K.P.V.V HINDU HIGH SCHOOL, KOTHA PET VIJAYWADA 520 001 ANDHRA PRADESH PH.OFF : 0866-2565253/2565959 FAX : 0866-2565353 E-MAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: KRISHHNA,GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56.	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ndFLOOR,VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM, YANAM) (PUDUCHERRY, UT)

Sub-Regional Centres

Sl. No.	SUB-RC	SRC Address	Operational Area
1	TIRUPATI Vijayawada	DR. B. PRASAD BABU ASSISTANT REGIONAL DDIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITOOR, KADAPA, KURNOOL
2	KANDHAMA L Bhubaneswar	DR. P. K. JENA ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR

3.	PITHORAGARH Dehradun	DR. RAJEEV KUMAR ASSISTANT REGIONAL DIRECTOR IGNOU SUBREGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARA KHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4.	DARJEELING Silliguri	DR. PRAVEEN PRALAYANKAR ASSISTANT REGIONAL DIRECTOR IGNOU SUBREGIONAL CENTRE C/O RAMESH GUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB- DIVISION

Indira Gandhi National Open University, New Delhi
School of Health Sciences

Award list of CPHA Term End Practical Examination

Name of the Programme: Certificate in Phlebotomy Assistance

Programme Code: CPHA

Name of the Study Centre:

Study Centre Code : ………………Course Code : BHTL 013   Date of Examination………………

Sl No	Enrollment Number of Student								Maximum marks = 200	Marks obtained in Term End Practical Examination	Remarks (Pass/ Fail)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

Kindly use one preforma for each course, for example course BHTL 013 one page

Name of the Internal Examiner ……………………………………………………………Signature and Date

Name of the External Examiner …………………………………………………..Signature and Date

Signature of Programme In-charge

SEAL

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT REGISTRATION & EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM JUNE / DECEMBER - 200____

EXAM FORM

Form Number

INSTRUCTIONS
1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Do not staple. Only Clip the documents along with it.
3. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

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

Programme Code

Study Centre Code

Enrolment No.

Exam Centre Code
(Where you wish to appear in Exam)

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

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

City

District

State

Pin Code

COURSE OPTION:

Course codes for which appearing for the First time OR failed in the earlier TEEs FEE @ Rs. 50/- PER COURSE					Course Codes (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID	
S.No.	Course Code	S.No.	Course Code		S.No.	Course Code
1.		9.			1.	
2.		10.			2.	
3.		11.			3.	
4.		12.			4.	
5.		13.			5.	
6.		14.			6.	
7.		15.			7.	
8.		16.			8.	

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

Total No. of		Total Amt.	Draft No.	
Courses	X 50			
Practical Courses	X 50		Amount	
Late Fee			Date	__ / __ / __
			Issuing Branch	
TOTAL			Payable at	N E W D E L H I

ISSUING BANK

SIGNATURE OF THE STUDENT
(within the Box only) ☞

Control No. ☞
(For Official use Only)

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date:_____

(Signature of the Students)

Dates for Submission of Exam Forms

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

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

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

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

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.

2. Students should submit the examination form only once for each Term-end Examination.

3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.

4. **It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.**

5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in Please see the result status before filling examination form.

6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.

7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.

8. Change of Examination Centre, once allotted, is not permissible under any circumstances.

9. Please write correct course code (s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02.)

10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.