

Programme Guide

Diploma in Panchayat Level Administration & Development



**School of Continuing Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110068**

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

— इन्दिरा गांधी

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

— Indira Gandhi

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PLEASE REMEMBER

- A. You are requested to go through this guide carefully before you proceed to the course material. It is further suggested that whenever you have a question to ask us, do look into this Guide. You will most likely find the answer to your question. If you do not, get in touch with the concerned for information.
- B. The candidates are required to opt only for such a study centre in which the programme is activated. As far as possible the University will allot the study centre opted by the candidate. However, the University may change the study centre at its convenience without concurrence of the student at any time.
- C. The Self-learning Printed Material is most important component of distance education package. This material is prepared by teams of experts who include distinguished academics and professionals, keeping in view the interest of the learner group. The course material is written in such a manner that the learners can assimilate it without any outside assistance. However, there may be at times a number of questions bothering the mind of the learner, these are addressed through counseling sessions provided at the study centres.

MATERIAL PRODUCTION

Mr. Rajiv Girdhar
Section Officer (Pub.) SOCE, IGNOU

April, 2011

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Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi- 110 068 or website www.ignou.ac.in.

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi by Prof. M. Aslam, Director, School of Continuing Education.

Laser Composed by: Rajshree Computers, V-166A, Bhagwati Vihar, (Near Sector-2, Dwarka), Uttam Nagar, New Delhi-110059

Printed by : Gita Offset Printers Pvt. Ltd., C-90, Okhla Industrial Area, Phase-I, New Delhi-110020

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RECOGNITION OF DEGREES/DIPLOMAS OF OPEN UNIVERSITIES

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

**ASSOCIATION OF INDIAN UNIVERSITIES
AID HOUSE, 16 KOTLA MARG,
NEW DELHI-110002**

**The Registrar
Member Universities**

January 14, 1994

Sub: Recognition in Degrees/Diplomas of Open Universities

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions.

Resolved that the examinations of the University should be recognized by another on a reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university.

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking you,

Your faithfully,
Sd/-
(K.C Kalra)
Joint Secretary

UNIVERSITY GRANTS COMMISSION

Bahadur Shah Zafar Marg

New Delhi-110002

The Vice-Chancellors/

Director's of all the Indian Universities/

Deemed Universities Institutions of National Importance

***Sub: Recognize 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) video 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/diploma. The Certificates, 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.

Your faithfully,

**Sd/- (Gurcharan Singh)
Under Secretary**

Dear Learner,

Welcome to the Diploma in Panchayat Level Administration and Development. You must be eager to know more about the Open University you have joined. Let us, therefore, begin by talking about IGNOU and then about this Diploma Programme.

1. ABOUT THE UNIVERSITY

The Indira Gandhi National Open University was established in September 1985 under an Act of Parliament. Its aim is to develop a flexible education system in the country. The primary emphasis is on development of courses relevant to our present day society, using innovative methods in imparting education, flexibility and involvement of all sections of society in the educational system. IGNOU aims to provide opportunities to all who want to have access to education, irrespective of restrictions with regard to place and time.

The significant features of IGNOU that make it different from the conventional universities include:

- relaxed entry rules;
- study according to the student's own pace and convenience;
- study at the student's own place;
- flexibility in choosing a combination of courses from a wide range of disciplines; and
- use of modern educational and communication technology including radio, TV, audio and video tapes and satellite in imparting education.

The University functions with the objectives of:

- i) providing opportunities for higher education to large segments of the population and, thereby, seeking to achieve the educational well-being of the community;
- ii) providing access to higher education to the disadvantaged groups and individuals, opening up opportunities for upgrading knowledge and skills;
- iii) bringing higher education to the doorsteps of all those who look for it;
- iv) providing high quality education at the University level; and
- v) promoting both national integration and integrated development of the human personality.

IGNOU, has come a long way since its inception. The University has undergone rapid expansion and emerged as an international institution in the field of Open and Distance Learning (ODL). IGNOU now has a student strength of over 3 million cumulative student enrolments in different levels of programmes, ranging from Doctoral to Certificate in niche, market-oriented areas such as Rural Development, Journalism, Intellectual Property Rights, Hospitality Management, IT Management, Clinical Cardiology and Information Technology to Awareness Programmes like Computer Literacy, Rural Artisans and HIV/AIDS. The University is providing cost-effective education to its students.

IGNOU functions through a network comprising the Headquarters, Regional Centers at States/UTs, Study Centers and Partner Institutions within India and 35 in other countries. It is now widely accepted as a system leader in the field of Open and Distance Learning throughout the world. The University offers 486 Certificate, Diploma, Degree and Doctoral programmes through

its 21 Schools of Study, 12 Divisions, 14 Centers, 61 Regional Centers, over 3,000 Study Centers, 67 Partner Institutions spread across 35 countries, over 400 teachers and academics, and more than 1,205 administrative staff. Additional help is also sought from about 6,000 experts from conventional universities and other organizations, and about 45,000 part-time academic counsellors.

1.1 Schools of Study

The following Schools of Study conduct academic programmes in the University:

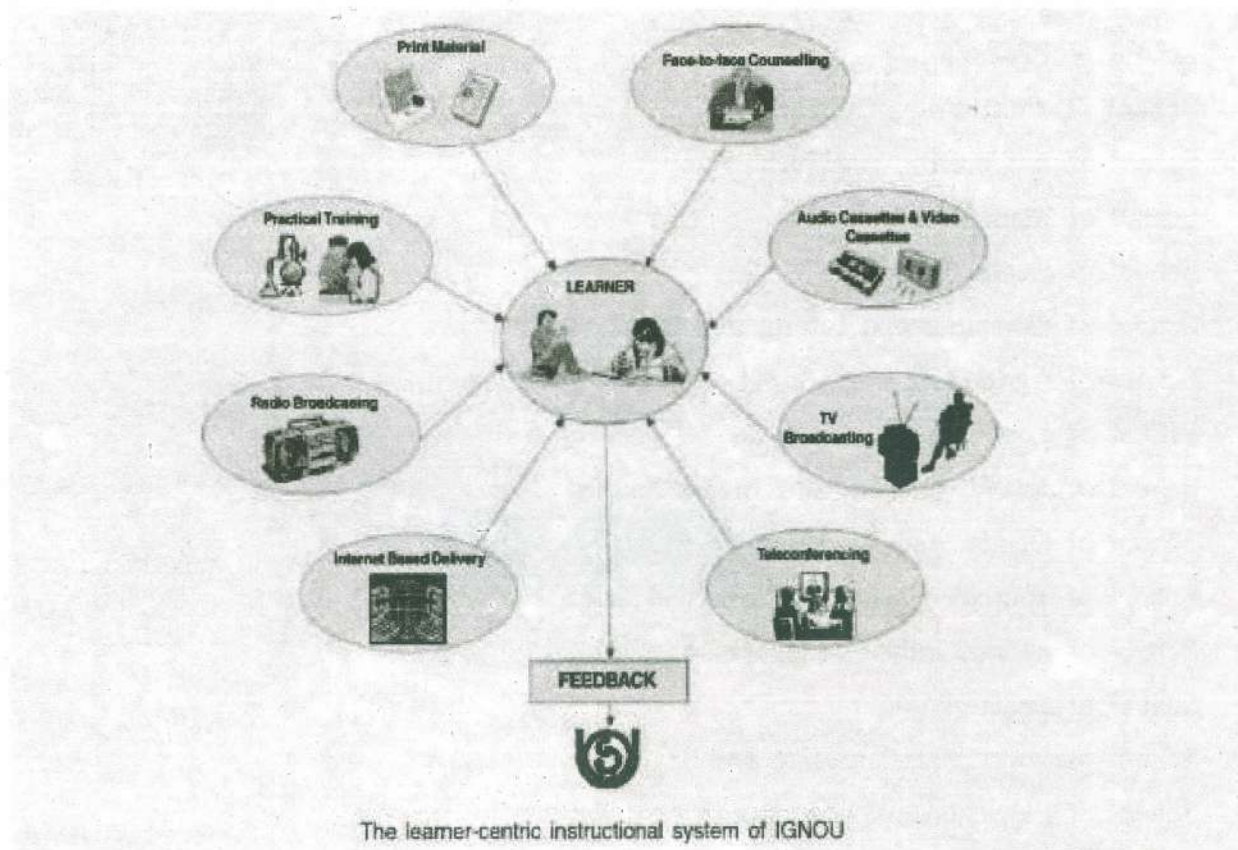
1. School of Humanities
2. School of Social Sciences
3. School of Sciences
4. School of Education
5. **School of Continuing Education**
6. School of Engineering and Technology
7. School of Management Studies
8. School of Health Sciences
9. School of Computer and Information Sciences
10. School of Agriculture
11. School of Law
12. School of Journalism and New Media Studies
13. School of Gender and Development Studies
14. School of Tourism Hospitality Service Sectoral Management
15. School of Interdisciplinary and Trans-disciplinary Studies
16. School of Social Work
17. School of Vocational Education and Training
18. School of Extension and Development Studies
19. School of Foreign Languages
20. School of Translation Studies and Training
21. School of Performing and Visual Arts

1.2 Instructional System

IGNOU's method of instruction differs radically from that of other conventional universities. Indira Gandhi National Open University has adopted a multimedia approach to instruction. The different components being: self-instructional materials, counselling sessions, both face-to-face and via teleconferencing mode. For courses in Science, Computers, Nursing as well as Engineering and Technology, arrangements have been made to enable students undertake practical classes at select study centres. The instructional package comprises:

- Self-instructional printed course material
- Assignments for feed-back and assessment

- Audio and video cassettes
- Face-to-face interaction with academic counsellors at study centres
- Project work
- Telecast of Video programmes on the National network of Doordarshan
- Broadcast of audio programmes by All India Radio
- Teleconferencing sessions
- Radio Counselling



1.3 Flexibility

In the tradition of Open Learning, IGNOU provides considerable flexibility in entry qualification, place, pace and duration of study to students. A Bachelor's Degree Programme (i.e. BA/BCom/BSc) of three years duration can be completed in six years if the student so desires.

1.4 Credit System

IGNOU follows a credit system that is based on the time factor involved in studying. Each credit amounts to 30 hours of study comprising different learning activities, including assignments and listening/watching audios and videos. Thus a six credit course involves 180 hours of study. Different programmes have different credit requirements. Students have the right to collect credits at their own pace, convenience and according to their own capability. IGNOU also provides a credit transfer facility whereby credits may be transferred from any other University to IGNOU after fulfilling the necessary requirements.

2. DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION AND DEVELOPMENT

2.1 Introduction

Panchayati Raj system existed in India since long. After independence a number of committees were constituted to make recommendations for its revival. Conflicting interest at various level eclipsed the concept as well as its practice. It was only after a long debate spread over decades that the Constitutional (73rd Amendment) Act, 1992, outlined the task of rejuvenating the Panchayati Raj System in India. As a result of this historic legislation and passing of Conformity Acts by various states and holding of elections in the country in mid 1990s, there were more than 3 million people elected at various levels of Panchayati Raj Institutions. While as a number of steps are being taken by various organizations to develop awareness programmes, for these elected members, there are more than million development functionaries across the country serving these institutions and working shoulder to shoulder with elected representatives. There are exercises/activities entrusted to the Panchayats that need expertise and coordinated action by various development functionaries. This diploma programme in Panchayat Level Development and Administration through distance mode of learning is addressed towards fulfilling this task.

2.2 Objectives

The major objectives of this programme are to:

- a) equip panchayat level functionaries with the necessary knowledge, skills and talents needed for strengthening local democracy and the process of decentralized planning,
- b) help them to work with elected representatives in a cooperative and coordinated fashion, and
- c) facilitate people's participation through a *denovo* approach, attitude and action by the panchayat level functionaries.

2.3 The Clientele

There is a wide spectrum of clientele groups spread over the three tiers of Panchayats. They are both administrative and technical functionaries, the latter under the technical supervision of specialized departments like public works, rural development, agriculture, animal husbandry and the like. The programme is intended for more than a million functionaries working shoulder to shoulder with the elected members of panchayats at gram panchayat, block and district levels.

2.4 Approach

As these development functionaries are spread across the country, they are expected to have different learning style and preferences. Therefore, multi-media approach to learning was considered most desirable. It was, therefore, decided that these panchayat level development functionaries be covered through a well designed diploma programme through distance mode of learning. As all of these functionaries are expected to possess a minimum qualification of 10+2 and most of them may have undergone technical training, over simplification of materials was not considered necessary. At the same time standard was not be pitched too high because majority of the functionaries operate at the Gram Panchayat and Block Levels. The programme was initially developed in English and will be subsequently translated into Hindi and other regional languages in a phased manner.

2.5 Eligibility

A person who has successfully completed 10+2 is eligible for enrolment in Diploma in Panchayat Level Administration and Development.

2.6 Medium of Instruction

To begin with we are offering this Diploma Programme in English only. At present, the print materials as well as the audio and video programmes are available in English only. However, you may write your assignments, project proposals, project reports and Term-End examination in Hindi as well.

2.7 Duration

This Diploma Programme is of **one year** duration. However, in case you are unable to complete the programme in one year, you can complete the same within a maximum period of **four years**.

In an extreme case, if a learner is unable to complete the programme even within four years, there is provision for **re-admission** on payment of dues for a further period of one year. Such learners may contact Registrar Student Registration Division, IGNOU for procedural details and more information regarding re-admission. (For a specimen copy of a re-admission form see **Appendix-VII**)

2.8 Programme Fee

The Programme fee of Rs. 2500/- inclusive of registration fee is to be paid in lumpsum at the time of admission along with the filled in application form. The programme fee is to be paid only by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated. Fee once paid will not be refunded under any circumstances.

2.9 Programme Structure

The Diploma programme comprises of following five courses. Each course is of six credits. A detailed programme structure is given in **Annexure-I**.

Course Code	Title of the Course	Credits	No. of Blocks, Manual etc.
BPR-001	Panchayats in India: The Context	6	3
BPR-002	Decentralized Planning and Panchayati Raj	6	3
BPR-003	Panchayati Raj Institutions and Anti Poverty Programmes	6	4
BPR-004	Project Work	6	A project manual
BPR-005	Basic Computer Literacy	6	3
Total	5 Courses	30 Credits	13 blocks plus a project manual

At present all the five courses are compulsory including project work and must be successfully completed by a candidate for award of the Diploma.

In order to successfully complete the Diploma in Panchayat Level Administration and Development, the learner must complete the requirements of Project-Work pertaining to course BPR-004. She/he may choose a research problem, conduct original research-work based on field work in a rural area. The outcome of her/his research must be stated in the form of a Project-Report. Two copies of report must be prepared. **One copy** of project report must be submitted to Student Evaluation Division while the other copy may be retained by the learner. For more details regarding this you may read information provided under the title **Project-Work** in this Programme Guide and also consult **Project Manual** provided to you separately. The successful completion of project-work enables the learner to acquire 6 credits.

The main learning material is provided to you in print. The audio and video materials are intended to reinforce and supplement the print material, and improve your knowledge and understanding. They will help you in writing your assignments and preparing for the final examination. Viewing of video and listening to audio programmes of the courses is, however, not compulsory. We would, nonetheless, advise you to view the audio/video programmes at the study centres or procure CDs from IGNOU. Apart from being available at your Study Centre, video programmes are also telecast on National Network and Enrichment channel of Doordarshan. Gyan Vani broadcasts audio-programmes on some of its selected stations. Learners can confirm dates for DPLAD programme from the study centre. The information is also provided through IGNOU Newsletter sent regularly to the students.

2.10 Presentation of Print Materials

The self-learning materials are printed in blocks. A block is physical manifestation of the print materials consisting of on an average 70-80 A-4 size pages in 12 font size. Each Course of this Diploma comprises three to four blocks. Each block is printed as a separate booklet and has a specific theme. Each block has four to six units. You may think of unit as a lesson. The schematic representation of the unit is as follows:

Unit-X*

Contents

X.0 Aims and 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

X* stands for the Unit Number

Check Your Progress

.....

.....

.....

.....

X.2 Section 2 (Main Theme)

X.2.1 Sub-section 1 of Section 2

X.2.2 Sub-section 2 of Section 2

Check Your Progress

.....

.....

.....

.....

: : : : : : : :
: : : : : : : :

X.n Let Us Sum Up

Key Words

Suggested Readings

Model Answers

As the schematic pattern suggests, the Units are divided into several sections and sub-sections for easy reading and comprehension. Each section is indicated distinctly by bold capitals and each sub-section by relatively smaller but bold typeface, so as to make it easier for you to locate and identify them. For purposes of maintaining uniformity we have employed the same pattern of presenting the text throughout the Course.

Section 'X.1' i.e., Objectives in each Unit tells you briefly:

- The content presented in the Unit, and
- What we expect you to learn once you complete the Unit.

Check Your Progress is inserted at appropriate places. These are meant for learners to check their progress by answering the question within the given space.

The last section of each Unit, is 'Let Us Sum Up'. For purposes of recapitulation and ready reference, we summarize the text of the whole Unit in this section.

'Check your progress- Possible Answers' are given at the end of each Unit. This is to facilitate learners to know correctness of their answers to "Check Your Progress." We hope that learners will resist their temptation to look at 'Possible Answers' not before they have answered the questions.

2.11 Delivery Mechanism and Academic Support

Regional Centres

IGNOU has a network of Regional Centres across the country. Ideally, it is expected to have one Regional Centre in each State/UT. In practice depending upon the requirements, we have more than one Regional Centre or Sub-Regional Centres in a State/UT. We also have special Regional Centres for Army, Airforce, Navy, Assam Rifles and CRPF. These Regional Centres coordinate various administrative and academic activities as envisaged in the delivery mechanism.

They also monitor activities of Study Centres which fall in their given jurisdiction.

Study Centres

To provide academic support to the learners, the University has established a large number of study centres throughout the country. These study centres are co-ordinated by Regional Centres and sub-regional centres. In addition to these, there are also Army/Air Force/Navy/Assam Rifles/CRPF recognized centers.

You can avail of the following facilities at IGNOU's Study Centres:

- Counselling Sessions
- Library Facilities
- Audio-Video Programmes
- Discuss administrative and academic matters with the Co-ordinator.

Get in touch with the Coordinator of your Study Centre for seeking information and time-table related to counselling sessions of this programme.

Academic Counselling Sessions

The aim of the academic counselling sessions, conducted at a Study Centre, is to provide you an opportunity for face-to-face interaction with your Counsellor. During such sessions you can discuss problems related to the instructional material and other important matters. This will also give you an opportunity to meet your peers. **Attending counselling sessions, though not compulsory, are very useful in several respects.** Direct interaction with your counsellor and fellow learners will enable you to share views on the subject. The Counsellors will provide guidance and facilitate comprehension of some of the complex ideas or issues through lively and fruitful discussions. Counselling sessions are very different from usual classroom teaching. Counsellors are usually academicians from the relevant discipline. Sometimes, persons having the requisite academic qualifications and experience of working in the field of Panchayati Raj are also appointed as Counsellors. Counsellors are in a position to answer your queries. **So please do attend them.** At the Study Centre, you will also be able to watch the video programmes and listen to the audio cassettes prepared to supplement the print material. Contact the Coordinator of your Study Centre to find out the exact dates of the counselling and audio-video sessions..

The broad schedule of counselling sessions is provided at **Annexure-II**.

Before you attend the counselling sessions, please go through the course material carefully so that you are able to identify content-areas requiring clarifications. Please note that a counselling session is effective only when it provides two way communication rather than one way communication where the Counsellor does all the talking.

Supervision for Project Work

We strongly emphasize that you should contact your Supervisor/Counsellor for Course BPR-004 i.e. Project Work as you will require the guidance of Supervisor/ Counsellor for the preparation of a good project proposal and project report. **Your supervisor/Counsellor will grant final approval to your project proposal** which will form part of your project report. The approved proposals need not be sent to the faculty at IGNOU. The learner should prepare the project proposal, conduct the research work and prepare the project report under the guidance of supervisor/counsellor assigned by the study centre. Your Supervisor/Counsellor will certify that you took his guidance while working on your project

Evaluation

Except for the Project Report, evaluation will be done on the basis of : (a) continuous assessment of assignments (25 per cent of total weightage) (b) a term-end written examination (75 per cent of the total weightage).

The Project Report, when submitted, is assessed as a single entity, equivalent to a course. Evaluation will be done on a five point scale using the letter grades A,B,C,D,E. The notional correlates of the letter grades and point grade range are given below:

Grading System

Notional Correlates	Grade	Grade Point	Point Grade Range
Excellent	A	5	4.50 and above
Very Good	B	5	3.50 and below 4.50
Good	C	3	2.50 and below 3.50
Satisfactory	D	2	1.50 and below 2.50
Unsatisfactory	E	1	0.50 and below 1.50

As stated earlier, evaluation in each course (except course BPR-004 which is project work) has following two components:

Term-end Examination and Continuous Assessment

A student must score at least 'D' in the Continuous Assessment or the term-end examination. BUT IN THE OVERALL COMPUTATION HE/SHE MUST HAVE AT LEAST 'C' GRADE IN EACH COURSE, TO QUALIFY FOR A DIPLOMA. The minimum grade which must be obtained in the Project Report is also 'C'. Thus, it is necessary for the student to score at least 'C' grade in each of the five courses of the Diploma programme.

3. INFORMATION REGARDING ASSIGNMENTS

You must have received a set of assignments for this Diploma along with the set of print materials sent to you. In case you have not received it, please send your request in prescribed form (specimen given at **Appendix-III**) to concerned Regional Director.

You have to do **one assignment for each course**. All the assignments will be considered for evaluation. Thus, in this Diploma Programme you will have to work on four assignments for four courses. All the assignments are 'Tutor Marked Assignments' (TMAs). This means that the questions will be of the long answer, medium answer and short answer types.

Assignments constitute the continuous evaluation component of a course. They can be done in your home or work place or library or any other place you think has the right environment. You may consult suitable persons, books, or other sources for the completion of your assignments. An assignment, therefore, is not like writing an answer book in the examination hall. It is, however, equally important as grades are given to assignments after evaluation. As mentioned earlier, the assignments of a course in this Diploma carry 25 percent weightage. The grades that you get in your assignments will be counted in your final result. Therefore, you are advised to attempt your assignments seriously.

You must be wondering as to what we expect from you in these assignments:

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

Some of the assignments are knowledge based and some are of applied nature. Assignments which are knowledge based will require you to write essay type answers. For answering applied type of assignments you should apply the knowledge you have gained by going through a Unit/Block/Course. **In either case, the answers should be your own. You must not reproduce text material verbatim or copy the information from other sources.** However, you can make use of the material and information you have at your disposal in an innovative way. Whenever you quote from the text/books/journals, you must give the reference. You can pick up ideas from whatever sources you may have. However, plan and use them **in your own words** when you write the answers to the assignments.

The following norms have to be strictly practised when you work on the assignments :

- The answer should be precise, well documented and relevant to the question.
- Keep the word-limit of the answer in mind. A slight variation in length does not matter. But your answer should not be too short or too lengthy. Avoid discussing minor issues at great length. By setting a word-limit for some of the assignments we mean to convey that a reasonably adequate response can be presented within the suggested word-limit.
- Whenever you receive a set of assignments, check them immediately. If there are some missing pages, ask for them from your concerned Regional Director.
- The assignment you have attempted should be complete in all respects. Before submission you should ensure that you have answered all the questions in assignments. Incomplete answer-sheets will bring you poor grades.
- You must submit your assignments according to the schedule indicated in the assignments. The University/Coordinator of the Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date. In case you get the assignments and study material late, the assignment responses should be submitted within one month of the date of receipt of study material and assignments or within the due date given in this schedule whichever is later.
- For your own record, **retain a copy of all the answers to assignments which you submit to the Coordinator of your Study Centre.** If you do not get back the evaluated tutor marked assignments within a month of their submission, please try to get them from your study centre personally. This may help you to improve the answers to your future assignments.
- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.
- If you are unable to submit the assignments or are unable to score the minimum qualifying grade 'D', you have to collect, attempt and submit the assignments meant for the next batch of students. The request for new assignments in prescribed form (specimen given at **Appendix-II**) may be addressed to concerned Regional Director.

- In case you find that the score indicated in the assignment sheet of your assignments has not been correctly reflected in your grade card; you are advised to contact the coordinator of your study centre with a request to forward correct authenticated award list to the Registrar (Student Evaluation Division) IGNOU.
- Once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre.

3.1 Specific Instructions for Tutor Marked Assignments (TMA's)

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet. Course Code and Assignment Code may be reproduced from the Assignments.

The top of the first page of your response sheet for each assignment should thus look like the following:

PROGRAMME TITLE ENROLMENT NO.

PROGRAMME CODE NAME

COURSE CODE ADDRESS

.....

.....

COURSE TITLE

ASSIGNMENT CODE SIGNATURE

STUDY CENTRE DATE

- 3) Read the assignments carefully and follow specific instructions, if any, given alongwith the assignments.
- 4) Go through the units on which the assignments are based. Note the points relating to the question, rearrange those points in a logical order and work out a rough outline of your answer. While attempting a long answer type question, give adequate attention to the introduction and the conclusion. In the introduction, you should give your brief interpretation of the question and how you propose to develop the answer. The conclusion should summarise your response to the question. Make sure that the answer is logical and coherent. The answer should be divided into appropriate paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.
- 5) Use only foolscap size paper for your response and **tie all the pages carefully. Avoid using thin paper.** Allow a 4 cm margin on the left side and at least a few lines in between each

answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.

- 6) **Write the responses to assignments in your own hand writing. Do not print or type the answers.**
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Answers to each assignment should be written on a separate set of papers.
- 9) Write the question number and the question before writing the answer.
- 10) The completed assignment should be sent only to the Coordinator of the Study Centre allotted to you. **Do not** send the tutor marked response-sheets to the Student Evaluation Division, IGNOU, New Delhi.
- 11) After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments **only to the original Study Centre that has been allotted to you by the University.**

3.2 Schedule for Submission

The schedule of Assignment is given below. This schedule is also given in your DPLAD Assignment Booklet.

Assignment No.	Receipt of Assignments by the Students	Submission of Assignments by the Students	Feedback from the Counsellors
BPR-001/AST/TMA-1	July/Jan	1 Sep/1 March	15 Sep/15 March
BPR-002/AST/TMA-2	July/Jan	1 Nov/1 May	15 Nov/15 May
BPR-003/AST/TMA-3	July/Jan	1 Jan/1 July	15 Jan/15 July
BPR-005/AST/TMA-4	July/Jan	1 March/1 Sep	15 March/15 Sep

4. PROJECT WORK

As we said earlier, Course BPR-004 of this Diploma Programme is a project work. You will carry out project-work on a subject of your choice. You are free to select a topic for the project. Project work occupies a very important place in this Diploma Programme in Panchayat Level Administration and Development. It is an indirect and enabling method which will help you to acquire better understanding about the situation and problems faced by panchayats in rural areas. It is a systematic method of collecting, tabulating and analysing facts and drawing important conclusions. Through project work you will come to know better about some of the problems existing in rural areas. A Project Report is the outcome of your project work.

YOU CAN BEGIN WORK ON YOUR PROJECT, ONCE YOUR PROJECT PROPOSAL HAS BEEN APPROVED BY THE SUPERVISOR ASSIGNED TO YOU BY YOUR STUDY CENTRE. Your project work will be supervised by the same Supervisor. Your Counsellor for BPR-004 will

be your Supervisor for the Project Work. In this context, we will be using the title "Supervisor" and not "Counsellor". So you should not get confused about these two roles of the same person.

A separate note on Project work will give you information regarding research design, tools of data collection and analysis of data. Besides this, there will be 6 Counselling sessions of 2½ hours duration each. For details see **Annexure-II**.

4.1 Steps Involved in Project Work

There are certain steps involved in carrying out your project work. We have given you detailed guidelines in the Project Manual provided to you separately. The steps involved in undertaking project work are being briefly discussed in the following paragraphs. You must ensure that these steps are carefully followed while carrying out your project work.

i. *Selection of topic*

For any project-work, the first step involved is the selection of a topic. We suggest that you choose a topic for which the resources needed are available to you. One way of choosing a topic will be to look through the various units given in the course material provided to you for the DPLAD programme. These units will give you a wide range of options to study any aspect related to panchayati raj. Choose a topic which interests you. Do not, however, be over ambitious. You should also consult your Supervisor.

ii. *Consultation with Supervisor for preparing project proposal*

Once the topic has been chosen, you should discuss it with the Supervisor assigned to you by your Study Centre. He will guide you to conduct the project work. In consultation with your Supervisor, you should prepare a project proposal. You should ensure that you follow the guidelines provided in the **Project Manual** provided to you separately. In case of any doubt or need for clarification, you should feel free to consult your Supervisor. You may prepare your project proposal in about 1000 words. Your supervisor will go through your project proposal and return the same to you with his remarks within 30 days.

iii. *Preparation of tools of data collection*

After getting approval of your proposal from your Supervisor you should prepare your tools for data collection. In most cases, learners of such programmes opt for empirical studies. In empirical studies, you may use tools like the interview schedule, interview guide and observation method. If you are using the schedule which is the most important tool of data collection, you should ensure that an adequate number of questions are included to collect data relating to each of the OBJECTIVES of the proposed study. Other tools like interview guide and observation method will usefully supplement the process of data-collection. You should ensure that the tools of data collection are also discussed with your Supervisor. Once your Supervisor is satisfied, you may go ahead with the data collection.

iv. *Data Collection*

One of the objectives of Course BPR-004 of DPLAD is to provide an opportunity to you to visit some rural area, observe the functioning of panchayats and interact with the elected members and others. Once you are equipped with the tools of data collection, you will begin the actual work of data collection. You will have to establish rapport with your respondents and take extensive field notes. You will have to make some visits to the field for collecting the required data. This should not discourage you. More the interaction you have, with respondents, better will be the results of your study.

v. *Data Analysis*

Data analysis is a very important step in project work. You must scrutinise your schedules and field notes, make corrections, assign proper codes to each answer and carefully transfer the same to a master chart for computation and tabulation. Once the tabulation work is completed, you may employ different statistical techniques for analysing the tabulated data. Information collected through observation, interview guide and case studies may be used as supporting evidence.

vi. *Report Writing*

After you complete your data collection and tabulation you are required to write a project report.

4.2 Submission of Project Report

You are expected to submit a properly typed (double-space) and bound report of about 50-70 pages in A-4 size (29x20 cm) paper. Please show your project report to your supervisor and seek his guidance before you go for final typing and binding-work.

You should submit a Declaration which should form a part of the Report that the work is original and has not been submitted earlier to this University or to any other institution for fulfillment of the requirement of any course of study. A specimen copy of declaration is provided at **Annexure-IV**. You will also attach a Certificate from the Supervisor stating that the Project work was done under his/her supervision and that it is a genuine and original work. A specimen certificate is provided at **Annexure-V**.

You should also include the approved project proposal (original) given to you by the Supervisor before binding the project work. The Project Report should also indicate the Enrolment No., Programme of Study, Name and Address of the student.

You should keep a copy of the project report including a copy of the approved project proposal. The project report submitted to IGNOU will not be returned to the student.

If any project report is received in the absence of the above, the same is liable to be rejected or returned to the student for compliance. A typed and bound copy of the project report is to be sent by the Registered Post to:

Registrar, Student Evaluation Division
IGNOU, Maidan Garhi
New Delhi – 110 068

Your completed Project Report should reach the Student Evaluation Division latest by May/November 30. If the Project Report is submitted by you after this date the score will not be counted alongwith the result of other courses for which you have appeared.

5. INFORMATION REGARDING EXAMINATION

To be eligible to appear at the term-end examination, you are required to fulfill the following conditions:

- 1. All the required assignments have been submitted within the due dates.**
- 2. The fee has been fully paid.**
- 3. You have opted and pursued the prescribed courses.**
- 4. The examination form has been submitted in time (which is explained later).**

Examination date sheet (schedule which indicates the date and time of examination for each course) is sent to all the study centres sufficiently in advance. The same is also notified through IGNOU News Letter from time to time.

It is an essential pre-requisite for you to submit the **Examination Form** for taking examination in any course. Copies of the examination forms are available at Study Centres/Regional Centres/Student Evaluation Division at Headquarters. Only one form is to be submitted for all the courses in one term-end examination.

Registrar, Student Evaluation Division
IGNOU, Maidan Garhi
New Delhi – 110 068

5.1 Eligibility for Appearing in Examination

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

5.2 Examination Fee

Examination fee of Rs. 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

5.3 Examination Centre

Normally, the study centre is the examination centre. However, a student is required to fill the examination centre code in the examination form. You are advised to go through the list of study centers available in the Student Handbook and Prospectus. In case a student likes to take examination at a particular centre, the code of the chosen centre has to be filled up as examination centre code. However, in case an examination centre chosen by a student is not activated, the university will allot another examination centre in the same Region.

5.4 Dates of Submission of Examination Forms

June, TEE	December, TEE	Late Fee	Where to Submit the Form
1 st March to 31 st March	1 st Sep. to 30 th Sept.	NIL	Only at the Concerned Regional Centre under which your examination centre falls
1 st April to 20 th April	1 st Oct. to 20 th Oct.	Rs. 300/-	
21 st April to 15 th May	21 st Oct. to 31 st Oct.	Rs. 500/-	
16 th May to 28 th May	1 st Nov. to 15 th Nov.	Rs. 1000/-	

To avoid discrepancies in filling up examination form or to overcome other difficulties while appearing in the term-end examination students are advised to :

- 5.4.1 remain in touch with the Study Centre/Regional Centre/ Student Evaluation Division so as to enquire about any change in schedule of submission of examination form/ fee etc., if any;
- 5.4.2 fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also specify courses, for which result is awaited; and
- 5.4.3 retain proof of mailing/submission of examination form till the time of receiving the examination hall ticket.

5.5 Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students atleast two weeks before the commencement of Term-end Examination. The hall ticket may also be downloaded from the University's website www.ignou.ac.in. In case a student fails to receive the Examination Hall Ticket within one week before the commencement of the examination s/he can download the hall ticket form the website and approach the examination centre for appearing in the exam.

5.6 Re-Evaluation of Answer Script(s)

The students who are not satisfied with the marks/grade secured by them in Term-end Examination may apply for re-evaluation within one month from the date of the declaration of result i.e. the date on which the result is made available on the University website on payment of Rs.500/- per course in the prescribed application form available on the University website (**Annexure-VI**). The better of the two results i.e. original marks/grade and re-evaluated marks/grade will be considered and the revised marks/grades shall be incorporated in the student's record. The revised grade card/marks-sheet will be sent to the students within one month from the receipt of application. Re-evaluation is not permissible for Projects, Practicals, Assignments & Seminars etc.

Your study centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to the Registrar, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110068 at least one month before the commencement of the examination. The request received at the Headquarters thereafter, will not be entertained.

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

The Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication is normally sent to the Coordinators of the Study Centres and Regional Directors. The Coordinator would display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. **You are, therefore, advised to keep in touch with your Coordinator so that you get advance information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result etc.**

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

The University normally may require about 2 months to declare the result of a particular term-end examination. In the meantime, the dead line for submitting the examination form for re-appearing in a particular course may expire. This is applicable only if one fails to get a passing grade. In such cases, it is advisable for you to submit an examination form without waiting for the result. Once you receive your results and if you find that you have passed in that course, you need not appear for that course again.

5.7 Preparation for Examination

We understand that adult learners will have many domestic and social commitments demanding their attention. But it is possible to find some time for your study. Convince your colleagues and family members that you need some privacy to study and adhere to the regular timetable. As soon as you receive the study materials, start working on them. Do not postpone studying the materials or writing your assignment-responses.

For obvious reasons, printed material will be the primary form of instructional material, although there will be a few audio-video programmes and counselling sessions. Normally, you will have to concentrate mainly on the printed material sent to you. **Please try to attend as many counselling sessions as possible so as to get the best out of the programme.**

Read the Units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments. Try to answer 'Check Your Progress' questions. **Please remember, the answers to these questions are not to be sent to us.** The purpose is to enable you to evaluate your own performance and keep you on the right track. That is why they are called 'Self-Check' questions. They will enhance your comprehension of the subject-matter. If you are not satisfied with your answers, do not get worried. You can compare your answers with the model answers given in the text and see where you have gone wrong. (At times, it is possible you may have a better answer than the one we presented. We welcome your suggestions.) In any case, the model answers will help you to reinforce the information/knowledge acquired by your first reading of the text.

5.8 Term-End Examination

There is a term-end examination for the Programme at the end of every year. Dates and the venue of the examination will be intimated to you in time by the Registrar (Student Evaluation Division) of the University.

There is one term-end paper for each course (except Course BPR-004 which is project work). In other words, you will have to appear for **four papers**. Each paper is of three hours duration. Each paper carries 75 per cent of the total weightage and the remaining 25 per cent is covered by your assignment-responses. For example, the term-end examination paper for Course BPR-001 of 100 marks will have 75 per cent weightage in the computation of Grades. The rest 25 per cent weightage will be given for the assignments of the same course. Final grading of your performance in each of the four courses is computed along these lines. Since the fourth course is project work, it is treated as one complete paper carrying 100 per cent weightage, and is graded accordingly.

Students may appear for one or more courses at a time. Please note that normally examinations in all the courses will be held twice a year – first in the month of June and December as the case may be. **Students admitted for a particular session can appear in the examination for the first time after completion of one year.**

If you fail to clear all the subjects in the first attempt or do not wish to appear in all the subjects at a time, you can clear them in the subsequent examinations. You are free to appear for as many courses as you like at a time. **However, you must clear all the courses within four years of your admission.**

To qualify in the continuous assessment (on the basis of assignments) you must take note of the following points:

- i. You are required to attempt one assignment for each course. As mentioned earlier, each assignment will be considered for grading your performance.
- ii. The score for successful completion in the continuous evaluation of each course is Grade 'D'. If you fail to make this score, because of not being able to score the minimum qualifying grade i.e. 'D') then you will have to wait for the assignments meant for the next batch of students. You should procure a new set of assignments and submit after completion. New assignments are released in January every year, and the request for new assignments on prescribed form given in **Appendix-II** should be addressed to concerned Regional Director.
- iii. Except as stated under item (ii) above, there is no provision for redoing assignments for the purpose of just improving upon the grades scored, nor can they be re-evaluated except for the factual errors.
- iv. The lowest successful completion score at the term-end examination is also 'D'. In case one fails to make this score, one is eligible to reappear in the next term-end examination as and when it is held within the total span of four years permitted for the programme. For Project Report, however, one has to score grade 'C' for successful completion.
- v. **If one fails to score overall 'C' in each COURSE (putting the score on assignment and the term-end examination together), one has the option to score the lowest qualifying grade 'C' either by appearing at the next term-end examination or by working on a new set of assignments meant for the particular year. For example:**
 - a) If a student in a particular Course, say BPR-001 scores a 'C' grade for the term-end examination and 'D' grade for the Continuous Evaluation, then she/he will be considered as having passed in that Course.
 - b) If a student scores a 'D' grade for the term-end examination and a 'D' grade for the Continuous Evaluation, then she/he will be considered as failed in that course.
 - c) If a student scores a 'D' grade in the term-end examination, she/he will have an option either to score at least 'B' grade in the assignment of that course by submitting fresh assignment of next year or may reappear in the term-end examination to improve the score so as to get overall minimum qualifying 'C' grade.

Queries about dates and venues of counselling sessions should be addressed to your Coordinator or Regional Director. The list of Regional Centres along with their addresses is given at **Annexure-III**.

- i. Queries related to admission, change of option, registration, change of centre, identity card, fee receipt and bonafide certificates may be addressed to your Regional Centre. However, copies of the request for change of regional centre may also be marked to regional centre where the student would be transferred and to:

The Registrar, Student Registration Division
IGNOU, Maidan Garhi
New Delhi – 110 068.

- ii. Queries about the non-receipt/despatch of the course materials, assignments missing page(s)/ Unit(s) should be addressed to your Regional Director.

- iii. For queries related to examination, datesheet, result grade cards, re-evaluation write to:
Registrar, Student Evaluation Division
IGNOU, Maidan Garhi
New Delhi – 110 068.
- iv. Requisition for Migration Certificate may be sent to the Regional Director along with the following documents:
 - a) Application on a prescribed form obtainable from your Regional Centre or Student Registration Division, IGNOU, Maidan Garhi, New Delhi – 110068.
 - b) Attested copy of the Grade Card.
 - c) A fee of Rs. 200/- in the form of demand draft / IPO drawn in favour of IGNOU payable at New Delhi.

DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION AND DEVELOPMENT

DETAILED PROGRAMME STRUCTURE

- BPR-001 Panchayats in India: The Context**
- Block 1 Democratic Decentralization and Indian Constitution**
- Unit 1 Democratic Decentralization and Local Self-Government: Conceptual Framework
- Unit 2 Indian Constitution: Salient Features
- Unit 3 Fundamental Rights and Duties
- Unit 4 Directive Principles of State Policy
- Unit 5 Changing Federal Structure: Significance of Part-IX and Part-IXA
- Block 2 Evolution of Panchayats and the 73rd Constitutional Amendment**
- Unit 1 History of Panchayats: Pre-Independence
- Unit 2 History of Panchayats: Post-Independence Period
- Unit 3 Basic Features of the 73rd Amendment
- Unit 4 The 74th Amendment The Relation of the two Amendments
- Unit 5 Panchayats (Extension to the Scheduled Areas) Act, 1996
- Block 3 Panchayats: Institutions of Rural Local Government**
- Unit 1 The Governance System and the Panchayats
- Unit 2 Structural Aspects of Panchayats
- Unit 3 Development and Panchayat
- Unit 4 Functions and Resources of Panchayats
- Unit 5 Functionaries of Panchayats and the Role of Officials
- BPR-002 Decentralized Planning and Panchayati Raj**
- Block 1 Decentralized Planning : Concepts and Tools**
- Unit 1 Multi-level Planning for Economic Development and Social Justice
- Unit 2 Building up a Data Base
- Unit 3 Setting Objectives and Strategy of Planning
- Unit 4 Project Identification, Formulation and Selection Elementary Ideas
- Block 2 Sectoral Planning**
- Unit 1 Sectoral and Spatial Planning
- Unit 2 Sectoral Programmes under the 11th Schedule
- Unit 3 Making Panchayats the Focal Point of Coordination
- Unit 4 Integration with Local Plans
- Block 3 Local Level Planning**
- Unit 1 Survey of Resources and Mapping

- Unit 2 Preparation of Village Level Plans
- Unit 3 The Role of Gram Sabha
- Unit 4 Integration with Block Level Plans
- Unit 5 Integration with District Plans
- Unit 6 Role of District Planning Committees

BPR-003 Panchayati Raj Institutions and Anti-Poverty Programmes

Block 1 Programmes of Self-wage Employment and Rural Housing

- Unit 1 SGSY
- Unit 2 Mahatama Gandhi National Rural Employment Guarantee Act (MGNREGA)
- Unit 3 Indira Awas Yojana
- Unit 4 District Planning

Block 2 Other Development Programmes

- Unit 1 Backward Region Grant Fund (BRGF)
- Unit 2 Prime Minister's Rozgar Yojana (PMRY)
- Unit 3 Rashtriya Mahila Kosh

Block 3 Area-based and Other related Programmes

- Unit 1 Drought Prone Areas Programme & Desert Development Programme : Scope, Objectives and Strategies
- Unit 2 Rural Sanitation : Objectives, Strategy and Programme Components
- Unit 3 Wasteland Development and Social Forestry : Strategy and the Critical Role of Panchayats

BPR-004 Project Work

BPR-005 Basic Computer Literacy

Block – 1 Basics of Computer

- Unit 1 Introduction to Computers
- Unit 2 Network
- Unit 3 Operating System

Block 2 Basic Applications of Computers

- Unit 1 Introduction to MS Word
- Unit 2 Introduction to MS Excel
- Unit 3 Power Point Presentation

Block 3 Some Advanced Applications of Computers/Further Applications

- Unit 1 Internet Overview
- Unit 2 Pay Rolls
- Unit 3 Accounts

SCHEDULE FOR COUNSELLING SESSIONS

Course No.	No. of Counselling Sessions	Period*
BPR-001	6	Jan-March
BPR-002	6	Apr-May
BPR-003	6	Jun-July
BPR-004	6	May-Oct
BPR-005	6	August-Oct
Total	30	

- * The exact dates for the counselling sessions will be fixed by the Coordinator of the Study Centre. The counselling sessions which could not be held in their respective period may be held in the next period along with other sessions.

NAMES & ADDRESSES OF IGNOU REGIONAL CENTRES

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004 TRIPURA PH.OFF: 0381-2519391 / 2516266 FAX : 0381-2516266 EMAIL : rcagartala@ignou.ac.in	DR K S CHAKRABORTY, RD MS.NAMRATA HAGJER, ARD (SEL. GRADE)	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	AHMEDABAD RC CODE: 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD - 382481 GUJARAT PH.OFF: 02717-242975 -79 FAX : 02717-241580 EMAIL : rcahmedbad@ignou.ac.in	MS. AVANI TRIVEDI, RD (I/C) SH. VEDA KUMAR, AR	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) DAMAN (U.T.)
3	AIZWAL RC CODE: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZAWL - 796001 MIZORAM PH.OFF: 0389-2311693 / 2311692 FAX : 0389-2311789 EMAIL : rcaizawl@ignou.ac.in	DR. S.R. ZONUNTHARA, RD	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 UTTAR PRADESH PH.OFF: 0571-2700120 / 2701365 FAX : 0571-2402147 EMAIL : rcaligarah@ignou.ac.in	SH BHANU PRATAB, RD(I/C) SH. A.K. PANDEY, AR	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD AND RAMPUR)
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 EMAIL : rcbangalore@ignou.ac.in	DR. B.S.SUDHINDRA, RD DR. B.M. AGARWAL, DD MR. G.H. IMRAPUR, ARD (SEL. GRADE) MS. P.M. SOWJANYA, ARD SH. J. THIRUMURUGAN, AR	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
6	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE		STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA) <i>Note: Currently under Darbanga and Patna RCs</i>
7	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH PH.OFF: 0755-2578455 / 2578452 FAX : 0755-2578454 EMAIL : rcbhopal@ignou.ac.in ignoubhopal@rediffmail.com	DR. K.S. TIWARI, RD	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOKNAGAR, BETUL, BURHANPUR, DAMOH, 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 / FAX : 0674-2300349 EMAIL : rcbhubaneswar@ignou.ac.in	DR S K TRIPATHY, RD DR. S. MOHANTI, ARD MR. S.K. PANIGRAHI, ARD SH. R.K. RATH, AR (on deputation)	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)
9	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA 134 109 HAYRANA PH.OFF: 07172-2590208 FAX : 0172-2590279 EMAIL : rcchandigarh@ignou.ac.in	DRASHA SHARMA, RD DR. D.N. VERMA, AR	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU	DR S MOHANAN, RD DR. J.S. DOROTHY, ARD SH. Z.F. RAHMAN, AR SH. S. SENTHILRAJ, AR	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	COCHIN RC CODE: 14	PH.OFF: 044-22541919 / 22542727 FAX : 044-22542828 EMAIL : rcchennai@ignou.ac.in REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF: 0484-2340203 / 2348189 / 2330891 FAX : 0484-2340204 EMAIL : rccochoin@ignou.ac.in	DR.K S D NAIR, RD MS. SINDHU P. NAIR, ARD MR. T. KRISHNAN, ARD SH. N.V. SHREEDHARAN, DR	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KANNUR, KASARAGOD, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THRISSUR, WAYANAD), LAKSHADWEEP (U.T.)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
12	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA-846004 BIHAR PH.OFF: 06272-251833 FAX : 06272-253719 EMAIL : rcdarbhang@ignou.ac.in	DR S S SINGH, RD	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
13	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL PH.OFF: 0135-2789200 / 2789180 FAX : 0135-2789190 EMAIL : rcdehradun@ignou.ac.in	DR ANIL KUMAR DIMRI, RD DR. RANJAN KUMAR, DD SH. I.M. DHIWAN, AR	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFARNAGAR, BIJNORE)
14	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 DELHI PH.OFF: 011-26990082 / 26990083 FAX : 011-26990084 EMAIL : rcdelhi1@ignou.ac.in	DR. V.P. RUPAM, ARD (SEL. GRADE) DR. PURNENDU TRIPATHI, ARD DR. ABHIMANYU KUMAR, ARD SH. RAM KISHAN, AR	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN, R K PURAM, VASANTKUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G K, MALVIYA NAGAR, BHO GAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAMVIHAR, FRIENDS CLY., BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)
15	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 PH.OFF: 011-23392374 / 23392376 77 FAX : 011-23392375 EMAIL : rcdelhi2@ignou.ac.in	DR SANJEEV PANDEY, RD DR. D.B. DAMLE, DD MS. KUMUD VERMA, ARD DR. SIRAN MUKHERJI, ARD MR. MANORANJAN TRIPATHI, DR MR. RAJBIR SINGH RANA, AR	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOL PURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)
16	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 045 PH.OFF: 011-25088939 / 25088944 FAX : EMAIL : rcdelhi3@ignou.ac.in	DR A M SAKLANI, RD (I/C)	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTINAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA), STATE OF HARYANA (DISTRICT: GURGAON)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
17	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 31 A NATIONAL HIGHWAY, 5TH MILE BELOW MANIPAL HOSPITAL TADONG GANGTOK - 737102 SIKKIM PH.OFF: 0359-2270923 FAX : 0359-2212501 EMAIL : rcgangtok@ignou.ac.in	DR ILA DAS, RD	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM PH.OFF: 0361-2343785 / 2343786 / 2343783 FAX : 0361-2343784 EMAIL : rcguwahati@ignou.ac.in	DR. (MRS) VARDHINI BHATTACHARJEE, RD DR. SANJIB KUMAR KATAKY, DD	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
19	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH PH.OFF: 040-40266470 / 40266471 FAX : 040-40266759 EMAIL : rchyderabad@ignou.ac.in	DR B RAJAGOPAL, RD DR. D.R. SHARMA, DD SH. K.K. MOHAN, AR SH. GUJALAASHOK, AR	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOONNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	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 EMAIL : rcimphal@ignou.ac.in	DR. DANIEL JOSEPH KUBA, RD (I/C)	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
21	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110 ARUNACHAL PRADESH PH.OFF: 0360-2247536 / 2247538 FAX : 0360-2247537 EMAIL : rcitanagar@ignou.ac.in	DR S J NEETHIRAJAN, RD SH. MANOJ TIRKEY, ARD (On Study Leave)	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
22	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR, RAJSHEKHAR BHAVAN RANI DURGA VATI VISHVA VIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482001 MADHYA PRADESH PH.OFF: 0761-2600411 / 2600441 FAX : 0761-2609919 EMAIL : rcjabalpur@ignou.ac.in	DR. S. FIAYAZ AHMED, RD (I/C) (Not yet joined the duty) DR. U.C. PANDEY, DD (on EOL) SH. R.K. SONI, AR	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, AND UMARIA)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
23	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH.OFF: 0141-2785763 / 2785750 FAX : 0141-2784043 EMAIL : rcjaipur@ignou.ac.in	DR. S.N. AMBEDKAR, RD DR. MAMTA BHATIA, DD SH. ANSHUMAN UPADHYAY, ARD SH. B.L. MEENA, AR	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGOUR, PALI, PRATAPGARH, RAJSAMAND, SAWAI MADHOPUR, SIKAR, SIROHI, SRI GANGANAGAR, TONK, UDAIPUR)
24	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR PH.OFF: 0191-2579572 / 2546529 FAX : 0191-2546995 EMAIL : rcjammu@ignou.ac.in	ER. K.K. BHAT, RD DR. INDRANI LAHIRI, ARD SH. PAPPU SINGH SAPRIBAN, AR	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
25	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE		STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) <i>Note: Currently under Guwahati RC</i>
26	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06, SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA PH.OFF: 0184-2271514 / 2260075 FAX : 0184-2255738 EMAIL : rckarnal@ignou.ac.in	DR. ASHOK SHARMA, RD SH. AMIT KR SHRIVASTAVA, ARD (On Deputn.) SH. C. L. SHARMA, AR	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
27	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF: 01628-229993 / 237361 FAX : 01628-238284 EMAIL : rckhanna@ignou.ac.in	DR. SANTOSH KUMARI, RD SH. PRAMESH CHANDRA, ARD SH. TEJINDER PAL SINGH, AR	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
28	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR. SEC SCHOOL ROAD, KENUOZOU KOHIMA - 797001 NAGALAND PH.OFF: 0370-2260366 / 2260167 FAX : 0370-2260216 EMAIL : rckohima@ignou.ac.in	DR. T. IRALU, RD	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TIENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
29	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 FAX : 033-23347576 EMAIL : rckolkata@ignou.ac.in	DR SUJIT KUMAR GHOSH, RD MR. SANTANU KUKHERJEE, ARD MR. KAMAL KANT SAHAY, AR	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
30	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA PH.OFF: 06852-252982 / 251535 FAX : 06852-252503 EMAIL : rckoraput@ignou.ac.in	DR ABHILASH NAYAK, RD SH. K.C. DALAI, ARD (SEL. GRADE) SH. DHARMA RAO GONIPATI, ARD SH. SANZAYA PATEL, AR	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHATTISGARH (DISTRICT: BASTAR, NARAYNPUR, DANTEWADA, BIJAPUR)
31	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH PH.OFF: 0522-2746120 / 2745114 FAX : 0522-2746145 EMAIL : rclucknow@ignou.ac.in	DRAMIT CHATURVEDI, RD DR. ASHWINI KUMAR, DD DR. ANIL KUMAR MISRA, DD SH. MOHD. RAIS SIDDIQ, AR	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)
32	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 6625 018, TAMIL NADU PH.OFF: 0452-2380387 / 2380733 FAX : 0452-2370588 EMAIL : rcmadurai@ignou.ac.in	DR M SHANMUGHAM, RD DR. S. KISHORE, DD SH. P. NAMBOOTHIRIPAD, ARD SH. S. BALASUBRAMANIAN, AR	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
33	MUMBAI RC CODE: 49 No. of LSCs : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI -81 PH.OFF: 022-25633159 / 25635540 FAX : 022-25635540 EMAIL : rcmumbai@ignou.ac.in	DR M RAJESH, RD	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH AND RATNAGIRI)
34	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGAPUR 440033 PH.OFF: 0712-2022000 EMAIL : rcnagpur@ignou.ac.in	DR P SIVASWAROOP, RD	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
35	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 EMAIL : rcnoida@ignou.ac.in	DR GULAB JHA, RD DR. HEMA PANT, DD SH. N.D. SHARMA, AR	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
36	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM -403521 GOA PH.OFF: 0832-2462315 FAX : 0832-2414552 EMAIL : rcpanaji@ignou.ac.in	DR M S PARTHASARATHY, RD	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINDHDURG)
37	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 EMAIL : rcpatna@ignou.ac.in	DR. Q. HAIDER, RD MS. MONI SAHAY, ARD DR. D.P. SINGH, ARD	STATE OF BIHAR (DISTRICT: ARWAAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
38	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS PH.OFF: 03192-242888 / 230111 EMAIL : rcportblair@ignou.ac.in	DR S SRINIVAS, RD	PORT BLAIR (U.T.) (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
39	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 EMAIL : rcpune@ignou.ac.in	DR.KAMESHWARI MOORTY, RD DR. KALPANA S. GUPTA, DD MS. S.T. SHAMSU, ARD (SEL. GRADE) ON DEPUTN. SH. PARVEEN KUMAR, ARD SH. S.G. SWAMY, AR	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR)
40	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE R.NO 312 SECOND FLOOR NEW ADMINISTRATIVE BUILDING SDO JANGIPUR OFFICE COMPOUND RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 PH.OFF: 03483-271555 / 271666 EMAIL : rcraghunathganj@ignou.ac.in	DR S RAJA RAO, RD	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
41	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1, SHANKAR NAGAR RAIPUR - 492007 CHATTISGARH PH.OFF: 0771-2428285 / 4056508 FAX : 0771-2445839 EMAIL : rcraipur@ignou.ac.in	DR H SANGEETA MAJHI, RD SH. BIMAL CH. NANDA, ARD SH. Y.S. BHAMBULKAR, AR	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
42	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS, RAJKOT - 360005 GUJARAT PH.OFF: 0281-2572988 FAX : 0281-2571603 EMAIL : rcrajkot@ignou.ac.in	DR S GANESHAN, RD SH. J.B. DHABI, AR SH. SANJEEV KR. VARMA, AR	STATE OF GUJRAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
43	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022 JHARKHAND PH.OFF: 0651-2244688 / 2244699 / 2244677 FAX : 0651-2244400 EMAIL : rcranchi@ignou.ac.in rdranchi@ignou.ac.in	DR G N SHIV KUMAR, RD DR. SARAH NASREEM, ARD (EOL) SH. ARVIND MANOJ KR. SINGH, ARD DR. MOTI RAM, ARD SH. G.Z. AYOUB, DR SH. AJAY LAKRA, AR	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR, KHUNTI, RAMGARH)
44	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLANG SHILLONG - 793 014 MEGHALAYA PH.OFF: 0364-2521117 / 2521271 FAX : 0364-2521271 EMAIL : rcshillong@ignou.ac.in	DR (MRS) DIDCY LALOO, RD SH. JOSEPH SOMI, ARD (SEL. GRADE) SH. K.D. HYNNECTWA, AR	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
45	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 EMAIL : rcshimla@ignou.ac.in	DR.D.B.NEGI, RD DR. JOGINDER KR. YADA, ARD SH. MOHAN SHARMA, ARD DR. V.B. NEGI, AR	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
46	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY SILIGURI - 734001 WEST BENGAL PH.OFF: 0353-2526818 FAX : 0353-2526819 EMAIL : rcsiliguri@ignou.ac.in	DR YONAH BHUTIA, RD DR. B. BHOWMIK, ARD	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
47	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF: 0194-2311251 / 2311258 FAX : 0194-2311259 EMAIL : rcsrinagar@ignou.ac.in	DR MIRZA NEHALAHMED BAIG, RD (I/C)	STATE OF JAMMU & KASHMIR (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
48	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM -695017 PH.OFF: 0471-2590300 / 2590600 FAX : 0471-2590700 EMAIL : rctrivandrum@ignou.ac.in	DR B SUKUMAR, RD SH. JOJY S. PATTATHIL, AR	STATE OF KERALA: (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
49	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF: 0542-2368022 / 2368622 FAX : 0542-2369629 EMAIL : rcvaranasi@ignou.ac.in	DR MANORMA SINGH, RD SH. SHER SINGH, ARD SH. BANMALI SINGH, AR	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDALI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
50	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA 520 001 ANDHRA PRADESH PH.OFF: 0866-2565253 / 2565959 FAX : 0866-2565353 EMAIL : rcvijayawada@ignou.ac.in	DR. M. KRISHNAIAH, RD (I/C) MR. PRAVEEN KUMAR. AR	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)

DECLARATION

I hereby declare that the project work entitled
.....(write the title
in Block letters) submitted by me for the partial fulfilment of the Diploma Programme in Panchayat
Level Administration and Development to the School of Continuing Education, Indira Gandhi National
Open University, (IGNOU) New Delhi is my own original work and has not been submitted earlier
either to IGNOU or to any other institution for the fulfilment of the requirement for any course of study.
I also declare that no chapter of this manuscript in whole or in part is lifted and incorporated in this
report from any earlier work done by me or others.

Place :

Signature :

Date :

Enrolment No. :

Name :

Address :

CERTIFICATE

This is to certify that Mr./Miss/Mrs. student of DPLAD from Indira Gandhi National Open University, New Delhi was working under my supervision and guidance for his/her Project Work for the Course BPR-004. His/her Project Work entitled which he/she is submitting, is his/her genuine and original work.

Place :

Signature :

Date :

Name :

Address of the Supervisor :

SOME FORMS FOR YOUR USE

In this section we are enclosing the samples of some forms, which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these-forms are provided in this programme guide in different sections.

The following forms are enclosed.

- I Assignment Remittance-cum-Acknowledgement Card
- II Requisition for Fresh Set of Assignments
- III Non-receipt of Study Material & Assignments
- IV Change of Programme of Study and Change of Medium of Study
- V For Rechecking of Result of the Term-end Examination
- VI For Re-evaluation of Answer Script
- VII Re-admission Form
- VIII For Improvement in Division/Class
- IX For Issue of Provisional Certificate
- X For Issue of a Duplicate Copy of University Diploma/Degree/Certificate
- XI For Issue of Migration Certificate
- XII Sample of Term-End Examination Form

Enrolment No.: Programme :

Name : _____

Course Code : _____ Medium : English/Hindi

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

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

Enrolment No. : Programme :

Name : _____

Course Code : _____ Medium : English/Hindi

S.No.	Assignment No.	FOR OFFICE USE ONLY
		Sr. No. : _____
		Signature of the receiver
		Date : _____
Signature of the Student		Seal
Date : _____		

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

If you change your address please complete the form using block capitals and indicating :

- Programme of Study
- Enrolment Number
- Name
- New or Corrected Address including Pin
- New Study Centre Code
- Choice for Medium of Study
- Date of Change

For change/correction of address and the change of Study Centre the form should be mailed to :

The Regional Director of your region.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE**

Programme Code

Enrolment Number Date Change effective from

Name

New Address

Town Pin

State State Code (See Code List 2 of Guide to Applicant)

Signature : _____ Date : _____

Existing Study Centre Code

New Study Centre Code :

NOTE : TWO FORMS ARE PRESENTED IN THIS PAGE. USE THE RELEVANT FORM ONLY.

Please read the instructions overleaf before filling up this form :



Appendix-II

**Indira Gandhi National Open University
New Delhi**

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	Assignments Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address

 PIN

Signature
 Date

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/title, Name of Semester/year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.
4. Submission of assignment within due dates is pre-requisite for appearing in the term end examination. You are, therefore, advised to submit your TMA at your Study Centre, within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. You can appear in term end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different study Centres for evaluation.

Please mail this form to Regional Director of your Regional Centre.

Form for Non-receipt of Materials

The Registrar
Material Production and Distribution Division
Indira Gandhi National Open University
New Delhi-110 068

SUBJECT: 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)

To,
Regional Director

Change of Programme: Rs.400/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course
 Change of Medium : Rs.200/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course
 Change of Courses: Rs.200/- for 2 or 4 credit per course Rs.400/- for more than 4 credit per course.
 This is permitted within 30 days from receipt of first set of course material.

SUB: **1. CHANGE OF PROGRAMME OF STUDY**
 2. CHANGE OF MEDIUM OF STUDY

Enrolment No.

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

1. Change of Programme : From to
2. Change of Medium : From to

Change of courses of study as per following details:

Courses Offered	From	To

Fee Details : Demand draft is to be made in the name of IGNOU payable at Delhi

Demand Draft No Dated

Amount Rs. Drawn on

Signature

Name

Address

.....

.....



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR RE-CHECKING OF RESULT OF THE TERM-END EXAMINATION

Name

Enrolment
Number

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

Address

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Name of Exam. Centre

Centre Code

Courses in which
re-checking of the Term-end
Exam result is Sought

Course Code

Name of the Course

.....

.....

.....

.....

.....

.....

FEE FOR RECHECKING OF RESULT

Fee is to be paid at the rate of Rs. 100/- per course.

DEMAND DRAFT: Draft is to be made in the name of IGNOU payable at Delhi.

DRAFT DETAILS:

1. Name of Bank
2. Place
3. Draft No.
4. Date
5. Amount

Date:

.....

Signature

Note: There is no provision for re-evaluation. Checking is done with reference to the grade/marks given in the Answer-book and the Award list. If there is any mistake on the part of the University, re-checking fee at the rate of Rs. 100 paid by the candidate will be refunded. Application Form for this purpose will normally be entertained within a period of 2 months of the declaration of the result.

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

Asst. Registrar (Exam. II)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
 MAIDAN GARHI NEW DELHI – 110 068**

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name:.....

Programme:.....

Enrolment No.

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

Address:

PIN:

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

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

Name of Exam Centre:.....

Centre Code:.....

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

Total amount paid Rs:.....
(Rs. 500/- per course/paper)

Bank Draft No.....(Issuing Bank).....

Signature of the student

Date:.....

NOTE:

- 1. The request for re-evaluation by the students 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 results will be calculated from the date on which the results are placed on the IGNOU website.*
- 3. After re-evaluation, the better of the two scores of original marks/grade and re-evaluated marks will be considered.*
- 4. The revised marks after the re-evaluation shall be incorporated in the student record and the revised Grade card/Marks sheet shall be sent to the students within one month from the receipt of the application.*
- 5. Re-evaluation is not permissible for the Projects, Practicals, Assignments, Seminar etc.*

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

Dy. Registrar (Exam-III)
(Student Evaluation Division)
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068

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

RE-ADMISSION FORM FOR ALL PROGRAMMES
(other than MP & MPB - Details as shown in Table-A)

1. Name & Address of the student

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

Email ID. _____ Mobile No. _____

2. Programme Code :

3. Enrolment No. :

4. Regional Centre Code :

5. Study Centre Code :

6. Details of course(s) not completed for which re-admission is sought (please enclosed a separate Annexure, if the table below is found insufficient).

Sl. 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 a 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 further references

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

P.S.

1. As per policy decision taken by the Academic Council at its 40th meeting held on 17.05.2007, BCA students registered in the pre-revised syllabus in Jan.1996, Jan.1997 & Jan.1998 batches are allowed to complete all the requirements for the award of BCA Degree by Dec. 2010 Term-end examination due to winding up of BCA (old syllabus); subject to remittance of pro-rata fees once again.
2. Similarly, students of stand alone MCA pre-revised syllabus and B.Sc.(Nursing) old syllabus are also allowed to complete all the requirements for the award of the respective Degree by Dec.2010 Term-end examination because of winding up of these programme; subject to remittance of pro-rata fee once again. However, MLIS old syllabus students would be allowed to complete all the requirements for the award of Degree by Dec.2009 TEE.
3. Besides above, BCA (revised syllabus) students admitted in July 1998 and up to Jan. 2002 batches, either in stand alone BCA programme or under Integrated MCA Programme are also eligible to complete all the requirements for the award of Degree of BCA and/or MCA; subject to revalidation of the left-over courses up to Dec. 2010 by remitting the pro-rata fees once again, in lump-sum.
4. No term-end examination will be conducted after Dec. 2010 TEE for the courses of BCA (old syllabus) as well as MCA (old syllabus).

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, 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 Exam.
1st to 31st October for December Term-end Exam.

1. Name

2. Programme: Enrolment No:

3. Address

.....

..... Pin Code

4. Term-end examination, in which programme completed June and 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 CODE	COURSE CODE
	1.	4.
	2.	5.
	3.	

6. Fee details:-
(The fee for this purpose is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi).

No. of Course(s) X 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 completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/ Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria:-
 - a) The students mentioned at 1(a) above in June 2008.
 - b) The students mentioned at 1(b) above in June 2008 or December 2008.
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. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
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. Students wishing to improve their performance should submit the application in the prescribed format alongwith fee @ Rs. 500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-

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

11. On the top of the envelope containing the prescribed application form,

Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

SE Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR THE ISSUE OF A PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

**The Registrar (SED),
IGNOU,
Maidan Garhi,
New Delhi-110068**

Date

.....
Signature

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068****FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE**

Note: For Instructions, please see reverse.

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

Sir,

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

The prescribed fee of Rs. 500.00 is submitted herewith.

The required particulars are given below:

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

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

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

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

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

Yours faithfully.

Signature of the Student

Postal Address _____

Date:

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

**Signature of Regional Director
With Stamp**

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

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

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

I _____ Son/Daughter of Shri _____
resident of _____

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

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

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

Deponent

Signature _____

Address _____

Verification

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

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name
2. Father's Name
3. Address..... PIN.....
4. Particulars of last examination

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

5. Name of the Regional Centre and Study Centre to which the Candidate attached

6. Name of the University to which the candidate wants to migrate

<u>Draft Details</u>		
Amount Rs. _____	D.D. No. _____	Date _____
Bank Name & _____	Place of Issue _____	

(To be filled in by the Admissions Division)

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

Date _____ Dealing Assistant _____ Section Officer _____

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

Received the Migration Certificate No. _____ dated _____

Dated _____

INSTRUCTIONS

1. A fee of Rs. 200/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre City.
2. At the time of submission of the application for issue Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issue on payment of Rs. 200/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, son/daughter of..... resident
ofhereby solemnly declare that the
Migration Certificate No.....dated.....issued
to me by theto enable me to join..... University
has been lost and I did not join any other University on the basis of the same nor have I submitted the same
for joining any other University”.

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 September to 30 September	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 October to 20 October	₹ 300/-	
21 April to 30 April	₹ 500/-	21 October to 31 October	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 November to 15 November	₹ 1000/-	

Before submitting the examination form please ensure that:

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

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

PLEASE NOTE :

Examination fee per course is - ₹ 60/- (Examination fee once paid will not be refunded/adjusted in any case)
 Examination form to be submitted at - Regional Centre under which your examination centre falls
 Demand draft to be made in favour of - IGNOU and payable at the city where submitting the exam form

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

Date _____

(Signature of the student)

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

Phone No. (O) _____

(with STD code)

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

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

Centre Code _____

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

Date _____

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)

Prof. Parvin Sinclair Chairperson & PVC	pk Sinclair@ignou.ac.in
Ms. Neena Jain EMPC Regional Services Division Committee against Sexual Harassment (RSDCASH)	neenajain@ignou.ac.in
Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, SSC	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library IGNOU Committee against Sexual Harassment (ICASH)	sur.mittimani@gmail.com
Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal DR. Admin Div.	vsonal@ignou.ac.in
Mr. K. K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasingh@ignou.ac.in

NOTES

SOCE/IGNOU/P.O. 1.5T/Apri, 2011