

**Diploma in Creative Writing in English
(DCE)**

PROGRAMME GUIDE



School of Humanities

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110068

DIPLOMA IN CREATIVE WRITING IN ENGLISH

Programme Code	:	DCE
Eligibility	:	10+2 or equivalent examination passed or 20 years of age or more at the time of admission.
Duration	:	Minimum: 1 year Maximum: 4 years
Fees	:	Programme Fees including Registration Fees : <u>Rs. 3800/-</u>
Academic Sessions	:	January to December and July to June
Term end Examination	:	For January session in the month of December and for July session in the month of June of the following year.
Compulsory Courses	:	DCE-1 } 4 credits DCE-6 } 4 credits (Project)
Electives	:	DCE-2 } DCE-3 } 4 credits each DCE-4 } DCE-5 }

Course 1 and 6 are compulsory and the student can opt for any 3 from the rest.

Course Coordinators : Prof. Neera Singh. Phone No. : 011-29572786
Prof. Malati Mathur. Phone No. : 011-29572783

The **Project proposal** for DCE-6 should be sent by **30th June** for the January session and **30th December** for the July session to the Director, School of Humanities and the completed **Project Report** should be sent to the Registrar, Student Evaluation Division, Block 12, IGNOU, Maidan Garhi, New Delhi-110068 by **30th November, for the January session and 30th May for the July session.**

Important: Please attach the approved project proposal and a self attested Certificate of originality to your Project Report when you submit it for evaluation to Student Evaluation Division (SED).

While sending the project proposal to the School of Humanities, don't forget to mention your name, complete address and enrolment number. The address of the School is as follows:

The Director
School of Humanities
Block F, Academic Complex,
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068
Phone: 011-29572752, 011-29572753

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1. THE UNIVERSITY

1.1 Introduction

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

- democratise higher education by taking education to the doorsteps of the learners,
- provide access to high quality education to all those who seek it, irrespective of age, region, or formal qualifications,
- offer need-based academic programmes by giving professional and vocational orientation to the courses,
- promote and develop distance education in India,

1.2 Prominent Characteristics

IGNOU has certain unique features such as:

- national jurisdiction
- flexible admission rules
- individualised study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- cost-effective programmes
- modular programmes
- resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations
- socially and academically relevant programmes based on learner needs analysis

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the Commonwealth
- Establishment of Distance Education Council (DEC) for the coordination and determination of standards of Distance Education systems in the country
- Recognition as a Centre of Excellence in Distance Education by the Commonwealth of Learning (1993)
- Establishment of a Staff Training and Research Institute in Distance Education (STRIDE) with support from the Commonwealth of Learning (COL)
- Award of 100 Fellowships by COL as Rajiv Gandhi Fellowships to enable candidates from 19 countries in the Commonwealth to pursue IGNOU Programmes.
- Launching of an IGNOU-ISRO joint channel for organising a one-way video, two-way audio teleconferencing (1993-94)
- Taking IGNOU programmes to Africa, West Asian countries, Maldives, Mauritius, Nepal and Seychelles.
- Award of Excellence for Distance Education materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hours Educational Channels 'Gyan Darshan I, II, III' and 'Kisan Channel' with IGNOU as the nodal agency for these channels with regular transmissions from the studios at the Electronic Media Production Centre (EMPC), IGNOU.

1.4 The Schools of Studies

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

1. School of Computer & Information Sciences
2. School of Continuing Education
3. School of Education
4. School of Engineering & Technology
5. School of Health Sciences
6. School of Humanities
7. School of Management Studies
8. School of Sciences
9. School of Social Sciences
10. School of Law
11. School of Agriculture
12. School of Journalism and New Media Studies
13. School of Gender and Development Studies
14. School of Tourism, Hospitality and 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

1.5 Academic Programmes

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

- certification
- improvement of skills
- acquisition of professional qualifications
- continuing education and professional development at work place
- self-enrichment
- diversification and upgrading of knowledge, etc.

1.6 Instructional System

The University follows the multi-media approach in imparting instruction to its learners. It comprises:

- Self-instructional printed course material packages
- Assignments for assessment and feedback
- Supporting audio-video programmes
- Face-to-face interaction with academic counsellors at Study Centre
- Practicals at designated institutions
- Project work in some programmes
- Work-related field projects/Functional assignments as per Programme requirements
- Telecast of video programmes on Gyan Darshan

- Broadcast of audio programmes on Gyan Vani
- Teleconferencing (with one-way video and two - way audio facility) and also two way video facility.

1.7 Course Preparation

Experts drawn from different Universities/Institutions, **all over** the country as well as in-house faculty specially prepare the learning material. This material is scrutinised by the content experts, supervised by the **faculty** /unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video compact discs (VCDs) are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally despatched to the Study Centres and telecast on Gyan Darshan.

1.8 Credit System

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

1.9 Student Support Services

In order to provide individualised support to its learners, the University has a number of Study Centres throughout the country. These are co-ordinated by (40 Regional Centres) Regional Centres and 10 Recognised Regional Centres as of date. At the Study Centres, the learners interact with the Academic Counsellors and other students, refer books in the Library, watch/listen to video/audio cassettes and interact with the coordinator on administrative and academic matters.

Learners may seek the help of following University functionaries for sorting out the problems indicated:

- For admission, change of option, registration, change of centre, identity card, fee receipt and bonafide certificates, write to your Regional Director.
- For non-receipt of study material and assignments, write directly to **Regional Director of Concerned Regional Centre**.
- For queries relating to examination, datesheets, results, grade card, re-checking, change of elective write to Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110068.
- For Migration Certificate, requisition may be sent to the **Regional Director** along with the following documents:
 - Application (Proforma can be obtained from the Head Office)
 - Attested Copy of the Marksheet
 - A fee of Rs. 400/- through a demand draft drawn in favour of IGNOU, payable at New Delhi.

1.10 Programme Delivery

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

The University follows a multimedia approach for instruction. It comprises:

- Self-Instructional Written Material:** The printed study material (written in self- instructional style) for both theory and practical components of the programmes is supplied to the learners in batches or blocks for every course (on an average 1 block per credit). A block in the form of a booklet usually comprises 4 to 6 units.

- b) **Audio-Visual Material Aids:** The learning package contains audio and video CDs that have been produced by the University for the understanding and enhancing of the printed course material given to the learner. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video CDs are screened at the study centres during specific sessions that are duly notified to the learners. The video programmes are telecast on National Network of Doordarshan and Gyan Darshan. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes they are interested in from their study centers. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the learners periodically. Audio programmes are broadcast in some selected states through radio stations and Gyan Vani FM Stations. Information about these would be available at the Regional Centres.
- c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centre. These are mostly held during the nonworking hours of the host institutions of the study centres.
- d) **Practicals/Project Work:** Some Programmes have practical/project components. Practical are held at designated institutions for which schedule is provided by the Study Centre. Attendance at practicals is compulsory. Keeping in tune with the flexibility as regards choice of time for study one may skip practicals during a year but for doing it in a subsequent year or in order to have a repeat exercise additional fee determined by the University has to be paid. For project work, study centres will provide the necessary guidance but the learner will have to manage his/her own resources.
- e) **Gyan Darshan:** The New Exclusive Educational TV Channel of India: IGNOU in collaboration with Doordarshan now has an exclusive Educational TV Channel called Gyan Darshan. It is available through the Cable TV Network. The Channel telecasts educational programmes 24 hours a day. Apart from the IGNOU Programmes, the channel also telecasts programmes produced by various national educational institutions. You should try to access it through your Cable Operator. The schedule of programmes with time and dates is sent to all study centers a month in advance. Please obtain a copy of the same from your study center. The schedule is also printed in the IGNOU Newsletter six months in advance. Learners receive the Newsletter twice a year.
- f) **Interactive Radio Counselling:** The University has started interactive radio counselling through All India Radio Network all over the country. You can participate in it by tuning into your area Radio Station. Experts from all disciplines are available for this counselling. Learners can put across their questions to the experts through the telephone. The telephone numbers are announced by respective Radio Stations and the toll free number is: 1800 112345. This counselling facility is available, every Sunday between 1600 and 1700 hrs from 189 Radio Stations in the country. The toll free number however has been provided only from select cities.
- g) **Gyan Vani:** The Educational FM Radio of India was launched in November 2001 for education and development and operates through several FM stations in 40 cities and towns across India. EMPC is the nodal agency for implementing this project. As many as 10 FM Radio Stations at Allahabad, Bangalore, Bhopal, Chennai, Coimbatore, Delhi, Kolkata, Lucknow, Mumbai and Vishakapatnam, are already on air. The detailed schedule of broadcasts can be accessed at IGNOU, EMPC - Gyan Darshan website: <http://www.ignou.ac.in/gyandarshan%scindex.html>

1.11 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a three tier system of evaluation.

1. Self-assessment exercises within each unit of study.
2. Continuous evaluation mainly through assignments which are either tutor-marked or computer marked, practical assignments and seminar/workshops.
3. The term-end examination/project work.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to send tutor marked assignment responses to the concerned Coordinator of the Study Centre to which s/he is attached. The tutor-marked assignments (TMA) are given 30% weightage and the term-end exams are given 70% weightage.

IGNOU uses the system of "Grading" for evaluating learners' achievement (assignment responses, project work, etc.) on a five-point scale, using letter grade A, B, C, D, E. The notional correlates of the letter grades are as follows:

Letter Grade	Qualitative Level	Point Grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Satisfactory	2
E	Unsatisfactory	1

In the overall computation, s/he must have a 'C' grade in each course to claim a diploma/degree.

2. UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of year of Registration.

2.1 Reservation

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

2.2 Scholarships and Reimbursement of Fee

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

Physically Handicapped learners admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government, Directorate of Social Welfare or the office of the Social Welfare Officer and submit the filled-in forms to them through the Regional Director concerned.

Similarly, SC/ST and other Backward Class learners have to submit their scholarship forms to the respective State Directorate of Social Welfare or Office of the Social Welfare Officer through the concerned Regional Director of IGNOU for reimbursement of programme fee.

2.3 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However in cases where University denies admission, the programme fee will be refunded after deduction of registration fee through A/c Payee Cheque Only.

2.4 Change of Elective

Change in Elective is permitted within one month of first receipt of study material in the first year only on payment of Rs. 300/- per course for a 4 credit course or part thereof, by Demand/Draft drawn.

in favour of IGNOU payable at New Delhi. Letters requesting a change of elective are to be addressed to Registrar Student Registration Division, IGNOU, Maidan Garhi, New Delhi- 110068. The Learner is required to return the study material already received to the Registrar, Material Production and Distribution Division (MPDD), by registered post or in person along with the request for change of Elective/Course.

2.5 Change/Correction of Address

There is a printed card for change/correction of address that is despatched along with the study material. In case there is any correction/change in the address the learners are advised to make use of the printed card in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the learners signature to the Student Registration Division, Maidan Garhi, New Delhi 110068. Requests received directly will not be entertained. The form for change of address can also be downloaded from the IGNOU website www.ignou.ac.in. Learners are advised not to write letters to any other officer of the University in this regard. It normally takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to get the mail re-directed to the changed address during this period. In case a change of Study Centre is desired, learners are advised to fill the proforma and address it to the Regional Centre concerned. Counselling facilities are not available for all Programmes at all the centers. As such, learners are advised to make sure that counselling facilities are available, for the subject he/she has chosen, at the new center opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of address and Study Centre are not permitted until admissions are finalized.

2.6 Change of Region

When a learner wants transfer from one region to another, s/he has to write to that effect to the Regional Centre from where s/he is seeking a transfer marking copies to the Regional Centre where s/he would like to be transferred to and also to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi -110 068. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is shifting to under intimation to the Registrar, Student Registration & Evaluation Division and the Learner.

2.7 Validity of Admission Lists

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

2.8 Incomplete and Late Applications

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

2.9 Simultaneous Registration

Learners who are already enrolled in a programme of one year or longer duration can also simultaneously register for any Certificate Programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule of the two programmes registered for, the University will not be in a position to make any adjustments.

2.10 Disputes on Admission & other University Matters

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

WHOM TO CONTACT FOR WHAT

1. Identity Card, Fee Receipt, Bonafide Certificate: Concerned Regional Centre
2. Non-receipt of Study Material and Assignments: Concerned Regional Centre
3. Examination Date-Sheet: Assistant Registrar, (Exam II), Student Evaluation Division, Division SED, Block 12, IGNOU, Maidan Garhi, New Delhi-110 068
4. Result Checking Grade Card and Provisional Certificate: Deputy Registrar, (Exam III), Student & Evaluation Division SED Division, Block 12, IGNOU, Maidan Garhi, New Delhi-110 068
5. Non-reflection of Assignment Grades: Assistant Registrar, SED Division, Block 12, IGNOU, Maidan Garhi, New Delhi-110 068
6. Change of Electives: Assistant Registrar, (Evaluation III), SRD Division, Block 12, IGNOU, Maidan Garhi, New Delhi-110 068
7. Purchase of Audio Tapes and Video CDs: Marketing Unit, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi-110 068
8. Academic Content, Approval of Project Proposal: Director, School of Humanities, Block F, Room # 1, IGNOU, Maidan Garhi, New Delhi-110 068
9. Submission of Project Report: Assistant Registrar, (Project) SED, IGNOU, Maidan Garhi, New Delhi-110 068
10. Student Support Services and Student Grievances: Deputy Director (SED Division), IGNOU, Maidan Garhi, New Delhi-110 068
ssc@ignou.ac.in
Phone #: (011) 29533869/29533870/
29533129
Fax #: (011) 2953
10. Original Diploma/Degree: Deputy Registrar (Exam I), SED Division, Block 12, IGNOU, Maidan Garhi, New Delhi-110 068

3. DIPLOMA PROGRAMME IN CREATIVE WRITING IN ENGLISH (DCE)

3.1 School of Humanities

The School of Humanities offers a number of academic programmes pertaining to Certificates, Diplomas and Degrees. At present the School Offers Ph.D Programmes in English & Ph.D in Hindi, Master's Degree Programme in English (MEG) and Hindi (MHD), B.A. in English and Hindi and Urdu, Diploma Programme in Creative Writing in English (DCE), Certificate Programme in Teaching English as a Second Language, Certificate Programme in Functional English (CFE), a Post Graduate Diploma in Book Publishing (PGDBP) and a certificate in Urdu, Diploma in Urdu Programme.

3.2 Aims of DCE

The Diploma Programme in Creative Writing in English provides understanding, skills and professional knowledge about the art of writing and develops the creative ability of those interested in a professional career as a freelance writer. The curriculum is structured to impart instruction in progressive stages so as to ensure that a learner can assimilate information about a writer's art and develop his/her creative ability. This Programme includes training in writing skills in relation to feature articles (women's issues, book reviews, etc), writing short stories, scripts for TV/Radio, and writing poetry.

The Diploma in Creative Writing in English comprises two compulsory and four elective courses. Each course is of 4 (four) credits.

The overall scheme of courses is as follows :

Compulsory Courses (Two)

DCE 1 : General Principles of Writing

DCE 6 : A Writing Project

A learner registered for the DCE programme is required to undertake a project in an area of Creative Writing of his/her special interest. The Faculty of English should have approved the project proposal. It may be on any area of creative writing such as fiction (a novella or a set of short stories), verse (a set of poems), a set of features/articles, scripts for either Radio or TV or a judicious combination of these.

Elective Courses (Choose Any Three)

DCE 2 : Feature Writing

DCE 3 : Short Story

DCE 4 : Writing for Media - Radio & Television

DCE 5 : Writing Poetry

The Diploma will be awarded to the candidates on successful completion of all the five courses. However, certificate of completion in one or more successfully completed courses may be awarded to students who do not wish to, or are unable to, complete all the five courses required for the diploma within a span of four years.

3.3 Eligibility Criteria

All applicants with a 10+2 pass will be admitted.

Anyone without 10+2 but 20 years old and above will also be admitted

3.4 Duration

Minimum : 1 Year

Maximum : 4 years

3.5 Fee Structure

The fee for the entire DCE programme is Rs. 3800/- including the Registration fee and it should be paid through online mode at ignou website : www.ignou.ac.in

3.6 How to Go About the Programme

IGNOU provides a great deal of flexibility in choosing courses, in deciding when to complete the programme and in taking the exams according to one's convenience. You must make full use of these options. The session beginning in January ends in December and the session beginning in July ends in June of the next year and you may complete it in a minimum duration of one year or extend it to a maximum period of four years. You may take the term end exams in December for January session and June of the next year for the July session. If you wish to complete the programme within one year, you must submit your project proposal by June 30th. You must also complete your project report and submit it for evaluation to Student Evaluation Division at the IGNOU Headquarters before November 30th of that year.

Please remember that you can only take the Term-End Exam (TEE) if you have submitted all your assignments. It is essential to submit your assignments to the Study Centre of the Regional Centre assigned to you. If you do not wish to complete your programme within the minimum period of one year, you may do so in four years but please remember that you must submit fresh assignments for that year. The old assignments will not be accepted in the following year. If you wish to receive fresh assignments, please write to MPDD, for the same.

3.7 Delivery Channels

Print Material

Each COURSE consists of 4 booklets called BLOCKS. For every block there is a number, code and a title. Each block consists of 4 lessons called UNITS. Like blocks, each unit has a number as well as a title. The units in a block and various blocks in a course have been organised in a sequential manner. The sequencing has been done keeping in mind the prior knowledge that you must possess to appreciate a given unit.

Audio Video Materials

To enrich your understanding of creative writing skills further, AUDIO and VIDEO CDs supplement each course. These tapes will be made available to you at your study centre along with other tutorial facilities.

The contents of the various audio and video CDs in each course have been devised to blend with the print material.

3.8 Evaluation

- i) Continuous evaluation - 30%
- ii) Term-end examination - 70%

Continuous evaluation is related to the assignments that each student has to submit for being eligible to appear for the Term-End Examination. Every student has to complete and submit assignments before s/he can take the Term-End Exam. The evaluation of the students in continuous evaluation and term-end examination will be based on both marks and grading system. The grade system is as follows:

Letter Grade	Evaluation	Marks	Percentage in Marks
A	Excellent	5	80% and more
B	Very Good	4	60% and more but less than 79.9%
C	Good	3	50% and more but less than 59.9%
D	Satisfactory	2	40% and more but less than 49.9%
E	Unsatisfactory	1	less than 40%

In order to complete the programme successfully the student must score minimum D grade in all assignments and term-end exams. However, the over all grade in each course should be C or 50%. **Please note that in your Project you must score 50% or C grade.**

Assignments

The main purpose of assignments is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously. Each course will have one assignment. The assignment booklet will be sent to you separately. The last date for submission of assignment is **31 March** for July Session and for January Session **30th September** every year.

Term-End Examinations

Term-end examination is another component of the evaluation system. Term-end examination carries 70% weightage in the final result. The University conducts term-end examinations twice a year i.e.; in June and December.

4. DCE PROGRAMME STRUCTURE

The Diploma in Creative Writing in English (DCE) offers two compulsory and four elective courses. Each course has a course code; namely DCE-1, DCE-2, etc. as well as a title. The following table presents the overall scheme of the courses:

Programme	Course Status	Course Code	Credit	Course Title
Diploma in Creative Writing in English	Compulsory (2 courses)	DCE 1	4	General Principles of Writing
		DCE 6	4	A Writing Project:

You are required to write a report on a subject of your special interest duly approved by the Faculty of English, School of Humanities. The project may be in any area of creative writing such as fiction (a novella or a set of short stories), verse (a set of poems), a set of

**Electives
(Any 3 Courses)**

DCE 2 4

feature articles, scripts for either Radio or TV or a judicious combination of the above.

Feature Writing

DCE 3 4

Short Story

DCE 4 4

Writing for Media-Radio and Television

DCE 5 4

Writing Poetry

Note: You will be required to complete the two compulsory courses and any three elective courses of your choice to obtain the Diploma in Creative Writing in English.

4.1 Course Description

Credit : Each course is of 4 credits. You require 20 credits to qualify for the Diploma.

Course 1 (Compulsory) : General Principles of Writing

The first three blocks of this course will introduce you to the essentials of the art of creative writing. In the fourth and last block you will be familiarised with the requirements of preparing a manuscript for a publisher.

Course 2 : Feature Writing

Writing features/articles can be a paying hobby. Any feature writer must be aware of his/her reader's interests as well as the demands of the publication for which s/he is writing. In this course, you will receive guidance on how to write book reviews, travel articles and interviews. You will also learn to handle sensitive human issues such as writing about women.

Course 3 : Short Story

Most of you have, at some time or the other, wanted to write or have written a short story. This course, first discusses the elements of plot, character, atmosphere and narration that constitute the structure of a story. Then you learn the complexities of developing a detective story and how to write for children. These two again are areas that offer a very wide scope to the aspiring writer. Finally, you will learn about contemporary styles, thematic concerns and language usage which will make your story vibrant with meaning.

Course 4 : Writing for Media-Radio and Television

It is divided into two parts. Writing for Radio and Writing for Television. This updated course incorporates latest developments in the electronic media and is basically an introduction to the field of script writing for those media.

Course 5 : Writing Poetry

There are no rules for writing poetry. This course explains how a poem is created from the reality of a poet's life and surroundings. The themes, structure, symbolism and language rhythms, as they occur in well-known poems, have been examined to give you an inside view of the poetic experience.

Course 6 : Writing Project

This course enables you to put into practice what you have learnt. There are no print materials for it. However, we have provided detailed information about this course elsewhere in the Programme Guide. The experts at the Extended Counselling Programme will provide you more information on the topic.

4.2 Course Structure Block wise and Audio-Video Programmes

The following tables present the course-wise organisation of the print materials along with audio and video CDs

Course Code: DCE 1
(Compulsory)

Course Title: General Principles
of Writing

Print Material
Block and Unit

Audio Tapes

Video CDs

Block 1 FUNDAMENTAL NORMS OF WRITING

Units

- | | | |
|---|---|---|
| 1. Introduction | 1. Introductory Programme On Courses | 1. Creative Writing: An Introduction |
| 2. How to Achieve Lucidity and Directness | 2. Fundamental Norms of Writing | 2. Expressions in Creativity |
| 3. Authenticity and Credibility | 3. Criticism and Creativity: A Personal Statement | 3. <i>M. V. Venkatram</i> An Interview |
| 4. Authorial Voice | 4. The Craft of Fiction | 4. Principles of Creative Writing |
| | | 5. <i>Ranga Rao on</i> Principles of Creative Writing |
| | | 6. Dramatisation of Ideas |

Block 2 STRUCTURE OF MATERIAL

Units

1. Genesis of Themes: Preparation for Writing
2. Opening
3. Building a Climax
4. Appropriate Ending

Block 3 DRAMATISATION OF IDEAS

Units

1. Situations
2. Dialogues and Monologues
3. Imagery and Symbols
4. Readability

Block 4 PREPARING A PRESS COPY

Units

1. Proof-reading
2. Editing
3. Footnoting and Reference
4. Indexing

Print Material
Block and Unit

Audio Tapes

Video CDs

Block 1 WRITING ABOUT WOMEN

Units

- | | | |
|--|---------------------------------------|------------------------|
| 1. Identifying Significant Topics | 1. Introductory Programme on Course 2 | 1. Writing about Women |
| 2. Investigation and Personal Interview | | |
| 3. Familiarity with Allied Subject Matter | 2. Travel Writing | |
| 4. Writing About Women : Drawing Conclusions | | |

Block 2 BOOK REVIEWS

Units

1. Reviewer's Integrity
2. Acquaintance with Other Works on the Subject
3. Assessment of a Book Under Review in Terms of Subject, Style and Relevance
4. Evaluative Judgement

Block 3 TRAVEL WRITING

Units

1. Background Material
2. Locating an Appropriate Subject
3. Technique of Travel Writing
4. Allied Material-Photographs and Sketches

Block 4 INTERVIEWS

Units

1. Preliminaries
2. Preparing Questions, Selecting Priorities
3. Use of Interview Equipment Audio- Video, Photographs, Extracts, etc.
4. Editing and Organisation

Course Code: DCE 3
(Elective)

Course Title: Short Story

Print Material
Block and Unit

Audio Tapes

Video CDs

Block 1 BASIC ELEMENTS OF A SHORT STORY

Units

- | | | |
|-------------------|--|--|
| 1. Plot/Structure | 1. Introductory Programme on Course 3 | 1. <i>Bapsi Sidhwa: An Interview</i> |
| 2. Atmosphere | 2. Basic Elements of A Short Story | |
| 3. Character | 3. Creative Experience of A Short Story Writer: Part 1 and 2 | 2. Writing for Children |
| 4. Narration | 4. 'My Experiences As A Creative Writer': An Interview | 3. In Conversation with <i>Khushwant Singh: An Interview</i> |
| | 5. Creative Experiences in Literature | |

Block 2 WRITING FOR CHILDREN

Units

1. Appropriate Themes
2. Fantasy
3. Transmission of Values
4. Language and illustration

Block 3 DETECTIVE STORIES

Units

1. Suspense and Atmosphere
2. Choice of Characters
3. Dialogue
4. Device of Multiple Clues

Block 4 EXPERIMENTAL STORIES

Units

1. Reversal of Traditional Modes: Anti-Hero
2. Anti-Plot
3. Open-Ended Narrative
4. Innovations in Style

Course Code: DCE 4
(Elective)

Course Title: Writing for Media-
Radio and Television

Print Material
Block and Unit

Audio Tapes

Video CDs

Block 1 WRITING FOR RADIO-I

Units

1. Radio and its Potential:
An Introduction
2. Types of Programmes: A Summary
3. Essential Production Techniques:
Adapting for Radio -The Spoken Word
4. Radio Talk and Profile

Block 2 WRITING FOR RADIO-II

Units

1. Radio Documentary
2. Radio Interviews and Discussions
3. Radio Plays
4. Writing for Children

1. Radio Plays

Block 3 WRITING FOR TV-I

Units

1. Television and its Potential:
An Introduction
2. Types of Programmes:
A Summary
3. Essential Production Techniques:
Adapting for TV
4. Plays and Serials

2. The Moving Image :
Writing for Audio-Visual Media

Block 4 WRITING FOR TV-II

Units

1. TV ADS
2. TV and Video Magazine
3. TV Documentary
4. Writing for Television: Children

Course Code: DCE 5
(Elective)

Course Title: Writing Poetry

Print Material
Block and Unit

Audio Tapes

Video CDs

Block 1 THEME

Units

1. Personae
2. Natural/Landscape

1. Introductory
Programme on
Course 5

1. Theme in Poetry
2. *Paul Farley*: Readings
3. *Keki. N. Daruwalla*:
On the Writing of Poetry

3. Sociological
4. Romantic

4. Poetry and Creative Experience: A Chat with Sukrita Paul
5. Kamala Das

Block 2 STRUCTURE

Units

1. Where to Begin, And How
2. Let's Write a Poem
2. Development of Theme
3. 'Renderings of a Bengali Poet' : A Discussion
3. Climax
4. End of A Poem

Block 3 IMAGERY AND SYMBOLS

Units

1. Symbols
2. Images
3. Use of Metaphor in Poetry
4. Avoiding Cliches
4. Imagery and Symbols
5. Creative Experience in Literature

Block 4 LANGUAGE AND RHYTHM

Units

1. Diction
2. Colloquialisms -Their Usage and Abuse
3. Metrical Structures
4. Innovations
6. *A.K.Ramanujan:*
A Poet of Perception

COURSE 6 - WRITING PROJECT (DETAILS)

Course Code: DCE 6
(Project)

Course Title: Writing Project

The details for your course work/project are given below;

a) Introduction

Course 6 is a Compulsory course in which the learner will have to prepare a Project which has two components (a) *Project Proposal* and (b) *Project Report*. You will be graded on your Project Report. Its purpose is to give you an opportunity to develop your creative talents in a disciplined manner.

The project, requiring a substantial amount of writing, will enable us to know how far your writing is publication worthy. You are expected to write approximately 20,000 words for your project. In the case of a project which consists of only a set of poems, this limitation will not apply.

b) Choice

- i) Novella - 20,000 words approximately
- ii) 8-10 Features/Articles
- iii) 8-10 Short Stories
- iv) 12-15 Poems of approximately 14 lines each

- v) Writing Scripts for either Radio or TV
- vi) Any other project on similar lines with the prior approval of the Faculty of English. **Book reviews are allowed if they do not exceed 20% of the total length of the project. This is because the emphasis has to be on creative writing. However, since there is a block on book - reviewing, a couple of book reviews may be included in a project which otherwise substantially deals with other forms of creative writing.**

c) **Receipt of Project Proposals at New Delhi**
(Address the proposal to)

June 30th for January Session and December 31st for July Session.

The Director, School of Humanities
IGNOU, Maidan Garhi, New Delhi-110068

(Your proposal should be sent to us directly marking a copy to the/Regional Director as well).

d) **Length of Project Proposal:**
500 words approximately

e) **Counselling for Project Proposal**

Your Counsellor will assist you in formulating your project proposal. Please contact your Coordinator for further information.

4.3 Planning Your Project Proposal

I) **For your project, you may choose anyone of the following areas:**

- i. Novella
- ii. Features/Articles
- iii. Short Stories
- iv. Scripts for Radio & T.V.
- v. Poems
- vi. Any other project on similar lines.

II) **Format of Project Proposal**

A Project Proposal (500 words) should consist of the following:

- i) **Title of the Project**
- ii) **Objectives:** What you propose to do in your project, and what you hope to achieve at the end (publication of your poems, for example, could be one of the goals)

State approximately how many stories, articles, poems, etc. you plan to write.

Give the title of each story, article or poem.

Make a brief statement (2 to 3 sentences) about the theme of each story, feature/article, poem etc.

- iii) **Methodology:** The method you wish to adopt in order to structure or organise your work: e.g., do you propose to write experimental stories or formula stories? How do you propose to go about your project in general.

- iv) Any remarks of a general nature comprising observations and comments.

III) Guidelines for Project Proposal and Project Report

i) Novella

The proposal should give some idea about the following: theme, approach (Formula, Experimental, Stream-of-Consciousness, etc). The novella itself should be 20,000 words approximately.

ii) Features/Articles

8-10 in number. Any single feature should not exceed 2,000 words. Make your features as diverse as possible. The title should specify the topic clearly. For instance, an article titled 'Environment' would be quite meaningless as it suggests too wide an area to be adequately covered in a single feature article. Environmental changes in the 'Doon Valley' would give the reader a better idea of what to expect.

A precise title will also provide a framework for your subject matter and prevent you from digressing. For instance in the article 'Environmental Changes in the 'Doon Valley', you might like to talk about the Silent Valley Project in Kerala, but the phrase 'Doon Valley' will keep reminding you that the major part of your article should not be about the Silent Valley.

Be sure of your point of view before you start writing, for this, you must also be sure of your target readership – children, women, general public, academics etc. You must also be aware of the policies of the journal, magazine, newspapers, etc., for which you are writing – its political and cultural orientation, for instance.

You must read various magazines and newspaper articles to get the feel and tone of the contemporary usage of the English language.

Avoid archaic words, and cliches, unless you can give them a fresh twist. Carefully observe the rules of grammar and syntax.

To make your features/articles readable and interesting, introduce humour, examples, illustrations, anecdotes, photographs, sketches, etc. Your factual information should be accurate. Remember, however, that the personal creative touch is more important than mere data and statistics. Do not make your project report into a research paper – always bear in mind the fact that your feature will be read by the lay reader rather than the specialist.

iii) Short stories

8-10 in number. You must give a 2-3 line statement of the theme of each story in your project proposal.

Stories can be of different types, each type requiring a slightly different approach. So, first you should decide whether you want to write formula stories, detective stories, experimental stories or children's stories. You may, of course, have a project which will be a combination of these types of stories. We give you a brief outline of each type below:

Formula Stories

A formula story usually is written or revolves around a well-defined plot based on an incident, culminates in a climax and resolves itself tragically or happily for the main characters. These characters are recognisable types, who often face dilemmas that arise out of stock social problems.

Detective Stories

Remember that your main task is to build up a sense of mystery and keep the suspense of the story at a steady pitch till the end. For this, unnecessary descriptions and details should be kept out as they

distract the reader from the focus of the story. The detective's character should be built up carefully. Secondary characters should be kept to a minimum to make the ending plausible. Relevant clues to the mystery should be presented throughout the story.

Experimental Stories

In such stories events are usually viewed through the subjective vision of the main characters. Memories intervene; life is seen as a ceaseless flow. Hence, such a story does not give importance to a plot, a proper beginning or a definite end. Rather, it highlights significant moments in the life of the protagonists, and leaves the story open-ended. The conclusion is not important. The language may be highly informal or even lyrical.

Writing for Children

Writing stories for children can be highly demanding, both in terms of content and design. Observe children. Try to keep close to the reality of their lives. Children appreciate a sense of humour. The vocabulary and sentence structure are also important for rapid and easy reading. Illustrations enliven any piece of writing for children.

iv) Scripts for Radio and/or TV

You can attempt scripts for either Radio or TV or both. (Writing for Radio and Writing for Television see item 3.8 of unit 3, Block 1 for radio format, and Unit I, Block 3 for TV format). A radio script can include a radio play, an illustrative talk with sound effects. You could attempt a serial adaptation of a novel or a radio profile (feature, magazine or even a documentary on a personality). You may include an interview – a spot interview, a field interview or a studio interview. You could identify a topic and present it in the form of a discussion with several participants and a moderator.

In case you wish to produce a script for a play, keep in mind the fact that appropriate sound effects will be needed to replace the visual elements and you would have to suggest them in your script.

While formulating your proposal,

- choose your area of interest with care - radio and/or TV
- then decide on your intention - education, information, entertainment, choose your topic/ programme.
- narrow it down to specifics - an adaptation, a series, a number of talks, a quiz programme
- decide on the word/time length - say 22 minutes and then formulate your proposal.

v) Poems

12-15 poems of approximately 14 lines each. You should give the central theme and image or symbol of each poem in your project proposal. Longer poems are not acceptable.

Go through the four blocks of your course materials first. They have been structured to identify and discuss the components of a poem.

Before you start writing, be sure of the form of your poem – will it be a lyric, a sonnet, or free verse? the meaning of a poem also conveys itself through its form.

Do you want your poem to tell a story, describe a scene, an emotion or an idea?

What is the overall mood of your poem? Build it up by the use of appropriate similes and metaphors and other kinds of imagery.

vi) **Any other project**

- Any other project on similar lines is permissible so long as it conforms to the format and is duly approved by the Faculty of English.
- Book Reviews are permitted; so long as they do not exceed 20% of the total length of the project;
- Combinations, judiciously balanced, are permitted. In case you wish to combine genres in your project report, it should include a fair representation of each kind. For example, a report could comprise 5 features and 5 short stories;
- Translation of poems, short stories etc. (into English) as a project, or part of it, will NOT be accepted.
- Travelogues, Biographics and Book-Reviews or Radio Interview alone cannot form an entire project.

IV) **SAMPLE PROPOSAL -This is what your proposal should look like:**

Title of the Project: THE FRAGMENTS

Objectives

The Project will consist of 5 short stories and 5 feature/articles I hope that ultimately I will be able to get some of my articles and stories published.

Methodology

Some of my stories will be formula stories others will be left open -ended. Some of my stories will employ the stream-of-consciousness technique. The atmosphere, setting and tone will suit the theme in each case. The day-to-day experience of living raises a number of questions. Problems encountered, topics deeply pondered, unfamiliar scenarios these will be presented in the form of feature articles, the aim being to evolve a well-rounded, unbiased picture of the situation. For this, I will conduct some on-the-spot interviews, read relevant material on the topic under discussion and then write these feature articles, presenting my personal point of view.

Stories

- 1) **Quirk of Circumstances:** Popular, erudite professor, but a tyrant at home, till an incident changes his life.
- 2) **The Mask:** A pretty and pleasant girl seems to behave oddly, all of a sudden. Her deceptive appearances are seen through in the course of events.
- 3) **The Dark Horizon:** Son of socialite parents, neglected, loner, stern upbringing makes him lean towards the pleasant hallucinations of heroin and opium ...
- 4) **The Reflections:** A number of persons are seen walking down a country road, they are being watched by someone. His reflections on the persons who move along the road form the main ingredient of the story.
- 5) **The Memories:** Anup recalls his friendship with Joseph on hearing the shocking news of the latter's suicide. A trail of memories follow.

Features

- 1) **Capitation Fee:** Can we entrust our lives and industries to those doctors and engineers who have "bought" their education 'through capitation fees?
- 2) **Poor Standard of Indian Sports:** Why is the standard of Indian sports so low? Why do other developing countries perform so much better than us? Is something wrong with our sports policies?
- 3) **Ecological Degradation:** In recent years, a great deal of damage has been caused to the natural environment. This needs to be stopped otherwise the consequences will be disastrous for the future generations.
- 4) **Growing Old:** The effect of the split in the joint family brings tremendous mental suffering to old persons who even though economically independent, require love and care.

- 5) **Singapore Revisited:** A glimpse into the scenic spots of the proverbial "Shopper's Paradise", and some of the many festivals that make up its cultural climate.

V) **MODALITIES FOR SUBMISSION OF PROJECT PROPOSAL AND PROJECT REPORT**

In any project undertaken for DCE-6, it is necessary to observe the following steps:

- i) Draft your Project Proposal as per the guidelines given above.
- ii) Submit your Project Proposal to Director, School of Humanities, send a copy, simultaneously to your Regional Director for information and records.
- iv) Your Proposal will be returned to you within **ten weeks** of its receipt with one of the following remarks:

'Approved'

'Approved conditionally' subject to observation of certain guidelines and modifications.

Re-do and re-submit to the Director (School of Humanities).

- v) All approved proposals must be attached with the completed project to enable the evaluator to check whether there is conformity with the proposed outline, suggested modifications, etc. Some projects have arrived in parts — 4 stories in one despatch and 4 features some weeks later. Please note that the entire report must be in one cover, and bound if possible, or at least tagged. It is of no use if you send your reports in parts—in fact, there is every chance of it getting lost.
- vi) Your report must be accompanied by a certificate that the work is original, has not been submitted elsewhere and embodies the writing done as part of Course 6. (Self certified)

(PLEASE RETAIN A COPY OF YOUR PROPOSAL BEFORE MAILING IT TO US FOR APPROVAL)

- vii) **Project Report** (Single copy) -If you wish to complete your Diploma within a year of the enrolment kindly submit your Project Report by the 30th November for December Term End result and 30th May for June Term End result.

— Submit your Project Report by Registered Insured post to:

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

Please note that —

- You will not be required to do any assignments or term-end examination for Course 6, i.e., you will only submit the Project Proposal, followed by the Project Report,
- The Project carries the weightage of a full course, (4 credits) and
- You must get a minimum C grade for your project. If you get a D, you would be required to revise the report,
- Please submit a typed and bound copy of the Project Report. Use A4 Size paper. Use one side only.

Term-End 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. Students enrolling in January session will be eligible for term-end examination in December of that year and students who enrol in July Session will be eligible to take the term-end examination in June next year.

• Examination Fee

Examination fee of Rs. 150/- per course is required to be paid online. Students can submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

• Examination Centre

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and prospectus/Programme Guide. In case any student wishes to take the examination at a particular centre, the code of the chosen centre should be filled up as the examination centre code. However, if the examination centre chosen by a student is not activated, the university will allot another examination centre under the same Region.

Date of submission of Examination Forms online mode

Period of Submission Term end exam December	Period of Submission Term end exam June	Amount of Late Fee	
5 th Sept - 5 th Oct	5 th March - 5 April	NIL	Online
6 th Oct - 20 th Oct	6 th April - 20 th April	Rs.500	Online
21 st Oct to 1 st Oct	21 st April - 30 th April	Rs.1000	Online
1 st Nov - 30 th Nov	1 st May - 30 th May	Rs.1000	By hand in hard copy along with demand draft to be submitted at concerned Regional Centres subject to the availability of Question Paper

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

1. remain in touch with your Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form fee if any;
2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
4. retain proof of mailing/submission of examination form till you receive examination hall ticket;

• Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students two weeks before the commencement of the Term-end Examination. The same can be downloaded from the University's website www.ignou.ac.in.

- **Early Declaration of Results**

Students who have got offers of admission and/or have been selected for employment etc. and are required to produce mark-sheet/grade card by a specified given date may apply for early process of their answer scripts and declaration of the results for this purpose. The students are required to apply in the specified format available on the University website with a fee of Rs. 1000/- per course through 'Bank Draft drawn' in favour of IGNOU along with the attested photocopy of the offer of admission/employment offer. The students can submit their requests for early declaration before the commencement of the Term-End Examination i.e., before 1st June and 1st December respectively. The University in such cases will make arrangements for processing the answer scripts and declare the results as a special case possibly in a month's time from date of examination.

- **Re-evaluation of Answer Script(s)**

The students who are not satisfied with the marks/grade secured by them in Term-end Examination can apply for re-evaluation within one month from the date of declaration i.e. the date on which the results are made available if on the University website on payment of Rs. 750/- per course in the prescribed application form available on the University website. The better of the two courses or original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records as applicable and the revised grade card/marks sheet will be sent to the students within one month from the receipt of application. Reevaluation is not permissible for Projects, Practicals, Assignments and Seminars etc.

YOUR PROJECT SHOULD BE YOUR ORIGINAL WORK AND NOT COPIED OR REPRODUCED FROM ANY OTHER SOURCE. WE ARE STRICTLY AGAINST WORK BEING PLAGERISED AND YOUR ENROLMENT MAY BE CANCELLED, IF IT IS DISCOVERED THAT YOUR WORK HAS BEEN COPIED—EVEN IN PARTS—FROM ANY SOURCE.

10. ADDRESSES & CODES OF REGIONAL CENTRES

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHJALA, UNOKOTI)
2	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481, GUJARAT PH.OFF : 02717-242975, 241579, 242976 FAX : 02717-241580 E-MAIL : rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)
3	AIZWAL RC CODE : 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10, ROPIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWL - 796012, MIZORAM PH.OFF : 0389-2395260, 2311692 E-MAIL : rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT : AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAJHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTAR PRADESH PH.OFF : 0571-2790120, 2701365 FAX : 0571-2402147 E-MAIL : rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P.NAGAR, KASHERAM NAGAR/KASGANJ, MAHAMAYA NAGAR, HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR AND SAMBHAL)
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 : 080-266-44848 E-MAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 RD FLOOR, SUMAN PLAZA, CENTRAL JAIL RD., TILKAMANJHI, BHAGALPUR-812001 BIHAR PH.OFF : 0641-2610055/2610066 E-MAIL : rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7.	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL-462 011 MADHYA PRADESH PH.OFF : 0755-2578455/ 2578452/ 2762524 FAX : 0755-2578454 E-MAIL : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJAIN)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR-751 013 ORISSA PH.OFF : 0674-2301348/2301250/2301352 FAX : 0674-2300349 E-MAIL : rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH)
9.	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ANANDA MAHAL, OLD ZP OFFICE, DR. B.R. AMBEDKAR CIRCLE, VIJAYAPURA-586101 KARNATAKA PH.OFF : 08352-252006 FAX : 08352-256005 E-MAIL : rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM AND DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA-134109 HARYANA PH. OFF : 0172-2590277, 2590278, 2590208 FAX : 0172-2590279 E-MAIL : rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11.	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 rd FLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI-600035 TAMILNADU PH.OFF : 044-24312766, 24312979 FAX : 044-24312799 E-MAIL : rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, PUDUCHERRY (U.T.))
12.	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF : 0484-2340203/2348189/2330891 FAX : 0484-2340204 E-MAIL : rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
13.	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK, DARBHANGA-846004, BIHAR PH.OFF : 06272-251833,251862 FAX : 06272-253719 E-MAIL : rcdarbhang@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOOR KHERA, TAPOVAN, RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND PH.OFF : 0135-2789200 FAX : 0135-2789190 E-MAIL : rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAVAT, BAGESHWAR) STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BUDNORE, SHAMLI (PRABUDH NAGAR))

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
15.	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 3-2-1 BLOCK- B 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI - 110 044 PH.OFF : 011-26990082, 26990083 FAX : 011-26990084 E-MAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRALI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR) STATE OF HARYANA (DISTRICT: FARIDABAD, PAIWAJ)
16.	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002 PH.OFF : 011-23392374/23392376, 23392377 FAX : 011-23392375 E-MAIL : rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, BHARODA MAJA, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17.	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION, SAHEED, RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 077 PH.OFF : 011-25088939, 25088941 FAX : 011-25088983 E-MAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18.	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASU/VAIDH, ROHINI ROAD, DEOGHAR, JASIDIH, JHARKHAND- 814142 PH.OFF : 06432-34448 E-MAIL : rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, & GIRIDIH)
19.	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5 TH MILE TADONG, NH-10, BELOW CENTRAL REFERRAL HOSPITAL, GANGTOK - 737102 SIKKIM PH.OFF : 03592-231102 FAX : 03592-231103 E-MAIL : rcgargtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC H ROAD, CHRISTIAN BASTI GUWAHATI-781005 ASSAM PH.OFF : 0361-2343771/2343785-86 FAX : 0361-2343784 E-MAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI, ANGLONG, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
15.	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK- B 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI - 110 044 PH.OFF : 011-26990082, 26990083 FAX : 011-26990084 E-MAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR) STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16.	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002 PH.OFF : 011-23392374/23392376, 23392737 FAX : 011-23392375 E-MAIL : rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17.	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION, SAHEED, RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 077 PH.OFF : 011-25088939, 25088944 FAX : 011-25088983 E-MAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARATNA, MAHIPALPUR, MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18.	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD, DEOGHAR, JASIDIH, JHARKHAND- 814142 PH.OFF : 06432-34448 E-MAIL : rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, & GIRIDIH)
19.	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5 TH MILE TADONG, NH-10, BELOW CENTRAL REFERAL HOSPITAL, GANGTOK - 737102 SIKKIM PH.OFF : 03592-231102 FAX : 03592-231103 E-MAIL : rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC H ROAD, CHRISTIAN BASTI GUWAHATI-781005 ASSAM PH.OFF : 0361-2343771/2343785-86 FAX : 0361-2343784 E-MAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI, ANGLONG, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
21.	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 A.P. PH.OFF : 040-23117550-53 FAX : 040-23117554 E-MAIL : rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL-795001 MANIPUR PH.OFF : 0385-2421190/2421191 FAX : 0385-2421192 E-MAIL : rcimphal@ignou.ac.in, ignouimp@gmail.com	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMEGLONG, THOUBAL, UKHRUL)
23.	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HORNBILL COMPLEX, 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110, ARUNACHAL PRADESH PH.OFF : 0360-2247536, 0360-2351705 FAX : 0360-2350990 E-MAIL : rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 PH.OFF : 0761-2600411/2609896 /2600219 FAX : 0761-2609919 E-MAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATARPUR, REWA, SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN PH.OFF : 0141-2785730, 2396427 FAX : 0141-2784043 E-MAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAI MADHOPUR, SIKAR, SRI GANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE, PREMISES AUROBINDO BLOCK, 1ST FLOOR, CANAL ROAD, JAMMU - 180 001, JAMMU & KASHMIR PH.OFF : 0191-2579572/2546529 FAX : 0191-2585154 E-MAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439, OPP. PAL LINK ROAD, KAMLA NAGAR HOSPITAL, JODHPUR-342008 RAJASTHAN PH.OFF : 0291-2012987 E-MAIL : rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI, BUILDING, 1ST FLOOR, TULSI NARAYAN, SARMAH PATH, NEAR NEHRU PARK, JORHAT-785001 ASSAM PH.OFF : 0376-2301116, 2301115 E-MAIL : rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI

29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY, NEAR HOME GUARD OFFICE, KARNAL-132 001 HARYANA PH.OFF : 0184-2271514 E-MAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KARNAL RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR, (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF : 01628-229993/237361 E-MAIL : rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO, HR. SEC SCHOOL ROAD, KENDOUZOU, KOHIMA - 797001 NAGALAND PH.OFF : 0370-2260356/2260167 FAX : 0370-2260216 E-MAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK, SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091 WEST BENGAL PH.OFF : 033-23349850, 23592719, 033-23589323(RCL) FAX : 033-23347576 E-MAIL : rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD, BEHIND WOMEN'S COLLEGE AT/PO/DISTT.- KORAPUT-761020, ORISSA PH.OFF : 06852-251535 FAX : 06852-252503 E-MAIL : rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR-5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW-226029 PH. OFF : 0522-2442832 E-MAIL : rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI, ALANGANALLUR ROAD MADURAI-625018 TAMIL NADU PH.OFF : 0452-2380733 FAX : 0452-2380588 E-MAIL : rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PADUKKOTTAI, RAMA-NATHPURAM, SVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARYALUR)
36.	MUMBAI RC CODE : 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd and 3rd FLOOR, KAPPEESH BUILDING, M.G. ROAD, OPP. TO MULUND RAILWAY STATION, MULUND (WEST), MUMBAI-400008, MAHARASHTRA PH.OFF : 022-25925540,25923159 FAX : 022-25925411 E-MAIL : rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RATGARH, RATNAGIRI PALGHAR, MUMBAI SUBURBAN)
37.	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR 440033 MAHARASHTRA PH. OFF: 0712-2536999, 2537999, 0712-2022000 FAX : 0712-2538999 E-MAIL : rcragpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53, SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH PH.OFF : 0120-2405012/2405014 FAX : 0120-2405013 E-MAIL : rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH(DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH - I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576, NEAR P&T STAFF QUARTERS, ALTO POVORIM P.O. POVORIM-403521 GOA PH.OFF : 0832-2414553 E-MAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD) STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONAL AREA, MITHAPUR PATNA-800 001, BIHAR PH.OFF : 0612-2219539/2219541 FAX : 0612-2219538 E-MAIL : rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPRA, SARAN)
41.	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING, NEAR SYNDICATE BANK, 18, TAGORE ROAD, MOHANPURA, PORT BLAIR, SOUTH-744104 ANDAMAN & NICOBAR, ISLANDS PH.OFF : 03192-242888 FAX : 03192-230111 E-MAIL : rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS (U.T.)(DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF : 020-25671867/25651321 FAX : 020-25671864 E-MAIL : rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, , SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK, FULTALA, MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 PH.OFF : 03483-271555/271666 E-MAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA RAIPUR - 492014 CHHATTISGARH PH.OFF : 0771-2283285, 2971322 FAX : 0771-2971323 E-MAIL : rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KUNDAGOAN)
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT-360005 GUJARAT PH.OFF : 0281-2572988 FAX : 0281-2571603 E-MAIL : rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR-SOMNATH, BOTAD, MORBI), DIU(U.T.)
46.	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 E-MAIL : rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA & KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
47.	SAHARSA RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR SHARSHA-852201, BIHAR PH.OFF : 06478-219015 FAX : 06478-219018 E-MAIL : rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIYA, KISHANGANJ & PURNIA)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING, MAWKYNROH, NEHU CAMPUS, SHILLONG - 793 022 MEGHALAYA PH.OFF : 0364-2521117/2521271/0364-2520503 FAX : 0364-2521271 E-MAIL : rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI-BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA-171 002, HIMACHAL PRADESH PH.OFF : 0177-2624612/2624613 FAX : 0177-2624611 E-MAIL : rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD, SUBHAS PALLY, SILIGURI - 734001 WEST BENGAL PH.OFF : 0353-2526818 FAX : 0353-2526829 E-MAIL : rcsiliguri@ignou.ac.in rcsiliguri45@gmail.com	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPIURDUAR)
51.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR STATE IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSUJ RAJ BAGH, SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF : 0194-2311251/2311258 FAX : 0194-2311259 E-MAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION-DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL, KILLI PPALAM KARAMANA PO, TRIVANDRUM -695002 KERALA PH.OFF : 0471-2344113/2344120 FAX : 0471-2344121 E-MAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMILNADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF : 0542-2368022/2368622 0522-2364893 FAX : 0542-2369629 E-MAIL : rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO), KOZHIKODE VATAKARA-873104 KERALA PH.OFF : 0495-2525281, 2515413 E-MAIL : rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD WAYANAD, KOZHIKODE, MALAPPURAM, MAHE) (PUDUCHERRY, UT)

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

Sub-Regional Centres

Sl. No.	SUB-RC	SRC Address	Operational Area
1	TIRUPATI Vijayawada	DR. B. PRASAD BABU ASSISTANT REGIONAL DDIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL
2	KANDHAMAL Bhubaneswar	DR. P. K. JENA ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3.	PITHORAGARH Dehradun	DR. RAJEEV KUMAR ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4.	DARJEELING Siliguri	DR. PRAVEEN PRALAYANKAR ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE C/O RAMESH GUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB-DIVISION

IGNOU-Army, ASSAM RIFLE, Navy Recognized Regional Centres

Sl. No.	RC Code	RC	Address	Operational Area
1	IAEP – KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO - 908542 KOLKATA- 700021 WET BENGAL 033-22317556 rcarmy51@ignou.ac.in	EASTERN COMMAND AREA IAEP – 5
2	IAEP – CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION (G.S. EDU. BRANCH) HQ WESTERN COMMAND CHANDIMANDIR-134107 HARYANA 0172-2589355, (CIVIL) 2670 (MILITARY) 0172-2589423 rcarmy52@ignou.ac.in	
3	IAEP – LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ CENTRAL COMMAND- GS (EDN) LUCKNOW – 226002, UTTAR PRADESH 0522-2482968 (CIVIL); 2670 (MIL) rcarmy53@ignou.ac.in	CENTRAL COMMAND AREA
4	IAEP – PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ SOUTHERN COMMAND GS (EDN) BRANCH, PIN-908541 C/O 56 APO 020-26331033 (CIVIL) 2437 (ARMY) rcarmy54@ignou.ac.in	SOUTHERN COMMAND AREA
5	IAEP-UDHAMPUR	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56 APO, HQ NORTHERN COMMAND UDHAMPUR, JAMMU & KASHMIR 01992-242486 rcarmy55@ignou.ac.in	NORTHERN COMMAND AREA
6	IAEP – JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) rcarmy56@ignou.ac.in	SOUTH WESTERN COMMAND
7	IAEP – SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR), LATTUMKIRAH SHILLONG – 793 011 MEGHALAYA 0364-2705181 0364-2705184 iarcb1@ignou.ac.in	COMMAND AREA

Sl. No.	RC Code	RC	Address	Operational Area
8	INEP - NEW DELHI	71	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTERATED HQS. MINISTRY OF DEF WEST BLOCK 5, RK PURAM, SECTOR-1, NEW DELHI - 110 066 DELHI 011-26178462 011-26185299 rcnavy71@ignou.ac.in	NAVAL HQS.
9	INEP - MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245 022-22665458 rcnavy72@ignou.ac.in	HQ WESTERN NAVAL COMMAND
10	INEP - VISAKHAPATNAM	73	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE INEP REGIONAL CENTRE-73 NCS COMPLEX NAUSENABAUGH POST: GANDHIGRAM VISAKHAPATNAM -530005 ANDHRA PRADEH 0891-2812669 0891-2515834 rcnavy73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
11	INEP - KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOC-II - 682 004 KERALA 0484-266210,2662515 0484-266194 rcnavy74@ignou.ac.in	HQ SOUTHERN NAVAL COMMAND

10. 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.

- 1) Assignment Remittance-cum-Acknowledgement Card form: Change/Correction of Address/Study Centre
- 2) Change Medium of Study/Optional Courses
- 3) Application for Credit Transfer
- 4) Intimation of Non-receipt of Study Material/Assignments
- 5) Requisition for Fresh Set of Assignments
- 6) Form for Provisional Certificate
- 7) Form for Re-evaluation of Answer Scripts
- 8) Form for Duplicate Grade Card/Marksheet
- 9) Form for Issue of Migration Certificate
- 10) Form of Application for Issue of Duplicate Copy of University Degree/Diploma/Certificate
- 11) Form for Improvement in Division/Class
- 12) Form for Early Declaration Result
- 13) Obtaining Photocopy of Answer Scripts

Enrolment No. : <input type="text"/>	Programme : <input type="text"/>
Name : <input type="text"/>	Medium : <input type="text"/>
Course Code : <input type="text"/>	For Office Use Only
S.No. Assignment No.	Sr No. : <input type="text"/>
	Date of Receipt : <input type="text"/>
	Name of Evaluator : <input type="text"/>
	Date of despatch to the Evaluator : <input type="text"/>
	Date of receipt from evaluator : <input type="text"/>
Sig. of dealing accountant	
Date : <input type="text"/>	

INDIRA GANDHI NATIONAL OPEN UNIVERSITY	
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM	
Enrolment No. : <input type="text"/>	Programme : <input type="text"/>
Name : <input type="text"/>	Medium : <input type="text"/>
Course Code : <input type="text"/>	
S.No. Assignment No.	
Signature of the student	
Date : <input type="text"/>	
FOR OFFICE USE ONLY	
Sr. No. : <input type="text"/>	
Signature of the receiver	
Date : <input type="text"/>	
	Seal

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

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 change of study centre the form should be mailed to :

The Regional Director of your region.

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

Enrolment Number :

Programme Code :

Date Change effective from :

Name :

New Address :

Town	<input type="text"/>			
State	<input type="text"/>	Pin	<input type="text"/>	<input type="text"/>
State Code	<input type="text"/>	(See Code List 2 of Guide to Applicant)		

Existing Study Centre Code :

Signature :

Date :

New Study Centre Code :

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

To
The Regional Director

Sub.:

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

Enrolment No.:

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

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

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

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature:

Name

Change of Medium

The learner will not be allowed programme change. However, students may get the admission to one programme cancelled and register for another programme. Change from one medium to other will be allowed on payment of prescribed fee.

Change of Medium is permitted within 30 days from the receipt of first set of course material in the first year ONLY, on payment of Rs.350/- plus Rs.350/- per 2/4 credit course and Rs.700/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs.350/- plus Rs.600/- per 2/4 credit course and Rs.1200/- per 6/8 credit course. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the concerned Regional Centre only, as per schedule.

Phone & Email _____

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

- 1) Read the instructions given in your Programme Guide carefully.
- 2) For M.A. credit transfer is allowed upto a maximum of 32 credits only.
- 3) Enclose the attested copies of the following alongwith the form :
 - Marks lists issued by the accredited Institute/University.
 - Syllabus of accredited Institute/University.
 - Prospectus issued by the accredited Institute/University.
- 4) Pay the credit transfer fee at the rate of Rs. 400/- per 8 credits or part thereof through a crossed Demand Draft in favour of 'Indira Gandhi National Open University' payable at New Delhi.
- 5) Submit the filled in Credit Transfer Form to the following address :

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

To

The Regional Director

Sub : Non-receipt of Study Material & Assignments

Enrolment No.

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Programme

Medium of Study

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

Sl. No.	Course Code	Blocks	Assignments
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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 :

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme Title.....

Regional Centre

Name

Father's Name

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

Mailing Address

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

Filled in application Form should be sent to:

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

Date.....

.....
Signature

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

Name:

Programme:

Enrolment No.

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Address:

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.....

PIN :

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Month and Year of the Exam:

Name of Exam Centre:

Centre Code:

Course in which
re-evaluation is sought

COURSE CODE

TITLE OF THE COURSE

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

Fee detail:

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

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

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

Please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'

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

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/
MARKSHEET**

Name

Enrolment No.

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Address

.....

.....

.....

Pin

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Programme

Month and Year of the Exam

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

for Rs 300/- in favour of IGNOU, New Delhi

.....
Signature

Dated

Note : Fee for duplicate grade card Rs.250/- The duplicate grade card/mark sheet will be sent by registered post.

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

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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

1st to 31st October for December Term-end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

..... Pin

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

Total marks/overall point grade obtained

Percentage obtained

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

5. Courses(s) in which improvement is sought:	COURSE CODE	COURSE CODE
	1.	4.
	2.	5.
	3.	

6. Fee details:

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

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

Demand Draft No.: Date:

Issuing Bank:

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

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

Exam 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

Signature:

Date:

Name:

Place:

RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

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

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

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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

**APPLICATION FORM FOR OBTAINING
PHOTOCOPY OF THE ANSWER SCRIPTS**

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....
..... Pin Code

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

- a) Term-end examination: June/December,
- b) Exam Centre Code:
- c) Exam Centre Address:

d) Course(s):

5. **Fee details:**

(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)

No. of Course(s): X Rs. 100/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

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

UNDERTAKING

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

Date:

Signature:

Place:

Name:

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

12. 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)		
I. Regional Services Division Committee against Sexual Harassment (RSDCASH)		
Dr. Hema Pant, Dy. Director, RSD, Chairperson	011-29572404	drhemapant@ignou.ac.in
Category: Academic Staff Dr. Bijaya Lakshmi Mishra Dr. Moni Sahay, Assistant Director, RSD	011-29571998 011-29572403	bijayalakshmi@ignou.ac.in monisahay@ignou.ac.in
Category: Non-Academic Staff Ms. Jancy Srinivas, PS (Registrar, Admn.) Ms. Azra Arshad, EMPC (Member continuing from outgoing RSDCCASH)	011-29571401	jancys@ignou.ac.in
Category: External co-opted women member Dr. Radhika Menon, Asst. Professor Mata Sundari College, Delhi University		
II. IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Madhu Parhar, STRIDE, Chairperson	011-29572626	mparhar@ignou.ac.in
Category: Academic Staff-3, Members Prof. Neeti Agarwal, SOMS Dr. Paramita Sukla Baidya, Assistant Professor, SOTHSM Dr. Shubhangi Vaidya, Associate Professor, SOITS	011-29573020 011-29571755 011-29573377	neeti@ignou.ac.in parmitas@ignou.ac.in svaidya@ignou.ac.in
Category: Non-teaching Ms. Anita Dhall, Asst. Director, SRD Ms. Rajni Gupta, SO (Admn.) Ms. Vidya Anand, PS (SOHS)	011-29571309 011-29571422 011-29572802	anitadhall@ignou.ac.in rajnigupta@ignou.ac.in vidyaanand@ignou.ac.in
Category: Committee Members Dr. Gumeet Kaur, Assistant Professor, SOL (Continuing Member (Academic recommended)) Mr. P.T. Raveendran, Deputy Registrar (F & A Div.) (Continuing Member (Academic recommended))	011-29572984 011-29571211	gumeetkaur@ignou.ac.in ptravindran@ignou.ac.in
Category: Student Member Ms. Bhavna Saroha, Ph.D. in Hindi		
Category: External co-opted women member Dr. Neerja Singh, Associate Professor in History Satyavati College, University of Delhi Dr. Bari Bora, (SADRAG) Social and Development Research and Action Group (SADRAG), Noida (U.P.)		
Apex Committee Against Sexual Harassment (ACASH)		
Prof. Anu Aneja, SOGDS, Chairperson	011-29571600	anuaneja@ignou.ac.in
Category: Teaching Staff Dr. Prem Eden Samdup, Associate Professor, (SOH)	011-29572770	psamdeup@ignou.ac.in
Category: Non-teaching Staff Ms. Lalita Sharma, AR (ACD)	011-29571825	lalitashama@ignou.ac.in
Category: External co-opted women members Ms. Harshita Raghuvan, Advocate High Court Supreme Court of Delhi Prof. Jantika Dutta, Lady Irwin College (Continuing Member (Academic recommended))		
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		



Kind Attention: All Past and Present Students of IGNOU!
Now you rank our Performance...

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

After filling cut out this questionnaire and mail it to:
STRIDE, IGNOU, Maidan Garhi, New Delhi-110 068