

Programme Guide

**Post Basic
Bachelor of Science in Nursing
B.Sc.N. (PB)**



**School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.

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Further information about the School of Health Sciences and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068, India or its website <http://www.ignou.ac.in>

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1 THE UNIVERSITY

1.1 Introduction

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

- democratising higher education by taking it to the doorsteps of the learners,
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender,
- offering need-based academic programmes by giving professional and vocational orientation to the courses, and
- promoting and developing distance education in India.

1.2 Prominent Features

IGNOU has certain unique features such as:

- national jurisdiction with international presence
- flexible admission rules
- individualised study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations
- socially and academically relevant programmes based on students' need analysis, and
- convergence of open and conventional education systems

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the world.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Material by Commonwealth of Learning (1999).

Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studios at Electronic Media Production Centre (EMPC), IGNOU.

Regular educational broadcast with facility for live interaction

- Student enrolment has reached 3 million.
- UNESCO has declared IGNOU as the largest institution of higher learning in the world in 2010.

- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

1.4 The Schools of Studies

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

The following Schools of Studies are in operation currently:

- School of Humanities (SOH)
- School of Social Sciences (SOS S)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering and Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer and Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing and Visual Arts (SOPVA)

1.5 Academic Programmes

The University offers Certificates, Diplomas, Advance Diplomas, Post Graduate Diplomas and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the need for such programmes. They are launched with a view to fulfilling the learners' needs for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at workplace,
- self-enrichment,
- diversification and updating of knowledge, and
- empowerment.

1.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different universities and specialized institutions in the area spread throughout the country as well as in-house faculty. The material is scrutinized by the content experts, in-house faculty and edited by the language experts at IGNOU before these are finally sent for printing. Similarly, audio and video materials are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/modified, wherever necessary, before they are finally dispatched to the students, Study Centres and Telecast through Gyan Darshan.

1.7 Credit System

a) Defining Credit in ODL

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of learner study comprising all learning activities (ie. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study and a 6-credit course involves 180 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practical, projects and the Term-End Examination as per requirement of each course in a programme.

b) Choice Based Credit System (CBCS)

The Bachelor's Degree Programmes offered through this prospectus follow the Choice Based Credit System (CBCS) introduced by UGC. The CBCS provides the learner with flexibility to study the subjects/courses at their own pace; greater choice of inter-disciplinary, intra-disciplinary and skill-based courses; and mobility to different institutions for studies. The system has the following advantages:

- Allows learners to choose a combination of inter-disciplinary, intra-disciplinary courses, skill oriented courses (even from other disciplines according to their learning needs, interests and aptitude).
- Makes education broad-based and at par with global standards.
- Offers flexibility for learners to study at different times and at different institutions to complete the programme. Credits earned at one institution can be transferred to another institution.

1.8 Support Services

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

1.9 Programme Delivery

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

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

- a) **Self Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programmes is provided to the learners in the form of a single print book and/or e-book, comprising blocks and units or in the form of separate printed blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

Audio-Visual Material Aids: The learning package contains audio and video programmes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration.

- b) The Video content is available on eGyan Kosh (www.egyankosh.ac.in) – the digital learning repository of the University.

The video programmes are also telecast on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations broadcast curriculum based audio programmes as per their schedule that is notified in advance. In addition, some selected stations of All India Radio also broadcast the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the university web site.

- c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located.
- d) **Teleconferences:** Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channels as well as simultaneously [webcast at www.ignou.ac.in](http://www.ignou.ac.in)
- e) **Practicals/Project Work:** Some Programmes have practical/project component also depending upon the learning requirements. Practical sessions are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practical sessions is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the learner along with the study material.

1.10 Evaluation System

The system of evaluation followed by the University also is different from that of conventional universities. IGNOU has a multi-tier system of evaluation.

1. Self-assessment exercises within each unit of study material.
2. Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes, etc.
3. Term-End Examinations (TEE).
4. Project/ Term-end Practical examination.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking Term-End Examinations from time to time to complete an academic programme. A learner has to submit Tutor Marked Assignments (TMA) responses to the Coordinator of the Study Centre to which s/he is attached. **Term-end examination is conducted at various examination centres spread all over the country and abroad in June and December every year.**

IGNOU uses the following system of “Grading” for evaluating learners’ achievement

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

For Bachelors’ and Masters’ degree programmes, normally the system of numerical marking is followed, and the marks secured in assignments, TE Exams, etc. are later converted into grades as per the five-point grading scale given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass).

IGNOU uses 10-Point Grading System for evaluating learners’ achievement for Bachelor Degree Programmes under CBCS, as under:

10-Point Grading System of IGNOU as per UGC-CBCS Guidelines

Letter Grade	Numerical Grade	Percentage
O(Outstanding)	10	> 85
A+(Excellent)	9	> 75 to <85
A(Very Good)	8	> 65 to <75
B+ (Good)	7	> 55 to <65
B (Above Average)	6	> 50 to <55
C (Average)	5	> 40 to <50
D(Pass)	4	> 35 to <40
F(Fail)	0	<35
Ab (Absent)	0	Absent

Term-End Examination and Payment of Examination Fee

The University conducts Term-end Examination (TEE) twice a year in the months of June & December. A learner is permitted to appear in TEE subject to the following conditions:-

1. Registration for the courses is valid and not time barred.
2. Required number of assignments in the courses have been submitted by due date wherever applicable.
3. Minimum time to pursue these courses as per the provision of the programme has been completed.
4. Examination fee for all the courses the learner is appearing in the examination has been paid.

In the case of non-compliance of any of the above conditions, the result of all such courses is liable to be withheld by the University.

Term-end Examination

The learners are required to fill in the Examination form to appear in the TEE each time i.e. for every exam (June/ December) a learner has to apply afresh. The Examination Forms are accepted online only as per the schedule given below.

Dates for submission of Examination Form

For June TEE	Late Fee	For December TEE	Late Fee
1st March to 31st March	NIL	1st September to 30th September	NIL
1st April to 15th April	Rs.1000/- (The exam centre will be the city where RC is located)	1st October to 15th October	Rs. 1000/- (The exam centre will be the city where RC is located)

Please note that the dates mentioned above are subject to change. Please check the actual dates on the University website.

Examination fee and Mode of Payment

Examination Fee	Mode of Payment
@ 150 per theory course @ 150 per practical course	Credit Card/Debit Card/Net Banking

Examination fee once paid is neither refundable nor adjustable even if the learner fails to appear in the examination.

Hall Ticket for Term End Examination

No hall ticket shall be dispatched to the examinees. Hall Tickets of all examinees are uploaded on the University Website (www.ignou.ac.in) 7-10 days before the commencement of the Term End Examinations. Therefore, learners are advised to visit IGNOU web site for updates.

Students are advised to take the printout of the Hall Ticket from University web site after entering the enrolment number and name of programme of study, and report at the examination centre along with the Identity Card issued by the University. Without a valid IGNOU Student ID Card issued by the University, examinees will not be permitted to appear in the examination.

In case, any learner has misplaced the Identify Card issued by the University, it is mandatory to apply for a duplicate Identity Card to the Regional Centre concerned well before commencement of the examinations so as to get a duplicate ID Card in time, since the learners without valid ID Card will not be allowed to enter the Examination Centre premises.

1.11 Associate Studentship

The University has a scheme of ‘**Associate Studentship**’ which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only one course or a limited number of courses, subject to a minimum of 8 credits and maximum of 32 credits. An Associate Student is attached to a Study Centre for counselling, assignment evaluation, library facility, etc. The application form provided at the end of the Prospectus at **Annexure VIII** can be used for registration.

A fee of **Rs.850/- for BTS Programme and Rs.1150/- per 8 credit course, or part thereof**, is charged for admission to course(s) under BSW programme. The **fee is irrespective of whether the course is of 2 credits, 4 credits, 6 credits or 8 credits**. For rest of the programmes, the fee will be charged on *pro- rata basis*, i.e. by dividing the programme fee by the number of credits of the programme = **fee for 1 credit, multiplied by the credit assigned to the specific course (rounded off to the next Fifty Rs.)**. **The Scheme of Associate Studentship will NOT be available in case of CBCS based Bachelor Degree Programmes.**

The minimum and maximum period allowed to Associate students for completion of their course(s) would be **six months and two years**, respectively. There will be no separate counselling or lab work schedule for the associate students. They will have to be in touch with the Study Centre concerned in order to know the schedule and participate in the sessions accordingly. **Minimum period of six months would be allowed, if the courses opted by the students are up to 16 credits. If the option exceeds 16 credits, the minimum period would be one year.**

Associate Students would be permitted to seek admission in any of the admission cycles and to opt the courses that are on offer either in January or July cycles. However, no counselling and/or lab/practicals would be conducted separately for the Associate students. The facility of theory/practical counselling shall be provided of the allotted study centre along with other students registered for the same course(s).

If an Associate student opts for more than 16 credits worth of courses in either of the admission cycles, he/ she is **not entitled to seek admission in the next consecutive cycle** unless the prescribed minimum duration is completed.

Associate Students are not eligible to seek admission to the courses under the Programmes where the number of seats are limited and/or the admission is done through Entrance Test.

Associate Students are **not eligible for the award of any kind of ‘Certificate/Diploma/Degree’**. They are also not eligible for continuation of study by way of re-registration for 2nd and/or 3rd year, as the case may be. **‘COURSE COMPLETION STATUS’ Card** only will be issued to Associate Students.

Change of course is not permitted under this scheme. Similarly, re-admission facility is not extended to

Associate Students. Separate Enrolment No., i.e. ‘**AS -----**’ would be allotted to such students. **The filled-in forms of ‘Associate Studentship’ are to be sent to the Regional Director concerned.** Forms received by any Office other than the Regional Centre concerned would be summarily rejected.

1.12 International Students Residing in India

The foreign nationals are advised to visit INTERNATIONAL STUDENTS section of the IGNOU web site (www.ignou.ac.in) for the programmes on offer for them; programme fee and other fees applicable for them. They may also contact International Division of the University at the headquarters for more details.

1.13 Provisional Admission

The University has a provision for Provisional Admission to the programmes offered through Common Prospectus (except Certificate programmes of six month duration, Awareness programmes, non-credit programmes and Merit-based/Entrance Test based programmes). Those candidates who otherwise fulfill the prescribed eligibility criteria, but are unable to apply for want of declaration of result of the qualifying examination and/or for want of final Mark-Sheet and Provisional Certificate, but are desirous of seeking admission in July/January admission cycle, as the case maybe, can submit the prescribed admission form with requisite fee, as per schedule. Such candidates are also required to submit the ‘Undertaking’ given in **Annexure II**.

Other terms and conditions for seeking Provisional Admission are:

- i) All the prospective students who have submitted their filled-in admission form along with the Undertaking are required to submit the consolidated Final Mark-sheet and Provisional Certificate/Degree Certificate by **30th September** (for July admission cycle) and **31st March** (for January admission cycle).
- ii) Failure to submit the Final Mark-sheet and Provisional Certificate/Degree Certificate will attract cancellation of admission and **forfeiture of 25% of fee paid**.
- 3) Self-learning material will be issued to all the candidates seeking ‘Provisional Admission’ on remittance of the programme fee, as in the case of other students.
- 4) Regional Directors will confirm the final admission only on fulfillment of the condition at (i) above.
- 5) Admission will not be offered in a Programme if the programme is not activated in a particular Regional Centre.

Note: Provisional admission is not applicable for international students.

1.14 Online Admission System

The Admission Forms can be submitted online (except for International Students) through Online Admission System at <http://onlineadmission.ignou.ac.in>. Currently, the facility is available for the programmes offered through Common Prospectus except merit-based and entrance test based programmes. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. There is no need to send the printed copy of the Admission Form to the Regional Centre. The programme fee can be paid online using payment Gateway through net banking, debit card and credit card. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the System once admission is confirmed. In case of any discrepancy in the Admission Form, the prospective students are advised to remove the discrepancy within a stipulated time. Failing to do so will lead to rejection of admission form.

The prospective learners submitting the Admission Form through this System can download the Prospectus free from IGNOU website <http://www.ignou.ac.in>. However, an amount of **Rs.200/- is charged** as registration fee along with the programme fee.

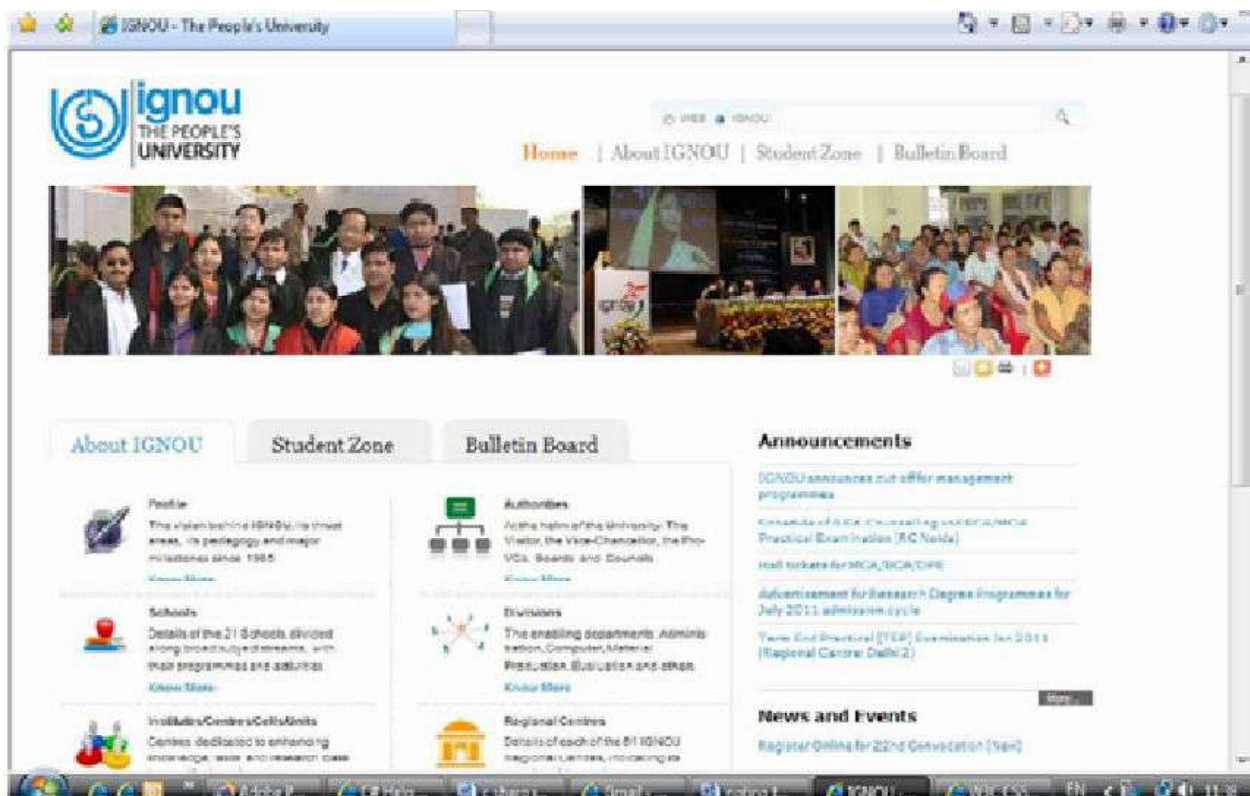
1.15 eGyanKosh

The IGNOU eGyan Kosh (<http://www.egyankosh.ac.in>) one of the world's largest repositories of educational resources in higher education-is available for the learners and teachers, and public at large for free. The eGyan Kosh currently houses the self-learning material of over 2500 courses and an equal number of video programmes of IGNOU. The IGNOU learners are encouraged to make use of these resources for their learning.

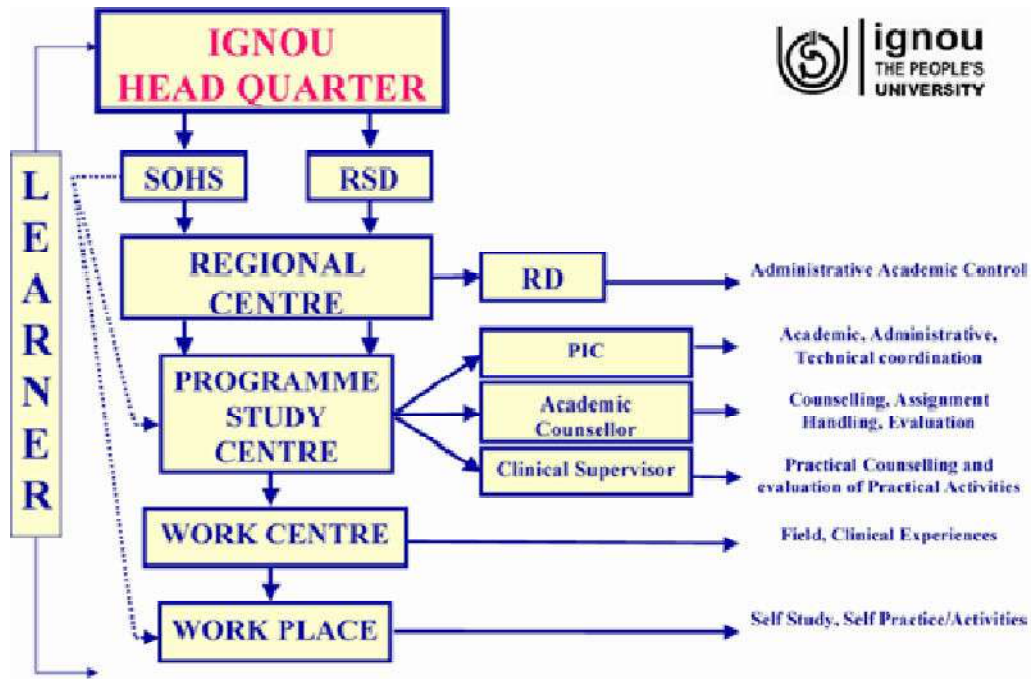
1.16 VidyaLakshmi Portal

Vidya Lakshmi Portal is a first of its kind portal for students seeking Education Loan. Setup in August 2015, it is a single window electronic platform for students to access information and prepare applications for Educational Loans and Government Scholarships. The Portal has the facility of tracking the students right from the inception of loan application until the completion of sanction of loan or otherwise. Students can view, apply and track their education loan applications to banks anytime, anywhere through the Portal. The portal has been developed and being maintained by NSDL e-Governance Infrastructure Limited.

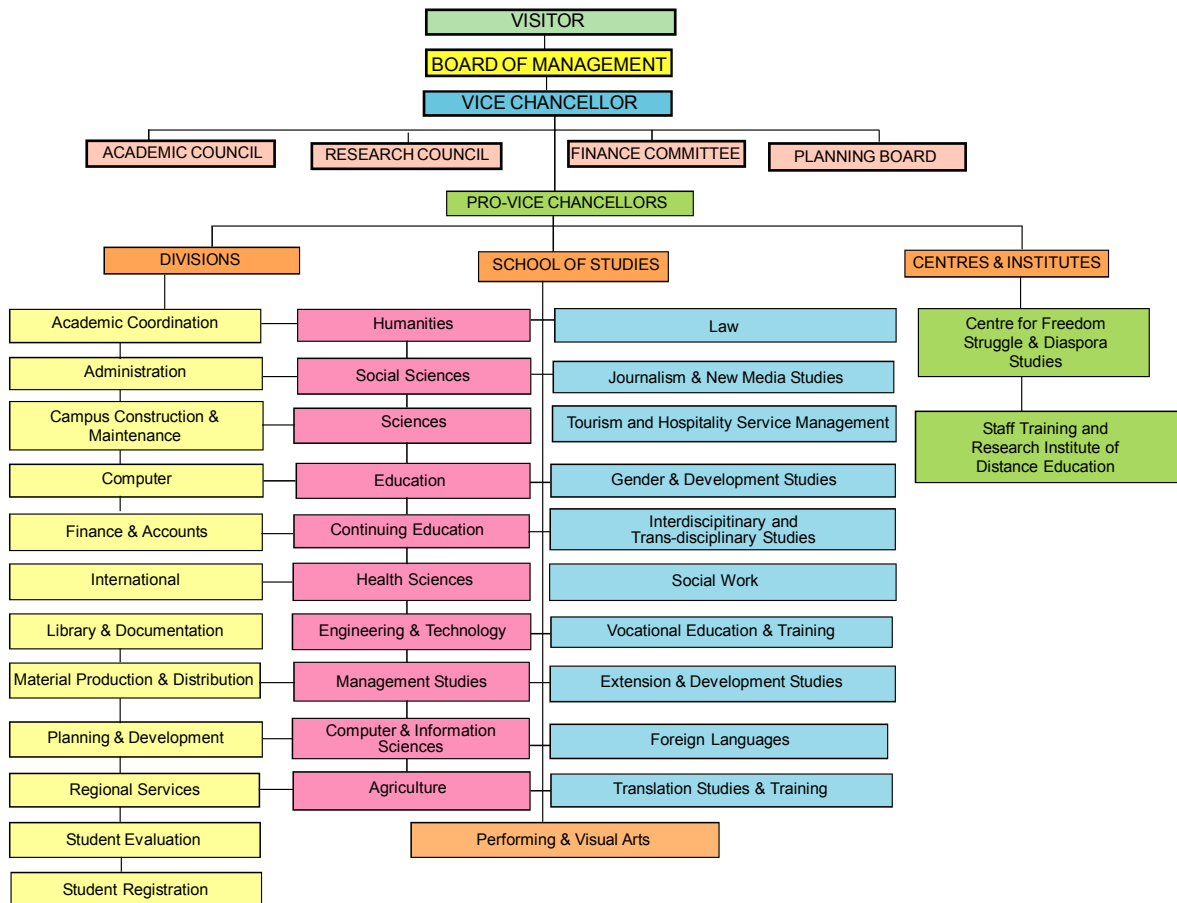
Nearly 40 Banks have registered for over **70 Educational Loan Schemes** on the Vidya Lakshmi Portal and integrated their system with the Portal for providing loan processing status to students.



Implementation Model



ORGANIZATIONAL STRUCTURE



2 SCHOOL OF HEALTH SCIENCES

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

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

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

Ongoing Programmes (Nursing Discipline)

- Doctor of Philosophy in Nursing PhD(NS)
- Post Basic Bachelor of Science in Nursing (BScN(PB))
- Diploma in Critical Care Nursing (DCCN)
- Diploma in Nursing Administration (DNA)
- Certificate in Maternal and Child Health Nursing (CMCHN)
- Certificate in Newborn and Infant Nursing (CNIN)
- Certificate Programme in Home Based Health Care (CHBHC)
- Certificate in Community Health (CCH)
- Certificate in First AID (CIAID)

Programmes (Health Sciences Discipline)

- Post Graduate Diploma in Maternal and Child Health (PGDMCH)
- Post Graduate Diploma in Hospital and Health Management (PGDHMM)
- Post Graduate Diploma in Geriatric Medicine (PGDGM)
- Post Graduate Diploma in HIV Medicine (PGDHVM)
- Certificate in Health Care Waste Management (CHCWM)
- Certificate in Yoga (CYP)
- Certificate in Health Care Waste Management (CHCWM)
- Certificate Programme in Yoga (CPY)
- Certificate in General Duty Assistance (CGDA)
- Certificate in Geriatric Care Assistance (CGCA)
- Certificate in Phlebotomy Health Assistance (CPHA)
- Certificate in Home Health Assistance (CHHA)

3 POST BASIC B.SC. NURSING

The preparation and launching of Post Basic B.Sc. Nursing degree programme has been agreed upon by IGNOU, at the request of Indian Nursing Council. The need for this was felt as the current pace of providing higher education to working nurses is very slow due to various administrative and leave problems and institutional policies. As per the New National Policy of Education, the

emphasis is on the need for making higher education available within the reach of all. Offering Post Basic B.Sc. Nursing Programme through Open University will meet its objectives. Further, it will also contribute towards the growth of nursing profession and promote Nation's idea of accelerating women's education. The development of this programme has been undertaken with the involvement of nursing experts, scientists and educators from related disciplines all over the country. The Programme is approved by Indian Nursing Council (INC).

3.1 Programme Objectives

The main objectives of the programme are as follows:

- Provide opportunity to a large segment of in-service nurses to upgrade their knowledge and skills to respond to the changing health needs of the society.
- Motivate nurses to maintain clinical competence to provide quality care.
- Develop teaching, administration and research skills.
- Promote personal and professional growth for better opportunities.

3.2 Programme Structure

The University follows the credit system for its various Degree Programmes. Each credit amounts to 30 hours of study comprising all learning activities. To complete the Post Basic B.Sc. Nursing Programme successfully, student will have to earn 108 credits over a period of 3 to 5 years depending on her/his convenience.

The Post Basic Bachelor of Science in Nursing is a three year Degree programme having two major components: Theory and Practicals. It consists of 22 courses; 11 Theory and 11 Practical.

1) Theory Courses : 40 Credits

First Year	: 18
Second Year	: 10
Third Year	: 12

2) Practical Courses : 68 Credits

First Year	: 18
Second Year	: 26
Third Year	: 24

All the courses are compulsory for the students for obtaining the Post Basic B.Sc. Nursing Degree. List of courses is given in Table 1 and Table 2.

Table 1: List of Theory Courses

Year	Title	Course Code	Credits	No.of Blocks	No.of Assign-	Counselling Sessions	Self Study (Hours)
1st Year	Nursing Foundation	BNS-101	4	4	2	24	96
	Applied Sciences	BNS-102	4	5	2	15	105
	Maternal Nursing	BNS- 103	2	2	1	12	48
	Communicative English	BNS-104	4	4	2	12	108
	Behavioural Sciences	BNS-105	4	4	2	24	96
	Total		18	19	9	87	453

2nd	Medical Surgical Nursing	BNS-106	4	4	2	24	96
	Paediatric Nursing	BNS-107	2	3	1	12	48
	Mental Health Nursing	BNS-108	4	4	2	24	96
	Total		10	11	5	60	240
3rd Year	Community Health Nursing	BNS-109	4	4	2	24	96
	Nursing Administration	BNS-110	4	4	2	24	96
	Nursing Education and Research	BNS- 111	4	4	2	24	96
	Total		12	12	6	72	288
Grand Total			40	42	20	219	981

Total Hours of Theory and Self Study: 219+981=1200

Table 2: List of Practical Courses

Year	Title	Course Code	Credits	No.of Blocks	Practical Contact Sessions (Hours)	Self Study Activities (Hours)
1st Year	Nursing Foundation	BNSL-101	4	1	60	60
	Applied Sciences	BNSL-102	4	4	112	08
	Maternal Nursing	BNSL- 103	8	4	120	120
	Behavioural Sciences	BNSL-105	2	1	30	30
	Total		18	11	322	218
2nd	Medical Surgical Nursing	BNSL-106	10	2	150	150
	Paediatric Nursing	BNSL-107	8	2	120	120
	Mental Health Nursing	BNSL-108	8	2	120	120
	Total		26	6	390	390
3rd Year	Community Health Nursing	BNSL-109	8	2	120	120
	Nursing Administration	BNSL-110	6	2	90	90
	Nursing Education and Research	BNSL- 111	8	2	120	120
	Comput in Nursing	BNSL-112	2	2	30	30
	Total		24	8	360	360
Grand Total			68	24	1072	968

Total Hours of Self Activities and Practical Contact Sessions : 968+1072 = 2040

The practical contact session will be held in hospital and community in respective areas under the supervision of clinical teachers/Academic Counsellors.

Note: One credits is 30 study hours.

3.3 Scheme of Study

3.3.1 Year-wise Scheme of Study

Year of Study	Theory Courses	Practical Courses	Total Credits
1st Year	18 Credits	18 Credits	36
2nd Year	10 Credits	26 Credits	36
3rd Year	12 Credits	24 Credits	36
	40 Credits	68 Credits	108

3.3.2 Scheme of Examination: Theory

Year	Course	Code and Name	Duration Hours (TEE)	Continuous Evaluation TMA Marks	Term end Examination (TEE) Marks
1st Year	BNS-101	Nursing Foundation	3	30	70
	BNS-102	Applied Sciences	3	30	70
	BNS-103	Maternal Nursing	3	30	70
	BNS-104	Communicative English	3	30	70
	BNS-105	Behavioural Sciences	3	30	70
2nd Year	BNS-106	Medical Surgical Nursing	3	30	70
	BNS-107	Paediatric Nursing	3	30	70
	BNS-108	Mental Health Nursing	3	30	70
3rd Year	BNS-109	Community Health Nursing	3	30	70
	BNS-110	Nursing Administration	3	30	70
	BNS-111	Nursing Education and Research	3	30	70
		Total Marks			1100

3.3.3 Scheme of Examination: Practical

Year	Course	Code and Name	Self Activity	Supervised Activity	Practical Examination
1st Year	BNSL-101	Nursing Foundation	25	25	50
	BNSL-102	Applied Sciences	25	25	50
	BNSL-103	Maternal Nursing	25	25	50
2nd Year	BNSL-106	Medical Surgical Nursing	25	25	50
	BNSL-107	Paediatric Nursing	25	25	50
	BNSL-108	Mental Health Nursing	25	25	50
3rd Year	BNSL-109	Community Health Nursing	25	25	50
	BNSL-110	Nursing Administration	25	25	50
	BNSL-111	Nursing Education and Research	25	25	50
	BNSL-112	Computer in Nursing	25	25	50
		Total Marks			1000

Grand Total of Theory and Practical Marks = 1100 + 1000 = 2100

After the first year, you can seek admission for the second year irrespective of whether you have been able to complete the 1st year courses or not. Similarly, you can seek admission for the third year also irrespective of whether you have been able to complete 2nd and 3rd year.

You may study at your own pace and convenience, if you intend to spend more than 3 years in completing Post Basic B. Sc. Nursing Programme, you can concentrate your attention on only those courses in which you intend to take the examination. The remaining courses can be carried forward. The students need to calculate and pursue their studies within the regulations prescribed. In this way you can plan to complete your courses for more than 3 years but not more than 5 years.

In case due to some reasons you are not able to complete the course even in 5 years. The remaining courses can be completed by paying pro-rata fee. This will give you chance for Two years more to complete the programme. After which you will have to take fresh admission.

Practical

- i) Continuous assessment during field work will carry 50 per cent weightage (25 per cent for self-activities and 25 percent for supervised activities). You are required to score 50 per cent marks in self-activities and supervised activities separately.
- i) Final Practical Examination will carry 50 per cent weightage which will be conducted by internal and external examiner in the subject. You are required to score 50 per cent marks separately in the final practical examination to be declared successful.

There is no practical examination for BNS-104 and BNSL-105 and no theory for BNSL-112.

Post Basic B.Sc. Nursing
Number of Counselling and Practical Hours and Days
1st Year Courses
1st Year

	Hours		May - June Sem I			Sept. - Oct. Sem II					
	Theory	Practical	Theory	Practical	Theory	Theory	Practical				
	BNS-101 BNSL-102	24	60	8 session - 16 hrs	2 days	40 hrs	5 days	4 session - 8 hrs	1 day	20 hrs	2½ days
BNS-102 BNSL-102	15	112	4 session - 8 hrs Micro 1 B Phy. 1 B N&D 1 B	1 day	56 hrs	7 days 3½ days (Micro) 3½ days (Biophy)	3 sessions - 7 hrs Micro Block 2 Biochemistry 1	1 day	56 hrs BC N & D	7 days 31 days (Bioche.) 31 days (Nut&Diet)	
BNS-103 BNSL-103	12	120	4 sessions - 8 hrs	1 day	64 hrs	8 days	2 sessions - 4 hrs.	½ day	56 hrs	7 days	
BNS-104	12	-	6 sessions - 12 hrs	1½ day	-	-	-	-	-	-	
BNS-105 BNSL-105	24	30	6 sessions - 12 hrs Gen Psycho Sociology	1½ days 7 days	30 hrs	3½ days 23½ days	6 sessions - 12 hrs Edu. Psychology Sociology	1½ days 4 days	-	-	16½ days

Theory = 7 + 4 = 11 days
Practical = 23½ days + 16½ = 40 days

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes

Post Basic B.Sc. Nursing
Number of Counselling and Practical Hours and Days
2nd Year Courses
2nd Year

Courses	Hours		May - June Spell I				Sept. - Oct. Spell II			
	Theory	Practical	Theory		Practical		Theory		Practical	
			8 session - 16 hrs	2 days	80 hrs	10 days	4 session - 8 hrs	1 day	70 hrs	9 days
BNS-106 BNSL-106	24	150	8 session - 16 hrs	2 days	80 hrs	10 days	4 session - 8 hrs	1 day	70 hrs	9 days
BNS-107 BNSL-107	12	120	4 session - 8 hrs	1 day	80 hrs	10 days	2 sessions - 4 hrs	½ day	40 hrs	5 days
BNS-108 BNSL-108	24	120	8 sessions - 16 hrs	2 day	80 hrs	10 days	4 sessions - 8 hrs	1 day	40 hrs	5 days
				5 days		30 days		2½ days		19 days

Theory = 7½ days
Practical = 49 days

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes

**Post Basic B.Sc. Nursing
Number of Counselling and Practical Hours and Days
3rd Year Courses
3rd Year**

Courses	Hours		May - June Sem I				Sept. - Oct. Sem II			
	Theory	Practical	Theory		Practical	Theory		Practical		
			8 session - 16 hrs	2 days		4 session - 8 hrs	1 day			
BNS 109	24	120	8 session - 16 hrs	2 days	80 hrs	10 days	4 session - 8 hrs	1 day	40 hrs	5 days
BNS-110	24	90	8 session - 16 hrs	2 day	64 hrs	8 days	4 sessions - 8 hrs	1 day	26 hrs	3½ days
BNS-111	24	120	8 sessions - 16 hrs	2 day	80 hrs	10 days	4 sessions - 8 hrs	1 day	40 hrs	5 days
BNS-112	-	60 hrs		-	40 hrs	5 days			20 hrs	2½ days
				6 days		33 days		3 days		16 days

Theory 6 + 3 = 9 Days

Practical 33 + 16 = 49 days

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes

3.4 Academic Session

The Programme commences from January of every year. **3.5 Admission**

The admission will be made once a year for in-service nurses. The applications should be submitted on prescribed form so as to reach IGNOU before the due date. The application form can also be downloaded from the IGNOU website www.ignou.ac.in

3.6 Eligibility

In-service Nurses that is Registered Nurses and Registered Midwives (RNRM) having 10+2 with three years, Diploma in General Nursing and Midwifery (GNM) with minimum of two years experience in the profession. (For male nurses who have not done midwifery in the GNM programme should have a certificate in any of the Nursing courses of 6-9 months, duration prescribed by the Indian Nursing Council in lieu of midwifery.

OR

In-service Nurses (RNRM) having 10th class (Matriculation) or its equivalent with three year, Diploma in General Nursing and Midwifery (GNM) with minimum of five years experience in the profession. (For males nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing courses of 6-9 month, duration prescribed by the Indian Nursing Council in lieu of midwifery).

3.7 Age of Admission

There is no maximum age limit.

3.8 Duration of Programme

The minimum duration of the programme is three years. However, the students are given a maximum period of five years to complete the programme from the date of registration. After which the student have to apply for readmission paying the prorata fee for each incomplete course of theory.

3.9 Medium of Instruction : English

3.10 Number of Seats

The number of seats as approved by INC for admission to IGNOU Post Basic B.Sc. Nursing students varies from PSC to PSC. The approved list of Programme Study Centres for **Post Basic B.Sc. Nursing** along with PSCs Code is given in Page no. 75. The list includes active PSCs where Post Basic B.Sc. Nursing students will be admitted. The number of Programme Study Centres may be added as and when more PSCs are inspected and approved by INC. In addition to the number of seats mentioned against each PSC, 10% seats will be reserved for EWS Candidates over and above the approved seats.

3.11 Admission/Selection Procedure

Admission for Post Basic B.Sc. Nursing Programme is done on the basis of merit decided through an entrance test and tie break. It is Mandatory to give mail and mobile number in application form. Details of admission are mentioned in Handbook and Prospectus.

Entrance Test

- Student should have minimum 2 years of experience before filling the OPENNET i.e. from date of Registration as RNRM till last date of filling application form or receipt of application form.

- Entrance test is conducted on scheduled date as decided by the university, in the centres identified all over the country.
- Entrance test comprises 120 multiple choice questions (one mark each) drawn from various subjects taught in GNM.
- The candidates are provided with OMR Sheet for marking the response or online examination will be conducted as and when decided by the university. The strategy of entrance examination is subject to change from time to time as decided by university.
- Duration of test will be two and half hours.

Declaration of Result and Counselling for Admission

- Result of entrance examination is declared tentatively in mid of October/November, which is uploaded in the IGNOU website www.ignou.ac.in. Information about the next step of admission process is also communicated at the website. Students are responsible to check the website for the result and other information.
- Candidates are required to submit self attested copy of the certificates at the time of counselling/admission and also bring all the original documents including all experience certificates for verification during counselling. Details of certificates are mentioned in Handbook and Prospectus.
- The admission is made strictly on the basis of merit from the list of eligible candidates in each category after verification of the documents. The reservation policy is followed as per Government of India rules including EWS.

Selection Procedure

- The Regional Centre wise merit list for admission to Post Basic B.Sc. Nursing is prepared on the basis of marks obtained in the OPENNET and displayed at the IGNOU website.
- In case of two or more candidates obtain equal marks in the OPENNET (Entrance Test), the merit of such candidates shall be determined on the basis of the criteria for the tie break. Details of the tie break are mentioned in Handbook and Prospectus.
- Regional Centre will conduct counselling for admission to programme after advance intimation to all learners.
- Candidates offered admission are required to deposit the programme fee (non refundable) after verification of all the certificates and documents.
- Programme Study Centre (PSC) has to be opted by the candidate at the time of online submission of application form.
- Candidates need to report to respective Regional Centre/s after counselling and admission in due course of time.

3.12 Programme Fees

Programme Fee is Rs. 20,000/- per annum per student which is subject to change from time to time.

Candidate seeking admission to Post Basic B.Sc. Nursing Programme are advised not to pay the programme fee along with the filled-in online (OPENNET) application form. However registration fee has to be deposited and uploaded along with online application. You will get a separate communication about counselling for admission along with payment of programme fee.

The programme fee has to be paid only online in the favour of IGNOU. The details regarding deposition of programme fee will be informed during notification for counselling.

3.13 Programme Delivery

The programme is implemented through a network of Programme Study Centres (PSCs) all over the country. These PSCs are located in recognized Colleges of Nursing by INC and State Nursing Council.

Face-to-face Academic Counselling is conducted at PSC by Academic Counsellors and Practicals are supervised by Academic Counsellors attached to the PSC in the clinical area and community field (Academic Counsellors and Clinical Supervisors are teachers who teach in Colleges of Nursing). In addition to theory, students also carry out self-activities at their workplace and maintain records as given in practical blocks.

For the practical hands on training the students will be posted in the hospital and community field attached with a Programme Study Centre. A maximum of 30 students will be attached to a programme study centre. The students are required to undergo compulsory contact sessions. Theory Counselling and Practical Sessions are held 8 hours per day. **Supervised activities needs to be completed under the supervision of clinical supervisors whereas self activities are carried out at work place of the student.**

There are 51 days (408 hours) of theory counselling and practical contact sessions in the first year to be conducted at colleges of nursing, hospital and community under supervision. However, 84 days (671 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation.

There are 56 1/2 days (492 hours) of theory counselling and practical contact sessions in the second year to be conducted at colleges of nursing, hospitals and community under supervision. However, 79 days (630 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation.

There are 58 days (464 hours) of theory counselling and practical contact sessions in the third year to be conducted at colleges of nursing, hospitals and community under supervision. However, 81 days (648 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation.

SYLLABI OF COURSES

3.14 SYLLABI OF COURSES

Course Code: BNS-101/BNSL-101

Title of the Course: Nursing Foundation

	Theory	Practical
Credits	4	4
Study Hours	120	120
Contact Hours	24	60

Note: One credit is equal to 30 hours of study/practical.

Objectives

At the end of the course, the students should be able to:

- Strengthen their knowledge on health care concepts
- Discuss nursing as a profession
- Strengthen their knowledge on developing interpersonal relationship based on psychological development of an individual
- Apply the knowledge and skills of nursing process for maintaining quality of patient care
- Develop concept of 'primary health care and describe organizational set up of health services based on primary health care in the country
- Discuss the role of a nurse in the primary health care and demonstrate skills in providing health care services

Course Outline (Theory)

Block 1 : Concepts of Nursing

Unit 1 : Nursing Profession and its Trends

Unit 2 : Health Concepts

Unit 3 : Nursing Theories

Unit 4 : Developmental Stages of an Individual

Unit 5 : Psychosocial Basis of Nursing

Unit 6 : Inter-Personal Relationship in Nursing

Block 2 : Quality Nursing Practices

Unit 1 : Nursing Process

Unit 2 : Quality Assurance and Standards

Unit 3 : Ethical and Legal Aspects in Nursing

Unit 4 : Nursing Care System

Unit 5 : Holistic Health Care

Block 3 : Primary Health Nursing

Unit 1 : Health for All

Unit 2 : Health Care Concepts

Unit 3 : Primary Health Care

Unit 4 : Health Care Resources: Monitoring and Evaluation of Health Services

Block 4 : Role of Nurse in Primary Health Care

Unit 1: Information, Education and Communication

Unit 2 : Provision of Safe Drinking Water and Sanitation

Unit 3 : Maternal and Child Health, Nutrition and Family Planning

Unit 4 : Prevention and Control of Locally Endemic Diseases

Unit 5 : Treatment of Minor Ailments and Accidents

Unit 6: Provision of Essential Drugs and Vaccines

Course Outline (Practical)

Block 1 : Practical Manual-Nursing Foundation

Unit 1 : Health Assessment of Individual

Unit 2 : Assessment of Needs, Problems and Tasks of Developmental Stages

Unit 3 : Development of Nursing Care Plan Using Nursing Process

Unit 4 : Problem Solving Approach in Nursing

Unit 5 : Observation of Nursing Care Standards

Block 2 : Practical Manual-Nursing Foundation

Unit 6 : Interview Technique

Unit 7 : Participating and Organising Immunization Sessions/Campaigns

Unit 8 : Health Education

List of Activities

Sl. No.	Activities	Field Area/Hospital/Community	Number of Activities
1.	Nursing History Subjective Data/ Objective Data	Hospital/Community	2
2.	Physical Assessment of Patient	Hospital/Community	1
3.	Nursing Care Plan Based on Nursing Process	Hospital/Community	3
4.	Problem Solving Using Nursing Process	Hospital/Community	1
5.	Identification of Developmental Problems Middle age /Old age	Infant/child /adolescent	2
6.	Interviewing of Patients/Clients	Adult/any setting	2
7.	Development of Checklist for Any Nursing Procedure	Hospital/Community	1
8.	Organising and Conducting Immunization Session	Hospital/Community	1
9.	Health Teaching Activities	Hospital/Community	2

Course Code: BNS-I02/BNSL-102

Title of the Course : Applied Sciences (Biochemistry, Biophysics, Microbiology and Nutrition and Dietetics)

	Theory	Practical
Credits	4	4
Study Hours	120	120
Contact Hours	15	112*

* Inclusive of reporting/recording of practical.

Note: One credit is equal to 30 hours of study/practical.

Objectives

At the end of the course on applied sciences the students will be able to achieve following objectives in Biochemistry, Biophysics, Microbiology, Nutrition and Dietetics.

Biochemistry and Biophysics

After studying this course you will be able to:

- Identify basic principles of biochemistry and biophysics (laws of organic and inorganic chemistry, biochemistry and biophysics) involved in the practice of nursing.
- Integrate these principles and laws in nursing practice.

Microbiology

After studying this course you will be able to:

- Identify common disease Introducing micro-organisms.
- Explain the basic principles of control of spread of microbes and their significance in maintaining health and prevention of disease.
- Demonstrate skills in maintaining infection control measures.

Nutrition and Dietetics

After studying this course you will be able to:

- Describe the principles and practice of (Nutrition and Dietetics) good food.
- Demonstrate skills in selecting and cooking food for (planned menu, preparation) common ailments at home.

Course Outline (Theory) Block 1 : Biochemistry

Unit 1 : Biochemistry-Basic Concepts

Unit 2 : Water and Electrolytes

Unit 3 : Biomolecules-I: Carbohydrates, Lipids and Nucleic Acids

Unit 4 : Biomolecules-II: Proteins and Enzymes

Unit 5 : Body Fluids

Unit 6 : Metabolism of Major Dietary Components

Block 2 : Biophysics

Unit 1 : Measurement and Accuracy

Unit 2 : Motion, Force and Gravity

Unit 3 : Work, Energy and Pressure

Unit 4 : Heat and Sound

Unit 5 : Light

Unit 6 : Electricity, Electronics and Nuclear Physics

Block 3 : Microbiology-I

Unit 1 : Introduction to Microbes

Unit 2 : Identification and Growth of Microbes

Unit 3 : Disease Producing Fungi

Unit 4 : Other Pathogens

Unit 5 : Disease Producing Bacteria

Unit 6 : Microbial Infections and their Transmissions

Block 4 : Microbiology-II

Unit 1 : Destruction of Microorganisms

Unit 2 : Viruses

Unit 3 : Immunity

Unit 4 : Parasites and Vectors

Block 5 : Nutrition and Dietetics

Unit 1 : Nutrition and Dietetics - Principles and Definition

Unit 2 : Planning Diets

Unit 3 : Assessment of Nutritional Status

Unit 4 : Dietary Management in Disease-I

Unit 5 : Dietary Management in Disease-II

Unit 6 : Food Safety

Course Outline (Practical)**Block 1 : Practical Manual-Biochemistry**

Unit 1 : Basic Laboratory Tools and Techniques

Unit 2 : Matter: Classification and Properties

Unit 3 : Qualitative Tests for Proteins, Carbohydrates and Tryglycerides

Unit 4 : Collection and Analysis of Urine

Unit 5 : Clinical Analysis of Blood

Unit 6 : Clinical Analysis of Cerebro-spinal Fluids

Block 2 : Practical Manual-Biophysics

Unit 1 : The Equilibrium of Forces

Unit 2 : Liquid Pressures

Unit 3 : The Specific Gravity of a Liquid

Unit 4 : Images Formed by a Concave Mirror and Convex Lens

Unit 5 : Electric Currents

Block 3 : Practical Manual-Microbiology

Unit 1 : Microscopic Study and Identification of Pathogenic Microbes

Unit 2 : Mounting and Staining Techniques

Unit 3 : 'Preparation and Examination of Blood Smear

Unit 4 : Serological Methods

Unit 5 : Collection of Clinical Samples and Their Processing in Laboratory

Unit 6 : Control of Microbes in Nursing Practice

Block 4 : Practical Manual-Nutrition and Dietetics

Unit 1 : Planning and Evaluation of Balanced Diet

Unit 2 : Diet for Adults

Unit 3 : Diet in Pregnancy and Lactation Period

Unit 4 : Feeding of Infants and Preschoolers

Unit 5 : Diet in Children and Adolescents

Unit 6 : Planning Therapeutic Diets

List of Activities

Sl. No.	Activities	Field Area/Laboratory	Number ofActivities
1.	Biochemistry	Laboratory	10
2.	Biophysics	Laboratory	6
3.	Microbiology	Laboratory	6
4.	Nutrition and Dietetics	Nutrition LablHospital Kitchen	12

Course Code: BNS-I03/BNSL-I03 Title of the Course : Maternal Nursing

	Theory	Practical
Credits	2	8
Study Hours	60	240
Contact Hours	12	120

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course students will be able to:

- Strengthen their knowledge and skills in providing antenatal care
- Develop skills in nursing the mother during childbirth process
- Provide care to mother and baby during postnatal period
- Educate the mother on breast hygiene and breastfeeding
- Built knowledge and skills in nursing management of mother after caesarian sections

Course Outline (Theory)

Block 1 : Maternal Health and Nursing Intervention

Unit 1 : Trends in Maternal Nursing and Family Welfare Services

Unit 2 : Anatomy and Physiology of Reproductive System and Development of Foetus

Unit 3 : Normal Pregnancy and Management

Unit 4 : Normal Labour and Nursing Management

Unit 5 : Normal Puerperium and Nursing Management

Unit 6 : Drugs Used in Obstetrics and Gynaecology and Nursing Management

Block 2 : Maternal Health Problems and Nursing Interventions

Unit 1 : Problems Associated with Preganancy and Nursing Management

Unit 2 : Medical Problems Associated with Pregnancy and Nursing Management

Unit 3 : Management of Gynaecological Problems

Unit 4 : Abnormal Labour and Puerperium and It~ Nursing Management

Unit 5 : Obstetrical Emergencies and Nursing Management

Unit 6 : Special Problems in Newborn and Nursing Management

Course Outline (Practical)

Block 1 : Role of Nurse in Antenatal Care

Unit 1 : Nurse's Responsibility in Reproductive Health Care

Unit 2 : Role of Nurses in Antenatal Examination

Unit 3 : Antenatal and Postnatal Exercises

Unit 4 : Antenatal Health Education

Block 2 : Nursing Management during Childbirth Process

Unit 1 : Preparation for Childbirth and Nursing Management

Unit 2 : Nurse's Responsibility in Setting Up of Delivery Trolley and Newborn Care Tray

Unit 3 : Monitoring Maternal and Foetal Wellbeing

Unit 4 : Episiotomy and Nursing Management

Unit 5 : Resuscitation of Newborn and Nursing Management

Block 3 : Nursing Management of Mother in Puerperium

Unit 1 : Postnatal Management

Unit 2 : Breast Hygiene and Technique of Breastfeeding

Unit 3 : Newborn Assessment and Care of Neonate

Block 4 : Role of Nurse in Specific Obstetrical Condition

Unit 1 : Post Operative Management of Mother with Caesarian Section

Unit 2 : Health Education on Family Planning of a Group of Postnatal Mothers

Unit 3 : Case Studies and Case Presentation on Antenatal Care

Placement : Hospital (Antenatal, Postnatal Ward, Labour Room and Community)

List of Activities

Sl.No.	Activities	Field Area/ Hospital! Community	Number of Activities
1.	Antenatal Examination	Antenatal Clinic/Primary Health Centre	10
2.	Conducting Delivery	Labour Room	5
3.	Giving Post Natal Care	Post Natal ward/Community	10
4.	Case Study and Case Presentation	Antenatal and Post Natal Ward	2
5.	CUT Insertion and Removal	Family Planning Clinic!Hospital! Primary Health Centre	2
6.	P/V Examination	Labour Room or Antenatal Ward	5
7.	Episiotomy Stitches	Labour Room	2

Course Code: BNS-104

Title of the Course: Communicative English

	Theory
Credits	2
Study Hours	120
Contact Hours	12

Note: One credit is equal to 30 hours of study.

Objectives

After studying this course, students will be able to:

- Develop ability to read and write correct English
- Develop study skills for purpose of professional development
- Develop conversational skills in English
- Communicate effectively

Course Outline

Block 1 : Reading Comprehension

Unit 1 : Animal Farm by George Orwell

Unit 2 : Human Environment by Indira Gandhi

Unit 3 : The Study of Genes

Unit 4 : A World of Four Senses by Ved Mehta

Unit 5 : Science and Human Life by Bertrand Rusell

Block 2 : Writing Skills

Unit 1 : Writing Paragraphs: The Development of a Paragraph

Unit 2 : Formal Letters-I

Unit 3 : Formal Letters-II

Unit 4 : Writing Reports

Unit 5 : Tables, Charts and Graphs

Unit 6 : Clinical Case Study

Block 3 : Study Skills

Unit 1 : Improving Study Skills

Unit 2 : Note-taking-I: Some Basic Devices

Unit 3 : Note-taking-II: Use of Tables and Graphic Organisers

Unit 4 : Note-taking-III: Listening to a Lecture

Unit 5 : Writing Summaries-I

Unit 6 : Writing Summaries-II

Block 4 : Speaking Skills

Unit 1 : Communication Skills: Why are They Important?

Unit 2 : Formal Conversation: Face-to-face

Unit 3 : Informal Conversation: Face-to-face

Unit 4 : Telephone Conversation

Unit 5 : Interviews

Unit 6 : Case Presentation

Course Code: BNS-IOS/BNSL-105

Title of the Course: Behavioural Sciences

	Theory	Practical
Credits	4	2
Study Hours	120	60
Contact Hours	24	30

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Identify sociological concepts and their application in nursing practice
- Discuss the role and importance of social agencies in health and illness
- Describe principles of psychology and educational psychology and relate these in Nursing Practice and Nursing Education
- Enumerate the role of the nurse while interacting with the individual, family and community.

Course Outline (Theory)

Block 1 : Basic Concepts in Sociology

Unit 1 : Application of Behavioural Sciences in Health

Unit 2 : Basic Concepts in Sociology

Unit 3 : Family as a Social Unit

Unit 4 : Social Stratification

Unit 5 : Social Mobility and Social Control

Block 2 : Application of Sociological Concepts

Unit 1 : Social Change

Unit 2 : Social Development

Unit 3 : Community and Community Participation

Unit 4 : Sociological Perspective on Health and Disease

Unit 5 : Guidelines for Visit to Social Welfare Institution

Block 3 : General Psychology

Unit 1 : Introduction to Psychology and its Application to Nursing

Unit 2 : Human Development

Unit 3 : Dynamics of Behaviour: Motivation, Frustration, Conflict Emotion and Stress

Unit 4 : Sensory and Perceptual Process

Unit 5 : Personality

Block 4 : Educational Psychology

Unit 1 : Introduction to Educational Psychology

Unit 2 : Individual Differences

Unit 3 : Intelligence and Abilities

Unit 4 : Learning

Unit 5 . : Memory and Forgetting

Unit 6 : Attitudes

Course Outline (Practical)

Block 1 : Practical Manual - Behavioural Sciences

Section 1 : Psychometric Measurement

Unit 1 : Measuring of Threshold and Reaction Time

Unit 2 : Personality Test

Unit 3 : Psychological Test on Intelligence

Unit 4 : Self Concept and Self Rating Test

Unit 5 : Anxiety Test

Section 2 : Techniques Used in Psychometric Measurement

Unit 6 : Interview and Techniques of Interview

Unit 7 : Taking Case History and Developing Case Study

Unit 8 : Field Observation Unit

Placement : Classroom, Psychology Laboratory List of Activities

Sl.No.	Activities	Field Area	Number of Activities
1.	Administration and Interpretation of Personality	Hospital/Community Health/ Work Place/ Classroom	1
2.	Administration and Interpretation of Sinha's Comprehensive Anxiety Test	Community Area/ Work Place/Classroom	1
3.	Administration and Interpretation of Self-concept Scale	Classroom/WorkArea	1
4.	Organisation of Field Visit and Report Writing	Community Health Centre	1

Course Code: BNS-I06/BNSL-I06

Title of the Course: Medical Surgical Nursing

	Theory	Practical
Credits	4	10
Study Hours	120	300
Contact Hours	24	150

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course you will be able to:

- Strengthen your knowledge in the field of medical surgical nursing
- Built knowledge on the concept of advanced medical surgical nursing

- Develop skills in providing nursing care in various conditions based on nursing process
- Assist the patients and their families to identify and meet their own health needs.

Course Outline (Theory)

Block 1 : Advanced Medical Surgical Nursing

Unit 1 : Introduction to Medical Surgical Nursing

Unit 2 : Nurses Role in Specific Pathophysiology

Unit 3 : Nursing Management of a Patient Undergoing Surgery

Unit 4 : Emergency Nursing

Unit 5 : Disaster Nursing

Block 2 : Neurological Nursing and Care of Elderly

Unit 1 : Neurological Nursing Assessment

Unit 2 : Nursing Management of Patient with Neurological Conditions

Unit 3 : Nursing Care of Neurosurgical Conditions

Unit 4 : Nursing Care of Elderly

Block 3 : Respiratory and Cardiovascular Nursing

Unit 1 : Nursing Management of Patient with Common Respiratory Disorders

Unit 2 : Nursing Management of Patient with Cardiovascular Disorders

Unit 3 : Nursing Management of Patient Undergoing Cardiac Surgery

Block 4 : Musculo-skeletal, Gastrointestinal and Oncology Nursing

Unit 1 : Clinical Problems and Diagnostic-Procedures in Musculoskeletal Disorders

Unit 2 : Nursing Management of Patient with Specific Musculoskeletal Disorders

Unit 3 : Clinical Problems and Diagnostic Procedures in Gastro-intestinal System

Unit 4 : Nursing in Specific Gastrointestinal Disorders

Unit 5 : Introduction to Oncology Nursing

Unit 6 : Nursing Management of Patient with Various Oncology Conditions

Block 5 : Urology, Burns, Plastics and Reconstructive Surgery, Endocrinological, Immunological and Trauma Nursing

Unit 1 : Nursing Management of Patient with Urological Disorders

Unit 2 : Nursing in Burns, Plastics and Reconstructive Surgery

Unit 3 : Nursing Management in Immunological Disorders

Unit 4 : Nursing Management in Endocrine Disorders

Unit 5 : Trauma Nursing

Course Outline (Practical)

Section 1 : Documenting the Nursing Practice

Practical 1 : Developing Nursing Care Plan (Based on Nursing Process)

Practical 2 : Documentation of Nursing Practice

Practical 3 : Preparing Case Study

Practical 4 : Nurse's Role in Drug Therapy

Section 1 : Caring in Medical-Surgical Conditions

Practical 5 : Preoperative Nursing Care

Practical 6 : Intra-operative and Post Operative Nursing Care

Practical 7 : Nursing Management of a Patient with Gastric and Intestinal Decompression

Practical 8 : Nursing the Patient with Surgical Wounds

Practical 9 : Caring of Patient with Medical and Surgical Emergencies

Practical 10 : Care of Terminally Ill and Dying Patient

Section 3 : Assisting with Diagnostic Procedures

Practical 11 : Nurse's Responsibility in Specific Diagnostic Tests

Practical 12 : Caring Patient Undergoing Neurological and Nephrological Diagnostic Measures

Practical 13 : Nursing Management of Patient in Cardiovascular Diagnostic Measures

Practical 14 : Gastrointestinal Diagnostic Studies

Practical 15 : Preparing Patient for Respiratory Diagnostic Procedures

Practical 16 : Preparing Patient for Endocrinological Diagnostic Studies

Section 4 : Assisting in Therapeutic Procedures

Practical 16 : Role of Nurse in Maintaining Adequate Respiration

Practical 17 : Role of Nurse in Maintaining Adequate Circulation

Practical 18 : Role of Nurse in Monitoring of Fluid and Electrolyte Balance and Administration of Chemotherapy

Block 5 : Urology, Burns, Plastics and Reconstructive Surgery, Endocrinological,

Immunological and Trauma Nursing

Unit 1 : Nursing Management of Patient with Urological Disorders

Unit 2 : Nursing in Burns, Plastics and Reconstructive Surgery

Unit 3 : Nursing Management in Immunological Disorders

Unit 4 : Nursing Management in Endocrine Disorders

Unit 5 : Trauma Nursing

Course Outline (Practical)

Section 1 : Documenting the Nursing Practice

Practical 1 : Developing Nursing Care Plan (Based on Nursing Process)

Practical 2 : Documentation of Nursing Practice

Practical 3 : Preparing Case Study

Practical 4 : Nurse's Role in Drug Therapy

Section 1 : Caring in Medical- Surgical Conditions

Practical 5 : Preoperative Nursing Care

Practical 6 : Intra-operative and Post Operative Nursing Care

Practical 7 : Nursing Management of a Patient with Gastric and Intestinal Decompression

Practical 8 : Nursing the Patient with Surgical Wounds

Practical 9 : Caring of Patient with Medical and Surgical Emergencies

Practical 10 : Care of Terminally Ill and Dying Patient

Section 3 : Assisting with Diagnostic Procedures

Practical 11 : Nurse's Responsibility in Specific Diagnostic Tests

Practical 12 : Caring Patient Undergoing Neurological and Nephrological Diagnostic Measures

Practical 13 : Nursing Management of Patient in Cardiovascular Diagnostic Measures

Practical 14 : Gastrointestinal Diagnostic Studies

Practical 15 : Preparing Patient for Respiratory Diagnostic Procedures

Practical 16 : Preparing Patient for Endocrinological Diagnostic Studies

Section 4 : Assisting in Therapeutic Procedures

Practical 16 : Role of nurse in Maintaining Adequate Respiration

Practical 17 : Role of Nurse in Maintaining Adequate Circulation

Practical 18 : Role of Nurse in Monitoring of Fluid and Electrolyte Balance and Administration of Chemotherapy

Placement: *Medical Surgical Wards* List of Activities

Sl.No.	Activities	Field Area/ Hospital/Community	Number of Activities
1.	Nursing Process	Any three from the following: Medical, Surgical, Cancer, Neurology, Cardio-thoracic and Burns	3
2.	Case Studies	Any two of the following: Cardio- thoracic, Cancer, Medical/Surgical	2
3.	Procedure	Investigations Diagnostic, Any specific therapy, Drug therapy	3
4.	Planned Health Teaching	Medical, Surgical	2

Course Code: BNS-I07/BNSL-I07

Title of the Course: Paediatric Nursing'

	Theory	Practical
Credits	2	8
Study Hours	60	240
Contact Hours	12	120

Note : One credit is equal to 30 hours of study/practical.

After studying this course, students will be able to:

- Demonstrate understanding of growth and development while giving nursing care to children
- Describe the general pattern of physical, mental and social development of child during various stages
- Identify the nursing needs of an individual child in health and sickness
- Plan and implement the nursing care of children admitted in the hospital
- Demonstrate the skills in paediatric nursing techniques
- Discuss the needs of the family for prevention of disease, maintenance of health promotion of personality development of the child

Course Outline (Theory)

Block 1 : Trends in Paediatric Nursing, Newborn and Infant Care

Unit 1 : Child Health Care Concepts and Facilities

Unit 2 : Growth and Development

Unit 3 : Deviations of Growth, Development and Behaviour

Unit 4 : Essential Care of Newborn

Unit 5 : Care of Low Birth Weight Baby

Unit 6 : Common Problems of Neonates

Block 2 : Nursing Management of Children with Medical and Surgical Problems-I

Unit 1 : Nursing Care of Hospitalized Child

Unit 2 : Nursing Care of Children with Gastrointestinal Disorders

Unit 3 : Nursing Care of Children with Respiratory Disorders

Unit 4 : Nursing Care of Children with Cardiovascular and Haematological Disorders

Unit 5 : Nursing Care of Children with Genitourinary Disorders

Unit 6 : Nursing Care of Children with Central Nervous System Disorders

Block 3 : Nursing Care of Children with Medical and Surgical Problems-II

Unit 1 : Nursing Care of Children with Disorders of Skin and Musculoskeletal System

Unit 2 : Nursing Care of a Child with Ophthalmic Disorders

Unit 3 : Nursing Care of Children with Infectious Diseases

Unit 4 : Nursing Care of Children with Nutritional Deficiency Disorders

Unit 5 : Nursing Care of Children with Endocrine and Metabolic Disorders

Unit 6 : Nursing Care of Children with Paediatric Emergencies

Course Outline (Practical)

Block 1 : Nursing Techniques in Paediatric Care-I

Unit 1 : Assessment of Growth and Development

Unit 2 : Resuscitation

Unit 3 : Assessment of Newborn

Unit 4 : Organisation of Neonatal Care Unit

Unit 5 : Nursing Process and its Application in care of Child

Block 2 : Nursing Care in Diagnostic and Therapeutic Procedure

Unit 1 : Common Diagnostic Procedures in Children

Unit 2 : Nursing Procedures

Unit 3 : Assessing with Specific investigative/Diagnostic Procedures

Unit 4 : Carrying out General and Specific Therapeutic Procedures

Unit 5 : Administration of Medication and Drug Supplement

Unit 6 : Maintenance of Records

Block 3 : Preventive Paediatric Nursing

Unit 1 : Methods of Feeding

Unit 2 : Immunization

Unit 3 : Health Education

Placement : Paediatric Ward-Medical Surgical, Well Baby Clinic

List of Activities

Sl.No.	Activities	Field Area/ Hospital/Community	Number of Activities
1	Growth and Development Monitoring	Neonates Neonates Infant Toddler Pre-school	4
2	Case Study	Medical and Surgical	2
3	Planned Health Teaching	Medical/ Surgical	1

Course Code: BNS-108/BNSL-108

Title of the Course: Mental Health Nursing

	Theory	Practical
Credits	4	8
Study Hours	120	240
Contact Hours	24	120

Note: One credit is equal to 30 hours of study/practical.

After studying this course, students will be able to:

- Develop understanding of the principles of psychiatric nursing
- Differentiate the abnormal behaviour from normal
- Demonstrate skills in nursing management of emotionally ill in the hospital and community
- Develop skills in therapeutic communication
- Apply knowledge in promotion of mental health

Course Outline (Theory)

Block 1 : Basic Concepts of Mental Health and Psychiatric Nursing

Unit 1 : Historical Development of Psychiatric Nursing

Unit 2 : Concepts of Normal and Abnormal Behaviour and Classification of Mental Illness

Unit 3 : Defence Mechanism

Unit 4 : Psychopathology/Psychiatric Signs and Symptoms of Mental Disorders

Unit 5 : Basic Principles and Prerequisites of Psychiatric Nursing

Block 2 : Therapeutic Nursing Interventions in Psychiatric Conditions-I

Unit 1 : Therapeutic Nurse-Patient Relationship

Unit 2 : Communication Techniques Used in Psychiatric Nursing

Unit 3 : Nursing Management of a Patient with Schizophrenia

Unit 4 : Nursing Management of a Patient with Affective Disorders

Unit 5 : Nursing Management of a Patient with Organic Brain Disorders

Block 3 : Therapeutic Nursing Interventions in Psychiatric Conditions-II

Unit 1 : Neurotic, Stress-related and Somatoform

Unit 2 : Nursing Management of a Patient with Neurotic, Stress Related and Somatoform Disorders

Unit 3 : Psychoactive Substance Use Disorders

Unit 4 : Nursing Management of Mental Disorders in Children and Adolescents

Block 4 : Advanced Concepts of Mental Health and Psychiatric Nursing

Unit 1 : Role of a Psychiatric Nurse in Various Therapies

Unit 2 : Nursing Management of Psychiatric Emergencies

Unit 3 : Legal Aspects of Psychiatric Nursing

Unit 4 : Role of a Nurse in Community Mental Health Programme

Unit 5 : National Mental Health Programme (NMHP)

Unit 6 : Issues, Trends and Challenges in Psychiatric Nursing

Course Outline (Practical)

Block 1 : Techniques and Skills in Mental Health Nursing

Practical 1 : Developing Nursing Process

Practical 2 : Techniques of Taking Psychiatric Nursing History

Practical 3 : Mental Status Examination

Practical 4 : Interview Technique and Process Recording

Practical 5 : Developing Nursing Care Plan

Block 2 : Role of Nurse in Therapeutic Intervention of Patients with Mental Illness

Practical 6 : Nurse's Participation in Specific Psychosocial Therapy

Practical 7 : Nurse's Role in Electro Convulsive Therapy

Practical 8 : Restraining and Role of Nurse

Practical 9 : Nurse's Role in Administration of Drugs

Block 3 : Community Based Mental Health Nursing and Maintenance of Records

Practical 10 : Community Survey of Mental Health and Mental Illness

Practical 11 : Health Education to Community on Mental Health and Illness

Practical 12 : Report on Community Based Mental Health Facilities

Practical 13 : Health Education on Substance Use Disorders

Practical 14 : Maintenance of Records and Follow Up

Placement: Psychiatry Ward List of Activities

Sl.No.	Activities	Field Area/ Hospital/Community	Number of Activities
1.	Process Recording	Psychiatric Ward Male/Female	5+5
2.	Nursing Care Plan	Psychotic Disorder Neurotic Disorder	2
3.	Case Study	Psychiatric Ward	
4.	Family Counselling	Drug Abuse Clinical Ward	1
5.	Observation Report	Nursing Services/Management of a Psychiatric Ward	1

Course Code: BNS-109/BNSL-109

Title of the Course: Community Health Nursing

	Theory	Practical
Credits	4	8
Study Hours	120	240
Contact Hours	24	120

Note: One credit is equal to 30 hours of study/practical.

After studying this course, students will be able to:

- Review the concepts of community health nursing services
- Describe the various systems of medicine prevalent in the community

- Out line the role of surveillance and monitoring of health programmes and community involvement for the welfare of the community
- Identify the role of the nurse in specific social problems
- Identify the role of the nurse in specific health programmes.

Course Outline (Theory) (Proposed)

Block 1 : Principles and Practice of Community Health Nursing

Unit 1 : Introduction to Community Health Nursing

Unit 2 : Family Health Care Concepts

Unit 3 : Family Health Nursing

Unit 4 : Introduction to Epidemiology

Unit 5 : Health Information and Health Statistics

Unit 6 : Occupational Health Nursing

Block 2 : Role of Nurse in Specific Societal Health Problems

Unit 1 : Alcoholism and Drug Abuse

Unit 2 : Child Abuse

Unit 3 : Poverty and Community Development Programmes

Unit 4 : Infertility

Unit 5 : Fertility and Fertility Related Aspects

Unit 6 : Role of Nurse in Care and Rehabilitation of Disadvantaged People

Block 3 : Role of Nurse in National Health Programmes

Unit 1 : National Health Programmes-I

Unit 2 : National Health Problems of India-II

Unit 3 : Maternal and Child Health Programme

Unit 4 : Communicable Disease Programme-I

Unit 5 : Non Communicable Disease Programme

Unit 6 : Nutritional Programme and School Health Programme

Block 4 : Community Health Nursing Administration

Unit 1 : Concept of Community Health Administration and Management

Unit 2 : Health Care Planning in India

Unit 3 : Community Health Administration in India

Unit 4 : Management of Community Health Nursing Services in India

Unit 5 : Evaluation of Health Services

Unit 6 : Voluntary and International Health Agencies

Course Outline (Practical)

Block 1 : Nursing Practices in Community Health-I

Section 1 : Practice in Community Health Nursing

Practical 1: Community Identification and Diagnosis

Practical 2 : Preparing a Map of the Community

Practical 3 : Community Health Action Programme

Practical 4 : Preparing Reports

Section 2 : Family Health Nursing Care

Practical 5 : Family Health Nursing Care

Practical 6 : Family Visits

Practical 7 : Care of a Family with Specific Societal Health Problems

Practical 8 : Family Health Records

Block 2 : Nursing Practices in Community Health-II

Section 3 : Nursing Practice in Specific National Health Programmes

Practical 9 : Identification of Specific National Health Problems

Practical 10 : Participation in Specific National Health Programmes

Practical 11 : Evaluation and Reporting of Specific National Health Programmes

Practical 12 : Organising Observation Visit to Community Health Agencies

Section 4 : Community Health Nursing Administration

Practical 13 : Setting Up of a Community Health Centre

Practical 14 : Management of Community Health Nursing Services at a Health Centre

Practical 15 : Teaching and Educating Health Workers and Health Volunteers

Practical 16 : Supervision of Health Workers

Placement : *Primary Health Centre/Community Health Centre*

- *Urban*

- *Rural*

List of Activities

Sl.No.	Activities	Field Area/Community	Number of Activities
1.	Survey	Community	1
2.	Case Study	Community/Neighbourhood	1
3.	Report Writing	Any Specific Health Programme	1
4.	Planned Health Teaching	School Health Programme Group of Mothers Health workers/ANMNHGI Dais	3

Course Code: BNS-110/BNSL-110

Title of the Course: Nursing Administration

	Theory	Practical
Credits	4	6
StudyHours	120	180
Contact Hours	24	90

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Develop understanding of the basic principles of administration in nursing education and service
- Apply the principles and techniques of supervision
- Explain the concept of personnel management and financial management
- Apply communication skills in nursing education and services
- Explain the importance and process of staff development and inservice education

Course Outline (Theory)

Block 1 : Administration and Management in Nursing

Unit 1 : Overview of Administration and Management

Unit 2 : Functions and Principles of Administration

Unit 3 : Organisation of Nursing Administration

Unit 4 : Supervision

Block 2 : Organisation of Nursing Service and Education

Unit 1 : Planning and Organisation of Nursing Services

Unit 2 : Organisation of Nursing Care in Hospital

Unit 3 : Planning and Organisation of Nursing Educational Institutions

Unit 4 : Trends, Perspectives and Issues in Nursing

Block 3 : Personnel and Financial Management

Unit 1 : Personnel Management

Unit 2 : Staff Development

Unit 3 : Leadership

Unit 4 : Material Management

Unit 5 : Financial Management and Budgeting

List of Activities (Proposed)

Sl.No.	Activities	Field Area/ Hospital/Community	Number of Activities
1.	Observation Report	Hospital Services/Nursing Education Schools/ Colleges of Nursing	1
2.	Preparation of an	Nursing Services of a Hospital Organizational Chart	1
3.	Presentation of Organization Chart	Emergency Care/ICU/OT/ Infection Control Ward (any)	1
4.	Planned Health Teaching	Hospital Wards	1

Course Code: BNS-111/BNSL-111

Title of the Course: Nursing Education and Research

	Theory	Practical
Credits	4	8
Study Hours	120	240
Contact Hours	24	120

Note; One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Describe the aims and principles of education and nursing education
- Demonstrate the understanding of teaching learning process and develop skills in teaching learning process
- Explain the importance of evaluation, procedure and purposes in nursing education
- Strengthen knowledge and develop skills in curriculum development and lesson planning
- Develop skills in writing lesson planning
- Develop understanding of nursing research and importance of research in nursing practice
- Conduct an action research
- Develop skills in writing and interpreting research reports and statistics

Course Outline (Theory)

Block 1 : Introduction to Nursing Education

Unit 1 : Education: Its Meaning, Concept, Aims and Philosophy

Unit 2 : Teaching -Learning in Nursing Education

Unit 3 : Teaching -Learning Methods

Unit 4 : Educational Communication Methods

Unit 5 : Guidance and Counselling in Nursing Education

Unit 6 : The Counselling Process and Approaches

Block 2 : Curriculum Development and Implementation

Unit 1 : Introduction to Curriculum Development

Unit 2 : Instructional objectives

Unit 3 : Selection and Organisation of Learning Experience

Unit 4 : Planning and Implementation of Curriculum

Unit 5 : Planning and Implementation of Clinical Experiences

Unit 6 : Evaluation of Students

Block 3 : Introduction to Nursing Research

Unit 1 : Introduction

Unit 2 : Literature Search and Review

Unit 3 : Research Approaches/Methodology (Research Design)

Unit 4 : Population, Sample and Sampling

Unit 5 : Methods of Data Collection

Unit 6 : Development of Research Tools

Block 4 : Data Analysis and Introduction to Statistics

Unit 1 : Data Analysis and Research Report

Unit 2 : Research Proposal

Unit 3 : Descriptive Statistics-I

Unit 4 : Descriptive Statistics-II

Unit 5 : Bio-statistics/Health Statistics

Course Outline (Practical)

Section 1 : Curriculum Planning

Practical 1 : Course Planning

Practical 2 : Unit Planning

Practical 3 : Lesson Planning

Practical 4 : Rotation Plan

Section 2 : Instructional Methods, Media and Evaluation

Practical 5 : Preparation of Teaching Aids

Practical 6 : Class-room Teaching

Practical 7 : Clinical Teaching Methods

Practical 8 : Test Construction and Measurement

Section 3 : Introduction to Nursing Research

Practical 9 : Selection of Research Topic

Practical 10 : Writing of Research Proposal

Practical 11: Conducting Action Research in Nursing

Practical 12 : Construction of Research Tool

Practical 13 : Writing a Paper/Research Report

Section 4 : Introduction to Statistics and Data Presentation

Practical 14 : Organization and Methods of Analysis of Data

Practical 15 : Methods of Data Presentation

Practical 16 : Determination of Vital Statistics in Health (Rate, Ratio, Proportion)

Placement: Colleges/Schools of Nursing, Clinical field List of Activities

Sl.No.	Activities	Field Area/ Hospital/Community	Number of Activities
1.	Practice teaching	Classroom Teaching Clinical Teaching	32
2.	Rotation Plan	School of Nursing/Hospital Ward	2
3.	Self study Interpretation of Research Studies	Any Research Study Project from Nursing Library	1
4.	Conduct of Action Research	Any Topic Clinical/Community	1
5.	Development of Tool	For Selected Action Research	1
6.	Preparation of Question Paper	For any Subject of GNM Revised Syllabus	1

Course Code: BNSL-112

Title of the Course: Computer in Nursing

	Theory	Practical
Credits	-	2
Study Hours	-	60
Contact Hours	30	30

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Explore the computer with its windows
- Apply the knowledge in downloading the material from internet
- Develop skills in development of nursing care history/nursing care plan
- Search the data of patient/client
- Develop skills in making power point slides for presentation

Course Outline

Block 1 : Introduction to Computer Basics

Practical 1: Introduction to Computer

Practical 2 : Microsoft Windows

Practical 3 : MS Word: Part I

Practical 4 : MS Word: Part II

Practical 5 : Introduction of Spreadsheets

Practical 6 : MS Excel Toolbars

Practical 7 : MS Powerpoint

Practical 8 : Internet and E-mailing

Block 2 : Application of Computers in Nursing

Practical 9 : Computerization in Nursing

Practical 10 : Networking for Hospitals and Clinics

Practical 11: Electronic Patient Records

Practical 12 : Internet and Nursing

Sl.No.	Activities	Field Area/	Number of Activities
1.	Getting familiar with computers	Computer lab/home	3
2.	Use of computer of nursing activities	Hospital computer/home/ computer lab	2
3.	Use of computer for powerpoint presentation	Peer Group	2
4.	Practice on sending e-mail and web site search	Computer lab	3

4 STUDY MATERIAL

Properly planned self-instructional print material both for the theory and practical components is the main part of the Post Basic B.Sc. Nursing programme. The study materials prepared by the University are self-instructional in nature whereas the lessons which are called units in the theory component are structured to facilitate theory counselling sessions and self-study, the practicals are structured for self-guidance during the self and supervised activities.

4.1 How to Study Print Material?

a) Theory

While going through the syllabi of courses you will note that each course has been divided into 4 blocks for 4 credit courses. Each block has 4-6 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

The course material will be provided for you in the form of well designed printed books. Each book is a block containing various units. The first page of each block indicates the numbers and titles of the units comprising in the block. In the first block of each course, we start with the course introduction. This is followed by a brief introduction to the block.

Each unit has an introduction in which we tell you about the contents of the units. We outline a list of objectives which we expect you to achieve after completing the unit. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end up each unit by summarizing its content to enable you to recall the main points.

In each unit, there are “Check Your Progress” which are meant to help you to assess your understanding of the subject. You must try attempting Check Your Progress exercises.

b) Practical Manual

While, going through the Practical Manual you will note that each course practical manual has been divided into section and number of practicals. Based on the theory courses of each subject, number of practicals/ experiments are given under each section of the particular course of practical. Rest of the pattern for the Practical Manual has been prepared with the objective of providing you a guideline to study and practice these skills/experiments when you are placed in the. Laboratory/ Hospital/ Primary Health Centre/ Community and various health agencies for practical experience/work.

In the practical manual also you will find the “Check Your Progress” and” Activities” which will provide you a feedback about your progress over the content of the sections and help you in application of the theory principles into practice. At the end of the practical manual self activities and supervised activities are listed. The number of practical, section and sub-section is also mentioned which you can refer while doing the activity. You will be doing your supervised activities during practical contact session with your academic counsellor.

4.2 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the print material. The audio tapes and video cassettes are available at you programme study centre i.e. College of Nursing. Hence, we advise you to make use of it, as that will help you to understand the subject better. Web Cast is transmitted as per schedule.

Timings are subject to change. Please check it with your Programme Study Centre that is designated College of Nursing.

Audio-Video material will not be supplied individually to you but will be made available at the Study Centres. You can watch these programmes during counselling sessions. Students interested of buying the audio-video tapes can procure them from Marketing Unit, EMPC, TGNou, Maidan Garhi, New Delhi-110068.

4.3 Theory Counselling Sessions

The Study Centre at College of Nursing will organise theory counselling sessions for all courses of study. Here, as students, you can take help from the counsellors in the study. The counselling sessions are not meant to be classroom lectures. You must study the material and try to assimilate it prior to coming for counselling. Whatever problems, you have, you must consult your counsellor for clarifications and help.

There will be 24 counselling hours for the 4 credit course and each counselling session will be of 2 hours duration.

For successful completion of programme, a student is required to have minimum of 75% attendance in the counselling sessions, in each course to be eligible to appear in the examination.

The counsellor will also organise sessions where you can listen to/view audio-video programmes. These programmes often supplement your course material. Exact dates of counselling sessions will be announced by the Study Centres concerned.

During the counselling session you will have the opportunity to interact with your fellow students which will help you to formulate self-help groups.

4.4 Web Cast

This is linked with both the theory and practical courses and is held once in a month. We advise you to attend these sessions regularly at your Regional Centre or PSC or at home or work place. The schedule can be obtained from your Regional Centre and Programme Study Centres that is College of Nursing. This would give you opportunity to interact with students all over the country. Attend sessions at Educational Broad Cast at www.ignou.ac.in

4.5 Teleconferencing

Live sessions are conducted via satellite through interactive Gyan Darshan Channels as well as simultaneously telecasted on Edusat channel from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the Programme Study Centres.

4.6 Practical Sessions

The practical component of this programme has been designed to build on your existing skills and knowledge in the various areas/field of nursing. This practice will help you to improve the skills, and competencies that you will need to practice as a nurse.

Your practice is, therefore, an integral and compulsory part of the Post Basic B.Sc. Nursing programme.

90% attendance for practical work in each course is compulsory for becoming eligible to appear in the Term-End Examinations.

You should keep in mind that every practical is evaluated and is included for the final evaluation, the weightage being 50%. Therefore, you have to perform all the practicals in order to be able to secure the maximum marks. The remaining 50% is assigned for the final practical examination which will be conducted in the practical field by internal and external examination.

4.7 Practical Contact Sessions

You will be assigned with a Academic Counsellor or Clinical Supervisor in the clinical settings. Your Clinical Supervisor is there to:

- Organise rotation for practical experience;
- Provide support when you need it;
- Provide guidance as you work through this programme;
- Supervise, monitor and assess your progress of work; and
- Evaluate the practical supervised and self activities.

Clinical supervisor will ensure that each student has completed activities and the required clinical experience for every course of this programme. A group of 7-10 students will be supervised by one clinical supervisor/ academic counsellor.

In the clinical setting; Clinical Supervisor will assign your placement for practical experience in different areas. It is planned to conduct practical sessions, which will be conducted in one or two spells as planned at all the Programme Study Centres. **The detailed schedule of practical work and laboratory work will be communicated to you by programme Incharge of (College of Nursing) Programme Study Centre.**

Facilities for laboratory work for the Applied Sciences course will be provided at the College of Nursing. Laboratory practicals are planned for 112 hours i.e. 14 days in total. There will be two practical sessions of 8 hours/day, one in the morning and one in the evening i.e. 4 hrs each. It is planned to conduct the practical sessions during suitable periods i.e. summer vacations of regular students so that in-service nurses can attend the same without any difficulty.

The detailed programme of the contact -cum-counselling sessions will be sent to you by the Programme Incharge of the Study Centres concerned. In these sessions, you will get an opportunity to discuss your problems pertaining to the course with the counsellors.

4.8 Study Centres

To provide effective support, IGNOU has set up a number of Study Centres all over the country whereas for conducting the Post Basic B.Sc. Nursing Programme. Programme Study Centres (PSCs) have been set up in selected Colleges of Nursing, which are recognised by Indian Nursing Council (INC). Each PSC will be allotted about 25-30 students. These centres will be managed by the Programme Incharge. The detailed particulars regarding the Study Centres to which you are assigned, will be communicated to you. The laboratory/clinical sessions of the programme will be held at the Colleges of Nursing.

Please bring the blocks while attending theory counselling sessions and practical manual during practical contact sessions.

5 EVALUATION

The system of evaluation in IGNOU is 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 and practicals self and supervised activities.
- 3) The term-end examinations

In Nursing Courses there is Evaluation of assignments is called continuous assessment (CA). A learner has to send tutor marked assignment (TMAs) responses to the concerned Programme Incharge of the Study Centre to which s/he is attached. A learner should keep duplicate copies of assignment responses of assignments that may be required to be produced at SE Division on demand.

Theory

For theory courses, the evaluation consists of two aspects:

- i) Continuous evaluation through assignments, and
- i) Term-end examination.

In the final results all the assignments carry 30 per cent weight age while 70 per cent weightage is given for term-end examination. You need to score 50 per cent marks in assignment separately and 50 per cent marks in term-end examination to be declared successful.

In the following subjects the evaluation will be as follows:

- **BNS 102, Applied Sciences:** You are required to score 50 per cent marks in each component of assignment separately i.e. Biophysics, Biochemistry, Microbiology and Nutrition and Dietetics and 50 per cent marks in aggregate in term-end examination to be declared successful.
- **BNS-104, Communicative English:** You are required to score 50 per cent marks in assignment and 40 per cent marks in term-end examination separately to be declared successful.
- **BNS 105, Behavioural Sciences:** You are required to score 50 per cent marks in each component of assignment separately i.e. General Psychology, Educational Psychology and Sociology and 50 per cent in aggregate in term-end examination to be declared successful.

Practical

For practical courses, the evaluation consists of two aspects:

- i) Continuous assessment in form of self-activity and supervised activities.
- i) Final practical examination.

In the final result, continuous assessment during field work will carry 50 per cent weightage (25 percent Self-activities and 25 percent supervised activities) and final practical examination will carry 50 per cent weightage. You need to score 50 per cent marks in self activities, supervised activities and practical examination separately.

5.1 Assignments

Assignments constitute the continuous evaluation component of a course. The assignments of a course carry 30 per cent weightage. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to take your assignments seriously.

You have to complete and submit all the assignments compulsorily. You will not be allowed to appear in the term-end examination of a course if you do not submit the specified number of assignments in time for that course and for practical courses self and supervised activities to appear in practical examination.

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the course by providing feedback to you. The information given in the printed course materials should be sufficient for answering the assignments. Do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may make use of them. But, the assignments are designed in such a way as to help you to concentrate mainly on the printed course material and make use of your personal experience.

In **Theory** TMA is evaluated by the academic counsellor at the programme study centre.

In **Practical** courses, the self-activities and supervised activities will be considered as assignment which will have to be submitted to the academic counsellor or clinical supervisor at the time of your placement for clinical experience. There will be 50 per cent weightage given to these assignments. Whereas in Laboratory courses (Applied Sciences) 50 per cent weightage will be given to the practicals conducted in the laboratory i.e. Biochemistry, Biophysics, Microbiology, and Nutrition and Dietetics.

Whenever you receive a set of assignments, check them immediately and ask for missing pages, any from Regional Centre or the Programme Incharge of your Study Centre or download from student zone at IGNOU web site.

Guidelines for Submission of Assignments

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets will be returned back or you will score less marks.

You must submit your assignments according to the schedule or dates indicated in the assignment itself. In case there is any delay in receipt of assignments and study material and/or schedule for submission of assignments has not been indicated, you should submit your assignment responses within one month of the date of receipt of material together with a documentary evidence of your having received the material late.

The Programme Incharge at the Programme Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

For your own record, retain a copy of all the assignment responses which you submit at the Programme Study Centre. If you do not get back your duly evaluated tutor marked assignments within a month after submission, please try to get it from your Study Centre personally. This may help you to improve upon future assignments. Also maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

In case you are unable to submit the assignments or unable to score minimum qualifying pass grade i.e. 50%, you have to wait for the assignments provided for the next batch of students and submit them. The request for the new assignments may be addressed to the Regional Director of respective Regional Centre or download from student zone at IGNOU web site.

Once you get the pass grade in “an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Programme Incharge of the Programme Study Centre so that the correct score is forwarded by him/her to the SR&E Division at the Headquarters.

Do not enclose or express doubts for clarification, if any, along with the assignment. Send your doubts in a separate cover to the Deputy Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068. When doing so give your complete enrolment no., name, address, title of the course, and the number of the unit or the assignment etc., on top of your letter.

Specific Instructions for Tutor Marked Assignments (TMAs)

- 1) Write your Enrolment No., Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and name of your Study Centre on the left hand corner of the first page of your response sheet.
- 3) Course Code and Assignment Code may be copied from the assignment. The top of the first page of your response sheet for each assignment should be like this:

Programme Title	Enrolment No.
Course Code	Name
Course Title	Address
Assignment Code	
Study Centre	
	Signature
	Date

- 3) Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself.
- 4) Go through the units of the block from which assignments are based. Make some points regarding the question, rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction can give brief interpretation of the question and how you propose to answer it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Write the answer in your own words. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasis. While solving numericals, use proper format and give working notes wherever necessary.
- 5) Use foolscap size paper for your response and tie and number all the pages carefully. Avoid using very thin paper. Leave 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- 6) Write the responses in your own hand writing. Do not print or type the answers. Do not reproduce your answers from the units sent to you by the university. If you reproduce from units, you will get less marks or your assignment will be returned.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be sent to the Programme Incharge of the Programme Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheet to the SR&E Division at Headquarters for evaluation.
- 11) After submitting the assignment at the Programme Study Centre, get the acknowledgment from the Programme Incharge on the prescribed assignment remittance-cum-acknowledgement card as printed in Appendix III.
- 12) In case you have requested for a change of Programme Study Centre, you should submit your Tutor Marked Assignment only at the original Programme Study Centre until the change of Programme Study Centre is changed by the University.

- 13) A feedback sheet on Post Basic B.Sc. Nursing Course material is given in Appendix IV for your comments/ observations. Please fill it up and sent it along with the theory assignments of each course. This will help us to improve the course materials in future. You can use photocopies of these specimen sheets. You may send the response sheet to the Programme Co-ordinator, Post Basic B.Sc. Nursing Programme, SOHS, IGNOU, Maidan Garhi, New Delhi-110 068.

5.2 Term-End Examination (TEE)

As stated earlier, term-end examination is another component of the evaluation system. Term-end examination carries 70% weightage in the final result.

To be eligible to appear at the term-end examination in any course, you are required to fulfil the following five conditions:

The university conducts Term-End Examination (TEE) twice in a year i.e., in June and in December. You can take the examinations after the completion of the course. In the first year you can take the examinations in December, failing which you can take the same in June or December, of subsequent years within the total span of the programme. Similarly, in the case of second year courses, you can take the examinations in December, failing which you can appear in June or December of subsequent years. Same pattern will apply to third year (last six months) courses.

5.3 Attendance

The student will be required to complete 75% attendance in theory counselling to become eligible for appearing in TEE. Similarly s/he will be required to complete 90% attendance in practical contact sessions to become eligible for appearing in Final practical examination.

If a student does not successfully complete the assignments, s/he may redo the assignment as per university ordinance.

Modalities for Conducting a Final Examination

Theory

- Fillup the TEE form and pay the requisite TEE fee see per course
- Submit the form at Regional Centre
- Hall Ticket will be issued or download from web site.
- Date stat is also uploaded at webstie.

Practical

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

Examination date sheets for theory (schedule which indicates the date and time of examination for each course) is sent to RCS and uploaded at website. Thus, normally, the date sheet for June examinations are sent in the month of January and December examinations in the month of July. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination i.e. June or December as the case may be.

It is an essential prerequisite for you to submit the Examination Form for taking examination in any course. Copies of the examination forms are available at Study Centre/Regional Centres/SR&E Division at Headquarters. Only one form is to be submitted for all the courses in one term-end examination. You can download from internet also.

No separate fee for practical courses

The filled in examination form is to be submitted to the Regional Director, Regional Centre under which you are enrolled. The last date for submission of examination forms. Please check the website. Examination forms received after the last date shall be rejected.

After receiving the examination form from you, the University will send intimation slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examinations, you may contact your Programme Study Centre/Regional Centre/SR&E Division at headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received intimation slip or misplaced the intimation slip. You may download from internets. You can take the examination by showing your Hall Ticket downloaded from website and Identity Card (Student Card) to the examination centre superintendent.

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

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

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

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

5.4 Grading Percentage

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

You are required to score at least 50% marks in both continuous evaluation (theory assignments and practical field work) and term-end theory examination and practical examination. In the overall computation also you must score at least 50% marks in each course, except in English TEE to claim the Post Basic B.Sc. degree in Nursing. In English 40% marks are considered as pass marks for TEE only.

Gold Medal:

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

6 UNIVERSITY RULES

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

6.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the *“Chhattisgarh NijiKshetra Vishwavidyalaya (Sthapana Aur Viniyaman), Adhiniyam, 2002”* are non-existent and cannot be considered for admission to any Academic Programme in IGNOU.

6.2 Validity of Degree for Admission

Master’s Degree awarded without a first degree of Three year duration is not recognised for purposes of admission to IGNOU’s Academic Programmes. However, this condition is not applicable for the five-year Integrated Master’s degree acquired from a recognized University/Institution.

Bachelor’s Degree means, **Bachelor’s Degree of not less than Three year duration**. “Professional Degree” means a degree in Engineering, Law, Medicine, and Nursing etc.

6.3 Acceptance of ‘Two year Bachelor’s degree’

Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course, prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have completed Three years degree and they

are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled upto June 1986, but completed subsequently shall be treated valid for all purposes including admission to a Masters degree programme and other higher studies.

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

‘One-sitting B.A. degree’ of Osmania University, Andhra University, Kakatiya University, Kurukshetra University, etc. **is recognized for purposes of admission to IGNOU’s Master’s Degree programmes subject to the condition that the candidates have enrolled for the programme up to the year 1995-96 and completed their course up to the year 1998-99.** Besides, such candidates should have a gap of two year after +2 before they have registered themselves for ‘One sitting BA degree’.

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

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

6.4 Incomplete and Late Applications

Incomplete Online Application Form(s)/Re-registration Form(s), received having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and provide clear/visible scanned copies of all the required self attested certificates. If required by the University to submit the application form in “Offline Mode” in some specific programmes or due to some others specific reasons, the application form sent through Offline mode to offices of the University other than the one specified, will not be considered and the applicant will have no claim, whatsoever, on account of this.

6.5 Validity of Admission

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

6.6 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any **Certificate programme of Six months duration.** However, if there is any clash of dates of counselling or examination schedule between the two programmes taken by the student, University will not be in a position to make adjustment.

However simultaneously pursuing **two academic Programmes** at degree level, either from the same University, or one from the **Open University (under ODL mode)** and the other from **Conventional University (regular or face-to- face mode)** is not permitted, as of now.

6.7 Re-Registration

Learners are advised to submit the Re-Registration (RR) forms ‘Online’ only on the web portal www.ignou.ac.in. as per schedule being notified by the University from time to time, irrespective of the fact that whether the learners appeared in the examination or not or whether they are passed or not in the course(s) registered in the current academic session. If the Re-Registration in any of the programme is not available online or for any other reason as specified by the University, Learners should submit their RR forms at the respective Regional Centre ONLY and nowhere else. If any student submits the ‘Offline’ Re-Registration Form at any other Regional Centre than the allocated Regional Centre, and consequently misses the scheduled date and a semester/ year, he/she will have no claim on the University for regularization.

International students of the University pursuing their programme from India are advised to submit re- registrations form Offline at respective Regional Centre or International Division, HQ.

6.8 Re-admission

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

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

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

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

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

6.9 Additional time for Learners with Disability

- a) Learners with disability of 40% or more are given additional 2 (two) years beyond the maximum duration prescribed for all academic programmes.

- 2) Learners with disability seeking benefit of the aforesaid facility should submit the 'Disability Certificate' issued by the competent authority at the Regional Centre concerned, which, in turn will verify it, make entry in the database and transmit the data to SRD for updating in the Master records.
- 3) Re-admission facility to learners with disability will be extended without charging any pro-rata fee, i.e. further extending the duration beyond the maximum duration by six months/one year/two year, as the case maybe. However, learners with disability are required to submit Re-admission Form, as per schedule, without any pro-rata fee.

6.10 Reservation

The University provides reservation of seats for Scheduled Castes and Scheduled Tribes, non-creamy layer of OBC, Economically Weaker Sections (EWS), (as notified by MHRD vide OM 12-4/01 9-U1 dated January 2019), War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission of forged certificate under any category shall be liable not only for cancellation of admission but also to be legally implicated as per Government of India rules.

6.11 Scholarships and Reimbursement of Fee

The learners belonging to reserved categories, viz. Scheduled Castes; and Scheduled Tribes, fee reimbursement facilities as per the rules of the University. Jail inmates are provided full fee exemption.

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

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

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

Students belonging to SC/ST/OBC/Minority/PWD can avail scheme of fee waiver/reimbursement/exemption/scholarship offered by UGC/MHRD/various State Governments/Govt. Departments. For eligibility and procedural details, interested students may obtain details from concerned agencies.

6.12 Fee Reimbursement for SC/ST Students under the SCSP and TSP Schemes

The University provides reimbursement of programme fee to students from SC/ST category as per its policy. The policy is subject to modification. Students are advised to visit the University website or contact the Regional Centre to know about the latest provisions.

The SC and ST students who are employed or who are availing any kind of fellowship or fee exemption from other agencies are not eligible for fee exemption under SCSP/TSP scheme. The exemption of fee is confined to Programme Fee mentioned in this Admission Prospectus. The

scheme will not exempt registration fee, late fee (if any), term-end-exam fee, re-admission fee, convocation fee etc.

The application form is provided at the end of the Prospectus at **Annexure IV**.

6.13 Refund of Fee

The refund request will be considered as under:

- a. Before the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.200/-
- b. Within 15 days from the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.500/-
- c. Within 30 days from the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.1,000/-.
- d. After 30 days from the closure of the last date- No refund will be allowed.
- e. The last dates for submission of admission form will be considered separately i.e. last date without late fee and last date with late fee. However, late fee, if any, will not be refunded.
- f. In cases of (a) to (c) above, the candidate will make a written request to the Regional Director concerned for such a refund. The RC will process the cases as soon as possible after ascertaining the credit of the same in IGNOU Accounts.
- g. For CBCS Based Bachelor's Degree Programme:**

The registration of the students will be done year-wise though the courses of the programmes will be offered semester-wise. The students will pay the fee for the first and second semesters at the time of admission itself. No fee will be refunded if a student decides to withdraw mid- session.

6.14 Waiver of IGNOU Programme fee for Jail Inmates

Inmates lodged in Prisons in the country are exempted from payment of programme fee, including registration fee. The under-trial/short term prisoners are also eligible for the same benefit of FREESHIP as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay subsequent fees wherever applicable (examination fee, re-registration fee, pro-rata fee for readmission, registration fee for convocation etc.).

6.15 Study Material and Assignments

The University has a provision to provide soft copy of the self-learning material in place of printed material. A learner opting for the soft copy will be given a discount of 15% in the Programme Fee. The Option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material.

The University sends study material to the students by Registered post/ Speed Post and if a student does not receive the same for any reason; whatsoever, the University shall not be held responsible for that.

Assignments for the current session are made available on the website. Students are advised to download the same.

For non-receipt of study material, learners are required to write to the Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068

6.16 Change of Elective/Course

For CBCS Based Bachelor's Degree Programme, change of course is **NOT permitted** in CBCS-Based BAG/BCOMG and BSCG Programmes. **For Master's Degree Programme, the fee for change of course is Rs.600/- for 2/4 credits and Rs .1200/-for 6/8 credits 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 Elective/Course should be addressed to the concerned Regional Centre only as per schedule.

6.17 Change of Medium

For CBCS Based Bachelor's Degree Programme, Change of medium will be allowed as per current practice on payment of applicable fee.

For other Programmes 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.

6.18 Change of Programme

Change of Programme is **NOT permitted** in CBCS-Based BAG, BCOMG and BSCG Programmes.

For other Programmes Change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/ MARD/M.Com./ MAPY/MAPC) is permitted only in the first year of study within 30 days from the last date of applying for admissions. A student has to pay the full fee for the new Programme and he/she has to forgo the fee paid for the earlier programme.

The request for change of programme should be addressed to the Regional Director of concerned Regional Centre.

6.19 Credit Transfer

Credit transfer means allowing a student of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A student thus admitted need not write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for, and for purposes of fulfilling the IGNOU requirements for award of a degree/diploma.

Students who want to avail of credit transfer shall get registered with IGNOU for the programmes they want to study. All the applications for this purpose should be addressed to The Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068.

There will be **NO credit transfer available** for the CBCS based programmes w.e.f. July 2019 session.

6.20 Counselling and Examination Centre

All study centres, Programme study centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals.

6.21 Correction of Address and Study Centre Change

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

6.22 Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

The learner can seek transfer to any other overseas study centre only after six months of Registration or submission of first year/semester assignments for the programme of one year or longer duration.

6.23 Eligibility for Term End Examinations

The learners are instructed to **refer to Page No. 8, para 1.10** Evaluation System sub-head '**Term-end Examination and Payment of Examination Fee**' before submitting Examination Form for appearing in the June as well as December Term-end examination. A learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting re-registered/sought readmission for the same. Otherwise, the result would be withheld in such cases.

The students seeking admission to CBCS based Bachelor Degree Programme in July 2019 admission session will be allowed to appear for the term end examinations for all the courses of first and second semesters together in June 2020 TEE only. Subsequently, as per the existing practices they will be allowed to appear in both December and June term end exam to complete their courses. Students can appear for the TEE for only those courses for which the student has opted and has submitted the assignment within the stipulated period.

6.24 Foreign Students

Foreign students residing in India having valid student visa for the minimum duration of the programme are eligible to seek admission in IGNOU's selected programmes on payment of international fee applicable for them. For programme fee and other charges the student can visit "INTERNATIONAL STUDENTS" icon on IGNOU's web site or contact the Director, International Division, IGNOU, Maidan Garhi, New Delhi 110068. Admission of foreign student residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/ Ministry of Human Resource Development. Programmes with limited number of seats are not offered to foreign students.

6.25 Guidelines for Admission in respect of International Students residing in India

- a) Download the Admission form for the respective Programme from IGNOU's website www.ignou.ac.in
- b) Fill up all the columns of the Admission forms and attach the relevant documents (as mentioned in the Prospectus) along with fee and cost of Prospectus.
- 3) Submit the hard copy of the form along with documents and fees at the following address Director, International Division, IGNOU, Block No. 15, Section K, Maidan Garhi, New Delhi.
- d) The learner must fill all the Columns of the Admission Form, failing which the admission form will not be processed for admission. The complete applications should reach at the above address not later than the last date of submission of forms.
- 5) The learner may apply only for those courses for which International fees have been prescribed.
- 6) The learner will have to produce the valid STUDY VISA for the minimum duration of the programme. Presently, the students from Nepal and Bhutan are not required to submit the Study Visa.
- 7) The learner will have to remit the International Fees of Programme.
- h) The fee has to be remitted through Bank Draft favouring "IGNOU" payable at "New Delhi".
- 9) The learner should possess the minimum qualification specified for the Programme. However, for equivalence of the qualification of the candidate reference may be made to Booklet "Equivalence of Foreign Degrees" published by Association of Indian University. In case the Degree/Certificate possessed by the candidate is in a language other than English or Hindi, a translated copy duly verified by the concerned Embassy should be submitted.
- 10) The fees once paid will neither be refunded nor transferred. However, in cases where University denies admission, the programme fee will be refunded through A/c Payee Cheque only.
- k) The student needs to submit NO OBJECTION CERTIFICATE from the concerned embassy. In the letter it should be clearly written that the Embassy has no objection regarding study of the

concerned student in IGNOU as well as extension of visa from time to time. PIO / OCI Card holders are not required to submit the NOC from concerned Embassy.

m) PIO/OCI cardholders and also Refugees (UNCHR) Card Holders will pay the fee applicable to International Students.

14) For further details you may visit: <http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

6.26 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block 12, IGNOU, Maidan Garhi, New Delhi-110068. The fee for official transcripts is as under:

For Indian Students:

Rs. 300/- for each transcript, if to be sent to the Student/Institute **within India**

Rs. 500/- for each transcript, if to be sent to the Student/Institute **out of India**

For SAARC Countries Students:

Rs. 1200/- for each transcript, if to be sent to the Student/Institute of **SAARC Countries**.

For Non-SAARC Countries Students:

\$ 120 for each transcript, if to be sent to the Student/Institute of **Non-SAARC Countries**.

Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

6.27 Improvement in Division/Class

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

6.28 Early Declaration of Result

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

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

6.29 Re-evaluation of Term-End-Examination

After the declaration of result, if the learner are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.750/- per course. The

request for re- evaluation by the learner must be made **within one month** from the date of declaration of result to the concerned Evaluation Centre in the prescribed format alongwith the fee of Rs.750/- per course in the form of Demand Draft in favour of IGNOU payable at the city of the Evaluation Centre where submitting the Re-evaluation form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in.

6.30 Obtaining Photocopy of Answer Scripts

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

6.31 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs.250/- in favour of IGNOU payable at “New Delhi”. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

6.32 Change of Category

Please note that any request for change of category code shall not be entertained by the University after finalization of admissions. Similarly, for the entrance test based and merit based programmes, request for change of category will not be entertained once the Forms are finally submitted by the prospective learners.

6.33 Correction/Change of Name/Surname of Learner

Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/surname while submitting the admission form.

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

- a) Original copy of Notification in a daily newspaper notifying the change of name;
- b) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- c) Marriage Card/Marriage Certificate in case of women candidates for change in surname;
- d) Gazette Notification, in original, reflecting the change of name/surname;
- e) Demand Draft of Rs.500/- drawn in favour of IGNOU payable at New Delhi.

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

6.34 IGNOU IGRAM

For any clarification/ Grievance write us at: <http://igram.ignou.ac.in>

6.35 Disputes on Admission & other University Matters

Disputes on Admission and other University Matters

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

6.36 Recognition of IGNOU Programmes

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/ Institutions, as per UGC Circular letter No. F. 1-52/2000 (CPP-II) dated 5th May, 2004, AIU Circular No. EV/1 1(449/94/176915-177115 dated January 14, 1994, AICTE Circular No. AICTE/Academic/ MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated 14.10.2013.

6.37 Pre-admission Counselling of Persons with Disabilities

Persons with disabilities before opting for a programme for admission may please go through the category of perspective jobs for persons with disabilities and the physical requirements of jobs by visiting the link (http://www.disabilityaffair.gov.in/content/page/rules_php#ipd2013) of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India. After having made this informed decision, the person with disability seeking admission must give an undertaking in the prescribed proforma available on IGNOU Web site.

6.38 Reservation for Economically Weaker Sections (EWSs) for admission in Central Educational Institutions

Ministry of Human Resource Development, Department of Higher Education, Govt. of India, vide their Office Memorandum F.No. 12-4/2019-UI, dated 17th January, 2019, on the subject cited above, has conveyed that in accordance with the provisions of the Constitution (One Hundred and Third Amendment) Act 2019, and in reference of Ministry of Social Justice and Empowerment vide OM No. 20013/01/ 2018-BC-II dated 17th January, 2019, enabling provision of reservation for the Economically Weaker

Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally backward Classes, it has been decided to provide reservation in admission to educational Institutions subject to a maximum of ten per cent of the total seats in each category. The provision of reservations to the Economically Weaker Sections shall be in accordance with the directions contained in the OM No. 20013/01/201 8-8C-11 dated 17th January, 2019 of the Ministry of Social Justice & Empowerment subject to the condition mentioned in the Office Memorandum of MHRD (copy enclosed).

In light of above, I am directed to request the Schools of Studies and concerned Divisions/Centers and Units of the University, as under:

- a) The reservations shall be provided to EWSs for admission in the University from the academic year 2019-20 onwards beginning academic session July 2019.
- b) Every School of Study, with the prior approval of the appropriate authority (as defined in Clause (c) of section 2 of the Central Educational Institutions (Reservations

in Admissions) Act, 2006), as well as Authorities of the University, will increase the number of seats over and above its annual permitted strength in each branch of study or faculty (wherever, the number of seats are fixed) so that the number of seats available, excluding those reserved for the persons belonging to the EWSs, is not less than the number of such seats available, in each category, for the academic session immediately preceding the date of the coming into force of MHRD O.M., i.e. Academic session July 2019 onwards.

- c) The scheme for implementing the reservation for the EWS shall be displayed on the website of the University as soon as possible, but not later than 31st March, 2019.

The application form is provided at the end of the Prospectus at **Annexure I**.

6.39 Digital Study Material

The University has digitized the study material for different programmes. The digitized material is available on eGyankosh, the digital repository of the University.

The University encourages the use of digital study material. It has been decided that as an incentive **15% concession shall be given to the students who opt for digital study material in place of printed study material.**

6.40 KVS Employees

As per the agreement with Kendriya Vidyalaya Sangathan (KVS), One hundred students are entitled to get 50% fee concession in the programmes offered by the University during a year. All the KVS employees seeking admission may send their applications along with the requisite full programme fee directly to the Concerned Regional Centres without routing through IGNOU HQs. However, the employees may follow the rules and procedures laid down by the KVS HQs, New Delhi, as regards to obtaining permission etc. The reimbursement in fees of 50% will be made only to such candidates duly recommended by the KVS HQs to SRD, IGNOU HQs. The reimbursement will be made by the concerned Regional Centre of IGNOU, on getting the communication only from Student Registration Division (SRD), IGNOU HQs.

7 WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material and assignments	Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi-110068
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
5	Purchase of Audio/Video CDs	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
6	Academic Content	Director of the School concerned

7	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
8	Student Support Services and Student Grievances, pre-admission Inquiry of various Programmes in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 Tel.Nos.: 29572514 E-mail : ssc@ignou.ac.in
9.	International Students residing in India should contact	Director, International Division, IGNOU, Block-15, Section K, Maidan Garhi, New Delhi. Tel. Nos. : 29533987; 29571684 E-mail : internationaldivision@ignou.ac.in

	Issues related	Contact No.	Controlling Officer & Telephone No.	E-mail ID
10	Issue of Deree/ Diploma Certificate/Despatch of returned Degrees/ Verification of Degrees/ Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	convocation@ignou.ac.in
11	Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/Non-receipt of hall tickets for term-end-examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Asstt. Registrar 011-29535064	sgoswami@ignou.ac.in jitenderkr@ignou.ac.in
12	Declaration of results of Masters & Bachelors degree level programme/ Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./Practical marks of all programmes	011-29572212	Section Officer 011-29536103	mdresult@ignou.ac.in bdresult@ignou.ac.in practicalised@ignou.ac.in
13	Declaration of results of Masters, Bachelor and Diploma programme/Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	bdresult@ignou.ac.in dpresult@ignou.ac.in

14	Declaration of results of DPE and Certificate programme/Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
15	Verification of genuineness of provisional certificate and grade card/Issue of Transcript	011-29572210	Section Officer 011-29536405	gcverification@ignou.ac.in
16	Queries related to UFM cases	011-29572208	Section Officer 011-29576405	ufmgroup@ignou.ac.in
17	Status of Project Report of all Programmes/Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	projects@ignou.ac.in
18	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
19	Students general enquiries and grievances/Issue of duplicate mark sheet	011-29572218	Asstt. Registrar 011-29571313	sedgrievance@ignou.ac.in
20	Discrepancy in grade card, non updation of grade/marks programmeswise in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt. Director	garora@ignou.ac.in

(PSC)

8 LIST OF APPROVED PROGRAMME STUDY CENTRES OF POST BASIC B.Sc. NURSING PROGRAMME

(Approved by INC)

No.	PSC Code	Name of PSC	RC Code	Seats
1.	01 83P	Govt. College of Nursing, King George Hospital Campus, Maharani Peta, Visakhapatnam - 530002, Andhra Pradesh	84	30
2.	33009P	St Anne College of Nursing, Vij ayawada, Andhra Pradesh-520001	33	30
3.	01 129P	KIMS College of Nursing, Survey - 130, Annapoorna Comp. Babujinagar, Bownpally, Secunderabad -AP. - 500011	01	20
4.	0426P	Regional College of Nursing, P.O.,Indrapur Guwahati-781032	04	30
5.	0723P	R A K College of Nursing, Lajpat Nagar, New Delhi - 110024	07	30
6.	29006P	Ahilya Bai College of Nursing, Delhi - 110001	29	25
7.	0901	L.D. Arts College (work centre at - College of Nursing, New Civil Hospital Campus, Asarwa, Ahmedabad - 380016	09	30
8.	1 263P	Bibi Halima College of Nursing & Medical Technology, All J & K Muslim Wakf Board, Zero Bridge, Srinagar - 190010	30	20
9.	1326P	K LE S Institue of Nursing Sciences, Nehru Nagar, Belgaum - 5900 10, Karnataka	85	30
10.	13 135P	Government College of Nursing, No. 91 D, 1st Main Stage, VI Phase West of Chord Rd Mahagana, Rathynagar Rajajinagar, Bangalore-	13	30
11.	1 346P	Narayana Hrudayala College of Nursing, Bangalore	13	30
12.	162 1P	Institute ofNursingEducation, SirJ JGroup of Hospital Compund, Byculla, Mumbai - 400 008	49	30
13.	166 1P	Temi Grant Institute of Nursing Education, Ruby Hall, Clinical Grant Medical Foundation 13, Tadiwala Road, Pune - 411001	16	30
14.	191 7P	RIPAN, College of Nursing, Mizoram, Aizwal	19	15
15.	2209P	Christian Medical College & Hospital, College of Nursing, Ludhiana-141008, Punjab	22	30
16.	231 6P	Govt College of Nursing, JLNMarg, Jaipur - 302004	23	30
17.	2740P	College of Nursing, Kanpur-214879 UP	27	30
18.	285 1P	College of Nursing, SSKM Hospital, Kolkatta	28	30
19.	2876P	Shova Rani Nursing College 1 F, Raja S.C. Mullick Road, Jadavpur, Kolkata - 700032	28	30
20.	2525	College of Nursing, Sri Ramakrishna Inst. of Paramedical Science, Coimbatore, TN-64 1044	25	30
21.	2577	MACHidambaram CON, Chennai, TN-6300113	25	30
22.	2575	Sri Adiparashakti CON, IGNOU Study Centre, Kanchipuram, TN-603319	25	30
		Total		590

* Admission will only be made subject to approval of programme study centre.

10% Seats will be allotted to EWS category over and above the seats mentioned against each PSC.

LINKS TO FORMS

1. REVISED FEE FOR OTHER SERVICES
http://ignou.ac.in/userfiles/ANNEXURE-II_othercharges.doc
2. APPLICATION FORM FOR CHANGE/CORRECTION OF ADDRESS
http://www.ignou.ac.in/upload/address_change_name_correction.pdf
3. TERM END EXAMINATION FORM
<http://www.ignou.ac.in/userfiles/TEE%20FORM.pdf>
4. FORM FOR OBTAINING DUPLICATE COPY OF CERTIFICATE
<http://www.ignou.ac.in/userfiles/Duplicate%20Degree, Diploma%20and%20Certificate%20Form.pdf>
5. FORM FOR OBTAINING DUPLICATE COPY OF THE GRADE CARD OR MARK SHEET
<http://www.ignou.ac.in/userfiles/Duplicate%20mark%20sheet%20form.pdf>
6. FORM FOR ISSUE OF OFFICIAL TRANSCRIPT
<http://www.ignou.ac.in/userfiles/Official%20Transcript%20form.pdf>
7. APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS
<http://www.ignou.ac.in/userfiles/Improvement%20form.pdf>
8. EARLYDECLARATION OF TERM END EXAMINATION RESULT
<http://www.ignou.ac.in/userfiles/Early%20declarion%20of%20results%20form.pdf>
9. NOTIFICATION FOR OBTAINING PHOTOCOPY OF ANSWER SCRIPTS
<http://www.ignou.ac.in/upload/noti.photocopy.asn.sctps..doc>
10. OBTAINING PHOTOCOPY OF ANSWER SCRIPT
<http://www.ignou.ac.in/upload/form-photocopy%20of%20ans.scrpt.doc>
11. RE EVALUATION OF ANSWER SCRIPTS
<http://www.ignou.ac.in/userfiles/Application%20form%20for%20Reevaluation%20of%20Answer%20Scripts.pdf>
12. DIRECTIONS FOR OBTAINING VERIFICATION REPORT FOR THE CERTIFICATES OF THE IGNOU STUDENT FOR THEIR MARK-SHEET/GRADE CARD/PROVISIONAL CERTIFICATE/DEGREE & DIPLOMA CERTIFICATES ETC.
<http://www.ignou.ac.in/userfiles/Instructions%20for%20Verification%20of%20mark%20sheet%20and%20certificates.pdf>
13. RESULTRELATED LINK FOR
Hall ticket/admit card
Result of term end
Grade card
<http://www.ignou.ac.in/ignou/studentzone/results/1>

Appendices

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1.	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M. B. B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA – 799 004 TRIPURA PH. OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHIJALA, UNOKOTI)
2.	AHMEDABAD	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.	AIZWALRC	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10, ROPIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWL - 796012, MIZO RAM PH.OFF : 0389-2395260, 2311692 E-MAIL : rcalzwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARHRC	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTAR PRADESH PH. OFF : 0571-2700120, 2701365 FAX : 0571-2402147 E-MAIL : rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR, KASGANJ, MAHAMAYA NAGAR, HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR AND SAM BHAL)
5.	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BMTc Old Divisional Office (South) No.70-46-30/11 Ward No.117, Behind BMTc Bus Stand, Shanthinagar, BANGALORE-560027, KARNATAKA PH.OFF : 080-26654747/26657376 FAX : 080-26644848 E-MAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
6.	BHAGALPUR	82	REGIONAL DIRECTORIGNOU REGIONAL CENTRE3RD 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	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE12, ARERA HILLS, BHOPAL-462 011MADHYA PRADESH PH.OFF : 0755-2578455/ 2578452/ 2762524 FAX : 0755-2578454 E-MAIL : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8.	BHUBANESH- WAR	21	REGIONAL DIRECTORIGNOU REGIONAL CENTREC - 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.	BIJAPURRC	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE1st Floor, Plaza II, Tourism Department Building (Opposite to Dr.B.R.Ambedkar Stadium) Indi Road 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	06	REGIONAL DIRECTORIGNOU REGIONAL CENTRESCO 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.)

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
11.	CHENNAIRC	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd 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.	COCHINRC	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH. OFF : 0484-2340203/2348189/ 2330891 FAX : 0484-2340204 E-MAIL : rccohin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
13.	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK, DARBHANGA-846004, BIHAR PH. OFF : 06272-251833, 251862 FAX : 06272-253719 E-MAIL : rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR 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, CHAMPAWAT, BAGESHWAR) STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BILNORE, SHAMLI (PRABUDH NAGAR))
15.	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK- B 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI - 110 044 PH. OFF : 011-26990082, 26990083 FAX : 011-26990084 E-MAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR) STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
16.	DELHI 2	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	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION, SAHEED, RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 077 PH. OFF : 011-25088939, 25088944 FAX : 011-25088983 E-MAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18.	DEOGHAR	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	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG, NH-10, BELOW CENTRAL REFERRAL 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)

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
20.	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTREHOUSE 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)
21.	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE First Floor, M-5 Block, Manoranjan Complex, Telangana State Housing Board Complex, (Adjacent to Gandhi Bhavan Metro Station, M J Road Nampally, HYDERABAD - 500001, Telangana PH. OFF : 040-23117550-5,3 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	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 (DIS- TRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23.	ITANAGAR	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	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)

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
25.	JAIPUR	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	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	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 COVER- ING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA
28.	JORHAT	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	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.	KHANNA	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, FEROPUR, FARIDKOT, MOGA)

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
31.	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO, HR. SEC SCHOOL ROAD, KENDOUZOU, KOHIMA - 797001 NAGALAND PH. OFF : 0370-2260366/2260167 FAX : 0370-2260216 E-MAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DIS- TRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUE NSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK, SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091 WEST BENGAL 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	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD, BEHIND WOMEN'S COLLEGE AT/PO/ DISTT. - KORAPUT-764020, ORISSA PH. OFF : 06852-251535 FAX : 06852-252503 E-MAIL : rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA)
34.	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR-5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW-226029 PH. OFF : 0522-2442832 E-MAIL : rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
35.	MADURAI	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, SIVANGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
36.	MUMBAI	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 : rcmbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI PALGHAR, MUM BAI SUBUR- BAN)
37.	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14, HINDUSTAN COLONIY AMARAVATI ROAD NAGPUR 440033 MAHARASHTRA PH. OFF : 0712-2536999, 2537999, 0712-2022000 FAX : 0712-2538999 E-MAIL : rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38.	NOIDA	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	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576, NEAR P&T STAFF QUARTERS, ALTO POVORIM P.O. POVORIM-403521 GOA PH. OFF : 0832-2414553 E-MAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD) STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
40.	PATNA	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, CHAPPPRA, SARAN)
41.	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING, NEAR SYNDICATE BANK, 18, TAGORE ROAD, MOHANPURA, PORT BLAIR, SOUTH-744104 ANDA MAN & NICOBAR, ISLANDS PH. OFF : 03192-242888 FAX : 03192-230111 E-MAIL : rcportblair@ignou.ac.in	ANDAMAN & NICOBAR IS- LANDS (U.T.)(DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
42.	PUNE	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.	RAGHUNATH GANJ	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	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA RAIPUR - 492014 CHHATTISGARH PH. OFF : 0771-2283285, 2971322 FAX : 0771-2971323 E-MAIL : rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KUNDAGOAN)
45.	RAJKOT	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	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, RAM GARH,BOKARO, DHANBAD)

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
47.	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR SHARSHA-852201, BIHAR PH. OFF : 06478-219015 FAX : 06478-219018 E-MAIL : rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIYA, KISHANGANJ & PURNIA)
48.	SHILLONG	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	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	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD, SUBHAS PALLY, SILIGURI - 734001 WEST BENGAL PH. OFF : 0353-2526818 FAX : 0353-2526829 E-MAIL : rcsiliguri@ignou.ac.in rcsiliguri45@gmail.com	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINAGAR	30	REGIONAL DIRECTOR STATE IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH, SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF : 0194-2311251/2311258 FAX : 0194-2311259 E-MAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION-DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA SHOPIAN, SRINAGAR)
52.	TRIVANDRUM	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)

ADDRESSES AND CODES OF REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE OF LEARNER SUPPORT CENTRES	RC CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
53.	VARANASI	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	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO), KOZHIKODE VATAKARA-873104 KERALA PH. OFF : 0496-2525281, 2515413 E-MAIL : rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD WAYANAND, KOZHIKODE, MALAPPURAM, MAHE) (PUDUCHERRY, UT)
55.	VIJAYAWADA	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.	VISAKHA PATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd 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)

**IGNOU – Army, Assam Rifle, Navy Recognized
Regional Centres**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
1	IAEP– KOLKATA	51	REGIONAL DIRECTORIGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO - 908542 KOLKATA- 700021 WET BENGAL 033-223 17556 rcarmy51@ignou.ac.in	EASTERN COMMAND AREA IAEP– 5
2	IAEP– CHANDIMANDIR	52	REGIONALDIRECTORIGNOU 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 DIRECTORIGNOU 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 DIRECTORIGNOU ARMY RECOG. REG. CENTRE COL. EDUCATIONHQ SOUTHERN COMMANDGS (EDN) BRANCH,PIN- 908541C/O 56 APO020-26331033 (CIVIL) 2437 (ARMY) rcarmy54@ignou.ac.in	SOUTHERN COMMAND AREA
5	IAEP– UDHAMPUR	55	REGIONAL DIRECTORIGNOU ARMY RECOG. REG. CENTRE COL. EDUCATIONUTTAR KAMAN MUKHYALAYA 908545 C/O 56 APO, HQ NORTHERN COMMAND UDHAMPUR, JAMMU & KASHMIR01992-242486 rcarmy55@ignou.ac.in	NORTHERN COMMAND AREA
6	IAEP – JAIPUR	56	REGIONAL DIRECTORIGNOU ARMY RECOG. REG. CENTREEDUCATION BRANCHHQ SOUTHERN WESTERN COMMANDC/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) rcarmy56@ignou.ac.in	SOUTH WESTERN COMMAND
7	IAEP – SHILLONG	81	REGIONAL DIRECTORIGNOU ASSAM- RIFLES RECOG. R.C. DIRECTORATE GENRALASSAMRIFLES(DGAR), LAITUMKHAHSHILLONG – 793 011 MEGHALAYA 0364-27051810364- 2705184 iarrc81@ignou.ac.in	COMMAND AREA

**IGNOU – Army, Assam Rifle, Navy Recognized
Regional Centres**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
8	INEP–NEW DELHI	71	REGIONAL DIRECTORIGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTERATED HQS. MINISTRY OF DEFWEST BLOCK 5, RK PURAM,SECTOR-1, NEW DELHI – 110 066 DELHI011-26178462 011-26185299 rcnavy71@ignou.ac.in	NAVAL HQS.
9	INEP–MUMBAI	72	REGINALDIRECTORIGNOU NAVY RECOG. REG. CENTREHQ WESTERN NAVAL COMMANDSHAHID BHAGAT SINGH MARGMUMBAI –400 023 MAHARASHTRA 022-22752245 022-22665458 rcnavy72@ignou.ac.in	HQWESTERN NAVAL COMMAND
10	INEP – VISAKHA PATNAM	73	REGIONAL DIRECTORIGNOU NAVY RECOG. REG. CENTREINEP REGIONAL CENTRE-73NCS COMPLEX NAUSENABAUGH POST: GANDHIGRAM VISAKHAPATNAM -530005 ANDHRA PRADEH0891- 28 126690891-2515834 rcnavy73@ignou.ac.in	HQ EASTERN NAVAL COMMNAD
11	INEP – KOCHI	74	REGIONALDIRECTORIGNOUY NAVY RECOG. REG. CENTRENAVAL BASEHQ SOUTHERN NAVAL COMMANDKOCHI – 682 004 KERALA0484-266210, 26625150484-266194 rcnavy74@ignou.ac.in	HQ SOUTHERN NAVAL COMMAND

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

Enrolment No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Programme: <input type="text"/>
Name:	
Course Code:	Medium: <input type="text"/> English/Hindi
For Office Use Only	
Sl. No.	Date of Receipt:
Name of Receipt:	
Date of despatch to the Evaluator:	
Date of receipt from Evaluator:	
Sig. of dealing Accountant	
Date:	

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

AFFIX
STAMP
HERE

From
The Programme Incharge
IGNOU Study Centre

SCHOOL OF HEALTH SCIENCES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI-11 0068

FEEDBACK SHEET ON POST BASIC B.S.C. NURSING COURSE MATERIAL

Name of the Student Age Sex

Present Address

Permanent Address

Occupation

Educational Background: Formal Non-formal

Enrolment No. Study Centre

Year of Registration at IGNOU

Date of filling this form

Please specify Scheduled Caste/Scheduled Tribe/Other Backward Caste



1) Did you read **Let us Begin here, the Course** Yes
No

Introduction in Block 1 and **The Block Introduction** of each Block?

2) Please tick mark the relevant box- **Yes To some extent** **No. Page(s) Unit No.**
Give Samples wherever possible

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

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

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

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

Radio TV Audio Cassette Recorder Video Cassette Record/Player

Telephone Computer Computer with Internet

2) Did you find the Audio programme (please specify the programme)? No

No

Interesting	Yes	Few	
Instructive	Yes	Few	
Informative	Yes	Few	<input type="checkbox"/> No
Useful	Yes	Few	<input type="checkbox"/> No

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

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

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

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

Useful Not Useful Partially Useful

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

Fully Not at all Partly

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

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

.....

.....

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

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



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

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

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

.....

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

.....

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

.....

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

.....

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

.....

15) Have you attended all the practical sessions?

.....

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

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

17) Did you submit your supervised activities in time?

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

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

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

19) Did you face any problem in terms of:

- a) Time
- 2) Supervision
- 3) Field experience
- d) Co-operation from the institutions

Note: Please send the dulyfilled **FeedbackSheet to:**

The Programme Co-ordinator
Post Basic B.Sc. Nursing
School of Health Sciences
Indira Gandhi National Open University Maidan Garhi
New Delhi-110 068

 **ignou** **INDIRA GANDHI NATIONAL OPEN UNIVERSITY**
THE PEOPLE'S UNIVERSITY **CHANGE/CORRECTION OF ADDRESS/STUDY CENTRE**

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

Enrolment Number

Date of Change effective from

Write in BLOCK LETTERS only

Name: Shri/Smt./Km.

New Address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Town	<input type="text"/>
State	Pin <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
State Code	<input type="text"/> <input type="text"/> <input type="text"/> (See Appendix-4)

Medium of Study

Programme of Study

New Study Centre Code

 (See Appendix-2)

Signature _____

Date _____

The filled-up form should be mailed to :

The Regional Director concerned who will forward the request after verifying the student's signature to SR Division IGNOU, Maidan Garhi, New Delhi-110068.

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

**GUIDELINES FOR CHANGE OF PROGRAMME STUDY CENTRE
(TRANSFER POLICY) FOR POST BASIC B.Sc. NURSING**

1. Learners seeking change of Programme study centre should address their request to the concerned Regional director who may in turn forward the request to the Regional Director IGNOU regional centre where the learner intends to shift.
2. The learners should submit fill in proforma for change of programme study centre.
3. The change of Programme Study centre will only be permitted after the admissions are finalised and only during the beginning of the session within one month of admission but not in the mid session.
4. Change of study centre will be permitted during 2nd year and 3rd year of Post Basic. B.Sc Nursing programme subject to availability of seats at the concerned regional centre/ programme study centre where the learner intends to shift and NOC provided by concerned Regional Centre and Programme Study Centre of each region.
5. Change of programme study centre may also be done on the basis of mutual transfer subject to NOC provided by RD and PIC of respective Regional Centre / PSC strictly within one month of admission.
6. While applying for the change of programme study centre, the student must ensure that she/ he has completed all requirements of previous year/s in their originally allotted programme study centre such as submission of assignment of all the courses of previous year/s, attended all theory and practical contact sessions, appeared in practical examination and submission of all self and supervised activities. Students will be required to enclose the documentary proof of all these requirements with their application for change of centre for the perusal of Regional Centre.
7. It will be mandatory for the Regional Director and Programme In-charge of concerned Regional Centre/ Programme study centre to issue NOC to the candidate seeking change of Programme Study Centre.

Similarly, it will also be mandatory for the Regional Director and Programme In-charge to issue NOC for accepting the transfer of student.

8. Any request regarding the change of programme study centre sent directly to the Director School of Health Science or Programme Coordinator B. Sc. N (PB) will not be entertained and there is no binding on School of Health Science to reply such requests.
9. The change of programme study centre will be based on national merit of the candidate in the entrance examination OPENNET irrespective of caste category. The request will not be entertained after due date.
10. Change of programme study centre will be allowed only once during the course of study.
11. For mutual change of programme study centre student must give affidavit for the mutual change.
12. Proposal of change of study centre/s complete in all respects as indicated above by concerned Regional Director for final clearance should be forwarded to School of Health Sciences for final clearance from the Programme Coordinator.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

EXAM FORM

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

Serial No.

Control No.

INSTRUCTIONS

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

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

Programme Code

Regional Centre Code

Study Centre Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

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

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

City

District

State

Pin Code

MOBILE NO.

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/ PGDLAN/BLIS Programmes FEE @ Rs. 150/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.

S.No.	Course Code	S.No.	Course Code
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

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

Total No. of		Total Amount
Courses	× ₹ 150	
Practical Courses	× ₹ 150	
Late Fee		
TOTAL		

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /

SIGNATURE OF THE STUDENT

(within the Box only)

ISSUING BANK

Issuing Branch

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

Dates for Submission of Exam Form				
FORJUNETEE	LATE FEE	FORDEC TEE	LATE FEE	Submission of Exam Form
1 March to 30 April	NIL	1 Sept. to 31 Oct.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 May to 10 May	₹1000/-	1 Nov. to 10 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ! 150/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form. **In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.**

PLEASE NOTE :

- Examination fee per course is - ₹ 150/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - **Regional Centre under which your examination centre falls**
- Demand draft to be made in favour of - **IGNOU and payable at the city where submitting the exam form**

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

Date

(Signature of the student)

Phone No. (R)

Mobile No.

Email Id

Phone No. (O)

(with STD code)

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

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

Centre Code

(Signature & Stamp of Co-ordinator/Incharge)



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

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

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

1. Name :
2. Programme: Enrolment No:
3. Address:
.....
..... Pin
4. Contact No. (Mobile No.) Landline No.
5. Reason for early declaration of result:

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

6. Courses(s) detail for early evaluation:-

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

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

Exam. Centre Code: Address of Exam. Centre: _____

8. **Fee detail:**

(The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

No. of Course(s): × ₹ 1000/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

SI No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar-751013 Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej-Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

1. Name :

2. Programme : Enrolment No.

3. Address:.....

..... PIN :

4. Contact No : (Mobile No.) Landline No :

5. Month and Year of the Exam :

6. Examination Centre Code :

7. Address of Examination Centre:

.....

8. Courses, in which Re-evaluation is sought	COURSE CODE	MARKS/ GRADE OBTAINED
.....
.....
.....
.....
.....

9. Fee detail:

(The fee for Re-evaluation of answer script is ₹ 750/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$75 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

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

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

SI No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar-751013 Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej-Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
2. Programme: Enrolment No:

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

--	--	--	--	--	--
4. Contact No: (Mobile No.) Landline No:
5. Purpose for which, transcript is required :
.....
6. **Fees detail :**
Fee for the official transcript:-
i) Rs. 300/- per transcript, if to be sent to the Student/Institute within India.
ii) Rs. 600/- per transcript if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable or 'New Delhi')
No. of Transcript(s) required: × Rs.300/- or Rs.600/- Total Amount: Rs.....required
Demand Draft No.: Date:..... Issuing Bank:
7. Whether the transcripts to be mailed by the University: Yes/No (please tick)
8. Name & Address of the University/Institute/Employer In capital letters to whom transcript is required to be sent (Attached a separate list, if required):-
.....
.....
.....

Date:

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

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division
Maidan Garhi, New Delhi-110068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

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

--	--	--	--	--	--	--	--	--
4. Complete Address:.....
.....
.....
..... Pin:

--	--	--	--	--	--
5. Programme
6. Month and Year of the Exam
7. Centre from where appeared at last examination:
8. Bank Draft/IPO No. Dated
- for Rs. 250/- in favour of "IGNOU" payable at New Delhi

Date :
Signature

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

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

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

APPLICATION FORM FOR 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

--	--	--	--	--	--
 4. Contact No: (Mobile No.) Landline No:
 5. Term-end examination, in which programme completed June and December
 6. Total marks/Overall point grade obtained Percentage obtained
- (Please enclosed photocopy of the statement of marks/grades card)
7. Courses(s), in which improvement is sought:

	COURSE CODE	COURSE CODE
1. _____		4. _____
2. _____		5. _____
3. _____		
 8. **Fee details:**
 (The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of "IGNOU" payable at New Delhi)
 No. of Course(s): X ₹ 750/- or..... = Total Amount:
 Demand Draft No.: Date: Issuing Bank:.....
 9. Term-end examination, in which you wish to appear:- June/December, 20.....
 8. Examination centre details, where you wish to appear in term-end examination:-
Exam. Centre Code.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

RULES & 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 that 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,
Block-12, Maidan Garhi,
New Delhi-110068**

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002**

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

February, 1992

The Vice-Chancellors/Director's
of all the Indian Universities/
Deemed Univerities /Institutions
of National Importance.

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

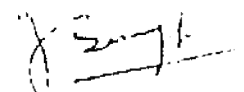
Sir,

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-Section (2) of section (1) of the IGNOU Act. 1985

(50 of 1985) vide notification No.F.13-12/B5-Dusk(U) dated 19.9.1985 issued by the Government of India, Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/Diplomas.

The Certificate, diplomas and degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Yours faithfully,



(Gurcharan Singh)
Under Secretary



तज्ज यूनीग्रन्ट्स
विश्वविद्यल्य अनुदज्ज अज्यजेग
बहदुरशज्जह जफर मज्ज

नई दिल्ली-110002

GRANS UNIGRANTS
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

R.P. Gangurde
Additional Secretary
Tel .No. 3319659

July, 1993

D.O.No.F.1-25/03 (CPP-II)

Dear Vice Chancellor,

28 JUL 1993

As you are aware, the oOan Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22 (1) of the UGC Act, 1956.

It has been brought to the notice of the commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The programme of Action-02 also aims at promoting the mobility of students among open univcrsitics and among the traditional universities. This can be made possible only when there is a workable understanding between open universities and traditional universities for recognition of each other's degrees on reciprocal basis. A memorandum of understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangement so that the mobility of Sstudents from Open University stream to traditional universities is ensured without any difficulty.

I hope that your university will make necessary efforts in this direction and let the Commission know the progress.

With rcgards,

Yours sincerely,

(R.P. Gangurde)



F1-52/2000(CPP-II)

April, 2004

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

5 May 2004

Subject: Recognition of Degrees awarded by Open University

Sir/Madam,

There are a number of open Universities in this country offering various degree/diploma through the mode of non-formal education. The open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F. 1-8/92(CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the universities in the country.

Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degree and diplomas as well as transfer of credit for courses successfully completed by students between the two types of university so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degree under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirement viz minimum essential academic input required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site: www.ugc.ac.in

No.F. 1-52/2000(CPP-II)

May, I therefore request you to treat the Degree/Diploma/ Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

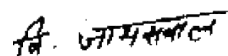
Yours faithfully,

(Dr. [Mrs.] Pankaj Mittal)
Joint Secretary

Encl : As above

Copy to:-

1. The Secretary, Government of India, Ministry of Human Resource Development Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001.
2. The Secretary, all India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002.
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110002.
6. The Vice-chancellor, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.
7. The Vice-Chancellor. Dr. B.R. Ambedkar Open University, Road No 46, Jubilee Hills, Hyderabad-500033(Andhra Pradesh)
8. The Vice-chancellor. Nalanda Open University, West Gandhi Maidan, Patna-800001 (Bihar)
9. The Vice-chancellor. Dr. Babasahab Ambedkar Open University, Shahibaug Ahmedabad-380003 (Gujrat).
10. The Vice-chancellor. Karnataka State open University, Manasagangotri, Mysore- 570006 (Karnataka)
11. The Vice-chancellor. Yashwant Rao Chavan Maharashtra Open Universty, Nashik-422222 (Karanataka).
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010 (Rajasthan).
13. The Vice-chancellor. Netaji Subhash Open University, Kolkata-700020 (West Bengal)
14. The Vice-chanellor. Madhya Pradesh Bhoj (Open) University, Bhopal-462016 (M.P.)



(V. K. Jaisal)

Under Secretary



ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Phones : 3312305, 3313390
Gram : ASINGU
3310059, 3312429
Telex: 31 66180 AIU IN
Fax : 011-3315105
No. EV/II(449)/94/176915- 177115

January 14, 1994

The Registrar(s)

Member Universities.

Subject: Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

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

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

“Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university.”

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

Thanking You,

Your faithfully,

Sd/-
(K. C. KALRA)
Joint Secretary

LIST OF BOARD CODES**(FOR 10 +2) with pass in minimum five core subjects***

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/ NIOS	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7. Ed.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	–	Tripura Board of Secondary Education

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	–	A recognised three/twoyear Diploma/Certificate after 10th Class
29.	9999	XXXX	–	Not listed in this list.
(FOR 10+2 Vocational Stream)				
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

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

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)		
1. Regional Services Division Committee against Sexual Harasment (RSDCASH)		
Dr. Hema Pant, Dy. Director, RSD, Chairperson	011-29572404	drhemapant@ignou.ac.in
Category: Academic Staff		
Dr. BijayaLakshmi Mishra bijayalakshmi@ignou.ac.in	011-29571998	
Dr. Moni Sahay, Assistant Director, RSD	011-29572403	monisahay@ignou.ac.in
Category: Non-Academic Staff		
Ms. JancySrinivas, PS (Registrar, Admn.) Ms. Azra Arshad, EMPC (Member continuing from outgoing RSDCCASH)	01 1-29571401	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	01 1-29572626	mparhar@ignou.ac.in
Category: Academic Staff-3, Members		
Prof. NeetiAgarwal, SOMS	01 1-29573020	neeti@ignou.ac.in
Dr. Paramita Sukla Baidya, Assistant Professor, SOTHSM	011-29571755	parmitas@ignou.ac.in
Dr. Shubhangi Vaidya, Associate Professor, SOITS	011-29573377	svaidya@ignou.ac.in
Category: Non-teaching		
Ms. Anita Dhall, Asst. Director, SRD	011-29571309	anitadhall@ignou.ac.in
Ms. Rajni Gupta, SO (Admn.)	011-29571422	rajnigupta@ignou.ac.in
Ms. Vidya Anand, PS (SOHS)	01 1-29572802	vidyaanand@ignou.ac.in
Category: Committee Members		
Dr. Gumeet Kaur, Assistant Professor, SOL gurmeetkaur@ignou.ac.in (Continuing Member (Academic recommended))	011-29572984	
Mr. P.T. Raveendran, Deputy Registrar (F &A Div.) (Continuing Member(Academic recommended))	01 1-29571211	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. Bani 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	lalitasharma@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.		



Indira Gandhi National Open University

Student Satisfaction Survey

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	<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:

Programme Coordinator, SOHS, D-Block, IGNOU, Maidan Garhi, New Delhi-110 068