

**POST BASIC
BACHELOR OF SCIENCE IN
NURSING
B.SC. N. (PB)**

PROGRAMME GUIDE

2023-24



School of Health Sciences

Indira Gandhi National Open University

New Delhi

2023-24

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 (SOSS)
- 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 of 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 telecasted through Gyan Darshan.

1.7 Credit System

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.

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 68 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 booklet (Appendix I). 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:

- Self Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programme 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. A 4 credit course having 4-5 blocks is bind as Volume 1 and 2 also.

- b) **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.

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 website.

- 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. PIC prepares counseling schedule for Theory and Practicals in consultation with Academic Counsellors keeping into considerations in-service learners feasibility to attend the same.
- d) **Teleconferences:** Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel 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. An integrated Logbook is provided from year 2023 first year batch for recording procedures as Supervised/Self Activities during three years. You can get photocopy additional pages from the log book & prepare the file to be submitted to concerned academic counselor involved in First year and Second year.

1.10 Evaluation System

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

This involves the following:

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 examination (TEE) from time to time to complete an academic programme. A learner has to submit Tutor Marked Assignment (TMA) responses to the coordinator of the Study Centre concerned, to which s/he is attached.

A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination is conducted at various examination centers spread all over the country and abroad, ordinarily in June and December.

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).

Term-End Examination and Payment of Examination Fee

The University usually conducts Term-End Examination twice a year in the months of June & December. Students will be permitted to appear in term-end examination subject to the following conditions:-

1. Your registration for these courses is valid and not time barred.
2. You have submitted the required number of assignments in the courses by due date wherever applicable.
3. You have completed the minimum time to pursue these courses as per the provision of your programme.
4. You have paid the examination fee for all the courses you are appearing for in the examination.
5. You have attended compulsory counselling sessions.
6. For appearing in Practical examination you must submit the self activity file & supervised activity file of each practical course alongwith the logbook. Please note that 90% of attendance is mandatory in practical contact session.

In the case of non-compliance of any of the above conditions, the result of all such courses is liable to be with-held 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 at IGNOU website : www.ignou.ac.in.

Submission of Examination Form

Dates of Submission of Term-End Examination Form online (please check the website for the schedule)

For June TEE	For December TEE
1st March to 31st April	1st September to 31st October

Examination fee and Mode of Payment

Exam/Practical/Project Fees from the January 2023 Admission Cycle onwards	ALLOTMENT OF THE EXAM CENTRE
i) Examination Fee Rs. 200/- per theory course ii) Practical Fee <ul style="list-style-type: none"> • Upto 4 Credit Rs. 300/- per course • Above 4 Credit Rs. 500/- per course iii) Project Fees <ul style="list-style-type: none"> • Upto 4 Credit Rs. 300/- per course • Above 4 Credit Rs. 500/- per course The late fee will be remain same	The University will try to accommodate the students in the examination centre opted by them. (In case, the sitting at the centre has exhausted, student may choose the nearest/ alternate exam centre under the Jurisdiction of the same Regional Centre). However, the University reserves the right to shift the students from one exam centre to another exam

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 website 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, or any valid photo ID card issued by Govt. of India.

In case, any learner has misplaced the Identify Card/valid ID card issued by the University, it is mandatory to apply for a duplicate Identity Card/valid ID card to the Regional Centre/requisite authorities 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 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.

1.12 Online Admission

The Admission Form can be submitted online through Online Admission System at admission.samarth.edu.in. Currently, the facility is available for the programmes offered through Common Prospectus except merit-based and entrance test based programmes for which separate portal is available. 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. 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.

1.13 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.

1.14 IGNOU e-Content Mobile App

IGNOU-e-Content Mobile App is an official mobile app of Indira Gandhi National Open University (IGNOU), New Delhi. This app is an ICT initiative of IGNOU to provide Digital Learning Environment to IGNOU learners and for extending Technology Enhanced Learner Support Services to them. The aim of this initiative is to disseminate the digitised course material to IGNOU Learners. IGNOU learners can use this app to access their course material through their hand held devices such as Mobile Phones and Tablets.

1.15 Vidya Lakshmi Portal

Vidya Lakshmi Portal is a first of its kind portal for students seeking Education Loan. Setup in August

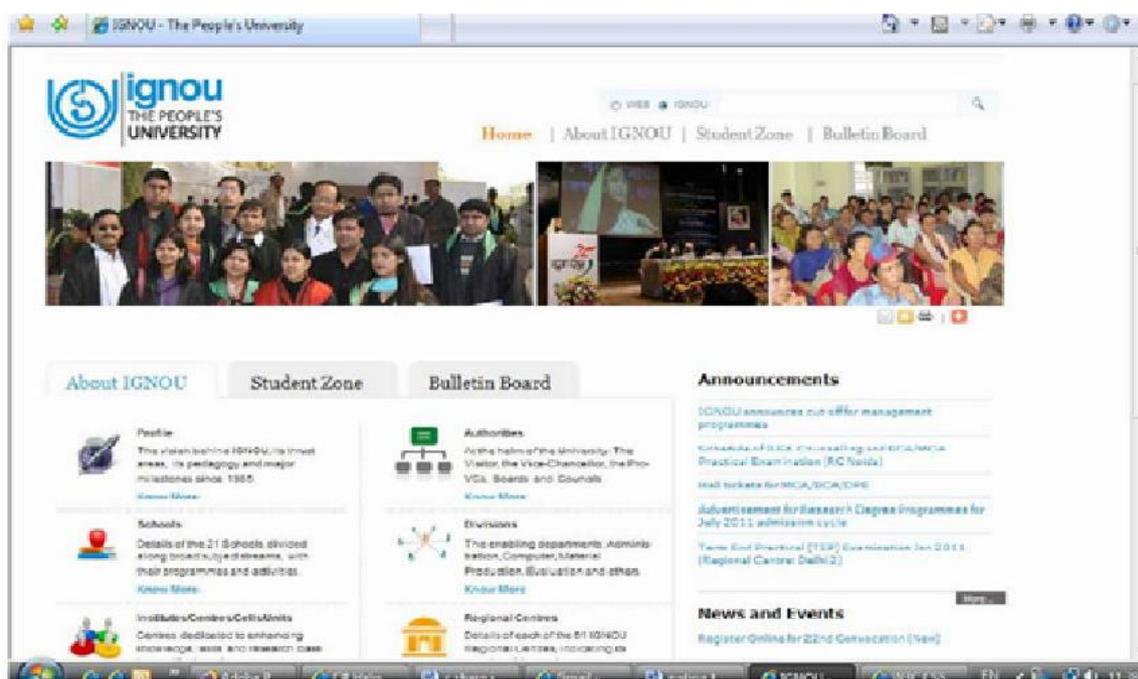
2015, it is a single window electronic platform for students to access information and prepare applications for Educational Loans and Government Scholarships. The Portal has the facility of tracking the students right from the inception of loan application until the completion of sanction of loan or 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.

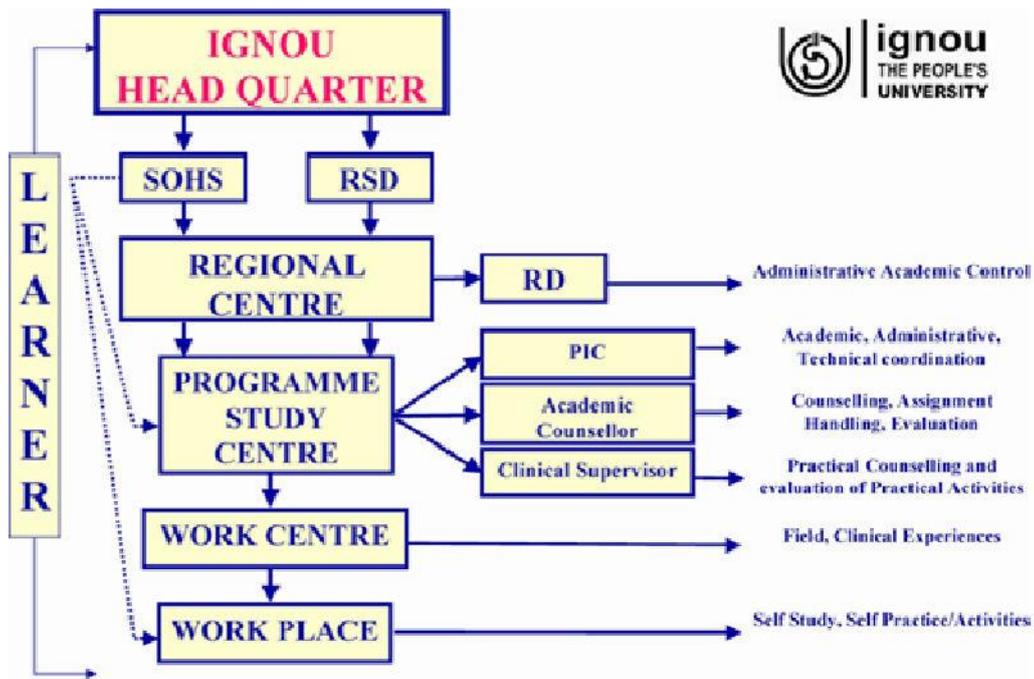
Nearly 40 Banks have registered for over **70 Educational Loan Schemes** on the Vidya Lakshmi Portal and integrated their system with the Portal for providing loan processing status to students.

IGNOU Website

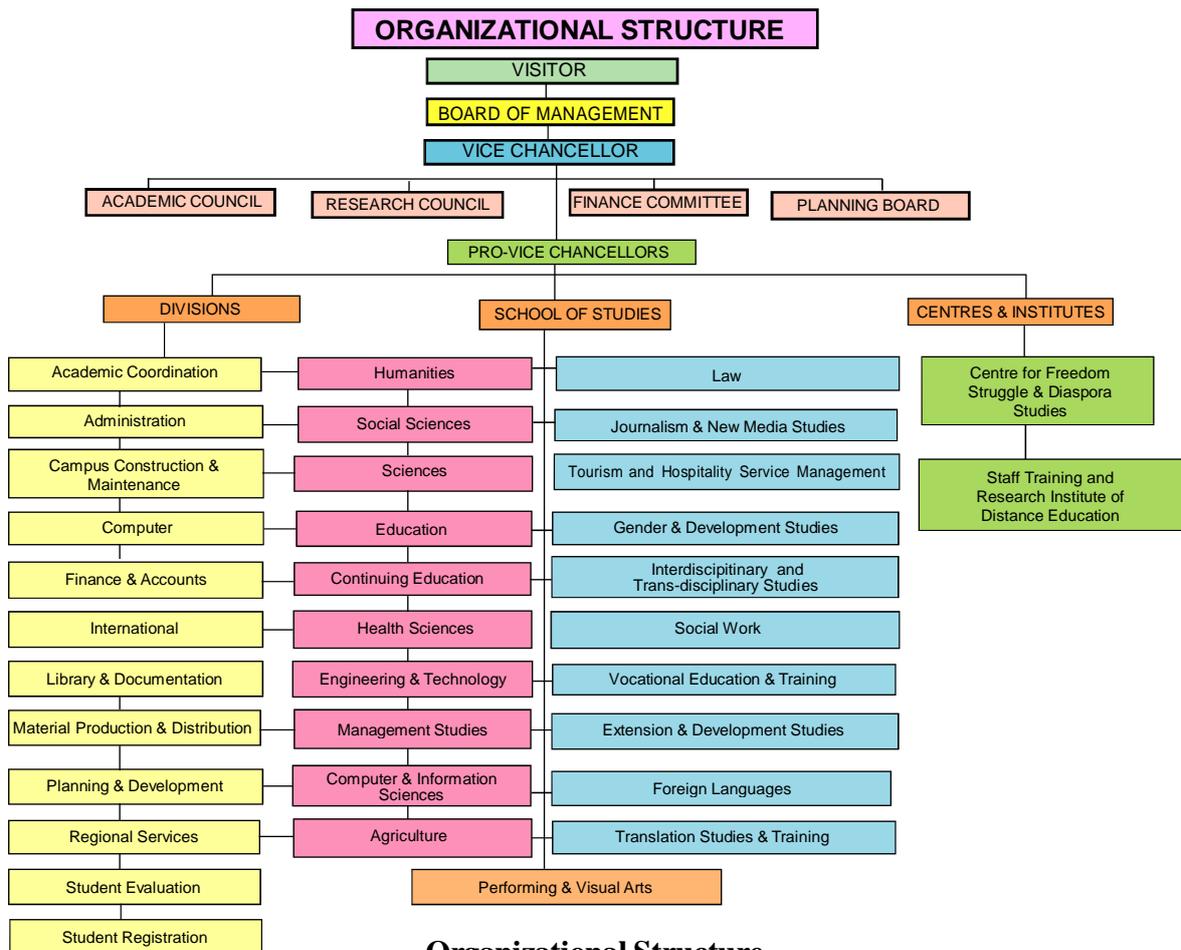
At Website: <http://ignou.ac.in>, the following useful information is available:

- Details of programmes on offer.
- Downloadable prospectus/application forms of various programmes.
- Address checking.
- Material dispatch details.
- Assignment of current years.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- Previous years question papers.
- An update on the latest happenings at the University.
- Programme schedules of Gyan Darshan, Gyan Vani.
- List of Study Centres and Regional Centres.





Implementaion 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 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 (CFAID)
- Certificate in Adolescent Health and counselling (CAHC)

Ongoing Programmes (Health Sciences Discipline)

- Post Graduate Diploma in Maternal and Child Health (PGDMCH)
- Post Graduate Diploma in Hospital and Health Management (PGDHHM)
- Post Graduate Diploma in Geriatric Medicine (PGDGM)
- Post Graduate Diploma in HIV Medicine (PGDHIVM)
- 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 (BSCN PB) degree programme has been agreed upon by IGNOU, at the request of Indian Nursing Council. The need for this was felt as the pace of providing higher education to working nurses was very slow due to shortage of College of Nursing and paucity of seats available in each at that time. As per the New National Policy of Education, the emphasis is on the need for making higher education available within the reach of all. Launching of Post Basic B.Sc. Nursing Programme through Open University will meet such objectives. Further, it will also contribute towards the growth of nursing profession, promote Nation's idea of accelerating women's education and uplifting the expanded and extended role of the nursing personnel. The development of this programme has been undertaken with the involvement of nursing experts, scientists and educationists from related disciplines all over the country.

From this session onwards, the Post Basic B.Sc. Nursing programme of IGNOU being offered with integration of CCH programme Practical Manual & Log Book in its curriculum. IGNOU had launched Certificate in Community Health (CCH) programme in January 2017 as a part of Ayushman Bharat. The Programme was developed in collaboration with National Health Mission, Ministry of Health and Family Welfare, GoI with the objective of creating a cadre of Mid-Level Health Providers (MLHP)/Community Health Officers (CHO) to be posted in Health and Wellness Centres all over the country after successful completion of Certificate programme in Community Health (CCH). The Post Basic B.Sc. N programme of IGNOU being offered with integration of CCH Practical Manual Consisting 20 Units from CCH course BNSL 043 and integrated in BNSL 209 alongwith a Logbook for documenting the findings after learning each procedure under supervision of clinical supervisor. & Log Book would allow the students to be employed as CHO's MLHP after successful completion of the programme.

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. Thus a four credit course involves 120 study hours and an eight credit course involves 240 study hours. To complete the Post Basic B.Sc. Nursing Programme successfully, student will have to earn 112 credits over a period of 3 to 6 years depending on her/his convenience.

The Post Basic Bachelor of Science in Nursing is a three year Degree programme. This course has two major components: theory and practicals. It is divided into 22 courses; 11 theory and 10 practical.

List of Theory Courses

Year	Title	Course Code	Credits	No. of Blocks	No. of Assignments	Counselling Sessions (Hours)	Self Study (Hours)
1st Year	Nursing Foundation	BNS-201	4	4	2	24	96
	Applied Sciences	BNS-202	4	5	2	15	105
	Maternal Nursing	BNS-203	2	2	1	12	48
	Communicative English	BNS-204	4	4	2	12	108
	Behavioural Sciences	BNS-205	4	4	2	24	96
	Total		18	19	9	87	453
2nd Year	Medical Surgical Nursing	BNS-206	4	5	2	24	96
	Paediatric Nursing	BNS-207	4	4	2	24	96
	Mental Health Nursing	BNS-208	4	4	2	24	96
	Total		12	13	6	72	288
3rd Year	Community Health Nursing	BNS-209	4	5	2	24	96
	Nursing Administration	BNS-210	4	4	2	24	96
	Nursing Education and Research	BNS-211	4	4	2	24	96
	Total		12	13	6	72	288
	Grand Total		42	45	20	231	1029

Total Hours of Theory and Self Study: 231+1029=1260

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-201	4	1	60	60
	Applied Sciences	BNSL-202	4	4	112	08
	Maternal Nursing	BNSL-203	8	3	120	120
	Total		16	8	292	188
2nd Year	Medical Surgical Nursing	BNSL-206	10	3	150	150
	Paediatric Nursing	BNSL-207	8	3	120	120
	Mental Health Nursing	BNSL-208	8	3	120	120
	Total		26	9	390	390
3rd Year	Community Health Nursing	BNSL-209	12	2	180	180
	Nursing Administration	BNSL-210	6	2	90	90
	Nursing Education and Research	BNSL-211	8	4	120	120
	Computer in Nursing	BNSL-212	2	2	30	30
	Total		28	10	420	420
Grand Total			70	27	1,102	998

Total Hours of Self Activities and Practical Contact Sessions: 998+1,102=2100

The practical contact sessions will be held in hospital and community in respective areas under the supervision of Clinical Teachers/Academic Counsellors.

Note: One credit is 30 study hours.

3.3 Scheme of Study

1) Theory Courses	42 Credits	2) Practical Courses	70 Credits
First Year	18	First Year	16
Second Year	12	Second Year	26
Third Year	12	Third Year	28

All the courses are compulsory for the students who want to obtain Post Basic B.Sc. Nursing Degree. One Credit = 30 Study hours or 30 learning hours = one Credit.

Theory Course

Year	Course Code and Name	Duration Hours (TEE)	Continuous Evaluation TMA Marks	Term End Examination (TEE) Marks
1 st year	BNS – 201 Nursing Foundation	3	30	70
	BNS – 202 Applied Sciences – A, B, C, D	3	30	70
	BNS – 203 Maternal Nursing	3	30	70
	BNS – 204 Communicative English	3	30	70
	BNS – 205 Behavioural Sciences	3	30	70
2 nd Year	BNS – 206 Medical Surgical Nursing	3	30	70
	BNS – 207 Pediatric Nursing	3	30	70
	BNS – 208 Mental Health Nursing	3	30	70
3 rd Year	BNS – 209 Community Health Nursing	3	30	70
	BNS – 210 Nursing Administration	3	30	70
	BNS – 211 Nursing Education and Research	3	30	70

Practical Courses

Year	Course Code and Name	Self Activity	Supervised Activity	Practical Examination
1 st year	BNSL – 201 Nursing Foundation	25	25	50
	BNSL – 202 Applied Sciences – A, B, C, D	-	13*	12*
	BNSL – 203 Maternal Nursing	25	25	50
2 nd Year	BNSL – 206 Medical Surgical Nursing	25	25	50
	BNSL – 207 Pediatric Nursing	25	25	50
	BNSL – 208 Mental Health Nursing	25	25	50
3 rd Year	BNSL – 209 Community Health Nursing	25	25	50
	BNSL – 210 Nursing Administration	25	25	50
	BNSL – 211 Nursing Education and Research	25	25	50
	BNSL – 212 Computer in Nursing	25	25	50

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

After first year, you can seek admission for 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 6 years.

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-204 and BNS-205 and no theory for BNSL - 212.

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 online at ignou.ac.in whenever advertised.

3.6 Eligibility

In-service Nurses i.e. 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 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 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 six years to complete the programme from the date of registration.

3.9 Medium of Instruction: English

3.10 Programme Fees

Programme Fee is Rs. 23,000/- 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/entrance 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.

3.11 Programme Delivery

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

Face-to-face Academic Counseling is conducted at PSC by Academic Counselors and Practicals are supervised by Academic Counselors attached to the PSC in the clinical area and community field (Academic Counselors and Clinical Supervisors are teachers who teach in Colleges of Nursing). In addition to theory, students also carry on 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 Counseling and Practical Sessions are held 8 hours per day and self activities are also performed @ 8 hours/day. **Supervised activities need to be completed under the supervision of clinical supervisors, whereas self activities are carried out at work place of the student.**

There are 48 days (379 hours) of theory counseling and practical contact sessions in the first year to be conducted at colleges of nursing, hospital and community under supervision. However, for 80 days (641 hours) student would be required to do the self activities as per guidelines which will be part of continuous evaluation. There are 58 days (462 hours) of theory counseling and practical contact sessions in the second year to be conducted at colleges of nursing, hospitals and community under supervision. However, for 85 days (678 hours) student would be required to do the self activities as per guidelines which will be part of continuous evaluation.

There are 62 days (492 hours) of theory counseling and practical contact sessions in the third year to be conducted at colleges of nursing, hospitals and community under supervision. However, for 88 days (678 hours) student would be required to do the self activities as per guidelines which will be part of continuous evaluation. The spells for practicals are given as follows:

Sample Rotation Plan

Post Basic B. Sc. Nursing

Tentative Counselling Schedule for Theory and Practical (Number of Hours & Days)

1st Year Courses

1 st Year										
			May – June				Sept. – Oct.			
Hours			Spell-I				Spell-II			
	Theory	Practical	Theory		Practical		Theory		Practical	
BNS-201 BNSL-201	24	60	8 Sessions – 16hrs	2 Days	40 hrs	5 days	4 Session – 8 hrs	1 Days	20 hrs	2½ days
BNS-202 BNSL-202	15	112	4 sessions – 8 hrs Micro 1 B BP. 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 [3½ days (BC) 3½ days (N&D)]
BNS-203 BNSL-203	12	120	4 sessions – 8 hrs	1 day	64 hrs	8 days	2 session– 4 hrs	½ day	56 hrs	7 days
BNS-204	12	-	6 sessions – 12 hrs	1½ day	-	-	-	-	-	-
BNS-205	24	-	6 sessions – 12 hrs Gen Psycho Sociology	1½ days	-	-	6 sessions – 12hrs Edu. Psychology Sociology	1½ days	-	-
Total	87 hrs	292 hrs	56 hrs	7 days	160 hrs	20 days	31 hrs	4 days	132 hrs	16½ days

Theory = 7 + 4 = 11 days
 Practical = 20 + 16½ = 36 ½ days
 Total = 11 + 36½ = 48 days

BC – Biochemistry
 N & D – Nutrition and Dietetics
 BP - Biophysics
 Micro-Microbiology

Post Basic B. Sc. Nursing
Tentative Counselling Schedule for Theory and Practical (Number of Hours & Days)
2nd Year Courses

2nd Year										
			May – June				Sept. – Oct.			
Hours			Spell-I				Spell-II			
	Theory	Practical	Theory		Practical		Theory		Practical	
BNS-206 BNSL-206	24	150	8 Sessions – 16 hrs	2 Days	80 hrs	10 days	4 Sessions – 8 hrs	1 Day	70 hrs	9 days
BNS-207 BNSL-207	24	120	8 sessions – 16 hrs	2 Days	80 hrs	10 days	4 sessions – 8 hrs	1 Day	40 hrs	5 days
BNS-208 BNSL-208	24	120	8 sessions – 16 hrs	2 days	80 hrs	10 days	4 session– 8 hrs	1 Day	40 hrs	5 days
Total	72 hrs	390 hrs	48 hrs	6 days	240 hrs	30 days	24 hrs	3 days	150 hrs	19 days

Theory = 6 + 3 = 9 days

Practical = 30 + 19 = 49 days

Total = 9 + 49 = 58 days

Post Basic B. Sc. Nursing
Tentative Counselling Schedule for Theory and Practical (Number of Hours & Days)
3rd Year Courses

3 rd Year										
			May – June				Sept. – Oct.			
Hours			Spell-I				Spell-II			
	Theory	Practical	Theory		Practical		Theory		Practical	
BNS-209 BNSL-209	24	180	8 Sessions – 16 hrs	2 Days	90 hrs	11.5 days	4 Sessions – 8 hrs	1 Day	90 hrs	11 days
BNS-210 BNSL-210	24	90	8 sessions – 16 hrs	2 Days	64 hrs	8 days	4 sessions – 8 hrs	1 Day	26 hrs	4 days
BNS-211 BNSL-211	24	120	8 sessions – 16 hrs	2 days	80 hrs	10 days	4 session– 8 hrs	1 Day	40 hrs	5 days
BNSL-212	-	420 hrs	-	-	15 hrs	2 days	-	-	15 hrs	2 days
Total	72 hrs	420 hrs	48 hrs	6 days	249 hrs	31.5 days	24 hrs	3 days	171 hrs	22 days

Theory = 6 + 3 = 9 days

Practical = 31.5 + 22 = 53.5 days

Total = 9 + 53 = 62 days

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

3.12: Syllabus of Courses: B.Sc. Nursing (Post Basic) (BSCN (PB)) SOHS, IGNOU

The various courses and syllabi are as follows:

Course Code: BNS-201

Title of the Course: Nursing Foundation

Course Outline (Theory) Volume 1 & 2

Block 1: Concepts in Nursing

Unit 1: Nursing Profession and its Trends

Unit 2: Concepts of Health and Disease

Unit 3: Developmental Stages of an Individual

Unit 4: Interpersonal Relationship in Nursing

Unit 5: Psychosocial Basis of Nursing

Unit 6: Nursing Theories

Block 2: Quality Nursing Practices

Unit 1: Nursing Process

Unit 2: Quality Assurance and Standards

Unit 3: Ethical and Legal Issues in Nursing

Unit 4: Nursing Care System

Unit 5: Holistic Health Care System

Block 3: Primary Health Care Concepts

Unit 1: Health Care Services

Unit 2: Primary Health Care

Unit 3: Health Care Resources, Monitoring and Evaluation of Health Services

Unit 4: Biomedical Waste Management and Infection prevention

Block 4: Primary Health Care Elements and Nurses Role

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 Code: BNSL-201

Title of the Course: Nursing Foundation

Course Outline (Practical)

Block 1: Practical Manual - Application of Nursing and Primary Health Care Concepts

Unit 1 : Methods of Health Assessment

Unit 2 : Assessment of Needs and Problems of Individual at various 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

Unit 6: Interview Technique

Unit 7: Organizing and Participating in Campaigns/Camps

Unit 8: Universal Precautions

Unit 9: Biomedical Waste Management

Unit 10: Health Education and Behaviour Change Communication

Course Code: BNS202

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

Course Outline (Theory) Volume 1 & 2

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

Unit 1 : Introduction to Microbes

Unit 2 : Identification and Growth of microbes

Unit 3 : Disease Producing Bacteria

Unit 4 : Other Pathogens

Unit 5: Disease Producing Fungi

Unit 6: Microbial Infections and their Transmissions

Block 4 : Microbiology -II

Unit 1: Destruction of Micro organisms

Unit 2: Viruses

Unit3: 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

Code: BNSL-202

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

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 Triglycerides

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

Unit2: Mounting and Staining Techniques

Unit 3: Preparation and Examination of Blood Smear

Unit 4 : Serological Method

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 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

Course Code: BNS- 203

Title of Course: Maternal Health Nursing Course

Outline (Theory)

Block 1 : Nursing Management in Maternal Health

Unit 1 : Current Trends in Maternal Nursing

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

Unit 3 : Management of Normal Pregnancy

Unit 4 : Management of Normal Labour

Unit 5 : Management of Normal Puerperium

Unit 6 : Drugs Used in Obstetrics and Gynaecology- Nurses Role

Block 2: Nursing Management in Maternal Health problems

Unit 1 : Management of High Risk pregnancy

Unit 2 : Management of Problems associated with Pregnancy

Unit 3 : Management of Gynecological problems

Unit 4 : Management of Abnormal Labour and Puerperium

Unit 5 : Emergency Management Obstetrical Care (EMOC)

Unit 6 : Management of Neonatal problems

Course Code: BNSL-203

Title of Course: Maternal Health Nursing

Course Outline (Practical)

Block 1 : Nursing Interventions in Pregnancy

Unit 1 : Antenatal Assessment

Unit 2 : Counseling and Advising in Pregnancy

Unit 3: Use of Alternative Therapy and Exercises

Unit 4: Administration of Drugs in Pregnancy

Unit 5 : Diagnostic and Therapeutic Techniques in Pregnancy

Block 2 : Nursing Intervention during Child Birth Process

Unit 1 : Organising Labour Unit

Unit 2 : Nursing Interventions during Labour

Unit 3: Use of Partograph

Unit 4 : Episiotomy and Suturing

Unit 5: Resuscitation of Newborn

Block 3 : Nursing Intervention in Puerperium and Specific Obstetrical Conditions

Unit 1 : Postnatal Assessment and Care

Unit 2 : Breast Feeding Techniques

Unit 3: Postnatal Counseling for Family Planning Methods

Unit 4 : New born Assessment and Care of the Neonate

Unit 5 : Care of Mother in Caesarean Section

Unit 6 : Case Studies and Clinical Presentations of Obstetrical/Maternity Cases

Course Code: BNS: 204

Title of the Course: Communicative English

Course Outline (Theory)

Block 1: Reading Comprehension

Unit 1: Expository Writing

Unit 2: Descriptive Writing

Unit 3: Narrative Writing

Unit 4: Argumentative Text

Unit 5: Persuasive Text

Unit 6: Comprehension: The study of Genes

Block 2: Writing Skills

Unit 1: Developing Paragraph

Unit 2: Internal Business correspondence

Unit 3: External Business correspondence

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

Block 4 : Speaking Skills

Unit 1 : Importance of Communication skills

Unit 2 : Formal Conversation

Unit 3 : Informal Conversation

Unit 4 : Telephone Conversation

Unit 5 : Interviews

Unit 6 : Case Presentation

Course Code: BNS-205

Title of the Course: Behavioural Sciences 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 Orphanages, Nari Niketan, Jail Reforms, Schools and Old Age Homes

Block 3 : General Psychology

Unit 1 : Introduction to psychology and its application to Nursing

Unit 2 : Body mind relationship (Brain and behaviour)

Unit 3 : Human development and Developmental Psychology

Unit 4 : Dynamics of Behavior: Motivation, Frustration, Conflict, Emotion and Stress

Unit 5 : Sensory and Perceptual process

Unit 6 : Personality

Block 4 : Educational Psychology

Unit 1 : Introduction to Educational Psychology

Unit 2: Individual Differences

Unit 3 : Intelligence and Aptitude

Unit 4: Learning

Unit 5 : Memory and Forgetting

Unit 6 : Attitudes

Unit 7 : Techniques of Psychometric Measurement

Course Code: BNS-206

Title of the Course: Medical Surgical Nursing

Course Outline (Theory) Volume 1 & 2

Block 1: Advanced Medical-Surgical Nursing

Unit 1 : Introduction to Medical Surgical Nursing

Unit 2 : Nurse's role in Specific Pathophysiology

Unit 3 : Nursing Management of a Patient undergoing Surgery

Unit 4: Emergency Nursing

Unit 5 : Disaster Nursing

Block 2 : Respiratory, Cardiovascular and Gastrointestinal Nursing

Unit 1 : Assessment and Diagnostic Procedures in Respiratory Disorders

Unit 2 : Management of Patient with Respiratory Disorders

Unit 3 : Assessment and Diagnostic Procedures in Cardiovascular and Blood Disorders

Unit 4 : Management of Patient with Cardiovascular and Blood Disorders

Unit 5 : Assessment and Diagnostic Procedures in Gastrointestinal Disorders

Unit 6 : Management of Patient with Gastrointestinal Disorders

Block 3: Urological, Endocrinal and Immunological Nursing

Unit 1 : Assessment and Diagnostic Procedures in Urological, Endocrinal and Immunological disorders

Unit 2 : Management of Patient with Endocrinal Disorders

Unit 3 : Management of Patient with Immunological Disorders

Unit 4 : Management of Patient with Urological Disorders

Block 4 : Neurological and Musculoskeletal Nursing

Unit 1 :Assessment and Diagnostic Procedures in Neurological Disorders

Unit 2 : Management of Patient with Neurological and Neurosurgical Disorders

Unit 3 : Assessment and Diagnostic Procedures in Musculoskeletal System

Unit 4 : Management of a patient with Musculoskeletal Disorders

Block 5 : Oncology, Skin, Eye, ENT and Geriatric Nursing

Unit 1 :Assessment and Diagnostic Procedures in Oncology, Skin, Eye, ENT disorders

Unit 2 : Management of Patients with specific Oncological Conditions

Unit 3 : Management of Patients with Skin Disorders

Unit 4 : Management of Patients with Eye and ENT Disorders

Unit 5 : Geriatric Nursing

Course Code: BNSL-206

Title of the Course: Medical Surgical Nursing

Course Outline (Practical)

Block 1: Documenting the Nursing Practice

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

Unit 2 : Documentation of Nursing Practice

Unit 3 : Preparing Case Study

Unit 4 : Nurse's Role in Drug Therapy

Unit 5 : Role of Nurse in Administration of Fluids, Electrolytes and Total Parenteral Nutrition

Block 2 : Role of Nurse in Medical Surgical Conditions

Unit 6 : Preoperative Nursing Care

Unit 7 : Intra-operative and Postoperative care

Unit 8 : Specific Diagnostic and Therapeutic Procedures

Unit 9 : Medical and Surgical emergencies

Unit 10: Terminally ill and dying patient

Block 3 : Role of Nurse in Diagnostic and Therapeutic Procedures

Unit 11 : Common Laboratory Investigations

Unit 12 : Respiratory, Cardiovascular and Gastrointestinal diagnostic and Therapeutic procedures

Unit 13 : Urological, Endocrinal and Immunological diagnostic and Therapeutic procedures

Unit 14 : Neurological and Musculoskeletal diagnostic and Therapeutic procedures

Unit 15 : Skin, Eye and ENT diagnostic and Therapeutic procedures

Unit 16 : Diagnostic and Therapeutic procedures in Oncology

Course Code: BNS- 207

Title of Course: Pediatric Nursing Course

Outline (Theory) Volume 1 & 2

Block 1: Trends in Neonatal and Paediatric Nursing

Unit 1 : New Born and Child Health Care Concepts

Unit 2 : Growth and Development

Unit 3 : Deviations of Growth, Development and Behaviour

Unit 4 : Preventive and Social Pediatrics

Unit 5 : National Policies and Programmes related to New born and Child Care

Unit 6 : Triaging and Transport

Block 2 : Nursing Care of New Born

Unit 1: Essential Care of Newborn

Unit 2 : Management of High Risk Newborn

Unit 3 : Management of Common Neonatal Problems

Unit 4: Management of Common Neonatal Surgical Emergencies

Unit 5 : Organization of Newborn Care Facilities

Block 3 : 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

Unit 7 : Integrated Management of Neonatal and Childhood Illness

Block 4: Nursing Management 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 Children with Eye and ENT 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 Code : BNSL-207

Title of Course : Pediatric Nursing

Course Outline (Practical)

Block 1: Nursing Techniques in Paediatric Care

Unit 1: Assessment of Growth and Development

Unit 2: Neonatal Resuscitation

Unit 3: Assessment of Newborn

Unit 4: Organization of Neonatal Care Unit

Unit 5: Application of Nursing Process in Care of Child

Block 2: Diagnostic and Therapeutic Procedure in Paediatric Nursing

Unit 1: Participating in Diagnostic Procedures

Unit 2: Participating in General and Therapeutic Procedures

Unit 3: Administration of Medication and Drug Supplements

Unit 4: Maintaining Records and Reports

Block 3: Preventive Paediatric Nursing Practices and IMNCI

Unit 1: Methods of Feeding

Unit 2: Immunization

Unit 3: Information Education and Communication

Unit 4: Assessment Techniques in Sick Young Infant and Sick Child

Unit 5: Treatment Techniques in Sick Young Infant and Sick Child

Unit 6: Feeding Techniques

Course Code: BNS-208

Title of the Course: Mental Health Nursing

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: Defense Mechanism

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

Unit 5: Basic Principles and Prerequisites of Psychiatric Nursing

Block 2: Therapeutic Nursing Intervention 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 : Anxiety and Neurotic, Stress Related and Somatoform Disorders

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

Unit 3 : Substance use Disorders

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

Unit 5 : Nursing Management of a Patient with Perinatal Psychiatric Disorders

Unit 6 : Nursing Management of a Patient with Geriatric Psychiatric Disorders

Block 4 : Advanced Concepts of Psychiatric and Mental Health Nursing

Unit 1 : Nursing Management of Psychiatric Emergencies including Crisis and crisis intervention

Unit 2 : Legal Aspects in Psychiatric Nursing

Unit 3 : Role of Nurse in Community Mental Health Services

Unit 4 : National Mental Health Programme (NMHP)

Unit 5 : Issues, Trends and Challenges in Psychiatric Nursing

Course Code : BNSL-208

Title of the Course : Mental Health Nursing

Course Outline (Practical)

Block 1: Techniques and Skills in Mental Health Nursing

Unit 1: Developing Nursing Process

Unit 2: Techniques of Taking Psychiatric Nursing History

Unit 3 : Mental Status Examination

Unit 4 : Interview Technique and Process Recording

Unit 5 : Developing Nursing Care Plan

Block 2 : Therapeutic Procedures in Psychiatric Nursing

Unit 6 : Nurse's Participation in Specific Psychosocial Therapy

Unit 7 : Nurse's Role in Electroconvulsive Therapy

Unit 8 : Restraining and Role of Nurse

Unit 9 : Nurse's Role in Administration of Drugs

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

Unit 10 : Community Survey of Mental Health and Mental Illness

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

Unit 12 : Report on Community Based Mental Health Facilities

Unit 13 : Health Education in Substance Use Disorders

Unit 14 : Maintenance of Records and Reports

Course Code : BNS-209

Title of the Course : Community Health Nursing

Course Outline (Theory) Volume 1 & 2

Block 1: Principles and Practice of Community Health Nursing

Unit 1 : Introduction to Community Health Nursing

Unit 2 : Family Health Nursing

Unit 3 : Introduction of Epidemiology

Unit 4 : Demography and Fertility

Unit 5 : Health Information and Health Statistics

Unit 6 : Occupational Health Nursing

Block 2 : Health problems in India: Role of Nurse in prevention and management

Unit 1 : Communicable Diseases

Unit 2 : Non communicable diseases

Unit 3 : Nutrition Deficiency disorders

Unit 4 : Reproductive and Child Health problems

Unit 5 : Environmental Health Service Problems

Unit 6 : Emerging and re-emerging Health Problems

Block 3 : National Health Programs in India: Role of Nurse

Unit 1 : National Health Mission

Unit 2 : National Health Programs Related to Communicable Diseases

Unit 3 : National Health Programs Related to Non communicable Diseases

Unit 4 : National Nutritional Programs

Unit 5 : Reproductive, Maternal, Newborn, Child Health and Adolescents Health (RMNCH+A) strategy

Unit 6 : National Mental Health program

Block 4 : Role of Nurse in Care of Special Groups

Unit 1 : Substance Use

Unit 2 : Child Abuse

Unit 3 : Poverty and Community Development Programs

Unit 4 : Infertility

Unit 5 : Fertility and Fertility Related Aspects

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

Block 5 : 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 Service

Unit 6: Voluntary and International Health Agencies

Course Code : BNSL - 209

Title of the Course : Community Health Nursing

Course Outline (Practical)

Vol 1: Block 1: Nursing Practices in Community

Health-I Section 1 : Practice in Community Health

Nursing

Unit 1 : Community Identification, Need Assessment and Diagnosis

Unit 2: Mapping the Community

Unit 3: Community Health Action Plan

Unit 4: Organizing Health Camp

Unit 5 : Organizing and Conducting Health clinics

Section 2 : Family Health Nursing Care services

Unit 6 : Nursing Procedures in Family and Health Care Setting

Unit 7 : Family Visits and Comprehensive Family Nursing Care

Unit 8 : Maintaining of Records and Preparing Reports

Unit 9 : Family Health Care study with Specific Health Problems

Block 2 : Nursing Practices in Community Health-II

Section 3 : Nursing Practice in National Health Programs

Unit 10 : Identification of Existing National Health Problems

Unit 11 : Participation in National Health Programs

Unit 12 : Evaluation and Reporting of National Health Program

Unit 13 : Organizing Observational Visit to Community Health Agencies

Section 4 : Community Health Nursing Administration

Unit 14 : Setting Up of a Community Health Centre

Unit 15 : Management of Community Health Nursing Services at a Community Health Centre

Unit 16 : Teaching and Educating Health Workers/ASHA and Health Volunteers

Unit 17 : Supervision of Health Workers

Vol 2: Nursing Practices in Community Health

Unit 1: Investigation of an Outbreak

Unit 2: Social Mobilisation Skills

Unit 3: Report Writing and IT Skills

Unit 4: Examination of Swelling, Lumps and Joints -Screening and Management

Unit 5: Eye and ENT examination-Screening and Management

Unit 6: Screening and Management of Common Dental conditions

Unit 7: Suturing of Superficial Wounds

Unit 8: Drug dispensing and Injections

Unit 9: Basic Life Support

Unit 10: Assessment and Management of Fevers

Unit 11: Management of Common Aches and Pains

Unit 12: Nutritional Assessment

Unit 13: First Aid Techniques and Stabilization Care in Common Emergencies

Unit 14: Geriatric and Palliative Care

Unit 15: Use of Equipment

Unit 16: Emergency and Injectable Contraceptives and Follow Up Care

Unit 17: Insertion and removal of IUCDs

Unit 18: Management of Abortion and Counselling

Unit 19: Adolescent Counselling

Unit 20: Immunisation and Safe Injection Practices

Course Code : BNS 210

Title of the Course : Nursing Administration and Management

Course Outline (Theory)

Block 1: Introduction to Administration and Management in Nursing

Unit 1 : Overview of Administration and Management

Unit 2 : Functions and Principles of Administration

Unit 3 : Organization of Nursing Administration

Unit 4 : Supervision

Block 2 : Organization of Nursing Service and Education

Unit 1 : Planning and Organization of Nursing Services

Unit 2 : Organization of Nursing Care in Hospital

Unit 3 : Planning and Organization of Nursing Education Institutions

Unit 4 : Trends, Perspectives and Issues in Nursing

Block 3 : Personnel and Financial Management

Unit 1 : Personnel Management

Unit 2 : Staff Development and In-service Education

Unit 3 : Leadership

Unit 4 : Material Management

Unit 5 : Financial Management and budgeting

Unit 6 : Health economic and Health insurance

Block 4 : Communication in Nursing Administration

Unit 1 : Communication and Effective Communication

Unit 2 : Public Relation

Unit 3 : Group Dynamic

Unit 4 : Hospital Management Information System(HMIS)

Course Code : BNSL-210

Title of the Course : Nursing Administration and Management

Course Outline (Practical)

Block 1 : Administration of Nursing Service and Education

Section 1 : Administration of Nursing Services

Practical 1 : Functions and Organization of Hospital

Practical 2 : Administration of Nursing/Clinical Unit

Practical 3 : Supervision in Nursing Services

Practical 4 : Records and Reports

Section 2 : Administration of Nursing Education and Staffing

Practical 5 : Administration of Nursing Educational Institutions

Practical 6 : Recruitment , Selection and Promotion of Staff or Nursing Services

Practical 7 : Staffing the Nursing Unit

Block 2 : Nurses Responsibility in Resource Management and Staff Development

Section 3: Nurses Responsibility in Personnel Policies, Material And Fiscal Management

Practical 8 : Personnel Policies and Job Description

Practical 9 : Techniques of Material Management

Practical 10 : Budget Preparation and Budgeting and Auditing

Section 4 : Nurses Responsibility in Staff Development and Nursing Audit

Practical 11 : Staff Development

Practical 12 : Methods of Communication

Practical 13 : Performance Appraisal and Maintaining Discipline

Practical 14: Nursing Audit

Course Code : BNS-211

Title of the Course: Nursing Education and Research

Course Outline (Theory) Volume 1 & 2

Block 1: Introduction to Nursing Education

Unit 1 : Education: 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 Counseling in Nursing Education

Unit 6 : The Counseling Process and Approaches

Block 2 : Curriculum Development and Implementation

Unit 1: Introduction to Curriculum Development

Unit 2 : Instructional Objectives

Unit 3 : Selection and Organization of Learning Experience

Unit 4: Planning and Implementation of Curriculum

Unit 5: Planning and Implementation of Clinical Experiences

Unit 6: Evaluation of Curriculum

Block 3 : Introduction to Nursing Research

Unit 1 : Overview of Nursing Research

Unit 2 : Literature Search and Review

Unit 3 : Research Approaches and Methods

Unit 4: Sample and Sampling technique

Unit 5 : Data Collection Tools and Techniques

Unit 6: Development and administration of Research Tools

Block 4 : Data Analysis, Statistical Methods and Evidence Based Practice

Unit 1 : Introduction to Statistics and Biostatics/Health Statistics

Unit 2 : Data Analysis and interpretation

Unit 3: Descriptive Statistics

Unit 4: Inferential Statistics

Unit 5 : Writing Research Proposal and Research Report

Unit 6 : Research Utilization Evidence Based Nursing Practice

Course Code : BNSL-211

Title of the Course: Nursing Education and Research

Course Outline (Practical)

Block 1 : Curriculum Planning

Unit 1 : Course Planning

Unit 2 : Unit Planning

Unit 3 : Lesson Planning

Unit 4 : Rotation Plan

Block 2 : Instructional Methods, Media and Evaluation

Unit 5 : Preparation of Teaching Aids

Unit 6 : Class-room Teaching Methods

Unit 7 : Clinical Teaching Methods

Unit 8 : Test Construction and Measurement

Block 3 : Application of Nursing Research

Unit 9 : Selection of Research Topic

Unit 10 : Writing of Research Proposal

Unit 11 : Conducting Research Study in Nursing

Unit 12 : Construction of Research Tool

Unit 13 : Writing a Research Report

Block 4 : Application of Statistics- and Presentation of Data

Unit 14 : Organization and Methods of Analysis of Data

Unit 15 : Methods of Data Presentation

Unit 16 : Determination of Vital Statistics in Health

Code : BNSL-212

Title of the Course : Computer in Nursing

Course Outline (Practical)

Block 1 : Introduction To Computer Basics

Unit 1 : Introduction to Computers

Unit 2 : Microsoft Windows

Unit 3 : MS Word: Part I

Unit 4 : MS Word: Part II

Unit 5 : Introduction to Spreadsheets

Unit 6 : MS Excel Toolbars

Unit 7 : MS Powerpoint

Unit 8 : Internet and E-mailing

Block 2 : Application of Computers In Nursing

Unit 9 : Computerization in Nursing

Unit 10 : Networking of Hospital and Clinics

Unit 11 : Electronic Patient Records

Unit 12 : Internet and Nursing

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 for each course the 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.

Also, in the practical manual, 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 sessions 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 your 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 or Regional centres. You can watch these programmes during counselling sessions. Students interested of buying the audio-video tapes can procure them from Marketing Unit, EMPC, IGNOU, 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 centre. 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 i.e. College of Nursing. This would give you opportunity to interact with students all over the country. Attend sessions at educational broadcast at www.ignou.ac.in

4.5 Teleconferencing Sessions

Live sessions are conducted via satellite through interactive Gyan Darshan Channel 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 PostBasic B.Sc. Nursing programme.

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

4.7 Practical Contact Sessions

You will be assigned to an 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 have also been planned. 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). These centres will be managed by the Programme Incharge. 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.

Note:

Programme Study Centre once allotted will not be changed throughout the period of study.

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) Term-end examinations
- 4) Project/Practical Examination

In Nursing Courses, there is Evaluation of assignments 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
- ii) 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.
- ii) 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 need to be submitted 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** courses, 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 downloaded 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

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 emphasize. While solving numerical, 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) Assignment can also be sent as a soft copy to the e-mail ID of the study center provided by the Regional Center in the regional website, or through the Google link provided in the regional websites.
- 12) 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 II, where ever applicable.
- 13) A feedback sheet on Post Basic B.Sc. Nursing Course material is given in Appendix III VBV CZWS 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.

The university conducts Term-End Examination (TEE) twice in a year i.e., in June and in December, ordinarily. 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.

5.4 Modalities for Conducting a Final Examination

Theory

- Fill up the TEE form online and pay the requisite TEE fee per course.
- Submit the form online in the existing portal.
- Hall Ticket will be uploaded on the website which can be downloaded from the website.
- Date sheet is also uploaded at webstie.

Practical

- The final practical examination will be conducted at the centre where you had your practical contact session.
- The practical examination will be conducted before the theory examination.
- A panel of examiners comprising an external examiner (subject expert) and internal examiner will be appointed for conducting the practical examination.
- 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 send to RC's and also uploaded at IGNOU website. Thus, normally, the date sheet for June examinations are sent in the month of January and for 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. They are available online at www.ignou.ac.in.

No separate fee is there for practical courses.

The last date for submission of examination forms to be checked on the website. Examination forms received/ files after the last date shall be rejected.

After receiving the online examination form from you, the University may send an intimation email. Admitcard/ hall ticket is uploaded on the website. You can take the examination by showing your Hall Ticket downloaded from website and Identity Card (Student Card) to the examination centre

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.

superintendent.

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.

5.5 Grading Percentage

Letter Grade	Numerical Percentage Range	Notional Correlates	Point Grade	Grades
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 within minimum time frame.

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.**

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 ‘Off Campus’ 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.

6.7 Re-Registration

“Re-registration” means registration in the next semester/year of a programme, wherever applicable. Learners are advised to submit the Re-Registration (RR) forms ‘Online’ 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 University pursuing their programme from India are advised to submit re-registration form online. Offline forms may be submitted to International Division of the University.

6.8 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.
- b) 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.

6.9 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.

6.10 Scholarships

The learners enrolled in IGNOU are eligible for Government of India Scholarships. They are advised to visit the National Scholarship Portal of the Government of India (<https://scholarships.gov.in/>) and submit their application online. For further details, students may contact their Regional Centre.

6.11 Refund of Fee

A non-refundable registration fee of Rs. 200/- shall be charged alongwith Programme Fee of first year at time of admission. 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.

6.12 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(MPDD), IGNOU, Maidan Garhi, New Delhi-110 068

6.13 Eligibility for Term End Examinations

The learners are instructed earlier under Evaluation System sub-head '**Term-end Examination**' regarding 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.

6.14 Official Transcripts

The University provides the facility of official transcripts on request made by the learners in the prescribed format available on website 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 (Appendix VII) or IGNOU website: www.ignou.ac.in

6.15 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 (Appendix VI).

6.16 Re-evaluation of Answer Scripts

After the declaration of result, if the learner is not satisfied with the marks awarded, he/she can request the University to re-evaluate his/her 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 at IGNOU website: www.ignou.ac.in through online form and digital payment.

6.17 Obtaining Photocopy of Answer Scripts

After the declaration of result, if the learners 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 online within 45 days from the date of declaration of result through online form and digital payment at IGNOU website: www.ignou.ac.in

6.20 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs.200/- in favour of IGNOU payable at “New Delhi”. Format is available in the Programme Guide (Appendix VIII) or IGNOU website: www.ignou.ac.in

6.18 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.

6.19 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. For change of name after completion of the programme, please refer to the detailed guidelines in the University's website : www.ignou.ac.in.

6.20 IGNOU IGRAM

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

6.21 Disputes on Admission & other University Matters

The University takes appropriate administrative and disciplinary measures for smooth functioning of its day-to-day operations in accordance with the prevailing rules and guidelines. In case of disputes on Admission and other University Matters, the place of jurisdiction of filing of law suit, if necessary, will be New Delhi/Delhi ONLY.

6.22 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. The degrees awarded by IGNOU are recognized by UGC. The details are available at <http://ignou.ac.in/ignou/aboutignou/division/SRD/Recognition>

6.23 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.**

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-68
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 1 & 3, IGNOU Maidan Garhi, N. 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 Degree/ Diploma/Certificate /Dispatch 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 ticket 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.inprac ticalsed@ignou.ac.in

13	Declaration of results of Masters, Bachelor and Diploma prog., issue of grade card and provisional certificate of Masters, Bachelors 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 programmes /Issue of grade card and provisional certificate of DPE & Certificate level programmes	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	b d p @ i g n o u . a c . i n
20	Discrepancy in grade card, non updationof grade/ marks programmeswise in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt.Director	garora@ignou.ac.in

8. LINKS OF 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. RESULT RELATED 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 SARKHEJGANDHINAGAR HIGHWAY CHHARODI AHMEDABAD -382481, GUJARAT PH.OFF : 02717-242975, 241579, 242976 FAX : 02717-241580 E-MAIL : rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)
3.	AIZWAL	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 : rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-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.	ANGUL	89	REGIONAL DIRECTOR IGNOU Regional Centre Plot No. 758-759, Similipada Chowk Near PTC High School Angul, Odisha – 759122 PH. OFF : 06764 – 230016/17 E-MAIL : rcangul@ignou.ac.in	

6.	BANGALORE	13	REGIONAL DIRECTORIGNOU REGIONAL CENTREBMTc 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)
7.	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)
8.	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)
9.	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)
10.	BIJAPUR	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)
11.	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
12.	CHENNAI	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.))
13.	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH. OFF : 0484-2340203/2348189/ 2330891 FAX : 0484-2340204 E-MAIL : rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
14.	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)
15.	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, Bijnore, SHAMLI (PRABUDH NAGAR))
16.	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
17.	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTREGANDHI 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, SHAKURPURCOLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR,NAND NAGRI BHR)
18.	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTREF-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)
19.	DEOGHAR	87	REGIONAL DIRECTORIGNOU 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)
20.	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE5TH MILE TADONG, NH-10, BELOW CENTRAL REFERAL HOSPITAL, GANGTOK - 737102 SIKKIM PH. OFF : 03592-231102 FAX : 03592-231103 E-MAIL : rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)

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
21.	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)
22.	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)
23.	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)
24.	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)
25.	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
26.	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)
27.	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)
28.	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
29.	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
30.	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)
31.	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
32.	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)
33.	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)
34.	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)
35.	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)
36.	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, SIVAGANGA, 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
37.	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)
38.	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)
39.	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)
40.	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)
41.	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)
42.	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 : rcpportblair@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
43.	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)
44.	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)
45.	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, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KUNDAGOAN)
46.	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.)
47.	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
48.	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, KATIHAR, ARARIYA, KISHANGANJ & PURNIA)
49.	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)
50.	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)
51.	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)
52.	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)
53.	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
54.	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)
55.	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)
56.	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: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
57.	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	REGIONAL DIRECTORIGNOU 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 GENERALASSAMRIFLES(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

Enrolment No. Programme:

Name:

Course Code: Medium: English/Hindi

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

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

Enrolment No. Programme: M.A.

Name:

Course Code: Medium: English/Hindi

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Sl. No. Assignment No.

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Signature of the Student

Date:.....

FOR OFFICE USE ONLY
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Signature of the receiver
Date:.....
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- 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.

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The Programme Incharge
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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. Give Samples wherever possible	Yes To some extent	No. Page(s) Unit No.
a) Are the Units difficult in terms of their content?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
b) Are there any unexplained new concepts?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
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?	1 2 3	
4) Difficult?	1 2 3	
5) a) Did you attempt the 'Check Your Progress' exercises?	Yes <input type="checkbox"/> Only Few <input type="checkbox"/> No	
b) Are the model answers for check your progress of any help to you?	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.	Yes <input type="checkbox"/> Only Few <input type="checkbox"/> No	

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

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

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

Radio TV Audio Cassette Recorder Video Cassette Record/Player

Telephone Computer Computer with Internet

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



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



**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:-

**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. 500/- 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.500/- 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.

INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

- A) *The filled in form duly signed by the student with the requisite fee & documents may be sent to:-
The Registrar,
Student Evaluation Division, Indira Gandhi National Open University,
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)*
- B) *The students are required to enclose same number of legible photocopies of both sides of the statement of Marksheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.-6. Incomplete application will be entertained.*
- C) *If the Student/Applicant has applied for Official Transcript and wants to collect the same Personally or ByHand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No.-10, IGNOU, Maidan Garhi, New Delhi-110068 (India) then He/She is required to mention such information & Mobile No. under Point No.-10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Voter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/ photograph/residential Id. Proof. at the time of collecting their Transcripts.
Note:- If the student want to collect his/her transcript by-hand through any other person from the above Section then the receiver has to produce all above documents of the student alongwith “Authorization-Letter” of the concerned student. The person who want to receive the Transcript(s) on behalf of the student, has to produce his/her valid Original Identity Proof for signature/photograph/residence etc. like Identity Card/Voter Card/Aadhar Card/PAN Card/Driving License etc. and he is also required to submit the copies of the same to this Section at the time of collecting the Transcript.*
- D) *The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.*
- E) *As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.*
- F) *Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-*
- i) *Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.*
- ii) *Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.*
- G) *The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from “Official Transcript Counter” Exam.-III Section of SED (Block-12, Room No.-10), IGNOU, Maidan Garhi, New Delhi-110068 personally or on Telephone No. 011-29572210 between Monday to Friday during Office hours after 15 to 25 days of receiving the Application-Form at this Section.*



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. 200/- in favour of "IGNOU" payable at New Delhi

.....
Signature

Date :

Note : Fee for duplicate grade card is Rs. 200/- 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

**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.**

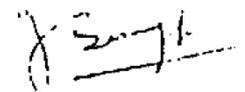
Sir,

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 युनीग्रज्जट्स
विश्वविद्यज्जलय अनुदज्ज्ज अज्जयज्जेग
बहज्जदुरशज्जह ज्जफर मज्जेग
नई दिल्ली-110002

CRANS UNICRANTS
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

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

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

Dear Vice Chancellor,

July, 1993

28 JUL 1993

As you are aware, the oOan Act of Parliament or State Lagislature 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 universities 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 regards,

Yours sincerely,

(R.P. Gangurde)

23238351;2323701;23237121;23234116



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जंजर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

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,

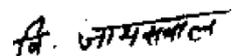
(Dr. [Mrs.] Pankaj Mittal)

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-chancellor. 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 Harassment (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. Neeti Agarwal, 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"/>				
2.	The learning materials were received in time	<input type="checkbox"/>				
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>				
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>				
5.	The counselling sessions were interactive	<input type="checkbox"/>				
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>				
7.	Examination procedures were clearly given to you	<input type="checkbox"/>				
8.	Personnel in the study centres are helpful	<input type="checkbox"/>				
9.	Academic counselling sessions are well organised	<input type="checkbox"/>				
10.	Guidance from the Programme Coordinators and Teachers from the School	<input type="checkbox"/>				
11.	Assignments are returned in time	<input type="checkbox"/>				
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>				
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>				
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>				
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>				
16.	Overall, I am satisfied with the programme	<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