

# **PROGRAMME GUIDE**

## **Certificate in Maternal and Child Health Nursing (CMCHN)**



**School of Health Sciences  
Indira Gandhi National Open University**

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## Programme Coordinators

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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-110068, India.*

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# 1. ABOUT THE UNIVERSITY

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The Indira Gandhi National Open University established in 1985 through an Act of Parliament, ranks as one of the premier educational institutions in the world. Within 18 years of its coming into existence, it has contributed significantly to the development of higher education in India. It has been a world leader in open-distance education and the Centre of Excellence award in Distance Education was conferred on it in 1993 by the Commonwealth of Learning (COL). It also received the “Award of Excellence for Distance Education Materials” in 1999 from COL.

## Objectives

In order to fulfill its vision of providing access to quality education to all citizens of this country, the University is mandated to:

- impart education and knowledge through various means and suited to the open and distance education mode;
- provide higher education to large sections of the population, particularly to the disadvantaged segments of society;
- encourage, coordinate and assist open universities and distance education institutions to raise standard of education in the country; and
- promote national integration and strengthen the natural and human resources of the country through the medium of education.

## Functions

IGNOU serves two main functions:

- 1) It offers various academic programmes that lead to Certificates, Diplomas and Degrees. It develops and produces courses for delivery through open learning and distance education modes. It is actively involved in research, training and extension education activities.
- 2) In its capacity as an apex body, it coordinates and monitors the open learning and distance education systems in the country through Distance Education Council and has provided expertise and assistance to such institutions both within the country and abroad.

## Features

IGNOU has certain unique features such as:

- National jurisdiction
- Flexible admission rules
- Individualized study
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- An effective student support services network
- Cost-effective modular programmes, and
- Resource sharing, collaboration and networking with open universities and dual mode conventional universities.

## Organizational Structure

The organizational structure is presented in Fig. 1.

## Instructional System

The university follows a multimedia approach in imparting instructions to its learners (Fig. 2).

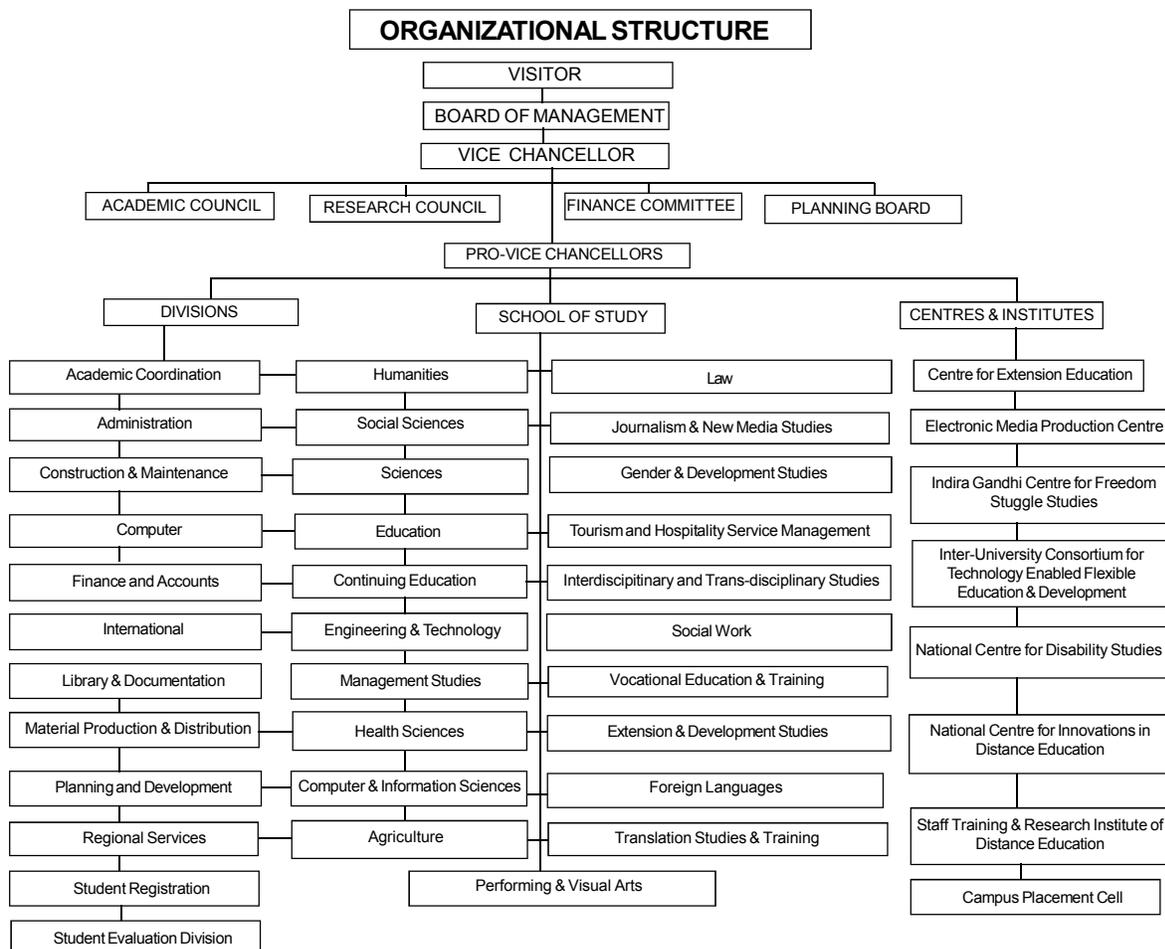


Fig. 1: Organizational Structure of IGNOU

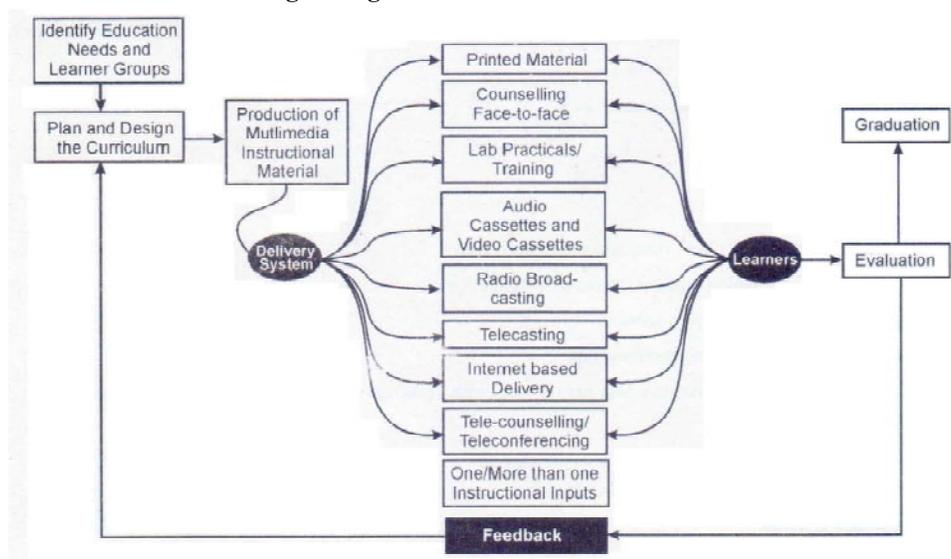


Fig. 2: Instructional System in IGNOU

## Course Preparation

Learning material is especially prepared by team of experts drawn from different Universities/Institutions all over the country as well as in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally despatched to the Study Centres and Doordarshan.

## Credit System

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

## Evaluation

In IGNOU there is continuous evaluation and term-end evaluation. Continuous evaluation carries 30% weightage and term-end evaluation has 70% weightage.

Continuous evaluation is related to the assignment that each student has to submit for being eligible to appear for the terminal examination. The evaluation of the performance of the students in continuous evaluation and term-end examination will be based on both marks and grading system.

Examinations are held twice a year in the months of June and December and IGNOU Study Centres are normally the Examination Centres.

**The degrees and diplomas of this University are recognised and have the same status as those of any other Central and State University in the country.**

## Student Support Services

IGNOU has an extensive network of study centres, work centres and programme study centres as well as partner institutions through which it reaches out to its students located in different parts of the country. Academic counselling is an important component of distance teaching/learning transaction and consists of tutoring and general counselling at programme study centre. Programme Study Centres/Work Centres have been established for programmes with practical component, i.e., laboratory classes, clinical experience and field experience in health sciences and other professional programmes.

At a study centre, the following services are provided:

- Subject specific academic counselling
- Audio and video viewing
- Library facilities
- Teleconferencing
- Information services related to rules, regulations and schedules of the university

- Assignment submission evaluation and feedback
- Term-end examination
- Computer access
- Practicals

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## 2. COMMON TERMINOLOGIES USED IN DISTANCE LEARNING

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As a distance learning student it is important for you to familiarize yourself with the following terminologies which would be commonly used while you are pursuing this programme.

### **Programme**

By a programme we mean the curriculum or combination of courses in a particular field of a study. For example, Certificate in Maternal and Child Health Care Programme, Certificate in Competency Enhancement for ANMIFHW, Post Basic B.Sc. Nursing Programme, Post Graduate Diploma in Maternal and Child Health, Health Care Waste Management, Diploma programme in Management, Diploma programme in Distance Education, and M.A. English etc.

### **Course**

The programme is divided into courses. In conventional system of education, when we talk of a course, we usually refer to a subject or level such as fundamentals of post-graduate chemistry, primary level maths, undergraduate biology and so on. In distance education, the term course includes more than this. It is used to describe the teaching materials and other components of the study. A typical distance education course will, for example, consist of a number of texts, audio and video components, contact sessions, assignments, library work, project work etc.

Thus, each course consists of printed booklets called blocks, audios, videos, assignments and whatever else may go with it.

**Going back to the expression “programme”, you should remember that a PROGRAMME consists of COURSES. For example in this certificate programme of Maternal and Child Health Nursing, Maternal and Child Health Care is a course.**

Programme is thus, a superordinate term and course a subordinate one.

### **Block**

A course is divided into blocks. The block appears in the form of a booklet of around 60/80 printed pages. Generally, each block represents one sub theme of the main theme of the course e.g., in this Certificate Programme in Maternal and Child Health Care (Reproductive Health) is a block..

The text material is sent to the learners in the form of blocks as learner may feel a greater sense of achievement each time he completes a block. A single big book can be threatening from the pedagogic point of view.

**Remember that each COURSE consists of a few BLOCKS which appear as booklets.**

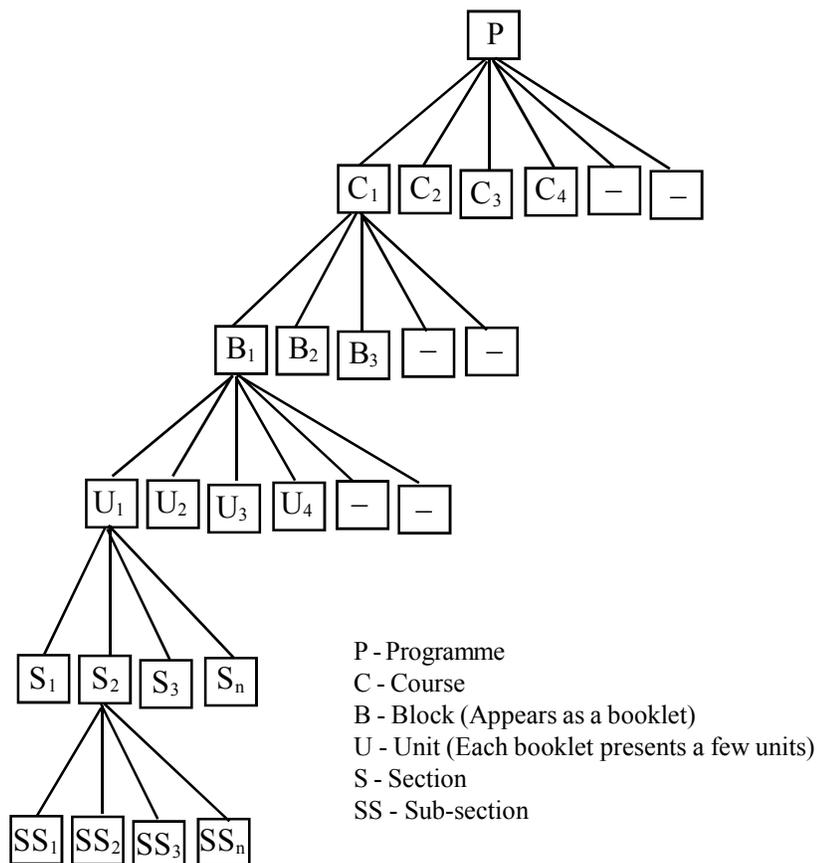
## Unit

The term unit, of course, in the context of Tr-N'OU, is used to denote a division of a block, at one level in terms of the theme or topical lesson and at another level as the material used to teach the topic.

A unit is a self-contained portion of a block covering one or more interwoven learning concepts. Each unit is broken into sections and sub-sections for the clarity of the presentation of concepts, information, illustrations etc.

Each unit is thus an individual lesson and fits into the block it belongs to. It contains orientation for learners objectives, introduction to the content, explanation of the topics covered and exercises to help them learn the material.

The Linkage scheme starting from a Programme to Units, etc., is given in Fig. 3.



**Fig. 3: Hierarchical Linkage Scheme**

## Credit

In IGNOU, the student study hours are measured in credit systems. One credit is equivalent to 30 learning hours. Each block of your theory represents one credit i.e., a learner on an average would require 30 hours to complete, reading a block and attempting the associated assignments.

## Study Centres

Although the Open University system demands a student to work mainly at home, face to face interaction is also essential. This face-to-face interaction serves to solve, administrative as well as academic problems

faced by the students. To facilitate this, study centres are chosen all over the country. Study centres function under the Regional Centres.

### **Programme Study Centres**

Programme study centres are established for professional programmes, which also function under the Regional Centres of IGNOU.

### **Academic Counsellor**

Academic Counsellors are Teachers identified and trained in the programmes offered by IGNOU to guide the students for theory and practical training.

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## **3. UNIVERSITY RULES**

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### **3.1 Reservation**

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

### **3.2 Scholarships and Reimbursement of Fee**

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

Physically handicapped students admitted to IGNOU are eligible for Government of India Scholarships. They are advised to collect scholarship forms from the Directorate of Social Welfare Officer or the Social Welfare Officer of the concerned state government and submit the filled-in forms to them through the concerned Regional Director.

<b>Fee once paid will not be refunded under any circumstances.</b>
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### **3.3 Change/Correction of Address and Study Centres**

There is a printed card of change/correction of address and change of Study Centre, that will be despatched along with the study material. In case there is any correction/change in the address or a change of Study Centre, the students are directed to make use of the format given in Appendix VII. **They are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to redirect the mail to the changed address during this period.** Counselling facilities are not available for all Programmes at all the Centres. As such, students are advised to make sure that counselling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally granted subject to availability of seats for the programme at the new centre asked for. Change of Address and Study Centre is not permitted until admissions are finalised.

### **3.4 Change of Region**

When a student wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer, marking copies to the Regional Centre where he/she would like to be transferred to and also to Registrar (SR&E), IGNOU, Maidan Garhi, New Delhi-110 068. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer from, regarding the number of assignments submitted. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SR&E) and the student. List of Regional Centres is given in Appendix 1. .

### **3.5 Validity of Admission Lists**

Candidates who are 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 have to apply afresh and go through the admission process again.

### **3.6 Incomplete and Late Applications**

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

### **3.7 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 6 months duration. However, if there is any clash or dates of counselling or examination schedule of the two programmes taken, University will not be in a position to make adjustment.

### **3.8 Disputes on Admission and other University Matters**

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

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## **4. ABOUT THE SCHOOL**

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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 main functions of the school are as follows:

- Planning, Developing and launching of academic programmes of various for different categories of health personnel.
- Disseminating health related knowledge for general public.
- Research on health related issues.

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

To achieve this, the School is collaborating and exchanging ideas with various national and international organizations like World Health Organization (WHO), Ministry of Health and Family Welfare (MOHFW), INC.

### **Ongoing Programmes**

- Ph. D. Nursing
- Post Basic B.Sc. Nursing
- Diploma in Nursing Administration
- Diploma in Critical Care Nursing
- Certificate Programme in Maternal and Child Health Nursing
- Certificate in Newborn and Infant Nursing
- Certificate for Home Based Health Care

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## **5 CERTIFICATE IN MATERNAL AND CHILD HEALTH NURSING (CMCHN)**

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Mothers and children comprise vulnerable group and need special care. The maternal mortality rate continues to be very high despite the improvement in maternal and child health care service. In the context of rapid advances in health care, health professionals at all levels of care need to update their knowledge and skills in providing health care in general and mother and child in particular.

National Health Policy and Programmes focus on the need for continuing education of nursing personnel to provide quality maternal and child health care. National Health Mission also focuses on training and retraining of health professionals. There is no systematic training programme for nursing personnel in maternal and child health care to meet requirement of continuing education and updating the knowledge and skills. Therefore, distance education offers a great opportunity for meeting this challenge.

Keeping this in view, School of Health Sciences has developed a six month Certificate Programme in Maternal and Child Health Care for nursing personnel.

Certificate Programme in Maternal and Child Health Care is a 16 credits programme (6 credits in theory and 10 credits in practical) and has 1 theory courses and 1 practical course.

### **Objectives of the Programme**

- Update the knowledge and skills of health care providers in reproductive and child health.
- Enable the health care providers to render effective health care to mother & child.

**Target group** : Nursing Professionals (RNRM) all categories

**Eligibility criteria** : Minimum qualification for admission to the programme is:

- 1) Nursing professionals (RNRM) with diploma in general nursing and midwifery (GNM) or above.
- 2) Health worker (F)/ ANM/Health supervisor female/LHV/PHN

**Duration of the Programme:** Minimum: Six months, Maximum: 2 years.

**Medium :** English

Proposed Structure Fee : Rs. 3500/- per student

### Programme Structure

The Programme consists of 16 credits (6 credits in theory and 10 credits in practical) and has one Theory and one Practical course as given below. Detailed programme structure is given in **Table 1**.

**Table 1: Programme Structure**

Code	Course Title	Credits	Hours
Theory BNS-117	Maternal and Child Health Care	6	180
BNSL-117	Practices and Procedures in Maternal and Child Health Care	10	300
	<b>Total</b>	<b>16</b>	<b>480</b>

**Theory : 6 credits (180 hours)**

**Practical : 10 credits (300 hours)**

### Programme Package

Programme package comprising of 10 booklets (Theory and Practical), programme guide, chart book and workbook will be dispatched to the learners for self-study as per schedule.

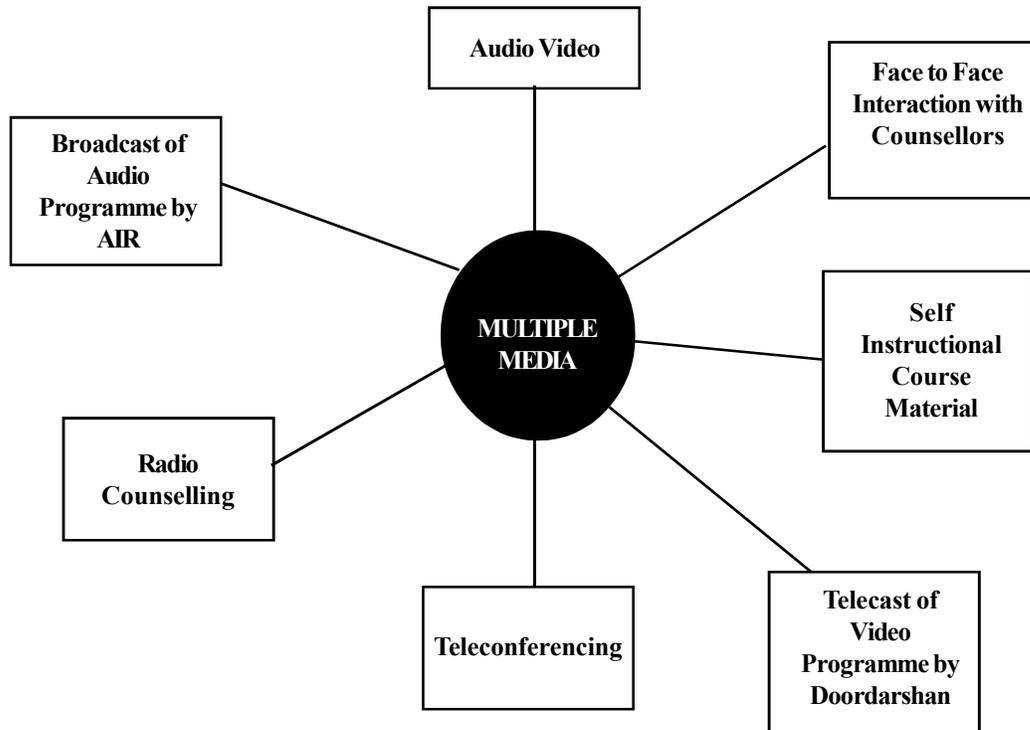
Theory blocks		Practical
Course	6 Blocks	4 Blocks
Programme Guide	1	

### Method of Instruction

Multimedia approach will be followed to provide instruction which includes the following (Fig. 4)

- Self Instructional Course Material
- Counseling sessions
- Practical contact sessions
- Teleconferencing

- Radio counselling
- Telecast and broadcast
- Audio and Video Programme



**Fig. 4: Methods of Instruction**

### ***Self-instructional Course Material***

The printed study material for both theory and practical components of the programmes will be supplied to the learners.

### ***Counselling Sessions/Face to Face Teaching***

You will have to attend theory counselling and practical sessions at programme study centre. The scheduled date and time will be informed by the Programme In-charge at proper time.

### **Academic Counselling**

Academic counselling is one of the important functions of the Programme Study Centre. The basic concept of the programme study centre is to provide opportunity to the learners for face-to-face interaction with the counsellors and to meet their fellow students and exchange views with each of them.

In counselling session, the counsellor must be well prepared and thorough in the course material because the academic counsellors are expected to clear any doubts arising out of instructional

material or difficulties experienced by the students while undergoing this course. Assignments may also be discussed during this session.

In theory counselling, the contact session will be conducted for 9 sessions (18 hours). The first half of the first day will be reserved for the induction meeting in which the students will meet their counsellors and peers. Any administrative problems faced by the students will also be handled there.

### **Practical Training**

The students will be demonstrated the practical activities to enable them to perform practical activities. Students will be placed in community /health centre/hospital for practical experience. The last day of practical training will be reserved for practical term end examination as per feasibility of PSC and students.

The students must complete their practical workbooks through this practical contact session and get them evaluated at the end of the contact period. The workbooks will be corrected and returned to them before they leave the practical centre or study centre. If a student fails to attend the practicals in regular spells, it is up to the student and the respective subject counsellor to make extra arrangements in their mutual understanding. If such an understanding fails, the student has to attend those practical sessions in the next year only (Refer Section 1.11 and 1.12 for supervised activities).

### **Teleconferencing**

Teleconferencing is a one way video and two way audio facility. Teleconferencing will be held once in a month. During teleconferencing session, the students interact with the resource persons taking the teleconferencing session by phone or fax and have their doubts cleared immediately.

The teleconferencing facility will be available at the regional centre and many study centres. The teleconferencing schedule will be sent to the Programme Incharge and Regional Director who would inform the students. Participation of Programme Incharge and Counsellors is voluntary and proves to be very useful. Teleconferencing is done through the Gyan Darshan Channel. **(At present, this is not operational)**

### **Library**

The programme study centre will be provided with relevant course material, reference books, audio video aids integrated with the course material. The programme study centre has to extend these facilities to all learners attached to study centre on specific day decided by the programme study centres and make use of the books on the spot or listen to the audio cassette or watch a video cassette. In addition the programme incharge may make provision for the audio and video cassettes to be played during the counselling.

### **Assignment**

An assignment is a means of continuing assessment of theory and is an important function of the programme study centre. Assignments help the student to recapitulate the theory and go back to the text again in case he/she is unable to answer a particular question. Thus, assignments also help to re-enforce learning in distance learning system of education. Assignment handling needs a lot of care and accuracy.

**The handling of assignment is a time bound task. The CMCHN programme will contain a total of One assignment, which will be evaluated by the counsellors.**

The student attempts the assignments and sends to the Programme Incharge (PIC) of respective Programme Study Centre allotted to him/her according to the time schedule mentioned on the top of the assignment. The Programme In charge gives the assignment to the counsellors for evaluation. The academic counsellors return the assignments after evaluating them strictly in accordance with the time schedule along with two assessment sheets.

Around two percent of the assignments according to the present policy, are selected and sent to the School of Health Sciences for monitoring.

The main purpose of monitoring is to see whether the assessment is done on uniform pattern and as per the norms of the distance mode of education. The School examines whether the comments written by the evaluator fulfill the purpose of the two-way communication. The necessary suggestions, rather guidelines, will be sent by the school to the academic counsellors, if required. This monitoring helps to maintain uniformity, high standard of the assignments and make the two-way communication, purposeful, meaningful and hence effective.

### **Examination and Evaluation**

Examination will be held at the end of one cycle (six months). For appearing in **theory term end examination**, the students will have to fulfill two requisites i.e. filling up the examination form and timely submission of related assignment. If the student appears in the theory term end examination without submitting the respective assignments, his term end theory examination for that paper would be considered null and void and he will have to re-appear in theory term end examination.

Theory term end examinations would be held in all the study centres of IGNOU. A minimum of 10 students is required for a study centre to be considered as an examination centre. In case there are less than 10 students the nearest study centre is allotted as the examination centre.

### **Practical Term-end Examination**

The practical term-end examinations will be held in all the Programme study centres which have the programme of CMCHN. The examination will be held on the last day of practical training. There will be internal and external examiner for conducting Practical examination. Internal examiner will be the academic counsellor involved in clinical supervision and external examiner will be from any other institution in the same place where PSC is located or among other counsellors of the PSC.

For appearing in the term-end examination, the student should have:

- i) Completed all the skills listed for performance at the programme study centres and the work place
- ii) The continuous evaluation will be based on self and supervised activities which carries 50% weightage i.e. 25% for self activities and 25% for supervised activities

The marks for internal assessment would be given by the counsellors after making assessment of the student on the basis of their observation of actual performance of the student at programme study centres. 50% is the pass percentage marks for internal assessment.

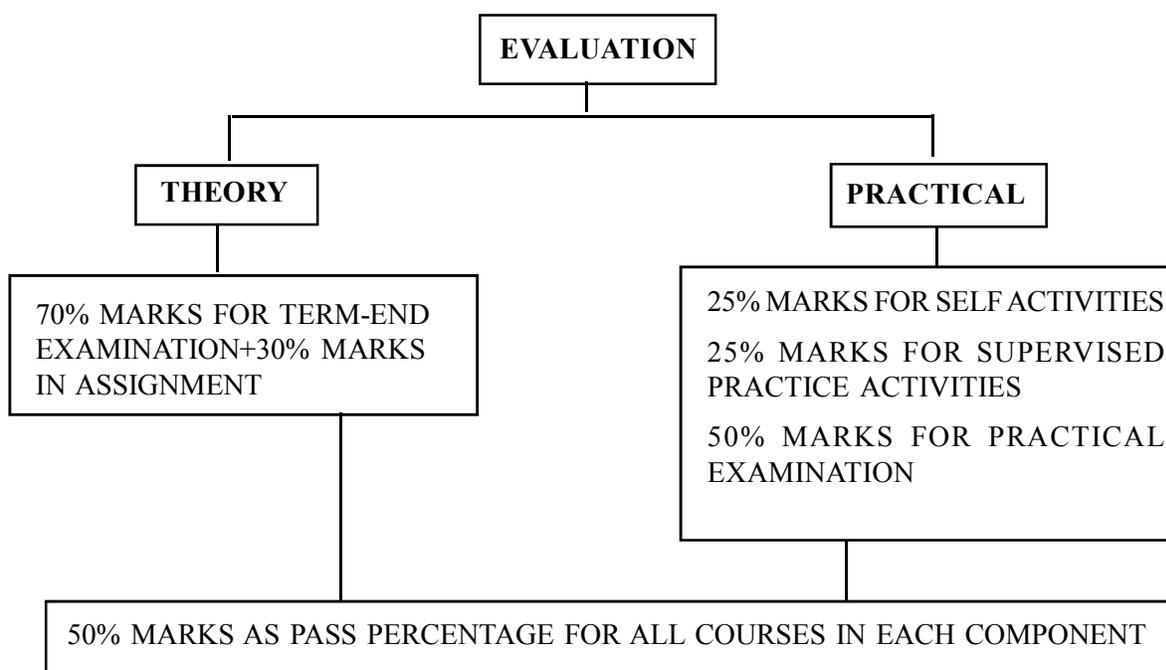
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## 6. EVALUATION

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There will be continuous evaluation and term end examination for practical components. For theory there will be only Term-End Examination which will carry 100% weightage, Learners will be required to obtain 50% marks to pass in theory and practical course separately.

In practical courses 50% weightage will be given to continuous evaluation (i.e. 25% to self activities and 25% to supervised activities) and 50% weightage will be given to practical examination. You will be required to obtain 50% marks separately in continuous evaluation and term-end examination in both theory and practical components of each course (Fig. 5).



**Fig. 5: Evaluation scheme of theory and practical courses**

### 6.1 Term-End Examination

In Term-end Examination learners will have to appear in one theory courses. The duration of examination will be three hours. Theory course/paper will carry maximum 70 marks and assignment will carry 30 marks. You will have to obtain 50% marks as pass percentage. The practical examination will be conducted at PSC before/after theory examination. The scheme of evaluation of theory and practical is given in Table 3 and 4.

**Table 3: Scheme of Theory Evaluation**

<b>Courses</b>	<b>Term-End Examination</b>	<b>Assignment Weightage</b>	<b>Pass Percentage</b>	<b>Total (TEE) Marks</b>
BNS-117	70	30	50	100

**Table 4: Scheme of Evaluation (Practical)**

Course	Continuous Evaluation				Term-end Examination		Total Marks
	Max. Marks Self Activity	Pass Marks	Max Marks Supervised Activity	Pass Marks	Max Marks	Pass Marks	
BNSL-117	25	12.5	25	12.5	50	25	100

## 6.2 Practical Term-end Examination

There will be one day practical term-end examination. The term-end examination of the practicals will carry 50 marks.

Criteria of evaluation for practicals examination given below:

- i) The final practical examination will be conducted at the centre where you had your practical contact session.
- ii) The practical examination will be conducted before/after the theory examination.
- iii) A panel of examiners comprising an external examiner and internal examiner will be appointed for conducting the practical examination.
- iv) The Programme In-charge of the Programme Study Centre will compile the marks of self and supervised practical examination, and send it to the Student Registration and Evaluation Division.

## 6.3 Modalities for Conducting a Final Examination

Examination date sheets (schedule which indicates the date and- time of examination for each course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. Thus, normally, the date sheet for June examinations are sent in the month of January and December examinations in the month of July. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e., examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination i.e. June or December as the case may be.

It is an essential prerequisite for you to submit the Examination Form for taking examination in any course. Copies of the examination forms are available at Study Centre/Regional Centres/SR&E Division at Headquarters. A copy is also enclosed here at Appendix iv. You can take photocopy of this form and use it. Only one form is to be submitted for all the courses in one term-end examination. There is no separate fee for the examinations.

The filled in examination form is to be submitted to the Assistant Registrar (SR&E), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068. The last date for submission of examination forms are 31st March for the examinations to be held in June and 30th September for examinations to be held in December. Examination forms received at the Headquarters after the last date shall be rejected.

After receiving the examination form from you, the University will send intimation slip to you before the commencement of examinations. If you do not receive the 'intimation slip 15 days before the

commencement of examination, you may contact your Programme Study Centre/Regional Centre/SR&E Division at headquarters. If your name is registered for examinations in the list sent by the Study Centre, even if you have not received intimation slip or misplaced the intimation slip, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

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

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

Programme 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 JProgramme In-charge of the Programme Study Centres and Regional Directors. The Programme In-charge 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 In-charge for day-to-day happenings so as to get advance information about assignment, 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.

#### **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 programme in minimum stipulated period.**

### **6.4 Certificate**

You may complete the programme within minimum stipulated period of six months or within a maximum period of two years. After successful completion you will be awarded a certificate for the programme by IGNOU.

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## **7. HOW WILL YOU STUDY THE COURSE MATERIAL?**

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### **Theory Component**

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

#### **Unit X\***

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

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

.....  
.....

Check Your Progress

X.3 Section 2 (Main Theme)

X.3.1 Sub-section 1 of Section 2

X.3.2 Sub-section 2 of Section 2

.....  
.....

Check Your Progress

X.m Let Us Sum Up

X.n Answers to Check Your Progress

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

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

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

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

The unit introduction tells you about the content of the unit. The text gives you the content that you need to learn. The last section of each unit under the heading 'Let Us Sum Up' summarises the whole unit for purposes of recapitulation and ready reference.

In each unit there are self-check exercises under the caption 'Check Your Progress' at a few places in each unit. Do not skip these exercises. The answers to these exercises are mentioned at the end of the unit under heading 'Model Answers'.

These exercises are not meant to be submitted to us for correction or evaluation. Instead, the exercises are meant to help you keep on the right track as you read the units and understand the content.

The content of each unit is interlinked. Since you are familiar with the type of content by virtue of your basic training, you may study at your own pace and time. The units are designed in such a way that the contents of later units are based upon the contents of initial units. If you have not understood or followed a unit properly, please read it again before reading the next one because it may be difficult to follow the later units without a proper understanding of the first one. Wherever you face problem in understanding the content, please make note of it and put that question to your counsellor during the counselling sessions at the PSc. You can also informally clear your doubts whenever you come in

contact with your counsellors at PSC without any hesitation. You could also mail or Fax your questions to the School of Health Sciences (address mentioned in section 12) for clarification. Your questions would be answered during the teleconference sessions.

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

What, perhaps, you would do is to go through the units and jot down important points in the space provided in the margin. Broad margins in the booklets are there for you to write your notes on. Do use these margins. This will help you prepare for the examination, assimilate the content, answer the self-check exercises and the assignment questions and easily identify the item(s) to be clarified. Besides, you will be able to save on time.

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

### **Practical Component**

Every course has a practical component. The activities that you need to perform and the hours that you need to spend in practical component of each course are listed in Appendix III. Please maintain record of all the activities in your work book that you are seeing as a part of the learning exercise.

The time allotment at PSC will be used for demonstration of skills to you for your self practice to enhance your skills. To ensure that you have understood the steps involved in each of the skills demonstrated, you should also practice the skills as per guidelines given in the practical manual and workbook at least on two of the sample cases. If you can get more opportunity to practice the skills in the hospital and community that will help you to gain mastery. However, if you do not get more chances, you could practice the same procedure at your work place.

At PSC you will be guided by supervisor and at work place you will have to practice all the skills taught to you at PSC. Try to clear all your doubts in all the Courses, before you leave PSC and start activities at your work place.

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

Before going for clinical/field experience kindly go through your practical manuals. This will help you to understand and perform skills accurately.

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## **8. IMPLEMENTATION OF THE PROGRAMME**

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The programme is implemented through a network of Programme Study Centres (PSCs) all over the country. The Programme Study Centres will be located in Colleges of Nursing, Schools of Nursing. Academic counselling will be provided at Programme Study Centres. For hands on training learners

will be placed in district hospitals, Newborn Care Units, Well Baby Clinics, Antenatal Clinics, Post Natal Clinics, Community Health Centres/Primary Health Centres and community fields which will be attached to the respective Programme' Study Centres. A team of trained teachers called counsellors will be identified and trained for providing academic counselling and supervised practice in these centres. In addition the learners will be required to do self-practice at their own work place and maintain the record.

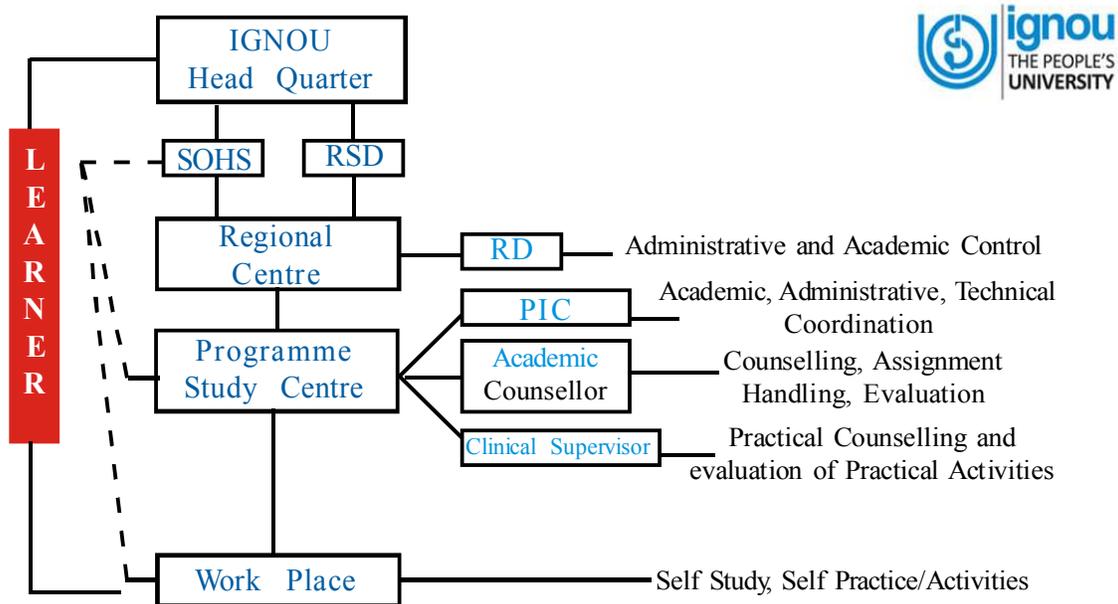


Fig. 6: Implementation Model

### Posting of Students at Programme Study Centre

There will be a maximum of 30 students in each programme study centre. You will be provided supervised practical training for a period of 96 hrs. This can be divided into two spells as per feasibility of institution/ programme study centre.

### Library

The programme study centre will be provided with relevant course material, reference books, audio-video aids integrated with the course material. The study centre extends these facilities to all the learners attached to the study centre on a specific day decided by the programme in-charge. The student can make use of the books on the spot or listen to the audio cassette or watch a video cassette.

There will be availability of reference books and audio-video material related to the programme.

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## 9. OTHER USEFUL INFORMATION

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### IGNOU News Letter

The University publishes IONOU News Letter three times a year in English as well as in Hindi. It is mailed to each student free of cost. All the important information relevant to the students is published in this news letter.

### Some Useful Addresses

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	Concerned Regional Centre		
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre		
4	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068		
5	Purchase of Audio/Video Tapes	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 courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Tel.Nos.: 29572513, 29572514, 29535714, 29533869, 29533870		
<b>Issues related</b>		<b>Contact No.</b>	<b>Controlling Officer &amp; Telephone No.</b>	<b>E-mail ID</b>
9	Issue of Deree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	convocation@ignou.ac.in
10	Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ Non-receipt of hall tickets for term-endexamination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Asstt. Registrar 011-29572202	sgoswami@ignou.ac.in jitenderkr@ignou.ac.in
11	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 practicalsed@ignou.ac.in	011-29572212	Section Officer 011-29536103	mdresult@ignou.ac.in bdresult@ignou.ac.in
12	Declaration of results of Masters, Bachelor and Diploma programme/Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	bdresult@ignou.ac.in dpreresult@ignou.ac.in
13	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
14	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gcvverification@ignou.ac.in
15	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
16	Status of Project Report of all Programmes/ Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	projects@ignou.ac.in
17	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
18	Students general enquiries and grievances/ Issue of duplicate mark sheet	011-29572218 011-29571313	Asstt. Registrar	sedgrievance@ignou.ac.in
19	Discrepancy in grade card, non updation of grade/marks programmeswise in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt. Director	garora@ignou.ac.in

## Student Support Cell (SSC)

The Student Support Cell (SSC), established since 1998 at IONOU headquarters, provides complete information pertaining to the old and newly launched academic programmes of IONOU. It provides information regarding the term-end examination result held in June/December including the practical marks, addresses of various regional centres, the details of various programmes activated at different centres and despatch position of study material. In case of non-receipt of materials by students, the status of the material is also provided.

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

You are also advised to get in touch with the Programme In-charge of your Programme Study Centre.

**IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.**

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## 10. SYLLABI OF THE COURSES

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**Course Code: BNS-117**

**Title of the Course: Maternal and Child Health Care**

<b>Title of the Course</b>	<b>Credits</b>	<b>Study Hours</b>
Maternal and Child Health Care	6	180
<b>Total</b>	<b>6</b>	<b>180</b>

### Aims

The main aim of this course is to enable the learners to upgrade the knowledge and skills relate concept of RCH and Integrated management of Neonatal and Childhood illnesses community health and management, supervision, participatory training techniques, sub-centre planning and communication.

- explain the concept of reproductive and child health;
- describe antenatal, natal and post natal care;
- discuss management of MCH service at
- explain integrated management of childhood illness.

## **Course Outline: Maternal and Child Health Care**

### **BLOCK 1 : REPRODUCTIVE HEALTH**

- UNIT 1 : Concept of Health and Primary Health Care
- UNIT 2 : National Health Programmes in MCH
- UNIT 3 : Introduction to Reproductive and Child Health
- UNIT 4 : Sexuality, Fertility and Infertility
- UNIT 5 : Sexuality Transmitted Diseases (STD) and Acquired Immuno Deficiency Syndrome (AIDS)

### **BLOCK 2 : ESSENTIAL MATERNAL CARE**

- UNIT 1 : Review of Reproductive System
- UNIT 2 : Normal Pregnancy
- UNIT 3 : Antenatal Care
- UNIT 4 : Intranatal Care: Management of Normal Labour
- UNIT 5 : Postnatal Care
- UNIT 6 : High Risk Pregnancies

### **BLOCK 3 : ESSENTIAL NEWBORN CARE AND CHILD HEALTH**

- UNIT 1 : Essential Care of Newborn and Management of Low Birth Weight Baby
- UNIT 2 : Vaccine Preventable Diseases and Immunization
- UNIT 3 : Growth and Development
- UNIT 4 : Nutrition in Children and Nutritional Deficiency Diseases
- UNIT 5 : Accidents and Hazards Among Children
- UNIT 6 : Adolescent Health

### **BLOCK 4 : INTEGRATED MANAGEMENT OF NEONATAL AND CHILDHOOD ILLNESS**

- UNIT 1 : Assess and Classify the Sick Young Infant
- UNIT 2 : Identify Treatment and Treat Sick Young Infant
- UNIT 3 : Assess and Classify Sick Child (Age 2 Months Upto 5 Years)
- UNIT 4 : Identify Treatment and Treat the Sick Child
- UNIT 5 : Counsel the Feeding

**BLOCK 5 : COMMUNICATION SKILLS, SUPERVISION AND TRAINING**

UNIT 1 : Principles, Methods, Media of Communication and Information, Education and Communication

UNIT 2 : Social Mobilization Skills, Campaigns and Camps

UNIT 3 : Leadership Skill

UNIT 4 : Principles and Concepts of Supervision and Training

UNIT 5 : Monitoring and Evaluation

**BLOCK 6 : MANAGEMENT OF SUBCENTRE**

UNIT 1 : Concepts of Management

UNIT 2 : Management of Resources

UNIT 3 : Problem Solving and Decision Making

UNIT 4 : Work Plan at Subcentre

UNIT 5 : Health Management Information System

UNIT 6 : Management of Records in Subcentre

**Course Code : BNSL-117 (Practical)**

**Title of the Course: Practices and Procedures in Maternal and Child Health Care**

<b>Title of the Course</b>	<b>Credits</b>	<b>Study Hours</b>
Practices and Procedure in Maternal and Child Health Care	10	300
<b>Total</b>	<b>10</b>	<b>300</b>

**Objectives**

After completion of this course, the learners will be able to:

- identify general and reproductive health status of a woman;
- assess the gestational status;
- identify high risk pregnancy;
- conduct antenatal examination;

**Course Outline****BLOCK 1 PRACTICAL MANUAL-1****SECTION 1: REPRODUCTIVE HEALTH**

Practical 1 : Assessment of Health Status of Women

Practical 2 : Identification of Couples with Infertility

Practical 3 : Identification of Reproductive Tract Infections and HIV/AIDS

## **SECTION 2 MATERNAL CARE**

Practical 4 : Antenatal Examination and Care

Practical 5 : Monitoring Labour and Partograph

Practical 6 : Postnatal Examination and Care

Practical 7 : Identification and Management of Obstetrical Emergencies

Practical 8 : Techniques in Family Planning

## **BLOCK 2 PRACTICAL MANUAL 2**

### **SECTION 3: NEWBORN AND CHILD CARE**

Practical 9 : Resuscitation

Practical 10 : Examination and Care of Newborn

Practical 11 : Immunization Techniques and Maintenance of Cold Chain and Monitoring

Practical 12 : Assessment and Recording of Growth and Development

Practical 13 : Menu Planning for Children of Various Age Groups

Practical 14 : Identification of Deficiency Diseases

Practical 15 : Adolescent Health Counselling

### **SECTION 4: PRACTICAL ASPECTS OF INTEGRATED MANAGEMENT OF NEONATAL AND CHILDHOOD ILLNESS**

Practical 16 : Assessment Techniques in Young Infant and Sick Child

Practical 17 : Treatment Techniques in Young Infant and Sick Child

Practical 18 : Feeding Techniques

### **SECTION 5: MANAGEMENT OF MCH SERVICES AT PERIPHERY**

Practical 19 : Diary Writing

Practical 20 : Sub-centre Action Plan

Practical 21 : Organizing Community Health Committee Meeting and Mahila Mandals

Practical 22 : Organizing and Conducting MCH Clinics

Practical 23 : Records and Reports

## **BLOCK 3 IMNCI CHART BOOK**

## **BLOCK 4 WORKBOOK**



# *Appendices*



**List of Regional Centres with Details**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, 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. C-4/5 R. HAUTLUANGA BUILDING UPPER REPUBLIC AIZWAL - 796 001 MIZORAM 0389-2311693 / 2311692 0389-2311789 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 - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@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, SAMBHAL)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
5	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 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, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352 0674-2300349 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 (BOLANGIR, SONEPUR, BOUDH)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S OLD ADMINISTRATIVE BUILDING, SMT. BANGARAMMA SAJJAN CAMPUS, SOLAPUR ROAD, BIJAPUR -586103 KARNATAKA 08352-260006 08352-260005 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590277,2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE G R COMPLEX THIRD FLOOR 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU 044-24312766/24312979 044-24312799 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDLALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY (U.T.)
12	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203 / 2348189 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWARANAGAR NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
14	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))
15	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 /26990082-83 011-26990084 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)
16	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 / 23392377 011-23392375 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, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
17	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088964 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR JASIDIH JHARKHAND 814142 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-31A, BELOW CENTRAL REFERAL HOSPITAL, EAST SIKKIM GANKTOK - 737 102 SIKKIM 0359-231102/270923 0359-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG, M0RIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191, 0385-2421192 reimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-23517051/2247536 0360-2350990 reitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI ISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2609896 2600219 0761-2609919 rejabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2785750 0141-2396427 0141-2784043 rejaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK )

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
26	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2561154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 439 PAL LINK ROAD OPP. KAMALA NAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2012986 0291-2980469 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28	JORHAT	37	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. 337 A.T. TOAD, TARAJAN POOL JORHAT - 785001 ASSAM 0376-2371116/2370214 0376-2371115 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD, BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT-764 020 ORISSA 06852-251535 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA)
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH relucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILLY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU 0452-2380387 / 2370733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING M. G. ROAD OPP TO MULUND RLY. STATION MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA 022-25925540 / 25923159 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT, GHAZIPUR, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O.-403 521 GOA 0832-2414553 0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2219538 repatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRRA)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 03192-230111 reportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25671864 repune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43	RAGHUNATH GANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
44	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOOI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)
46	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAUSHALYA MANSION NAYA BAZAR SAHARSA-852201 BIHAR 06478-219014,219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIYA, KISHANGANJ & PURNIA)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2520503, 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI SILIGURI - 734 001 WEST BENGAL 0353-2526818/2526819 0353-2526829 0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 KERALA 0471-2344113/2344120 0471-2344115, 0471-2344121 retrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)

## Addresses and Codes of IGNOU Regional Centres

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	OPERATIONAL AREA
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO) VATAKARA KOZHIKODE 873104 KERALA 0496-2525281 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAND, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)]
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL KOTHAPET VIJAYAWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, (SRC-TIRUPATI-CHITTOOR, KADAPA, KURNOOL, ANANTAPUR))
56	VISAKHA PATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM-530017 ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM), [YANAM- PUDUCHERRY(UT)]

**IGNOU – NAVY RECOGNIZED REGIONAL CENTRES**  
(For NAVY Personnel Only)

SL. NO.	RC CODE	REGIONAL NAME	NAME & ADDRESS	OPERATIONAL AREA
1.	71	NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF WEST BLOCK.5, IIND FLR, WING-II RK PURAM, NEW DELHI - 110066 DELHI 011-26194686, 26185299 011-26105067 inpedelhi@rediffmail.com	NAVAL HQS
2.	72	MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA 022-22752245 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3.	73	VISAKHA- PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH 0891-2812284 0891-2515834 inepv@hotmail.com rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
4.	74	KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA 0484-266210, 2662515 0484-2666194 inepk@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

**IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES**  
(For ASSAM RIFLES Personnel Only)

SL. No	Name of RCs	CODE	ADDRESSE OF IGNOU-ASSAM RIFLES RECOGNIZED REGIONAL CENTRE	OPERATIONAL AREA
1.	SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.co.in	COMMAND AREA

**IGNOU – ARMY RECOGNIZED REGIONAL CENTRES**  
(For ARMY Personnel Only)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-2222668 (CIVIL) 2670(MILITARY) 033-2222668 rc51army_ec@yahoo.co.in rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION(G.S. EDU. BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ, CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeppcc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

**IGNOU – ARMY RECOGNIZED REGIONAL CENTRES**  
(For ARMY Personnel Only)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
06	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND

**IGNOU – SUB-REGIONAL CENTRES**

SL. NO.	SUB-RC	MENTOR RC	ADDRESS	OPERATIONAL AREA
1	DARJEELING	Siliguri	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE DARJEELING GOVERNMENT COLLEGE P.O. DARJEELING DISTT. DARJEELING-734101 WEST BENGAL 08116903933 srcdarjeeling@ignou.ac.in	DARJEELING KALIMPONG KURSEONG MIRIK SUB-DIVISION
2	KANDHAMAL	Bhubaneswar	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA srckandhamal@ignou.ac.in	KANDHAMAL BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	Dehradun	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4	TIRUPATI	Vijayawada	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC srctirupati@ignou.ac.in	ANANTPUR, CHITTOOR, KADAPA, KURNOOL

## List of Codes

Appendix-2

<b>STATE CODE</b>	
<b>Code</b>	<b>Description</b>
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
33	C/o 99 APO
34	Learners Abroad
35	Chattisgarh
36	Jharkhand
37	Uttaranchal
<b>EDUCATIONAL QUALIFICATION CODE</b>	
<b>Code</b>	<b>Description</b>
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or Equivalent

## 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.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
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
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/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	–	Not listed in this list.

**(FOR 10+2 Vocational Stream)**

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
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 Sr. Secondary level Examination from NIOS/SOSs in order to fulfil the condition of passing in **minimum five core subjects**.

## LIST OF UNRECOGNIZED SCHOOL BOARDS\*

Examinations conducted by the following Boards are not accepted for higher studies in IGNOU.

Sl. No.	Name of Board Remarks	Remarks
1.	2.	3.
1.	Board of Higher Secondary Education, Delhi	
2.	Indian Council of Secondary Education, India Fatehullaganj, NH-74, Thakurdwara, Muradabad, UP	Do not mistake with ICSE, New Delhi
3.	Indian Council of Secondary Education, India Village: Haldua Shahu, P.O. Shivrajpur Patti, Jaspur-244712, Uttarakhand.	Do not mistake with ICSE, New Delhi
4.	All India Board for Education Training, Delhi (operated by Dr. Ambedkar Chintan Samajik Sodh Sansthan, Ward No. 23 Eidgah Mohalla, P.O. Dehri-on-Sone, District Rohtas, Bihar)  OR All India Board of Secondary Education, Delhi. Bhawan No. 700, Gali No. 17 Gopalpur, Vill. Timarpur, P.O. Azadpur, Delhi-110009	
5.	Intermediate Council for Open Education, Jalandhar, Punjab	
6.	All India Council for Open Education, New Delhi	
7.	Board of Adult Education & Training, Delhi Office : 1 Aliganj, Kasturba Nagar, Kotla Mubarakpur, New Delhi-110003. Campus : R.X. 295, Brahampuri, Nangal Raya Rly, Crossing, Pankha Road, New Delhi.	
8.	Central Board of Higher Education, East Patel Nagar, New Delhi.	
9.	Central Board of Higher Education, Uttam Nagar, New Delhi.	
10.	Gurukul Vishvavidyalaya, Vrindaban (Mathura) Gurukul Complex, Village Ranchi Bangar, P.O. Mathura District Mathura, Uttar Pradesh	
11.	Council of Secondary Education, Mohali, Punjab	
12.	Mahashakti Sanskrit Vidyapeeth, Karn Part, Delhi-110041	
13.	Council for the Indian Certificate Examination, New Delhi	Not ICSE
14.	Bhartiya Shiksha Parishad, Uttar Pradesh, Lucknow-227105**	
15.	Board of Secondary Sanskrit Education, Uttar Pradesh, Lucknow	
16.	The Central Board of Higher Education, New Delhi.	
17.	Dr.Ramgopalacharya Sanskrit Mahavidalaya, Nayabas, Etah, Uttar Pradesh	
18.	Board of Secondary Education, Madhya Bharat, Gwalior.	
19.	Board of Secondary, Higher Secondary & Vocational Education, Mangal Bazar Road, Laxmi Nagar, Delhi.	
20.	Mahatma Gandhi Secondary and Higher Secondary Education Board, Delhi	
21.	Board of Secondary and Higher Secondary Open Education, West Bengal	

Sl. No.	Name of Board Remarks	Remarks
1.	2.	3.
22.	The Council of Basic and Technical Education, Ludhiana	
23.	Madhyamik Shiksha Parishad, Gwalior, M.P.	
24.	Central Board of Education, Ajmer	
25.	Council of Higher Secondary Education, Delhi	
26.	Council of Higher and Senior Secondary Education, Delhi	
27.	Delhi Board of Senior Secondary Education	
28.	Boad of Technical and Secondary Education, Delhi	www.technicalboard.org http:// www.technicalboard.org.
29.	Indian Council of Secondary Education, India (Uttar Pradesh) OR Bhartiya Madhyamik Shiksha Parishad, Bharat (Uttar Pradesh)	
30.	Board of Youth Education in India	
31.	Council of Secondary & Senior Secondary Education, Delhi	
32.	Indian Council of Open School Certificate Examination, Maharashtra	www.icosce.com
33.	Mahakoshal Board of Secondary Education, Jabalpur, Madhya Pradesh	
34.	National Board of Higher Secondary Education, Delhi	
35.	National Board of Secondary Education, India	
36.	Board of Higher Secondary Open Education, Delhi	
37.	Board of School and Technical Education, Chhattisgarh	
38.	Board of Senior Secondary Education (BSSE), Delhi	www.bssedelhi.com
39.	Rural Institute of Open Schooling, Laxmi Nagar, Delhi	
40.	Nav Bharat Shiksha Parishad (NSP), India	
41.	Madhyamik Shiksha Parishad of U.P. and Delhi	Do not mistake with Madhyamik Shiksha Parishad, Allahabad (Board of High School & Intermediate Education, UP
42.	Swami Vivekanand Board of Secondary Education, Delhi	
43.	Board of Education for Senior Secondary & Technology, New Delhi	
44.	Board of Open Learning School, Delhi	
45.	Board of Secondary & Higher Secondary Education, Delhi	
46.	Urdu Education Board, New Delhi	
47.	Jamia Urdu Hind, Begusari, Bihar	
48.	Ucchtar Madhyamik Shiksha Mandal, Delhi	

Sl. No.	Name of Board Remarks	Remarks
1.	2.	3.
49.	All India Council of Open Schooling (AICOS), Vill. & P.O. Barunhat, P.S. Hasnabad, Distt. 24 PGS(N), W.B.	
50.	Central Board of Senior Secondary Education	
51.	Intermediate Council of Secondary Education, Sewak Park, Uttam Nagar, New Delhi-110059	
52.	Delhi Academic Council for Higher Education	
53.	All India Council of Secondary Education, New Delhi	
54.	Council of National Secondary Education, Delhi	
55.	Central Board of Secondary & Higher Secondary Education, Delhi	
56.	Delhi Board of Secondary and Senior Secondary Education	
57.	Rural Development Board of Secondary and Higher Secondary, Delhi	
58.	Council of Secondary Education, First Floor, Tarachand Complex, Ramesh Market, East of Kailash, Near Sapna Cinema, Delhi-110065	
59.	Council of National Secondary Education, Tripura	
60.	Deihl Board of Secondary and Higher Secondary Open Education, Delhi	
61.	State Board of Secondary Education, Delhi, C.R. Park, Block K1/30, New Delhi	
62.	State Board of Secondary Education, Delhi	
63.	Dr. Bhlmrao Ambedkar Intermediate Education, West Bengal	
64.	Indira Gandhi Higher Secondary & Open Education, Badarpur Border, New Delhi	
65.	Central Board of High School & Intermediate Examination, Delhi	
66.	Bharatiya Council of Open Schooling	
67.	Akhll Bhartlya Shiksha Sansthan, New Delhi	
68.	All India Board of Secondary Education, Gazipur	
69.	Central Board of Higher Education, Deihl	
70.	Council of Secondary Education Board, Mohali	
71.	Rajkiya Institute of Open Schooling (RIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
72.	Central Institute of Open Schooling (CIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
73.	State Council of Secondary Education, Delhi	
74.	Ravindra Vishwa Vidyapeeth, New Delhi	

\*Also refer to [www.ignou.ac.in](http://www.ignou.ac.in) for latest updated list.

\*\* The matter is subjudice before the District Judge, Lucknow





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110 068

TERM-END EXAM – JUNE / DECEMBER, 201\_\_

Serial No.

Control No.

**INSTRUCTIONS**

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

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

Programme Code  Regional Centre Code  Study Centre Code

Enrolment No.  Exam Centre Code   
(Where you wish to appear in Exam)

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

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

City  District

State  Pin Code

MOBILE NO.  E-MAIL

Physically Handicapped (Please tick the relevant box) YES NO Scribe/Amanuensis required by the student (Please tick the relevant box) YES NO

**FOR SCRIBE/AMANUENSIS, THE STUDENT MAY APPROACH THE CONCERNED REGIONAL CENTRE (UNDER WHOM THE EXAMINATION CENTRE FALLS) ALONG WITH DISABILITY CERTIFICATE**

**COURSE OPTION:**

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA/ PGDLAN / BLIS Programmes. **FEE ₹120/- PER COURSE (Demand draft in favour of IGNOU and payable at City of Regional Centre under which your exam centre falls.)**

S.No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>

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

Total No. of Courses		Total Amount
Theory Courses	₹ × 120	<input type="text"/>
Practical Courses	₹ × 120	<input type="text"/>
Late Fee		<input type="text"/>
<b>TOTAL</b>		<input type="text"/>

1. Draft No.   
Amount

2. Draft No.   
Amount

Date  /  /

Issuing Branch \_\_\_\_\_  
Payable at (Regional Centre under which your exam centre falls)

SIGNATURE OF THE STUDENT (within the Box only)

ISSUING BANK

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DECEMBER TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 30 April	₹ 500/-	1 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-*	1 Nov. to 15 Nov.	₹ 1000/-*	

\*Exam for these students will be conducted at Regional Centre city only.

**Before submitting the examination form please ensure that:**

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

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

**PLEASE NOTE :**

- Examination fee per course is - ₹120/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - **Regional Centre under which your examination centre falls**
- Demand draft to be made in favour of - **IGNOU and payable at the city where submitting the exam form**

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

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

**DECLARATION**

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

Date \_\_\_\_\_

(Signature of the student)

Phone No. (R) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email Id \_\_\_\_\_

Phone No. (O) (with STD code) \_\_\_\_\_

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

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

Centre Code \_\_\_\_\_  
Date \_\_\_\_\_

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

**FEEDBACK SHEET ON COURSE MATERIAL OF CERTIFICATE IN  
MATERNAL AND CHILD HEALTH NURSING (CMCHN)**

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 Introduction** in Block 1 and **The Block Introduction** of each Block? Yes  No

2) • Please tick mark the relevant box	Yes	To some extent	No.	Page(s)	Unit No.
• Give Samples wherever possible					
a) Are the Units difficult in terms of their content?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
b) Are there any unexplained new concepts?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
c) 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		
c) Informative?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
d) Difficult?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3		
5) a) Did you attempt the 'Check Your Progress' exercises?	<input type="checkbox"/> Yes	<input type="checkbox"/> Only few	<input type="checkbox"/> No		
b) Are the model answers for "Check Your Progress" of any help to you?	<input type="checkbox"/> Yes	<input type="checkbox"/> Only few	<input type="checkbox"/> No		
c) Did any of the exercises cause any difficulty? If yes, indicate the number and Unit.	<input type="checkbox"/> Yes	<input type="checkbox"/> Only few	<input type="checkbox"/> No		

- 6) a) Did you attempt the 'Activity' exercise?  Yes  Few  No
- b) Did you find these exercises
- 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

- b) Did you find the Audio programme (please specify the programme)?
- Interesting  Yes  Few  No
- Instructive  Yes  Few  No
- Informative  Yes  Few  No
- Useful  Yes  Few  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?
- .....

- b) 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.
- .....
- .....

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



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

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

<b>Give samples wherever necessary?</b>		<b>Assignment</b>	<b>1 TMA</b>	<b>2 TMA</b>	<b>3 TMA</b>	<b>4 TMA</b>	<b>5 TMA</b>	<b>6 TMA</b>
11)	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 assingments 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
- b) Supervision
- c) Field experience
- d) Co-operation from the institutions

**Note:** Please send the duly filled **Feedback Sheet** to:

***The Programme Co-ordinator(CMCHN)***  
**School of Health Sciences**  
**Indira Gandhi National Open University**  
**Maidan Garhi**  
**New Delhi-110 068**





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

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT**

1. Name : .....

2. Programme : .

Enrolment No.

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

3. Address:.....  
.....  
.....

PIN:

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

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

5. Examination Centre Code :

6. Address of Examination Centre: .....

7. Courses, in which

Re-evaluation is sought

**COURSE CODE**

**MARKS/ GRADE OBTAINED**


8. **Fee detail:**

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

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

Demand Draft No. ....

Date: .....

Issuing Bank: .....

Date: .....

**Signature of the student**

(P.T.O)

## **RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

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

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

- 7) The application form duly filled-in may be sent to the following address except CPE\* &DPE\* programmes.

8) **Application form must reach within the prescribed dates at the following address:**

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 00	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre “Mangolik” H/H- 19/1, Baguipara Baguiati P.O- Aswininagar, VIP Road, Kolkata -700159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**STUDENT EVALUATION DIVISION**  
**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name : .....
2. Programme:  Enrolment No: 

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

--	--	--	--	--	--
4. Purpose for which: .....  
 transcript is required .....
5. **Fee detail:**  
 Fee for the official transcript:-  
 ₹ 200/- per transcript, if to be sent to the student/institute in India.  
 ₹ 400/- or US\$1000 per transcript, if required to be sent to the Institute outside India by the University.  
 (The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
- No. of transcript(s): ..... × ₹ 300/₹ 500/- or US\$120 = Total Amount: Rs..... Required
- Demand Draft No.: ..... Date: .....
- Issuing Bank: .....
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)
- .....
- .....
- .....

Date:.....

(Signature of the student)

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

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

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



<b>Dates for Submission :</b> <b>1st Aug. to 31st Oct. OR</b> <b>1st Feb. to 30th April</b>
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**STUDENT REGISTRATION DIVISION**  
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi-110 068**

**RE-ADMISSION FORM**

1. Name & Address of the Student: .....

.....

.....

2. Programme Code: 

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

3. Enrol. No: 

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

4. Regional Centre Code: 

--	--

5. Study Centre Code 

--	--	--	--

6. Details of course(s) not completed for which re-admission is sought.

Sl.No.	Course Code	Title of the Course	Credits	Course Fee (₹)
<b>Total ₹</b>				

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

Year(s) semester(s)	Course Codes(s) of the missed year(s)/semester(s)	Re-registration fee ₹

8. Total Fee (col. No. 6 + 7) ₹..... enclsod vide Demand Draft No. ....

Date ..... Amount .....

Name of Bank .....

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

Dated: \_\_\_\_\_

.....  
Signature of the student

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

(Please retain a copy of this form for nay future reference)

## GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases.
  - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
  - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in programme curriculum within the maximum span period prescribed.
2. Students who do not register for all years of a programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s) as per rate applicable for the session for which re-admission is sought, in addition to *the pro-rata fee for re-admission* for each of the course(s) they failed to successfully complete within the maximum span period prescribed.
3. Course fee paid for re-admission would be valid for a period of one year only.
4. **The additional period indicated at point no. 3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the extended period as stated at (3) above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period.
7. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
8. The student will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the pro-rata Re-admission fee per course in lump sum as applicable for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances. The University may revise the re-admission fee from time to time.**
11. Other conditions as prescribed by the University relating to the admission and re-admissions shall remain the same.
12. The Demand Draft for Re-admission fee together with the registration fee of the missed year(s), if any, should be drawn) in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and the also the words 'Re-admission' on the reverse of the DD.





**Indira Gandhi National Open University  
New Delhi**

**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name : Shri/Smt./Kum	
----------------------	--

Please indicate course code, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

Sl. No.	Course Code	Assignments Code	Course Title
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Complete Address .....  
 .....  
 .....  
 .....  
 ..... Pin .....

Signature .....  
 Date .....

**For Official Use Only:**

Date of Despatch of Assignments to the student .....  
 (Please use the photocopy of this proforma)

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
Maidan Garhi, New Delhi-110 068**

**APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrolment No.: 

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Programme Title: .....

Regional Centre: .....

Name: .....

**Father's Name:** .....

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

Mailing address: .....

.....

.....

.....

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

Filled in application Form should be sent to:

**Registrar (SED)  
IGNOU  
Maidan Garhi  
New Delhi-110 068**

Date:.....

.....  
Signature



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi-110 068**

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET**

Name .....

Enrolment No. 

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

Address .....

.....

.....

.....

Pin 

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

Programme .....

Month and Year of the Exam .....

Centre from where appeared at  
last examination .....

Bank Draft/IPO No. .... Dated .....

for ₹150 in favour of IGNOU, New Delhi .....

.....

Signature

Date : .....

**Note :** Fee for duplicate grade card is ₹150. The duplicate grade card/mark sheet will be sent by Registered post.

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

Registrar (SED)  
Indira Gandhi National Open University  
Block 12, Maidan Garhi  
New Delhi-110 068

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
APPLICATION FROM FOR CHANGE/CORRECTION/ ADDRESS/STUDY CENTRE**

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

Enrolment Number

Date of Change effective from

Write in BLOCK LETTERS only

Name: Shri/Smt./Km.

New Address

Town							
State		Pin					
State Code							

Medium of Study

Programme of Study

New Study Centre Code

Date \_\_\_\_\_

Signature \_\_\_\_\_

The filled-up form should be mailed to the Regional Centre Concerned.



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

### Maidan Garhi, New Delhi-110 068

#### 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. Reason for early declaration of result:

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

5. Course(s) detail for early evaluation:

Sl. No.	Course Code	Date of Examination
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....

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

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

7. Fee detail:

(The fee for early declaration of result is ₹700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × ₹700/- Total Amount.....

Demand Draft No..... Date.....

Issuing Bank .....

Date:.....

(Signature of the student)

## **RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

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

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

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi-110 068****APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

Prescribed dates for submission of form: 1st March – 15th April for June Term-End Exam (TEE).  
1st September – 15th October for December Term-End Exam (TEE).

1. Name .....

2. Programme:  Enrolment No.

3. Address .....

.....

..... Pin Code:

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

(a) Term-end examination: June/December.....

(b) Exam Centre Code:

(c) Exam Centre Address: .....

.....

.....

(d) Course(s):.....

5. Fee details:

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

No. of Course(s)..... × ₹100/- = Total Amount:.....

Demand Draft No..... Date .....

Issuing Bank.....

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

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

Date:.....

Signature:.....

Place:.....

Name:.....

## **RULES & REGULATION FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

The Registrar,  
Student Evaluation Division,  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-II 0068.
8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi-110 068****APPLICATION FORM FOR ISSUE OF A DUPLICATE COPY OF**  
**UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE**

Note: For instructions, please see reverse.

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

Received Rs. ....

Bank Draft No. ....

Dealing Assistant  
IGNOU

Sir,

I wish to have a duplicate copy of my Diplome / Degree / Certificate for the Programme.....  
Examination for the following reasons:The prescribed fee of **₹500** is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block letters in English .....

(in Hindi):.....

Father's Name (in Block letters):.....

Programme: Enrolment Number: 

Examination Passed in Term End Examination-July/December, 20.....

Result: ..... Grade / Division:.....

Name of the Study Centre: .....

Name of the Regional Centre: .....

&amp; other particulars: .....

Full Permanent Address of Student: .....

.....

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

Yours faithfully

Signature of the Student

Postal Address.....

.....

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

Signature of Regional Director  
With Stamp

1. Fee for issuing a duplicate of (a) Diploma (b) Degree & (c) Certificate Rs. 500/- payable by means of demand draft in favour of IGNOU, New Delhi.

**Note:** To be filled in duplicate, original copy will be forwarded by Regional Director to registrar (SED) and duplicate copy to be retained by the Regional Director for reference.

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

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

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

I ..... Son / Daughter of Shri .....  
do hereby solemnly declare that the original Degree Certificate dated ..... issued to me by the Registrar, Student Registration & Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068 on my having passed the ..... Examination in ..... under University Enrolment No. .... has been lost/destroyed.

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

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

Deponent

Signature: .....

Address: .....

.....

**Verification:**

Verified at ..... this ..... day of .....20 that the contents of my affidavit are true to the best of my knowledge.

**Deponent**

SWORN BEFORE ME

Signature: .....

Designation: .....

Office Seal: .....