

Programme Guide

Post Graduate Diploma in Development Communication (PGDDC)



**School of Journalism and New Media Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi- 110068 (India)**

Dear Learner,

Welcome to the IGNOU the people's University. Through the programme of Post Graduate Diploma in Development Communication (PGDDC), you have made a decision to become an active influence in the development process of the country. PGDDC programme provides you a comprehensive exposure to various aspects related to Development, Development Communication and Journalism to equip you with necessary knowledge, skills, attitudes and competencies.

You have also chosen to become an important entity of one of the largest mega Universities in the world. As you are well aware, IGNOU offers educational programmes through Open and Distance Learning (ODL) mode. IGNOU will make all efforts to ensure that you become successful in all your learning efforts. We are sure that this programme will bring about a new orientation into your life.

This Programme Guide is designed to give you an overview of how the Open and Distance learning operates and how this programme will be transacted. We, as distance teachers may be physically at a distance from you but as far as the teaching- learning activity is concerned we shall always be with you in the form of your study material – print or online and through other student support services. To start with, read this Programme Guide thoroughly, keep it handy and refer it as and when you have any doubt about progressing further in this programme. This will facilitate your ease of use of programme related activities and help you participate better in your teaching learning transactions.

In the course of your journey, you will notice that an ODL university like IGNOU is a university with a difference. Unlike conventional universities/institutions where teaching and learning takes place mostly through face to face mode, IGNOU adopts a blended approach to facilitate teaching-learning activities. You will find that the self-learning material which may be printed or in digital form is the main medium of instruction which is supplemented with audio and video, teleconferencing and interactive radio counseling sessions. Further, you will also benefit from contact sessions organised at the Study Centre. Besides these, the Tutor marked assignments submitted by you will be evaluated (the score of the assignments make up for 30 percent of the total marks you earn in a course). Thus, these multiple modes will provide you diverse opportunities for interaction as well as facilitate smooth progress through the programme.

The information presented in this Programme Guide, will help you in organising your study in a systematic manner with respect to various components and stages of the programme. This Programme Guide provides you important information about the programme as whole, viz., its objectives, structure, mode of delivery, programme schedule, counselling sessions, assignments, evaluation etc. It is expected that you will preserve this programme Guide till you complete the programme as this Guide will help you clarify your doubts at different stages during the course of your academic journey through this programme.

Have a great learning experience!

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<http://ignou.ac.in/ignou/aboutignou/school/sojnms/introduction>

PGDDC

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Please refer to the following web-link for some of the required proformas and forms that you may need from time to time at <http://ignou.ac.in/ignou/studentzone/forms/2>

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1.0 THE UNIVERSITY

Indira Gandhi National Open University (IGNOU) was established in September 1985 by an Act of Parliament with a view to democratize education so that it covers large segments of population, vocations and professions. The primary emphasis is on innovation, flexibility and cost effectiveness. Thus, it is a University with a difference.

The major objectives of the University are to:

- promote the educational well being of the community;
- democratize higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote areas;
- disseminate learning and knowledge through innovative multi-media teaching- learning system;
- provide high quality education at all levels; and
- coordinate and determine the standards of Distance Education and Open University Systems throughout the country.

IGNOU 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. IGNOU is also actively involved in research, training and extension activities. It coordinates and monitors distance education system and provides expertise to other Open and Distance Learning Institutions.

The salient features of distance education system are:

- Study according to your own pace and convenience;
- Study at your own chosen place;
- Flexibility in choosing courses and combination of courses for a wide range of disciplines/subjects;
- Use of modern and appropriate educational and communication technology.

The University strives to fulfill the above mandate by a diversity of means of distance and continuing education. It functions in cooperation with the existing universities and institutions of higher learning. It makes full use of the latest scientific knowledge and new educational technology to offer a high quality education which meets the contemporary needs.

School of Journalism and New Media Studies (SOJNMS)

Introduction

The School of Journalism & New Media Studies (SOJNMS) was established in 2007 in the University with the mandate to offer quality academic programmes, conduct research and training and organize seminars and workshops in varied aspects of media and communication. With the advent of communication revolution, scientific enquiry into various streams of journalism and communication, The School strives to expand the knowledge and take forward the education and training to diverse section of the learners located in different parts of the country.

Vision

The School of Journalism and New Media Studies (SOJNMS) aspires to prepare a new

generation of media and communication professionals, teachers and researchers with a holistic understanding of media as a tool of change for national development and global understanding.

Mission

The Mission of the SOJNMS is to offer innovative academic programmes in Journalism and Mass Communication to set benchmarks in teaching and education at the national level. It aims to develop quality learning materials and prepare human resource equipped with knowledge, skills and critical thinking. It strives to promote excellence in research to contribute to the scholarship in the discipline.

In tune with the mission and vision of the University, the SOJNMS offers high quality innovative and need-based programmes at different levels at affordable costs. It reaches out to learners placed in remote and rural areas and those belonging to the disadvantaged and unreached segments of society to access learner-centric quality education, skill up-gradation and training.

The nation-wide network of regional centres and study centres is used for implementing the programmes. The SOJNMS strives to address the emergent needs of the discipline of Journalism & Mass Communication in India and aims to develop human resource through the medium of education.

2.0 PROGRAMME

India is positioned at a crucial juncture in 21st century and Development Communication is going to play a key role in addressing the issues and challenges in the way.

Development communication essentially aims to bridge all the gaps in the process between the planning agencies on the one hand and all other stake holders in development process with a focused understanding of the masses.

PGDDC will help you acquire academic knowledge and professional skills, such writing, communication, planning, policy making and research.

You will develop sound understanding of the core issues of the development process which will help you to find numerous employment opportunities in various Local, National and International Development Agencies.

This programme will add to the skills of learners to counter challenges faced in the task of communicating about important aspects of Development.

Media academics and industry, National and International Bodies/NGO with a development goal will be benefitted.

2.1 Relevance of Programme with IGNOU's Mission

The PG Diploma will strengthen the Philosophy and Vision of the People's University through a provision of enabling all those learners who could not join such a programme in the conventional mode due to different reasons.

2.2 Prospective target group of learners

Mid-Career Media Academics and Professionals working in the Government, NGO and Developmental Agencies like UN and other allied agencies.

2.3 Eligibility Criteria

The eligibility criteria for joining the programme are as follows:

- Bachelor's degree in any discipline.
- Age: no maximum age limit.

2.4 Medium of Instruction

The Programme is offered through English medium. However, University allows students to submit assignments, project works and take the examination in Hindi also. Therefore students may take admission having fluency in Hindi.

2.5 Programme Duration

The minimum duration of the Programme is 1 year. However, due to inherent flexibility offered by the University, it can be completed in 3 years.

2.6 Programme Fee

The programme fee is Rs 10,000/- and is payable in one installment (the University may revise the fee from time to time. Please check the advertisement or IGNOU website www.ignou.ac.in.)

2.7 Admission Cycle

Admission in this programme held on every year in January and July cycle.

2.8 Credit System

IGNOU follows the Credit System for its academic programmes. Each credit amounts to 30 hours of study comprising different learning activities, including assignments and listening/watching audios and videos. Thus a six credit course involves 180 hours of study. Knowing the number of credits for each course helps you to get an idea about the academic effort required for successfully completing a course. The PGDDC programme consists of 36 credits (1080 study hours), which have been equally distributed in six courses.

3.0 PROGRAMME STRUCTURE

Post Graduate Diploma in Development Communication Programme consists of the following five theory courses and one elective:

Course Codes	Course Titles	Credits
MDC-001	Fundamentals of Development and Communication	6
MDC-002	Human Development and Communication	6
MDC-003	Media in Development Communication	6
MDC-004	Development Journalism for Social Change	6
MDC-005	Development: Information and Communication Technologies	6
MDC-006	Media and Communication Theories	6
Elective Courses: Select any One		
MDCE-006	Research Methods in Development Communication	6
MDCP-007	Project Work	6

3.1 Course Contents

The structure and content of each course is given below.

MDC-001: FUNDAMENTALS OF DEVELOPMENT AND COMMUNICATION

Block 1: Development: An Overview Unit 1: Development: Concept & Paradigms Unit 2: Economic Development Unit 3: Human Development Unit 4: Political Development
Block 2: The Concepts of Development Unit 5: Development and Progress: Economic and Social Dimension Unit 6: Change, Modernisation and Development Unit 7: Social, Human and Gender Development Unit 8: Sustainable Development
Block 3: Basic Issues In Development Unit 09: Population Unit 10: Poverty Unit 11: Inequality Unit 12: Unemployment
Block 4: Development Communication: Models and Theories Unit 13: Communication: Concepts and Process Unit 14: Models of Communication Unit 15: Theories of Mass Communication Unit 16: Development Communication: Concepts and Theories Unit 17: Perspective of Development Communication Unit 18: Interpersonal Relationship and Team Building

MDC-002: HUMAN DEVELOPMENT AND COMMUNICATION

Block 1: Areas of Development Communication Unit 1: Women and Child Development Unit 2: Water and Human Development Unit 3: Changing Environment and Its Impact Unit 4: Communication Support for Rural Development
Block 2: Stakeholders of Development Planning Unit 5: Role of Public Sector in Development Unit 6: Role of Private Sector in Development Unit 7: Development Agencies Unit 8: Non Government Organisation (NGO) Unit 9: Panchayati Raj and Grass Root Democracy
Block 3: Media for Development Unit 10: Folk and Traditional Media Unit 11: Print Unit 12: Radio Unit 13: TV Unit 14: Technological Developments in Communication
Block 4: Development Communication: Emerging Trends Unit 15: Development Communication: Emerging Trends Unit 16: Social & Behavioural Change Communication Unit 17: SBCC: Case Studies Unit 18: Alternative Media

MDC-003: MEDIA IN DEVELOPMENT COMMUNICATION

Block 1: Print Journalism: Writing Skills Unit 1: Skills of Media Writing Unit 2: Writing for Different Media Unit 3: Feature Writing Unit 4: Opinion Writing
Block 2: Radio and TV Journalism Unit 5: Writing for Radio Unit 6: Writing for TV Unit 7: Content Production for Radio & TV Unit 8: Presentation Techniques for Radio & TV
Block 3: Online Journalism Unit 09: Basics Elements of Online Journalism Unit 10: Writing for Online Media Unit 11: Online Newsroom Setup Unit 12: Content Production: Online Media Unit 13: Production of News Website
Block 4: Media Ethics Unit 14: Principles of Media Ethics Unit 15: Media Laws: Theory and Practice Unit 16: Gender and Media Unit 17: Media and Human Rights Unit 18: Media and Children

MDC-004: DEVELOPMENT JOURNALISM FOR SOCIAL CHANGE

Block 1: Issues in Development Journalism-I Unit 1: Developmental Issues Unit 2: Governance Issues Unit 3: Agricultural and Rural Issues Unit 4: Science & Technology Issues
Block 2: Health and Hygiene issues in Development Journalism-II Unit 5: Health and Sanitation Unit 6: Education and Media Unit 7: Media and Environment Unit 8: Economy and Finance Unit 9: Industrialization and Urbanisation
Block 3: Media Planning for Development Unit 10: Planning a Development Communication Campaign Unit 11: Development Communication Campaigns: Case Studies Unit 12: Implementation of Development Communication Project Unit 13: Corporate Social Responsibility for Development
Block 4: Participatory Development Communication Unit 14: Media Literacy Unit 15: Right to Information Unit 16: Civic Journalism Unit 17: Mobile Journalism Unit 18: Community Media and Development

MDC-005: DEVELOPMENT: INFORMATION AND COMMUNICATION TECHNOLOGIES

Block 1: Understanding ICT Unit 1: Internet as a Medium Unit 2: Digital Media & Society Unit 3: Issues of Access and Participation Unit 4: Policy Frameworks and Regulations
Block 2: ICT: Conceptual Framework Unit 5: ICTS for Development – An Overview Unit 6: E-Governance: Policy and Framework Unit 7: E-Governance in Rural Development Unit 8: E-Governance in Urban Development
Block 3: ICT: Approaches and Application Unit 9: ICT for Education Unit 10: ICT for Health Unit 11: ICT for Disability
Block 4: India's Tryst with Digital Age Unit 12: Internet and Marginalized Sections Unit 13: Participatory Online Media Unit 14: Online Activism Unit 15: ICT for ODL
Block 5: Knowledge Society and Digitalisation Unit 16: Dimensions of Knowledge Society: Access and Equity Issues Unit 17: Democracy and Digital Media Unit 18: ICT and Knowledge Society: Challenges & Opportunities

MDC-006: MEDIA AND COMMUNICATION THEORIES

Block 1: Sociological Theories Unit 1: Cultivation Theory Unit 2: Agenda Setting Theory Unit 3: Uses and Gratification Theory Unit 4: Dependency Theory
Block 2: Psychological Theories Unit 5: Selectivity Theories Unit 6: Individual Difference Theory Unit 7: Persuasion and Attitude Unit 8: Theories of Learning
Block 3: Critical and Cultural Theories Unit 09: Marxist Theories Unit 10: Critical Theories Unit 11: Cultural Studies Unit 12: Political Economy Theory
Block 4: Media – Society Theories Unit 13: Technological Determinism Unit 14: Media and the Public Spere Unit 15: Audience Theories Unit 16: Feminist Media Theories

MDCE-006: RESEARCH METHODS IN DEVELOPMENT COMMUNICATION

ELECTIVE COURSES
Block 1: Communication Research Unit 1: Research: Concept, Nature & Scope Unit 2: Classification of Research Unit 3: Defining & Formulating Research Problems Unit 4: Sampling Methods Unit 5: Review of Literature
Block 2: Research Methods- Quantitative Unit 6: Data Collection Sources Unit 7: Survey Method Unit 8: Content Analysis Unit 9: Experimental Methods
Block 3: Research Methods- Qualitative Unit 10: Interviews Techniques Unit 11: Case Study Unit 12: Observation Method
Block 4: Analysis & Interpretation Unit 13: Basic Statistical Analysis Unit 14: Data Analysis Unit 15: Report Writing
Block 5: Development Research Unit 16: Basics of Development Research Unit 17: Methods of Development Research Unit 18: Development Research Application Unit 19: Monitoring and Evaluation

MDCP-007: PROJECT WORK

MDCP-007 is one of the Elective courses. You need to be aware that you have two options in this course; You can either take up the option of ‘MDCE-006 Research Methods in Development Communication (Elective Course-1) or you can select the ‘Project’ option (**MDCP-007**). If you select the ‘Project’ option, you will have to **prepare a project proposal in the prescribed format, get it approval** by the Programme Coordinator/Course Coordinator in the **School of Journalism and New Media Studies, IGNOU**, prepare a project in the prescribed format and submit it for evaluation.

For further details, you may refer to MDCP-007 Project Work Handbook.

Last date for Submission of Project Work is 31st May for TEE June and 30th November for TEE December of the year.

4. INSTRUCTIONAL SYSTEM

The Open University System is more learner-oriented and the student is an active participant in the teaching-learning process.

The University follows a multiple-media approach for instruction. This approach comprises the following components:

- Self Instructional Printed/Digital Materials
- Audio and Video Materials
- Teleconferencing
- Gyan Darshan, Gyan Vani programmes and Gyandhara
- Interactive Radio Counselling
- Counselling Sessions
- Study Centres

4.1 Self Instructional Printed/Digital Material

The self instructional material is the main source of teaching input, or the ‘master medium’ for the programme. It is supplied to the students in the form of blocks. Each block consists of 3-6 Units. You may think of Unit as a lesson.

How to Study the Units

While going through the syllabi, you will note that each course has been divided into a number of blocks. There are a total of 26 blocks for all the six courses and there is one Course Project Work of the Programme. Each block has a number of Units (lessons). The Units of a block have a certain thematic unity. The Project Handbook will provide clarity on how to go about the Project Work.

Each Unit begins with an introduction in which we tell you about the contents of the Unit. We also outline a list of objectives, which we expect you to achieve after working through the Unit. This is followed by the main body of the Unit which is divided into various sections and sub-sections. We end each Unit by summarising the contents of the whole Unit to enable you to recall the main points.

Self-check exercises have been given under the caption Check Your Progress Exercise at a few places in each Unit which invariably ends with possible answers to the questions set in these exercises. Glossary explains the terms used in a Unit. You may also consult a dictionary for the terms not covered in glossary or requiring further explanation.

Activities are included to check your application of the concepts that have been taught to you. You should go through the Units and jot down important points as you read in the space provided in the margin. Broad margins in the block are there for you to write your notes on. This will help you keep track of the concepts and assimilate what you have been reading in a Unit, and answer the self-check exercises and the assignment questions, and also easily identify the items to be clarified.

4.2 Audio-Video Material

In addition to the print material, audio and video are in general prepared for each course. The audio-video material is supplementary to print material and helps you to understand the subject

better. The schedule of telecast is made available on the IGNOU website www.ignou.ac.in.

Students desirous of buying the audio video CDs/DVDs can procure them from: Marketing Unit, Electronic Media Production Centre, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. Alternatively, you can also access them online at <http://egyankosh.ac.in/>

4.3 Teleconferencing

To reach out to students spread in different parts of the country, teleconferencing sessions are conducted via satellite using one-way video and two-way audio facility from Delhi. Teleconferencing is an effective means of interaction between the learners, experts and those concerned with the programme. It provides interesting opportunity to you to interact with the faculty members located at the Headquarters and other experts/eminent scholars in the field. You can attend these sessions at scheduled time for drawing benefit of this facility. You can put your questions and queries to the experts through a telephone number/ email id/Online mode for details, you may visit <http://ignouonline.ac.in/gyandarshan>

4.4 Gyan Darshan, Gyan Vani and Gyandhara

Gyan Darshan, an exclusive educational channel of the country is providing educational programmes on a variety of subjects for 24 hours a day. If you want to watch enriching educational programmes beamed through this channel, they are available on DTH platforms and cable TV networks. The Gyan Darshan weblink is <http://ignouonline.ac.in/gyandarshan>

Gyan Vani is a network of educational FM radio station in the country. Gyan Vani radio station broadcasts over a radius of 70 kms and cater to the educational and developmental needs of the region. It is available at 105.6MHz and its weblink is <http://www.ignouonline.ac.in/gyandhara/>

Gyan Dhara is an internet audio counseling service afforded by IGNOU. Students can listen to the live discussion by the teachers and experts on the topic on the day and interact than through telephone and chat mode.

You can put your questions and queries to the experts through a telephone number/ email id/ Online mode for details, you may visit <http://www.ignouonline.ac.in/gyandhara/>

The Broadcasts and telecast are in English, Hindi and the specific regional language. For detailed programme schedule of programmes on Gyan Darshan and Gyan Vani you may click the link on IGNOU website at www.ignou.ac.in.

4.5 Interactive Radio Counselling

Interactive Radio Counselling (IRC) is provided to students enabling them to interact with experts and seek clarification on academic matters. Live counseling is conducted on radio by invited experts for an hour from different radio stations in the country. Students can ask questions from their homes through telephone number/ email id/Online mode for details, you may visit <http://www.ignouonline.ac.in/gyandhara/>

4.6 Counselling Sessions

In distance education, contact sessions between learners and their Counsellors are an important activity. The purpose of these sessions is to answer your questions and clarify your doubts which may not be possible through other means of communication. It is also intended to provide you an opportunity to meet your fellow learners. There are experienced Academic Counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen

for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. **Attending counselling is not compulsory. However, they may be very useful in certain respects** such as to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues and get clarifications for many doubts which you would not otherwise try to raise.

Counselling sessions will be provided to you at the Study Centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal) which you face while studying for the PGDDC programme. In these sessions, you must look into the subject based difficulties and any other issue arising out of such difficulties.

Before you go to attend the counselling sessions, please go through your study material and note down the points to be discussed. Unless you have gone through the units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible guidance from your Counsellors.

You will be informed about the detailed schedule of the counselling sessions by the Coordinator of your Study Centre.

4.7 Study Centres

To provide effective student support, we have set up Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

Each Study Centre has:

- A Coordinator who coordinates different activities at the centre;
- An Assistant Coordinator and other supporting staff appointed on a part time basis; and
- Counsellors to provide counselling and guidance to you in the course.

A Study Centre has following major functions:

Tutorial/Counselling: Tutorial/Counselling is an important aspect of Open University System. Face-to-face contact-cum counselling for courses will be provided at the Study Centres.

Evaluation of Assignments: The evaluation of your assignments will be done by the counsellors of your Study Centre. The evaluated assignments amount to 30% of the total marks you score in any theory course of the programme. The evaluated assignments will be returned to you at the Study Centre. There is no re-evaluation of assignments.

Library: Each Study Centre will have a small library having relevant course materials, reference books suggested for supplementary reading.

Information and Advice: You will be given relevant information about the courses offered by the University.

Interaction with fellow-students: In the Study Centres you will have an opportunity to interact with fellow students. This may lead to the formation of self help groups.

5.0 EVALUATION

- (1) The evaluation comprises three aspects:
- (2) Self-evaluation - check your progress and activity exercises (non-credit) within the study material.

Continuous evaluation - one compulsory assignment for each course with a weightage of 30%.
Term-End Examination (TEE) – one for each course with a weightage of 70%.

In order to successfully complete a course, the learner must obtain at least ‘40%’ in the assignment and ‘40%’ in the TEE separately in each course.

The grading system depending on the percentage of marks secured by the candidates in Assignments and TEE is as follows:

Letter Grade	Qualitative Level	Percentage Equivalent
A	Excellent	80% and above
B	Very Good	60% to 79.9%
C	Good	50% to 59.9%
D	Satisfactory	40% to 49.9%
E	Unsatisfactory	Below 40%

***This programme followed by Letter Grade System.**

A candidate of PGDDC programme is required to secure a minimum of D grade in assignments/term-end examination. However, you need an overall (combined) ‘C’ grade to successfully complete a course.

Students who do not qualify in the term-end examination of a particular year are allowed to take up the term-end examinations in that same course in the next three years.

5.1 Assignments

Fresh assignments are uploaded on IGNOU website for each course annually. Assignments constitute the continuous evaluation component of a course and working on the assignments is compulsory. There is one assignment for each theory course. You will have to submit the assignments responses at the Study Centres. You will also have the option of submitting your assignment online. These will be evaluated by Academic Counsellors within a specified time to provide feedback to you.

You have to complete the assignments on time. You will not be allowed to appear for the term-end-examination for a course if you do not submit the specified assignments in time for that course. If you appear in term-end examination without submitting the assignments, then the result of term-end examination is liable to be withheld /cancelled.

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

For PGDDC programme of 36 credits there are a total of 6 Tutor Marked Assignments (TMAs) which are evaluated by the counsellors. Some of the assignments are knowledge based and some are application based. Assignments which are knowledge based will require you to write essay type answers. For answering applied type of assignments, you should apply the knowledge you have gained through a Unit/Block/Course. **In either case, the answers should be your own. You must not reproduce text material verbatim or copy the information from other sources.** However, you can make use of the material and information you have at your disposal in an innovative way. You can pick up ideas from whatever sources you may have. However, plan and use them in your own words when you write the answers to the assignments.

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

- The answer should be precise, well documented and relevant to the question.
- Keep the word-limit of the answer in mind. A slight variation in length does not matter, but your answer should not be too short or too lengthy. Avoid discussing minor issues at great length. By setting a word-limit for some assignments, we mean to convey that a reasonably adequate response can be presented within the suggested word-limit.
- Assignments are uploaded on IGNOU website (<https://webservices.ignou.ac.in/assignments/>).
- The assignment responses should be complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments as incomplete answers bring poor grades.
- You must submit your assignments according to the schedule indicated in the assignments. The University/Coordinator of the Study Centre has the right to reject the assignments received after the due date. In case you get the assignments and study material late, the assignment responses should be submitted within one month of the date of the receipt of study material and assignment or within the due date given in the schedule whichever is later.
- For your own record, retain a copy of all the answers to assignments which you submit to the Coordinator of your Study Centre. If you do not get back the evaluated assignments within a month of their submission, please try to get them from your Study Centre personally. This may help you to improve your answers for your future assignments.
- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.
- If you are unable to submit your assignments or are unable to score the minimum qualifying grade 'D', you have to download, attempt and submit the assignments meant for the next batch of students. Then you will have to submit it for subsequent sessions.

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

Instruction for Students regarding assignments submission

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

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

PROGRAMME TITLE.....	ENROLMENT NO.....
PROGRAMME CODE.....	NAME.....
	ADDRESS.....

COURSE CODE.....	
COURSE TITLE.....	
ASSGINMENT CODE.....	SIGNATURE
STUDY CENTRE.....	DATE.....

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

- Write the responses to assignments in your handwriting. Do not print or type the answers.
- Do not copy from the response sheet of other students. If copying is noticed, the assignment of such student will be rejected.
- Answer to each assignment should be written on a separate set of papers.
- Write the question number and the question before writing the answer.
- The completed assignment should be sent only to the Coordinator of the Study Centre allotted to you. **Do not** send it to the SED, IGNOU, New Delhi.
- After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card. You may also be asked to submit your assignments online, for which appropriate guidelines shall be provided.
- The University sends study materials and assignments, wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.

5.2 Term-End Examination

As stated earlier, Term-End Examination is another component of the evaluation system. For PGDDC programme the Term-end examination (TEE) carries 70% weightage in the final result (30% weightage is for assignments).

Term-end examinations are held twice in a year (June and December). You can appear for the Term End Examination after one year of study. Assignment and Projects can be submitted after completion of six months and before one year.

Dates and the venue of the examination will be intimated to you in time by the Registrar, Student Evaluation Division of the University.

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

- All the required assignments have been submitted within the due dates.
- The fees has been fully paid.
- The examination form has been submitted in time (which is explained later).

Examination date sheet schedule which indicates the date and time of examination for each course is made available at IGNOU website www.ignou.ac.in well in advance. Please download hall ticket from IGNOU website to appear in the examinations.

It is pre-requisite for you to submit the Examination Form for taking examination in any course. The Examination Form is to be submitted online. The link for online submission of examination form shall be available on the University website.

The Schedule of submission of exam form is available at IGNOU website.

Control number will be given on submission of examination form. The hall ticket will be uploaded on IGNOU website seven days before the commencement of examination. The University I-card and the valid Hall Ticket is required for appearing in the examination.

Your Study Centre is normally your examination centre, though the University may conduct the examination at any other centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to: Registrar, SED, IGNOU, New Delhi-110068, at least one month before the commencement of the examination. The request received at the Headquarters thereafter will not be entertained. It is your responsibility to check whether you are registered for a particular course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

The Regional Centre and Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication would be sent to the Coordinators of the Study Centres and Regional Directors and uploaded on University website.

The Coordinator will display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. You are, therefore, advised to keep in touch with your Coordinator so that you get information in advance about assignments, submission of examination forms, date sheet.

While communicating with the University regarding examination, please clearly write the name of the programme, enrolment number and your complete address. In the absence of such details, your problem may not be attended to. The University normally may require 45 days to intimate the result of a particular term-end examination. Once you receive your results and if you find that you have passed in that course, you need not appear for that course again.

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

Re-evaluation of Term end Examination:

After the declaration of result. If the students are not satisfied with marks awarded. They can request the University to re-evaluate their Answer scripts on payment of Rs. 750/- per course. The request for re-evaluation by the student must be made online in the re-evaluation portal within one month from the date of declaration of the result.

Obtaining Photocopy of Answer Scripts:

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs. 100/- per course. The request for Obtaining Photocopy of Answer Scripts must be made online in the re-evaluation portal within 45 days from the date of declaration of result.

Duplicate Statement of Marks/ Grade Card:

The learner can apply for obtaining duplicate Statement of Marks / Grade Card in case of loss /misplacement /damage by paying a sum of Rs. 200/- by way of a demand draft drawn in favour of IGNOU and payable at New Delhi. Format is available in the Annexure.

6.0 OTHER USEFUL INFORMATION

You may find the following information useful for the programme.

6.1 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, War Widows, wards of Ex-Servicemen of Military/Paramilitary Forces and Physically Handicapped candidates as per the Government of India rules.

6.2 Scholarships and Reimbursement of Fee

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

Students belonging to these reserved categories (admitted to IGNOU) are eligible for Government of India scholarships. They may access National Scholarship Portal or E-district portal of concerned state.

6.3 Your account on the Student Portal

Once your admission is confirmed, please visit <https://ignou.samarth.edu.in>, click New Registration, and create your own Student Account. After registering your account you will be able to avail various services offered by the University in one place. You can also download your Student Identity Card from your login.

6.4 Change or Correction of Address /Study Centre/Regional Centre

You can submit your request for change/correction of address, change of Study Centre or Change of Regional Centre through your Student Account login. This process is completely paperless, and you can submit your request without visiting any office of the University.

6.5 Some Useful Hints

- Please read the Programme Guide thoroughly and keep it handy. It contains most of the information you are likely to need during your perusal of the PGDDC programme.
- Please keep a record of all the information/letters/communication received from and sent to the University.
- Do write to us if you face any problem while working through the programme. Please write briefly and neatly for a quick redressal of your problem.
- In the case of change of address inform the relevant authorities well in advance.
- To get the best out of the programme, maintain a time-table for yourself and stick to it. Make the time-table realistic taking into account some unforeseen situations, such as illness, official work, social obligations etc.
- Be regular in your work and devote at least two hours of study every day.
- Use the prescribed forms appended in Annexure for different purposes to facilitate prompt action.

7.0 SOME ESSENTIAL FORMS FOR YOUR USE

In this Section we are enclosing the sample of some forms which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and sent as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. Here is the link to important forms:

<http://ignou.ac.in/ignou/studentzone/forms/2>

The following forms are enclosed:

1. Application form for Issue of Provisional Certificate
2. Obtaining Photocopy of the Answer Script – online submission
3. Early Declaration of Result of Term-End-Examination
4. Re-Evaluation of Answer Script – online submission
5. Application Form for Issue of Official Transcript
6. Obtaining Duplicate Grade Card/Marksheet
7. Non-Receipt of Study Material & Assignments
8. Application Form for Issue of Migration Certificate
9. Improvement in Division/Class

Whom to Contact for What?

- For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms, non-receipt of study material and assignments contact the concerned Regional Centre.
- For assignments, you can download the same from IGNOU website: www.ignou.ac.in. or go to link <https://webservices.ignou.ac.in/assignments/>
- For non-reflection of assignment grades/marks in your grade card, contact the Regional Director of the concerned Regional Centre and Assistant Registrar (Assignments), Student Evaluation Division (SED), Block -3, Room No. 7, IGNOU, Maidan Garhi, New Delhi-110068, (email: assignments@ignou.ac.in; Phone: Extn.1312/1319/1307).
- For queries relating to examinations, date sheets, hall ticket, contact AR, Exam-II. For result, early declaration of results, reevaluation, transcripts, grade card, provisional certificate you can contact Dy. Registrar(Examination-III) , SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 (Phone:/ Extn. 2201, 2208).
- For Original Diploma/Verification of Diploma, Convocation, contact the AR (Exam-I) SED, IGNOU, Block-9, Maidan Garhi, New Delhi-110068.
- For student grievances there is an online portal where you can voice your concern (link: <http://igram.ignou.ac.in/>) or contact the Student Grievances Cell, SED, Block-6, Room No. 14, IGNOU, Maidan Garhi, New Delhi -110068
- For the Schedules of counseling, feedback on assignment responses contact the Coordinator/ Programme In-charge of the concerned Programme Study Centre.

List of LSCs Activated for PGDDC Programme

Sl. No.	RC Name	RC Code	SC Code	Category	Place of SC	Address	Programme(s) Activated
1	AGARTALA	26	2601		AGARTALA	COORDINATOR IGNOU STUDY CENTRE, TRIPURA UNIVERSITY, UNIVERSITY CAMPUS, AGARTALA TRIPURA 799004	PGDDC
2	AHMEDABAD	09	0901		AHMEDABAD	COORDINATOR IGNOU STUDY CENTRE L.D. ARTS COLLEGE NAVRANGPURA AHMEDABAD GUJARAT-380009	PGDDC
3	AHMEDABAD	09	0910		ANAND	COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND, GUJARAT 388120	PGDDC
4	AIZAWL	19	1901		AIZAWL	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT AIZAWL COLLEGE AIZAWL MIZORAM 796001	PGDDC
5	AIZAWL	19	1923		AIZAWL	COORDINATOR IGNOU STUDY CENTRE PACHHUNGA UNIVERSITY COLLEGE DIST. AIZAWL, AIZAWL MIZORAM-796001	PGDDC
6	ALIGARH	47	47015		ALIGARH	COORDINATOR IGNOU STUDY CENTRE, SHRI VARSHNEY PG COLLEGE ALIGARH UTTAR PRADESH 202001	PGDDC
7	ALIGARH	47	47030		PANCHSHEEL COLONY	COORDINATOR IGNOU REGULAR STUDY CENTRE INST. OF INFORMATION MNGMNT. & TECHNOLOGY (IIMT) PANCHSHEEL COLONY, NEAR PAC RAMGHAT ROAD, ALIGARH UTTAR PRADESH 202001	PGDDC
8	BANGALORE	13	1301		BANGALORE	COORDINATOR IGNOU STUDY CENTRE, BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK JAYANAGAR BANGALORE KARNATAKA 560011	PGDDC
9	BHOPAL	15	1500		BHOPAL	COORDINATOR IGNOU REGULAR STUDY CENTRE 12, ARERA HILLS BHOPAL, MADHYA PRADESH 462011	PGDDC

10	BHOPAL	15	1501		BHOPAL	COORDINATOR IGNOU STUDY CENTRE MOTILAL VIGYAN MAHAVIDYALAYA BHOPAL, MADHYA PRADESH 462008	PGDDC
11	BHOPAL	15	1506		INDORE	COORDINATOR IGNOU STUDY CENTRE HOLKAR SCIENCE COLLEGE INDORE MADHYA PRADESH-452001	PGDDC
12	BHUBANESH WAR	21	2102		CUTTACK	COORDINATOR IGNOU STUDY CENTRE RAVENSHAW UNIVERSITY ARTS BLOCK I FLOOR CUTTACK ORISSA-753003	PGDDC
13	BHUBANESH WAR	21	2103		ROURKEL A	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE ROURKELA ORISSA-796004	PGDDC
14	BHUBANESH WAR	21	2105		ANGUL	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE, P.O. HAKIMPADA ANGUL, ORISSA 759143	PGDDC
15	BHUBANESH WAR	21	2111		BHUBANE SHWAR	COORDINATOR IGNOU STUDY CENTRE B.J.B. COLLEGE ARTS BLOCK BHUBANESHWAR ORISSA-751014	PGDDC
16	BHUBANESH WAR	21	2119		PURI	COORDINATOR IGNOU STUDY CENTRE S.C.S. COLLEGE PURI, ORISSA- 752001	PGDDC
17	BHUBANESH WAR	21	2138		JAJPUR	COORDINATOR IGNOU STUDY CENTRE N.C. COLLEGE (AUTONOMOUS) JAJPUR P.O. JAJPUR ORISSA	PGDDC
18	BHUBANESH WAR	21	21185		CUTTACK	COORDINATOR IGNOU STUDY CENTRE J K B K COLLEGE O M P SQUARE CUUTTACK ORISSA-753003	PGDDC
19	BIJAPUR	85	1304		GULBARG A	COORDINATOR IGNOU STUDY CENTRE GULBARGA UNIVERSITY GULBARGA UNIVERSITY CAMPUS GULBARGA KARNATAKA 585106	PGDDC
20	BIJAPUR	85	1308		BELGAUM	COORDINATOR IGNOU STUDY CENTRE R.P.D. COLLEGE TILAK WADI BELGAUM KARNATAKA 590006	PGDDC
21	CHANDIGAR H	06	0601		CHANDIG ARH	COORDINATOR IGNOU STUDY CENTRE, PUNJAB UNIVERSITY DEPT. OF CORESSPONDENCE COURSE CHANDIGARH CHANDIGARH 160017	PGDDC

22	CHENNAI	25	2501		CHENNAI	COORDINATOR IGNOU STUDY CENTRE DDGD VAISHNAVA COLLEGE, 445, E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM CHENNAI TAMILNADU 600106	PGDDC
23	CHENNAI	25	2508		MAYILAD UTHURAI	COORDINATOR IGNOU STUDY CENTRE A.V.C COLLEGE MANNAMPANDAL MAYILADUTHURAI TAMILNADU 609305	PGDDC
24	CHENNAI	25	2593		VELLORE	COORDINATOR IGNOU STUDY CENTRE VOORHEES COLLEGE OFFICERS LINE VELLORE TAMILNADU 632001	PGDDC
25	CHENNAI	25	25160		CHENNAI	COORDINATOR IGNOU STUDY CENTRE SHRI S S S JAIN COLLEGE (WOMEN) NO 3 MADLEY ROAD T NAGAR CHENNAI TAMILNADU 600017	PGDDC
26	COCHIN	14	1480		PRATAPG ARH	COORDINATOR IGNOU STUDY CENTRE BISHOP VAYALIL MEMORIAL HOLY CROSS COLLEGE CHERPUNKAL PO PALA DIST KOTTAYAM KERALA- 686584	PGDDC
27	DARBHANGA	46	0504		MUZAFFA RPUR	COORDINATOR IGNOU STUDY CENTRE BRA BIHAR UNIVERSITY LIBRARY CAMPUS MUZAFFARPUR BIHAR-842001	PGDDC
28	DEHRADUN	31	2705		DEHRADU N	COORDINATOR IGNOU STUDY CENTRE D.A.V. PG COLLEGE, D A V COLLEGE ROAD DEHRADUN UTTRANCHAL 248001	PGDDC
29	DEHRADUN	31	2717		ALMORA	COORDINATOR IGNOU STUDY CENTRE KUMAON UNIVERSITY ALMORA UTTRANCHAL 263601	PGDDC
30	DEHRADUN	31	2726		PITHORAG ARH	COORDINATOR IGNOU STUDY ENTREGOVERNMENT P.G. COLLEGE PITHORAGARH UTTRANCHAL 262501	PGDDC
31	DEHRADUN	31	2752		GARHWAL	COORDINATOR IGNOU STUDY CENTRE HNB GARHWAL UNIVERSITY DEPT. OF ECONOMICS SRINAGAR (GARHWAL) UTTRANCHAL 246174	PGDDC
32	DEHRADUN	31	31017		DEHRADU N	COORDINATOR IGNOU STUDY CENTRE DBS PG COLLGE DEHRADUN UTTARAKHAND 248001	PGDDC

33	DELHI 1	07	0707		DELHI	COORDINATOR IGNOU STUDY CENTRE DEPT. OF PSYCHOLOGY JAMIA MILLIA ISLAMIA UNIV. JAMIA NAGAR DELHI-110025	PGDDC
34	DELHI 2	29	29032		DELHI	COORDINATOR IGNOU STUDY CENTRE JAGANNATH INSTITUTE OF MANAGEMENTY SCIENCES PLOT NO 2 COMMUNITY CENTRE, SECTOR 3 ROHINI NEW DELHI- 110058	PGDDC
35	GUWAHATI	04	0401		GUWAHAT I	COORDINATOR IGNOU STUDY CENTRE GUWAHATI UNIVERSITY GUWAHATI ASSAM 781014	PGDDC
36	HYDERABAD	01	0111		HYDERAB AD	COORDINATOR IGNOU STUDY CENTRE AURORA'S DEGREE & P G COLLEGE H NO 16-11-210 KRISHNA TULSI NAGAR MOOSARAMBAGH HYDERABAD ANDHRA PRADESH 500036	PGDDC
37	IAEP - CHANDIMAN DIR	52	5201			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE, WESTERN COMMAND HRDC C/O HQ WESTERN COMMAND (EDN) HANDIMANDIR	PGDDC
38	IAEP - CHANDIMAN DIR	52	5202			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 2 CORPS HRDC C/O 56 APO	PGDDC
39	IAEP - CHANDIMAN DIR	52	5204			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 11 CORPS HRDC C/O 56 APO	PGDDC
40	IAEP - CHANDIMAN DIR	52	5502			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE 29 INF DIV HRDC C/O 56 APO	PGDDC
41	IAEP - JAIPUR	56	5203			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 10 CORPS HRDC C/O 56 APO	PGDDC
42	IAEP - JAIPUR	56	5303			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ I CORPS HRDC C/O 56 APO	PGDDC
43	IAEP - KOLKATA	51	5101			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE EASTERN COMMAND HRDC C/O 101 AREA C/O 99 APO	PGDDC

44	IAEP - KOLKATA	51	5102			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 3 CORPS HRDC C/O 99 APO	PGDDC
45	IAEP - KOLKATA	51	5103			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 4 CORPS HRDC C/O 99 APO	PGDDC
46	IAEP - KOLKATA	51	5104			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 33 CORPS HRDC C/O 56 APO	PGDDC
47	IAEP - LUCKNOW	53	5301			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE CENTRAL COMMAND HRDC-1 C/O HQ CENTRAL COMMAND (EDN) LUCKNOW- 226002	PGDDC
48	IAEP - LUCKNOW	53	5302			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE 1, SIGNAL TRAINING CENTRE JABALPUR-482001	PGDDC
49	IAEP - LUCKNOW	53	5305		ROORKEE CANTT	COORDINATOR IAEP(ARMY) RECOG.STUDY CENTRE HRDC HEAD QUARTERS BENGAL ENGINEER GROUP & CENTRE ROORKEE CANTT UTTARAKHAND 247667	PGDDC
50	IAEP - PUNE	54	5401			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND HRDC-II C/O MEG AND CENTRE BANGALORE 560042	PGDDC
51	IAEP - PUNE	54	5402			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 12 CORPS HRDC C/O 56 APO-908512	PGDDC
52	IAEP - PUNE	54	5403			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 21 CORPS GS (EDN) C/O 56 APO-908521	PGDDC
53	IAEP - PUNE	54	5404			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE SOUTHERN COMMAND, HRDC-1, C/O BEG & CENTRE, KIRKEE PUNE-411003	PGDDC
54	IAEP - PUNE	54	5405		BIRCHGU NJ, SOUTH ANDAMA N	COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE H Q 108 MOUNTAIN BRIGADE C/O 56 APO-908108	PGDDC
55	IAEP - UDHAMPUR	55	5501			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE NORTHERN COMMAND HRDC C/O HQ NORTHERN COMMAND (EDN) C/O 56 APO	PGDDC

56	IAEP - UDHAMPUR	55	5503			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE, HQ 15 CORPS HRDC C/O 56 APO	PGDDC
57	IAEP - UDHAMPUR	55	5504			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 16 CORPS HRDC C/O 56 APO	PGDDC
58	IAEP - UDHAMPUR	55	5505			COORDINATOR IGNOU ARMY RECOG. STUDY CENTRE HQ 14 CORPS (HRDC) C/O 56 APO	PGDDC
59	IAREP - SHILLONG	81	8101			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC ARASU, HAPPY VALLEY C/O ASSAMRIFLES DMINISTRATIVE UNIT, HAPPY VALLEY SHILLONG 07	PGDDC
60	IAREP - SHILLONG	81	8102			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ AC & ASSAM RANGE ASSAM RIF. C/O HQ AC & ASSAM RANGE ASSAM RIFLES, C/O, 99 APO	PGDDC
61	IAREP - SHILLONG	81	8103			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 7 ASSAM RIFLES C/O 7 ASSAM RIFLES C/O 99 APO	PGDDC
62	IAREP - SHILLONG	81	8104			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 6 ASSAM RIFLES C/O 6 ASSAM RIFLES C/O 99 APO	PGDDC
63	IAREP - SHILLONG	81	8105			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 29 ASSAM RIFLES C/O 29 ASSAM RIFLES C/O 99 APO	PGDDC
64	IAREP - SHILLONG	81	8106			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 26 ASSAM RIFLES C/O 26 ASSAM RIFLES C/O 99 APO	PGDDC
65	IAREP - SHILLONG	81	8107			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 27 ASSAM RIFLES C/O 27 ASSAM RIFLES C/O 99 APO	PGDDC
66	IAREP - SHILLONG	81	8108			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 31 ASSAM RIFLES C/O 31 ASSAM RIFLES C/O 99 APO	PGDDC
67	IAREP - SHILLONG	81	8109			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 2 ASSAM RIFLES C/O 2 ASSAM RIFLES C/O 99 APO	PGDDC
68	IAREP - SHILLONG	81	8110			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 14 ASSAM RIFLES C/O 14 ASSAM RIFLES C/O 99 APO	PGDDC

69	IAREP - SHILLONG	81	8111			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 34 ASSAM RIFLES C/O 34 ASSAM RIFLES C/O 99 APO	PGDDC
70	IAREP - SHILLONG	81	8112			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 9 ASSAM RIFLES C/O 9 ASSAM RIFLES C/O 99 APO	PGDDC
71	IAREP - SHILLONG	81	8113			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 12 ASSAM RIFLES C/O 12 ASSAM RIFLES C/O 99 APO	PGDDC
72	IAREP - SHILLONG	81	8114			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 33 ASSAM RIFLES C/O 33 ASSAM RIFLES C/O 99 APO	PGDDC
73	IAREP - SHILLONG	81	8115			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 21 ASSAM RIFLES C/O 21 ASSAM RIFLES C/O 99 APO	PGDDC
74	IAREP - SHILLONG	81	8116			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ B RANGE AR C/O HQ B RANGE ASSAM RIFLES C/O 99 APO	PGDDC
75	IAREP - SHILLONG	81	8117			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 25 ASSAM RIFLES C/O 25 ASSAM RIFLES C/O 99 APO	PGDDC
76	IAREP - SHILLONG	81	8118			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 8 ASSAM RIFLES C/O 8 ASSAM RIFLES C/O 99 APO	PGDDC
77	IAREP - SHILLONG	81	8119			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 1 ASSAM RIFLES C/O 1 ASSAM RIFLES C/O 99 APO	PGDDC
78	IAREP - SHILLONG	81	8120			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 19 ASSAM RIFLES C/O 19 ASSAM RIFLES C/O 99 APO	PGDDC
79	IAREP - SHILLONG	81	8121			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 18 ASSAM RIFLES C/O 18 ASSAM RIFLES C/O 99 APO	PGDDC
80	IAREP - SHILLONG	81	8122			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ TRIPURA RANGE ASSAM RIFLES C/O HQ TRIPURA RANGE ASSAM RIF C/O 99 APO	PGDDC
81	IAREP - SHILLONG	81	8123			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 22 ASSAM RIFLES C/O 22 ASSAM RIFLES C/O 99 APO	PGDDC

82	IAREP - SHILLONG	81	8124			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 23 ASSAM RIFLES C/O 23 ASSAM RIFLES C/O 99 APO	PGDDC
83	IAREP - SHILLONG	81	8125			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC ARTC & S, DIMAPUR C/O ASSAM RIFLES TRAINING CENTRE & SCHOOL, DIMAPUR NAGALAND	PGDDC
84	IAREP - SHILLONG	81	8126			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 30 ASSAM RIFLES C/O 30 ASSAM RIFLES C/O 99 APO	PGDDC
85	IAREP - SHILLONG	81	8127			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 4 ASSAM RIFLES C/O 4 ASSAM RIFLES C/O 99 APO	PGDDC
86	IAREP - SHILLONG	81	8128			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 24 ASSAM RIFLES C/O 24 ASSAM RIFLES C/O 99 APO	PGDDC
87	IAREP - SHILLONG	81	8129			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 16 ASSAM RIFLES C/O 16 ASSAM RIFLES C/O 99 APO	PGDDC
88	IAREP - SHILLONG	81	8130			COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 3 ASSAM RIFLES C/O 3 ASSAM RIFLES C/O 99 APO	PGDDC
89	IMPHAL	17	1701		IMPHAL	COORDINATOR IGNOU STUDY CENTRE MANIPUR UNIVERSITY UNIVERSITY CAMPUS CANCHIPUR IMPHAL, MANIPUR 795003	PGDDC
90	INEP - KOCHI	74	7401			COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE, COMMAND EDUCATION OFFICE HEAD QUARTERS SOUTHERN NAVAL COMMAND NAVAL BASE KOCHI-682004	PGDDC
91	INEP - MUMBAI	72	7201			COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE 2ND FLOOR, TARANG NEW NAVY NAGAR MUMBAI MAHARASHTRA 400005	PGDDC
92	INEP - NEW DELHI	71	7101			COORDINATOR IGNOU-NAVY RECOG. STUDY CENTRE NAUSENABAUGH -II NARAINA, DELHI CANTT. NEW DELHI-110028	PGDDC

93	INEP - VISAKHAPATNAM	73	7301			COORDINATOR IGNOU NAVY RECOG. STUDY CENTRE NAVY CHILDREN SCHOOL GANDHI GRAM P.O. VISAKHAPATNAM 530005	PGDDC
94	ITANAGAR	03	0301		ITANAGAR	COORDINATOR IGNOU STUDY CENTRE D.N. GOVERNMENT COLLEGE ITANAGAR ITANAGAR ARUNACHAL PRADESH-791113	PGDDC
95	ITANAGAR	03	0305		LOHIT	COORDINATOR IGNOU STUDY CENTRE INDIRA GANDHI GOVT. COLLEGE TEZU DISTRICT LOHIT ARUNACHAL PRADESH-792001	PGDDC
96	ITANAGAR	03	0312		DEOMALI	COORDINATOR IGNOU STUDY CENTRE WANGCHA RAJKUMAR GOVT COLLEGE DEOMALI DIST TIRAP ARUNACHAL PRADESH-786629	PGDDC
97	JABALPUR	41	1502		JABALPUR	COORDINATOR IGNOU STUDY CENTRE RANI DURGAWATI UNIVERSITY JABALPUR MADHYA PRADESH 482001	PGDDC
98	JABALPUR	41	1507		SAGAR	COORDINATOR IGNOU STUDY CENTRE DR. H.S. GOURVISHWAVIDYALAYASAGAR MADHYA PRADESH 470003	PGDDC
99	JABALPUR	41	15112	D	BARGHAT	COORDINATOR IGNOU SPL STUDY CENTRE -RA GOVT DEGREE COLLEGE BARGHAT DIST SEONI MADHYA PRADESH-480667	PGDDC
100	JAIPUR	23	2306		AJMER	COORDINATOR IGNOU STUDY CENTRE GOVT COLLEGE AJMER RAJASTHAN 305001	PGDDC
101	JAIPUR	23	2317	D	JAIPUR	COORDINATOR IGNOU SPL. STUDY CENTRE-IN CENTRAL JAIL GHATGATE JAIPUR RAJASTHAN 302003	PGDDC
102	JAIPUR	23	23135		KOTA	COORDINATOR IGNOU REGULAR STUDY CENTRE GOVT. ARTS COLLEGE KOTA RAJASTHAN 324001	PGDDC
103	JAIPUR	23	23140		JAIPUR	COORDINATOR IGNOU REGULAR STUDY CENTRE SHRI BHWANI NIKETAN PG COLLEGE SIKAR ROAD JAIPUR RAJASTHAN 302023	PGDDC
104	JAIPUR	23	23142		JAIPUR	COORDINATOR IGNOU REGULAR STUDY CENTRE KANORIA P.G. MAHILA	PGDDC

						MAHAVIDYALAYA NEAR GANDHI CIRCLE J.L.N. MARG, JAIPUR RAJASTHAN 302004	
105	JAMMU	12	1201		JAMMU	COORDINATOR IGNOU STUDY CENTRE UNIVERSITY OF JAMMU JAMMU TAWI J & K-180001	PGDDC
106	JAMMU	12	1235		DODA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DODA, J & K 182210	PGDDC
107	JAMMU	12	1250		UDHAMPUR	COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) UDHAMPUR J & K	PGDDC
109	JODHPUR	88	2302		UDAIPUR	COORDINATOR IGNOU STUDY CENTRE VIDYA BHAWAN RURAL INSTITUTE BADGAON ROAD UDAIPUR RAJASTHAN 313004	PGDDC
110	JODHPUR	88	2304		JODHPUR	COORDINATOR IGNOU STUDY CENTRE ONKARMAL SOMANI COLLEGE OF COM JODHPUR RAJASTHAN 342008	PGDDC
111	KARNAL	10	1005		ROHTAK	COORDINATOR IGNOU STUDY CENTRE CHOTU RAM COLLEGE OF EDUCATION ROHTAK HARYANA 124001	PGDDC
112	KOHIMA	20	2001		KOHIMA	COORDINATOR IGNOU STUDY CENTRE MODERN COLLEGE DZUVURU AREA POST BOX – 405 KOHIMA NAGALAND-797001	PGDDC
114	KOLKATA	28	2809		ASANSOL	COORDINATOR IGNOU STUDY CENTRE BANWARILAL BHALOTIA COLLEGE ASANSOL BURDWAN WEST BENGAL 713303	PGDDC
115	KOLKATA	28	2813		MIDNAPUR	COORDINATOR IGNOU STUDY CENTRE MIDNAPUR COLLEGE MIDNAPUR WEST BENGAL 721101	PGDDC
117	KOLKATA	28	2842		KOLKATA	COORDINATOR IGNOU STUDY CENTRE BHAIKAB GANGULY COLLEGE DEGREE COLLEGE OADBELGHARIA KOLKATA WEST BENGAL 700056	PGDDC
118	KOLKATA	28	28140		BALLYGUNGE	COORDINATOR IGNOU STUDY CENTRE MURALIDHAR GIRL'S COLLEGE P-411/14, GARIHAT ROAD	PGDDC

						BALLYGUNGE KOLKATA WEST BENGAL 700029	
119	KOLKATA	28	28149		KOLKATA	COORDINATOR IGNOU REGULAR STUDY CENTRE WOMAN'S COLLEGE, CALCUTTA P-29, KSHIRODE VIDYAVINODE AVENUE KOLKATA WEST BENGAL 700003	PGDDC
120	LUCKNOW	27	2701		LUCKNOW	COORDINATOR IGNOU STUDY CENTRE JAI NARAIN DEGREE COLLEGE LUCKNOW UTTAR PRADESH 226001	PGDDC
121	LUCKNOW	27	2704		BAREILLY	COORDINATOR IGNOU STUDY CENTRE BAREILLY COLLEGE P O BOX NO 15 BAREILLY UTTAR PRADESH 243005	PGDDC
122	LUCKNOW	27	2767		BANDA	COORDINATOR IGNOU STUDY CENTRE JAWAHAR LAL NEHRU (PG) COLLEGE BANDA UTTAR PRADESH 210001	PGDDC
123	LUCKNOW	27	27220		LUCKNOW	COORDINATOR IGNOU REGULAR STUDY CENTRE UNIVERSITY OF LUCKNOW UNIVERSITY ROAD LUCKNOW, UTTAR PRADESH- 226007	PGDDC
124	MADURAI	43	2502		COIMBAT ORE	COORDINATOR IGNOU STUDY CENTRE G.R.D. COLLEGE OF ARTS & SCI. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE TAMILNADU 641014	PGDDC
125	MADURAI	43	2503		MADURAI	COORDINATOR IGNOU STUDY CENTRE THIYAGARAJAR COLLEGE, POST BOX NO 107, 139-140 KAMARAJAR SALAI MADURAI TAMILNADU 625002	PGDDC
126	MADURAI	43	2504		TIRUCHIR APALLY	COORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE P O BOX 615 TIRUCHIRAPALLY TAMILNADU 620017	PGDDC
127	MUMBAI	49	1601		MUMBAI	COORDINATOR IGNOU STUDY CENTRE KJS COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E) MUMBAI MAHARASHTRA 400077	PGDDC

128	NAGPUR	36	1607		NAGPUR	COORDINATOR IGNOU STUDY CENTRE, NAGPUR UNIVERSITY GURU NANAK BHAWAN, NAGPUR MAHARASHTRA 440001	PGDDC
129	NAGPUR	36	36029		NAGPUR	COORDINATOR IGNOU STUDY CENTRE DR PANJABRAO DESHMUKH INST. OF MANAGEMENT TECH.& RESH (PDIMTR) DHANWAATE NATIONAL COLLEGE CONGRESS NAGAR NAGPUR MAHARASHTRA 400012	PGDDC
131	NOIDA	39	2702		AGRA	COORDINATOR IGNOU STUDY CENTRE ST. JOHN'S COLLEGE AGRA FORT, AGRA UTTAR PRADESH 282002	PGDDC
132	NOIDA	39	2714		MORADAB AD	COORDINATOR IGNOU STUDY CENTRE HINDU COLLEG STATION ROAD MORADABAD UTTAR PRADESH 244001	PGDDC
133	NOIDA	39	2738		BULANDS HAHR	COORDINATOR IGNOU STUDY CENTRE I.P. (POST GRADUTATE) COLLEGE BULANDSHAHR UTTAR PRADESH 203001	PGDDC
134	NOIDA	39	2749		MUZAFFA RNAGAR	COORDINATOR IGNOU STUDY CENTRE S.D. COLLEGE BHOPA ROAD MUZAFFAR NAGAR UTTAR PRADESH-251001	PGDDC
135	NOIDA	39	3702		SAHARAN PUR	COORDINATOR IGNOU STUDY CENTRE MAHARAJ SINGH COLLEGE SAHARANPUR UTTAR PRADESH 247001	PGDDC
136	NOIDA	39	07107		DELHI	COORDINATOR IGNOU STUDY CENTRE MAHARAJA AGRASEN COLLEGE VASUNDARA ENCLAVE NEAR CHILLA SPORTS COMPLEX DELHI-110096	PGDDC
137	NOIDA	39	27140		BIJNOR	COORDINATOR IGNOU STUDY CENTRE RANI BHAGYAWATI DEVI MAHILA MAHAVIDALYA BIJNOR UTTAR PRADESH-800010	PGDDC
138	PATNA	05	0501		PATNA	COORDINATOR IGNOU STUDY CENTRE VANIJYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA BIHAR-800005	PGDDC

139	PUNE	16	1606		KOLHAPUR	COORDINATOR IGNOU STUDY CENTRE C.S. CENTRAL INST OF BUSINESS ECONOMICS & RESEARCH UNIVERSITY ROAD KOLHAPUR MAHARASHTRA 416004	PGDDC
140	PUNE	16	1608		NASIK	COORDINATOR IGNOU STUDY CENTRE KTHM COLLEGE GANGAPUR ROAD SHIVAJI NAGAR NASIK MAHARASHTRA 422002	PGDDC
141	PUNE	16	1610		AURANGABAD	COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS & SDS COM. COL SAMRAT NAGAR URANGABAD MAHARASHTRA 431001	PGDDC
143	PUNE	16	16144		PUNE	COORDINATOR IGNOU REGULAR STUDY CENTRE ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIENCE AND COMMERCE 2390-B, K.B. HIDAYATULLAH ROAD AZAM CAMPUS, PUNE MAHARASHTRA 411001	PGDDC
144	RAGHUNATH GANJ	50	2820	D	MURSHID ABAD	COORDINATOR IGNOU SPL STUDY CENTRE-RA RDK COLLEGE OF COMMERCE JIAGANJ MURSHIDABAD WEST BENGAL 742123	PGDDC
145	RAIPUR	35	1510		RAIPUR	COORDINATOR IGNOU STUDY CENTRE PT. RAVI SHANKAR SHUKLA UNIV. ARTS BLOCK EXTN. (RIGHT WING) RAIPUR CHHATTISGARH 492010	PGDDC
146	RAIPUR	35	3504		DHAMTARI	COORDINATOR IGNOU STUDY CENTRE GOVT POST GRADUATE COLLEGE DHAMTARI CHHATTISGARH 493773	PGDDC
147	RAIPUR	35	3507		CHAMPA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMPA CHHATTISGARH 495671	PGDDC
148	RAIPUR	35	3510		RAJNADGAON	COORDINATOR IGNOU STUDY CENTRE GOVT. DIGVIJAYA COLLEGE RAJNANDGAON CHATTISGARH 491441	PGDDC
149	RANCHI	32	0502		JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR JHARKHAND	PGDDC

150	RANCHI	32	0513		RANCHI	COORDINATOR IGNOU STUDY CENTRE MARWARI COLLEGE RANCHI JHARKHAND 834001	PGDDC
151	RANCHI	32	32024		JAMSHEDPUR	COORDINATOR IGNOU STUDY CENTRE KARIM CITY COLLEGE PO. SAKCHI JAMSHEDPUR EAST SINGHBHUM JHARKHAND 831001	PGDDC
152	SHILLONG	18	1801		SHILLONG	COORDINATOR IGNOU STUDY CENTRE NORTH EASTERN HILL UNIVERSITY BIJNI COMPLEX LAITUMKHAH SHILLONG MEGHALAYA 793003	PGDDC
153	SHILLONG	18	1802		TURA	COORDINATOR IGNOU STUDY CENTRE TURA GOVERNMENT COLLEGE W.G. HILLS TURA MEGHALAYA 794001	PGDDC
154	SHIMLA	11	1101		SHIMLA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SANJAULI SHIMLA HIMACHAL PRADESH-171006	PGDDC
155	SHIMLA	11	1105		DHARAMS HALA	COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA HIMACHAL PRADESH-177005	PGDDC
160	SILIGURI	45	45018		DARJEELING	COORDINATOR IGNOU STUDY CENTER ST. JOSEPH'S COLLEGE NORTH POINT DARJEELING WEST BENGAL 734104	PGDDC
156	SRINAGAR	30	1209		SRINAGAR	COORDINATOR IGNOU STUDY CENTRE SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD SRI NAGAR J & K- 190001	PGDDC
157	TRIVANDRUM	40	2507		TUTICORIN	COORDINATOR IGNOU STUDY CENTRE V.O.C. COLLEGE PALAYAMKOTAI ROAD TUTICORIN TAMILNADU 628008	PGDDC
158	VARANASI	48	2703		ALLAHABAD	COORDINATOR IGNOU STUDY CENTRE ALLAHABAD DEGREE COLLEGE 15, KYADGANJ ALLAHABAD UTTAR PRADESH 211003	PGDDC
159	VARANASI	48	2709		GORAKHPUR	COORDINATOR IGNOU STUDY CENTRE GORAKHPUR UNIVERSITY	PGDDC

						DEPARTMENT OF PHYSICS GORAKHPUR UTTAR PRADESH 273009	
160	VARANASI	48	2737		PRATAPGARH	COORDINATOR IGNOU STUDY CENTRE M.D. POST GRADUATE COLLEGE PRATAPGARH UTTAR PRADESH	PGDDC
161	VARANASI	48	2745		JAUNPUR	COORDINATOR IGNOU STUDY CENTRE VBS PURVANCHAL UNIVERSITY SHAHGANJ ROAD JAUNPUR UTTAR PRADESH-222002	PGDDC
162	VARANASI	48	48011		MAU	COORDINATOR IGNOU STUDY CENTRE D C S KHANDELWAL POST GRADUATE COLLEGE MAUNATH BHANJAN MAU UTTAR PRADESH-275101	PGDDC
163	VARANASI	48	48028		CIVIL COURT ROAD	COORDINATOR IGNOU REGULAR STUDY CENTRE ST. ANDREW'S COLLEGE CIVIL COURT ROAD GORAKHPUR UTTAR PRADESH 273001	PGDDC
164	VARANASI	48	48042		VARANASI	COORDINATOR IGNOU REGULAR STUDY CENTRE MAHARAJ BALWANT SINGH PG COLLEGE, RAJATALAB VARANASI UTTAR PRADESH 221311	PGDDC
165	VATAKARA	83	1403		CALICUT	COORDINATOR IGNOU STUDY CENTRE JDT ISLAM MARI KUNNU P.O. CALICUT KERALA 673012	PGDDC
166	VIJAYAWADA	33	0103		VIJAYAWADA	COORDINATOR IGNOU STUDY CENTRE KBN COLLEGE KOTHAPETA VIJAYAWADA ANDHRA PRADESH 520001	PGDDC
167	VISAKHAPATNAM	84	0109		VISAKHAPATNAM	COORDINATOR IGNOU STUDY CENTRE DR. L. BULLAYA COLLEGE VISAKHAPATNAM ANDHRA PRADESH 530013	PGDDC



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

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

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

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5. Contact No. (Mobile No.).....Landline No.
6. Month and Year of the Exam.
7. Centre from where appeared at last examination.....
8. Bank Draft/IPO No.Date
For Rs. 200/- or..... in favour of “ IGNOU’
payable at New Delhi.

Date.....

Signature

Note: Fee for Duplicate grade card is Rs. 200/- for Indian Students & Rs. 400/- for SAARC Countries Students and \$ 10 for Non – SAARC Countries Students. The duplicate grade card/ mark sheet will be sent by Registered post by the University.

The Filled in Form alongwith the requisite is to be sent to:-

**The Registrar
(Student Evaluation Division)
Indira Gandhi National Open University
Block 12, Maidan Garhi
New Delhi-110068**

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