

PROGRAMME GUIDE

CERTIFICATE IN HIV AND FAMILY EDUCATION

and

DIPLOMA IN HIV AND FAMILY EDUCATION



**School of Social Work
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068**

Printed material is our backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each Course has a Course Development Committee headed by the Vice-Chancellor and other distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellors at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, students do not require any other guide books for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advised the students not to take recourse to such type of guides.

Please keep this Programme Guide safely till you complete the Programme. You will need to consult it throughout the duration of the Programme.

IMPORTANT INFORMATION

“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.”

“In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website - www.ignou.ac.in”

“The students are specifically instructed to send Examination Forms to concerned Regional Centres only and to no other place and they are also advised to submit the Registration/Re-registration Forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.”

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Further information about the School of Social Work and Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110 068.

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CONTENTS

	Page No.
1. About the University	5
2. General Information	7
3. Certificate in HIV and Family Education (CAFE)	9
4. Diploma in HIV and Family Education (DAFE)	10
5. Information on Programme Package	10
6. Information Regarding Assignments	14
7. Information Regarding Examination	18
8. Preparation for Examination	21
9. Term-End Examination	21
10. Detailed Programme Structure	24
11. Annexure 1	27
12. Some Forms for Your Use	28

Note

The University will keep changing fee for various items including the programme fee/examination fee/various documents etc. from time to time. You may find the latest information from IGNOU website.

1. ABOUT THE UNIVERSITY

Dear Student,

Welcome to the Programmes of study in HIV and Family Education. You must be eager to know more about the Open University you have joined. Let us, therefore, begin by talking about IGNOU.

Established in 1985 by an Act of Parliament, the Indira Gandhi National Open University provides access to higher education to a large number of students all over the country and beyond the borders.

IGNOU caters to those who:

- missed regular education,
- are working and cannot attend a conventional institution,
- live in remote areas and are looking for educational opportunities,
- want to utilise their free time purposefully,
- want to upgrade their skills, competence and qualifications while working, and
- want to enrich their creative and vocational interests.

Some features of the open and distance education system currently practised at IGNOU are:

- Relaxed entry rules,
- Equal opportunity of admission,
- Learning at your own pace and place,
- Flexibility in choosing courses,
- Use of modern education and communication technology,
- Self-instructional print and audio/video course materials, and
- Network of student support services throughout the country.

SCHOOLS OF STUDY

The following Schools of Study conduct academic programmes in the University:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)

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

The degrees and diplomas of IGNOU are recognised and have the same status as those of any other Central or State University in India.

INSTRUCTIONAL SYSTEM

The University follows a multi-media approach for instruction. The instructional package comprises:

- Self-instructional printed course material,
- Assignments for feed-back and assessment,
- Audio and video cassettes,
- Face-to-face interaction with academic counsellors at study centres,
- Telecast of Video programmes on the National network of Doordarshan/Gyan Dharshan,
- Broadcast of audio programmes by All India Radio/Gyan Vani, and
- Teleconferencing sessions.

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 four credit course involves 120 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.

2. GENERAL INFORMATION

Role of Education in Addressing HIV and AIDS issue

HIV and AIDS is not only a biomedical phenomenon but a social reality rooted in human behaviour. It is a product of human actions in social contexts. The actions and their circumstances are shaped by larger cultural and social structures. Therefore to have a significant impact on the epidemic, education interventions must be rigorously designed according to best practices and adapted to local needs.

In India, the shift from a predominantly agricultural, low subsistence and low consumption economy and a community based social structure, to an industrially developing nation with urbanization, migration and break down of rural economies, joint family system and communities, have seen a shift in social values and world views. The degree and nature of this impact has been various across different sections. The weakening controls have allowed greater individual freedom and releasing the stifling controls on young people.

High consumption life-styles have raised aspirations of others and increased the consumption gap between the top and bottom sections. Along with the increasing value placed on material consumption, there has also been an increase in perception of sexuality as a commodity to be 'consumed' for pleasure. The gap between material aspirations and socio-economic status has led to distortions such as the spread of promiscuity, corruption, growth of the Mafia, drug trafficking etc. All these factors have also contributed to the spread of HIV and AIDS in the sub-continent.

Why We Need a Programme on HIV and Family Education

There is a need for well aware class of people who will break down the various myths and misconceptions prevailing about HIV and AIDS.

There is no cure for HIV and AIDS at the moment and no vaccine for prevention. The only way to prevention is education and behavior modification.

There is lot of misconception, misinformation and inaccurate information on the subject of HIV/AIDS. A carefully planned curriculum will seek to provide accurate, complete and authentic information on the subject.

There is resistance from parents and teachers on these sensitive topics such as HIV and AIDS and sex education. We need to create awareness, provide knowledge and skills so that the trainers of trainees (TOTs) can skillfully handle such topics.

What we require today is to manage the illness through indigenously developed prevention strategies and not relying on materials prepared for people belonging to other social and cultural settings.

There should be adequate in-put in terms of our traditional, cultural, social, moral and religious values.

There is stigma attached to the HIV and AIDS disease which forces the infected to hide. Education with appropriate information will help people to provide better home care and emotional support.

There is a demand for a formal programme of study on these topics from those who are involved in work related to HIV/AIDS, substance abuse and family crisis management.

Objectives of this Programme

The programmes of study on 'HIV and Family Education' aim to develop in the learners the knowledge and skills needed for healthy human relationships, effective communication, and responsible decision-making behaviour that will protect themselves and others from HIV and STD responsible and optimize health. The goals of these programmes include promoting behaviours that prevent the transmission of HIV and STD, fostering attitude and behaviour that will prevent discrimination against those who are infected with HIV and STD and promoting awareness among them.

It is intended that the candidates completing these programmes of study should be able to:

- Understand the nature of HIV, AIDS and STDs and its transmission.
- Understand the nature and consequences of substance abuse.
- Have accurate and proper information about facts of life.
- Develop appropriate communication skills.
- Make informed decisions about behaviour that safeguard them from HIV and AIDS/STDs and drug addiction.
- Understand the symptoms of HIV and AIDS/STDs and seek appropriate medical care when needed.
- Value their own health and relationships free from HIV and AIDS and substance abuse.
- Behave personally and socially in ways that eliminate the risk of spreading HIV infection and becoming an addict.
- Reject biased information and myths relating to facts of life and HIV infection.
- Develop positive attitude towards those who are infected with HIV and addicted to drugs.
- Increase the level of knowledge about the causes of HIV and AIDS and substance abuse on the community, society, economy of the country etc.
- Develop skills in initiating action-oriented programmes for the prevention and control of HIV/AIDS and substance abuse, sensitizing people, initiating teaching, research and extension programmes etc.
- Develop modules and teaching aids for use at grassroots level.

Who Can Benefit from these Programmes?

The programme of study will be highly beneficial to a number of people. The specific target learners for this programme of study are:

- Teachers (schools, colleges and universities);
- Persons working with Non Governmental Organisations (NGOs);
- Health Care workers including physician, nurses, hospital administrative staff and other para-medicals;
- Personnel and welfare officers from corporate sectors;
- Young people who are yet to get married;
- Newly married couples;
- College and university students;
- Parents of adolescent children;
- Workers in social and social welfare institutions such as prisons, orphanages, rescue homes, hostels, boarding houses, rehabilitation homes, etc.;
- People working among sex workers and street children;
- Staff in de-addiction centres;
- Legal officers;
- Religious leaders;
- Journalists and media professionals;
- Persons employed in armed force and para-military personnel;
- People involved in counselling services for family, youth, drug addicts, etc.

3. CERTIFICATE IN HIV AND FAMILY EDUCATION (CAFE)

The certificate programme in HIV and Family Education provides comprehensive knowledge about the what, why and how of the problems of HIV/AIDS, how it can be prevented and controlled, and how to take care of those who are already infected with HIV. The programme contents are designed to impart an integrated understanding to learner about the crucial dimensions of the problems and issues associated with HIV and AIDS, substance abuse (i.e. abuse alcohol and drugs) and human behaviour. The programme will also introduce the learner to the fundamental aspects of family life education including sexual health education.

The certificate programme of study on HIV and Family Education has the following six courses.

- BFE : 101 Basics of HIV/AIDS (Compulsory)**
- BFEE : 101 Elective on HIV/AIDS (Optional)**
- BFE : 102 Basics of Family Education (Compulsory)**
- BFEE : 102 Electives on Family Education (Optional)**
- BFEE : 103 Alcohol, Drugs and HIV (Optional)**
- BFEE : 104 Communication and Counselling in HIV/AIDS (Optional)**

You are required to successfully complete the two compulsory courses, namely BFE: 101 and BFE: 102 and any of the two optionals, from the four electives, namely BFEE: 101, BFEE: 102, BFEE: 103 and BFEE: 104.

Credit Requirement for a Certificate

For a certificate, you need to have 16 credits (4 courses \times 4 credits). You can earn 4 credits each from the two compulsory courses ($4 \times 2 = 8$ credits) and 4 credits each from any two of the four optionals ($4 \times 2 = 8$ credits).

4. DIPLOMA IN HIV AND FAMILY EDUCATION (DAFE)

The Diploma in HIV and Family Education comprises six courses. These courses are of 4 credits each. Thus the Diploma consists of 24 credits. The six courses are:

- BFE : 101 Basics of HIV/AIDS (4 credits)**
- BFEE : 101 Elective on HIV/AIDS (4 credits)**
- BFE : 102 Basics of Family Education (4 credits)**
- BFEE : 102 Electives on Family Education (4 credits)**
- BFEE : 103 Alcohol, Drugs and HIV (4 credits)**
- BFEE : 104 Communication and Counselling in HIV/AIDS (4 credits)**

Some of you may find difficulty in completing the six courses within the maximum period of 4 years for one or another reason. In such cases, you can re-register and complete the course by making payment for the remaining courses. However, if you wish to discontinue after successfully completing the two compulsory courses (BFE-101 and BFE-102) and any two of the four electives (BFEE-101, BFEE-102, BFEE-103 and BFEE-104), you can apply for a certificate in 'HIV and Family Education'.

5. INFORMATION ON PROGRAMME PACKAGE

The main learning material is provided to you in print. The audio and video materials are intended to supplement the print material, and improve your knowledge and understanding. They

will help you in writing your assignments and preparing for the final examination. We would suggest you to attend the audio/video programmes at the study centres. Apart from being available at your Study Centre, video programmes are also telecast on National Network and Enrichment channel of Doordarshan (Gyan Darshan). All India Radio broadcasts audio-programmes on several of its selected stations. Students can confirm dates for the CAFE and DAFE programme broadcast/telecast date from the study centre. The information is also provided through National Newspapers and IGNOU Newsletter sent regularly to the students.

Eligibility

A person who has successfully completed 10+2 (higher secondary) is eligible for enrolment in the Certificate Programme in HIV and Family Education as well as for the Diploma in HIV and Family Education.

Medium of Instruction

We offer the Programme HIV and Family Education in the medium of English and Hindi. In other words, the print materials as well as the audio and video programmes are in both English and Hindi. You can, therefore, choose any one of these languages to write your assignments and Term-End examination.

Change of Medium

Change in Medium is permitted within one month of the receipt of study materials on payment of Rs. 350/- for 2-4 credit course & Rs. 700/- for 8 credit courses by Demand Draft drawn in favour of IGNOU payable at Delhi. Address your letter to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110 068. The University keeps revising the payment rate from time to time.

Duration

- i) This Certificate Programme is of six months duration. However, in case you are unable to complete the programme in six months, you can complete the same within a maximum period of two years.
- ii) The Diploma in HIV and Family Education is of one year duration. However, you can complete the programme within a maximum period of four years.

In an extreme case, if a learner is unable to complete the programme even within two years, there is provision for re-admission on payment of dues for left out course on pro rata basis. For Certification Programme duration is six months and for Diploma Programme it is one year. Such learners may contact Director SRD Division, IGNOU for procedural details and more information regarding re-registration.

Programme Fee and Scholarships

The Programme fee for CAFE - Rs. 1200/- and DAFE - Rs. 1500/- is to be paid in lumpsum at the time of admission along with the filled in application form. Fee once paid will not be refunded under any circumstances. The University keeps revising the fee from time to time.

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.

Students belonging to these reserved categories (admitted to IGNOU) are eligible for Government of India Scholarships. You are advised to collect scholarship form from the Directorate of Social Welfare Officer of your State Government. The filled-in form may be submitted back to the concerned State Department through the Regional Director, IGNOU. This will also facilitate the reimbursement of programme fee.

Block and Unit Structure

Each Course comprises three to four blocks. Each block is printed as a separate booklet and has a specific theme. Each block has four to five units. You may think of unit as a lesson.

The schematic representation of the unit is as follows:

Unit –X*

Contents

X.0 Aims and Objectives

X.1 Introduction

X.2 Section1(Main Theme)

X* stands for the Unit Number

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

Check Your Progress

X.2 Section 2 (Main Theme)

X.2.1 Sub-section 1 of Section 2

X.2.2 Sub-section 2 of Section 2

Xn Let Us Sum Up

Suggested Readings

As the schematic pattern suggests, the Units are divided into several sections and sub-sections for easy reading and comprehension. Each section is indicated distinctly by bold capitals and each subsection by relatively smaller but bold typeface, so as to make it easier for you to locate and identify them. For purposes of maintaining uniformity we have employed the same pattern of presenting the text throughout the Course.

Section ‘X.0’ i.e., Aims and Objectives in each Unit tells you briefly:

- The content presented in the Unit, and
- What we expect you to learn once you complete the Unit.

The last section of each Unit is 'Let Us Sum Up'. For purposes of recapitulation and ready reference, we summarize the text of the whole Unit in this section.

Study Centres

To provide academic support to the learners, the University has established large number of study centres throughout the country. These study centres are co-ordinated by the Regional Centres.

You can avail of the following facilities at IGNOU's Study Centres:

- Counselling Sessions,
- Library Facilities,
- Audio-Video Programmes, and
- Discuss administrative and academic matters with the Co-ordinator.

Get in touch with the Coordinator of your Study Centre for seeking information and time-table related to counselling sessions of this programme.

Academic Counselling Sessions

The aim of the academic counselling sessions, conducted at a Study Centre, is to provide you an opportunity for face-to-face interaction with your Counsellor. During such sessions you can discuss problems relating to the instructional material and other important matters. This will also give you an opportunity to meet your peers.

Attending counselling sessions, though not compulsory, is useful in several respects. Direct interaction with your counsellor and fellow learners will enable you to share views on the subject. The Counsellors will provide guidance and facilitate comprehension of some of the complex ideas or issues through lively and fruitful discussions. **So please attend them.**

The broad schedule of counselling sessions is provided at ANNEXURE-I.

Before you attend the counselling sessions, please go through the course material carefully so that you are able to identify content-areas requiring clarifications. Please note that a counselling session is effective only when it provides two way communication rather than one way communication where the Counsellor does all the talking. Therefore, you may first go through the units and blocks so that you can seek clarification and clear your doubts from the academic counsellors during the counselling sessions.

Evaluation

Evaluation will be done on the basis of: (a) continuous assessment of assignments (30 per cent of total weightage) (b) a term-end written examination (70 per cent of the total weightage).

Evaluation will be done on a five point scale using the letter grades A,B,C,D,E. The notional correlates of the letter grades and point grade range are given below:

Grading System

Letter Grade	Qualitative Value	Point Grade	Equivalent % of numerical marks
A	Excellent	5	80% and above
B	Very Good	4	60% to 79.9%
C	Good	3	50% to 59.9%
D	Satisfactory	2	40% to 49.9%
E	Unsatisfactory	1	Below 40%

As stated earlier, evaluation in each course has following two components:

Term-end Examination and Continuous Assessment.

A student must score at least 'D' in the Continuous Assessment as well as the term-end examination. **BUT IN THE OVERALL COMPUTATION HE/SHE MUST HAVE ATLEAST 'C' GRADE IN EACH COURSE, TO QUALIFY FOR A CERTIFICATE.** Thus, it is necessary for the student to score overall at least 'C', in each of the six courses of the Diploma programme.

6. INFORMATION REGARDING ASSIGNMENTS

You must have received a set of assignments for CAFE and DAFE along with the set of print materials sent to you. In case you have not received it, please send your request in prescribed form to:

Registrar
Material Production & Distribution Division (MPDD)
IGNOU, Maidan Garhi
New Delhi – 110 068

or log on to www.ignou.ac.in

You have to do one assignment for each course. Thus, in the Certificate Programme you will have to work on four assignments for four courses. All the four of the assignments are 'Tutor Marked Assignments' (TMAs). This means you will have to do one TMA for each course.

For the Diploma in HIV and Family Education, you will have to do one assignments for each of the six Courses i.e. 6 TMAs. **ASSIGNMENTS MUST BE HANDWRITTEN. TYPED ASSIGNMENTS WILL NOT BE EVALUATED.**

Are you wondering what we expect from you in these assignments?

Assignments constitute the continuous evaluation component of a course. They can be done in your home or work place or library or any other place you think has the right environment. You may consult suitable persons, books, or other sources for the completion of your assignments. An assignment, therefore, is not like writing an answer book in an examination hall. It is, however, equally important as grades are assigned to an assignment. As mentioned earlier, the

assignments of a course in the Programme of Study on HIV and Family Education carry 30 per cent weightage. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to attempt your assignments seriously.

The main purpose of assignments is to test your comprehension of the learning material you receive from the university. The information given in the printed course material is normally considered 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 books, you may use them. But the assignments are designed in such a way as to help you concentrate mainly on printed course material and your personal experience.

Some of the assignments are knowledge based and some are of applied nature. 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 by going 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. Whenever you quote from the text/books/journals, you must give the reference. 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 practised when you work on the 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 of the assignments we mean to convey that a reasonably adequate response can be presented within the suggested word-limit.
- Whenever you receive a set of assignments, check them immediately. If there are some missing pages, ask for them from:

Registrar
Material Production & Distribution Division (MPDD)
IGNOU, Maidan Garhi
New Delhi-110 068.

or

log on to : ignou.ac.in

- The assignment you have attempted should be complete in all respects. Before submission you should ensure that you have answered all the questions in assignments. Incomplete answer-sheets will bring you 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.** You are, therefore, advised to submit the assignments before 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 receipt of study material and assignment or within the due date given in this 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 tutor marked assignments within a month of their submission, please try to get them from your study centre personally. This may help you to improve the answers to 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 the assignments or are unable to score the minimum qualifying grade 'D', you have to collect, attempt and submit the assignments meant for the next batch of students. The request for new assignments in prescribed form may be addressed during the months of May and June or November and December to:

Registrar
Material Production & Distribution Division (MPDD)
IGNOU, Maidan Garhi
New Delhi-110 068.

or log on to *www.ignou.ac.in*

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 to the Registrar (SED) 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 the Study Centre.
- Do not enclose or express doubts for clarification, if any, alongwith the assignments. Send requests for seeking clarifications in a separate cover to:

Registrar (SE Division), IGNOU
Maidan Garhi, New Delhi -110 068.

When doing so give your complete enrolment no., name, address, title of the course, and the number of the unit or the assignment, etc., on the top of your letter.

Specific Instructions for Tutor Marked Assignments (TMAs)

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet. 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
COURSE CODE.....	ADDRESS
.....
.....
COURSE TITLE.....	
ASSIGNMENT CODE	SIGNATURE
STUDY CENTRE	DATE

- 3) Read the assignments carefully and follow specific instructions, if any, given along with the assignments.
- 4) Go through the units on which the assignments are based. Note the points relating to the question, rearrange those points in a logical order and work out a rough outline of your answer. While attempting a long answer type question, give adequate attention to the introduction and the conclusion. In the introduction you should give your 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 that 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 emphasise.
- 5) Use only foolscap size paper for your response and **tie all the pages carefully. Avoid using thin paper.** Allow a 4cm margin on the left side and at least a few lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- 6) **Write the responses to assignments in your hand writing. Typed assignments are not acceptable and shall be returned.**
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Answers to each assignment should be written on a separate set of papers.
- 9) Write the question number and the question before writing the answer.
- 10) The completed assignment should be sent only to the Coordinator of the Study Centre allotted to you. **Do not send assignments directly to the school.**
- 11) After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.

- 12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments **only to the Study Centre that has been allotted to you by the University.**

Schedule for Submission of Assignments

The schedule for assignment submission is given in your Assignment Booklet, for January-June session and July-December session of the certificate programme separately. For the Diploma programme the assignment submission dead lines are given separately.

7. INFORMATION REGARDING EXAMINATION

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

- 1) **All the required assignments have been submitted within the due dates.**
- 2) **The fee has been fully paid.**
- 3) **You have opted and pursued the prescribed courses.**
- 4) **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 sent to all the study centres sufficiently in advance. The same is also notified through IGNOU News Letter and website from time to time.

● **Early Declaration of Results**

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

● **Re-evaluation of Answer Scripts**

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

- **Term-end Examination**

The University conducts Term-end Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

- **Examination Fee**

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

- **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, examination centre chosen by a student if is not activated, the university will allot another examination centre under the same Region.

- **Date of Submission of Examination Forms**

June, Fee	December Fee	Late Fee
1 st March to 30 th April	1 st Sept. to 31 st Oct.	NIL
1 st May to 10 th May	1 st Nov. to 10 th Nov.	Rs.1000/-

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

- 1) remain in touch with your Study Centre/Regional Centre/SE Division for change in schedule of submission of examination form fee if any;
- 2) fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- 3) retain proof of mailing/submission of examination form till you receive examination hall ticket;

- **Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the student's atleast two weeks before the commencement of Term-end Examination the same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam.

The Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication will be sent to the Coordinators of the Study Centres and Regional Directors. The Coordinator would 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 advance information about assignments, submission of examination forms, date-sheet, and 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 problem.

The University normally may require 3 to 4 months to intimate the result of a particular term-end examination. In the meantime, the dead line for submitting the examination form for re-appearing in a particular course may expire. This is applicable only if one fails to get a passing grade. In such cases, it is advisable for you to submit an examination form which will not cost you anything except the postage. Once you receive your results and you find that you have passed in that course, you need not appear for that course again.

8. PREPARATION FOR EXAMINATION

We understand that adult learners will have many domestic and social commitments demanding their attention. But it is possible to find some time for your study. Convince your colleagues and family members that you need some privacy to study and adhere to the regular timetable. As soon as you receive the study materials, start working on them. Do not postpone studying the materials or writing your assignment-responses.

Printed material will be the primary form of instructional material, although there will be a few audio-video programmes and counselling sessions. Normally, you will have to concentrate mainly on the printed material sent to you. **Please try to attend as many counselling sessions as possible so as to get the best out of the programme.**

Read the Units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments. Try to answer 'Check Your Progress' questions.

Please remember, the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance and keep you on the right track. That is why they are called 'Self-Check' questions. They will enhance your comprehension of the subject-matter. If you are not satisfied with your answers, do not get worried.

9. TERM-END EXAMINATION

There is a term-end examination for the Certificate Programme at the end of six months and Diploma Programme at the end of one year. Dates and the venue of the examination will be intimated to you in time by the Registrar (SR&E Division) of the University.

There is one term-end paper for each course. In other words, you will have to appear for four papers. Each paper is of three hours duration. Each paper carries 70 per cent of the total weightage

and the remaining 30 per cent is covered by your assignment-responses. For example, the term-end examination paper for Course BFE: 101 of 100 marks will have 70 per cent weightage in the computation of Grades. The rest 30 per cent weightage will be given for the assignments of the same course. Final grading of your performance in each of the four courses is computed along these lines.

Students may appear for one or more courses at a time. Please note that normally examinations in all the six courses BFE: 101, BFEE: 101, BFE: 102, BFEE: 102, BFEE: 103 and BFEE: 104 will be held twice a year – In the month of June and in December. For those appearing for the Diploma, the first Term-end Examination will be in December.

If you fail to clear all the subjects 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 two years of your admission for a certificate and four years for a Diploma.

To qualify in the continuous assessment (on the basis of assignments) you must take note of the following points:

- i) You are required to attempt one assignment for each course.

The score for successful completion in the continuous evaluation of each course is Grade 'D'. If you fail to make this score, (either because you were not able to submit the required minimum number of assignment-responses or because of not being able to score the minimum average qualifying grade i.e. 'D') then you need to re-submit them as per the schedule for the second batch of that particular year. For those enrolled for the certificate programme, the assignments for January-June and July-December batches are same. However, the dates for submission are different. You may kindly follow the schedule given in the Assignment booklet.

- ii) Those enrolled for the DAFE will have to apply for a fresh set of assignments meant for the following year (In case assignments could not be submitted on time.) It may be noted that the assignments submission dates for CAFÉ and DAFE are different.
- iii) Except as stated under item (ii) above, there is no provision for redoing assignments for the purpose of just improving upon the grades scored, they can be re-evaluated for the factual errors.
- iv) The lowest successful completion score at the term-end examination is also 'D'. In case one fails to make this score, one is eligible to reappear in the next term-end examination as and when it is held within the total span of four years permitted for the programme. No extra fee is charged for such reappearance except examination fee.
- v) **If one fails to score overall 'C' in each COURSE (putting the average score on assignments and the term-end examination together), one has the option to score the lowest qualifying grade 'C' either by appearing at the next term-end examination or by working on a new set of assignments meant for the particular year. For example:**
 - a) If a student in a particular Course, say BFE : 101 scores a 'C' grade for the term end examination and 'D' grade for the Continuous Evaluation, then he/she will be considered as having passed in that Course.

- b) If a student scores a 'D' grade for the term-end examination and a 'D' grade for the Continuous Evaluation, then he/she will be considered as failed in that course.
- c) If a student scores a 'D' grade in the term-end examination, he/she will have an option either to score at least 'B' grade in at least two assignments of that course by submitting fresh assignments (not exceeding two in a course) or may reappear in the term-end examination to improve the score so as to get overall minimum qualifying 'C' grade.

Queries about dates and venues of counselling sessions should be addressed to your Coordinator or Regional Director. The list of Regional Centres along with their addresses is given in programme guide.

- i) Queries related to admission, change of option, registration, re-registration, change of centre, identity card, fee receipt and bonafide certificates maybe addressed to your Regional Centre. However, copies of the request for change of regional centre may also be marked to regional centre where the student would be transferred and to:

The Registrar (SE Division)
IGNOU, Maidan Garhi
New Delhi – 110 068.

- ii) Queries about the non-receipt/despatch of the course materials, assignments missing page(s)/ Unit(s) should be addressed to:

Registrar
Material Printing & Distribution Division
IGNOU, Maidan Garhi
New Delhi – 110 068.

- iii) For queries related to examination, date sheet, result grade cards, re-evaluation write directly to:

Registrar
SE Division
IGNOU, Maidan Garhi
New Delhi – 110 068.

- iv) Requisition for Migration Certificate may be sent to the Regional Director along with the following documents:

- 1) Application on a prescribed form obtainable from your Regional Centre or SE Division, IGNOU, Maidan Garhi, New Delhi–110068.
- 2) Attested copy of the Grade Card.
- 3) A fee of Rs. 400/- in the form of demand draft/ IPO drawn in favour of IGNOU payable at the city where Regional Centre is located. (This amount could be revised by the University).

10. DETAILED PROGRAMME STRUCTURE

COURSE STRUCTURE OF DIPLOMA IN HIV/AIDS AND FAMILY EDUCATION

(24 Credits)

BFE-101 : Basics of HIV/AIDS (4 credits)

Block 1 : Public Health and HIV/AIDS

Unit1 : Introduction to Public Health

Unit 2 : Components of Public Health

Unit 3 : What, Why and How of HIV/AIDS

Unit 4 : Misconceptions about HIV/AIDS/STDs

Unit 5 : History of HIV/AIDS

Block 2 : HIV Transmission and Testing Issues

Unit 1 : Transmission of HIV through Sex

Unit 2 : Transmission of HIV through Blood

Unit 3 : Mother to Child Transmission of HIV

Unit 4 : HIV Testing and Issues Involved

Unit 5 : Moral Issues on HIV Testing

Block 3 : HIV/AIDS Prevention and Care

Unit 1 : How to Prevent and Control HIV/AIDS

Unit 2 : Continuum of Care

Unit 3 : Social Influences on HIV/AIDS Transmission and Prevention

Unit 4 : HIV/AIDS and Ethical Issues

Unit 5 : Life Skills in the Context of Adolescent Health

BFE-102 : BASICS OF FAMILY EDUCATION (4 Credits)

Block 1 : Education on Family

Unit 1 : Concept of Family Life

Unit 2 : Family Life Education – Concept and Meaning

Unit 3 : Importance of Family Life Education

Unit 4 : Role of Home, School and Religion in Imparting Family Life Education

Unit 5 : Development of Personality and Moral Values in Life

Block 2 : Sexual Health Education

Unit 1 : Basic Concepts of Sexual Health Education

Unit 2 : Understanding Man and Woman

Unit 3 : Sexual Health Education: Concept and Objectives

Unit 4 : Sexual Health Education: Role of Home, School and Media

Block 3 : Process of Growing Up

Unit 1 : Male Reproductive System and Functioning

Unit 2 : Female Reproductive System and Functioning

Unit 3 : Early Stages of Human Growth: Biological, Social, Psychological and Developmental Aspects

Unit 4 : Later Stages of Human Growth : Biological, Social, Psychological and Developmental Aspects

Unit 5 : Youth and their Concerns

BFEE-101 : ELECTIVE ON HIV AIDS (4 Credits)

Block 1 : HIV/AIDS and Vulnerable Population

Unit 1 : HIV/AIDS and Women

Unit 2 : HIV/AIDS and Children

Unit 3 : HIV/AIDS and Substance Abuse

Unit 4 : STDs and their Management

Unit 5 : Sexual Minorities and HIV/AIDS

Block 2 : HIV/AIDS Education and Care

Unit 1 : HIV/AIDS and its Implications for Infected, Family and Community

Unit 2 : HIV/AIDS Education and Behaviour Modification

Unit 3 : Palliative Care of the HIV/AIDS Infected

Unit 4 : Care of the Terminally Ill

Block 3 : AIDS, Law and Human Rights

Unit 1 : HIV/AIDS and Law

Unit 2 : Rights of People Living with HIV/AIDS (PLHAs)

Unit 3 : HIV/AIDS Related International Legislations

Unit 4 : Human Rights, Stigma, Discrimination and HIV/AIDS

BFEE-102 : ELECTIVES ON FAMILY EDUCATION (4 Credits)

Block 1 : Social Institution of Marriage

Unit 1 : Marriage and Family: Choosing Life Partner

Unit 2 : Marriage in India

Unit 3 : Society, Culture, Religion and Family Values

Unit 4 : Marital Life and Role Expectations

Block 2 : Programmes for Family Welfare

Unit 1 : Indian Family in Transition

Unit 2 : Family Planning and Parenting

Unit 3 : Family Planning Methods and Spacing between Live Births

Unit 4 : Medical Termination of Pregnancy and Issues Associated with it

Block 3 : Major Problems in Marital Life

Unit 1 : Psycho-social Effects of Divorce, Separation and Migration

Unit 2 : Dowry Demands and Dowry Deaths

Unit 3 : Legal Issues Involved in Marriage

Unit 4 : Domestic Violence : Its Causes and Impact

BFEE-103 : ALCOHOL, DRUGS AND HIV/AIDS (4 Credits)

Block 1 : Factual Information on Substance Abuse

Unit 1 : Substance Abuse and HIV/AIDS

Unit 2 : Commonly Used Drugs and Vulnerable Groups

Unit 3 : Extent of Prevalence of Substance Abuse and Trafficking in India

Unit 4 : The Drugs Scenario: Global, Regional and National

Block 2 : Substance Abuse and Its Implications

- Unit 1 : Link between Alcohol, Drugs, STIs, and its, Relevance in the Present Day Context
- Unit 2 : Consequences of Substance Abuse on the Individual
- Unit 3 : Impact of Substance Abuse on Family and National Development
- Unit 4 : The Narcotic Drugs and Psychotropic Substances Act 1985, (NDPS Act, 1985)
- Unit 5 : Drug Demand and Supply Reduction

Block 3 : Prevention and Treatment of Alcohol and Drug Dependence

- Unit 1 : Treatment of Alcohol and Drug Dependence
- Unit 2 : Empowering through Education, Counselling, Referral Services and Community Responses
- Unit 3 : Role of NGOs, National and International Bodies on Prevention and Control of Substance Abuse
- Unit 4 : Developing Skills and Competencies for Intervention Strategies

BFEE-104 : COMMUNICATION AND COUNSELLING IN HIV (4 Credits)

Block 1 : Basics of Communication

- Unit 1 : Importance and Relevance of Information, Education and Communication (IEC) to HIV
- Unit 2 : Communication – Concepts, Types and Process
- Unit 3 : Traditional and Modern Media of Communication
- Unit 4 : Interpersonal, Group and Mass Communication
- Unit 5 : Use of Media for HIV/AIDS Prevention and Promotion of Family Education
- Unit 6 : Health Communication: Scope and Challenges

Block 2 : Basics of Counselling

- Unit 1 : Introduction to Counselling
- Unit 2 : Processes Involved in Counselling
- Unit 3 : Supportive and Behavioural Techniques in Counselling
- Unit 4 : Cognitive and Psychoanalytical Techniques in Counselling
- Unit 5 : Practical Issues Involved in Counselling

Block 3 : Counselling in HIV and Family Matters

- Unit 1 : STD and HIV/AIDS Counselling
- Unit 2 : Family and Pre-marital Counselling
- Unit 3 : Counselling on Sexuality and Sensitive Issues
- Unit 4 : Existing Trends in Counselling Services in India

SCHEDULE FOR COUNSELLING SESSIONS

Course No.	No. of Counselling Sessions
BFE : 101	4
BFEE : 101	4
BFE : 102	4
BFEE : 102	4
BFEE : 103	4
BFEE : 104	4

The exact dates for the counselling sessions will be fixed by the Coordinator of the Study Centre. The counselling sessions which could not be held in their respective period may be held in the next period along with other sessions.

10. SOME FORMS FOR YOUR USE

In this section we are enclosing the samples of some forms, which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. The following forms are enclosed:

- i) Assignments Remittance-cum-Acknowledgement Form & Change/Correction of Address and Study Centre
- ii) Intimation of Non-receipt of Study Material & Assignments
- iii) Requisition for Fresh Set of Assignments
- iv) Re-Admission Form
- v) Form for Provisional Certificate
- vi) Term-end Examination Form
- vii) Form for Re-evaluation of Answer Scripts
- viii) Form for Duplicate Grade Card/Marksheet
- ix) Form for Issue of Migration Certificate
- x) Form of Application for Issue of Duplicate Copy of University Degree/Diploma/Certificate
- xi) Form for Improvement in Division/Class
- xii) Form for Early Declaration of Result of Term-End Examination
- xiii) Form for Obtaining Photocopy of the Answer Script
- xiv) Form for Issue of Official Transcript

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

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

Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.

2. When you submit the assignment by post, enclose a self-addressed stamped envelope along with this.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

If you change your address please complete the form using block capitals and indicating :

Programme of Study
Enrolment Number
Name

New or Corrected Address including Pin
New Study Centre Code
Choice for Medium of Study : English
Date of Change

For change/correction of address and change of study centre the form should be mailed to :

The Regional Director of your region.

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

Enrolment Number	<input type="text"/>	Programme Code	<input type="text"/>
Name	<input type="text"/>	Date Change effective from	<input type="text"/>
New Address	<input type="text"/>	Existing Study Centre Code	<input type="text"/>
Town	<input type="text"/>	New Study Centre Code :	<input type="text"/>
State	<input type="text"/>		<input type="text"/>
State Code <input type="text"/>	<input type="text"/>		<input type="text"/>
(See Code List 2 of Guide to Applicant)			
Signature :	<input type="text"/>	Date :	<input type="text"/>

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

To

The Regional Director

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

Sub : Non-receipt of Study Material & Assignments

Enrolment No.

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

Programme

--

Medium of Study

English

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

Sl. No.	Course Code	Blocks	Assignments
---------	-------------	--------	-------------

I have remitted all the dues towards the course fee and there is no change in my address given as follows :

Name and Address :
.....
.....
.....

Signature :
Date :

For Official Use

Date of despatch of study material/assignments to students

Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

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

Note: You can download the assignment from IGNOU website www.ignou.ac.in. Here go to the student zone link. Under this link go to download in assignment link.

Sl. No.	Course Code	Assignments Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignment.

Name and Address

 PIN

Signature
 Date

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/title, Name of Semester/year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.
4. Submission of assignment within due dates is pre-requisite for appearing in the term end examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. You can appear in term end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different Study Centres for evaluation.

Please mail this form to the Regional Director of your Regional Centre

RULES & 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 registrar for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.**
3. Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:
 - a) **Six months** - for all Certificate Programmes of six months duration
 - b) **One year** - for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, MADE, ADIT etc.)
 - c) **Two Years** - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.
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 additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
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 students 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* as per details given in Table-A, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of **BCA-MCA Integrated Programme** should pay the *pro-rata re-admission fee*, in lump sum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.
11. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '**Re-admission**' on the reverse of the DD.

P.S

1. As per policy decision taken by the Academic Council at its 49th meeting held on 17.5.2007, BCA students registered in the pre-revised syllabus in Jan. 1996, Jan. 1997 & Jan. 1998 batches are allowed to complete all the requirements for the award of BCA Degree by Dec. 2010 Term-end examination.
2. Similarly, students of MCA pre-revised syllabus and B.Sc. (Nursing) old syllabus are also allowed to complete all the requirements for the award of the respective Degree by Dec. 2010 Term-end examination. However, MLIS old syllabus students would be allowed to complete all the requirements for the award of Degree by Dec. 2009 TEE.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**Student Evaluation Division
Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR THE ISSUE OF A PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled-in Application Form should be sent to:

**The Registrar (SED),
IGNOU,
Maidan Garhi,
New Delhi-110068**

Date

.....

Signature



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. Name :

2. Programme: Enrolment No:

3. Address:

.....Pin

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

5. Month and Year of the Examination:

6. Examination Centre Code:

7. Address of the Examination Centre:

.....

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

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

No. of Course(s): × Rs. 750/- or = 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 result.
2. The date of declaration of result will be calculated from the date on which the result(s) are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project / Dissertation / Practicals / Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, please mention 'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'
7. The application form duly filled-in may be sent to the following address except CPE* & DPE* programmers.
8. Application form must reach within the prescribed dates at the following address:-

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



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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/
MARKSHEET**

1. Name
2. Programme
3. Enrolment No.

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

--	--	--	--	--	--
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. Dated
for Rs. 200/- orin 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 fee is to be sent to:-

**The Registrar
(Student Evaluation Division)
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

(To be submitted at the concerned Regional Centre)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

(To be filled in by the Applicant – Before filling in the form, see instruction on reverse)

- Name :
- Father's/Husband's Name :
- Address
-Pin
- Particulars of last examination

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

- Name of the Regional Centre and Study Centre in which the Candidate is attached
- Name of the University to which the Candidate wants to migrate

Draft Details				
Amount Rs.	_____	D.D. No.	_____	Date _____
Bank Name	_____	Place of Issue	_____	

(To be filled in by the Admissions Division)

- The information furnished by Shri/Smt./Km. _____ is correct as per scholar register.
- He/She may be issued the Migration Certificate applied for _____
Date _____ Dealing Assistant _____ Section Officer _____

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all fee due to the University. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 400/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 400/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, _____ Son/daughter/wife of _____
resident of _____ hereby
solemnly declare that the Migration Certificate No. _____ dated _____ issued
to me by the _____ to enable me to join _____
_____ University has been lost and I did not join any other University on the basis of the
same nor have I submitted the same for joining any other University. In case the lost Migration Certificate
is found, I shall deposit the same to the University”.



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

**APPLICATION FORM FOR ISSUE OF A DUPLICATE COPY OF UNIVERSITY
DEGREE/DIPLOMA/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 Diploma / Degree / Certificate for the Programme
..... Examination for the following reasons:

The prescribed fee of Rs. 750/- or is submitted herewith.

The required particulars are given below:

1. Name of Candidate (in Block Letters in English):
(in Hindi) :
2. Father's Name (in Block Letters):
3. Programme : Enrolment Number :

--	--	--	--	--	--	--	--	--	--
4. Contact No. : (Mobile No.) : Landline No.
5. Examination Passed in Term End Examination - (June/December & Year)
6. Result: Grade/Division
7. Name of the Study Centre :
8. Name of the Regional Centre :
& other particulars
9. 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

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. Fee for issuing a duplicate (a) Diploma (b) Degree & (c) Certificate:-

- (i) Rs. 750/- for Indian Students
- (ii) Rs. 1500/- for SAARC Countries Students
- (iii) \$50 for Non-SAARC Countries Students

(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')

- 2. The form should be filled in duplicate legible and signed by the candidate.
- 3. 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.
- 4. A duplicate copy of the Diploma, 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 with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost, destroyed or defaced and on payment of the fee prescribed.
- 5. In very special cases subsequent 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 RS. 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 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 filled an F.I.R. with Police Station and a copy of the same duly attested by a Gazetted 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:



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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

5. Term-end examination, in which programme completed June and December

6. Total marks/Overall point grade obtained Percentage obtained

.....

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

7. Courses(s), in which improvement is sought: **COURSE CODE** **COURSE CODE**

1. _____ 4. _____

2. _____ 5. _____

3. _____

8. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of "IGNOU" payable at New Delhi)

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

Demand Draft No.: Date: Issuing Bank:.....

9. Term-end examination, in which you wish to appear : June/December, 20.....

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

Exam. SCentre Code..... City/Town

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

P.T.O.

RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

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

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



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

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

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

1. Name :

2. Programme: Enrolment No:

3. Address:

..... Pin

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

5. Reason for early declaration of result:

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

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

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

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

Exam. Centre Code:

Address of Exam. Centre: _____

8. **Fee detail:**

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

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

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



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

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 to 15th April for June Term-end Exam.
1st September to 15th October for December Term- end Exam.

1. Name
2. Programme: Enrolment No:
3. Address:
.....
..... Pin Code
4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - a) Term-end examination: June/December.....
 - b) Exam Centre Code:
 - c) Exam Centre Address:
.....
.....
 - d) Course(s):
5. **Fee details:**
(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)
No. of Course(s): × Rs. 100/- = Total Amount:
Demand Draft No.: Date:
Issuing Bank:
6. Self attested photocopy of the Identity Card : Attached/Not attached
issued by the University

UNDERTAKING

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

Date: Signature

Place: Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever 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. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

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



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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE

1. Name :
2. Programme: Enrolment No:
3. Address:
..... Pin
4. Contact No: (Mobile No.)..... Landline No:
5. Purpose for which, transcript is required:.....
.....

6. **FEE FOR THE OFFICIAL TRANSCRIPT:- (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):**

- (i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
- (ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.
- (iii) Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.
- (iv) \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT
DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI)**

7. **No. of Transcript(s) required:** × Rs.300/- or Rs.500/- or = **Total Amount:** Rs.....
Demand Draft No.: Date:..... Issuing Bank:
8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.
9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-
.....
.....
.....
10. **If, the Transcript is required to collect Personally : Name**.....
Mobile No......(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

P.T.O.

INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

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

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/ prohibit/ punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)

Prof. Anju Sahgal Gupta, Chairperson, SOH	011-29572776	anjusgupta7@gmail.com
Ms. Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Kailash Saluja, A.R., MPDD	011-29572006	kailashsaluja@ignou.ac.in
Prof. Jyantika Dutta, Lady Irwin College		

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Uma Medury, Chairperson, SOSS	011-29572741	umamedury@ignou.ac.in
Dr. Gurmeet Kaur, Associate Professor, SOL	011-29572984	gurmeetkaur@ignou.ac.in
Dr. Neera Singh, Associate Professor, SOH	011-29572790	neerasingh@yahoo.com
Dr. Rakhi Sharma, Associate Professor, SOET	011-29572923	rakhis@ignou.ac.in
Mr. Raveendran P. T. , AR, F&A	011-29571211	
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rashmi Sarpal, PS, SOSS	011-29572702	rashmisarpal@ignou.ac.in
Ms. Parineeta, Assistant, SOTHSM	011-29571758	
Ms. Swati Pal, Ph.D in Chemistry		
Dr. Taisha Abraham, Associate Professor		
Ms. Naina Kapoor, Director (Sakshi, NGO)		

Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Bini Toms, Chairperson, Dy. Director, RSD	011-29572407	binitoms@ignou.ac.in
Dr. G. Mythili, Dy. Director, STRIDE	011-29572614	gmythili@ignou.ac.in
Ms. Azra Arshad, Maintenance Engineer, EMPD		
Ms. Neeru Sayal, EA, RSD	011-29572417	neerusayal115@mail.com

Dr. Radhika Menon, Asst. Professor, Mata Sundari College, Delhi University

RCCASH for Regional Centres

Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.