

PROGRAMME GUIDE

CERTIFICATE IN ORGANIC FARMING (COF)

Developed in Collaboration with



Agricultural and Processed Food Products Export Development
Authority (APEDA), Ministry of Commerce, Govt. of India



School of Agriculture
Indira Gandhi National Open University
New Delhi – 110068

YOU ARE GOING TO BE A DISTANCE LEARNER. TRY TO DEVELOP THE HABIT OF LEARNING THINGS BY WAY OF READING THE RELEVANT DOCUMENTS. LET THIS PROGRAMME GUIDE MAKE THE BEGINNING OF YOUR JOURNEY OF DISTANCE LEARNING.

This booklet contains relevant information in brief about the Programme on “Certificate in Organic Farming” and the entire admission and examination procedures.

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985) IGNOU Degree/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities / Deemed Universities / Institutions vide UGC Circular No. F1-52/2000 (CPP-II) dated 5 May, 2004 & AIU Circular No. EV/B(449)/94/176915-177115 dated January 14, 1994.

The “Certificate in Organic Farming” has been developed by the School of Agriculture, Indira Gandhi National Open University, New Delhi in collaboration with Agricultural and Processed Food Products Export Development Authority (APEDA), Ministry of Commerce, Government of India.

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at www.ignou.ac.in.

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1.0 THE UNIVERSITY

1.1 Introduction

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

- Democratizing higher education by taking it to the doorsteps of the learners;
- Providing access to high quality education to all those who seek it irrespective of age, region, religion and gender;
- Offering need-based academic programmes by giving professional and vocational orientation to the courses;
- Promoting and developing distance education in India; and
- Setting and maintaining standards in distance education in the country as an apex body.

1.2 Prominent Features

IGNOU has certain unique features such as:

- International jurisdiction,
- Flexible admission rules,
- Individualised study: flexibility in terms of place, pace and duration of study,
- Use of latest information and communication technologies,
- Nationwide student support services network,
- Cost-effective programmes,
- Modular approach to programmes,
- Resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations,
- Socially and academically relevant programmes based on students needs analysis, and
- Convergence of open and conventional educational systems.

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of 100 Fellowships by COL as Rajiv Gandhi Fellowships to enable candidates from 19 countries in the Commonwealth to pursue IGNOU Programmes.
- Taking IGNOU programmes to African and West Asian countries, Maldives, Mauritius, Nepal, Indonesia, Bangladesh, Bhutan, Myanmar, Sri Lanka and Seychelles in all to 35 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).

- Launch of a series of 24-hour Educational Channels ‘Gyan Darshan I, II, III and Kisan Channel’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU
- Launch of ‘Edusat’ videoconferencing channel (2 way video, 2 way audio)
- Launch of Gyan Vani and other dedicated educational FM channels

1.4 The Schools of Studies

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

1. School of Humanities (SOH)
2. School of Social Sciences (SOSS)
3. School of Sciences (SOS)
4. School of Education (SOE)
5. School of Continuing Education (SOCE)
6. School of Engineering and Technology (SOET)
7. School of Management Studies (SOMS)
8. School of Health Sciences (SOHS)
9. School of Computer and Information Sciences (SOCIS)

10. School of Agriculture (SOA)

11. School of Law (SOL)
12. School of Journalism and New Media Studies (SOJNMS)
13. School of Gender and Development Studies (SGDS)
14. School of Tourism Hospitality Service Sectoral Management (SOTHSSM)
15. School of Inter-disciplinary and Trans-disciplinary Studies (SOITS)
16. School of Social Work (SOSW)
17. School of Vocational Education and Training (SOVET)
18. School of Extension and Development Studies (SOEDS)
19. School of Foreign Languages (SOFL)
20. School of Translation Studies and Training (SOTST)
21. School of Performing and Visual Arts (SOPVS)

1.5 Academic Programmes

The University offers a wide range of programmes both short-term and long-term leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees and Doctoral Degrees which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes. They are launched with a view to fulfill the learner's needs for:

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

1.6 Course Preparation

Self Learning Materials (SLMs) as we call in distance mode of education is prepared by a team of experts selected from different Universities/Institutions all over the country as well as in-house faculty. This material is scrutinised by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally despatched to the Study Centres and telecasted on Gyan Darshan.

1.7 Credit System

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

1.8 Student Support Services

In order to provide individual support to its learners, the University has a large number of Study Centres throughout the country. These are coordinated by 55 Regional Centres and 5 Sub-Regional Centres as on date. At the Study Centres/Programme Study Centres (Programme specific study centers are known as Programme Study Centre), the students interact with Academic Counsellors and other students, refer to books in the Library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters.

Learners may seek the help of following University functionaries for sorting out the problems indicated:

- i) For admission, change of centre, identity card, change of address, fee receipt and bonafide certificates, write to your nearest Regional Centre.
- ii) For non-receipt of study material and assignments, Contact your regional centre.
- iii) For queries relating to assignments, examination date sheet, result grade cards, re-checking, change of elective etc., write directly to Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110 068.
- iv) For Migration Certificate, requisition may be sent to the Regional Director along with the following documents:
 - 1) Application (can be obtained from the Head Office and Regional Centres).
 - 2) Attested copy of the Mark sheet.
 - 3) Admissible fee in the form of demand draft drawn in favour of IGNOU.

Every student will select one of the study centers taking into consideration his place of work or residence. However, each study center can handle only a limited number of students, and despite our best efforts, it may not always be possible to allot the study center of your choice. The list of study centres is provided separately (Appendix I). It is also requested to access updated list of programme study centres on the web : www.ignou.ac.in

Every Study Centre has a Coordinator to coordinate different activities at the center, an Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide counselling and guidance to the students in the subjects.

1.8.1 Programme Study Centres perform the following major functions:

- 1. Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres / Programme Study Centres. Generally, there will be theory and practical counselling sessions for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the coordinator of the Study Centre.
- 2. Library:** For each course, a set of suggested books will be available in the Study Centre library. The students can refer these books during the working hours of the Study Centre.
- 3. Information and Advice:** At the Study Centre, the students will get relevant information regarding the courses offered by the university, counselling schedule, examination schedule, etc. You will also get guidance in submitting various forms from time to time.
- 4. Interaction with Fellow-Students:** In the Study Centres, the student gets an opportunity to interact with fellow students.
- 5. Telecounselling Facility:** Some of the Programme Study Centers are equipped with the teleconference reception facilities. You can participate in telecounselling session at your study centre.

1.9 Instructional System

The University follows multimedia approach in imparting instruction to its learners. It comprises:

- Self-instructional printed course material packages.
- Supporting audio-video programmes.
- Face-to-face interaction with academic counsellors at Programme Study Centres and depending on programme requirement at work centres.
- Practicals at designated institutions.
- Project Work in some programmes.
- Work-related field project/Functional assignments as per programme requirements.
- Telecast of video programmes on the National Network of Doordarshan.
- Broadcast of audio programmes by All India Radio (selected stations).

1.10 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The Open University system is more learner-oriented, and the student is an active participant in the teaching and learning process. Most of the instruction is imparted through distance rather than face-to-face communication.

The University follows a multimedia approach for instruction. It comprises:

- a) Self Instructional Written Material:** The written material for both theory and practical components of the programme is supplied to the students in batches of blocks for every course (on an average of 4 blocks per course). A block which comes in the form of a booklet comprises 3 to 5 units.
- b) Audio-Visual Material Aids:** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during the hours of the counselling sessions.

The video programmes are telecast on National Network and Enrichment Channel of Doordarshan. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Students can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

- c) Counselling Sessions:** Normally counselling sessions are held as per a schedule drawn before hand by the Programme In-charge. They are held on weekends, that is to say, Saturday and Sunday of the week.

There will be 10 theory and 40 practical counselling sessions for the entire programme at the selected Programme Study Centre. The practical counselling sessions will cover the practical exercises for all the three courses. The participation in practical counselling is compulsory as the experiments are graded.

1.11 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities.

i) Theory

For theory, the weightage to assignment will be 20% and term-end examination will be 80%.

ii) Practical

The practical evaluation shall be done under two components: (i) guided experiments and (ii) unguided experiments. The guided experiments shall be performed during the counselling sessions under the guidance of the counsellors. The unguided experiment shall be undertaken by the students in the last session. For unguided experiment, student shall not be provided any guidance while performing the experiment(s).

Both the components will be evaluated. The weightage of 70% will be assigned to guided experiments and 30% weightage is for unguided experiments. Each experiment performed by the student would be evaluated. The counsellors covering various aspects like manipulative skills, observation, would assess the student performance and their understanding of the basic concepts related to the experiment.

2.0 UNIVERSITY RULES

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

2.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the “*Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana Aur Viniyaman), Adhiniyam, 2002*” cannot be made the basis of admission to higher studies with IGNOU.

2.2 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. **The form is to be submitted to the Regional Director concerned ONLY on or before the due date.** The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

2.3 Validity of Admission

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

2.4 ‘Walk in Admission’ for Certificate Programmes

The candidates who are desirous of taking admission to any of the Certificate Programmes are required to approach the concerned Regional Director at any time during office hours. The admission for these programmes will remain open round the year; therefore, the candidates may get/submit the application forms as per the following schedule:

For January Session:

1st June to 31st October (without late fee)

1st November to 30th November (with late fee of Rs. 200/-)

For July Session:

1st December to 30th April (without late fee)

1st May to 31st May (with late fee of Rs. 200/-)

All other schedules, viz., the submission of Examination Form, assignments and dates for examinations will remain as notified by the University for all other programmes.

2.5 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule of the two programmes taken, University will not be in a position to make adjustment.

2.6 Re-admission

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional time of 6 months duration.

The student has to make payment per course on pro-rata basis. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres for the courses which they have not been able to complete. For further details, please see the website.

The student who fail to pay the prescribed full programme fee during the maximum duration of the Programme will have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

2.7 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website www.ignou.ac.in). Admission of foreign students residing in India will be processed by the **International Division** of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

2.8 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, Wards of Defence Personal and Physically Handicapped students as per the Government of India rules.

2.9 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of registration fee through A/c Payee Cheque Only.

2.10 Counselling and Examination Centre

All study centres, Programme study centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals. Regular counselling sessions will be conducted at the learner support centres provided the number of learners for a particular course is equal to or more than 10. If the number is less than 10, then, in place of regular counselling, intensive counselling sessions will be held which essentially means that 40% of the number of prescribed counselling sessions are to be conducted within a weeks time.

2.11 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of Study Centre, which will be despatched along with the study material. In case there is any correction/change of address, the learner are advised to make use of the format available in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR&E Division, Maidan Garhi, New Delhi – 110068. Request received direct by will not be entertained. They are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to redirect the mail to the changed address during this period. Counselling facilities are not available for all Programmes at all the Centres. As such, students are advised to make sure that counselling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally granted subject to availability of seats for the programme at the new centre asked for. Change of Address and Study Centre is not permitted until admissions are finalised.

2.12 Change of Region

When a student wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to and also to Registrar (SR&E), IGNOU, Maidan Garhi, New Delhi-110068. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SR&E) and the student.

2.13 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the **first year ONLY**, on payment of Rs. 100/- plus Rs. 150/- per 2/4 credit courses and Rs. 300/- per 6/8 credit course for undergraduate courses and Rs. 300/- per 2/4 credit course and Rs. 600/- per 6/8 credit course for Master degree programme by a Demand Draft drawn in favour of IGNOU payable at New Delhi. The request for change of medium should be addressed to Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068. The student is required to return the study material already received from Registrar (MPDD) by registered post or in person.

2.14 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. **In case, a student wants to have assignments, he 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.**

2.15 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar (SR&E), IGNOU, Maidan Garhi, New Delhi-110068. A fee of Rs. 100/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs. 300/- in case of request for sending transcript outside India.

2.16 Disputes on Admission and other University Matters

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

2.17 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000 (CPP-II) dated May 5th, 2004 and AIU Circular No. EV/11 (449/94/176915-177155 dated January 14, 1994).

Term-end Examination

In order to appear in the Term-end Examinations, the learners are required to fill in the Term-end Examination form available in the Programme Guide and at the Regional Centres, Programme Study Centres and SR&E Division (IGNOU Hqrs.) The students are specifically instructed to send Examination Forms to Registrar (SR&E) or at the concerned Regional Centre within the stipulated dates.

No separate fee is charged for applying for Term-end examination. The last dates for sending the filled-in examination forms are as follows:

Exam Month	Dates for Submission of Examination Forms
June	1 st March to 31 st March (without late fee)
December	1 st September to 30 th September (without late fee)
Examination forms can be submitted by Registered Post/Speed Post along with the requisite fee (in the form of demand draft) at SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre within the stipulated dates.	

3.0 SCHOOL OF AGRICULTURE

School of Agriculture has been established with a mission to improve and sustain productivity and quality of Human Life in Rural areas through Open and Distance Learning System (ODLS) in Agriculture and Allied Sectors. It aims to improve out-reach of agriculture education for rural masses particularly in remote, ecologically and socio-economically marginalized areas through academic, continuing and extension programmes. The objective is to strengthen human resource base through quality education and generate an army of trained manpower in agriculture through ODL in consonance with the national policies and market environment. It also aims to produce entrepreneurial skills and opportunities for life-long learning. The School is developing programmes in collaboration with various national and international organisations like Ministry of Agriculture & Cooperation, Ministry of Food Processing Industries, Ministry of Rural Development, Agricultural and Processed Food Products Export Development Authority (APEDA), Central Silk Board, International Network for Bamboo and Rattan (INBAR) and Consultative Group on International Agricultural Research (CGIAR).

Objectives

- To develop excellence, skill and entrepreneurship for strengthening the human resource base in agriculture through quality education;
- To make use of technological innovations for improving outreach and effectiveness of distance education in agriculture;
- To establish professional linkages with reputed institutions in India and abroad having expertise and experience in Distance Education for institutional benefits; and
- Provide equity, quality and relevant of education through principle of distance education.

3.1 Programmes on Offer

Doctoral Degree

- Ph.D in Dairy Science and Technology (PhDDR)
- Doctor of Philosophy in Agriculture Extension (PHDAGE)

PG and Advance Diploma

- Post-Graduate Diploma in Plantation Management (PGDPM)
- Post-Graduate Diploma in Food Safety and Quality Management (PGDFSQM)

PG and Advance Certificate

- Post-Graduate Certificate in Agriculture Policy (PGCAP)

Diploma

- Diploma in Dairy Technology (DDT)
- Diploma in Value-added Products from Cereals, Pulses and Oilseeds (DPVCPO)
- Diploma in Value Added Products from Fruits and Vegetables (DVAPFV)
- Diploma in Fish Products Technology (DFPT)
- Diploma in Watershed Management (DWM)
- Diploma in Meat Technology (DMT)

Certificate

- Certificate in Sericulture (CIS)
- Certificate in Water Harvesting and Management (CWHM)
- Certificate in Poultry Farming (CPF)
- Certificate in Bee Keeping (CIB)
- Certificate in Organic Farming (COF)

Non-Credit Programmes

- Training Programme on Betel Vine for farmers (Two Weeks) (TPBV)
- Certificate in Integrated Pest Management Technology in Potato Cultivation (CIPMT)
- Awareness Programme on Value Added Products from Fruits and Vegetables (APVPFV)
- Awareness Programme on Dairy Farming for Rural Farmers (APDF)

3.2 Programmes Under Development

- Masters in Agribusiness Management (MABM)
- Diploma in Horticulture
- Diploma in Animal Husbandry
- PG Diploma in Food Science and Technology

4.0 CERTIFICATE IN ORGANIC FARMING

Over the years, it has become commonplace to understand and define organic agriculture as farming without synthetic pesticides and conventional fertilizers. This should not be considered a definition but a characteristic, only one characteristic of a socially and environmentally conscious approach to agriculture that is currently experiencing rapid growth in the sector. Currently, India is having 1.7 million hectares of area under certified organic farming. The organic market in the country is valued at Rs. 100 crores with an annual growth rate steadily going up from 35 per cent which will further be expected to grow 50 per cent by 2010. India is fast becoming a major base for production and supply of organically produced agricultural products to the world market. The global market for organic farm produce is expected to touch US\$ 100 billion by 2010. In the years to come the focus will be of all the stakeholders on the expansion of the organic farming. Similarly, there will be a huge requirement of trained manpower in this area.

In a first of its kind initiative, the Indira Gandhi National Open University (IGNOU) in collaboration with the Agricultural and Processed Food Products Export Development Authority (APEDA) of the Ministry of Commerce, Govt. of India has developed this 6-months duration Certificate in Organic Farming. The programme has been developed to address the requirement of prospective organic farmers, input producers, group farm managers, certifiers and any other stakeholder in the area of organic farming.

The salient features of this programme are as follows:

- Focus on operational areas of Organic Farming and Certification.
- Courses designed and prepared by professional expert in the field of Organic Farming.
- Student centered multimedia learning materials.
- Strong students support services.
- Opportunity to interact with leading Organic Farming experts through the teleconferencing.

4.1 Objectives

The objective is to strengthen human resource in the area of Organic Farming and Certification through the interventions of ODL. It aims to infuse knowledge and skills in organic farming to those who are already in the profession/entrepreneur and cannot opt to afford a full time course. The specific objectives are:

- to impart knowledge and proficiency in Organic production practices, Certification process and marketing of organically raised agricultural produces, and
- to promote self employment and income generation.

4.2 Programme Structure

This programme is of six months duration and consists of four courses. In order to be eligible for the award of the certificate, a student has to complete the following 4 Courses (integrated with practical) equivalent to 16 credits (1 credit is equal to 30 hrs self study).

Sl. No.	Course Code	Title of the Course	Credits
1.	BAP-001	Introduction to Organic Farming	2 Credits
2.	BAPI-001	Organic Production System	6 Credits
3.	BAPI-002	Inspection and Certification of Organic Produce	4 Credits
4.	BAPI-003	Economics and Marketing of Organic produce	4 Credits

4.3 Syllabus of the Programme

Code: BAP-001 COURSE I – INTRODUCTION TO ORGANIC FARMING

Block & Unit	Title
Block 1	Organic Farming – An Overview
Unit 1	Principles of Organic Farming
Unit 2	Benefits and Scope of Organic Farming
Unit 3	Present Status and Development
Unit 4	Chemical Farming VS Organic Farming
Block 2	Organic Norms
Unit 1	National Norms
Unit 2	International Norms

Code: BAPI-001 COURSE II – ORGANIC PRODUCTION SYSTEM

Block & Unit	Title
Block 1	Farm Designing: Land Preparation, Buffer Zone
Unit 1	Farm Designing: Land Preparation, Buffer Zone
Unit 2	Seeds and Planting
Unit 3	Water Management
Unit 4	Contamination Control
Unit 5	Livestock Management In Organic Farming
Unit 6	Farm Implements
Block 2	Soil Fertility and Nutrient Management
Unit 1	Crop Rotation
Unit 2	Composting and Manuring
Unit 3	Bio-fertilizers
Block 3	Plant Protection
Unit 1	Botanical Pesticides
Unit 2	Bio-pesticides
Unit 3	Bio-control Agents
Unit 4	Cultural and Mechanical Methods

PRACTICAL MANUAL

Experiment No.	Title
EXERCISE 1	Visit to Organic Farm
EXERCISE 2	Seed and Seed Treatment
EXERCISE 3	Methods of Composting
EXERCISE 4	Application of Compost
EXERCISE 5	Preparation of Plant Protection Inputs
EXERCISE 6	Application of Plant Protection Inputs

Code: BAPI-002 COURSE III – INSPECTION AND CERTIFICATION OF ORGANIC PRODUCE

Block & Unit	Title
Block 1	Documentation and Documentation Control
Unit 1	Development of Internal Control System (ICS)
Unit 2	Quality Management
Unit 3	Third Party Verification
Unit 4	Document Formats
Block 2	Farm Inspection and Certification Procedure
Unit 1	Procedures of Inspection- Critical Control Points
Unit 2	Chain of Custody
Unit 3	Certification Trademark
Unit 4	Check List

PRACTICAL MANUAL

Experiment No.	Title
EXERCISE 1	Visit and Study of Grower Group
EXERCISE 2	ICS Training
EXERCISE 3	Visit to Certified Organic Farm

Code: BAPI-003 COURSE IV – ECONOMICS AND MARKETING OF ORGANIC PRODUCE

Block & Unit	Title
Block 1	Economic of Production
Unit 1	Cost of Production System-including Benefit/Cost Ratio
Unit 2	Government Schemes and Other Financial Resources
Block 2	Markets and Marketing
Unit 1	Basics of Marketing
Unit 2	Marketing Channels and Agencies
Unit 3	Basic Marketing Function
Unit 4	Marketing Informatics

PRACTICAL MANUAL

Experiment No.	Title
EXERCISE 1	Project Formulation
EXERCISE 2	Visit to Certified Organic Outlets

4.4 Eligibility for Admission

- 10+2 pass out or BPP pass from IGNOU

4.5 Medium of Instruction

The programme will be offered in English language only for the first cycle. Gradually the programme will be offered in Hindi and other regional languages.

4.6 Target Group

- Practicing farmers
- Prospective farmers
- Unemployed youth
- Certification inspectors

4.7 Duration

The minimum duration of the programme is six months. However, the students are given a maximum period of two years to complete the programme from the date of registration. After which, the student have to apply for readmission paying the pro-rata fee for each incomplete course of theory for further period of six months year only.

4.8 Programme Fee

The programme fee is Rs. 4,000/.

The course fee including the registration charges should be paid through Demand Draft drawn in favour of IGNOU and payable at the Regional Centre of your state. Please write your name (in capitals) and Programme Code on the back of Demand Draft.

The fee can also be remitted in cash in the branches of Indian Bank or IDBI. For this, Rs. 5/- (Rupees five only) is chargeable from the students per single transaction in cash while depositing the fees with the Bank.

4.9 Programme Study Centre

The University is in process of finalizing programme study centers. The programme study center will be allocated to the students near to their workplace or residence. A tentative list of organizations where the *Programme Study Centres are being activated listed in the Appendix I.*

4.10 Other Useful Information

The Student Handbook and Prospectus covers the following:

- a) Information about the university like, prominent features, the schools of studies, academic programmes, course preparation, credit system, student support services, instructional system, programme delivery, evaluation etc.
- b) Information regarding the rules of the university like reservation, scholarships and reimbursement of fee, refund of fee, change/correction of address and study centres, change of region, incomplete and late applications, simultaneous registration, disputes on admission and other university matters, recognition etc.
- c) List of Regional Centers.
- d) Other useful forms.

5. STUDY MATERIAL

Properly planned self-instructional print material both for the theory and practical components is the main part of the “Certificate in Organic Farming”. The study materials prepared by the University are self-instructional in nature whereas the lessons which are called units in the theory component are structured to facilitate self-study, the practical are structured for self-guidance during the practical work experience.

5.1 How to Study Print Material?

a) Theory

While going through the syllabi of courses, you must have noted that each course has been divided into 3-4 blocks for a 4 credit course. Each block has 2-4 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

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

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

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

b) Practical Manual

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

5.2 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the print material. The audio tapes and video cassettes are available at your programme study center. Hence, we advise you to make use of it, as that will help you to understand the subject better.

Audio-video material will not be supplied individually to you but will be made available at the Programme Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068.

5.3 Counselling

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

There will be 10 theory and 40 practical counselling sessions for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the coordinator of the Programme Study Centre.

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

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

5.6 Practical Sessions

The practical component of this programme has been designed to build on the theory text giving you an exposure of practical experiences and knowledge in the various areas/field of Organic Farming. This practice will help you to improve the skills, qualities, knowledge and competencies that you will need to practice as a competent Certificate holder with university education. Throughout the programme, the material provided to you will encourage you to think about what you have already known and do in your practice as a competent skilled professional handling Organic Farming.

Your practicals are, therefore, an integral and compulsory part of the Certificate programme.

We hope that in addition to developing new skills and competencies, you will be able to reflect on what you do, how well you do it and consider the ways you might do it better.

5.7 Study Centres

To provide effective support, IGNOU has set up a number of Study Centres all over the country. Programme Study Centres (PSCs) are being set up in selected Institutes for this Certificate Programme. Each PSC will be handling about 25-30 students. These centres will be managed by the Programme Incharge. The detailed particulars regarding the Programme Study Centres to which you are assigned, will be communicated to you.

The practical sessions of the programme will be held at the Programme Study Centres. The list of Programme Study Centres being activated for the programme is listed at Appendix I.

Please bring all your units as per the schedule during the counselling sessions/practical sessions.

6. EVALUATION

6.1 Weightage to Continuous Evaluation and Term-End Evaluation

The system of evaluation in IGNOU is also different from that of conventional universities.

The weightage to theory and practical will be 50% for those courses where practical component is involved.

i) Theory

For theory, the weightage to the term-end examination will be 80% and the weightage to the continuous assessment will be 20%. There will be one assignment for each course i.e. total four assignments for the programme. Each assignment will be of 50 marks which ultimately will be converted to have weightage of 20% of theory.

Assignments have to be submitted to the coordinator of programme study centre and instruction for formatting the assignment and date of submission of the same are given in the assignment booklet.

The theory term end examination for each course will be of 50 marks. The marks obtained by the students in the term end examination will be converted to have weightage of 80 per cent (on theory basis).

ii) Practical

The practical evaluation is divided under two components: (i) guided experiments and (ii) unguided experiments. The guided experiments shall be performed during the counselling sessions under the guidance of the counsellors. The unguided experiment shall be undertaken by the students in the last session. For unguided experiment, student shall not be provided any guidance while performing the experiment(s).

Both the components will be evaluated. The weightage of 70% will be assigned to guided experiments and 30% weightage is for unguided experiments. Each experiment performed by the student would be evaluated. The student performance would be assessed by the counsellors covering various aspects like manipulative skills, observation and their understanding of the basic concepts related to the experiment.

Weightage: Practical

Component	Weightage
Guided Experiments	70%
Un-guided Experiments	30%
Total	100 %

6.2 Pass Percentage for Theory and Practical Examination

The students will have to secure minimum 50% marks in all the components of the course i.e. theory (term-end examination and continuous assessment i.e. assignment), practical on individual basis and as well as on aggregate basis for each course i.e. (i) term-end examination (ii) assignment; (iii) practical (total marks obtained in guided and unguided experiments) and (iv) on aggregate basis.

6.3 Modalities for Theory and Practical Examination Criteria

Theory: Term-End Examination 80 % and Continuous Assessment 20 %

The examination shall be held twice in a year i.e. the month of the June and December.

Practical: Term-Guided Experiments: 70 % and Unguided Experiments: 30 %

(i) Evaluation- Guided Experiments

The students will be evaluated for performing the experiments by the counsellor. For a particular experiment, split up of marks may be broadly on the following lines:

S. No	Component	Weightage
a)	Actual performance of experiment and observation (psychomotor and manipulative skills)	40%
b)	Reporting(Problem solving skills)	20%
c)	Viva-voce	20%
d)	Record	20%

(ii) Evaluation of Assigned Unguided Experiments

It will be conducted in the last session of the laboratory work. The student should not be provided any guidance while performing this experiment. For this experiment, 30% marks are allotted, split up of marks may be broadly on the following lines:

S. No	Component	Weightage
a)	Actual performance of experiment and observation (psychomotor and manipulative skills)	50%
b)	Reporting (Problem solving skills)	25%
c)	Viva-voce	25%

There shall be one internal and one external examiner. The internal examiner will be from the same study centre and the external examiner will be the counsellor of IGNOU Study Centre of other District/State. The course-writer/faculty members of SOA/editors could also be act as external examiners.

6.4 Preparation of Consolidated Mark List

The consolidated mark list of all students shall be prepared by the programme study centre. This mark list shall be directly sent to the Registrar, SED within seven days after completion of the practical counselling session.

6.5 Participation and Attendance for Practical

Practical are essential components of the programme. For successful completion of the Programme, a participant is required to have a minimum of 75% attendance in the practical sessions at Programme Study Centre.

6.6 Pass Percentage for the Programme

The students will have to secure 50% marks in all the courses on individual basis and on aggregate basis in all the four courses for award of the programme degree.

6.7 Result and Certification

The final certification of the Certificate shall be made on a five point scale and grade point average as approved by the university as follows:

Scheme of Awarding Division	Notional Correlates of the Letter Grade & Percentage of Marks		
I DIVISION : 60% and above	A GRADE	70% and above	Excellent
II DIVISION : 50% but below 60%	B GRADE	55% but below 70%	Very Good
PASS : 50%	C GRADE	45% but below 55%	Good
	D GRADE	35% but below 45%	Satisfactory
	E GRADE	Less than 35%	Unsatisfactory

6.8 Term-End Examination (TEE)

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) by the due date. Thus, the students can take the examinations after the completion of the course. In the first year they can take the examinations in December, failing which they can take the same in June or December, of subsequent year within the total span of the programme.

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

- 1) You should pursue the prescribed course.
- 2) You should submit the examination form before stipulated date (which is explained later).

● Examination Fee

Examination fee of Rs. 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. There is no separate/additional examination fee for the practical component of the course offered under this programme. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

● Examination Centre

Normally the study centres are examination centres. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and prospectus/Programme Guide. 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, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centres
1 st April to 20 th April	1 st Oct to 20 th Oct	Rs. 300/-	
21 st April to 30 th April	21 st Oct to 31 st Oct	Rs. 500/-	For outside Delhi students (Concerned Regional Centre)
01 th May to 15 th May	01 th Nov to 15 th Nov	Rs. 1000/-	For Delhi students (IGNOU, Maidan Garhi, New Delhi-110068)

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/SRE Division for change in schedule of submission of examination form fee if any;

2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
4. 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 at least 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.

6.9 Re-evaluation of Answer Script(s)

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. 300/- per course in the prescribed application form available on the University website. The better of the two scores of original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records, if applicable. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars etc.

6.10 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 mark-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. 500/- per course through Bank Draft drawn in favour of IGNOU along with 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 1st June and 1st December respectively. The University in such cases will make arrangements for processing the answer scripts and declare the results as a special case possibly in a month time from the date of examination.

7. SOME USEFUL INFORMATION

7.1 Some Useful Addresses

For your information, addresses of important officers dealing with different educational aspects are given below. Whenever you have a problem, you can directly contact the concerned officer. **If you have any query regarding admission procedures, please write to Regional Director of your region.**

WHOM TO CONTACT FOR WHAT		
1	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material and assignments	Concerned Regional Centre
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4	Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, Hall Ticket	Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in or Ph. : 29572202 , 2957 2209
5	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc.	Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : npsingh@ignou.ac.in or Ph. :29536103, 2957 2210, 29572212, 29572208
6	Non-reflection of Assignment Grades/Marks	Deputy Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : assignments@ignou.ac.in Ph. : 011-29571312, 011-29571319, 011-29571325
7	Status of Project Reports of all programmes	Asstt.(Projects), SED,IGNOU Maidan Garhi, New Delhi-68 Ph.: 011-29571324/29571313/29571321 E-mail : projects@ignou.ac.in
8	Original Degree/Diploma/Verification of Degree/Diploma	Assistant Registrar (Exam.I), SED, , Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. Ph. : 29535438, 2957 2224, 29572213 E-mail : convocation@ignou.ac.in
9	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
10	Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : sedgrievance@ignou.ac.in Ph. : 29532294, 29572218, 29571313
11	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
12	Academic Content	Director, Academic Complex, IGNOU, Maidan Garhi, New Delhi-110068 Ph. : 011-29533167 E-mail : soa@ignou.ac.in
13	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
14	Submission of Project Reports Except BCA & MCA	Asstt. Registrar (Projects), SED, Block-12, Telephone Nos.: 29571321 E-mail : projects@ignou.ac.in
15	Submission of BCA & MCA, Project Reports	Concerned Regional Centre
16	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Tel.Nos.:29535714,29572513, 29572514, 29533869, 29533870

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

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

7.2 Online Facilities

IGNOU website is **www.ignou.ac.in**. A few important links under the site are enlisted here.

- a) **Schools:** Where you will get the information about the programmes offered by different schools. In the school of agriculture, programmes being offered in agriculture sector are available.
- b) **For students:** Results; catalogue for print media and audio video; download facilities for assignment, question papers ; queries about admission, registration, material despatch detail, address checking, convocation; term-end date sheet; examination form; campus placement and prospectus and application form.
- c) **Single Window Information and Student Support (SWISS):** Here, you will get the electronic version of the prospectus and application form, information about the admission and entrance test hall ticket and result.
- d) **Division:** Under this section, there are links of Material Production and Distribution Division, Regional Services Division and Student Registration and Evaluation Division.

Student Registration and Evaluation Division- This link will give you information about admission, re-admission, term-end examination, results, date of submission of assignment and issue of study materials etc.

- e) **New Initiatives:** Here is a link to Edusat where you will get the teleconferencing schedule of your programme.
- f) **Electronic Media:** You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, teleconferencing schedule and feedback form.

7.3 Some Forms for your Use

Appendix II	Form for Change/Correction of Address
Appendix III	Form for Non-receipt of Materials
Appendix IV	Application Form for Issue of Migration Certificate
Appendix V	Form for Re-evaluation of Result of Term-end Examination
Appendix VI	Form for obtaining Duplicate Grade Card/Marksheet
Appendix VII	Re-admission Form
Appendix VIII	Form for Term-end Theory Examination

List of Programme Study Centres Being Activated

1. Regional Centre: Chennai and Madurai

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Dr. C Ramasamy Vice-Chancellor Tamil Nadu Agricultural University, Coimbatore – 641003 (Tamil Nadu)
2.	Agreed in Principle	Dr. S. Srivara Buddhi Bhuvaneswari Programme Coordinator Krishi Vigyan Kendra Vivekandapuram, Seeliyur Karamadai Block Coimbatore-641 113 (Tamil Nadu)
3.	Agreed in Principle	Dr. S. Vallal Kannan Programme Coordinator Krishi Vigyan Kendra Pulutheri Village, Kulithalai Taluk Karur-623 313 (Tamil Nadu)
4.	Under Process	Dr. S. K. Goyal Programme Coordinator Krishi Vigyan Kendra Gandhigram, Dindigul-624 302 (Tamil Nadu)
5.	Agreed in Principle	Dr. P. Marimuthu Programme Coordinator Krishi Vigyan Kendra Kamatchipuram Theni-625 520 (Tamil Nadu)
6.	Agreed in Principle	Mrs. Dhanalakshmi Devaraj Programme Coordinator UPASI- Krishi Vigyan Kendra Glenview , Coonoor The Nilgiris-643 101 (Tamil Nadu)

2. Regional Centre: Hyderabad

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Sh. Ajeya Kallam, IAS Vice- Chancellor Acharya NG Ranga Agricultural University Rajendra Nagar Hyderabad, Ranga Reddy - 500 030 (Andhra Pradesh)

2.	Agreed in Principle	Dr. R. Veeraih Programme Coordinator Krishi Vigyan Kendra PO: Gadapalli Garedapalli Mandal Nalgonda -508 201 (Andhra Pradesh)
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3. Regional Centre: Kolkota

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Established	Dr. R K Samanta Vice-Chancellor Bidhan Chandra Krishi Viswavidyalaya PO. Krishi Viswavidyalaya, Mohanpur Nadia – 741 252 (West Bengal)

4. Regional Centre: Dehradun

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Agreed in Principle	Dr. A P Sharma Vice-Chancellor Govind Ballabh Pant University of Agriculture & Technology, Pantnagar, Udhamsingh Nagar – 263 145 (Uttarakhand)

5. Regional Centre: Bhopal

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Prof. Gautam Kalloo Vice-Chancellor Jawaharlal Nehru Krishi Viswavidyalaya, Krishi Nagar, Adhartal, Jabalpur - 482004 (Madhya Pradesh)

6. Regional Centre: Imphal

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under process	Dr. S N Puri Vice-Chancellor Central Agricultural University Imphal – 795 004 (Manipur)
2.	Established	Programme Coordinator Sylvan KVK, Senapati district, Manipur

7. Regional Centre: Srinagar

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Prof. Anwar Alam Vice-Chancellor Sher-E-Kashmir Univ. of Agricultural Sciences & Technology of Kashmir, Shalimar, Srinagar -191 121, (J & K)

8. Regional Centre: Lucknow

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Established	Allahabad Agriculture University , Naini, Allahabad, Uttar Pradesh
2.	Established	CISH, Lucknow, Uttar Pradesh

9. Regional Centre: Aligarh

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Established	Dharm Samaj College, Aligarh

10. Regional Centre: Karnal

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Dr. J. C. Katyal Vice-Chancellor Chaudhary Charan Singh Haryana Agricultural University, Hissar – 125 004, (Haryana)

11. Regional Centre: Cochin

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Sh K R Viswambharan Vice-Chancellor Kerala Agricultural University, Po- Vellanikkara, Karnataka Vet. Unit, Thrissur – 680 656, (Kerala)
2.	Under Process	Dr. K. Abdul Kareem Panniyur , Kanhirangad Taliparamba Kannur-670 142 , Kerala
3.	Under Process	Mrs. P. Girija Programme Coordinator Krishi Vigyan Kendra Mitraniketan, Velland Trivandrum-695 543 , Kerala

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
4.	Under Process	Dr. Radhamma Pillai Programme Coordinator Krishi Vigyan Kendra Ambalavayal , Wynad-673 593 Kerala
5.	Under Process	Programme Coordinator CARD-Krishi Vigyan Kendra, Kerala

12. Regional Centre: Pune

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Dr. V M Mayande Vice-Chancellor Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Krishi Nagar Akola – 444 104, Maharashtra
2.	Under Process	Dr. Vijay B Mehta Vice-Chancellor Dr. Balasaheb Sawant Konkan Krishi Vidyapeeth Dapoli, Ratnagiri – 415 712
3.	Under Process	Dr. S S Kadam Vice-Chancellor Marathwada Agricultural University, Parbhani - 431 402 (Maharashtra)
4.	Under Process	Dr. R B Deshmukh Vice-Chancellor Mahatma Phule Krishi Vidyapeeth, Rahuri – 413 722 (Maharashtra)
5.	Being established	Mr. K.A. Dhapke Programme Coordinator Krishi Vigyan Kendra, PO: Badnera (Durgapur) Amravati-444 701(Maharashtra)
6.	Established	Vidya Pratisthan, Baramati, Maharashtra

13. Regional Centre: Ahmedabad

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Prof. M C Varshneya Vice- Chancellor Anand Agricultural University Anand - 388 110 (Gujarat)
2.	Established	Dr. M.V. Makwana Junagadh Agricultural University, Moti Bagh Agriculture Campus, Junagadh – 362 001,(Gujarat)

3.	Under Process	Dr. R P S Ahlawat Vice-Chancellor Navsari Agricultural University, Vijalpore, Navsari - 396 450 (Gujarat)
4.	Under Process	Dr. R C Maheshwari Vice-Chancellor Sardar Krushinagar- Dantiwada Agricultural University, Sardar Krushinagar, Dantiwada Banaskantha - 385 506 (Gujarat)

14. Regional Centre: Siliguri

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Prof. M K Mazumder Vice-Chancellor Uttar Banga Krishi Viswavidyalaya, PO – Pundibari, Dist- Cooch, Behar – 736 165 (West Bengal)

15. Regional Centre: Ranchi

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Dr. N N Singh Vice-Chancellor Birsa Agriculture University Kanke, Ranchi - 834 006 (Jharkhand)

16. Regional Centre: Varanasi

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Dr. D.P. Singh Vice-Chancellor Banaras Hindu University Varanasi, Uttar Pradesh

17. Regional Centre: Shimla

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Dr. Tej Pratap Vice-Chancellor Chaudhary Sarwan Kumar Himanchal Pradesh Krishi Viswavidyalaya Palampur, Kangra – 176 062 (Himanchal Pradesh)
2.	Under Process	Vice-Chancellor Dr Yashwant Singh Parmar Univ. of Horticulture & Forestry, Solan, Nauni - 173 230 (Himanchal Pradesh)]

18. Regional Centre: Raipur

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Established	Indira Gandhi Krishi Vishwavidyalaya, Krishak Nagar, Raipur – 492 006 (Chhattisgarh)

19. Regional Centre: Jabalpur

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Prof. Gautam Kalloo Vice-Chancellor Jawaharlal Nehru Krishi Viswavidyalaya, Krishi Nagar, Adhartal, Jabalpur - 482 004 (Madhya Pradesh)

20. Regional Centre: Bhubaneswar

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Being Established	Prof. D. P. Ray Vice-Chancellor Orissa Univ. of Agricultural & Technology, Khurda, Bhub neshwar - 751 003 (Orissa)

21. Regional Centre: Khanna

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Being Established	Punjab Agricultural University, Ludhiana – 141 004 (Punjab)

22. Regional Centre: Shillong

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	1805 P	ICAR Research Complex for North Eastern Region , Barapani, Meghalaya

23. Regional Centre: Jaipur

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Dr. Pratap Narain Vice-Chancellor Rajasthan Agricultural University, Bikaner – 334 006 (Rajasthan)

24. Regional Centre: Patna

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Dr. N L Maurya Vice-Chancellor Rajendra Agricultural University, Pusa, Samastipur – 848 125 (Bihar)

25. Regional Centre: Jammu

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Under Process	Dr. Nagendra Sharma Vice-Chancellor Sher-E-Kashmir Univ. of Agricultural Sciences & Technology, Railway Road, Jammu -180 012, (J & K)

Form for Change/Correction of Address**Application for Change of Address**

Date: _____

To

Registrar, SR&ED
IGNOU
Maidan Garhi
New Delhi-110 068.

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No.....

Programme.....

Name (in caps).....

DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS**New Address****Old Address**

.....

.....

.....

.....

.....

.....

.....

.....

CityPin.....

CityPin.....

State

State

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

To

The Regional Director

Appendix III

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.....

.....

Sub : Non-receipt of Study Material & Assignments

Enrolment No.

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

Programme

--

Medium of Study

--

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



**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)

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 course 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. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address
.....
.....
.....
..... PIN

Signature
Date

For Official Use Only :

Date of Despatch of Assignments to student

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
MAIDAN GARHI, NEW DELHI-110068**

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name :

Programme :

Enrolment No.

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

Address:.....

.....

.....

PIN :

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

Month and Year of the Exam :

Name of Exam Centre:

Centre Code :

Course, in which Re-evaluation is sought	COURSE CODE	TITLE OF THE COURSE
		
		
		
		

Fee detail:

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

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

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

- 1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result 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) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

**APPLICATION FORM FOR OBTAINING DUPLICATE
 MARKSHEET**

TE GRADE CARD/

Name

Enrolment No.

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

Address

.....

.....

.....

.....

Pin

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Programme

Month and Year of the Exam.

Centre from where appeared at
 last examination

Bank Draft / IPO No. Dated

for Rs. 200/- in favour of IGNOU, New Delhi

.....
 Signature

Dated

Note : Fee for duplicate grade card Rs.200/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

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

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

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”.

Student Registration and Evaluation Division
Indira Gandhi National Open University
 Maidan Garhi, New Delhi-110 068

Re-admission form for all programmes
 (other than MP & MPB – Details as shown in Table-A)

1 Name & Address of the student.....

2. Programme Code :
 3. Enrol. No. :
 4. Regional Centre Code :
 5. Study Centre Code :

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

Sl.No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
			Total Rs.	

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

Year(s)/ semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee Rs.

8. Total Fee (col.no.6+7) Rs..... enclosed vide Demand Draft No.Date
 of(Name of Bank)
 (DD should be drawn in favour of “IGNOU” payable at New Delhi
 Dated : _____

Signature of the Student

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

Note: **Please retain a copy of this form for any future reference.**

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 register 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.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

MAIDAN GARHI, NEW DELHI-110 068

TERM-END EXAM JUNE / DECEMBER - 201

EXAM FORM

Serial
No.

Control No.

INSTRUCTIONS

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

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

Programme Code

Regional Centre Code

Study Centre
Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

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

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

City

District

State

Pin Code

MOBILE NO.

COURSE OPTION:

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

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

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

Total No. of			Total Amount	
Courses		× ₹ 120		
Practical Courses		× ₹ 120		
Late Fee				
TOTAL				

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /
Issuing Branch	
Payable at (Regional Centre under which your exam centre falls)	

SIGNATURE OF THE STUDENT

(within the Box only)

ISSUING BANK

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

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 120/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

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

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

Date _____ (Signature of the student)
 Phone No. (R) _____ Mobile No. _____ Email Id _____
 Phone No. (O) _____
 (with STD code)

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

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

Centre Code _____
 Date _____

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