

PROGRAMME GUIDE

Certificate Programme in Food and Nutrition

'A learner should not apply for appearing at the term-end examination of any course without getting registered for the same and that if he does so, his result would not be declared and the onus shall be on him.'



School of Continuing Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

YOUR ATTENTION PLEASE

You are requested to go through this guide carefully before you proceed to the course material. It is further suggested that whenever you have a question to ask us, do look into this guide— You will find the answer to your question.

Printed material is your 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 Counsellor at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centre. Therefore, students will have no need for any cheap or condensed guide for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advises the students not to take recourse to such type of guides.

MATERIAL PRODUCTION

Mr. Rajiv Girdhar
Asstt. Registrar (Publications)
SOCE, IGNOU

March, 2013 (Revised Edition)

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Further information on 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

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi by Director (SOCE)

Laser Composed by: Rajshree Computers, V-166A, Bhagwati Vihar, (Near Sector-2, Dwarka), Uttam Nagar, New Delhi-110059

Printed at

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Dear Student,

Welcome to the Certificate Programme in Food & Nutrition offered by Indira Gandhi National Open University will naturally be curious to know something about it. Let us, therefore, acquaint you with the University and its system of working.

1. INTRODUCTION TO THE UNIVERSITY

Indira Gandhi National Open University was established in September, 1985, under an Act of Parliament. Its aim is to develop a flexible education system in the country. The primary emphasis is on relevance of the courses to our present day society, innovative methods of teaching, cost effectiveness, removal of rigidity and involvement of all sections of society in the educational system. Thus, you see, it is a University with a difference.

The significant features of Indira Gandhi National Open University are:

- Relaxed entry rules:
- study according to the student's own pace and convenience;
- flexibility in choosing a combination of courses from a wide range of disciplines: and
- use of modern educational and communication technology, including radio, TV, audio and video tapes.

The University functions with the objective of:

- providing opportunities for higher education to large segments of the population and thereby seeking to achieve the educational well-being of the community.
- providing access to higher education to the disadvantaged groups and individuals opening up opportunities for upgrading knowledge and skills:
- bringing higher education to the doorsteps of all those who look for it:
- providing high quality education at the University level:
- promoting both national integration and integrated development of the human personality.

The methodology of instruction under the Open University system is different from the teaching system in the conventional universities. While the lecture mode prevails in the conventional system, the open university is a learner-oriented system. It would, therefore, require your active participation.

The open university system has come into existence due to the increased use of all open approach in distance education where the entire operation is based on the use of multi-media learning materials. Since it will be a new experience for you, it is natural that you may have doubts and queries in the beginning as well as at different stages of learning. At such times you may desperately need a person who may look into your problems. Or you may feel like sending some queries/letters to clarify your doubts. It is also possible that for some reason you may hesitate to do so.

It, may therefore, give you a feeling of isolation. This Programme Guide is an attempt to help you overcome this feeling of isolation and also answer some of your queries.

SCHOOL OF STUDY

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

- School of Continuing Education
- School of Humanities
- School of Social Sciences
- School of Sciences
- School of Education
- School of Engineering and Technology
- School of Management Studies
- School of Health Sciences
- School of Computer and Information Sciences
- School of Agriculture
- School of Law

The following ten new Schools of Study have been recently established:

- School of Journalism and New Media Studies
- School of Gender and Development Studies
- School of Tourism Hospitality Service Sectoral Management
- School of Interdisciplinary and Trans-disciplinary Studies
- School of Social Work
- School of Vocational Education and Training
- School of Extension and Development Studies
- School of Foreign Languages
- School of Translation Studies and Training.
- School of Performing and Visual Arts

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

**ASSOCIATION OF INDIAN
UNIVERSITIES
AIO HOUSE, 16 KOTLA MARG,
NEW DELHI-110002.**

January 14, 1994

The Registrar
Member Universities

**Sub: Recognition in Degrees/Diplomas of
Open Universities**

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions.

Resolved that the examinations of the University should be recognized by another on a reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university.”

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking you,

Your faithfully,
Sd/-
(K.C Kalra)
Joint Secretary

**UNIVERSITY GRANTS COMMISSION
Babadur Shah Safar Marg,
New Delhi-110002**

No-F-1-8

The Vice-Chancellor Director's
of all the Indian Universities/
Deemed Universities Institutions
of National importance

**Sub: Recognize of Degrees/Diplomas
awarded by Indira Gandhi National
Open University, New Delhi**

I am directed to say that Indira Gandhi National Open University New Delhi has been established by Sub-Section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F. 13-12/85-Desk (U) dated 1909-1985 issued by the Govt. of India. Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/diploma. The Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Your faithfully,

Sd/-
(Gurcharan Singh)
Under Secretary

2. INTRODUCTION TO THE PROGRAMME

Eating is so much a part of life that we tend to assume that we know everything about food. It is generally believed that provision of proper nourishment is mainly a question of income. This is a fallacy, since nutritionally rich foods are available at a reasonable price.

Since food sustains life and accounts for a major portion of our living expenses, it will be useful for everyone to know about:

- The nutrients contained in different items of food;
- The needs of the human body in terms of various nutrients at different stages life;
- Consequences of taking more/wrong types of food;
- Ways of selecting food articles, and the techniques for processing, cooking and preserving them.

The focus of the Programme is to enable you to make the best possible choice for meeting the nutritional needs of your family. At the same time it aims at helping you choose an adequate variety of foods to suit the taste of each individual in your family. In addition, you will learn about the nature of food-borne diseases and the importance of good food habits in preventing them. You will also be acquainted with schemes of quality control, consumer rights, etc.

Programme Components

The Programme consists of the following three courses:

1. You and Your Food
2. Your Food and its Utilization
3. Economics of Food

Course Structure

The basic material to be studied has been brought out in a number of Blocks, covering a few interconnected topics. There are four Blocks for the first course, five for the second course and three for the third course. A Block is sub-divided into a number of Units, each Unit covering a distinct topic of the subject under study. In the beginning of each Unit (Objectives of the Unit) we list out what you are going to achieve or gain after a study of the Unit.

Objectives of the Unit

Introduction to the Unit

Contents of the Unit and Questions under 'Check Your Progress'

Summing Up

Glossary

Answers to Check Your Progress

The details of the Units included in each Block are given towards the end of the programme guide.

3. ANSWERS TO SOME ANTICIPATED QUESTIONS

Q.1 For whom is this Programme meant? Is it only for women?

A.1 The Programme is open to men as well as women who have concern for the health of the family and the community. However, the applicant must be 18 years of age.

Q.2 Does the Programme have any job potential?

A.2 The basic objective of the Programme is to acquaint you with the importance of food in ensuring healthy living for yourself, your family and your community. It, however, has potential both for wage employment and self-employment.

Q.3 Will this Programme help in taking up some other advanced Programmes?

A.3 Yes, in fact, for admission to the Diploma Programme in Nutrition and Health Education. Preference will be given to those who have done this Programme, provided they fulfill other essential conditions laid down for admission to that Programme.

Q.4 In which language will the instruction be given?

A.4 The courses will be offered in English and Hindi all over the Country. The courses are also offered in Gujarati, Assamese, Tamil, Kannada, Urdu and Malayalam languages. These versions, however, would be available only in Gujarat, Assam, Tamil Nadu, Karnataka and Kerala state respectively. Those who wish to take the course in Telugu and Urdu will have to register for admissions with B.R. Ambedkar Open University formerly Andhra Pradesh Open University for which there will be a separate announcement by the latter.

Q.5 What kind of evaluation will be done to assess your performance?

A.5 There will be an examination at the end of six months.

4. PROGRAMME DETAILS

4.1 Programme Structure

This programme consists of a total of 16 credits with the following three courses with credit weightage as indicated:

Course Code	Course Title	Credits
CFN-1	You and Your Food	6
CFN-2	Your Food and Its Utilization	6
CFN-3"	Economics of Food	4

4.2 Duration

Minimum : 6 months

Maximum : 2 years

4.3 Pre-requisite Qualification(s)

No formal qualifications required. Must be familiar with the medium of instruction.

4.4 Age : No bar

4.5 Fee : Rs. 1100/- (Eleven Thousand only)

The Programme fee should be paid along with the filled in application form only by way of a consolidated Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is located. Please write your name (in capitals) and Programme Code on the back of Demand Draft to ensure proper credit to your fee account.

4.6 Medium of Instruction: English, Hindi, Assamese, Punjabi, Gujarati, Marathi, Tamil, Malayalam, Kannada and from B.R.Ambedkar Open University in Telugu and Urdu.

5. INSTRUCTIONAL SYSTEM

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

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

- Self-instructional print material;
- Audio and video cassettes;
- Audio-video programmes transmitted through TV and Radio;
- Teleconferencing;
- Face-to-face interaction with academic counsellors at Study Centres;
- Assignments; and
- Learning from experience exercises.

5.1 Print Material

Print material is the primary form of instructional material, although there will be a few audio-video programmes and counselling sessions in addition to the print material. Therefore, you have to concentrate mainly on the print materials that we send you.

The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks (3 to 5 blocks for a 4 or 6 credit course). Each course begins with a course introduction. It gives you a brief idea of the course under consideration. Each

Block consists of a number of Units (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block Introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured to facilitate **self study** for you. The section on **Objectives** briefly states what we expect you to attain when you have completed the Unit. In the **Introduction**, there is an attempt to create a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections. The section **Summing Up** summarizes what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/ terms covered in the Unit are explained in the section **Glossary**.

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units mark the words that you do not fully understand. Look for the meaning of such words under the section Glossary or in a dictionary. Read the Unit again and again until you have understood the main points. However, if you still do not understand the points, you may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the printed material. Hence, we advise you to make use of it, as they will help you to understand the subject better. Video programmes are transmitted by Doordarshan and IGNOU's dedicated Gyan Darshan Channel. The transmission schedule is given in the University Newsletter which is sent to every student 3 times a year. Audio programmes are transmitted by AIR and Gyan Vani.

5.2 Audio-Video Material

Audio-video material will not be supplied individually but will be made available for you at the Study Centres. You can watch or listen to these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from the Marketing Unit, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi-110068.

5.3 Teleconferencing

To reach our students spread in different parts of the country we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the Regional Centres and specified Study Centres of IGNOU. It is a one way video and two way audio facility. You will be sent a schedule with topics in advance of the sessions. You can put your problems and questions to these experts through telephone, fax and e-mail available at receiving centres free of cost for you. These will help you in resolving your queries related to courses and other general information pertaining to programmes of study.

5.4 Study Centre

To provide effective student support, IGNOU has set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place

of residence or work and a minimum number of students enrolled in the Study Centre for this programme. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice.

Every Study Centre of IGNOU has:

- A Coordinator who will coordinate different activities at the centre.
- An Assistant Coordinator and other supporting staff appointed on a part-time basis.
- Counsellors in different courses to provide counselling and guidance to you in the courses you have chosen.

A Study Centre will have six major functions:

- 1) **Counselling:** Face-to-face counselling for the courses is provided at the Study Centres.
- 2) **Library:** For each course some of the books suggested under Some Useful Readings are available in the Study Centre Library. All audio and video tapes are also available in the library.
- 3) **Information and Advice:** At the Study Centre you get relevant information regarding the courses offered by the University, counselling schedules, examination schedule, etc. You will also get guidance in choosing your courses.
- 4) **Audio-video Facilities:** The Centres are equipped with audio-video facilities to help you make use of the audio and video cassettes prepared for different courses.
- 5) **Interaction with Fellow-Students:** At the Study Centres you get an opportunity to interact with fellow students. The evaluation consists of the term-end examination (weightage 70%) and assignments (30% weightage). The following is the scheme of awarding divisions and grades:

6. EVALUATION

The evaluation consists of the term-end examination (weightage 70%) and assignments (30% weightage). The following is the scheme of awarding divisions and grades:

Division	Percentage Range	Grade	Point Grade
I	80 and above	A-Excellent	5
	60 to 79.9	B- Very Good	4
II	50 to 59.9	C-Good	3
Pass	35 to 49.9	D-Satisfactory	2
Unsuccessful	Below 35	E-Unsatisfactory	1

For successful completion of a course the student should score atleast 35% marks in the term-end examination individually.

To be eligible to appear in 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 Newsletter from time to time.

It is an essential pre-requisite for you to submit the **Examination Form** for taking examination in any course. Copies of the examination forms are available at Study Centres/Regional Centres/SR&E Division at Headquarters. Only one form is to be submitted for all the courses in the Regional Centre itself.

Term End Examination

The University conducts Term-end Examinations 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 or in other words the maximum time to pursue the programme has not elapsed and they have also submitted the required number of assignment(s) in those courses by the due date.

- **Examination Fee**

Examination fee of Rs. 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. 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 Please write your correct enrolment number, programme code and name at the back of the Demand Draft / IPO drawn in favour of IGNOU, New Delhi towards payment of late fee and properly tag it to your examination form to avoid its misplacement.

The examination form received after the due date or without late fee, whenever applicable shall be rejected.

- **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the examination centre code in the examination form. You are advised to go through the list of study centers available in the Student Handbook and Prospectus/ Programme Guide. In case a student likes to take examination at a particular centre, the code of the chosen centre has to be filled up as examination centre code. However, in case an examination centre chosen by a student is not activated, the university will allot another examination centre in 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 Sep. to 30 th Sept	NIL	IGNOU, Maidan Garhi, New Delhi 110068
1 st April to 20 th April	1 st Oct. to 20 th Oct.	Rs. 300/-	For outside Delhi Students
21 st April to 30 th April	21 st Oct. to 31 st Oct	Rs. 500/-	(Concerned Regional Centre)
01 st May to 15 th May	01 st Nov. to 15 th Nov.	Rs. 1000/-	For Deihl Students (IGNOU, Maidan Garhi, New Delhi - 110068).

To avoid discrepancies in filling up the examination form or to overcome other difficulties while appearing in the term-end examination, students are advised to:

1. remain in touch with the Study Centre/Regional Centre/SRE Division so as to enquire about any change in schedule of submission of examination form/fee etc., if any;
2. fill up the examination form for the next term-end examination without waiting for the result of the previous term-end examination and also specify courses, for which result is awaited;
3. retain proof of mailing/submission of examination form till the time of receiving the examination hall ticket.

- **Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the students atleast two weeks before the commencement of Term-end Examination. The hall ticket may also be downloaded from the University's website www.ignou.ac.in. In case a student fails to receive the Examination Hall Ticket within one week before the commencement of the examination s/he can download the hall ticket from the website and approach the examination centre for appearing in the exam. He/she must also carry the University Identity Card.

- **Early Declaration of Results**

Sometimes students are offered admission in other institutions and/or are selected for employment etc. and they are supposed to submit mark-sheet/grade card within a specified time period. Such students may apply for an early evaluation of their answer scripts and declaration of the result. 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 in favour of IGNOU, Delhi along with the attested photocopy of the offer of admission/employment etc. The students can submit their requests for early declaration of result before the commencement of the Term-end Examination i.e., before 1st June and 1st December respectively. In such a situation, the University will make arrangements for the processing of the answer scripts and declaration of the result (as a special case). The result will be declared in a period of about one month beginning from the date of examination.

- **Re-Evaluation of Answer Script(s)**

The students who are not satisfied with the marks/grade secured by them in Term-end Examination may apply for re-evaluation within one month from the date of the declaration of result i.e. the date on which the result is 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 results i.e. original marks/grade and re-evaluated marks/grade will be considered and the revised marks/grades shall be incorporated in the student's record. 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 and Assignments.

Your study centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to: The Registrar (SR&E Division), Indira Gandhi National Open University, Madan Garhi, New Delhi IIOU68 at least one month before the commencement of the examination. The request received at the Headquarters thereafter, will not be entertained.

The Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication is normally 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, 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 without waiting for the result. Once you receive your results and if you find that you have passed in that course, you need not appear for that course again.

Assignments

You must have received a set of assignments for CFN for this year along with the set of print material” sent to you. In case you have not received it, please download the same from IGNOU website www.ignou.ac.in go to the Student Zone link under this link go to Download and the assignments.

You have to do one assignment for each course. All the assignments will be considered for evaluation. Thus, in the Certificate Programme you will have to work on three assignments for three courses. This means that you have to complete three assignments in all. All the assignments are ‘Tutor Marked Assignments’ (TMAs). This means that the questions will be of the long answer, medium answer and short answer types.

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 the examination hall. It is, however, equally important as marks are given to assignments after evaluation. As mentioned earlier, the assignments of a course in CFN carry 30 percent 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 understanding 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 short answers. For answering applied type of assignments as in the case of Practical Activities, 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 as such or copy the information from other sources.** However, you can make use of the material and information you have at your disposal in an innovative way. You can pick up ideas from whatever sources you may have. However, plan and use them **in your own words** when you write the answers to the assignments.

The following guidelines have to be strictly practised when you work on the assignments:

- The answer should be precise and relevant to the question. Include appropriate examples where you can.
- 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.
- The assignments you have attempted should be complete in all respects. Before submission you should ensure that you have answered all the questions in assignments. Incomplete responses will bring you poor marks.
- 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 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 assignment 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 secure the minimum qualifying marks, you have to collect, attempt and submit the assignments meant for the next batch of students. The new assignments can be downloaded from IGNOU website.

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 (SR&E Division) IGNOU.

- Once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre.
- Do not enclose or express doubts for clarification, if any, along with the assignments. Send requests for seeking clarifications in a separate cover to:

Registrar (SR&E Division), IGNOU
Maidan Garhi, New Delhi - 110 068.

Always 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.

7. OTHER USEFUL INFORMATION

7.1 IGNOU Newsletter

The University publishes its newsletter three times in a year in English as well as in Hindi. It is mailed to the students free of cost. All the important information relevant to the students is published in the newsletter.

7.2 Reservation of Seats

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

7.3 Scholarship and Reimbursement of Fees

The University will award 3000 South Asia Foundation (SAF) - Madanjeet Singh scholarships for Postgraduate and vocational training programmes. Students from economically and socially disadvantaged backgrounds shall be selected for these scholarships on the basis of their past academic record and interview. The scholarship amount per student shall be equivalent to US\$ 300 per annum. For more details about the scholarship visit www.ignou.ac.in and click on scroller 'Special Announcement'.

Reserve categories viz., Scheduled Caste/Tribe and Physically Handicapped students have to pay the fees at the time of admission to the University along with other students.

Physically Handicapped learners admitted to IGNOU Programmes are eligible for Government of India scholarship. They are advised to collect the scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Similarly, SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State's Directorate of Social Welfare or Office of the Social Welfare

Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

7.4 Change or Correction of Address

There is a printed card for the change/correction of address. This card is normally sent to you along with the study material. In case there is any correction or change in your address, you are directed to

make use of that printed card addressed to **Regional Director, Regional Centre** concerned who will send the same after verification of student's records to **Registrar, SR&E, IGNOU, Maidan Garhi, New Delhi-1 1068**. You are advised not to write a letter to any other officer in the University in this regard. Normally it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

7.5 Change of Study Centre

For the purpose of change of Study Centre within the same region, you have to send a request to the **Director of your Regional Centre**. A copy of the same may be sent to **Registrar, Student Registration and Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068** at the headquarters.

Counselling facilities for this programme may not be available at all the Centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen at the new Centre opted for. As far as possible the request for change of Study Centre is considered favourably. However, the allotment of a new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

7.6 Change of Region

When you want transfer from one Region to another, you have to write to that effect to the **Regional Director of the Regional Centre** from where you seek a transfer making copies to the **Regional Centre where you would like to be transferred** to and also to **Registrar (SR&E), New Delhi**. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking the transfer who will transfer all records to the Regional Centre where you seek transfer under intimation to you and **Registrar (SR&E)**. The records are normally sent by Registered Post to guard against loss in postal transit. Until your Registration record is transferred, you will have to maintain your contact with the originally allotted Study Centre and Regional Centre.

7.7 Refund of Fee

Free once paid will not be refunded under any circumstances.

7.8 How to Approach University?

For your information, addresses of important offices dealing with different aspects are given in this Programme Guide. Whenever *you* have a problem, you can directly contact the concerned officer.

Samples of various forms currently used in the University are provided in this Programme Guide as Annexures. Whenever you need any of these, please take a photocopy, fill it and send it to the concerned official. In case of difficulty or for any further information you may also write to the following addresses:

Programme Coordinators (CFN)

School of Continuing Education,
G-Block, Zakir Hussain Bhawan, Academic Complex,
Indira Gandhi National Open University,
Maidan Garhi
New Delhi.

Please keep this Programme Guide safely till you complete the Programme. You will need to consult it while working on the Programme.

8. A WORD ABOUT OUR OTHER ADVANCED LEVEL PROGRAMMES

8.1 Certificate Programme in Food Safety

One of the initiatives taken by IGNOU in collaboration with the Ministry of Health and Family Welfare (MoHFW), Government of India, is to develop a professional upgradation and career upgradation on-line programme in the area of food safety and quality that would integrate education and training and address the needs of training the workforce/developing humanpower in this sector. The minimum eligibility for the programme is 10+2. The programme focuses on knowledge upgradation and enrichment in the area of food safety especially for government functionaries, food industry workers and catering industry workers. The Certificate programme has been made a compulsory qualification for all supervisory staff in food establishments employing more than 20 persons.

The programme is offered online. Learners are also provided support in CD-ROM and print versions.

This programme, consists of a total of 16 credits with the following three courses with credit weightage as indicated.

Course Code	Course Title	Credits
BFN-001	Introduction to Food Safety	4
BFN-002	Hazards to Food Safety	6
BFN-003	Food Safety and Quality Assurance	6

8.2 Diploma Programme in Nutrition and Health Education

Let us now tell you something about the Diploma in Nutrition and Health Education (DNHE). This programme is on offer from January 1994 for learners who have completed 10+2. It is available in English and Hindi. The programme is unique in that it offers specialized training in nutrition and health education particularly in planning and conducting education programmes at the community level. It consists of the following courses.

- DNHE-1 Nutrition for the Community
- DNHE-2 Public Health and Hygiene
- DNHE-3 Nutrition and Health Education
- DNHE-4 Project Work: Nutrition and Health Education

You will have to spend a minimum of 1 year to complete the Diploma Programme in Nutrition and Health Education, but you may take upto 4 years to suit your convenience.

If you are enrolled in the Bachelor's Degree Programme or are planning to enroll, you 'will have the opportunity of doing an application-oriented course titled "Nutrition for the Community". This course is _ also on offer as part of the Certificate Programme in Nutrition and Childcare.

8.3 Master of Science Degree in Dietetics and Food Service Management M.Sc. (DFSM)

The M.Sc. Programme in the area of Dietetics and Food Service Management has been developed with a view to address the needs of training work force/ developing manpower (dietitians, nutrition counselors, food service managers etc.) for the emerging employment sector – hospital/ community

dietetics, food service management. The programme will offer unique opportunity of higher education to learners to enrich their working lives by entering into the labour market and/ or starting their own food service unit, leading to entrepreneurship. The programme also focuses on upgrading the professional competencies of serving personnel in food service establishments, such as dietitians, diet technicians, counselors etc. upgrading their knowledge and equipping them with productive skills to enhance their career progression and employability. The special feature of the programme is that it has a provision of exit point for learners in the form of P.G. Diploma in Dietetics and Public Nutrition (PGDDPN) after having successfully completed 30 credit course work and internship programme.

Eligibility: The eligibility criteria for admission to the programme include:

- B.Sc. (Home-Science) Degree with specialization in Foods and Nutrition OR
- PG Diploma in Dietetics and Public Health Nutrition (PDPHN) or its equivalent OR
- Graduate (B.Sc.) or the equivalent (MBBS, BHMS) from the following background - sciences, health care, medical, pharmaceutical, catering - **along** with either the *Diploma in Nutrition and Health Education Degree (DNHE)* OR the *Certificate in Nutrition and Child Care (CNCC)* pR *Certificate in Foods and Nutrition offered by IGNOU*.

Credits: Learners will have to successfully complete course work worth 72 credits to acquire MSc. Degree. For PGDDPN the students should successfully complete 30 credits of course work and internship programme

Programme Structure: The programme has both the theory and the practical component. The pool of courses constituting the Master's and PGDDPN programme along with the credit weightage includes:

Course Code Theory Practicals	Title of the Course	Credit	
MFN-001	Applied Physiology	4	-
MFN-002 MFNL-002	Nutritional Biochemistry	2	2
MFN-003 MFNL-003	Food Safety and Food Microbiology	2	2
MFN-004 MFNL-004	Advance Nutrition	2	2
MFN-005 MFNL-005	Clinical and Therapeutic Nutrition	2	2
MFN-006 MFNL-006	Public Nutrition	2	2
MFN-007 MFNL-007	Entrepreneurship and Food Service Management	2	2
MFN-008 MFNL-008	Principles of Food Science	2	2
MFN-009	Research Methods and Biostatistics	2	2
MFN-0010	Understanding Computer Applications	2	2
MFNL-011	Internship Programme		16
MFNP-012	Dissertation		8

For MSc. (DFSM) Programme:

1st Year Courses: MFN-OOI, MFN-002, MNfL-002, MFN-003, MfNL-003,
MFN- 006, MFNL-006, MFN-008, MFNL-008 and MFN-OIO.

2nd Year Courses: MFN-004. MFNL-004, MNF-005, MFNL-005,
MFN-007, MFNL-007, MFN-009, MFNP-O 11 and MFNP-O 12

For PGDDPN Programme:

Courses: MFN-OOI, MFN-002, MFN-003, MFN-004, MNF-005, MFNL-005,
MFN-006, MFNL-006, MFN-007, MFNL-007, MFN-009 and MFNP-011

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.

9. SOME USEFUL ADDRESSES

- | | |
|---|---|
| 1. Non-receipt of study material, and assignments | Regional Director of you Region
IGNOU, Maidan Garhi
New Delhi-110068. |
| 2. Change of course/ programme, Re-admission | Regional Director of you Region
IGNOU, Maidan Garhi
New Delhi-110068. |
| 3. Assessment sheets, Repeat assignments, examinations, examination centers, results etc. | Registrar (SED)
IGNOU, Maidan Garhi
New Delhi-110068. |
| 4. Counsellors and other problems relating to Study Centres | Assistant Director (Student Affairs)
Regional Services Division
IGNOU, Maidan Garhi
New Delhi-110068. |
| 5. Admissions, Fee, Change of address and change of study centres | Regional Director
of the Regional Centre concerned |
| 6. Purchasing of Audio/Video Tapes | Marketing Unit
EMPC
IGNOU, Maidan Garhi
New Delhi-110068. |
| 7. Academic Matters | Programme Coordinators
(CFN)
School of Continuing
Education, G Block, Zakir
Hussain Bhawan,
IGNOU, Maidan Garhi
New Delhi-110068. |
| 8. Submission of Admission Form | Regional Director of the
Regional Centre Concerned |

You are also advised to get in touch with the Coordinator of your Study Centre for timely information.

Please keep this Programme Guide safely till you complete the Programme. You will need to consult it while working on the Programme.

10. DETAILED PROGRAMME STRUCTURE

CFN-1 : You and Your Food

Block 1 : Food Groups, Nutrients and their Functions

- Unit 1 : Food and Food Acceptance
- Unit 2 : Functions of Food
- Unit 3 : Macronutrients and their Functions
- Unit 4 : Micronutrients and their Functions
- Unit 5 : Basic Food Groups

Block 2 : Food Choice and Preparation

- Unit 6 : Let Us Choose the Right Food
- Unit 7 : How Healthy are Our Meal Patterns?
- Unit 8 : Let Us Ensure Taste and Nutrient Retention
- Unit 9 : Let Us Make Our Food Safe to Eat
- Unit 10 : Let us Preserve Food

Block 3 : Process of Food Selection and Preparation-I

- Unit 11 : Selection, Preparation and Nutritive Value of Cereals and Millets
- Unit 12 : Selection of Fats and Oils and Nutritive Value
- Unit 13 : Selection and Preparation of Sugar and Jaggery and their Nutritive Value
- Unit 14 : Selection, Preparation and Nutritive Value of Pulses, Nuts and Oil Seeds
- Unit 15 : Selection, Preparation and Nutritive Value of Milk and Milk Products
- Unit 16 : Selection, Preparation and Nutritive Value of Eggs and Flesh Foods

Block 4 : Process of Food Selection and Preparation-II

- Unit 17 : Selection, Preparation and Nutritive Value of Vegetables
- Unit 18 : Selection of Fruits and their Nutritive Value
- Unit 19 : Spices, Condiments and Salt
- Unit 20 : Selection, Preparation and Nutritive Value of Beverages
- Unit 21 : Convenience Foods

CFN-2: Your Food and Its Utilization

Block 1 : How to Meet the Nutritional of the Body?

- Unit 1 : Food, Nutrition and Nutritional Status
- Unit 2 : Recommended Dietary Intakes for Indians
- Unit 3 : Daily Food Guide and Balanced Diet

Block 2 : Assimilation of Food and Effects on Growth and Activity

- Unit 4 : Assimilation of Food into the Body
- Unit 5 : Growth Pattern and Nutritional Requirements
- Unit 6 : Malnutrition and Health
- Unit 7 : Food Energy, Activity Pattern and Body Weight

Block 3 : Nutrition of the Mother and the Child

- Unit 8 : Nutrition through the Life Cycle - Pregnancy and Foetal Growth
- Unit 9 : Nutrition through the Life Cycle - Infancy
- Unit 10 : Nutrition through the Life Cycle -Pre-school Age

Block 4 : Nutrition from School Age to Old Age

- Unit 11 : Nutrition through the Life Cycle -The School Age
- Unit 12 : Nutrition through the Life Cycle - Puberty and Adolescence
- Unit 13 : Nutrition through the Life Cycle - Adulthood
- Unit 14 : Nutrition through the Life Cycle - Old Age Requirements and Special Needs

Block 5 : Nutritional Status, Food Habits and Food Misconceptions

- Unit 15 : Assessment of Nutritional Status
- Unit 16 : Our Food Habits
- Unit 17 : Food Misinformation

CFN-3: Economics of Food

Block 1 : Food Budgeting, Agricultural Production and Distribution

- Unit 1 : How Do We Spend our Food Money'
- Unit 2 : How Do We Plan for Growing Our Food?
- Unit 3 : Public Distribution System

Block 2 : Governmental Policies and Programmes

- Unit 4 : Government's Agriculture Policies
- Unit 5 : Government's Poultry and Pisciculture Programmes
- Unit 6 : Operation Food Programmes
- Unit 7 : Supplementary Feeding Programmes

Block 3 : Protection, Safety and Consumer Education

- Unit 8 : Protection of Food Supplies
- Unit 9 : Food Adulteration and Precautions
- Unit 10 : Consumer Education

List of AudioNideo Programmes Prepared for Certificate Programme in Food and Nutrition

Video Programmes

1. Retention of Nutrition
2. Is Your Food Safe to Eat?
3. Convenience Foods
4. Nutrition During Pregnancy
5. How Do We Grow?
6. Infancy and Pre-school Nutrition
7. Food Misinformation
8. Nutrition in Old Age

Audio Programmes

1. Let Us Choose the Right Food
2. Consumer Education
3. Importance of Carbohydrates, Fats and Proteins

11. NAMES & ADDRESSES OF IGNOU REGIONAL CENTRES

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004 TRIPURA PH.OFF: 0381-2519391 / 2516266 FAX : 0381-2516266 EMAIL : rcagartala@ignou.ac.in	DR K S CHAKRABORTY, RD MS.NAMRATA HAGJER, ARD (SEL. GRADE)	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	AHMEDABAD RC CODE: 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD - 382481 GUJARAT PH.OFF: 02717-242975 -79 FAX : 02717-241580 EMAIL : rcahmedbad@ignou.ac.in	MS. AVANI TRIVEDI, RD (I/C) SH. VED A KUMAR, AR	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) DAMAN (U.T.)
3	AIZWAL RC CODE: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA(NEAR CENTRAL YMCA OFF) AIZAWL - 796001 MIZORAM PH.OFF: 0389-2311693 / 2311692 FAX : 0389-2311789 EMAIL : rcaizawl@ignou.ac.in	DR. S.R. ZONUNTHARA, RD	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE: 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH-202001 UTTAR PRADESH PH.OFF: 0571-2700120 / 2701365 FAX : 0571-2402147 EMAIL : rcaligarah@ignou.ac.in	SH BHANU PRATAB, RD(I/C) SH. A.K. PANDEY, AR	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD AND RAMPUR)
5	BANGALORE RC CODE: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA PH.OFF: 080-26654747 / 26657376 FAX : 080-26644848 EMAIL : rcbangalore@ignou.ac.in	DR. B.S.SUDHINDRA, RD DR. B.M. AGARWAL, DD MR. G.H. IMRAPUR, ARD (SEL. GRADE) MS. P.M. SOWJANYA, ARD SH. J. THIRUMURUGAN, AR	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
6	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE		STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR BANKA, MUNGER, KHAGARIA, MADHEPURA) <i>Note: Currently under Darbanga and Patna RCs</i>
7	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH PH.OFF: 0755-2578455 / 2578452 FAX : 0755-2578454 EMAIL : rcbhopal@ignou.ac.in ignoubhopal@rediffmail.com	DR. K.S. TIWARI, RD	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOKNAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA PH.OFF: 0674-2301348 / 2301250 / FAX : 0674-2300349 EMAIL : rcbhubaneswar@ignou.ac.in	DR S K TRIPATHY, RD DR. S. MOHANTI, ARD MR. S.K. PANIGRAHI, ARD SH. R.K. RATH, AR (on deputation)	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSIHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA 134 109 HAYRANA PH.OFF: 07172-2590208 FAX : 0172-2590279 EMAIL : rcchandigarh@ignou.ac.in	DR ASHA SHARMA, RD DR. D.N. VERMA, AR	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU	DR S MOHANAN, RD DR. J.S. DOROTHY, ARD SH. Z.F. RAHMAN, AR SH. S. SENTHILRAJ, AR	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERY (U.T.) .
11	COCHIN RC CODE: 14	PH.OFF: 044-22541919 / 22542727 FAX : 044-22542828 EMAIL : rcchennai@ignou.ac.in REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF: 0484-2340203 / 2348189 / 2330891 FAX : 0484-2340204 EMAIL : rccochin@ignou.ac.in	DR.K S D NAIR, RD MS. SINDHU P. NAIR, ARD MR. T. KRISHNAN, ARD SH. N.V. SHREEDHARAN, DR	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KANNUR, KASARAGOD, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THRISSUR, WAYANAD), LAKSHADWEEP (U.T.)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
12	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA-846004 BIHAR PH.OFF: 06272-251833 FAX : 06272-253719 EMAIL : rcdarbhang@ignou.ac.in	DR S S SINGH, RD	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
13	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL PH.OFF: 0135-2789200 / 2789180 FAX : 0135-2789190 EMAIL : rcdehradun@ignou.ac.in	DR ANIL KUMAR DIMRI, RD DR. RANJAN KUMAR, DD SH. I.M. DHIWAN, AR	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFARNAGAR, BIJNORE)
14	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI - 110 044 DELHI PH.OFF: 011-26990082 / 26990083 FAX : 011-26990084 EMAIL : rcdelhi1@ignou.ac.in	DR. V.P. RUPAM, ARD (SEL. GRADE) DR. PURNENDU TRIPATHI, ARD DR. ABHIMANYU KUMAR, ARD SH. RAM KISHAN, AR	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN, R K PURAM, VASANTKUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G K, MALVIYA NAGAR, BHO GAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAMVIHAR, FRIENDS CLY., BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)
15	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 PH.OFF: 011-23392374 / 23392376 77 FAX : 011-23392375 EMAIL : rcdelhi2@ignou.ac.in	DR SANJEEV PANDEY, RD DR. D.B. DAMLE, DD MS. KUMUD VERMA, ARD DR. SIRAN MUKHERJI, ARD MR. MANORANJAN TRIPATHI, DR MR. RAJBIR SINGH RANA, AR	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOL PURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)
16	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 045 PH.OFF: 011-25088939 / 25088944 FAX : EMAIL : rcdelhi3@ignou.ac.in	DR AM SAKLANI, RD (I/C)	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTINAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA), STATE OF HARYANA (DISTRICT: GURGAON)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
17	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 31 A NATIONAL HIGHWAY, 5TH MILE BELOW MANIPAL HOSPITAL TADONG GANGTOK - 737102 SIKKIM PH.OFF: 0359-2270923 FAX : 0359-2212501 EMAIL : rcgangtok@ignou.ac.in	DR ILA DAS, RD	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM PH.OFF: 0361-2343785 / 2343786 / 2343783 FAX : 0361-2343784 EMAIL : rcguwahati@ignou.ac.in	DR. (MRS) VARDHINI BHATTACHARJEE, RD DR. SANJIB KUMAR KATAKY, DD	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARI GAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
19	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH PH.OFF: 040-40266470 / 40266471 FAX : 040-40266759 EMAIL : rchyderabad@ignou.ac.in	DR B RAJAGOPAL, RD DR. D.R. SHARMA, DD SH. K.K. MOHAN, AR SH. GUJALAASHOK, AR	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOBNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL - 795001 MANIPUR PH.OFF: 0385-2421190 / 2421191 / FAX : 0385-2421192 EMAIL : rcimphal@ignou.ac.in	DR. DANIEL JOSEPH KUBA, RD (I/C)	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
21	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110 ARUNACHAL PRADESH PH.OFF: 0360-2247536 / 2247538 FAX : 0360-2247537 EMAIL : rcitanagar@ignou.ac.in	DR S J NEETHIRAJAN, RD SH. MANOJ TIRKEY, ARD (On Study Leave)	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
22	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482001 MADHYA PRADESH PH.OFF: 0761-2600411 / 2600441 FAX : 0761-2609919 EMAIL : rcjabalpur@ignou.ac.in	DR. S. FIAYAZ AHMED, RD (I/C) (Not yet joined the duty) DR. U.C. PANDEY, DD (on EOL) SH. R.K. SONI, AR	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, AND UMARIA)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
23	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH.OFF: 0141-2785763 / 2785750 FAX : 0141-2784043 EMAIL : rcjaipur@ignou.ac.in	DR. S.N.AMBEDKAR, RD DR.MAMTA BHATIA, DD SH.ANSHUMAN UPADHYAY, ARD SH. B.L. MEENA, AR	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGAU, PALI, PRATAPGARH, RAJSAMAND, SAWAI MADHOPUR, SIKAR, SIROHI, SRI GANGANAGAR, TONK, UDAIPUR)
24	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR PH.OFF: 0191-2579572 / 2546529 FAX : 0191-2546995 EMAIL : rcjammu@ignou.ac.in	ER.K.K.BHAT, RD DR. INDRANI LAHIRI, ARD SH. PAPPU SINGH SAPRIBAN, AR	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
25	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE		STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) <i>Note: Currently under Guwahati RC</i>
26	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06, SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA PH.OFF: 0184-2271514 / 2260075 FAX : 0184-2255738 EMAIL : rckarnal@ignou.ac.in	DR.ASHOK SHARMA, RD SH.AMIT KR SHRIVASTAVA, ARD (On Deputn.) SH. C. L. SHARMA, AR	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
27	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF: 01628-229993 / 237361 FAX : 01628-238284 EMAIL : rckhanna@ignou.ac.in	DR SANTOSH KUMARI, RD SH. PRAMESH CHANDRA, ARD SH. TEJINDER PAL SINGH, AR	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FERROZEPUR, FARIDKOT, MOGA)
28	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD, KENUOZOU KOHIMA - 797001 NAGALAND PH.OFF: 0370-2260366 / 2260167 FAX : 0370-2260216 EMAIL : rckohima@ignou.ac.in	DR.T.IRALU, RD	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
29	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR,] KOLKATA - 700 091 WEST BENGAL PH.OFF: 033-23349850 FAX : 033-23347576 EMAIL : rckolkata@ignou.ac.in	DR SUJIT KUMAR GHOSH, RD MR. SANTANU KUKHERJEE, ARD MR. KAMAL KANT SAHAY, AR	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
30	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA PH.OFF: 06852-252982 / 251535 FAX : 06852-252503 EMAIL : rckorapat@ignou.ac.in	DR ABHILASH NAYAK, RD SH. K.C. DALAI, ARD (SEL. GRADE) SH. DHARMA RAO GONIPATI, ARD SH. SANZAYA PATEL, AR	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHATTISGARH (DISTRICT: BASTAR, NARAYNPUR, DANTEWADA, BIJAPUR)
31	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH PH.OFF: 0522-2746120 / 2745114 FAX : 0522-2746145 EMAIL : rclucknow@ignou.ac.in	DRAMIT CHATURVEDI, RD DR. ASHWINI KUMAR, DD DR. ANIL KUMAR MISRA, DD SH. MOHD. RAIS SIDDIQ, AR	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)
32	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 6625 018, TAMIL NADU PH.OFF: 0452-2380387 / 2380733 FAX : 0452-2370588 EMAIL : rcmadurai@ignou.ac.in	DR M SHANMUGHAM, RD DR. S. KISHORE, DD SH. P. NAMBOOTHIRIPAD, ARD SH. S. BALASUBRAMANIAN, AR	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
33	MUMBAI RC CODE: 49 No. of LSCs : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 81 PH.OFF: 022-25633159 / 25635540 FAX : 022-25635540 EMAIL : rcmumbai@ignou.ac.in	DR M RAJESH, RD	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH AND RATNAGIRI)
34	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGAPUR 440033 PH.OFF: 0712-2022000 EMAIL : rcnagpur@ignou.ac.in	DR P SIVASWAROOP, RD	STATE OF MAHRASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
35	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53 SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH PH.OFF: 0120-2405012 / 2405014 FAX : 0120-2405013 EMAIL : rcnoida@ignou.ac.in	DR GULAB JHA, RD DR. HEMA PANT, DD SH. N.D. SHARMA, AR	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
36	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM -403521 GOA PH.OFF: 0832-2462315 FAX : 0832-2414552 EMAIL : rcpanaji@ignou.ac.in	DR M S PARTHASARATHY, RD	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINDHDURG)
37	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCO MAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR PH.OFF: 0612-2219539 / 2219541 FAX : 0612-2219538 EMAIL : rcpatna@ignou.ac.in	DR. Q. HAIDER, RD MS. MONI SAHAY, ARD DR. D.P. SINGH, ARD	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
38	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRMCAMPUS PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS PH.OFF: 03192-242888 / 230111 EMAIL : rcportblair@ignou.ac.in	DR S SRINIVAS, RD	PORT BLAIR (U.T.) (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
39	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF: 020-25671867 / 25651321 FAX : 020-25671864 EMAIL : rcpune@ignou.ac.in	DR.KAMESHWARI MOORTY, RD DR. KALPANA S. GUPTA, DD MS. S.T. SHAMSU, ARD (SEL. GRADE) ON DEPUTN. SH. PARVEEN KUMAR, ARD SH. S.G. SWAMY, AR	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR)
40	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE R.NO 312 SECOND FLOOR NEW ADMINISTRATIVE BUILDING SDO JANGIPUR OFFICE COMPOUND RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 PH.OFF: 03483-271555 / 271666 EMAIL : rcraghunathganj@ignou.ac.in	DR S RAJA RAO, RD	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
41	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1, SHANKAR NAGAR RAIPUR - 492007 CHATTISGARH PH.OFF: 0771-2428285 / 4056508 FAX : 0771-2445839 EMAIL : rcraipur@ignou.ac.in	DR H SANGEETA MAJHI, RD SH. BIMAL CH. NANDA, ARD SH. Y.S. BHAMBULKAR, AR	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
42	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS, RAJKOT - 360005 GUJARAT PH.OFF: 0281-2572988 FAX : 0281-2571603 EMAIL : rcrajkot@ignou.ac.in	DR S GANESHAN, RD SH. J.B. DHABI, AR SH. SANJEEV KR. VARMA, AR	STATE OF GUJRAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
43	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022 JHARKHAND PH.OFF: 0651-2244688 / 2244699 / 2244677 FAX : 0651-2244400 EMAIL : rcranchi@ignou.ac.in rdranchi@ignou.ac.in	DR G N SHIV KUMAR, RD DR. SARAH NASREEM, ARD (EOL) SH. ARVIND MANOJ KR. SINGH, ARD DR. MOTI RAM, ARD SH. G.Z. AYOUB, DR SH. AJAY LAKRA, AR	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAİKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR, KHUNTI, RAMGARH)
44	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLANG SHILLONG - 793 014 MEGHALAYA PH.OFF: 0364-2521117 / 2521271 FAX : 0364-2521271 EMAIL : rcshillong@ignou.ac.in	DR (MRS) DIDCY LALOO, RD SH. JOSEPH SOMI, ARD (SEL. GRADE) SH. K.D. HYNNECTWA, AR	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
45	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH PH.OFF: 0177-2624612 / 2624613 FAX : 0177-2624611 EMAIL : rcshimla@ignou.ac.in	DR.D.B.NEGI, RD DR. JOGINDER KR. YADA, ARD SH. MOHAN SHARMA, ARD DR. V.B. NEGI, AR	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
46	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY SILIGURI - 734001 WEST BENGAL PH.OFF: 0353-2526818 FAX : 0353-2526819 EMAIL : rcsiliguri@ignou.ac.in	DR YONAH BHUTIA, RD DR. B. BHOWMIK, ARD	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
47	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF: 0194-2311251 / 2311258 FAX : 0194-2311259 EMAIL : rcsrinagar@ignou.ac.in	DR MIRZA NEHALAHMED BAIG, RD (I/C)	STATE OF JAMMU & KASHMIR (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
48	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM -695017 PH.OFF: 0471-2590300 / 2590600 FAX : 0471-2590700 EMAIL : rctrivandrum@ignou.ac.in	DR B SUKUMAR, RD SH. JOJY S. PATTATHIL, AR	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
49	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF: 0542-2368022 / 2368622 FAX : 0542-2369629 EMAIL : rcvaranasi@ignou.ac.in	DR MANORMA SINGH, RD SH. SHER SINGH, ARD SH. BANMALI SINGH, AR	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
50	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA 520 001 ANDHRA PRADESH PH.OFF: 0866-2565253 / 2565959 FAX : 0866-2565353 EMAIL : rcvijayawada@ignou.ac.in	DR. M. KRISHNAIAH, RD (I/C) MR. PRAVEEN KUMAR. AR	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)

12. LIST OF IGNOU'S PARTNER INSTITUTIONS (PIs) OUTSIDE INDIA AND THE ACADEMIC PROGRAMMES OFFERED

A) PARTNER INSTITUTION UNDER INDIVIDUAL MOU

Sl. No.	P.I.Code / Country Name	Partner Institution Name & Address	Programmes on Offer
1.	5102 ABU DHABI, UAE	Wisdom Educational Institute, P.O. Box 71296, Abu Dhabi, UAE Tel : +971-2-621 4474; Fax: +971-2-214484 E-mail : wisdom@emirates.net.ae Contact : Mr. Ahmed Rafi B. Ferry, Director	BPP, BA, B.COM, DIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, MEG, MHD, CIC, BCA, MCA, PGJMC, BED
2.	5502 DUBAI, UAE	Wisdom Educational Institute, P.O.Box : 26791, Dubai, UAE Tel : +971-4-396 4455; Fax: +971-2-3964422 E-mail : wisdom@emirates.net.ae Contact Person: Mr. Ahmed Rafi B. Ferry, Director	BPP, BA, B.COM, DIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, MEG, MHD, CIC, BCA, MCA, PGJMC, BED
3.	5503 DUBAI, UAE	Universal Empire Institute of Technology Knowledge Village P.O. Box 500332, Dubai, UAE Tel : +971-4-3672121(O); Fax : +971-4- 3672779 E-mail: contact@ueitonline.com Contact Person : Mr. Balaji, Coordinator	BPP, BA, B.COM, DIM, PGDHRM, PGDMM, PGDFM, PGDOM, MBA, MEG, MHD, CIC, BCA, MCA, BTCM, BTWRE, B,Sc. (N)
4.	5505 RAS-AL-KHAIMAH, UAE	Royal College of Applied Science & Technology, FZE, P.O. Box: 10559, RAK Free Trade Zone, Ras Al Khaimah, UAE Tel: +971-1-2272203; Fax: +971-7-2272281 E-mail: contactrak@rcast.org Contact Person : Mr. Balaji, Coordinator	DTS, CTE, DECE, BA, B.COM, BTS, BED, MTM, MCOM, MEG, PGJMC, PGDHRM, PGDMM, PGDFM, MBA, CIC, BCA, MCA, BTCM, CPLT
5.	5402 QATAR	Middle-East Educational Services P.O.Box : 3453, Doha, QATAR Tel: +974-4687707; Fax: +974-4505264 E-mail: mesoffcampus@gmail.com; pmanuvalsa@yahoo.com Contact Person: Mr. P. Manoharan	DTS, BTS, BA, B.COM, DIM, PGDIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, CIC, BED, MEG, MTM, MCA, MHA, MLIS, MHD, MPS, MAH, MCOM.
6.	5704 KUWAIT	Gulf Centre for University Education P.O.Box: 64070, Shuwaikh 70451, Kuwait Tel: +965-2407110, 2407119 Fax: +965-2407049 E-mail: almartin@gouekw.org; alloysiusmartin@hotmail.com Contact Person: L. Alloysius Martin, Director	CIC, BCA, BTS, BA, B.COM, BLISc, MLISc, DIM, PGDIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, BPP, BED, MEG, MTM, MCA, MHA, MLIS, MHD, MPS, MAH, MCOM, MTM.
7.	5905 SULTANATE OF OMAN	Glory Institute Dharamsy Nancy Complex Opp. Shell Petrol Pump, Building No.20, Way No. .58, Wadi Kabir, Muscat Tel: +968-24817612; Fax: +968 24813329 E-mail : iahemct@omantel.net.om Contact Person: Mr. T. N. Kutty, Coordinator. Postal Address : P.O.Box: 583 PC:114, Muttrah, Sultanate of Oman	BA, B.COM, BTS, DIM, MP, BCA, CIC, BED, MCA, MHA, MLIS, MHD, MPS, MAH, MCOM, MTM, MEG, MTM,
8.	6001 BAHRAIN	Indian Academy W.L.L.P.O. BOX : 10584 MANAMA, BAHRAIN Tel : +973-17811451/39888092/39824602, Fax: +973- 17811663/17811461 Email : elam63@hotmail.com Contact Person : Mr. S. Elamurugu, Chairman-cum-Director	B.ED., MP, DIM, PGDIM, PGDFM, PGDMM, PGDHRM, PGDOM, MCA, MHA, MLIS, MPS, MAH, MCOM, MTM, BTCM

Sl. No.	PI.Code / Country Name	Partner Institution Name & Address	Programmes on Offer
9.	6101 SAUDI ARABIA	ATEICO Communications P.O. Box:5791, Jeddah 21432 Saudi Arabia Tel: +9662-668-4287; Fax:+9662-669-0403 E-mail: ignou@ateico.com Website: www.itoindia.com Contact Person : Mr. Riaz Mulla	BPP, CIC, CTS, DTS, DIM, DECE, BA, BCOM, BTS, BED, BCA, MEG, MAH, MPS, MCOM, MTM, MCA, MADE, MBA, PGDIM, PGDFM, PGDHRM, PGDMM, PGDOM, PGDIBO, PGDDE
10.	6102 SAUDI ARABIA	ATEICO Communications P.O. Box 89630, Riyadh – 11692, Saudi Arabia Tel: +966-1-215-3537; Fax: +966-1-215-3539 E-mail: ignouriyadh@ateico.net Website: www.itoindia.com Contact Person : Mr. Riaz Mulla	BPP, CIC, CTS, DTS, DIM, DECE, BA, BCOM, BTS, BED, BCA, MEG, MAH, MPS, MCOM, MTM, MCA, MADE, MBA, PGDIM, PGDFM, PGDHRM, PGDMM, PGDOM, PGDIBO, PGDDE
11.	6103 SAUDI ARABIA	ATEICO Communications, Al Khuziyam Commercial Centre, Dharan Street, Opp. to Al Johra Market, Al Khobar Saudi Arabia. Tel + 966 3 8653122; Fax +966 3 8657185 Email ignoudammam@ateico.net Website: www.itoindia.com Contact Person : Mr. Riaz Mulla	BPP, CIC, CTS, DTS, DIM, DECE, BA, BCOM, BTS, BED, BCA, MEG, MAH, MPS, MCOM, MTM, MCA, MADE, MBA, PGDIM, PGDFM, PGDHRM, PGDMM, PGDOM, PGDIBO, PGDDE
12.	7202 MAURITIUS	Mauritius College of the Air, Division of Distance Education, Reduit MAURITIUS Tel: +230-4038200; Fax: +230-4672508 Email: mcade@mca.ac.mu Contact Person: Mr. R. Dhurbarylall	BCA, BTS, DIM, MP, PGDDE, MADE , PGDHRM, PGDJMC, MBA, MEG,BDP
13.	7203 MAURITIUS	Mauritius Institute of Education (MIE) Reduit, Mauritius Phone No : +230-4661654 Email : kencathan@hotmail.com Contact Person: Ms. Ooma Vedi Cudian	Primary Teacher Education
14.	8105 ETHIOPIA	St. Mary's University College PO Box 18490, Addis Ababa, Ethiopia Tel: +251-1-553 79 94; 553 79 96 Fax: +251-1-553 80 00 E-mail: smc@ethionet.et; wondtam@yahoo.com Contact Person: Mr. Wodwosen Tamrat, President	CIC, CTE, CFN, CIG, DIM, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, BCOM, BLIS, BTS, MBA, MLIS, MADE, BED, BSC(N), BTCM, BTWRE
15.	9401 KENYA	Centre for University Education East Africa School of Management Commonwealth House, Moi Avenue P.O. Box No. 68272-00200 Nairobi, KENYA Tel : +254-020-312863, 342363, Fax : 2712720 Email : easm@wananchi.com Contact Person : Mr. Joe Mwangi Muthia, Director	BPP, BCOM, MCOM DIM, PGDIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA.
16.	9301 SINGAPORE	Open Minds International 1, Rochor Canal Road # 05-11, Sim Lim Square, Singapore – 188 504 Tel: +65 – 6336460; Fax: +65-6339576 Email: admin@openminds.com.sg Contact Person : Mr. Vinod Wadhwa, Managing Director	CIC, BCA, BTS, DTS, BA, MADE, DIM, PGDDE, MP, CTE
17.	9602 NEPAL	International Computer Advice Pvt.Ltd. Old Baneshwor, Ward-34, Baburam Acharya Road, Kathmandu, Nepal Tel: +977-1-2042289/ 4465400 Fax: +977-1-4473684 E-mail: ica@ica.edu.np Contact Person: Mr. Biswajit Mukherjee, Coordinator	BPP, BA, BCOM, BTS, DIM, MBA, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, BED, DCE, DTS, PGJMC, MEG, MTM, CIC, BCA, MCA, CAFÉ, DAFE, PGDRD, MSO, MARD, MPA

Sl. No.	P.I.Code / Country Name	Partner Institution Name & Address	Programmes on Offer
18.	9603 NEPAL	DLP Management Consortium (P) Ltd. Putali Sadak Height, GPO Box:15142 KPC-320, Kathmandu, Nepal Tel: +977-1-2004321,4418019 Fax:+977-1-4418019 E-mail : pranab.basak@gmail.com Contact Person: Mr. Pranab Basak, Director	BPP, BA, BCOM, DIM, MBA, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, BTS, PGJMC, BLISC, DAFE
19.	9702 SRI LANKA	Regent International Institute of Higher Studies No. 5, Mudungoda, Miriswatta Gampaha, Sri Lanka Tele : +94-33-4670388/2224559, 777554694 FAX : +94-33-4670388 Email : sicsgampaha@yahoo.com Contact Person : Mr. Anura Gunasekhra	MP, PGDDM, DNHEBDP
20.	9202 KYRGYZSTAN	Virtual Academy of the International University of Kyrgyzstan, Prospect Chui 255, Bishkek 720001 E-mail: root@iuk.bishkek.su; land@iuk.kg Tel: (+7-3312-218335, +7-3312-219615 Contact Person: Dr. Karayeva Zina, Director Kyrgyz-Indian Institute of Distance Education	DIM, MBA, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, CIC, BCA, MCA
21.	9710 AFGHANISTAN	Afghanistan International University of Management Sciences, Polytechnic University Compound, Khushal Khan Mina, Kabul, Afghanistan Ph: +93(0)70 273 515, +93(0)79 020 051 Contact Person : Mr. Abdul Latif Roshan Executive Director	BA, BCOM, BLIS, BTS, MBA, MLIS, MEG, MHD, MAH, MPS, MTM, MCOM
22.	9305 FIJI	The University of Fiji Private Mail Bag, Saweni, Lautoka, Fiji Islands. Tel: +679-6640600, Fax: +679-6640700 E-mail: rajeshc@unifiji.ac.fj Contact Person: Prof. Rajesh Chandra	MCAJoint BCA
23.	9801 BANGLADESH	Holy Family Red Crescent Medical College and Hospital (HFRCHCH) Dhaka, Bangladesh Contact Person : Prof. Md. Shaheen Choudhry Principal (Acting)	CHCWM

B) UNESCO-IICBA SPONSORED CENTRES FOR PGDE & MADE
8101 : ETHIOPIA International Institute of Capacity Building in Africa, IICBA-UNESCO P.O. Box : 2005, Addis Ababa, ETHIOPIA Tel: +251-11-5445284, Fax: +251-11-5514938 Email: info@unesco-iicba.org Contact Person : Mr. Getachew Kelemu, Project Officer
8102 : GHANA (W) Dr. Kingsley Andoh-Kumi Institute of Educational Development and Extension, University of Education, Winneba, Ghana Fax: +233-0432-22397
8103 : GHANA (C) Dr. Albert K. Koomson Director, Centre for Continuing Education, University of Cape Coast, Cape Coast, Ghana Fax: +233-042036946, +233-432-22497
8403 : GAMBIA Mr. Musa Sowe, Director, Higher Education & Research, Department of State for Education, Wily Thorpe Building, Banjul, Gambia

8402 :SIERRA LEONE Mr. Sanasi M. Kuyateh, Deputy Director, (Science), Ministry of Education, Science and Technology, New England, Freetown, Sierra Leone Fax: +232-22-223030/235011 Email : bis_konneh2005@yahoo.com
8201 : MADAGASCAR C/o IICBA, ETHIOPIA Tel: +251-11-5445284, Fax: +251-11-5514938
8202 :LIBERIA Mr. Marcus S. Sokpah, Assistant Minister for Teacher Education, Ministry of Education, PO Box: 9012 Monrovia, Liberia
C) RAJIV GANDHI FOUNDATION AND COMMONWEALTH OF LEARNING SPONSORED CENTRES FOR PGDDE & MADE
8901 : JAMAICA Dr. Claude Packer, Principal The Mco College, IA Marescauz Road Kingston 5, Jamaica Email: cpack@cwjamaica.com
7102 : SEYCHELLES Email: aldecdir@eduhq.edu.sc
8801 : SAMOA Email: emkv@sampol.edu.ws
8703 : NAMIBIA Email: alberts@namool.com.na
8501 : LESOTHO Email: ldtc@adelfang.col.is
9001 : MALAWI Email: modecpl@globemw.net
8601 : SWAZILAND Email: chandraiahe@yahoo.com
9501 : NIGERIA Email: batundeipaye@educo-health.org
9502 : NIGERIA National Open University of Nigeria Planning Office
9503 : NIGERIA Email: Ntikad@yahoo.com
D) PAN-AFRICAN E-NETWORK PILOT PROJECT FOR MBA
8106 : ETHIOPIA Email : fekadu_2@yahoo.com
8107 : ETHIOPIA Email : shimelisw@hotmail.com; alamirew2004@yahoo.com
E) RAJIV GANDHI FELLOWSHIP SPONSORED BY SOUTH AFRICA DEVELOPMENT COMMUNITY (SADC-DEC) – CENTRES FOR PGDDE
8505 : BOTSWANA
8506 : ZAMBIA
8501 : LESOTHO
9001 : MALAWI

12. 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.

- 1) Assignment Remittance-cum-Acknowledgement Card
- 2) Change/Correction of Address and Study Centre
- 3) Requisition for change of medium of study
- 4) Requisition for Fresh Set of Assignments
- 5) Intimation of Non-receipt of Study Material Assignments
- 6) Change of Courses of Study
- 7) For rechecking of result of the Term-end Examination
- 8) For Re-evaluation of Answer Script
- 9) For Improvement in Division/Class
- 10) For Provisional Certificate
- 11) For issue of a duplicate copy of University Diploma/Degree/Certificate
- 12) For Issue of Migration Certificate

Sample Question Papers



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI
REQUISITION FOR CHANGE OF MEDIUM OF STUDY**

To,

Registrar
Student Registration and Evaluation Division
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110068

Subject : Change of Medium of Study

Enrolment No

Programme

Please change my medium of study as per following details:

Present Medium

New Medium

I am enclosing a Demand Draft Nofor Rs.drawn on
(Bank and Branch)payable at New Delhi. (Please pay
Rs.150/- per course for 4 credits and Rs.300/- for 8 credits course plus Rs.300/- for change of
medium.)

Name and Address.....

Signature:

.....

Date:

.....

.....

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.

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

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 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 Regional Director of your Regional Centre.

Form for Non-receipt of Materials

The Registrar
Material Production and Distribution Division
Indira Gandhi National Open University
New Delhi-110 068

SUBJECT: 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 dispatch of study material/assignments to students

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

To,
Regional Director

Change of Programme: Rs.400/- + Rs.200/- for 2-4 credit and
Rs.400/- for 8 credit per course
Change of Medium : Rs.200/- + Rs.200/- for 2-4 credit and
Rs.400/- for 8 credit per course
Change of Courses: Rs.200/- for 2 or 4 credit per course
Rs.400/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set of
course material.

SUB: **1. CHANGE OF PROGRAMME OF STUDY**
 2. CHANGE OF MEDIUM OF STUDY

Enrolment No.

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

1. Change of Programme : From to
2. Change of Medium : From to

Change of courses of study as per following details:

Courses Offered	From	To

Fee Details : Demand draft is to be made in the name of IGNOU payable at Delhi

Demand Draft No Dated

Amount Rs. Drawn on

Signature

Name

Address

.....

.....



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

**APPLICATION FORM FOR RE-CHECKING OF RESULT OF THE
TERM-END EXAMINATION**

Name

Enrolment Number

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

Address

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Name of Exam. Centre

Centre Code

Courses in which
re-checking of the Term-end
Exam result is Sought

Course Code

Name of the Course

FEE FOR RECHECKING OF RESULT

Fee is to be paid at the rate of Rs. 100/- per course.

DEMAND DRAFT: Draft is to be made in the name of IGNOU payable at Delhi.

DRAFT DETAILS:

1. Name of Bank
2. Place
3. Draft No.
4. Date
5. Amount

Date:

.....
Signature

Note: There is no provision for re-evaluation. Checking is done with reference to the grade/marks given in the Answer-book and the Award list. If there is any mistake on the part of the University, re-checking fee at the rate of Rs. 100 paid by the candidate will be refunded. Application Form for this purpose will normally be entertained within a period of 2 months of the declaration of the result.

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

Asst. Registrar (Exam. II)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068.

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read the instructions for the 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 the concerned authorities.
4. Submission of assignment within the due dates is a pre-requisite for appearing in the term-end examination. You are, therefore, advised to submit your TMAs at your Study Centre within the prescribed dates.
5. You can appear in the term-end examination or submit only the minimum required number of assignments if you fail to secure the 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 assignments responses twice either at the same Study Centre or at different study centres for evaluation.

Please mail the form to:

The Assistant Registrar (Despatch), MPDD
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI NEW DELHI – 110 068**

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name:.....

Programme:.....

Enrolment No.

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

Address:
.....
.....
.....
.....

PIN:

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

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

Name of Exam Centre:.....

Centre Code:.....

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

Total amount paid Rs:.....
(Rs. 500/- per course/paper)

Bank Draft No.....(Issuing Bank).....

Signature of the student

Date:.....

NOTE:

The request for re-evaluation by the students 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. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

After re-evaluation, the better of the two scores of original marks/grade and re-evaluated marks will be considered.

The revised marks after the re-evaluation shall be incorporated in the student record and the revised Grade card/Marks sheet shall be sent to the students within one month from the receipt of the application.

Re-evaluation is not permissible for the Projects, Practicals, Assignments, Seminar etc.

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

Dy. Registrar (Exam-III)

(Student Evaluation Division)

Indira Gandhi National Open University

Maidan Garhi, New Delhi – 110 068



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
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 Code
4. Term-end examination, in which programme completed June and December.....
Total marks/Overall point grade obtained Percentage obtained
.....

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

- | | | |
|---|-------------|-------------|
| 5. Course(s), in which improvement is sought: | COURSE CODE | COURSE CODE |
| | 1. | 4. |
| | 2. | 5. |
| | 3. | |

6. Fee details:-
(The fee for this purpose is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi).

No. of Course(s) X Rs. 500/- = Total Amount

Demand Draft No. Date

Issuing Bank

7. Term-end examination, in which you wish to appear:- June /December.....
8. Examination centre details, where you wish to appear in term-end examination:-

Exam. Centre 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:.....

RULES & REGULATION 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. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria:-
 - a) The students mentioned at 1(a) above in June 2008.
 - b) The students mentioned at 1(b) above in June 2008 or December 2008.
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. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
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 the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. Students wishing to improve their performance should submit the application in the prescribed format alongwith fee @ Rs. 500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-

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

11. On the top of the envelope containing the prescribed application form,

Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

SR & E 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 (SR&E),
IGNOU,
Maidan Garhi,
New Delhi-110068**

Date

.....
Signature



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

**FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE**

Note: For Instructions, please see reverse.

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

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. 500.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): _____
(in Hindi) : _____

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

Examination Passed in Term End Examination - June/December, _____

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

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

Yours faithfully.

Signature of the Student

Postal Address _____

Date:

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

**Signature of Regional Director
With Stamp**

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

- 1 The form should be filled in duplicate legibly and signed by the candidate
- 2 The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and duplicate copy will be sent through the Regional Director concerned.
- 3 A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of an 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.
- 4 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 prescribed for the issue of duplicate copy.

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

I _____ Son/Daughter of Shri _____
resident of _____

do hereby solemnly declare that the original Degree Certificate dated _____ issued to me by the Director. Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi-110068 on my having passed the _____ examination in _____ under University Enrolment No. _____ has been lost/destroyed.

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

I also undertake that if my Original Diploma/Degree/Certificate which has been lost is 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 _____ this _____ day of _____ year 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

(To be submitted at the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name
2. Father's Name
3. Address..... PIN
4. Particulars of last examination

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

5. Name of the Regional Centre and Study Centre to which the Candidate attached

6. 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)

1. The information furnished by Shri/Smt.Km. _____
is correct as per scholar register.
2. 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 the fee due to the University. In the event of any information being found incorrect the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. _____ dated _____

Dated _____

INSTRUCTIONS

1. A fee of Rs. 200/- 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 Migration Certificate the applicant 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 issue on payment of Rs. 200/- only in case the same 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 of..... resident
ofhereby solemnly declare that the

Migration Certificate No.....dated.....issued

to me by theto 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”.

Term-End Examination

December, 1995

CFN-I: YOU AND YOUR FOOD

Time: 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: *Questions 1 is compulsory. Attempt five questions in all. All questions carry equal marks.*

1. (a) Fill in the blanks: 5
 - (i) The main nutrient in body building foods is _____
 - (ii) Water constitutes _____ % of our body.
 - (iii) 15 g of carbohydrate will provide us _____ Kcal.
 - (iv) Deficiency of iron leads to _____
 - (v) Grains must have less than _____ % of moisture to avoid spoilage.

- (b) Indicate whether the following statements are 'true' or 'false'. Correct the false statements. 5
 - (i) Vegetables should be washed after peeling and cutting.
 - (ii) The main stimulant in tea is theine.
 - (iii) Fried foods absorb more fat when the fat is not heated properly.
 - (iv) The main adulterant in turmeric is methyl yellow.
 - (v) Fresh fish floats in water.

- (c) Define or explain the following in 2 - 4 sentences each:
 - (i) Balanced diet
 - (ii) Pasteurization
 - (iii) Health
 - (iv) Fat as a shortening agent
 - (v) Blanching

2. (a) Enlist the various factors which influence food selection. 5

- (b) What are the main functions of food ? 5

- (c) Discuss the functions and food sources of protein in the Indian diets. What are the consequences of protein deficiency ? 10

3. (a) The rural poor in India have predominantly cereal based diets. What nutrients do cereals provide and which nutrients are they deficient in ? Which foods would you suggest be added to these diets, to make them nutritionally adequate and why ? 10
- (b) What factors would you keep in mind while storing cereal and cereal products? 10
4. (a) Enlist some important guidelines for retention of taste and nutrients while preparing food. 10
- (b) What precautions must be followed to ensure a high stand of food hygiene? 10
5. (a) What is the aim of food preservation? 2
- (b) List the common methods of preserving perishable and semiperishable foods. 6
- (c) Describe briefly any three of the above methods and give examples of common foods preserved by these methods. 12
6. (a) What do you understand by convenience foods? Give some examples of convenience foods and discuss the advantages and disadvantages of using convenience foods. 10
- (b) What factors would you consider while buying and selecting convenience foods ? 10
7. Write short notes on any *four* of the following:
 - (a) Precautions while buying spices
 - (b) Importance of water in our body
 - (c) Advantages of sprouting and fermentation
 - (d) Importance of Vitamin A and its rich dietary sources
 - (e) Types of beverages and their role in the diet
8. Explain briefly or comment on :
 - (a) Common causes of food spoilage
 - (b) Properties of egg used in food preparation
 - (c) The need for salt iodization
 - (d) The advantages of balanced vegetarian diets as compared to non-vegetarian diets.
 - (e) The protective and regulatory food group 20

CERTIFICATE PROGRAMME IN FOOD & NUTRITION

Term-End Examination

December, 1995

CFN-2: YOUR FOOD AND ITS UTILISATION

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: Attempt five questions in all. Question no.1 is compulsory. All Questions carry equal marks.

1. (a) Fill in the blanks: 4
- (i) A pregnant mother requires _____ extra calories in her daily diet
 - (ii) The head circumference is greater than _____ circumference at birth.
 - (iii) The enzymes responsible for breakdown of proteins in the digestive tract are called _____
 - (iv) An infant normally doubles her birth weight in _____ months.
- (b) Mention two functions of each of the following:
- (i) Proteins
 - (ii) Minerals
 - (iii) Water
- (c) Define or explain in 2-3 sentences each :
- (i) Reference woman
 - (ii) Weaning
 - (iii) Diarrhoea
 - (iv) Osteoporosis
 - (v) Food guide
2. (a) What points will you keep in mind while feeding a nursing mother? 10
- (b) How will you ensure good food habits in adults? 10
3. Do you agree with the following statements? Give reasons for your answer.
- (a) Synthetic drinks are a good source of many nutrients. 5
 - (b) There are no low calorie oils. 5
 - (c) Water intake should be restricted in diarrhoea. 5
 - (d) Carbohydrates and fats provide the same amount of energy per gram 5

4. Sita is 75 years old. Answer the following: 8
- (a) List the physiological changes that are likely to have occurred.
- (b) How do Sita's nutritional needs differ from those of a 20 year old woman?
What points will you keep in mind while planning meals for her? 12
5. (a) Describe critical periods of growth. 5
- (b) How can we monitor the growth of children? 5
- (c) Which nutritional deficiency is associated with failure of growth?
Describe the main symptoms.
6. (a) Discuss the guidelines for use of the Daily Food Guide in meal planning. 10
- (b) Illustrate the use of the Daily Food Guide in planning a day's menu for a 10 year old school girl. 10
7. (a) Discuss any one nutritional deficiency common among pregnant women in India. 10
- (b) How does undernutrition affect your health? Give four signs of undernutrition. 10
8. Write short notes on any *four* of the following: 20
- (a) Physiological functions of food
- (b) Uses of RD's
- (c) Energy requirement and level of activity
- (d) Digestion of carbohydrates
- (e) Factors affecting food acceptance

CERTIFICATE PROGRAMME IN FOOD & NUTRITION

Term-End Examination

December, 1995

CFN-3: ECONOMICS OF FOOD

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: Attempt five questions in all. Question no.1 is compulsory. All Questions carry equal marks.

1. (a) Fill in the blanks: 5
 - (i) The difference between economic cost of procurement and issue price of a commodity is called _____
 - (ii) _____ is a food standard applicable to raw foods only.
 - (iii) _____ is an example of the medium.
 - (iv) Pisciculture refers to _____ farming.
 - (v) Subsidies on _____ are offered to consumers through the public distribution system.

- (b) Explain the following in 2-3 sentences: 10
 - (i) Inland fishing
 - (ii) Buffer stock
 - (iii) Consumer education
 - (iv) Food grade's
 - (v) Certified seeds

- (c) Identify the relationship between the following: 5
 - (i) NAFED - Poultry industry
 - (ii) Iodine -Thyroxine
 - (iii) ISI - Bureau of Indian Standards
 - (iv) Manure - Soil fertility
 - (v) Extension agencies - Consumer education

2. (a) Which factors would you consider in preparing a food budget for your family ? 10
- (b) Describe two major factors influencing food expenditure. 10

3. (a) Prepare a plan for a model kitchen garden. Indicate the different types of plants

	you would grow using a diagram.	12
	(b) List and explain any four practical points to keep in mind in order to get maximum benefit from a kitchen garden.	8
4.	(a) Describe the role of the following in the public distribution system:	
	(i) Food Corporation of India	
	(ii) Directorate of Food and Civil Supplies	
	(iii) Fair price shops	12
	(b) What is the meaning of the terms “procurement” and “procurement price” ?	4
	(c) Do you think procurement prices influence food production by farmers? Explain in brief.	
5.	(a) How are agricultural price subsidies linked to benefits for the consumer?	5
	(b) How does the government educate farmers through demonstrations?	8
	(c) Discuss the training programmes for farmers conducted through agricultural extension units.	
6.	(a) What do you understand by the term “diversification in agriculture”?	2
	(b) Describe the development of the dairy enterprises as a means of diversification for farmers.	
	(c) List the major achievements of the Operation Flood Programme.	10
7.	(a) Why do we need supplementary feeding programmes ?	4
	(b) Differentiate between supplementation and fortification.	6
	(c) Describe the differences and similarities between ANP, SNP and ICDS.	10
8.	(a) What is food adulteration?	5
	(b) How does food adulteration harm us ? Give examples.	3
	(c) How can you protect yourself from consuming adulterated food?	12

CERTIFICATE PROGRAMME IN FOOD & NUTRITION

Term-End Examination

June, 1996

CFN-I: YOU AND YOUR FOOD

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: *Questions 1 is compulsory. Attempt five questions in all. All questions carry equal marks.*

1. (a) Fill in the blanks:
 - (i) The most common adulterant in turmeric is _____
 - (ii) Temperatures between _____ 0F are used in cold storage to prevent food spoilage
 - (iii) _____ is an important constituent of the thyroid hormone.
 - (iv) Cracks at the comers of the mouth, the lips and around the nose can be caused by _____ deficiency.
 - (v) _____ is synthesized by the action of sunlight on its precursor, present under the skin. 5

- (b) Indicate whether the following statements are 'True' or 'False'. Correct the false statements.
 - (i) Green leafy vegetables are a good source of retinol.
 - (ii) 12 g of fat will provide us 48 kcl.
 - (iii) Impurities present in fats lower its smoking point.
 - (iv) Whole pulses are more nutritious than washed or d husked pulses.
 - (v) Add helps to retain the green colour of vegetables. 5

- (c) Define or explain the following in 2-4 sentences each:
 - (i) Pasteurization
 - (ii) Balanced diet
 - (iii) Roasting
 - (iv) Rancidity in fats
 - (v) Combination foods

2. (a) Enlist the various factors which influence food selection. 5

- (b) Which function is mainly performed by foods rich in carbohydrates?
Why do children require shch foods in their diets in large amounts? 5

- (c) Discuss the functions of fats and oils, their common dietary sources and effects of dietary excess and deficiency. 10
3. (a) Comment on the relationship between 'food' and 'nutrition'. Enlist the 6 major nutrient categories provided by our food. 5
- (b) Briefly discuss the functions of the following 3 nutrients and 'give four important food sources of each of these nutrients:
- (i) Vitamin A
- (ii) Calcium
- (iii) Protein 3+1 = 4
4. (a) Why is milk considered a complete food? 2
- (b) Why is it desirable to use pasteurized milk? 10
- (c) What points would you keep in mind while buying milk and milk products?
- (d) How could you include milk in the diet of a child who does not like to drink milk? Support your answer with suitable examples. 4
5. (a) Describe the steps you must follow to ensure a high standard of food hygiene. 10
- (b) Briefly discuss the causes of food spoilage and the steps you would take for the proper storage of non-perishable foods. 10
6. (a) Comment on the nutritive value of *fresh* foods. 2
- (b) Discuss the advantages of a balanced vegetarian diet over a non-vegetarian diet. 6
- (c) What Points would you keep in mind in the selection and purchase of flesh foods? 8
7. Write short notes on any *four* of the following: 4
- (i) Convenience foods-their merits and demerits.
- (ii) Importance of beverages in our diets.
- (iii) Properties of sugar used in the preparation of sugar based foods.
- (iv) Preservation of fruit
- (v) Common adulterants used in red chillies, black pepper, mustard seeds, tea leaves and milk. 20
8. (a) Why is food prepared and cooked? 4
- (b) Give practical tips which should be followed in the preparation of vegetables to ensure maximum retention of colour, flavour and taste. 10
- (c) Briefly discuss the advantages of
- (i) pounding
- (ii) sprouting
- (iii) fermentation 6

CERTIFICATE PROGRAMME IN FOOD & NUTRITION

Term-End Examination

June, 1996

CFN-2: YOUR FOOD AND ITS UTILISATION

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: Attempt five questions in all. Question no.1 is compulsory. All Questions carry equal marks.

1. (a) Fill in the blanks: 4
- (i) Mid arm circumference is an indirect measure of _____
 - (ii) The enzymes responsible for breakdown of fats in the digestive tract are called _____
 - (iii) An infant normally triples his birth weight by _____ months of age.
 - (iv) Energy requirements are related to the level of _____
- (b) Mention two functions of each of the following:
- (i) Fats
 - (ii) Water
 - (iii) Vitamins 10
- (c) Define or explain in 2-3 sentences each:
- (i) Basal metabolic rate
 - (ii) Colostrum
 - (iii) Adolescence
 - (iv) Toxaemia of pregnancy
 - (v) Digestion
2. (a) What points will you keep in mind while feeding a preschool child? 10
- (b) As a parent, what can you do to ensure that your preschool child develops good food habits? 10
3. Radha is 13 years old. She goes to school. Answer the following:
- (a) Is she going through a period which requires special nutritional considerations? Explain. 8
 - (b) Suggest menus for two suitable packed lunches for Radha. Mention ingredients, method of preparation and nutrients supplied by each packed lunch. 12

4. Do you agree with the following statements? Give reasons for your answer.
 - (a) Drinking a lot of water can help in losing weight. 12
 - (b) Claims made for the promotion of food products are generally a reliable source of nutrition information. 5
 - (c) Milk alone can meet all the nutritional needs of preschool children. 5
 - (d) Most vegetable oils have a high content of PUFA. 5
5.
 - (a) Define nutritional status. 2
 - (b) What are the signs of good nutritional status ? 6
 - (c) Discuss the use of weight and height measurements to study the growth pattern. 12
6.
 - (a) Discuss the common problems encountered during pregnancy and their management. 10
 - (b) List the commonly occurring nutritional deficiencies in India. Discuss any one in detail. 10
7.
 - (a) List the five food groups which form the basis for the development of a daily food guide. Discuss any one food group in detail. 10
 - (b) Discuss the guideline for use of the Daily Food Guide in meal planning. 10
8. Write short notes on any four of the following : 20
 - (a) The digestive tract
 - (b) Advantages of breast feeding
 - (c) Physiological changes in old age
 - (d) Overnutrition
 - (e) Nutrition and work performance

CERTIFICATE PROGRAMME IN FOOD & NUTRITION

Term-End Examination

June, 1996

CFN-3 : ECONOMICS OF FOOD

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: Attempt five questions in all. Question no.1 is compulsory. All Questions carry equal marks.

1. (a) Fill in the blanks: 5
- (i) A kitchen garden can provide _____ foods.
 - (ii) Buffer stocks are maintained by _____
 - (iii) Mixing of superior and inferior grades of a commodity is an example of food _____
 - (iv) Procurement price, procurement incidentals and distribution incidentals are added to give the _____
 - (v) The _____ gird is part of the infrastructure for the Operation Flood Programme.
- (b) Explain the following in two to three sentences:
- (i) Breeders seeds
 - (ii) Agricultural extension
 - (iii) Mass media
 - (iv) National Demonstration Scheme
 - (v) Complementary enterprises
- (c) Identify the relationship between the following :
- (i) Government – Consumer Protection Cells
 - (ii) Prophylactic programme – Prevention of iron deficiency
 - (iii) Education of farmers – Improving Productivity
 - (iv) Fortification - Salt
 - (v) Cattle improvement - Dairy industry
2. (a) What is the price index? 2
- (b) How is the price index calculated? Explain with an example. 6

	(c) Describe any three factors which influence the planning of a food budget.	12
3.	(a) How would you classify foods based on the source from which they are obtained? Give examples.	5
	(b) What are the important inputs required for growth of a food crop? Describe in detail.	15
4.	(a) Differentiate between market price and issue price.	4
	(b) Which commodities are recognized for sale by the public distribution system?	6
	(c) Explain the concept of a food subsidy. How does it benefit consumers?	5
	(d) What effect does the public distribution system have on prices of essential commodities ?	
5.	(a) Describe the differences of agricultural subsidies offered to our farmers.	15
	(b) How do you think subsidies help the farmer ?	5
6.	(a) Why is the Government encouraging poultry farming and, Pisciculture ?	5
	(b) Discuss the subsidies being given to poultry and pisciculture enterprises.	10
	(c) What types of training programmes are conducted for poultry farmers ?	5
7.	(a) What are the objectives of the supplementary feeding programmes ?	2
	(b) Which types of supplementary foods are distributed to infants and young children ? Which nutrients do they emphasize ? Give reasons.	8
	(c) Describe the integrated services offered by the ICDS programme.	10
8.	(a) What is the importance of food standards ? Describe the food standards set by the government.	
	(b) How are food grains, fruits and vegetables graded ?	5
	(c) What is a “regulated market” ? How do food laws help to regulate the market?	5

CERTIFICATE PROGRAMME IN FOOD & NUTRITION

Term-End Examination

December, 1996

CFN-I: YOU AND YOUR FOOD

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: *Questions 1 is compulsory. Attempt five questions in all. All questions carry equal marks.*

1. (a) Fill in the blanks: 5
- (i) The layer of _____ under the skin helps in maintaining body temperature.
- (ii) The active form of vitamin A which is used in our body is _____
- (iii) Iodine deficiency results in _____
- (iv) Wheat chapattis puff up on cooking due to the presence of the protein _____ in wheat.
- (v) We need food to give us _____ to carry out our daily activities.
- (b) Indicate whether the following statements are 'True' or 'False'. If false, correct the statements. 5
- (i) A fresh egg will sink in water.
- (ii) Deficiency of niacin leads to Beri Beri.
- (iii) Fruits should have a high tannin content to make a good fruit jelly.
- (iv) Less fat is absorbed during frying of foods in fats with a high smoking point.
- (v) Blanching is explain the following in 2-4 sentences each:
- (c) Define or explain the following in 2-4 sentences 10
- (i) Nutrition
- (ii) Combination foods
- (iii) Sauteing
- (iv) Invert sugar
- (v) Convenience foods
2. (a) What do you understand by a balanced diet ? 2
- (b) Briefly discuss why it is important to include foods from all the food groups in our daily diets. 6

- (c) Highlight the main functions of the following nutrients and list four important food sources of each of these nutrients : 12
- 12
- (i) Carbohydrate
- (ii) Iron
- (iii) Vitamin C
3. Discuss briefly the main points you would keep in mind for the following:
- (i) Selection of spices 5
- (ii) Selection of meat and fish 5
- (iii) Minimizing nutrient losses while cutting, chopping, soaking vegetables. 5
- (iv) Storage of non-perishable foods. 5
4. (a) Enlist four common diseases spread by consuming contaminated food and water. 2
- (b) Describe briefly how you could prevent such diseases being spread through (i) food (ii) utensils (iii) water and (iv) food handlers. 8
- (c) What Points would you emphasize regarding food hygiene, if you were talking to a group of community members? 10
5. (a) What are the main aims of food preservation ?
- (b) Discuss briefly freezing and dehydration as methods of preservation.
- (c) Give examples of foods commonly preserved using any four preservation methods.
6. (a) Discuss the important properties of egg used in the preparation of various egg based products with suitable examples. 10
- (b) Discuss the important properties of sugar used in sugar based products, with suitable examples. 10
7. Write short notes on any *four* of the following : 20
- (i) Points to be kept in mind while buying milk
- (ii) Functions of Food
- (iii) Advantages of sprouting and fermentation
- (iv) Importance of beverages in our diet
- (v) Dry heat methods of cooking
8. Briefly describe any *four* of the following : 20
- (i) Significance of using unmilled and parboiled rice in the diet
- (ii) Importance of socio-cultural factors in determining food acceptance
- (iii) Deficiency of iodine and measures to prevent iodine deficiency
- (iv) Causes of food spoilage
- (v) Rancidity in fats and ways to prevent spoilage of fats and oils during storage

CERTIFICATE PROGRAMME IN FOOD & NUTRITION

Term-End Examination

December, 1996

CFN-2: YOUR FOOD AND ITS UTILISATION

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: Attempt five questions in all. Question no.1 is compulsory. All Questions carry equal marks.

- | | | |
|----|--|----|
| 1. | (a) Fill in the blanks : | 4 |
| | (i) A nursing mother requires _____ extra calories in her daily diet. | |
| | (ii) An infant increases her height by _____ cms during the first year of life. | |
| | (iii) Goiter is enlargement of the _____ gland in the neck. | |
| | (iv) The enzymes responsible for breakdown of carbohydrates in the digestive tract are called _____ | |
| | (b) Mention two functions of each of the following: | 6 |
| | (i) Carbohydrates | |
| | (ii) Water | |
| | (iii) Vitamins | |
| | (c) Define or explain in 2-3 sentences each: | 10 |
| | (i) Low birth weight baby | |
| | (ii) Night blindness | |
| | (iii) Reference man | |
| | (iv) Malnutrition | |
| | (v) Growth chart | |
| 2. | (a) Why is breast milk the best food for an infant ? | 5 |
| | (b) What is weaning? Why is it important for the health of the infant? | 5 |
| | (c) What advice will you give to a young mother regarding the method of introducing and the kind of foods for supplementing her infant's diet? | 10 |
| 3. | Do you agree with the following statements? Give reasons for your answer. | |
| | (a) There are no low calorie oils. | 5 |

- (b) Malnourished children are more susceptible to infections . 5
- (c) The energy needs of adults do not depend on their level of activity. 5
- (d) Fresh fruit juice is nutritionally better than an aerated drink. 5
4. Ramu is 4 years old. He has not gained weight in the last six months. His mother wants to know :
- (a) How can she plan adequate meals for Ramu so that he starts growing well ? 12
- (b) How can she feed him when he suffers from diarrhoea ?
- What advice would you give to Ramu's mother in each case? 8
5. (a) Define growth 2
- (b) How does undernutrition affect your health ? 8
- (c) List the commonly occurring nutritional deficiencies among children in India. Discuss any one in detail. 10
6. (a) List the five food groups which form the basis for the development of a Daily Food Guide. Discuss any one food group in detail. 10
- (b) Illustrate the use of the Daily Food Guide in planning a day's diet for an adult belonging to the low income group. 10
7. (a) Why is dietary assessment important? How would you proceed to evaluate the diet of an adult man? 10
- (b) Describe the use of linear measurements commonly used for the assessment of nutritional status of children. 10
8. Write short notes on any *four* of the following: 20
- (a) Use of convenience foods
- (b) Sexual maturation
- (c) Maintenance of body weight
- (d) Nutrient needs during pregnancy
- (e) Psychological functions of food

CERTIFICATE PROGRAMME IN FOOD & NUTRITION

Term-End Examination

December, 1996

CFN-3: ECONOMICS OF FOOD

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: Answer five questions in all .. Question No. 1 is compulsory. All questions carry equal marks.

1. (a) Fill in the blanks : 5
- (i) FPO is a food
 - (ii) Kitchen gardens help to provide foods such as fruit and vegetables.
 - (iii) is the source of foods such as milk and meat.
 - (iv) The two important types of demonstrations are method demonstrations and demonstrations.
 - (v) Seeds used by farmers should be certified by
- (b) Explain the following in 2-3 sentences :
- (i) Exclusive economic zone
 - (ii) Poultry industry
 - (iii) Food laws
 - (iv) Foundation seeds
 - (v) Mini kits
- (c) Identify the relationship between the following :
- (i) Grading : Food quality
 - (ii) Infant mortality rate : Health status of infants
 - (iii) Pisciculture : Inland fish farming
 - (iv) Prevention of Adulteration : Shopping from Cooperatives
 - (v) Hoarding : Food prices
2. (a) Explain how food selection varies with income. 10
- (b) Foods such as rice and wheat are called wage foods. Why? 5

- (c) “Within a given income group and total expenditure do food, prices of individual food items determine the pattern of our consumption.” Do you agree with this statement? Give reasons for your answer. 5
3. (a) Discuss the benefits of using chemical fertilizers and manure in improving crop production. 5
- (b) List and describe the steps involved in the process of planning for food crop production on the national level. 15
4. (a) What are the components of food subsidy? Explain each in detail. 12
- (b) Define the following terms :
- (i) Market price
- (ii) Issue price
- (iii) Price index
- (iv) Public distribution system 8
5. (a) How do agricultural subsidies help :
- (i) the farmer
- (ii) the consumer who buys food grains 6
- (b) Explain forward and backward linkages of the agriculture sector with other sectors. 6
- (c) What is the role of education and training programmes in improving productivity of farmers ?
6. (a) How has the Operation Flood Programme influenced income generation ? 5
- (b) Explain the following terms :
- (i) Complementary enterprises
- (ii) Milk grid
- (iii) Cattle improvement 15
7. (a) What do you understand by the term “nutrition prophylaxis”?
- (b) Give examples of nutrition prophylaxis programmes in our country.
- (c) Describe the supplementary feeding programmes in India. 10
8. (a) Why do consumers need to be educated?
- (b) Identify any six topics on which you could like information as a consumer.
- (c) Describe the agencies from whom you could get the information you need. 10

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. Parvin Sinclair Chairperson & PVC	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC Regional Services Division Committee against Sexual Harassment (RSDCASH)	neenajain@ignou.ac.in
Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, SSC	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library IGNOU Committee against Sexual Harassment (ICASH)	sur.mittimani@gmail.com
Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal DR. Admin Div.	vsonal@ignou.ac.in
Mr. K. K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasingh@ignou.ac.in

Dates for Submission of Exam Forms				
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 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-	
21 April to 30 April	Rs. 500/-	21 Oct. to 31 Oct.	Rs. 500/-	
1 May to 15 May	Rs. 1000/-	1 Nov. to 15 Nov.	Rs. 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 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

- | | |
|--------------------------------------|--|
| Examination fee per course is | - ₹ 60/- (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 similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) 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**