

PROGRAMME GUIDE

CERTIFICATE PROGRAMME IN HUMAN RIGHTS (CHR)



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

“शिक्षा मानव को बन्धनों से मुक्त करती है और आज के युग में तो यह लोकतंत्र की भावना का आधार भी है। जन्म तथा अन्य कारणों से उत्पन्न जाति एवं वर्गगत विषमताओं को दूर करते हुए मनुष्य को इन सबसे ऊपर उठाती है।”

— इन्दिरा गांधी



“Education is a liberating force, and in our age it is also a democratising force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances.”

— Indira Gandhi

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Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110 068.

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1. INTRODUCTION

Dear Learner

Welcome to the Certificate Programme in Human Rights. Human Rights are becoming one of the corner stones of new world order. The conception of these rights is of central importance in the development of the modern world. The Charter of the United Nations Organizations, that was established on 24 October 1945, contains elaborate provisions on human rights and fundamental freedoms. Since then a large number of declarations and treaties have promoted the rights of individuals, special categories and groups. A number of international institutions and gatherings, large and small, have been dealing with the state of human rights in various regions of the world and in individual countries. Learning about human rights is the first step toward respecting, promoting and defending the rights of the people. Therefore human rights education has become an important area of study. Considering the importance of education, the United Nations proclaimed the decade 1995 to 2004 as the U.N. Decade of Human Rights Education. The purpose of H.R. education is training, dissemination and information efforts aimed at the building of a universal culture of human rights through the imparting of knowledge and skills and the moulding of attitudes.

The certificate Programme in Human Rights aims to sensitize you on human rights issues and related matters and help you to work as an activist in the task of promotion and protection of human rights. We hope you have joined this programme with that intention. Since you have joined the programme at Indira Gandhi National Open University to learn through distance mode, it will be appropriate that you know about this University and Open and Distance Mode of Learning.

2. THE UNIVERSITY

The Indira Gandhi National Open University (IGNOU) is a University with a difference in that it aims at providing educational opportunities to all those who desire higher education without being constrained by the limitations of place and time. With a view to develop a versatile education system with emphasis upon innovation, cost effectiveness, flexibility, universality, and societal involvement, IGNOU was established in September 1985 by an Act of Parliament. It ranks as one of the premier educational institutions in the world. IGNOU has contributed significantly to the development of higher education in India. It has been a world leader in open-distance education and that is why the “Centre of Excellence Award” in Distance Education was conferred on it in 1993 by the Commonwealth of Learning (COL). It also received the “Award of Excellence for Distance Education Materials” in 1999 from COL.

The significant features of Indira Gandhi National Open University are :

- Relaxed entry rules;
- Study according to the student's own pace and convenience;
- Study at the students' own chosen place;
- Flexibility in choosing a combination of courses from across a whole range of disciplines; and
- Use of modern educational tools like computer, and communication technology.

The University functions with the objective of:

- Providing access to higher education to large segment of population and thereof seeking to achieve the educational well being of the community;
- Providing access to higher education to the disadvantaged groups and individuals and thereby opening up opportunities to upgrade knowledge and skills;
- Bring higher education to the door-steps of all those who want it;
- Providing an integrated development of human personality;
- Promoting awareness of national integration; and
- Providing high quality education at the university level.

2.1 The Instructional System

IGNOU imparts the study programmes through 21 schools of study, with a network of 62 regional centers, more than 2100 study centers and more than 50 overseas centers. The University offers need based academic programmes, including professional, vocational and general awareness programmes. Most of these programmes have been created to fulfill the learner need for:

- Acquisition of academic and professional qualifications;
- Continuing education and professional development at the work place; and
- Skill enhancement.

The methodology of instruction in the University is learner-centric. The teaching-learning process is through self-instructional learning materials, based on the credit system. The self-instructional material sent to learners from the University is aided by the support facilities provided at centers throughout the country, audio-video programme and interactive radio and television programmes. We hope you will enjoy learning through this multi-media approach according to your own needs, time schedules and preferences.

2.2 School of Law

The School of Law (SOL) was established in 2005 with an objective of imparting legal education through Open and Distance Learning system. The school aims to create awareness about legal rights and responsibilities in the emerging world order. The School strives to ensure high quality education and research through innovative, multi-media learning teaching packages with a focus on learning practical aspects of law, acquiring legal skills and scholarship.

Recognizing the importance of legal education and demand for the programmes in Law, IGNCU constituted a five member Committee in 1994 under the Chairmanship of Prof. N.R. Madava Menon an eminent legal educationist. Prof. Menon's Committee suggested developing professional programmes in Law including programmes in paralegal education, court administration, law office management, legal aid administration, occupation based and management oriented legal education for middle and top level personnel in government and industry. The UGC Curriculum Development Centre in Law (CDC) setup in 1990 under the leadership of Prof. Upendra Baxi, an eminent jurist also underscored the importance

of Distance Education in Law as inclusive legal education for wider participation in legal profession, judicial appointments and government law offices.

The School of Law organized a Brainstorming Session in June, 2007 to prepare a road map for legal education in India. The important recommendations of the Brainstorming session enabled the School of Law to Plan and develop a range of programmes in law.

The following programmes are on offer at School of Law.

Programmes on Offer

1. Post Graduate Diploma in Intellectual Property Rights (PGDIPR)

The Post Graduate Diploma in Intellectual Property Rights has been developed by the School of Sciences in collaboration with the World Intellectual Property Organization (WIPO), Geneva. Currently this programme is shifted to School of Law. The objectives of this programme are to disseminate information on national and international IPR issues, create IPR consciousness among scientists, professionals, academicians, government officials, entrepreneurs and other members of the society, and familiarize the learners about the documentation and administrative procedures relating to IPR in India. This Diploma of one year duration comprises 8 courses with total worth of 32 credits.

MIP-001 General Overview of Intellectual Property

MIP-002 Industrial Property: Patents, Designs, Plant Varieties

MIP-003 Industrial Property: Trademarks, Geographical Indications, Trade Secrets and Unfair Competition

MIP-004 Copyrights and Related Rights

MIP-005 Protection of Industrial Property at the National Level

MIP-006 Protection of Copyright and Related Rights

MIP-007 Enforcement of Intellectual Property Rights

MIP-008 Contemporary Intellectual Property Issues

2. PG Diploma in Legal Process Outsourcing

The PG Diploma in Legal Process Outsourcing is developed in association with Rainmaker, Mumbai. The programme aims to train law graduates in the existing legal practices predominantly useful for LPO industry in India. It aims to satisfy needs at two levels: at the employee level, to aid law graduates, to enhance their employability and the industry level, to assure quality of prospective recruits. The LPO industry requires law graduates those who are familiar with the conventional and emerging areas of laws. The courses are:

MLEI-1 Legal Education and Proficiency

MLEI-2 Skills, Personal Effectiveness and Enterprise Development (SPEED)-I

MLEI-3 Professional English Proficiency (PEP)-I

MLEI-4 Virtual Intelligence Methods (VIM)-I

- MLEI-5 Legal Education and Proficiency (LEAP)-II
- MLEI-6 Skills, Personal effectiveness and Enterprise Development (SPEED)-II
- MLEI-7 Professional English Proficiency (PEP)-II
- MLEI-8 Virtual Intelligence Methods (VIM)-II

3. Post Graduate Certificate in Cyber Law (PGCCL)

School of Law, is offering the Post Graduate Certificate in Cyber Law from July, 2008 through two modes Virtual Education in Law (VEL) & Open Distance Learning (ODL). The main objective of the programme is to enable learner to acquire critical understanding of cyber law and the emerging social and intellectual property issues. It also aims to give learners in depth knowledge of Cyber law and legal framework, Right to Privacy, Data Security and Protection.

The programme is of 16 credits and consists of four courses.

- MIR-011 Cyberspace Technology and Social Issues
- MIR-012 Regulation of Cyberspace
- MIR-013 Commerce and Cyberspace
- MIR-014 Privacy and Data Protection

4. PG Certificate in Patent Practice (PGCPP)

Patent is the most significant form of Intellectual Property to encourage creativity in science and technology, protect invention, development and creation of new technology and business expansion throughout the world.

The objective of the Programme is to provide learners in-depth knowledge of the Indian patent law, training in writing of patent application, and to develop expertise in patent search. This programme is offered in collaboration with Council of Scientific and Industrial Research (CSIR). It is of 16 credits and comprises of four courses. The programme is offered from January 2009. It consists the following courses:

- MIR-021 Overview of Intellectual Property Rights
- MIR-022 International Framework for Patents Protection
- MIR-023 Indian Patent Law and Procedures
- MIRP-001 Project/Internship

5. Certificate Programme in Human Rights (CHR)

This programme is meant to sensitise general students and professional groups, e.g. police and army, primary school teachers, NGO functionaries, etc. on issues relating to Human Rights. This 16 credit programme has the following two courses:

- CHR-11 Human Rights: Evolution, Concepts and Concerns
- CHR-12 Human Rights in India

6. Certificate in Consumer Protection (CCP)

This certificate programme was developed by School of Social Sciences and recently relocated to School of Law. This 16-credit programme aims at creating an overall awareness and training on Consumer Affairs with special emphasis on Consumer Protection. After completing this programme, the learner can work as consumer activist in the industrial sector, with NGOs and government departments on consumer affairs. The programme consists of two courses and a project work. These are as follows:

ACS-01 Application oriented Course in Consumer Studies

CPI Consumer Protection

CCP Project work in Consumer Protection (DIPP)

7. Diploma in Paralegal Practice

Paralegal work entails providing assistance to aggrieved individual/groups in accessing legal procedures for seeking legal remedies. A paralegal is a person who assists in the delivery of legal services.

This programme aims to give basic knowledge and awareness on legal rights and to develop functional understanding of laws that affect individuals in their everyday life. It also aims to develop skills in accessing legal and judicial institutions and processes for public advocacy. This 32 credits programme consists of following five courses:

BLE-001 Introduction to the Indian Legal System

BLE-002 Introduction to Law : Substantive and Procedural

BLE-003 Law and Vulnerable Groups

BLE-004 Rural Local Self Governance

BLEP-001 Clinical Course (Research Project and Placement)

On successful completion of the programme, the student will be able to seek employment in any State/ Non-State organization working in the field of protection of Human Rights, Legal Aid Centre, Government Departments responsible for enforcement of social legislations and NGOs working for realization of socio-economic rights.

8. Master of Intellectual Property Law (MIPL)

The two years Masters Programme is a unique programme and first of its kind in India to develop knowledge, awareness and practical skills in Intellectual Property Rights. The objective of this programme is to develop new brand of Intellectual Property Lawyers and supporting professionals. This is a joint Degree Programme of IGNOU and Queensland University of Technology (QUT), Australia. Students who pass the first year of the Masters Programme at IGNOU have an option to study the second year at QUT. Those who study at QUT will obtain both IGNOU & QUT degrees and others will get IGNOU degree.

In case, the students wish to study in Australia, they need to clear the English Language test and pay the requisite fee including travel and living expenses. The programme is on offer from July, 2009. It is

open to Law/Science/Engineering graduate students. It comprises the following courses:

MIR-030	Introduction to Law
MIR-031	Overview of Intellectual Property
MIR-032	Copyright and Design Law
MIR-033	Trademarks, Passing off and Geographical Indications
MIR-034	Patents
MIR-035	Traditional Knowledge and Biodiversity
MIR-036	Advanced IP Issues
MIR-037	IP Litigation
MIR-038	Commercialization of IP and Licensing
MIR-039	Plant Breeders Rights
MIR-040	International and Comparative IP Law
MIRP-003	Research Project

3. CERTIFICATE PROGRAMME IN HUMAN RIGHTS

As already explained in the introduction this certificate course has been designed to generate awareness and strengthening of respect for human rights and fundamental freedoms. It is aimed at empowering individuals and groups through fostering knowledge, skills and attitudes consistent with internationally recognized human rights principles. The objectives of the programmes are to assist student developing;

- an awareness of what human rights are and an understanding of the origins of moderns human rights;
- an appreciation of the meaning and significance of the Universal Declaration of Human Rights and other human rights instruments;
- an understanding of how human rights instruments are applied in Indian laws and society;
- The promotion of understanding, tolerance, gender equality and harmonious coexistence among social, national, ethnic, religious and linguistic groups;
- The strengthening of respect for human rights and fundamental freedoms.

3.1 Eligibility

In accordance with the University's general policy of openness and flexibility vis-à-vis eligibility criteria any student with + two (10+2) qualifications is eligible for admission. Those, who do not possess 10+2 qualification can also be admitted after clearing IGNOU Preparatory programme.

There is no admission test. This programme can be pursued alongwith any other programme from IGNOU or any where else.

3.2 Duration

The programme can be completed in a minimum period of six months and maximum period of two years.

3.3 Credit System

IGNOU programmes are based on credits. One credit is equivalent to an overage of 30 hours of study. This includes reading, attending counselling, participating in teleconferencing, radio counselling etc. In other words, you will have to put in about 240 hours of study for completing a 8-credit course.

3.4 Programme Structure

The certificate programme in Human Rights is a 16 credit programme consisting of two courses of 8 credits each. These are :

CHR-11 8 credits

CHR-12 8 credits

3.5 Details of Courses

CHR-11 Human Rights: Evolution, Concepts and Concerns

Block 1 Understanding Human Rights

Unit 1 Human Rights : Meaning and Development of International Concerns

Unit 2 Universal Declaration of Human Rights

Unit 3 Civil and Political Rights

Unit 4 Economic, Social and Cultural Rights

Block 2 Specific Human Rights

Unit 5 Major Human Rights Conventions

Unit 6 Right to Self-Determination

Unit 7 Right to Development: Food, Shelter and Health

Block 3 Human Rights of Groups

Unit 8 Women's Rights

Unit 9 Rights of the Child

Unit 10 The Rights of Persons Belonging to Minorities

Unit 11 Rights of Refugees and Migrant Workers

Unit 12 Indigenous People and Human Rights

Block 4 Human Rights: Implementation

Unit 13 The U.N. Machinery : Charter and Treaty Bodies

Unit 14 Regional Arrangements

Unit 15 National Instructions and Laws

Unit 16 Non-Governmental Organizations

Block 5 Human Rights Concerns and Emerging Trends

Unit 17 Humanitarian Law and Human Rights

Unit 18 Human Rights: International Concerns – Vienna and other UN Conferences

Unit 19 Human Rights : Terrorism and Fundamentalism

Unit 20 Human Rights in 21st Century : Challenges of Globalization

CHR-12 Human Rights in India

Block 1 Human Rights: Development in India

Unit 1 Human Rights : Historical Traditions

Unit 2 Freedom Struggle and Civil Liberties Movement

Unit 3 Constitutional Vision : Fundamental Rights and Directive Principles

Unit 4 India's International Human Rights Obligations

Block 2 Rights of Special Categories

Unit 5 Rights of Women

Unit 6 Rights of Children

Unit 7 Rights of Dalits and Tribes

Unit 8 Rights of Minorities

Unit 9 Rights of Old and Disabled

Block 3 Human Rights Enforcement

Unit 10 Human Rights Enforcement: Role of Judiciary

Unit 11 Human Rights Commission : National, State and other Commissions

Unit 12 Human Rights Movement

Block 4 Human Rights : Threats and Challenges

Unit 13 Human Rights : State and Society

Unit 14 Human Rights : Terrorism and Fundamentalism

Unit 15 Human Rights and Environment

Unit 16 Emerging Trends – Media, Internet, Globalization

Block 5 Human Rights in Everyday Life

Unit 17 Human Rights and Police

Unit 18 Consumer Rights and Protection

Unit 19 Accessing Rights of Women

Unit 20 Accessing Rights of the Child

Unit 21 Rights of Dalits, Tribals and Unorganized Labour

3.6 Medium of Instruction

English and Hindi

4. INSTRUCTIONAL SYSTEM

The Methodology of instruction in this University is different from that in conventional universities. The Open University System is more learner-oriented. The student is considered an active participant in the teaching-learning process.

The University follows a multi media approach for instruction. It comprises;

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

4.1 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 material 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 (4 or 5 Blocks for a 8 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 **Aims and Objectives** briefly states what we expect you to attain when you have completed the Unit. This is followed by the main

body of the Unit, which is divided into various sections and sub-sections. In the main body there are a few exercises. You are supposed to read the text very carefully to get answers to the questions given under the heading; These provide you the opportunity to relate the text of the study material to your social context. It is interesting and you must do it.

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 **Clarification of the Terms Used**. Some books or articles for additional reading are suggested in the section **Some Useful Readings**. For your reference purpose, some of these books may be available in the study center.

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 Clarification of the Terms Used or in a dictionary. Read the Unit again and again until you have understood the point. However, if you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

4.2 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the printed material. Hence, we advice you to make use of it, as these will help you to understand the subject better. Video programmes are transmitted by Doordarshan. The transmission schedule is given in the University Newsletter which is sent to every student.

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

4.3 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 through your study centres. The IGNOU faculty at Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone, fax and e-mail available at receiving centers free of cost for you. These will help in resolving your queries related to courses and other general information pertaining to programmes of study.

4.4 Counselling

In distance education, face-to-face contact between the learners and their tutors/counsellors is an important activity. The purpose of such a contact is to answer your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced Academic Counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the whole academic sessions.

The counselling sessions are not compulsory. However, they may be very useful in certain respects such as to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues, and get clarifications for your queries and also to discuss Learn From Your Experience activities.

Face-to-face counselling will be provided to you at the study centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lecturers. Counsellors will not be delivering lectures. They try to help you to overcome difficulties which you face while studying for this programme. In these sessions you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video cassettes that are available at that time will be played in the counselling sessions.

Before you go to attend the counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. Also try to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

Generally there will be 5 counselling sessions for a 4-credit course.

The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Study Centre.

4.5 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 student enrolment 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. The particulars regarding the Study Centre to which you are assigned will be communicated to you. The list of Study Centres where counselling facilities for this programme are likely to be available on IGNOU Website www.ignou.ac.in and also in the University Prospectus.

Every Study Centre of IGNOU has:

- A Coordinator who will coordinate 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. The detailed programme of the counselling sessions will be sent to you by the Coordinator of your Study Centre.
- 2) Evaluation of Assignments: Tutor Marked Assignments (TMAs) will be evaluated by the Counsellors at the Study Centre.

- 3) **Library:** For each course some of the books suggested under. Some Useful Reading are available in the Study.
- 4) **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 course.
- 5) **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.
- 6) **Interaction with Fellow-Students:** At the Study Centres you get an opportunity to interact with fellow students.

5. EVALUATION

Evaluation consists of two parts: 1) continuous evaluation through assignments, and 2) term-end examination. In the final result, continuous evaluation (assignment of a Course) carries 30% weightage, while 70% weightage is given to term-end examination. 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	40 to 49.9	D – Satisfactory	2
Unsuccessful	Below 40	E – Unsatisfactory	1

You are required to score at least 40% marks in the continuous evaluation (assignments) as well as term-end examination separately. In the overall computation also **you must get atleast 40% marks in each course** to claim the Certificate in Human Rights.

5.1 Assignments

Assignments constitute the continuous evaluation system. Submission of assignments is compulsory. Assignments of a Course carry 30% weightage while 70% weightage is given to the term-end examination.

There is one Tutor-Marked Assignment (TMA) for each Course. You will have to submit one TMA for each Course. These assignments are designed to test your comprehension of the print material you receive, and to prepare you for the term-end examination. They are designed in such a way as to help you concentrate mainly on the printed Course material and supplement with personal experience, conceptual grasp, and keen observation.

You will not be allowed to appear for the term-end examination for a Course if you do not submit the assignment in time for that Course.

The evaluators/counsellors after correcting the assignments shall send them back to you with their comments and marks. The comments guide you in your study and help in improving your performance.

The University/Coordinator of the Study Centre has the right not to entertain or to reject the assignments submitted after the due date. You are therefore, advised to submit the assignments before the due date.

If you do not get a passing grade in any assignment, you have to submit it again. However, 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, on the part of the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that he/she forwards the correct score to the Student Evaluation Division (SED) at the Headquarters.

Whenever you receive a set of material and assignments, check them immediately and ask for missing book/books, if any, to the Material Production and Distribution Division, (IGNOU, Maidan Garhi, New Delhi-110068) or the Coordinator of your Study Centre.

5.2 Term-end Examination

As stated earlier, term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result. You must fill and send your term end examination form before the last dates i.e. 31st March for June exam and 30th September for December exam, to the Assistant Registrar(Exam-II), SR&ED, IGNOU, Maidan Garhi, New Delhi-110068.

In case you fail to get a pass score (40% marks) in the Term-end Examination, you will be eligible to reappear at the next Term-end Examination for that course as and when it is held, within the total span of the programme.

Eligibility for Examination

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

1. You should have paid the course fee. You should not apply for appearing at the term-end examination of any course without getting registered for the same and if you do so, your result would not be declared and the onus shall be on you.
2. You should have opted and pursued the prescribed course.
3. You should submit the examination form in time; and
4. You should have submitted the assignments for the respective Course.

Examination Date Sheets

Examination Date Sheets (Schedule which indicates the date and time of examination for each Course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU Newsletter from time to time. Thus, normally, the date sheet for June examinations is released in the month of January and for December examinations in the month of July. You can also see the date sheet at IGNOU website: www.ignou.ac.in. A fee of Rs. 50/- per course is charged as examination fee. There is separate late fee if forms are submitted after due date.

Examination Form

Submission of the examination form is an essential pre-requisite for taking examination in any course. Copies of the examination forms are available at Study Centres/Regional Centres/Evaluation Division at Headquarters. A specimen copy is also enclosed here in this Programme Guide. Only one form is to be submitted for all the Courses in one term-end examination.

The duly filled in examination form is to be submitted to the **Assistant Registrar Examination II, Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110 068**. Examination forms without late fee can also be submitted online at the IGNOU website: www.ignou.ac.in.

Dates for submission of examination forms is as follows:

For June TEE	Late Fee	For Dec. TEE	Late Fee
1st March to 31st March	Nil	1st Sept. to 30 Sept.	Nil
1st April to 20th April	Rs. 300/-	1st Oct. to 20th Oct.	Rs. 300/-
21st April to 15th May	Rs. 500/-	21st Oct. to 15th Nov.*	Rs. 500/-
16th May to 28th May*	Rs. 1000/-	16th Nov. to 28th Nov.*	Rs. 1000/-
* During these dates submit the examination form with late fee to concerned Regional Centre (For Outside Delhi); For Delhi, submit to the Registrar (SED). Exam for these students will be conducted at Regional Centre city only.			

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. The examination form received after due dates or without late fee, wherever applicable, shall be rejected.

Examination Intimation Slip

After receiving the examination forms from you, the University will send an intimation slip to you before the commencement of examinations. If you do not receive the **intimation slip** 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the Study Centre, **even if you have not received intimation slip or misplaced the intimation slip, you can take the examination by showing your Identity Card (Student Card) to the Superintendent of the Examination Centre.**

Examination Centre

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 Director, SE Division at least one month before the commencement of examinations.

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

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

Study Centre is the contact point for you. The University cannot send communications to all the students individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about 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 problems.

6. TIPS FOR EFFECTIVE LEARNING IN OPEN UNIVERSITY

How to Approach your Studies : It would be beneficial for you to go through the Programme Guide as well as the Handbook provided by the University. This will help you to know exactly about the facilities being extended and how you can make best use of these in your learning. This will provide you an idea of what to expect from the system and how best to use the support being provided.

Quasi-permanent Separation : To bridge your semi-permanent separation from your counsellor and to enable you to take advantage of the flexibilities provided in the Open Distance Learning (ODL) system, provision for Face-to-Face interaction has been made. Moreover, you can contact your teachers at the Headquarters through phone and e-mail. However, the onus of learning is on you. You must make full use of flexibility, facilities and innovativeness provided by the system.

Adhere to the Schedule of Operations : Various activities in the ODL system are time bound and the details are given in the Programme Guide and the Handbook sent to you. Adherence to the Schedule of Operations shall help you enormously in completion of the Courses. As a thumb rule, if you study three hours a day regularly, you should be successful in completing the course in the minimum stipulated time.

Studying at your Pace and Place : You can learn at your pace and place, but it would help if you periodically revise what you have learnt. This would also enable you to assess as to how much remains to be done. The Distance Education system provided for an in-built teacher in the Self Instructional Material (SIM). Your pace of learning could be faster and effective if you abide by the instructions given to you in the SIM, and follow the sequence and steps suggested therein, as the objectives of these access devices is to regulate your pace of learning.

Taking Notes : In SIMs, some space has been provided to take important notes. You should identify keywords/terms, and put remarks while going through it. This facilitates cross-referencing. You must answer/solve problems in the Activity yourself, for better understanding and preparation for the examination.

Using Media Effectively : Audio-visual learning is faster and can be more effective. That is why multi-media is one of the integral components of our multiple media instructional package. For complementing your learning with the help of multi-media effectively, you should visit your Study Centre for counselling and insist that your counsellor shows A/V programmes. Such visits will also help you obtain the latest information on broadcast and telecast of programmes and teleconferences. Now IGNOU has a 24 hr. TV Channel 'Gyan Darshan' and a countrywide network of FM radio stations. You should contact your cable operators to beam Gyan Darshan. In case, it is not possible for you to visit your SCs for some reason, you can procure these cassettes/CDs from the University for convenient viewing.

Preparing Assignment Responses: The separation between the teacher and the taught in the ODL system is bridged through dialogue established by continuous assessment. Your assignment responses provide an opportunity to your counsellor to guide you and pace your learning depending on your progress. Therefore, you must write your assignment yourself, in your words depending on the scope of every question. In some questions, you might be required to give a brief outline, while in other you may

be asked to give your justifications/demonstrate your skills and knowledge/given detailed description, etc. It is also possible that you may be required to refer to a particular source of information or data and present your analysis. You may also discuss implications and suggest application and/or give illustrations.

When you have answered the assignments, pause for a while and recheck your response to make sure that :

- The language is your own, simple and comprehensible;
- It covers all relevant aspects and with expected details;
- The content is accurate and relevant;
- The presentation is logical and clear;
- The main points are well supported by examples/arguments/is illustrations; and
- The response has been legibly written.

Taking the Term-end Examination : In our system of education, career prospects are influenced by the performance in examinations. So, you should approach examinations with some caution. However, this should not cause anxiety. Another important point to be kept in mind is that you must submit your assignments as per schedule before the examination.

Preparing for the Examinations : The surest way to success in examinations is to conscientiously employ effective study techniques over a period of time. For example, if you follow the tips provided here, your chances of success will improve. You will certainly remember more, have a better understanding, and be able to organize your ideas quickly and effectively.

On the Examination Day : When you receive the question paper:

- Read the instructions and the question paper right through very carefully, paying attention to each question;
- Be objective, and assess what precisely the questions demand of you;
- Budget your time, that is, you should carefully allocate your time according to the weightage given to each question; and
- Plan your answer and form a sense of priority.

7. OTHER USEFUL INFORMATION

7.1 IGNOU Newsletter

The University publishes newsletter 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 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 **Director, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110 068**. You are advised not to write 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.

7.3 Change of Study Centre

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

Counselling facilities for a 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 new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

7.4 Change of Region

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

7.5 Refund of Fee

Fee once paid will not be refunded under any circumstances.

7.6 How to Approach the University?

For your information, addresses of important officers 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 Appendix. Whenever you need any of these please take a photocopy, fill it and send it to the concerned official.

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

8. SOME USEFUL ADDRESSES

1. Non-receipt of study material and Assignments, Repeat Assignments
Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi – 110 068
2. Admissions, fees, scholarships, exemption, change of course/programme
Registrar (SED), IGNOU Maidan Garhi, New Delhi – 110 068

3. Date Sheet, Examination Centres, Results etc.

Registrar (SED), IGNOU, Maidan Garhi, New Delhi – 110 068

4. Counsellors and other problems relating to Study Centres

1. Regional Director of your Region

2. Assistant Director (Student Affairs) Regional Services Division, IGNOU, Maidan Garhi, New Delhi – 110 068

5. Change of address and all other related problems

Registrar (SED), IGNOU, Maidan Garhi, New Delhi – 110 068

6. Purchasing of Audi/Video Tapes

Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi – 110 068

7. Academic Matters

Prof. A.S.Narang, Programme Co-ordinator(CHR), School of Social Sciences, 'F' Block, Room No, 124, IGNOU, Maidan Garhi, New Delhi – 110 068

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

9. SOME USEFUL FORMS

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

Enrolment No. : Programme :

Name :

Course Code : Medium : English/Hindi

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM

Enrolment No. : Programme :

Name :

Course Code : Medium : English/Hindi

S.No. Assignment No.

Signature of the Student

Date :

FOR OFFICE USE ONLY	
Sr. No. : <input type="text"/>	
Signature of the receiver	
Date : <input type="text"/>	
Seal	

- Notes : 1. Submit this form to the coordinator of your study centre along with the assignment.
2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study
Enrolment Number
Name
New or Corrected Address including Pin
New Study Centre Code
Choice for Medium of Study
Date of Change

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

The Regional Director of your region.

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

Enrolment Number Programme Code

Date Change effective from

Name

New Address

Town

State Pin

State Code (See Code List 2 of Guide to Applicant)

Signature : Date :

Existing Study Centre Code

New Study Centre Code :

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

To

The Director (SR&E)
Indira Gandhi National Open University
Maidan Garhi
New Delhi - 110 068

Sub.:- Change of Medium of Study.

Enrolment No.

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

Programme

--

Please change my medium of study as per following details:

Present Medium

--

New Medium

--

Courses offered: Foundation Course
 Elective Courses
 (Course code only)

I am enclosing a Demand Draft No. of Rs. drawn on (bank & branch) payable at New Delhi. (Please pay Rs. 200/- per course).

Name and Address : Signature
 Date



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

1. Name :

2. Father's/Husband'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 in which the Candidate is 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 fee due to the University. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. dated

Date:

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 300/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068
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 the Candidate (in Block Letters in English) : _____
(in Hindi) : _____

Father's Name (in Block Letters in English) : _____

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 the 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 entries made by the applicant are correct.

Signature of Regional Director
with Stamp

INSTRUCTIONS

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
New Delhi

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name : Shri/Smt./Kum

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

Sl. No.	Course Code	Assignments Code	Course Title	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. 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

Signature.....

.....

Date

.....

.....Pin.....

For Official Use Only :

Date of Despatch of Assignments to the student.....



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Registration and Evaluation Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF 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:

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

.....
Signature

Date:



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

Name

Enrolment No. :

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

Address

Pin

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

Programme

Month and Year of the Exam

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

Bank Draft / IPO No. Dated

for Rs. 150/- in favour of IGNOU, New Delhi

.....
Signature

Date:

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

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

The Registrar (Student Evaluation Division)
Indira Gandhi National Open University
Block 12, Maidan Garhi
New Delhi - 110 068

To

The Registrar
Material Production and Distribution Division
Indira Gandhi National Open University
New Delhi - 110068

Sub. : Non Receipt of Study Material / Assignment

Enrolment No.

Programme

Medium of Study

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

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

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

Name and Address : Signature :

..... Date :

.....

.....

For Official Use

Date of despatch of study material/assignment to students



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. Name:

2. Programme: Enrolment No:

3. Address:

..... Pin

4. Month and Year of the Examination:

5. Examination Centre Code :

6. Address of the Examination Centre :

7. Courses, in which re-evaluation sought	COURSE CODE	MARKS/GRADE OBTAINED
--	-------------	----------------------

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

8. Fee detail:-

(The fee for Re-evaluation of answer scrip is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s): × Rs. 500/- Total Amount: Rs.

Demand Draft No.: Date:

Issuing Bank:

Date:

(Signature of the student)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form,

Please mention 'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'

7. Application form must reach within the prescribed dates at the following address:-

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM JUNE / DECEMBER - 200__

EXAM FORM

Serial
No.

Control No.

INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

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

Programme Code

Study Centre Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

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

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

City

District

State

Pin Code

COURSE OPTION:

Course codes for which appearing for
the first time OR failed in the earlier TEEs including
Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / ELIS Programmes
FEE @ Rs. 50/- PER COURSE

Course Codes (Exam already taken in the last TEE
but result awaited on the date of submission of the
exam form) (For result please visit IGNOU site
www.ignou.ac.in) NO EXAM FEE TO BE PAID

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

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

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

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /
Issuing Branch	
Payable at	N E W D E L H I

SIGNATURE OF THE STUDENT

(within the Box only)

ISSUING BANK

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are 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)

Dates for Submission of Exam Forms

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

* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SRE), Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post along with the requisite fee (in the form of demand draft) at SR&E Division, IGNOU, Maidan Garhi, New Delhi - 110 068 or at the concerned Regional Centre within the stipulated dates.

INSTRUCTION FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e. www.ignou.ac.in Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. 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 may 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.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. 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).
10. 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.
11. Students are advised to enclose/forward only the Examination fee along with this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student 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.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



Indira Gandhi National Open University

Student Satisfaction Survey

Kind Attention: All Past and Present Students of IGNOU!

Now you rank our Performance...

Dear Student,

As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : ☐ M ☐ F

Age Group : ☐ Below 30 ☐ 31-40 ☐ 41-50 ☐ Above 51

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After filling cut out this questionnaire and mail it to:

STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068

MPDD/IGNOU/P.O.0.5K/May, 2017 (Reprint)

