



Programme Guide & Prospectus

CERTIFICATE OF COMPETENCY IN POWER DISTRIBUTION

THE PEOPLE'S
UNIVERSITY

School of Engineering and Technology
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

IGNOU

IMPORTANT DATES

Minimum duration of the Programme : **Six months**

Maximum duration of the Programme : **Two years**

COURSES	TERM-END EXAMINATION
OEE-001	June and December every year
OEE-002	
OEEL-001	

Admission : Commencement of Session

January Session	Form received between 1 st June to 31 st October	Without late fee
	Form received between 1 st Dec to 31 st October	With late fee of Rs. 200/-
July Session	Form received between 1 st Dec to 30 th April	Without late fee
	Form received between 1 st May to 31 st May	With late fee of Rs. 200/-

Term-end Examination (TEE) : Last Date for Submission of TEE Form

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORMS
1 ST March to 31 st March	1 st Sept to 30 th Sept	NIL	The Registrar (SRE), IGNOU, Maidan Garhi, New Delhi-110 068
1 st April to 20 th April	1 st Oct to 20 th Oct	Rs.100/-	
21 st April to 15 th May	21 st Oct to 15 Nov	Rs.500/-	*For outside Delhi students (Concerned Regional Centre)
16 th May to 28 th May	16 th Nov to 26 th Nov	Rs.1000/-	*For Delhi students The Registrar (SRE), IGNOU, Maidan Garhi, New Delhi-110 068

RECOGNITION

IGNOU is a Central University established by an Act of Parliament in 1985 (Act No. 50 of 1985). The Degrees/Diplomas/Certificates awarded by IGNOU are recognized by all the members of the Association of Indian Universities (AIU) and to be treated at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F. 1-8/92 (CCP) dated February 1992 and AIU Circular No. EV/B(499)/94/176915-177115 dated January 14, 1994.

PROGRAMME GUIDE AND PROSPECTUS

**Certificate of Competency
in
Power Distribution
(CCPD)**



**School of Engineering and Technology
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

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This programme has been developed by the School of Engineering and Technology, IGNOU in collaboration with the Ministry of Power, USAID-India and the Power Finance Corporation under the Distribution Reform Upgrades and Management (DRUM) Project.

July, 2010 (Revised)

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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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Dear Student,

We welcome you to the Certificate of Competency in Power Distribution programme.

In this programme, which has been developed in collaboration with the Ministry of Power, USAID-India and the Power Finance Corporation under the DRUM Project, you will learn about the power distribution system. The programme is of 16 credits and comprises 3 compulsory courses.

This programme guide gives you important information about the programme and how to study it. We advise you to read this Programme Guide carefully. We have included in it some useful forms, which you may need during your course of study. Hence, we strongly recommend that you retain this Programme Guide carefully with you.

We are aware that it is a challenging task to pursue such a programme of study for working professionals in the distance mode. In order to facilitate the learning process, we will be arranging some course-wise contact theory/practical sessions, which you can attend at the Programme Study Centre assigned to you. The schedule of these sessions will be communicated to you by your centre. You could get your doubts about any concept cleared during these sessions.

We are also accessible via e-mail. If you face any difficulty and need help in studying the programme, you could send your queries to us on the e-mail address : electrical.ignou@gmail.com and we will try to solve your difficulties as best as we can.

THE UNIVERSITY

Indira Gandhi National Open University (IGNOU) was established in 1985 by an Act of Parliament, with a view to democratise education and improve the quality of life of our people. IGNOU has now emerged as the largest University in the world. It is mandated to cover large segments of population across the length and breadth of the country particularly the disadvantaged groups of society engaged in various vocations and professions. The primary emphasis is on innovation, flexibility and cost-effectiveness. The University follows a learner-centric approach. It has successfully adopted a policy of openness and flexibility in terms of relaxed entry qualifications and provision for multiple entry and exit, pace, place of study, etc.

At present, IGNOU is offering over 350 Programmes and has about 2.6 million students on its roll. The University operates through a strong network of 61 Regional Centres and 7 Sub-regional Centres. There are over 3000 Study Centres across the country and 60 overseas centres, which provide individualised support to the learners. Most of these centres are equipped with the state-of-the-art tele-conferencing facility. The University produces high quality and rich content courseware for its learners for which the IGNOU was conferred an Award of Excellence by the Commonwealth of Learning (COL), Canada. It is a University with a difference.

Objectives of the University

The University has the following major objectives :

- Promoting the educational well-being of the community;
- Democratising higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the door-steps of people living even in remote areas;
- Offering need-based innovative academic Programmes by giving professional and vocational orientation to the course curriculum; and
- Disseminating learning and knowledge through an innovative multiple media teaching-learning system.

In addition, IGNOU also has the responsibility to promote and develop distance education system in India.

- Diploma in Nautical Science
- Diploma in Civil Engineering (*Army Personnel*)
- Diploma in Electrical and Mechanical Engineering (*Army Personnel*)
- Diploma in Civil Engineering
- Diploma in Mechanical Engineering
- Advanced Certificate in Power Distribution Management
- Certificate in Craft and Design (*Pottery*)
- Certificate in Motorcycle Service and Repair
- Competency Certificate(s) in various trades in construction
- Certificate in Shoe Upper Cutting
- Certificate in Shoe Upper Stitching
- Certificate in Shoe Lasting and Finishing

Ongoing Collaborative Projects in the School

- IGNOU-MOP Project
(*Collaborative project of IGNOU and Ministry of Power*)
- IGNOU-CIDC Construction Education and Training Project (IC-CETP)
(*Collaborative project of IGNOU and Construction Industry Development Council*)
- IGNOU-KVIC Project
(*Collaborative project of IGNOU and Khadi and Village Industries Commission*)
- IGNOU-FDDI Project
(*Collaborative project of IGNOU and Footware Design and Development Institute, NOIDA*)
- IGNOU-DGS Project
(*Collaborative project of IGNOU and Directorate General of Shipping*)
- IGNOU-HHML Motorcycle Technicians Competency Development Project (IH-MTCDP)
(*Collaborative project of IGNOU and Hero Honda Motors Ltd.*)
- IGNOU-IIMSHE Project
(*Collaborative project of IGNOU and Indian Institute of Management of Safety Health and Environment, Bhopal*)
- IGNOU-AERO Project
(*Collaborative project of IGNOU and Aeronautical Engineering and Research Organization (Pune)*)

CERTIFICATE OF COMPETENCY IN POWER DISTRIBUTION

The Certificate of Competency in Power Distribution has been developed by the School of Engineering and Technology, IGNOU in collaboration with the Ministry of Power, USAID-India and the Power Finance Corporation under the Distribution Reform Upgrades and Management (DRUM) Project for the personnel employed in electrical power utilities or the electricity sector to upgrade their skills, enhance systemic efficiency and deliver quality power to the satisfaction of the beneficiaries.

The Distribution Reform, Upgrades and Management (DRUM) Project has been designed by the Ministry of Power (MoP), Government of India and USAID-India with the objective of demonstrating the best commercial and technological practices that improve the quality and reliability of “last mile” power distribution. The Power Finance Corporation (PFC) is the implementation partner and financial intermediary for the DRUM project. The objectives of the DRUM project are to establish the framework, institutional capacity and project development functions at the central and state levels and to enable implementation of several full-scale commercially replicable distribution initiatives in key reform states in India.

This programme is being launched to address the general concerns and issues in the electricity distribution sector, and inculcate awareness and exchange good practices amongst the workforce engaged in power distribution companies, specifically the electrical technicians and equivalent manpower.

The objectives of this programme are to :

- To offer need based and tailor made academic programme for the specific need of technician/equivalent level manpower engaged in electricity sector.
- To enhance the quality and productivity of electrical technicians through competency based training,
- To train, assess and certify the skills and competencies of electrical technicians, and
- To provide better industrial education linkage by matching learners educational needs while collaborating with professional bodies.

You are a stakeholder in the power industry, both as a consumer and as an employee or you may be aspiring to take up a job in the electrical industry. Therefore, you would surely welcome this opportunity of capacity building through a specially designed training programme. The following details of the programme content indicate how it addresses the concerns and needs of the power sector. Key features of this programme are given below :

CERTIFICATE OF COMPETENCY IN POWER DISTRIBUTION	
Level of the Programme	Certificate
Credits	16
Number of Courses	3
Programme Duration	Minimum 6 Months; Maximum 2 years
Programme Fee	Rs. 2,500/-
Eligibility	<p>Technician/Equivalent Trade man or manpower working in power sector (sponsored candidates)</p> <p>Or</p> <p>General candidates or private electricians at least 8th pass (Non-sponsored)</p>
Medium of Instruction	<p>English / Hindi</p> <p>(Martial in regional languages is being developed)</p>
Evaluation	<p>Theory :</p> <p>Term End Exams : 70% Weightage</p> <p>Passing Percent : Equal or more than 40%</p> <p>Assignments : 30% Weightage</p> <p>Passing Percent : Equal or more than 40%</p> <p>Over all Pass Percent : Equal or more than 40%</p> <p>Practical / Laboratory :</p> <p>Continuous Evaluation : 70% Weightage</p> <p>Passing Percent : Equal or More than 50%</p> <p>Practical Exam/Viva voce : 30% Weightage</p> <p>Passing Percent : Equal or more than 50%</p> <p>Over all Pass Percent : Equal or more than 50%</p>
Advertisement	October and April (September and March from NPTI)
Admission	January and July
Filling Examination Forms	<p>1st March to 31st March for June Term End Exams (TEE)</p> <p>1st September to 30th September for December (TEE)</p> <p>(without late fee for above dates)</p>
Examination Fee	@ Rs.50/- per course
Examinations Months/Date	<p>June 1st to 30th</p> <p>December 1st to 31st</p>
Counselling Classes	Conducted at Programme Study Centers
Self Instructional Materials	Materials will be dispatched to the Students from IGNOU
TEE Results	<p>August 30th for June TEE</p> <p>February 28th for December TEE</p>

PROGRAMME STRUCTURE AND DETAILS

COURSE CODE	TITLE OF COURSE	CREDIT
OEE-001	Electricity and Safety Measures	4 Credits
OEE-002	Power Distribution System-Basics	4 Credits
OEEL-001	Practical in Power Distribution	8 Credits

Credit System

Credit system helps the learner to know the academic effort one has to put in, to successfully complete the course. **One credit** is equivalent to 30 hours of student study time. For this programme, it includes the time you will spend in attending theory and practical classes, preparing assignments solution, listening to lectures in the tele-conferencing sessions and absorbing the content presented in instructional material.

COURSE CONTENTS

OEE-001 : ELECTRICITY AND SAFETY MEASURES

4 Credits*

BLOCK 1 : Elementary Electrical and Exposure to Tools

BLOCK 2 : Earthing and Protection

BLOCK 3 : Electrical Safety Measures

*1 CREDIT = 30 hours of study

OEE-002 : POWER DISTRIBUTION SYSTEM - BASICS

4 Credits*

BLOCK 1 : Overview of Distribution System

BLOCK 2 : Transformer and Substation Equipment

BLOCK 3 : Distribution Losses and Metering Technologies

OEEL-001 : PRACTICAL IN POWER DISTRIBUTION

8 Credits

PRACTICAL MANUAL

Activity No. 1 : Practice for digging holes and erection of poles.

Activity No. 2 : Practice of fixing different fittings on poles such as cross-arms, insulators, stay-wire, guy rods/wires.

Activity No. 3 : Practice of stringing and sagging in overhead line conductors.

Activity No. 4 : Practice of jointing overhead line conductors.

Activity No. 5 : Practice of installation of overhead service line.

Activity No. 6 : Practice of identification of cable jointing kits and terminations.

Activity No. 7 : Practice of measuring the earth resistance.

Activity No. 8 : Practice of inspection and routine maintenance activity of a transformer.

Activity No. 9 : Practice of trouble shooting and maintenance activity of switch gears.

Activity No. 10 : Practice of installation and sealing of energy meters.

Activity No. 11 : Practice of testing of domestic wiring installations.

Activity No. 12 : Practice of identification and location of various faults in house wiring and their rectification.

METHODS OF INSTRUCTION FOR CCPD PROGRAMME

The following methods will be used to impart instruction in this programme :

- (a) **Print Material :** Course materials in the form of printed booklets will be sent by post.
- (b) **Counseling/Contact Classes :** Face-to-face contact classes for the two theory courses will be conducted for 30 hours in total, at programme study centers.
- (c) **Hands-on/Practical Work :** 3-4 Weeks (minimum 18 full days).
- (d) **Assignments:** These are provided with self instructional material.
- (e) **Tele-Conferencing:** 10 hours (if Required), the schedule for tele-conferencing will be communicated after the finalisation of admissions.

The Print Material

Self-instructional print material is the mainstay of learning at IGNOU. Each course consists of several printed booklets called '**Blocks**'. Each Block in a course contains several '**Units**'.

The first page of each block indicates the numbers and titles of the units in the block. In the first block of each course we give an **Introduction** to the course. This is followed by a brief introduction to the themes being presented in the block.

Each unit begins with its **Title** and the list of **Learning Objectives**. The objectives outline what you are expected to accomplish after studying the unit. This is followed by the main body of the unit, which starts with an **Introduction**, and is divided into various **Sections** and **Sub-sections**. Each unit has a **Summary** giving its main points. The material is enriched by including graphs, pictures, tables and drawings. We use the abbreviations Figure. For Figure and Section for Section/Subsection.

We have given several **Self-Assessment Questions** as Check your progress and **Terminal Questions** (TQs) in each unit of these courses. These are meant to help you in assessing your understanding of the subject and reinforcing the information you gain through your reading of the text, apart from pacing your studies.

Read all Units carefully and note down the important points. You can use the space in the margin of the printed page for making notes, writing your comments and jotting down concepts, which are difficult to comprehend. In such a situation, you should read the unit again. However, if you still do not understand something, you should clarify it from the experts during the video-conferencing/tele-conferencing sessions. Therefore, it is important that while coming to attend sessions, you must bring your difficulties and put them to the expert. This will make the proceedings an enriching learning experience for you.

Video-conferencing/Tele-conferencing

Video-conferencing/Tele-conferencing at select centres using two/one-way video and two-way audio transmission via satellite is a recent addition for learner support and is being used in this programme to impart instruction to you and facilitate your learning. The experts lecturing in these sessions will be providing you additional insights and information than those given in the print material. There will also be sufficient time for interaction and resolving difficulties. You will be informed about the video-conferencing/tele-conferencing schedule and the centre assigned to you separately.

Periodic Assignments

- Assignments are used as a teaching tool in distance mode of education to ensure two-way communication between learner and tutor.
- These are provided with self-instructional course material. Students are supposed to complete the assignments after going through the course material and submit the same to the Coordinator of the Study Centre well before the last date of submission.
- Evaluated assignments are returned to the students with proper feedback through tutor comments. In this Programme, the weightage of assignments is 30%.

DURATION

This programme has a minimum duration of **6 months** and a maximum duration of **two years**. If, for some reason, you are not able to complete the programme within two years, you will be required to take **re-admission** for the courses you have not completed. You can get re-admission by filling up the re-admission form (**Form 6**) and by paying **re-admission fee** for per course basis. **This registration is valid only for one year.**

Beyond this period (i.e. 2½ years from your admission) you will have to seek **fresh admission** by paying full programme fee as applicable then. As and when necessary, the University can revise the re-admission fee and it will be payable by you as per the schedule of payment notified by the University.

Timely payment of re-admission fees is your responsibility. If you fail to remit the re-admission fee, you will have to wait for the next cycle of admissions. Such students will not be permitted to write the examinations beyond 2½ years.

Student can get these forms from any IGNOU's Regional Centre.

EVALUATION SYSTEM

The salient features of the evaluation system for CCPD programme are as follows :

Theory Courses :

Term End Exams : 70% Weightage Passing Percent : Equal or more than 40%

Assignments : 30% Weightage Passing Percent : Equal or more than 40%

Over all Pass Percent in Theory : Equal or more than 40%

Practical/Laboratory Course :

Continuous Evaluation : 70% Weightage Passing Percent : Equal or more than 50% Practical Exam/Viva voce : 30% Weightage Passing Percent : Equal or more than 50%
Over all Pass Percent in Practical : Equal or more than 50%

The calculation of overall percentage will be based on the weighted average system and the precision will be up to one point after the decimal. The final percentage for this programme will be calculated using the following formula:

$$\text{Overall Percentage} = \frac{4P_1 + 4P_2 + 8P_3}{16}$$

where P_1 , P_2 and P_3 denote the percentage of marks awarded in the courses

OEE-001, OEE-002 and OEEL-001, respectively.

The division will be awarded as per the following scheme :

Ist Division with Dist. (if applicable)	75% and above
Ist Division	60% and above but less than 75%
IIInd Division	50% and above but less than 60%
IIIrd Division	45% and above but less than 50%
Failed	Less than 45%

In case you fail to score 45% marks in the Term-end Examination of any course, you will be eligible to reappear at the next Term-end Examination for that course as and when it is held, within the period of validity of your enrolment in the programme.

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

- (i) You should have registered in that course in the period of validity of registration.
- (ii) You should have paid the admission/registration fees for the course in the period of validity of registration.
- (iii) You should have submitted the examination form in time.

TERM-END-EXAMINATION (TEE)

In order to appear in the Term-end Examination, you have to fill in the Term-end Examination Form as per the schedule given in the Table ahead. These forms are available in the Regional Centres/programme Study Centres/SR&E Division (IGNOU Headquarters)/IGNOU Website. The Examination Form can also be submitted online through IGNOU Website www.ignou.ac.in during the period without late fee. **Examination Fee @ Rs. 50/- per course in the form of Demand Draft in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.**

Important Information about Term-end Examinations

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.

- **Examination Fee**

Examination fee of Rs. 50/- 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

- **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the exam center code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and prospectus/Programme Guide. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However centre chosen by a student if is not activated, the university will allot another examination centre under the same Region.

- **Date of Submission of Examination Forms**

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORMS
1 ST March to 31 ST March	1 ST Sept to 30 TH Sept	NIL	The Registrar (SRE), IGNOU, Maidan Garhi New Delhi-110 068
1 ST April to 20 TH April	1 ST Oct to 20 TH Oct	Rs. 100/-	
21 ST April to 15 TH May	21 ST Oct to 15 Nov	Rs. 500/-	*For outside Delhi students (Concerned Regional Centre)
16 TH May to 28 TH May	16 TH Nov to 26 TH Nov	Rs. 1000/-	*For Delhi students The Registrar (SRE), IGNOU, Maidan Garhi New Delhi-110 068

Late fee is payable in the form of a Demand Draft drawn on any nationalized bank or IPO in favour of IGNOU, payable at New Delhi. The examination form received after due dates with or without late fee, wherever applicable, shall be rejected. To avoid discrepancies in filling up examination form/hardship in appearing in the term-end examination **students are advised to :**

- (1) remain in touch with your Study Centre/Regional Centre/SRE Division for change in schedule of submission of examination form fee if any;
- (2) fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- (3) retain proof of mailing/submission of examination form till you receive examination hall ticket;
- (4) Keep **Identity Card/Student Card** of IGNOU with you .You have to show your Student Card as and when demanded by the Invigilator/Centre Superintendent or any other Establishment of IGNOU to use its facilities.

- (5) **fill up the examination form** for next term-end examination **without waiting for the result of the previous term-end examination** and 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.

- **Issue of Examination Hall Ticket**

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

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

The students who are not satisfied with the marks/grade secured by them in Term-end Examination can apply for re-evaluation within one month from the date of declaration, i.e. the date on which the results are made available on the University website on payment of Rs. 300/- per course in the prescribed Application Form (**Form 3**), which is also available on the University website. The better of the two courses or original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records as applicable and the revised grade card/marks sheet will be sent to the students within one month from the receipt of application. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars, etc.

- You may apply for a duplicate Grade Card/Mark Sheet using **Form 4**.
- A provisional certificate of completion of programme can be requested using **Form 5**.
- While communicating with the university regarding examinations, **please write your enrolment number and complete address**. In the absence of such details, we may not be able to attend to your problems.

We strongly advise you to keep a copy of every communication to the University for reference at a later date.

OTHER USEFUL INFORMATION

- **Change/Correction of Address**

For a change/correction of your address use a copy of the **Form 1** given in this programme guide and send it to the Regional Director concerned who will forward the request, after verifying your signature, to the SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068. The form for change of address can also be downloaded from IGNOU website www.ignou.ac.in. You are advised not to write letters to any other officer in the University in this regard.

Normally it takes 4-6 weeks to effect the change. Therefore you should make your own arrangements to redirect the mail to the changed address during this period.

- **Change of Region**

If you want a transfer from one region to another, you have to write to this effect to the Regional Centre. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, SR&E Division and the learner.

Send a copy of your application to the Registrar (SR&E Division), Maidan Garhi, New Delhi-110 068.

- **Non-receipt of Study Material**

If you do not receive your study material within a month after admission, fill up **Form 2** and send it to the address mentioned on it.

- **Incomplete and Late Applications**

Incomplete Application forms/Re-registration forms, received after due date or having wrong options of courses false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. **The form is to be submitted to the Regional Director concerned ONLY on or before the due date.**

- **Validity of Admission**

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

- **Re-admission**

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional 6 months for Certificate Programmes. The student has to make payment per course on pro-rata basis. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres for the courses which they have not been able to complete. For further details please see the IGNOU website.

- **Refund of Fee**

Fee once paid will not be refunded under any circumstances.

In cases, where the University denies admission, the programme fee will be refunded after deduction of the registration fee through A/c Payee cheque only.

- **Attendance Requirement**

Study centres have been established for facilitating the candidates *for two-way communication. Attendance during theory and practical sessions are mandatory.*

- **Pre-Admission Enquiry on Academic Programme**

If you have any queries on academic aspects of the programme please contact the Directors of the concerned schools.

If you have any query regarding admission procedures please write to Regional Director of your region. Some useful addresses are given in the next page to whom you can write for the specific problems.

If you face any difficulty and need help in studying the programme, you may write at the following address :

**Programme Coordinator
Certificate of Competency in Power Distribution (CCPD)
Block C, Academic Complex
Indira Gandhi National Open University,
Maidan Garhi, New Delhi-110 068**

e-mail : electrical.ignou@gmail.com

**Phone No. : 011-29532863,
011-29572926,
011-29572923**

**LIST OF PROGRAMME STUDY CENTRE (PSC) FOR
CERTIFICATE OF COMPETENCY IN POWER DISTRIBUTION (CCPD)**

Sl. No.	Name of Centre	Complete Address of Programme Study Centre	Code	Regional Centre
1	REMI, Mumbai	Programme Incharge IGNOU's CCPD Programme Reliance Energy Management Institute Reliance Infrastructure Limited Versova Technical Training Centre 220 KV Receiving Station Swami Samarth Nagar Lokhandwala Complex Near Shivaji Maharaj Jogger's Park, Andheri (West), Mumbai 400053 Phone : 022-30096500/30096513/30096514 E-mail : narendra.jadhav@relianceada.com/ Uday.Lajmi@relianceada.com Fax No. : (022-30096520)	1694 P	Pune
2	NPTI, Durgapur	Programme Incharge IGNOU's CCPD Programme NPTI Eastern Region, Durgapur City Centre, Durgapur, (West Bengal) Pin Code : 713216 Phone : (0343) – 2545888, 2546237 E-mail : hmparashar@gmail.com Sksrivastava04@yahoo.co.in Fax No. : 343-2545888)	28105 P	Kolkata
3	NPTI, Nagpur	Programme Incharge IGNOU's CCPD Programme NPTI Western Region, Nagpur South Amabazari Raod, Gopal Nagar Nagpur, (Maharashtra) Pin Code : 440022 Phone : (0712) – 2231478, 2226176, 2236538 E-mail : nptiwr_ngp@sancharnar.in Rkmishra1801@yahoo.com Fax No. (1712-2220413)	1695 P	Pune
4	SOUTHCO, Berhampur Orissa	Programme Incharge IGNOU's CCPD Programme Southern Electricity Supply Company of Orissa Limited 132/33, KV Sub-station, Ambagada, Berhampur, Distt. Ganjam, Orissa Pin Code : Phone : (0680) 2202348, 2217822 E-mail : southco_berhampur@rediffmail.com Fax No. : 680-2202261)	21143 P	Bhubaneshwar
5	WESCO, Sambalpur, Orissa	Programme Incharge IGNOU's CCPD Programme Western Electricity Supply Company Orissa Limited Western Electricity Supply Company Orissa Limited Burla – 768017, Sambalpur, Orissa Phone : (0663) 2431297 E-mail : wesco@wesoorissa.com Fax No. (0663-2432115)	21142 P	Bhubaneshwar

6	ETI, Lucknow	Programme Incharge IGNOU's CCPD Programme Electricity Training Institute UP Power corporation Sarojini Nagar, LUCKNOW	27166 P	Lucknow
7	CTI, Jabalpur	Programme Incharge IGNOU's CCPD Programme Central Training Institute, MP, Poorv Keshetra, Vidyut Vitran Co.Ltd Block No. 7, Shakti Bhavan, Jabalpur (M.P.) E-mail: mridulkhare@gmail.com		Jabalpure
8	PSC, Neyveli,	Programme Incharge IGNOU's CCPD Programme National Power Training Institute, Southern Region, Block-14, Neyveli Cuddalore District, Tamil Nadu.		Neyveli
9	HPTC, Nangal	Programme Incharge IGNOU's CCPD Programme National Power Training Institute (HPTC) Nangal, Dist. Ropar, Punjab		Nangal
10	MKVV, Bhopal	Programme Incharge IGNOU's CCPD programme M.P. Madhya Keshetra Vidyut Vitran Co. Ltd., Nistha Parisar, Bijlee Nagar, Govindpura, Bhopal		Bhopal
11	UPC Dehradun	Programme Incharge IGNOU's CCPD Programme Uttarakhand Power Corporation Ltd., Urja Bhawan, Kanwali Road Dehradun- 248001		Dehradun

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LIST OF REGIONAL CENTRES IGNOU

SL. NO.	RC		CONTACT NOS.	ADDRESS	JURISDICTION
	PLACE	CODE			
01.	Agartala rd_agartala@rediffmail.com	26	OFF : 0381-251671, 2516266 FAX : 0381-2516714	IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004 TRIPURA	State of Tripura
02.	Ahmedabad rcignou@vsnl.com rcignouahd@yahoo.com	09	OFF : 02717-242975, 242976 FAX : 02717-241580	IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481 GUJARAT	State of Gujarat, Union Territory of Daman, Diu, Dadra & Nagar Haveli
03.	Aizawl rd_aizwal@rediffmail.com	19	OFF : 0389-2311692, 2311693 FAX : 0389-2311789	IGNOU REGIONAL CENTRE, LAL BULAI BUILDING M.G. ROAD, KHATLA (NEAR CENTRAL YMA OFF.) AIZAWL-796 001 MIZORAM	State of Mizoram
04.	Aligarh ignourcaligarh@yahoo.com	47	0571-2700120	IGNOU REGIONAL CENTRE 4/1339 A NEW SIR SYED NAGAR DODHPUR, CIVIL LINES, ALIGARH -202002 UTTAR PRADESH	District of Jyotiba Phule Nagar, Rampur, Aligarh, Budaun, Bareilly, Hathras, Agra, Firozabad, Saharanpur, Mathura, Bulandshar, Muzaffarpur, Bijnor, Moradabad
05.	Bangalore ignoublr@bgl.vsnl.net.in ignourcblr@eth.net	13	OFF : 080-26654747, 26657376, 26639711 FAX : 080-26644848	IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA, 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE-560 082 KARNATAKA	State of Karnataka, Goa

SL. NO.	RC		CONTACT NOS.	ADDRESS	JURISDICTION
	PLACE	CODE			
06.	Bhopal ignou_bhopal@yahoo.com ignoubhopal@rediffmail.com	15	OFF : 0755-2578452, 2578455 FAX : 0755-2578454	IGNOU REGIONAL CENTRE, SANCHI COMPLEX, 3RD FLOOR, OPP. BOARD OF SECONDARY EDUCATION, SHIVAJI NAGAR BHOPAL-462 016 MADHYA PRADESH	State of Madhya Pradesh Except Districts Mentioned Under Regional Centre Jabalpur
07.	Bhubaneswar igrd21@hotmail.com	21	OFF : 0674-2301348, 2301250, 2301352 FAX : 0674-2300349	IGNOU REGIONAL CENTRE, C - 1, INSTITUTIONAL AREA, BHUBANESHWAR ORISSA -751 013	State of Orissa Except Districts Mentioned Under Regional Centre Koraput
08.	Chennai ignourcc@md3.vsnl.net.in soundri@hotmail.com soundri33@yahoo.com	25	OFF : 044-22541919, 22542727, 22542525 FAX : 044-22542828	IGNOU REGIONAL CENTRE, C.I.T. CAMPUS, TARAMANI, CHENNAI-600 113 TAMILNADU	State of Tamil Nadu, Union Territory of Pondicherry, Andaman & Nicobar Islands
09.	Cochin igrd14@vsnl.net	14	OFF : 0484-2340203, 2348189, 2330891, 2533021 FAX: 0484-2340204	IGNOU REGIONAL CENTRE, KALOOR KADAVANTHRA, COCHIN-682 017 KERALA	State of Kerala, Union Territory of Lakshadweep
10.	Darbhanga srcdarbhanga@yahoo.com antripathi29@rediffmail.com	46	06272-253719, 06272-251318 06272-251833	IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHLA UNIVERSITY CAMPUS, KAMESHWARNAGAR , NEAR CENTRAL BANK DARBHANGA-846004 BIHAR	Paschim Champaran, Gopalganj, Siwan, Saran, Purbi Champaran, Sheohar, Muzaffarpur, Vaishali, Sitamarhi, Madhubani, Darbhanga, Samastipur, Begusarai, Supaul, Saharsa, Khagaria.
11.	Dehradun ignoudn@hotmail.com ignoudn@sancharnet.in	31	OFF : 0135-2789200, 2789205 FAX : 0135-2789190	IGNOU REGIONAL CENTRE, NANOOR KHERA, TAPOVAN, RAIPUR ROAD, DEHRADUN-248 001 UTTARANCHAL	State of Uttranchal & State of Uttar Pradesh (Dist. of Bijnor, Moradabad, Rampur, Saharanpur, Muzaffar-Nagar)

SL. NO.	RC		CONTACT NOS.	ADDRESS	JURISDICTION
	PLACE	CODE			
12.	Delhi-1 vvgreddy@hotmail.com ignourcd@nda.vsnl.net.in ignourcd@vsnl.com	07	OFF: 011-29956015, 29958078, 26056834, 26058354 FAX : 011-29053172	IGNOU REGIONAL CENTRE, 52, TUGHLAKABAD INSTITUTIONAL AREA, NEAR BATRA HOSPITAL, NEW DELHI-110 062	Union territory of Delhi (South & West Region), state of Haryana (Dist. of Gurgaon, Faridabad), State of U.P (Dist. of Mathura)
13.	Delhi-2 ignourd2@vsnl.com ignourd2@ndf.vsnl.net.in	29	OFF : 011-23392376, 23392377, 3392374, 23392373 FAX : 011-23392375	IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI-110 002	Union Territory of Delhi (North & West Region), State of UP (Districts of Meerut, Ghaziabad, Gautam Budh Nagar, Bagpat, Bulandshahr
14.	Gangtok slg_nougkrc@sanchamnet.in rd_gangtok@rediffmail.com	24	OFF : 03592-270364, 231375 FAX: 03592-270923, 231383 (PVT.)	IGNOU REGIONAL CENTRE, GAIRIGAON TADONG, PO SHUMBUK HOUSE GANGTOK-737 102 SIKKIM	State of Sikkim
15.	Guwahati grcignou@sanchamnet.in	04	OFF: 0361-2668409, 2662831, 2662834 FAX : 0361-2662879	IGNOU REGIONAL CENTRE, NAVAGIRI ROAD, 1ST BYE-LANE CHANDMARI, GUWAHATI-781 003 ASSAM	State of Assam
16.	Hyderabad hyd2_ignourch@sanchamnet.in	01	OFF : 040-23221254, 23221255, 23221261 FAX : 040-23221260	IGNOU REGIONAL CENTRE, RAHUL CHAMBERS, HOUSE NO.3-5-909 HIMAYATNAGAR MAIN ROAD, NARAYANGUDA, HYDERABAD-500 029 ANDHRA PRADESH	State of Andhra Pradesh Except District Srikakulam & Vijaynagaram
17.	Imphal ignouimp@rediffmail.com	17	OFF : 0385-2421192	IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX, NORTH AOC IMPHAL-795 001 MANIPUR	State of Manipur
18.	Itanagar ignou_itanagar@yahoo.com rd_itanagar@rediffmail.com	03	OFF : 0360-2247536, 2247538 FAX : 0360-2247537	IGNOU REGIONAL CENTRE, 'HORNHILL COMPLEX', 'C' SECTOR (NEAR CENTRAL SCHOOL), NAHARLAGUN, ITANAGAR-791 110 ARUNACHAL PRADESH	State of Arunachal Pradesh

SL. NO.	RC		CONTACT NOS.	ADDRESS	JURISDICTION
	PLACE	CODE			
19.	Jabalpur ignoujabalpur@hotmail.com ignoujabalpur@yahoo.com	41	OFF : 0761-2600411, 5533569 FAX : 0761-2609919	IGNOU REGIONAL CENTRE, 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR-482 001 MADHYA PRADESH	Jabalpur, Narsimhapur, Chhindwara, Seoni, Balaghat, Mandla, Dindori, Shahdol, Umaria, Katni, Sidhi (Part of MP)
20.	Jaipur ignou@raj.nic.in	23	OFF : 0141-2785750, 2174292, 2785730 FAX : 0141-2784043	IGNOU REGIONAL CENTRE, 70/79, SECTOR - 7, PATEL MARG, MANSAROVAR, JAIPUR-302 020 RAJASTHAN	State of Rajasthan
21.	Jammu ignourcj@sancharnet.in jammurc12@yahoo.com	12	OFF : 0191-2546529, 2579572 FAX : 0191-2546995	IGNOU REGIONAL CENTRE, SPMR COLLEGE of COMMERCE, CANAL ROAD, JAMMU-180 001 JAMMU & KASHMIR	State of Jammu & Kashmir (Jammu Region)
22.	Karnal ignourck10@sancharnet.in	10	OFF : 0184-2271514, 2260075 FAX : 0184-2255738	IGNOU REGIONAL CENTRE, OLD GOVT. COLLEGE CAMPUS, RAILWAY STATION ROAD, KARNAL-132 001 HARYANA	State of Haryana (Except The Districts of Gurgaon, Faridabad)
23.	Khanna ignoukhanna@yahoo.co.in	22	OFF: 01628-229994, 237361, 229993 FAX : 01628-238632	IGNOU REGIONAL CENTRE, I.T.I. BUILDING, BULEPUR, (DISTRICT LUDHIANA) KHANNA-141 401 PUNJAB	State of Punjab & Union Territory of Chandigarh
24.	Kohima rd_kohima@rediffmail.com	20	OFF : 0370-2241903 / 2241904 FAX : 0370-2241905	IGNOU REGIONAL CENTRE, NH-39, OPP. DZUVURU (MHON KHOLA) I.O.C. KOHIMA-797 001 NAGALAND	State of Nagaland
25.	Kolkata ignourd28@yahoo.com rd28cal@rediffmail.com	28	OFF : 033-23349850, 23592719, 23589323 (RCL) FAX : 033-23347576	IGNOU REGIONAL CENTRE, BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR KOLKATA-700 091 WEST BENGAL	State of West Bengal

SL. NO.	RC		CONTACT NOS.	ADDRESS	JURISDICTION
	PLACE	CODE			
26.	Koraput ignou_koraput@rediffmail.com	44	OFF : 06852-252982, 06852-251535	IGNOU REGIONAL CENTRE, DISTRICT AGRICULTURE OFFICE ROAD, BEHIND PANCHAYAT BHAVAN, KORAPUT-764 020 ORISSA	Koraput, Nabarangpur, Rayagada, Malkanagiri, Balangir, Sonepur, Kalahandi, Nuapada, Boudh, Phulbani (Part of Ors), Srikakulam Vijayanagram (Part of AP), Dantewada, Bastar (Part of CG)
27.	Lucknow ignoulko@sancharnet.in	27	OFF : 0522-2364893, 2762410 (RCL), 2364453 FAX : 0522-2364889	IGNOU REGIONAL CENTRE, B-1/33, SECTOR – H, ALIGANJ, LUCKNOW-226 024 UTTAR PRADESH	State of Uttar Pradesh (Except The Districts of Mathura, Meerut, Ghaziabad, Gautam Budh Nagar, Bagpat, Bulandshar, Bijnor, Moradabad, Rampur, Saharanpur, Muzaffar-Nagar)
28.	Madurai ignoumadurai@yahoo.co.in	43	0452-2380387, 2370588	IGNOU REGIONAL CENTRE, CSI INSTITUTIONAL CAMPUS, P K ROAD (NH-7), PASUMALI MADURAI-625004	Districts of Coimbatore, Nilgirs, Erode, Karur, Tiruchirapalli, Thanjavur, Madurai, Dindigul, Teni, Virudunagar, Tirunelveli, Kanniyakumari, Tuticorin, Ramanathapuram, Sivaganga, PU
29.	Patna ptmission@sancharnet.in ignoupt@sancharnet.in	05	OFF : 0612-2221538, 2221541 FAX : 0612-2221539	IGNOU REGIONAL CENTRE, 2ND FLOOR, BISCO MAUN TOWER, WEST GANDHI MAIDAN, PATNA-800 001 BIHAR	State of Bihar
30.	Port Blair rc_portblair@rediffmail.com	02	OFF : 03192-237078, 242888	IGNOU REGIONAL CENTRE, JNR MAHAVIDYALAYA CAMPUS, PORT BLAIR-744 104 ANDAMAN & NICOBAR ISLANDS	Andaman & Nicobar Islands

SL. NO.	RC		CONTACT NOS.	ADDRESS	JURISDICTION
	PLACE	CODE			
31.	Pune ignourcpune42@vsnl.net	16	OFF : 020-25671867, 25651321 FAX : 020-25671864	IGNOU REGIONAL CENTRE, 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE-411 016 MAHARASHTRA	State of Maharashtra
32.	Raipur rrcignou@cg.nic.in	35	OFF : 0771-2428285, 5056508 FAX : 0771-2445839	IGNOU REGIONAL CENTRE, REST HOUSE & E.M. OFFICE HALL, SECTOR - 1 SHANKAR NAGAR RAIPUR-492 007 CHHATTISGARH	Chhattisgarh Except Districts of Dantewada & Bastar
33.	Rajkot subrcrajkot@yahoo.co.in	42	0281-2572988, 0281-2561449	IGNOU REGIONAL CENTRE, CONTINUING EDUCATION BUILDING, SAURASHTRA UNIVERSITY CAMPUS, RAJKOT-360005 GUJARAT	District of Rajkot, Kachchh, Jamnagar, Porbander, Junagarh, Amreli, Bhavnagar, Surendra Nagar (Part of GJ)
34.	Ranchi rdranchi@ignou.ac.in ignouranchi@yahoo.com	32	OFF : 0651-2244677, 2244688, 2244699 FAX : 0651-2244400	IGNOU REGIONAL CENTRE, 457/A, ASHOK NAGAR, RANCHI-834 002. JHARKHAND	State of Jharkhand
35.	Shillong ignou18@sancharnet.in rd_shillong@rediffmail.com	18	OFF: 0364-2521117 FAX: 0364-2521271	IGNOU REGIONAL CENTRE, SUNNY LODGE, NONGTHYMMAI, NONGSHILLIANG, SHILLONG-793 014 MEGHALAYA	State of Meghalaya
36.	Shimla sml ignoures@sancharnet.in negidb@yahoo.com	11	OFF : 0177-2624613, 2625843, 2624612 FAX : 0177-2624611	IGNOU REGIONAL CENTRE, CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA-171 002 HIMACHAL PRADESH	State of Himachal Pradesh
37.	Siliguri siligurisubrc@yahoo.co.in, siligurisubrc@dataone.in	45	0353-2594600, 0353-2594601	IGNOU REGIONAL CENTRE, EAST VIVEKANANDA PALLY, RAJA RAMMOHAN ROY ROAD SILIGURI-734006 WEST BENGAL	District of Jalpaiguri, Darjiling, Kochbihar, Uttar Dinajpur, Dakshin Dinajpur, Maldah (Part of WB)

SL. NO.	RC		CONTACT NOS.	ADDRESS	JURISDICTION
	PLACE	CODE			
38.	Srinagar ignousgr@hotmail.com ignou18@sancharnet.in	30	OFF : 0194-2311258, 2311251 FAX : 0194-2311259	IGNOU REGIONAL CENTRE, MANTOO HOUSE, RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR-190 008 JAMMU & KASHMIR	State of Jammu & Kashmir (Srinagar & Ladakh Region)
39.	Varanasi ignousrc.vns@gmail.com ignousrc.vns@rediffmail.com	48	0542-2368022, 2368622, 2317383	IGNOU REGIONAL CENTRE, GANDHI BHAWAN, B.H.U. CAMPUS, VARANASI-221 005 UTTAR PRADESH	District of Ambedkar Ngr, Sant Kabir Ngr, Maharajganj, Jaunpur, Ballia, Azamgarh, Gorakhpur, Deoria, Kushinagar, Sant Ravidas Mirzapur, Varanasi, Ghazipur, Mau, Chandauli, Sonbhad



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LIST OF STATE CODES

<u>Code</u>	<u>State</u>
01	Andhra Pradesh
02	Andaman and Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu and Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra and Nagar Haveli, Daman and Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
35	Chattisgarh
36	Jharkhand
37	Uttaranchal

SOME USEFUL ADDRESSES

PROBLEMS	WHOM TO WRITE TO
1) Non-receipt or wrong receipt of study materials.	The Programme Coordinator, CCPD School of Engineering and Technology Indira Gandhi National Open University Maidan Garhi New Delhi - 110068
2) Date Sheet, Examination Form, Examination Centre, results, missing score of Term-end examination in Grade cards, Re-admission, Provisional Certificate.	The Registrar Student Registration & Evaluation Division Indira Gandhi National Open University Maidan Garhi New Delhi-110 068
3) Admission, Change of Region, Change of Address, Identity Card, Fee Receipt.	The Programme Coordinator, CCPD School of Engineering and Technology Indira Gandhi National Open University Maidan Garhi New Delhi - 110068
4) Problems related to Video-conferencing and academic matters, and problems that remain unsolved after representation to other officers of the University.	The Programme Coordinator, CCPD School of Engineering and Technology Indira Gandhi National Open University Maidan Garhi New Delhi-110 068
5) Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU Maidan Garhi, New Delhi-110 068
6) Student Registration and Evaluation Division, Grievance Cell	Asstt. Registrar (Grievance) SR&E Division, IGNOU, Maidan Garhi, N. Delhi-68 Tel No. 011-29532482, 29535828, 29535027, 29535438, 29536103, 29536743 Fax No. 011-29534429 E-mail : sregrivance@ignou.ac.in
7) Student Support Services and Student Grievances	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : ssc@ignou.ac.in Tel No. 011-2953 3869-870, 2953 5714

ALWAYS KEEP WITH YOU, A COPY OF YOUR CORRESPONDENCE WITH THE UNIVERSITY

PLEASE MENTION YOUR ENROLMENT NUMBER IN ALL YOUR CORRESPONDENCE WITH THE UNIVERSITY

USEFUL FORMS

We are enclosing the samples of following forms for your use :

1. Change/Correction of Address (*Form 1*)
2. Intimation of Non-receipt/Wrong Receipt of Study Material (*Form 2*)
3. Re-Evaluation of Result Form (*Form 3*)
4. Form for Duplicate Grade Card/Mark Sheet (*Form 4*)
5. Form for Provisional Certificate (*Form 5*)
6. Course Re-admission Form (*Form 6*)
7. Term End Examination Form (*Form 7*)

Whenever you have to correspond for any of the above listed subjects, it is better to retain the original form for reuse and get a photocopy of the relevant form.

Fill it carefully and send as per instructions therein.



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INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi – 110 068

CHANGE/CORRECTION OF ADDRESS

I request that all correspondence may be sent at the following address :

Enrolment No.

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

Date of change effective
from

--

Write in BLOCK LETTERS only

Name: Mr./Ms.

New Address

Programme of Study

CCPD

Town	
	Pin
State	

Date : _____

Signature : _____

The filled up form should be mailed to:

The Programme Coordinator, CCPD
 School of Engineering and Technology
 Indira Gandhi National Open University
 Maidan Garhi, New Delhi – 110068

**Programme coordinator will forward the request after verifying your signature to
 SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068**

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

To

The Programme Coordinator, CCPD
 School of Engineering and Technology
 Indira Gandhi National Open University
 Maidan Garhi
 New Delhi - 110068

SUBJECT : NON-RECEIPT / WRONG RECEIPT OF STUDY MATERIAL

Enrolment No.

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

Programme

CCPD

I have not received the Study Material in respect of the following:

Sl. No.	Course Code	Course Title	Block Nos.

I have remitted all the dues towards the course fee and there is NO CHANGE in the address which is given as follows:

Name and Address : _____

Please send me the above study materials.

Date: _____

Signature: _____

For Official Use

Date of despatch of study material to students.



FORM 3

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name _____

Enrolment No.

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

Address _____

Pin Code :

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

Programme **CCPD**

Month and Year of the Exam _____

Name of Exam. Centre _____ Centre Code _____

Course(s) in which
Re-evaluation is sought

Course Code

Title of the Course

Total amount paid : Rs. _____

(Rs 300/Per Course/Paper)

Bank Draft No. _____ Dated _____ Issuing Bank. _____

Date :

Signature of the Student :

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 latter. The date of declaration of result 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/grades and re-evaluated marks/grades will be considered.

The revised marks/grades shall be incorporated in the student's records as applicable and the revised grade card/marks sheet will be sent to the students within one month form the receipt of application.

Re-evaluation is not permissible for Projects, Practical, Assignments and Seminars, etc.

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

Dy. Registrar (Exam-III)

(SR&E Division)

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068.



Control No. _____

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 Code

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

Programme: **CCPD**

Month and Year of the Examination _____

Centre from where
appeared at the last examination _____

Bank Draft/IPO No. _____ dated _____ Bank/P.O. _____

Date : _____

Signature : _____

Note : Fee for duplicate grade card is Rs.100/-. The DD for Rs.100/- may be drawn on any nationalised bank in favour of IGNOU, payable at New Delhi. The duplicate grade card/mark list will be sent by Registered post.

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

Registrar (SR&ED)
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 ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title: **Certificate of Competency in Power Distribution**

Name _____

Father's name _____

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

Please write the names of the course(s) successfully completed and enclose a copy of your grade card showing complete results.

1. _____
2. _____
3. _____

Date : _____

Signature : _____

The filled in form is to be sent to :

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

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

Maidan Garhi, New Delhi – 110 068

COURSE RE-ADMISSION FORM

Enrolment No.

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

Name of Programme: **CCPD**

Regional Centre:

--	--

1. Name of the Student (In capital letters) _____

2. Complete Address _____

Details of fee paid

- i) Name of the Bank _____ Place _____
- ii) Bank Draft No. _____ Dated _____
- iii) Amount Rs. _____ (Rupees _____)

The students are advised to fill in the boxes provided by indicating the details of courses they would like to re-register for:

Sl. No.	Course Code	Course Title	Fees
Total			

Please send the Course Re-admission Form to your **Regional Director** along with a fee of Rs./- per course. The fee is to be paid through demand draft drawn from any nationalised bank in favour of Indira Gandhi National Open University and, payable at the city where your Regional Centre is situated.

Signature of the Student

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

Maidan Garhi, New Delhi – 110 068

COURSE RE-ADMISSION FORM

Enrolment No.

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

Name of Programme: **CCPD**

Regional Centre:

--	--

1. Name of the Student (In capital letters) _____

2. Complete Address _____

Details of fee paid

- i) Name of the Bank _____ Place _____
- ii) Bank Draft No. _____ Dated _____
- iii) Amount Rs. _____ (Rupees _____)

The students are advised to fill in the boxes provided by indicating the details of courses they would like to re-register for:

Sl. No.	Course Code	Course Title	Fees
Total			

Please send the Course Re-admission Form to your **Regional Director** along with a fee of Rs./- per course. The fee is to be paid through demand draft drawn from any nationalised bank in favour of Indira Gandhi National Open University and, payable at the city where your Regional Centre is situated.

Signature of the Student

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

STUDENT REGISTRATION & EVALUATION DIVISION

MAIDAN GARHI, NEW DELHI-110 068

TERM-END EXAM JUNE / DECEMBER - 200

EXAM FORMSerial
No.

Control No.

INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Do not staple. Only Clip the documents along with it.
3. 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. address. Leave a blank box between each unit of address like house No., Street Name, P.O., 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 / PGDIP / BLS Programmes
FEE @ Rs. 50/- PER COURSE

Course Codes (Exam already taken in 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		Total Amt.
Courses	X 50	
Practical Courses	X 50	
Late Fee		
TOTAL		

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /
Issuing Branch	
Payable at	NEW DELHI

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 DEC TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept	NIL
1 April to 20 April	Rs. 100/-	1 Oct to 20 Oct	Rs. 100/-
21 April to 15 May *	Rs. 500/-	21 Oct to 15 Nov *	Rs. 500/-
16 May to 28 May *	Rs. 1000/-	16 Nov to 28 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 (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 alongwith the requisite fee (in the form of demand draft) at SR&E Division, IGNOU, Maidan Garhi, New Delhi -110068 or at the concerned Regional Centre within the stipulated dates.

INSTRUCTIONS 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 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.

GUIDELINES FOR FILLING UP THE APPLICATION FORM OF CCPD AND CHECK LIST

The following instructions will help you in filling-up the APPLICATION FORM for admission. You are advised to fill the relevant box carefully to avoid any risk of rejection of your candidature.

Please fill up the Application Form and mail or submit to Programme Coordinator (IGNOU-MOP) along with copies of attested certificates to the address given at the top of the application Form. Incomplete application and the application received after the last date as notified are summarily rejected without giving any intimation to the candidate.

Item-wise instructions for filling-up of Application Form are given below:

The programme Code for Certificate of Competency in Power Distribution management is CCPD. This has already been filled in the Application Form.

C	C	P	D
---	---	---	---

The boxes for the enrolment number are to be left blank. University will allot the Enrolment No.

1. Please attach a demand Draft (DD) amounting Rs. 2500 with the application Form. The DD can be obtained from any schedule Bank. The DD should be drawn in favour of "IGNOU" payable at New Delhi. You must fill the DD No., Date and name of the Bank in the Application Form carefully. Please also write your name, Address and Programme Code at the back of the Demand draft.
2. and 3. Codes of CCPD Programme study Centres and the concerned Regional Centres are given in **Annexure I and II**. You have to write the code of that Regional Centre under which your CCPD Programme Study Centre falls.
4. Write Enrolment No., if you are already doing or have done a programme from IGNOU, please write enrolment number in the boxes provided.
5. Write the Programme Code of the programme you are already doing or have done earlier from IGNOU.
6. a Write your name in English as given in your certificates. Please leave one blank space after each word. If your name is RAJESH KUMAR SHARMA, Then write it as follows :

R	A	J	E	S	H		K	U	M	A	R		S	H	A	R	M	A
---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---

6. b Write your name in Hindi as given certificates. Please leave one blank space after each word. Be careful while writing the name as the same will be printed on your certificate which will be issued to you after the successful completion of the programme.

7. Please write your Father's/Husband's/Mother's/Guardian's name. if the name is MUKESH KUMAR SHARMA, then write as follows :

M	U	K	E	S	H		K	U	M	A	R		S	H	A	R	M	A
---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---

8. Fill in your address for correspondence where you would like to receive your study materials and all other correspondence from IGNOU. Do not give Post Box No. as your address. Leave one box blank between each unit of address like House No., Street Name, P. O., etc. Please do not repeat your name along with your address.

9. to 11. Write down your Telephone No, Mobile No., Fax No., and e-mail Address, if any.

12. Please follow the rule of Date/Month/Year, e.g. 3rd August, 1976 should be written as

0	3	0	8	1	9	7	6
---	---	---	---	---	---	---	---

13. to 19. Tick mark in the appropriate box. For example in Item No.13, if you are male, put a tick mark in box placed very near to word 'Male'. Provide other particulars in similar manner as applicable for Items Nos. 14 and 19.

CHECKLIST

Before sending the application form IGNOU, please ensure that you have

- (a) affixed your **Self attested photograph** on application form.
- (b) enclosed the following certificates :
 - (i) Student Card duly filled in alongwith pasted photograph, please do not sign on the photograph pasted on the Student Card.
 - (ii) Acknowledgement Card duly affixed with the postage stamp for Rs. 6/-.
- (c) attached Demand Draft drawn in favour of IGNOU payable at New Delhi amounting Rs. 2500/- and have written your Name, Address and Programme Code on the back side (reverse) of the Demand Draft.

Note : Please keep with you the photocopy of filled in Application form with Demand Draft.



इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
APPLICATION FORM FOR ADMISSION TO
Certificate of Competency in Power Distribution

JANUARY SESSION ☐ / JULY SESSION ☐ [Tick (✓) the appropriate Box only]

Please read the instructions attached with this form before filling up Application Form. Completed Application form in all respect and prescribed programme fee through Demand Draft of Rs.2500/- should be sent to the Programme Coordinator, IGNOU-MOP Project, School of Engineering & Technology, Indira Gandhi National Open University, Maidan Garhi, New Delhi 110068. After permission from programme study centre, please use CAPITAL letters only to fill the application form.

कार्यक्रम कोड Programme Code

C C P D

नामांकन संख्या Enrolment No.

(कार्यालय के प्रयोग हेतु) (For Office use only)

पासपोर्ट साइज
(4 से.मी. 5 से.मी.)
का स्वयं द्वारा सत्यापित किया
गया फोटो चिपकाएँ।

PASTE YOUR LATEST
PASSPORT SIZE (4 cm 5 cm)
SELF ATTESTED
PHOTOGRAPH

1. शुल्क विवरण :

डिमांड ड्राफ्ट के ब्यौरे D/D Details

डिमांड ड्राफ्ट नं. D/D No.

डी/डी दिनांक D/D Date

दिनांक Date

महीना Month

डी/डी की राशि (रुपयों में) D/D Amount (In Rs.)

वर्ष Year

बैंक का नाम

Bank Name

2. अध्ययन केन्द्र कोड / Programme Study Centre Code

3. क्षेत्रीय केन्द्र कोड Regional Centre Code

4. नामांकन संख्या, यदि पहले ही इग्नू में पंजीकृत हैं Enrolment No., if already registered in IGNOU

5. कार्यक्रम कोड, यदि पहले ही इग्नू में पंजीकृत हैं Programme Code, if already registered in IGNOU

6.a Name (English)

6.b नाम (हिन्दी)

7. पिता/पति/माता का नाम (श्री, डा. आदि प्रयोग न करें) (जो उपयुक्त न हों, उसे काट दें)

Father's/Husband's/Mother's name (Do not use Sh., Dr. etc.) (Strike out whichever is not applicable)

8. पत्र व्यवहार के लिए पता (बॉक्स नं. का पता न दें। पते की प्रत्येक इकाई मकान/प्लॉट नं., स्ट्रीट का नाम, पोस्ट ऑफिस के बाद एक बॉक्स खाली छोड़ दें।)

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

शहर City

जिला District

राज्य State

पिन कोड Pin Code

9. टेलिफोन नं. (यदि हो) एस.टी.डी. कोड सहित Telephone No. (if any) with STD Code

एस.टी.डी. कोड STD Code

टेलिफोन नं. Telephone No.

10. मोबाइल नं. (यदि हो) Mobile No. (if any)

11. ई. मेल नं. (यदि हो) (कृपया साफ-साफ अक्षरों में लिखें) E-mail ID (If any) (Please write in clearly)

12. जन्म तिथि Date of Birth

दिनांक Date महीना Month वर्ष Year

13. लिंग: केवल उपयुक्त बॉक्स में चिह्नित (✓) करें
Sex: Tick (✓) the appropriate Box only

पुरुष
Male ☐

महिला
Female ☐

14. राष्ट्रियता: केवल उपयुक्त बॉक्स में चिह्नित (✓) करें
Nationality: Tick (✓) the appropriate Box only

भारतीय Indian ☐

अन्य Others ☐

15. श्रेणी : केवल उपयुक्त बॉक्स में चिह्नित (✓) करें
Category : Tick (✓) the appropriate box only

सामान्य ☐ अनु.जाति ☐ अनु.जनजाति ☐ अन्य पिछड़ा वर्ग ☐ शारीरिक विकलांग ☐ अल्पसंख्यक ☐
General SC ST OBC PH Minorities

16. वैवाहिक प्रस्थिति कोड: केवल उपयुक्त बॉक्स में चिह्नित (✓) करें
Marital Status : Tick (✓) the Appropriate Box only

विवाहित ☐ तलाकशुदा ☐ अविवाहित ☐
Married Divorced Unmarried

17. उच्चतम अर्हता Highest Qualification

Functionally literate ☐ आठवीं पास ☐ दसवीं पास ☐ बारहवीं पास ☐ अन्य ☐
8th Pass 10th Pass 12th Pass Other

यदि अन्य ☐
if other
विवरण ☐
Specify

18. Registration Category : Tick (✓) the Application Box only

Sponsored ☐ Non Sponsored ☐ If sponsored by power utility, please specify : _____

Name of Office; _____
Fee Given by: Office ☐ Candidate ☐

19. अनुभव विवरण Experience Details

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date / /

Signature of Candidate

DECLARATION BY THE EMPLOYER

I hereby declare that sh/Ms _____ S/o, D/o _____ has been working at our _____
(Name of the Site/Office)
in the capacity of _____ According to the available records he has an experience of working with Electrical/Power Sector for last _____
years.

Date / /

Seal and Signature of the Employer

जाँच सूची

संबंधित बॉक्सों में टिक का निशान लगाएं :

- ☐ सत्यापित फोटो चिपका दी है
निम्नलिखित संलग्न कर दिए हैं :
- ☐ कार्यक्रम शुल्क का डिमाण्ड ड्राफ्ट
☐ अपनी शैक्षणिक योग्यताओं की पुष्टि में प्रमाण पत्र
☐ फोटो सहित यथाविधि भरा हुआ विद्यार्थी कार्ड
☐ टिकट लगा पावती कार्ड

CHECKLIST

Tick the relevant boxes:

- ☐ Affixed attested photograph

Attached the Following :

- ☐ Programme fee as demand draft
☐ Certificates in support of educational qualifications
☐ Student Card duly filled in along with photograph
☐ Acknowledgement Card duly stamped

(For office Use only)

Programme Name : CCPD

Received on

Whether Eligible/Not eligible

Eligible

Not Eligible



**Indira Gandhi National Open University
ACKNOWLEDGEMENT CARD**

Dear Student,

Thank you for joining this IGNOU programme. we acknowledge the receipt of your application form. Please mention your Enrolment Number and the course applied for in all your future correspondence with the University.

To be filled in by the Student

Programme /Course Applied for :

D D /Challan No. :

D D /Challan Date :

Amount (Rs.) :

DD Drawn on (Bank) :

For Office Use Only

Your Enrolment Number is

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available related only to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Programme Coordinator, through your programme incharge of the Study Centre on payment of Rs. 20/- by way of Demand Draft only in favour of IGNOU payable at New Delhi.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.

I-Card download form Web



**INDIRA GANDHI
NATIONAL OPEN UNIVERSITY**

STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

Please mention your full postal address at the space allocated

Affix
Postage
stamp for
Rs 6/-

To

CITY : _____

STATE : _____

From
Programme Coordinator
IGNOU-CCPD Project, C-111,
SOET, IGNOU, Maidan Garhi
New Delhi- 110068

PIN :

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Enrolment No.

Name of the Programm..... **CCPD**

Name

Father's/Husband's Name

Address (in Capital Letters)

.....

.....

Pin Code

Full Signature of the Candidate.....

PASTE

LATEST PHOTOGRAPH TO
BE PASTED WHICH WILL BE
ATTESTED BY
UNIVERSITY OFFICE



THE COMMONWEALTH *of* LEARNING

AWARD OF EXCELLENCE
for

DISTANCE EDUCATION MATERIALS

Conferred upon

Indira Gandhi National Open University

on
March 4, 1999



A handwritten signature in dark ink, appearing to read 'J. Manjiv', written over a horizontal line.

President & Chief Executive Officer

A handwritten signature in dark ink, appearing to read 'A. De la Hoz', written over a horizontal line.

Chairman of The Board of Governors

Certificate of Competency in Power Distribution



ignou
THE PEOPLE'S
UNIVERSITY



**Indira Gandhi National
Open University**



सत्यमेव जयते

**Ministry of Power
Government of India**

IGNOU - MoP Project

