

PROGRAMME GUIDE

Certificate in Social Work and Criminal Justice System (CSWCJS)



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

Printed material is our backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each Course has a Course Development Committee headed by the Vice-Chancellor and other distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellors at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, students will have no need for any cheap or condensed guides for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advised the students not to take recourse to such type of guides.

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

IMPORTANT INFORMATION

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

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

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

Programme Coordinator

Dr. Sayantani Guin)
Block G, Room No. 115,
IGNOU, New Delhi-110068

Print Production

Mr. Kulwant Singh
Section Officer (Pub.)
IGNOU, New Delhi

December, 2010

© Indira Gandhi National Open University, 2010

All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi National Open University.

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

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi, by Director, School of Social Work, IGNOU, New Delhi.

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

Printed by :

CONTENTS

1.	About the University	5
2.	General Information	7
3.	Programme Structure for CSWCJS.....	9
3.1	Courses	10
3.2	Field Work Practicum	10
4.	Fee Structure and Scholarships	10
5.	Medium of Instruction	11
6.	Instructional System	11
6.1	Print Material	11
6.2	Audio-Video Material	13
6.3	Interactive Radio Counselling	13
6.4	Gyan Darshan	13
6.5	Teleconferencing	14
6.6	Counselling	14
6.7	Social Work Practicum in Correctional Settings (Field Work)	14
6.8	Study Centres	15
7.	Evaluation	16
7.1	Assignments-Instructions	17
7.2	Term-end Examinations	20
8.	Other Useful Information	22
9.	Detailed Programme Structure	26
10.	Schedule for Counselling Sessions	28
11.	Some Forms for Your Use	29
12.	List of Regional Centres	55

1. ABOUT THE UNIVERSITY

Introduction

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

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

Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualised study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations
- socially and academically relevant programmes based on students' need analysis
- convergence of open and conventional education systems

Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Taking IGNOU programmes to African and West Asian countries, Maldives, Mauritius, Nepal and Seychelles in all to 35 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.

- Launch of 'Edusat' videoconferencing channel (2 way video, 2 way audio)
- Launch of Gyan Vani and other dedicated educational FM channels.
- Establishment of the first School of Social Work in ODL in 2007.

IGNOU caters to those who:

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

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

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

Academic Programmes

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

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

The Schools of Studies

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organize its academic programmes and courses in coordination with the School staff and different academic,

administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies are currently in operation:

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

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

CREDIT SYSTEM

IGNOU follows the Credit System for its academic programmes. Each credit amounts to 30 hours of study comprising different learning activities, including assignments and listening/watching audios and videos. Thus a four credit course involves 120 hours of study. Knowing the number of credits for each course helps you to get an idea about the academic effort required for successfully completing a course.

2. GENERAL INFORMATION

Crime had always been the concern of every society from the very primitive to the modern times. For the smooth governance of any nation, for attaining the lofty cherished ideals of any country and

for attaining all round development of its citizens, every nation ought to develop some strategy for curbing crime. Criminal Justice System is related with the concept of crime and norms of the society to control criminal activities. The basic principle of criminal justice process is that everyone is presumed to be innocent in the eyes of law unless proved otherwise guilty in the court of law. The Indian Criminal Justice System is an old one, and after passing through several phases it has evolved into the present form. However, the Indian Criminal Justice System is grappling with various problems viz. delay in access to justice, inactive legal system, lack of will and coordination between various wings etc. The implication of these lacunae is on the poor marginalized people. Social Work Intervention in Criminal Justice System is thus the need of the hour.

Why we need a programme on Social Work and Criminal Justice System?

Most interventions in prisons across the country are peripheral, volunteer-based, charity oriented and spiritually inclined. Due to absence of trained social workers in prisons, the marginalized prisoners suffer vulnerability in the criminal justice system and in the society. The cadre of trained social workers can help bridge the gap between law and policy and the gaps in implementation of the same. This programme will facilitate the NGO professionals to apply the various social work methods like case work and group work in helping the inmates' reform and finally reintegrate into the larger society after their release from the correctional settings.

Working in the field of criminal justice system requires a special set of skills and knowledge base. However, very few tailor made training programmes are available to suit the requirements. Training in Social Work and Criminal Justice System is available only in couple of institutions in the country to limited group of students. This programme will help in building a lobby of trained social workers, para-social and legal workers who can provide relief to the marginalized people but also advocate to bring reforms in the Criminal Justice System.

Objectives of this Programme

The objective of this certificate programme is to train a cadre of graduate professionals interested in working in the correctional settings such as jails, family courts, beggars home, special schools for boys and girls, observation home, rescue home etc. Thus, the programme would be relevant for the various NGO professionals who are working in the correctional settings. Specifically, the objectives of the programme are as follows:

- i) To develop a cadre of trained para social workers to render humanitarian services in criminal justice system;
- ii) To provide knowledge base and skills training to learners alongwith practical experiences to render social and legal services in correctional settings across the country;
- iii) To extend professional help to target population in correctional setting; and
- iv) To create space and demonstrate humanitarian initiatives that addresses specific issues of marginalized people in criminal justice system.

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

- Understand the concept of deviance and crime;
- Understand the theoretical perspectives on criminal jurisprudence;
- Develop accurate and complete information about various processes of criminal justice administration viz. Police System, Prosecution and defense process, Judicial Process Investigation and Trial Processes;
- Have accurate and complete information about the prison processes like Prison Act, Prison Manual, Prisoners Rights and the Visitorial System;

- Understand social work as a profession and the values, principles and ethics of professional social work;
- Analyse the linkages between Social Work in Correctional Setting; and
- Apply at least two of the primary methods of social work practice viz. case work and group work in the Criminal Justice Processes.

Who Can Benefit from these Programmes?

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

- Jail functionaries
- Teachers (schools, colleges and universities)
- Persons working with Non Governmental Organisations (NGOs)
- NGO personnel working with the Criminal Justice System.
- Welfare Officers working in the prison
- College and university students
- Legal officers
- Journalists and media professionals
- Persons working in correctional settings
- Counsellors involved in family courts, prisons etc.

3. PROGRAMME STRUCTURE FOR CSWCJS

The certificate programme in Social Work and Criminal Justice System provides comprehensive knowledge about social work intervention in the criminal justice system. The programme contents are designed to impart an integrated understanding to learner about the crucial dimensions of the problems and issues associated with the criminal justice system.

Eligibility: A person who has successfully completed graduation in any discipline is eligible for enrolment in the Certificate Programme in Social Work and Criminal Justice System.

Duration

This Certificate Programme is of six months duration. However, in case you are unable to complete the programme in six months, you can complete the same within a maximum period of two years.

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

The certificate programme in Social Work and Criminal Justice System has the following two components:

1. Theory	8 credits
2. Field work (Practicum)	8 credits
Total	16 credits

3.1 Courses

The following courses are compulsory for all students who want to obtain a certificate. The list of the courses is given below:

MSW 031: Social Work Intervention in Correctional Settings (4 Credits)

MSW 032: Social Work and Criminal Justice (4 Credits)

Credit Requirement for a Certificate

All the above courses are compulsory. It is essential to complete all 16 credits for a certificate.

3.2 Field Work Practicum

The second component of the CSWCJS programme is the Field Work Practicum as under:

MSWL – 033: Social Work Practicum in Correctional Settings (8 credits)

The University has prepared Field Work Journals. You are expected to successfully complete 8 credits of Field Work Practicum under the guidance of a professionally qualified Social Worker having MSW or M.A. (Social Work). The Coordinator at the Study Centre will provide you with an approved guide.

4. FEE STRUCTURE AND SCHOLARSHIPS

The Programme fee of Rs. 1000/- inclusive of registration fee, is to be paid in lumpsum at the time of admission along with the filled in application form. The programme fee is to be paid only by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated. Please write your name (in Capitals) and programme code and period for which fee is paid at the back of your demand draft to ensure proper credit to your fee account. Admission and Re-registration forms along with the draft are to be submitted at Regional Centres and NOT at headquarter. Fee once paid will not be refunded under any circumstances.

The University keep revising the fee structure which will be communicated through its study centres, Regional Centres and web.

Reserved categories viz. Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped Students have to pay the fee at the time of admission to the University along with other students.

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

5. MEDIUM OF INSTRUCTION

The Certificate programme in Social Work and Criminal Justice System is offered by the university through the medium of both Hindi and English. You have to give your option for the medium of instruction. However you may change your medium of instruction within one month of first receipt of study material on payment of Rs. 100/- per course or such amount as may be prescribed by the university from time to time. This amount should be paid only by means of Demand Draft drawn in favour of IGNOU payable at New Delhi. Address your letter to the Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi – 110 068. Printed course material and assignments are sent to you in the medium of your option. Similarly, you have to submit the assignments, field work journals and attempt the term-end examinations in the language you have opted for.

6. INSTRUCTIONAL SYSTEM

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

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

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

6.1 Print Material

Print material is the primary form of instructional material, although there will be a few audio-video programmes and counselling sessions. Therefore, you have to concentrate mainly on the printed materials that we send you periodically. The printed material would be sufficient to write assignment responses and prepare for the term end examinations.

How to use Print Material

The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks, generally 4 or 5 Blocks for a 4 credit course. 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 of each Block i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured to facilitate self study for you. The section on **Objectives** briefly states what we expect you to attain when you have completed the Unit. In **Introduction**, there is an attempt to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections: In the main body there are a few self-check exercises under the caption **Check Your Progress**. Enough space is given for you to write your answers to the questions set in the self-check exercises. Answers to these exercises are given in the section **Answers to Check Your Progress Exercises** at the end of the Unit. In some cases, the University provides print materials in A5 size in which the lessons are in the form of full length papers and usually all the units are compiled into one volume for a particular course.

The section **Let Us Sum Up** summarises 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 **Key Words**. Some books for additional reading are suggested in the section **Some Useful Books**. For your reference purpose some of these books may be available in the study centre. The section Terminal Questions/Exercises is intended to give you an idea about the nature of question that may be asked in term end examinations. These question and **Check Your Progress Exercises are for, your practice only, and you should not submit answers to these questions to the University for assessment.**

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 Key Words or in a dictionary. Read the Unit again and again until you have understood the point. You may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

Try to answer '**Check Your Progress**' questions. These exercises will help you to reinforce the information/ knowledge you gain through your first reading of the text. Proper comprehension of the units and the points/ notes made by you while reading through the Units would help you in answering the Check Your Progress Exercises given in the Units. Once you have written the answer in the blank space provided for each question, you can compare your answers with the answers given in the section 'Answers to Check Your Progress Exercises.

Block and Unit Structure

The schematic representation of the unit is as follows:

Unit – X*

Contents

X.0 Aims and Objectives

X.1 Introduction

X.2 Section 1 (Main Theme)

X* stands for the Unit Number

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

Check Your Progress

X.2 Section 2 (Main Theme)

X.2.1 Sub-section 1 of Section 2

X.2.2 Sub-section 2 of Section 2

Check Your Progress

X.n Let Us Sum Up

Key Words

Suggested Readings

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

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

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

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

6.2 Audio-Video Material

In addition to the print material, audio and video tapes have been prepared for each course. The audio-video material is supplementary to the printed material. Hence, we advise you to make use of it, as that will help you to understand the subject better. **Video programmes are transmitted by Doordarshan every Monday, Wednesday and Friday from 6.30 to 7.00 in the morning. The Schedule of transmission is communicated to you through the IGNOU Newsletter.**

Audio programmes are broadcast in some select states also through Radio stations. Information about these would be available at your Regional Centre.

The telecast schedule for transmission of programmes through Gyan Darshan is communicated through a monthly booklet. Audio-video material will not be supplied individually but will be made available to 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: **Director, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi-110 068.**

6.3 Interactive Radio Counselling

The University has started interactive counselling through AIR network all over India. You can participate in it by tuning in to your area Radio station. Experts from various discipline areas are available for this counselling. Students can put across their questions to these experts by using the telephone. The telephone numbers are announced by respective Radio Stations. This counselling is available on every Sunday between 4 and 5 in the evening.

6.4 Gyan Darshan

IGNOU in collaboration with Doordarshan now has an exclusive Educational TV Channel of India called Gyan Darshan. It is available through cable TV network. The channel telecasts educational programmes for 24 hours every day. Apart from programmes of IGNOU it will have educational

programmes produced by various national education institutions. You should try to (get access to it through your cable operator. The schedule of programmes with time and date is sent to all study centers one month in advance. Please obtain it from there.

6.5 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 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 available at receiving centres. These will help in resolving your queries related to courses and other general information pertaining to programmes of study.

6.6 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 some of 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 academic session. **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 many doubts which you would not otherwise try to raise, and consult academic counsellors for selecting courses of study.

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 lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal) 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 10 counselling sessions for an 8 credit course and 5 sessions for a 4 credit course. For Field Work guidance, details are given in the Field Work Journal.

6.7 Social Work Practicum in Correctional Settings (Field Work) (8 Credits)

You are expected to successfully complete 8 credits of Field Work Practicum under the guidance of a professionally qualified Social Worker. You need to keep in touch with your coordinator at the Study Centre for assigning a Supervisor. You have to take necessary guidance from your supervisor to initiate and complete all the formalities for the practicum.

The practicum would include orientation visits to jails, family courts, beggars home, observation homes, rescue homes etc. During concurrent field visits, students are expected to conduct five case

work / case studies and ten group work sessions. Students will be exposed to RTI, PIL, Public Hearings, Use of Media, Monitoring techniques (fact finding mission, report writing), networking-signature campaigns, peaceful demonstrations, rallies, alliance building etc.

You will be provided with a Field Work Journal alongwith your study material. Field Work Journal provides space for writing reports of various activities such as:

Orientation visits:	5 (minimum)
Concurrent Field visits:	15 (minimum)
Case Work:	5 (minimum)
Group work sessions:	10 (minimum)
Individual Conference with Field Work Supervisor:	5 (minimum)
Group Conference with Field Work Supervisor:	5 (minimum)

Upon completion of field work, the Field Work Journals are to be submitted to the Coordinator of the Study Centre. The Coordinator will send the Journals by Registered Post to:

Registrar,
Student Evaluation Division
IGNOU, Maidan Garhi
New Delhi – 110068

Your completed Field Work Journals should reach the Student Evaluation Division latest by 30th November for December Term-end result and 30th May for June Term-end result.

6.8 Study Centres

To provide effective student support, we have 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. 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 list of Study Centres is provided in section 14 of this Programme Guide. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

Every Study Centre will have:

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

A Study Centre will have six major functions:

- 1) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres. Generally, as stated earlier, there will be 10 counselling sessions for an 8 credit course and 5 sessions for a 4 credit course. 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 (TMA) will be evaluated by the Counsellors appointed for different courses at the Study Centre. These assignments will be returned to you with tutor comments and marks obtained. These comments will help you in your studies.

- 3) **Library:** For each course some of the books suggested under ‘Some Useful Books’ will be available in the Study Centre Library. All audio and video tapes are also available in the library.
- 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 elective and application-oriented courses.
- 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. Media notes of these audio-video programmes will also be available at the Study Centre. This will help you to know the contents of each programme.
- 6) **Interaction with Fellow-Students:** In the Study Centres you get an opportunity to interact with fellow students.

Please bring all your Units and your folder of corrected assignments with you when you come to the counselling session.

7. EVALUATION

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

Evaluation of Social Work Practicum in Correctional Settings

Evaluation of MSWL – 033 will be done by your supervisor (50 out of 100 marks) and by External Evaluation (50 out of 100 marks). You must score 35% separately in both internal (supervisor) and external evaluation. If you fail in any one component, you will have to repeat the practicum.

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

Grading System

Notional Correlates	Grade	Grade Point	Point Grade Range
Excellent	A	5	4.50 and above
Very Good	B	4	3.50 and below 4.50
Good	C	3	2.50 and below 3.50
Satisfactory	D	2	1.50 and below 2.50
Unsatisfactory	E	1	0.50 and below 1.50

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

Term-end Examination and Continuous Assessment

A student must score at least ‘D’ in the Continuous Assessment as well as the term-end examination. **BUT IN THE OVERALL COMPUTATION HE/SHE MUST HAVE AT LEAST ‘C’ GRADE IN EACH COURSE, TO QUALIFY FOR A CERTIFICATE.** The minimum grade which must be obtained in the Practicum Report is also ‘C’. Thus, it is necessary for the student to score overall at least ‘C’, in each of the three courses of the Certificate programme.

7.1 Assignments - Instructions

You must have received a set of assignments along with the set of print materials sent to you. In case you have not received it, please send your request in prescribed form (specimen given at to:

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

You have to do one assignment for each course. Thus, in the Certificate Programme you will have to work on two assignments for two courses. All the two assignments are ‘Tutor Marked Assignments’ (TMAs). This means you will have to do one TMA for each course. For the Practicum Work there are no assignments. **You can always download the latest set of assignments from the web, i.e. www.ignou.ac.in.**

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

Assignments constitute the continuous evaluation component of a course. They can be done in your home or work place or library or any other place you think has the right environment. You may consult suitable persons, books, or other sources for the completion of your assignments. An assignment, therefore, is not like writing an answer book in an examination hall. It is, however, equally important as grades are assigned to an assignment. As mentioned earlier, the assignments carry 30 per cent weightage. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to attempt your assignments seriously. The main purpose of assignments is to test your comprehension of the learning material you receive from the university. The information given in the printed course material is normally considered sufficient for answering the assignments. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may use them. But the assignments are designed in such a way as to help you concentrate mainly on printed course material and your personal experience.

Some of the assignments are knowledge based and some are of applied nature. Assignments which are knowledge based will require you to write essay type answers. For answering applied type of assignments you should apply the knowledge you have gained by going through a Unit/Block/Course. **In either case, the answers should be your own. You must not reproduce text material verbatim or copy the information from other sources.** However, you can make use of the material and information you have at your disposal in an innovative way. Whenever you quote from the text/books/journals, you must give the reference. You can pick up ideas from whatever sources you may have. However, plan and use them in your own words when you write the answers to the assignments.

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

- The answer should be precise, well documented and relevant to the question.
- Keep the word-limit of the answer in mind. A slight variation in length does not matter. But your answer should not be too short or too lengthy. Avoid discussing minor issues at great length. By setting a word-limit for some of the assignments we mean to convey that a reasonably adequate response can be presented within the suggested word-limit.
- Whenever you receive a set of assignments, check them immediately. If there are some missing pages, ask for them from:

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

- The assignment you have attempted should be complete in all respects. Before submission you should ensure that you have answered all the questions in assignments. Incomplete answer-sheets will bring you poor grades.
- You must submit your assignments according to the schedule indicated in the assignments. The University/Coordinator of the Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date. In case you get the assignments and study material late, the assignment responses should be submitted within one month of the date of receipt of study material and assignment or within the due date given in this schedule whichever is later.
- For your own record, **retain a copy of all the answers to assignments which you submit to the Coordinator of your Study Centre.** If you do not get back the evaluated tutor marked assignments within a month of their submission, please try to get them from your study centre personally. This may help you to improve the answers to your future assignments.
- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.
- If you are unable to submit the assignments or are unable to score the minimum qualifying grade 'D', you have to collect, attempt and submit the assignments meant for the next batch of students. The request for new assignments in prescribed form (specimen may be addressed during the months of May and June or November and December to:

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

In case you find that the score indicated in the assignment sheet of your assignments has not been correctly reflected in your grade card; you are advised to contact the coordinator of your study centre with a request to forward correct authenticated award list to the Director (Student Registration Division) IGNOU.

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

Registrar (Student Registration Division), IGNOU

Maidan Garhi, New Delhi – 110 068.

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

Specific Instructions for Tutor Marked Assignments (TMAs)

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet. Course Code and Assignment Code may be reproduced from the Assignments.

The top of the first page of your response sheet for each assignment should thus look like the following:

PROGRAMME TITLE ENROLMENT NO.
PROGRAMME CODE NAME
COURSE CODE ADDRESS
.
.
COURSE TITLE
ASSIGNMENT CODE SIGNATURE
STUDY CENTRE DATE

- 3) Read the assignments carefully and follow specific instructions, if any, given along with the assignments.
- 4) Go through the units on which the assignments are based. Note the points relating to the question, rearrange those points in a logical order and work out a rough outline of your answer. While attempting a long answer type question, give adequate attention to the introduction and the conclusion. In the introduction you should give your brief interpretation of the question and how you propose to develop the answer. The conclusion should summarise your response to the question. Make sure that the answer is logical and coherent. The answer should be divided into appropriate paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.
- 5) Use only foolscap size paper for your response and **tie all the pages carefully. Avoid using thin paper.** Allow a 4 cm margin on the left side and at least a few lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- 6) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 7) Answers to each assignment should be written on a separate set of papers. Typed assignments are also acceptable.

- 8) Write the question number and the question before writing the answer.
- 9) The completed assignment should be sent only to the Coordinator of the Study Centre allotted to you.
- 10) After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 11) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments **only to the original Study Centre that has been allotted to you by the University.**

Schedule for Submission of Assignments

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

7.2 Term-end Examinations

The University conducts term-end examination twice a year i.e., in June and December. You can appear in the failed/not appeared courses in any subsequent examinations during the validity of your registration of your programme.

You are required to submit the examination form within the prescribed dates alongwith requisite fee to appear in term-end examination. It is also mandatory that you have submitted required number of assignments by due dates to appear in term-end examination.

● 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. To obtain the photocopy of term end exam from SED, Maidan Garhi, New Delhi student has to deposit a Demand Draft of Rs. 100/-.

● Examination Centre

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

● Date of Submission of Examination Forms

June, Tee	December, Tee	Late Fee	Where to Submit the Form
1st March to 31 March	1st Sept. to 30th Sept.	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre.
1st April to 20th April	1st Oct to 20th Oct	Rs.100/-	
21st April to 15th May	21st Oct to 15th Nov	Rs.500/-	For outside Delhi Students (Concerned Regional Centre)
16th May to 28th May	16th Nov to 26th Nov	Rs.1000/-	For Delhi Students (IGNOU, Maidan Garhi, New Delhi or concerned Regional Centre)

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/SED Division for change in schedule of submission of examination form fee if any;
- 2) fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
- 3) fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- 4) retain proof of mailing/submission of examination form till you receive examination hall ticket.

● **Issues 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.

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of the date of filling up the examination term. You are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.

No student is-allowed to reappear in an examination or submitting assignments for improving the marks/grade after successfully passing it.

Study Centre is the contact point for you. The University cannot send communication 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 assignments, submission of examination forms, date-sheet; list of students admitted to a particular examination, declaration of result, etc.

While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to, attend to your problems.

Admit Card

After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Registration 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 admit card or misplaced it, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

Every student must bring identity card for appearing in term end examination along with the admit card.

Examination Centre

Your Study Centre is normally your examination centre. The University at its discretion may allot you any examination centre other than your study centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered. For this students should apply one month in advance to Registrar, Student Registration Division at IGNOU.

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.

Declaration of 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.

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.

No student is allowed to reappear in an examination or submitting assignments for improving the marks/grade after successfully passing it.

Study Centre is the contact point for you. The University cannot send communication 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 assignments, submission of examination forms, date-sheet; list of students admitted to a particular examination, declaration of result, etc.

While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to, attend to your problems.

Re-Checking of Result

In IGNOU there is no provision for re-evaluation of term-end examination scripts or assignments. Re-checking is done with reference to the grade/marks given in the Answer book and Award list. The request should be made on the prescribed form along with a draft of Rs.500/- per course drawn in favour of IGNOU, New Delhi. If there is any mistake on the part of the university, re-checking fee at the rate of Rs.500/- paid by the candidate will be refunded. Application form for this purpose will be entertained within a period of 2 months of the declaration of result. Requests received after due date will not be entertained. Prescribed form for the purpose is given in this Programme guide.

8. OTHER USEFUL INFORMATION

IGNOU Newsletter

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

Reservation of Seats

The University provides reservation of seats for scheduled castes, scheduled tribes, other backward classes, wards of defence personnel who lost their lives or were seriously injured and physically handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fees

Reserve categories viz., scheduled caste/scheduled tribe other backward classes and physically handicapped students, have to pay the fees at the time of admission to the University along with other students.

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

Provisional Certificate

On request from the student a provisional certificate will be issued on completion of 32/64 credits courses prescribed and opted by the student in the Ist/IIInd year respectively for provisional certificate you have to write to the Registrar, Student Evaluation Division, IGNOU, New Delhi 110068, in prescribed forms contained in this Programme Guide.

Change of Courses and Medium of Instruction

Change of Course is possible within one month of the first receipt of study materials on payment of Rs.200 per course of 2 credits & 4 credit and 400/- for more than 4 credit by Demand Draft drawn infavour of IGNOU payable at Delhi.

Change of Medium is also permitted within one month of the first receipt of study material on payment of Rs.200/- plus Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course by demand draft drawn in favour of IGNOU and payable at Delhi.

For **change of course/medium**, you should, address your form (given in this programme guide) to the Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068 along with the draft for requisite fee.

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 a copy of the same is given in this programme guide. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. 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.

Change of Study Centre

The candidates are required to opt only such study centres which are activated for the programme. As far as possible the university will allot the study centre opted by the candidate. However, the university may change the study centre at its convenience without concurrence of the student at any time.

For the purpose of change of Study Centre you have to send request to the Director of your Regional Centre. A copy of the same may be sent to Student Registration Division 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.

Change of Regional Centre

When you want transfer from one Region to another Region, 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 Registrar (Student Registration Division), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Registrar (Student Registration Division). The records are normally sent by Registered Post to guard against loss in the postal transit.

Issue of Duplicate Grade Card/Mark sheet

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of Rs.150/- to be paid in favour of IGNOU, New Delhi. The form for the purpose is given in this Programme Guide.

Re-admission

If you are not able to complete the programme in a maximum of 2 years, University has made a special provision for re-admission. The form and the guidelines are available in this Programme Guide. Kindly fill and submit it as per instructions.

Simultaneous Registration

A student is permitted to register for only one programme in the given academic session. You are, therefore, advised to seek admission to only one programme in the given academic session. Violation of this rule attracts cancellation of admission to all the programmes and forfeiture of the programme fees.

Refund of Fees

Fee once paid will not be refunded under any circumstances programme fee may however be refunded if admission is not offered by IGNOU for any reason.

Migration Certificate

For Migration Certificate, requisition may be sent to the Regional Director alongwith the following documents:

- 1) Application (can be obtained from the Head Office or photocopy of the one given in programme guide could be used.)
- 2) Attested copy of the marksheet.
- 3) Fee of Rs.200/ in the form of demand draft drawn in favour of IGNOU payable at the city where, Regional Centre is located.

Samples of various forms currently used in the University are provided in this Programme Guide. Whenever you need any of these please take a photocopy, fill it and send it to us.

Disputes on Admission and other University Matters

The place of jurisdiction for filling of a Suit if necessary will be only at New Delhi/Delhi.

How to Approach the University

During the course of your study you might require some further information or knowledge about rules and regulations. You must know whom to contact for a specific information. We are providing information about these matters below under the heading Some Useful Addresses.

The information about the suitable forms for specific purpose is also provided in this programme guide. Whenever you need take a copy of the relevant form and send as per instructions given *in* the form.

SOME USEFUL ADDRESSES

- | | |
|--|---|
| 1) Academic Matters | Programme Coordinator (CSWCJS)
Block G, Room No. 114
Indira Gandhi National Open University
Maidan Garhi
New Delhi 110068 |
| 2) Non-receipt of study material, assignments and for fresh assignments | Registrar (MPDD)
IGNOU, Maidan Garhi
New Delhi-110068 |
| 3) Change of course/programme, Examinations, Examination centres, results, and other exam related matters. | Registrar (Student Registration Division)
IGNOU
Maidan Garhi
New Delhi - 110 068 |
| 4) Admissions, fees, scholarships, exam; schedule, Migration certificate and change of address. | Regional Director of your Region |
| 5) Counsellors and other problems relating to study centres. | Assistant Director (Student Affairs)
Regional Services Division
IGNOU, Maidan Garhi
New Delhi - 110 068 |
| 6) Purchasing of Audio/Video Tapes | Marketing Unit
EMPC
IGNOU, Maidan Garhi
New Delhi-II 0 068 |

You are advised to get in touch with the coordinator of your study centre for timely information.

9. DETAILED PROGRAMME STRUCTURE

Certificate Programme in Social Work and Criminal Justice System

MSW 031: Social Work Intervention in Correctional Settings (4 Credits)

Block 1 Understanding Social Work as a Profession

- Unit 1: Social Work as a Profession
- Unit 2: Values, Principles and Ethics of Professional Social Work
- Unit 3: Social Work in Correctional Setting
- Unit 4: Community Work in Social Work and Social Action
- Unit 5: Social Work Research and Social Welfare Administration

Block 2 Social Case Work I

- Unit 1: Social Case Work Practice in Indian Context
- Unit 2: Behavioural Concepts for Understanding the Clients
- Unit 3: Scope of Social Case Work: Nature of Problems to be Addressed
- Unit 4: Components of Case Work
- Unit 5: Caseworker Client Relationship and Principles of Case Work

Block 3 Social Case Work II

- Unit 1: Social Case Work Process
- Unit 2: Introduction to Counselling and Counselling Process
- Unit 3: Practical Issues involved in Counselling
- Unit 4: Interviewing in Social Case Work
- Unit 5: Interviewing-Skills and Techniques

Block 4 Social Group Work I

- Unit 1: Social Groups: Characteristics and Significance
- Unit 2: Theories and Models in Social Group Work
- Unit 3: Stages/phases of Group Development
- Unit 4: Process of Group Formation
- Unit 5: Values and Principles in Social Group Work

Block 5 Social Group Work II

- Unit 1: Skills and Techniques of Social Group Work
- Unit 2: Relevance of Life Skill Education in Social Group Work
- Unit 3: Programme Planning in Social Group Work
- Unit 4: Group Work in Institutional Settings
- Unit 5: Role of Social Worker in Group Work

MSW 032: Social Work and Criminal Justice (4 Credits)

Block 1 Introduction to Criminal Justice

- Unit 1: Concept of Deviance and Crime
- Unit 2: Principles of Criminal Jurisprudence
- Unit 3: Theories and Perspectives in Criminal Justice
- Unit 4: Salient Features of Indian Penal Code

Block 2 Criminal Justice Administration in India

- Unit 1: Concept of Criminal Justice Administration
- Unit 2: Police System
- Unit 3: Prosecution and Defense Process
- Unit 4: Judicial Process

Block 3 Criminal Justice Processes

- Unit 1: Investigation and Prosecution Processes
- Unit 2: Trial Processes
- Unit 3: Correctional Processes
- Unit 4: Juvenile Justice System

Block 4 Prison Processes

- Unit 1: Prison Act
- Unit 2: Prison Manual
- Unit 3: Prisoners Rights
- Unit 4: Visitorial System

MSWL – 033: Social Work Practicum in Correctional Settings (8 credits)

The practicum would include orientation visits to jails, family courts, beggars home, observation homes, rescue homes etc. During concurrent field visits, students are expected to conduct minimum five case work / case studies and minimum ten group work sessions. Students will be exposed to RTI, PIL, Public Hearings, Use of Media, Monitoring techniques (fact finding mission, report writing), networking-signature campaigns, peaceful demonstrations, rallies, alliance building etc.

SCHEDULE FOR COUNSELLING SESSIONS

Course No.	No. of Counselling Sessions
MSW 031	4
MSW 032	4
MSWL 033	8

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

11. SOME FORMS FOR YOUR USE

In this Section 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.



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

Please see instructions overleaf

Application for Credit Transfer

Enrolment No.

Programme of Study :

Name & Address

Details of Credit Transfer Fee paid:

D.D.No. Date Amount

Drawn on (Bank & Branch)
Payable in favour of IGNOU, New Delhi (fee is Rs.100/- per course or a part thereof)

Details of courses applied for Credit Transfer:						IGNOU Credit Equivalence desired			
S.No.	Subject(s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits	

All of the Information provided above is true to the best of my knowledge
(For Office use only)

Student Signature & Date:

Recommendations of Schools:				
Credit Transfer Recommended for the following				
Course Code	Course Title	Credits	Marks	Percentage

Credit Transfer for the following courses not recommended				
Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

1. Read the instructions given in your Programme Guide carefully.
2. Enclose the attested copies of the following alongwith the form:
 - Marks lists issued by the accredited Institute/University.
 - Syllabus of accredited Institute /University.
 - Prospectus issued by the accredited Institute/University
3. Pay the credit transfer fee at the rate of Rs. 200/-per course or part thereof through a crossed Demand Draft in favour of 'Indira Gandhi National Open University' payable at New Delhi.
4. Submit the filled in Credit Transfer Form to the following address:

Registrar (SRD)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

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

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

Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.
2. When you submit the assignment by post, enclose a self-addressed stamped 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 or change of study centre the form should be mailed to the Director of your concerned Regional Centre.

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

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

Enrolment Number	<input type="text"/>	Programme Code	<input type="text"/>
Name	<input type="text"/>	Date Change effective from	<input type="text"/>
New Address	<input type="text"/>	Existing Study Centre Code	<input type="text"/>
Town	<input type="text"/>		
State	<input type="text"/>		
State Code	<input type="text"/>		
	<input type="text"/>		
Signature :	<input type="text"/>	Date :	<input type="text"/>
	<input type="text"/>	New Study Centre Code :	<input type="text"/>

To,
Regional Director

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

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

Enrolment No.

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

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

Change of courses of study as per following details:

Courses Offered	From	To

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

Demand Draft No Dated

Amount Rs. Drawn on

Signature

Name

Address

.....

.....

Please read the Instructions overleaf before filling up this form.



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number

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

Study Centre Code

--	--	--

Write in BLOCK CAPITAL LETTERS only.

Name Shri/Smt./Km.

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.				

Please for request for fresh set of assignments

(Please Tick (✓) whichever is applicable)

1. Assignments nor 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
.....
.....
.....
.....
.....
..... Pin

Signature
Date

For Official Use Only:

Date of Despatch of Assignments to the student

INSTRUCTIONS FOR DOING ASSIGNMENTS

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

Please mail this form to:

The Assistant Registrar (Despatch) (MPDD)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

INSTRUCTIONS

1. Please read the instruction in the Student Handbook and Prospectus before filling up the form.
2. Use BLACK BALL POINT PEN in boxes using English Capital Letters or English numerals
3. Do not make any stray marks on the sheet.
4. Do not staple, pin, wrinkle scribble, tear or wet this sheet
5. 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		Course Code (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	
Fee @ Rs. 50/- PER COURSE			
S.No.	Course Code	S.No.	Course Code
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

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

Total No. of Courses	X 50	Total Amt.		Draft No.	
Practical Courses	X 50			Amount	
Late Fee				Date	/ /
TOTAL				Issuing Branch	
				Payable at	N E W D E L H I

ISSUING BANK

--

 SIGNATURE OF THE STUDENT
 (within the Box only)

--

Control No. (For Official use Only)

--

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 Feb to 31 March	NIL	1 Aug to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct to 20 Oct.	Rs. 300/-
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 fees to the concerned Regional Centre (Outside Delhi). For Delhi, submit to the Registrar (SED).

Please submit the examination form up to 20th April / 20th Oct at the address mentioned below and no where else by Regd. Post / Speed Post

THE REGISTRAR (SED)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,
BLOCK-12, MAIDAN GARHI,
NEW DELHI - 110068

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.

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

Sub : Non-receipt of Study Material & Assignments

Enrolment No.

Programme

Medium of Study

I have not received the study Material/Assignment 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 is may address given as follows:

Name and Address : Signature :

..... Date :

.....

For Official Use

Date of despatch of study material/assignments to students



Control No.

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

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.25 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:
Registrar (SED)
Indira Gandhi National Open University
Block 12, Maidan Garhi
New Delhi-110 068



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

5. Name of the Regional Centre and Study Centre to which the candidate attached
.....
6. Name of the University to which the candidate wants to migrate
.....

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

1. I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect, the Certificate shall be liable for cancellation by the University.

Signature of the Applicant

(To be filled in by the Regional Centre/SRE Division)

1. The information furnished by Shri/Smt./Km. is correct as per Grade Card.
2. He/She may be issued the Migration Certificate applied for

Date Dealing Assistant Section Officer

INSTRUCTIONS

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

“I, _____ son/daughter of _____ resident of _____ hereby solemnly declare that the Migration Certificate No. _____ dated _____ issued to me _____ University has been lost and did not join any other University on the basis of the same nor have I submitted the Migration Certificate for joining any other University”.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(SED)
Maidan Garhi, New Delhi-110068**

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

Address:

.....

.....

(Please Enclose a Copy of Your complete grade card).

Filled in Application Form should be sent to:

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

Date

.....
Signature



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN CARRI, NEW DELHI-110068

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Prescribed dates for submission of form:- 1st March to 15th April for June Term-end Exam.
1st September to 15th October for December Term-end Exam.

1. Name

2. Programme: Enrolment No:

3. Address :

.....

.....Pin Code

4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

(a) Term-end examination: June/December.....

(b) Exam Centre Code:

(c) Exam Centre Address :

.....

.....

(d) Course(s)

5. Fee details:-

(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre).

No. of Course(s) : X Rs. 100/- Total Amount:

Demand Draft No. : Date :

Issuing Bank :

6. Self attested photocopy of the Identity Card : Issued/Not attached issued by the University.

UNDERTAKING

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

Date :

Signature

Place :

Name :

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya

8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

1. Name:.....

2. Programme: Enrolment No.

3. Address:
.....

PIN:

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

5. Examination Centre Code :

6. Address of the Examination Centre :.....
.....

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

8. Fee Details:
(The fee for Re-evaluation of answer script is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)
No. of Course(s)X Rs. 500/- = Total Amount :.....
Demand Draft No. Date
Issuing Bank

Date: Signature of the student

RULES & REGULATIONS 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 be made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form. 'Please mention **APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'
7. Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division

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

1. Name: _____
2. Programme: Enrolment No:
3. Address:
.....
.....Pin
4. Reason for early declaration of result: _____

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

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

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

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

Exam. Centre Code: Address of Exam. Centre _____

7. Fee Details:

(The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s)X Rs. 700/- = Total Amount :.....

Demand Draft No. Date

Issuing Bank

Date:

Signature of the student

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharastra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya

12. LIST OF REGIONAL CENTRES

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

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

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

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

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

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

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

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