

Programme Guide

Post Graduate Diploma in Journalism & Mass Communication (PGJMC)



**School of Journalism and New Media Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

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Dear Learner,

Welcome to the academic programme-Post Graduate Diploma in Journalism & Mass Communication (PGJMC). By enrolling in this programme you have become a student of Indira Gandhi National Open University (IGNOU), one of the largest mega Universities in the world. IGNOU offers educational programmes through Open and Distance Learning (ODL) mode. It is quite likely that you are getting this first ever experience as a distance learner. We, as distance teachers may be physically at a distance from you but as far as the teaching- learning activity is concerned we shall always be with you in the form of your material and through other student support services.

To start with, read this 'Programme Guide' thoroughly, keep it handy and refer it as and when you get any doubt about progressing further in this programme. By following this Programme Guide you will be able to manage your programme related activities very easily.

In the course of your journey, you will notice that IGNOU is a university with a difference. Unlike conventional universities/institutions where teaching and learning takes place mostly through face to face mode, IGNOU adopts a multi-media approach to facilitate teaching-learning activities. You will find that the printed self-learning material is the main medium of instruction which is supplemented with audio and video programmes, teleconferencing and interactive radio counseling sessions. Further, you will also benefit from contact sessions organised at the Study Centre. Besides these, the assignments submitted by you will be evaluated and you will receive feedback from the evaluators. Thus, these multiple modes will provide you diverse opportunities for interaction as well as facilitate smooth progress through the programme.

PGJMC programme provides you a comprehensive exposure to various aspects related to Journalism and Mass Communication to equip you with necessary knowledge, skills, attitudes and competencies.

The information presented in this Programme Guide, will help you in organising and systematising your study in respect of various components and stages of the programme. This Programme Guide provides you important information about the programme as whole, viz., its objectives, structure, mode of delivery, counselling sessions, assignments, evaluation etc. It is expected that you will preserve this programme Guide till you complete the programme as this Guide will help you clarify your doubts at different stages during the course of your academic journey through this programme.

With Best Wishes,

**Programme Coordinator
PGJMC**

1.0 THE UNIVERSITY

Indira Gandhi National Open University (IGNOU) was established in September 1985 by an act of Parliament with a view to democratize education so that it covers large segments of population, vocations and professions. The primary emphasis is on innovation, flexibility and cost effectiveness. Thus, it is a University with a difference.

The major objectives of the University are to:

- promote the educational well being of the community;
- democratize higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote areas;
- disseminate learning and knowledge through innovative multi-media teaching- learning system;
- provide high quality education at all levels; and
- coordinate and determine the standards of Distance Education and Open University Systems throughout the country.

IGNOU offers various academic programmes that lead to certificates, diplomas and degrees. It develops and produces courses for delivery through open learning and distance education modes. IGNOU is also actively involved in research, training and extension activities. It coordinates and monitors distance education systems and provides expertise to other Open and Distance Learning institutions.

The salient features of distance education system are:

- Study according to your own pace and convenience;
- Study at your own chosen place;
- Flexibility in choosing courses and combination of courses for a wide range of disciplines/subjects;
- Use of modern and appropriate educational and communication technology.

The University strives to fulfill the above mandate by a diversity of means of distance and continuing education. It functions in cooperation with the existing universities and institutions of higher learning. It makes full use of the latest scientific knowledge and new educational technology to offer a high quality education which meets the contemporary needs.

2.0 ABOUT THE PROGRAMME

We are living in the Information Age. There has been a virtual information explosion all over the world in the recent times. Communication and mass media play an important role in disseminating information to the target audience and bridge the information-gap. Media education helps the learners enabling them to understand the complex role of media in society and keep pace with the fast changing technologies. It also empowers them by opening new vistas of opportunities as well as upgrades their skills and competencies to meet the challenges of changed job scenario.

2.1 Rationale for the Programme

Media in India have grown exponentially during past few decades as newspapers continue to grow in terms of circulation and readership. The expansion of television in past few decades has been phenomenal. Starting with only 21 transmitters on the eve of Asian Games in 1982, the television network has grown by leaps and bounds. About 831 TV channels have been telecasting programmes, out of these 405 are news channels and the remaining in non-news category. Radio remains a popular medium for news and entertainment, particularly for those on the move. The advent of radio in the private sector and FM radio has given further boost to its spread in the metro cities. In addition, low cost community radio stations with a five km range have been allotted to various NGOs and educational institutions further expanding the outreach of radio. New media such as the Internet and mobile telephony have also taken great strides in facilitating easier and faster communication. All these developments have created immense demand for manpower training needs.

The Post Graduate Diploma in Journalism and Mass Communication (PGJMC) is aimed to address this need by imparting theoretical knowledge and skills. The programme keeps in view the requirements of various media organizations in both government and private sectors.

2.2 Objectives

The Post Graduate Diploma in Journalism and Mass Communication aims to:

- provide opportunities to those who are working in media organizations to enhance their knowledge and skill for their development;
- produce professionals who after graduating are able to work in mass media organizations; and
- create better understanding of the role of mass media in the society.

2.3 Eligibility Criteria

The following are the eligibility criteria for joining the programme:

- Bachelor's degree in any subject with a minimum of two years of working experience in any media organization. The working experience may be as a scriptwriter, reporter, editor, photographer, public relation officer, etc.
- The students must have the knowledge of English language and should be able to express themselves in simple correct English.

2.4 Medium of Instruction

The programme is offered through English medium only.

2.5 Programme Duration

The duration of the programme is one year. However, due to inherent flexibility offered by the University, it can be completed in four years.

2.6 Programme Fee

The programme fee is Rs 3500/- and is payable in one installment (the University may revise the fee from time to time. Please check the advertisement or IGNOU website).

2.7 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 audio and video programmes. Thus an 8 credit course involves 240 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. The PGJMC programme consists of 32 credits (960 study hours), which have been equally distributed in four courses.

3.0 PROGRAMME STRUCTURE

PGJMC Programme consists of the following four theory courses:

Course Codes	Course Titles	Credits
JMC-01	Introduction to Journalism and Mass Communication	8
JMC-02	Mass Media and Society	8
JMC-03	Reporting, Writing and Editing	8
JMC-04	Public Relations	8

3.1 Course Contents

The structure and content of each course is given below

JMC-01: INTRODUCTION TO JOURNALISM AND MASS COMMUNICATION

Block 1 Introduction to Communications

- Unit 1 Communication
- Unit 2 Models of Communication
- Unit 3 Theories of Mass Communication
- Unit 4 Communications Research
- Unit 5 Impact of Mass Media

Block 2 Elements in Mass Media

- Unit 1 Characteristics of Print Media
- Unit 2 Characteristics of Radio, Television and Film
- Unit 3 Characteristics of Mass Media Audiences
- Unit 4 Characteristics of Messages

Block 3 Origin and Development of Mass Media in India

- Unit 1 The Indian Press
- Unit 2 Radio, Television and Cinema
- Unit 3 Traditional Folk Media
- Unit 4 New Communication Technologies

Block 4 Ownership Patterns, Organisational Structures and Management of Mass Media in India

- Unit 1 The Press
- Unit 2 News and Feature Agencies
- Unit 3 Government Media Organisations
- Unit 4 Film Industry
- Unit 5 Educational Media

Block 5 Journalism

- Unit 1 The Role of the English Press in India
- Unit 2 The Role of the Regional Language Journalism
- Unit 3 Magazines and Periodicals
- Unit 4 Principles and Ethics of Journalism
- Unit 5 Professional Organizations and Statutory Bodies

JMC-02: MASS MEDIA AND SOCIETY

Block 1 Relation between Mass Media and Society

- Unit 1 Indian Society: Historical and Sociological Perspectives
- Unit 2 Mass Media and Society
- Unit 3 Access to Media
- Unit 4 Mass Media Policies

Block 2 Mass Media and Development

- Unit 1 Concept of Development
- Unit 2 Development Communication
- Unit 3 Development Support Communication in Agriculture
- Unit 4 Development Support Communication in Population, Health, Education & Environment

Block 3 Mass Media and Contemporary Social Issues

- Unit 1 Women and Media
- Unit 2 Environment and Media
- Unit 3 Media and Consumerism
- Unit 4 Media and Human Rights

Block 4 International Communication

- Unit 1 International Information Agencies and Organizations
- Unit 2 International Information Flow and Imbalance
- Unit 3 New World Information and Communication Order
- Unit 4 Alternative News/Information Distribution System

Block 5 Media Ethics and Laws

- Unit 1 Freedom of Speech and Expression and Media Responsibility
- Unit 2 Salient Features of the Constitution of India
- Unit 3 Press Legislation in India
- Unit 4 Law of Defamation and Journalistic Defense

JMC-03: REPORTING, WRITING AND EDITING

Block 1 News Reporting

- Unit 1 What is News, News Value, Sources of News
- Unit 2 Types of News Reporting: Objective, Interpretative, Investigative and Crime
- Unit 3 Qualities and Responsibilities of a Reporter
- Unit 4 Interviewing Skills required for Reporting

Block 2 Specialised Reporting

- Unit 1 Court Reporting
- Unit 2 Legislature Reporting
- Unit 3 Science and Technology Reporting
- Unit 4 Sports Reporting
- Unit 5 Development Reporting

Block 3 Writing for the Press

- Unit 1 Fundamentals of Good Writing – Writing the News Story, Lead, Structure etc.
- Unit 2 Feature Writing
- Unit 3 Opinion and Editorials Writing
- Unit 4 Freelance and Magazine Writing

Block 4 Writing for Radio & Television

- Unit 1 Radio News
- Unit 2 Radio Features and Commentary
- Unit 3 Television News
- Unit 4 Television Documentary and Commentary

Block 5 Editing

- Unit 1 Principles of Editing
- Unit 2 Photo Editing
- Unit 3 Design–Layout and Typography
- Unit 4 Electronic Editing

JMC-04: PUBLIC RELATIONS

Block 1 Definition, Nature, Ethics and Scope of Public Relations

- Unit 1 Definition of Public Relations : Its Nature, Process and Public
- Unit 2 Concepts of Public Relations, Advertising, Publicity and Public Opinion
- Unit 3 Ethics of Public Relations Professionalism
- Unit 4 Career Prospects of Public Relations
- Unit 5 Public Relations in the Development Context: Catalyst, Persuasion and Motivation

Block 2 Principles and Functions of Public Relations

- Unit 1 Principles of Public Relations
- Unit 2 Organisation and Structure of Public Relations Department – Government and Private
- Unit 3 Functions of Public Relations Structure
- Unit 4 Planning Public Relations Campaigns and Programmes
- Unit 5 Evaluation and Feedback

Block 3 Growth and Development of Public Relations in India

- Unit 1 Origin of Public Relations
- Unit 2 Growth of Public Relations in India
- Unit 3 Professional Public Relations Organizations
- Unit 4 Training and Research for Public Relations
- Unit 5 Trends in Public Relations

Block 4 Public Relations in Government and Industry

- Unit 1 Public Relations Practices in Central Government
- Unit 2 Public Relations Practices in State Government and Local Bodies
- Unit 3 Public Relations in Public Sectors
- Unit 4 Public Relations in Private Sectors
- Unit 5 Public Relations in non-Governmental and Voluntary Organizations
- Unit 6 Public Relations in Educational and Research Institutions

Block 5 Public Relations Strategies

- Unit 1 Public Relations: Tools and Methods
- Unit 2 Media Relations: Press and Electronic Media
- Unit 3 Corporate Public Relations
- Unit 4 Production of Public Relations Materials
- Unit 5 Case Studies in Public Relations

4.0 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.

The University follows a multiple-media approach for instruction. This approach comprises the following components:

- Self Instructional Printed Materials
- Audio and Video Materials
- Teleconferencing
- Gyan Darshan and Gyan Vani
- Interactive Radio Counselling
- Counselling Sessions
- Study Centres

4.1 Self Instructional Printed Materials

The printed materials are the main study materials for the programme which are supplied to the students in the form of blocks. Each block consists of 3-5 Units. You may think of Unit as a lesson.

How to Study the Units

While going through the syllabi, you will note that each course has been divided into a number of blocks. There are a total of 20 blocks for all the four courses of the programme. Each block has a number of units (lessons). The units of a block have a certain thematic unity.

Each unit begins with an introduction in which we tell you about the contents of the unit. We also outline a list of objectives, which we expect you to achieve after working through the unit. This is followed by the main body of the unit which is divided into various sections and sub-sections. We end each unit by summarising its contents of the whole unit to enable you to recall the main points.

Self-check exercises have been given under the caption Check Your Progress at a few places in each Unit which invariably ends with possible answers to the questions set in these exercises. Glossary explains the terms used in a Unit. You may also consult a dictionary for the terms not covered in glossary or requiring further explanation.

You should go through the Units and jot down important points as you read at the space provided in the margin. Broad margins in the block are there for you to write your notes on. This will help you keep track of and assimilate what you have been reading in a Unit, and answer the self-check exercises and the assignment questions, and also easily identify the items to be clarified.

4.2 Audio-Video Material

In addition to the print material, audio and video programmes are in general prepared for each course. The audio-video material is supplementary to print material and helps you to understand the subject better. Video programmes are telecast by Doordarshan on the National network from Monday to Friday from 6.00 to 6.30 am and on Gyan Darshan Channel. The schedule of telecast is made available on the IGNOU website.

Audio-video materials are made available at the Study Centres and you can watch these programmes during counselling sessions. Students desirous of buying the audio video CDs/DVDs can procure them from: Marketing Unit, Electronic Media Production Centre, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.

4.3 Teleconferencing

To reach out to students spread in different parts of the country, teleconferencing sessions are conducted via satellite using one-way video and two-way audio facility from Delhi. Teleconferencing is an effective means of interaction between the learners, experts and those concerned with the programme. It provides interesting opportunity to you to interact with the faculty members located at headquarters and other experts/eminents scholars in the field. You can attend these sessions at the Regional Centres of IGNOU at scheduled time for drawing benefit of this facility. You can put your questions and queries to the experts through the toll-free telephone available at the Regional Centres.

4.4 Gyan Darshan and Gyan Vani

Gyan Darshan an exclusive educational channel of the country is providing educational programmes on a variety of subjects for 24 hours a day. If you want to watch enriching educational programmes beamed through this channel, please contact your cable operator. Gyan Vani is a network of educational FM

radio station in the country. Gyan Vani radio station broadcasts over a radius of 70 kms and cater to the educational and developmental needs of the region. The broadcasts are in English, Hindi and the specific regional language. For detailed programme schedule on Gyan Darshan, Gyan Vani you may click the link on IGNOU website at www.ignou.ac.in.

4.5 Interactive Radio Counselling

Interactive Radio Counselling (IRC) is provided to students enabling them to interact with experts and seek clarification on academic matters. Live counseling is conducted on radio by invited experts for an hour from different radio stations in the country. Students can ask questions from their homes through telephones by availing the facility of toll-free telephone number 1600112345 provided from select cities.

4.6 Counselling Sessions

In distance education, contact sessions between learners and their counsellors are 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 your 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. **Attending counselling is 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.

Counselling sessions will be provided to you at the Study Centre assigned to you. You will note that the counselling sessions are very different from the usual classroom teaching or lectures as 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 the PGJMC programme. In these sessions, you must look into the subject based difficulties and any other issue arising out of such difficulties. Besides, some of the audio and video programmes 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 study 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. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible guidance from your Counsellors.

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

4.7 Study Centres

To provide effective student support, we have set up 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 particulars regarding the Study Centre to which you are assigned will be communicated to you.

Each Study Centre has:

- A Coordinator who coordinates different activities at the centre;
- An Assistant Coordinator and other supporting staff appointed on a part time basis; and
- Counsellors to provide counselling and guidance to you in the course.

A Study Centre has following major functions:

Tutorial/Counselling: Tutorial/Counselling is an important aspect of Open University System. Face-to-face contact-cum counselling for courses will be provided at the Study Centres.

Evaluation of Assignments: The evaluation of your assignments will be done by the counsellors of your Study Centre. The evaluated assignments will be returned to you by the Coordinator of the Study Centre.

Library: Each Study Centre will have a library having relevant course materials, reference books suggested for supplementary reading.

Information and Advice: You will be given relevant information about the courses offered by the University.

Audio-Video facilities: The Centres will be provided with audio-video equipments to help you make use of the audio and video programmes prepared for different courses.

Interaction with fellow-students: In the Study Centres you will have an opportunity to interact with fellow students. This may lead to the formation of self help groups.

5.0 EVALUATION

The evaluation consists of two aspects:

- 1) Continuous evaluation through assignments
- 2) Term-end examination

In the final result, all the assignments of a theory course carry 30% weightage while 70% weightage is given to term-end examination. The University follows grading system for continuous evaluation as well as term-end examination. It is done on a five point scale using letter grades A, B, C, D, E. The notional correlates of the grades are as follows:

Grade	Qualitative Level	Grade Points	Average Grade Point Range	Percentage Equivalent
A	Excellent	5	4.50 & above	80% and above
B	Very Good	4	3.50 to 4.49	60% -79.9%
C	Good	3	2.50 to 3.39	50% -59.9%
D	Satisfactory	2	1.50 to 2.49	40% -49.9%
E	Unsatisfactory	1	1.49 & below	Below 40%

A candidate of PGJMC programme is required to secure a minimum of D grade in both average continuous evaluation as well as the term-end examination of courses. However overall average grade in each course shall be at least C for successful completion of the programme.

Students who do not qualify in the term-end examination of a particular year are allowed to take up the term-end examination in that same course in the next three years.

5.1 Assignments

You must have received a set of assignments for PGJMC along with the set of print material sent to you which are also uploaded on the University website. Assignments constitute the continuous evaluation component of a course and working on the assignments is compulsory. There are a total of four Assignments for the theory courses. You will have to submit the assignments responses at the Study Centres. These will be evaluated by Academic Counsellors within a specified time to provide feedback to you.

You have to complete the assignments on time. You will not be allowed to appear for the term-end examination for a course if you do not submit the specified assignments in time for that course. If you appear in term-end examination without submitting the assignments, then the result of term-end examination is liable to be cancelled.

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the courses by providing feedback to you. The information given in the printed course material should be 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 make use of them. But the assignments are designed in such a way to help you concentrate mainly on the printed course material and make use of your personal experience.

For PGJMC programme of 32 credits there are a total of four Assignments which are evaluated by the counsellors. Some of the assignments are knowledge-based and some are application-based. Assignments which are knowledge-based will require you to write essay type answers. For answering application-based type of assignments, you should apply the knowledge you have gained 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. 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 practiced when you work on 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 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 any missing pages, ask for them from the Coordinator of your Study Centre or write to: Registrar, Material Production & Distribution Division (MPDD), IGNOU, Maidan Garhi, New Delhi-110068. Assignments are also uploaded on IGNOU website.
- The assignment responses should be complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments as incomplete answers bring 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. In case you get the assignments and study material late, the assignment responses should be submitted within one month of the date of the receipt of study material and assignment or within the due date given in the 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 assignments within a month of their submission, please try to get them from your Study Centre personally. This may help you to improve your answers for 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 your assignments or are unable to score the minimum qualifying grade D, you have to collect/download, attempt and submit the assignments meant for the next batch of students. The request for new assignments in prescribed form may be addressed to: Registrar, Material Production & Distribution Division (MPDD), IGNOU, Maidan Garhi, New Delhi-110068.
- 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 (through respective Regional Centre) to the Registrar, Student Evaluation 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 your Study Centre.
- Do not enclose or express doubts for clarification, if any, along with the assignments. Send requests for seeking clarifications in a separate cover to: Dy. Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068.

While doing so, give your complete enrolment number, name, address, title of the course and the number of the unit or the assignment on the top of your letter.

Specific Instruction for Assignments

- Write your Enrolment Number, Name, Full Address, Signature and Date on the top of right hand corner of the first page of your response sheet.

- Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand 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.....
	ADDRESS.....

COURSE CODE.....	
COURSE TITLE.....	
ASSGINMENT CODE.....	SIGNATURE
STUDY CENTRE.....	DATE.....

- Read the assignments carefully and follow specific instructions, if any, given along with the assignments.
- Go through the units on which the assignment is based, note the points relating to the question, rearrange those points in a logical order and work out a rough outline to your answer. Give adequate attention to the introduction and the conclusion. In the introduction, you should give a 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 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 emphasize.
- Use only A- 4 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 between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- Write the responses to assignments in your handwriting. Do not print or type the answers.
- Do not copy from the response sheet of other students. If copying is noticed, the assignment of such student will be rejected.
- Answer to each assignment should be written on a separate set of papers.
- Write the question number and the question before writing the answer.
- The completed assignment should be sent only to the Coordinator of the Study Centre allotted to you. **Do not** send it to the SED, IGNOU, New Delhi.
- After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.

- In case you have requested for a change of Study Centre, you should submit your assignments **only to the original Study Centre that has been allotted to you by the University.**
- 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, s/he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website- www.ignou.ac.in .

5.2 Term-End Examination

As stated earlier, term-end examination is another component of the evaluation system. For PGJMC programme the Term-end examination (TEE) carries 70% weightage in the final result.

Term-end examinations are held twice in a year in June and December. **In the first year of enrolment, you are eligible to take the examination only after completion of one year of the programme.** Subsequently, you can appear in June or December Term End Examination. This is to ensure that the student completes the minimum duration of the programme, i.e., one year by the time s/he appears in the examination.

Dates and the venue of the examination will be intimated to you in time by the Registrar, Student Evaluation Division of the University.

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

- All the required assignments have been submitted within the due dates.
- The fee has been fully paid.
- The examination form has been submitted in time (which is explained later).

Examination date sheet schedule which indicates the date and time of examination for each course is sent to all the Study Centres sufficiently in advance.

It is essential pre-requisite for you to submit the Examination Form for taking examination in any course. Copies of the examination form are available at Study Centres/Regional Centres/Student Evaluation Division at Headquarters. Only one form is to be submitted for all the courses in one term-end examination.

The filled-in examination form along with necessary fee is to be submitted at the respective Regional Centres. The last date for submission of examination forms **without late fee for June TEE is 1st March to 31st March.** For **December TEE** the submission of examination form **without late fee is 1st September to 30th September.** Students may visit IGNOU website www.ignou.ac.in for updated schedule (for submission of examination forms - without late fee and with late fee).

After receiving the examination form from you, the University will send an **Intimation Slip** to you before the commencement of examination. If you do not receive the intimation slip 10 days before the commencement of examination, you may download from the website or contact your Study Centre or Regional Centre or SED at the Headquarters. If your name is registered for examination in the list sent to the Study Centre, even if you have not received the intimation slip or have misplaced the intimation slip, you can take the examination by showing your Identity Card (Student card) to the Superintendent of the

examination centre. If your name does not appear in the list of examinees, you will not be allowed to take examination without prior authorisation by the Registrar, SED, IGNOU, New Delhi.

Your Study Centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to: Registrar, SED, IGNOU, New Delhi-110068, at least one month before the commencement of the examination. The request received at the Headquarters thereafter will not be entertained. It is your responsibility to check whether you are registered for a particular 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.

The Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication would be sent to the Coordinators of the Study Centres and Regional Directors and uploaded on University website.

The Coordinator will display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. You are, therefore, advised to keep in touch with your Coordinator so that you get advance information about assignments, submission of examination forms, date sheet, list of students admitted to a particular examination, declaration of result etc.

While communicating with the University regarding examination, please clearly write the name of the programme, enrolment number and your complete address. In the absence of such details, your problem may not be attended to. The University may require 45 days to intimate the result of a particular term-end examination. Once you receive your results and if you find that you have passed in that course, you need not appear for that course again.

Students may appear for one or more theory course at a time. If you are unable to clear all the theory courses in the first attempt or do not wish to appear in all the subjects at a time, you can clear them in the subsequent examinations. You are free to appear for as many courses as you like at a time. **However, you must clear all the courses within four years of your admission.**

6.0 SOME USEFUL HINTS

- Please read the Programme Guide thoroughly and keep it handy. It contains most of the information you are likely to need during your perusal of the PGJMC programme.
- Please keep a record of all the information/letters/communication received from and sent to the University.
- Do write to us if you face any problem while working through the programme. Please write briefly and neatly for a quick redressal to your problem.
- In the case of change of address inform the relevant authorities well in advance.
- To get the best out of the programme, maintain a time-table for yourself and stick to it. Make the time-table realistic taking into account some unforeseen situations, such as illness, official work, social obligations etc.
- Be regular in your work and devote at least two hours of study every day.
- Use the prescribed forms appended in Annexure for different purposes to facilitate prompt action.

Whom to Contact for What?

- For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms, non-receipt of study material and assignments contact the concerned Regional Centre.
- For assignments, you can obtain it from the concerned Study Centre or the Regional Centre. You can download the same from IGNOU website: www.ignou.ac.in or send an email to the School soj@ignou.ac.in.
- For non-reflection of assignment grades/marks in your grade card, contact the Regional Director of the concerned Regional Centre and Assistant Registrar (Assignments), Student Evaluation Division (SED), Block -3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-1 10068, (email: assignments@ignou.ac.in; Phone: 29535924/Extn.1312/1319/1325).
- For queries relating to examinations, date sheets, result, early declaration of results, transcripts, rechecking, grade card, provisional certificate you can contact Dy. Registrar(Examination-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 (Phone: 29536103, 29535924-32/ Extn. 2201,2211,1316).
- For Original Degree/Diploma/Verification of Degree/Diploma, Convocation, contact the DR (Exam-I) SED, IGNOU, Block-9, Maidan Garhi, New Delhi-110068. (Phone-29532294, 29535924 / Extn.1313).
- For student grievances contact the Assistant Registrar (Student Grievances), SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi -110068 (email: sregrievances@ignou.ac.in; Phone : 29532234, 29535924/Extn. 1313).
- For purchase of Audio-Video programmes contact the Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi 110068 (email: empcmktunit@ignou.ac.in; Phone: 29536129, 29573210).
- For the Schedules of counseling, feedback on assignment responses contact the Coordinator/ Programme In-charge of the concerned Study Centre/Programme Study Centre.

List of LSCs Activated for PGJMC Programme

Annexure-II

Sl. No.	Centre Code	Centre Address	Sl. No.	Centre Code	Centre Address
1.	2601	TRIPURA UNIVERSITY UNIVERSITY CAMPUS AGARTALA, TRIPURA-799004	13.	1501	MOTILAL VIGYAN MAHAVIDYALAYA, BHOPAL, MADHYA PRADESH-462008
2.	0901	L.D.ARTS COLLEGE NAVRANGPURA, AHMEDABAD GUJARAT-380009	14.	1506	HOLKAR SCIENCE COLLEGE, INDORE, MADHYA PRADESH-452001
3.	0910	SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND GUJARAT-388120	15.	1559	GYAN RAKSHA SHIKSHA SAMITHI 127, VAISHALI NAGAR, BHOPAL MADHYA PRADESH- 462003
4.	0922	ANKLESHWAR IND. DEV. SOCIETY, PLOT NO. 910 GIDC ESTATE,, ANKLESHWAR GUJARAT-390002	16.	2103	GOVERNMENT COLLEGE ROURKELA, ORISSA-796004
5.	1901	GOVERNMENT AIZAWL COLLEGE, AIZAWL MIZORAM-796001	17.	2105	GOVERNMENT COLLEGE P.O. HAKIMPADA, ANGUL ORISSA-759143
6.	1923	PACHHUNGA UNIVERSITY COLLEGE, DIST. AIZWAL AIZAWL, MIZORAM-796001	18.	2111	B.J.B. COLLEGE ARTS BLOCK, BHUBANESHWAR ORISSA-751014
7.	2702	ST. JOHN'S COLLEGE AGRA FORT, AGRA UTTAR PRADESH-282002	19.	2119	S.C.S. COLLEGE PURI, ORISSA-752001
8.	2714	HINDU COLLEGE STATION ROAD, MORADABAD UTTAR PRADESH-244001	20.	2138	N.C. COLLEGE (AUTONOMOUS) JAJPUR P.O. JAJPUR, ORISSA
9.	47015	SHRI VARSHNEY PG COLLEGE ALIGARH, UTTAR RADESH 202001	21.	21185	J K B K COLLEGE O M P SQUARE, CUUTTACK ORISSA-753003
10.	47030	INST. OF INFORMATION MNGMNT. & TECHNOLOGY (IIMT) PANCHSHEEL COLONY, NEAR PAC, RAMGHAT ROAD, ALIGARH-UP 202001	22.	1304	GULBARGA UNIVERSITY GULBARGA UNIVERSITY CAMPUS GULBARGA, KARNATAKA-585106
11.	1301	BES COLLEGE OF ARTS & SCIENCE, IV 'T' BLOCK JAYANAGAR, BANGALORE KARNATAKA-560011	23.	0601	PUNJAB UNIVERSITY DEPT. OF CORESSPONDENCE COURSE, CHANDIGARH CHANDIGARH- 160017
12.	2501	DDGD VAISHNAVA COLLEGE 445, E.V.R. PERIYAR HIGH ROAD ARUMBAKKAM, CHENNAI TAMILNADU-600106	24.	2506	THYAGARAJAR POLYTECHNIC P B NO. 523, SALEM TAMILNADU-636005
			25.	2508	A.V.C COLLEGE MANNAM PANDAL MAYILADUTHURAI TAMILNADU-609305

26.	2543	IGNOU SPL STUDY CENTRE- SC/ST, C.R.S.T.C. 4/38, DR. SANKARAN ROAD GANDHI NAGAR, NAMAKKAL TAMILNADU-637001	37.	1412	COORDINATOR IGNOU STUDY CENTRE ST. ALBERT'S COLLEGE ERNAKULAM, KERALA-682018
27.	25160	SHRI S S S JAIN COLLEGE(WOMEN) NO 3 MADLEY ROAD T NAGAR, CHENNAI TAMILNADU-600017	38.	0504	BRA BIHAR UNIVERSITY LIBRARY CAMPUS MUZAFFARPUR BIHAR-842001
28.	1480	BISHOP VAYALIL MEMORIAL HOLY CROSS COLLEGE CHERPUNKAL, PO PALA DIST KOTTAYAM KERALA-686584	39.	2717	COORDINATOR IGNOU STUDY CENTRE KUMAON UNIVERSITY ALMORA UTTRANCHAL-263601
29.	2705	COORDINATOR IGNOU STUDY CENTRE D.A.V. PG COLLEGE DA V COLLEGE ROAD DEHRADUN UTTRANCHAL-248001	40.	2749	S.D. COLLEGE BHOPAROAD, MUZAFFAR NAGARUP 251001
30.	2726	GOVERNMENT PG COLLEGE PITHORAGARH UTTRANCHAL-262501	41.	2772	IGNOU SPL STUDY CENTRE- WGURU NANAK SHIKSHA SAMITI GURU NANAK INTER COLLEGE PREET VIHAR RAMPUR ROAD RUDRAPUR, UTTRANCHAL 263153
31.	2752	HNB GARHWAL UNIVERSITY DEPT. OF ECONOMICS SRINAGAR (GARHWAL) UTTRANCHAL-246174	42.	27140	RANI BHAGYAWATI DEVIMAHILA MAHAVIDALYA BIJNOR-UP- 800010
32.	3702	COORDINATOR IGNOU STUDY CENTRE MAHARAJ SINGH COLLEGE SAHARANPUR, U.P.-247001	43.	0707	JAMIA MILLIA ISLAMIA UNIVDEPT OF PSYCHOLOGY JAMIA NAGAR, DELHI, 110025
33.	31017	COORDINATOR IGNOU STUDY CENTRE DBS PG COLLGE, DEHRADUN UTTARAKHAND-248001	44.	0734	COORDINATOR IGNOU SPL STUDY CENTRE-PHAMAR JYOTI REHBN. & RES CENTRE AMAR JYOTI CHARITABLE TRUST VIKAS MARK, KARKARDOOMA NEW DELHI-110092
34.	0714	DELHI COLL. OF ARTS & COMMERCE, NETAJI NAGAR NEW DELHI- 110023	45.	29032	JAGANNATH INSTITUTE OF MANAGEMENTY SCIENCES PLOT NO 2 COMMUNITY CENTRE, SECTOR 3 ROHINI NEW DELHI-110058
35.	2510	SCS KOTHARIA ACADEMY FOR WOMEN, 17, VENKATAPATHI STREET KILPAUK, CHENNAI TAMILNADU-600010	46.	0111	AURORA'S DEGREE & PG COLLEGE, HNO 16-11-210 KRISHNA TULSI NAGAR MOOSARAMBAGH HYDERABAD ANDHRA PRADESH-500036
36.	2593	COORDINATOR IGNOU STUDY CENTRE VOORHEES COLLEGE OFFICERS LINEVELLORE, TAMILNADU-632001	47.	5202	IGNOU ARMY RECOG STUDY CENTRE, HQ 2 CORPS HRD CC/O 56 APO

48.	5502	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE, 29 INF DIV HRDC C/O 56 APO 0	59.	5101	IGNOU ARMY RECOG STUDY CENTRE, EASTERN COMMAND HRDCC/O 101 AREA, C/O 99 APO
49.	5303	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE, HQ I CORPS HRDC C/O 56 APO 0 2668	60.	5103	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE HQ 4 CORPS HRDCC/O 99 APO 0
50.	5102	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE, HQ 3 CORPS HRDC C/O 99 APO 0	61.	5301	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE CENTRAL COMMAND HRDC-1C/ O HQ CENTRAL COMMAND (EDN) LUCKNOW-226002
51.	5104	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE, HQ 33 CORPS HRDC C/O 56 APO 0	62.	5305	COORDINATOR IAEP (ARMY) RECOG STUDY CENTRE HRDC HEAD QUARTERS BENGAL ENGINEER GROUP & CENTRE, ROORKEE CANTT UTTARAKHAND-247667
52.	5302	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE I, SIGNAL TRAINING CENTRE JABALPUR-482001	63.	5402	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE HQ 12 CORPS HRDCC/O 56 APO 908512
53.	5401	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE SOUTHERN COMMAND HRDC-II C/O MEG AND CENTRE BANGALORE-560042	64.	5404	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE SOUTHERN COMMAND, HRDC-1C/O BEG & CENTRE, KIRKEE PUNE-411003
54.	5403	IGNOU ARMY RECOG STUDY CENTRE, HQ 21 CORPS GS (EDN) C/O 56 APO 908521	65.	5405	IGNOU ARMY RECOG STUDY CENTRE, H Q 108 MOUNTAIN BRIGADE, C/O 56 APO-908108
55.	0401	GUWAHATI UNIVERSITY GUWAHATI ASSAM-781014	66.	5501	IGNOU ARMY RECOG STUDY CENTRE, NORTHERN COMMAND HRDC, C/O HQ NORTHERN COMMAND (EDN) C/O 56 APO
56.	5201	IGNOU ARMY RECOG STUDY CENTRE, WESTERN COMMAND HRDC, C/O HQ WESTERN COMMAND (EDN), CHANDIMANDIR	67.	5504	IGNOU ARMY RECOG STUDY CENTRE, HQ 16 CORPS HRDC C/O 56 APO
57.	5204	IGNOU ARMY RECOG STUDY CENTRE HQ 11 CORPS HRDCC/O 56 APO 0	68.	8101	IGNOU-ASSAM RIFLES RECOG SC, ARASU, HAPPY VALLEY C/O ASSAM RIFLES ADMINISTRATIVE UNIT, HAPPY VALLEY SHILLONG-07
58.	5203	COORDINATOR IGNOU ARMY RECOG STUDY CENTRE HQ 10 CORPS HRDCC/O 56 APO 0	69.	8103	IGNOU-ASSAM RIFLES RECOG SC, 7 ASSAM RIFLES C/O 7 ASSAM RIFLES C/O 99 APO

70.	8105	IGNOU-ASSAM RIFLES RECOG SC, 29 ASSAM RIFLES C/O 29 ASSAM RIFLES C/O 99 APO	82.	8106	IGNOU-ASSAM RIFLES RECOG SC26 ASSAM RIFLESC/O 26 ASSAM RIFLESC/O 99 APO
71.	8107	COORDINATOR IGNOU-ASSAM RIFLES RECOG SC, 27 ASSAM RIFLES C/O 27 ASSAM RIFLES C/O 99 APO	83.	8108	IGNOU-ASSAM RIFLES RECOG SC31 ASSAM RIFLESC/O 31 ASSAM RIFLESC/O 99 APO
72.	8109	IGNOU-ASSAM RIFLES RECOG SC, 2 ASSAM RIFLES C/O 2 ASSAM RIFLES C/O 99 APO	84.	8110	IGNOU-ASSAM RIFLES RECOG SC14 ASSAM RIFLESC/O 14 ASSAM RIFLESC/O 99 APO
73.	8111	IGNOU-ASSAM RIFLES RECOG SC, 34 ASSAM RIFLES C/O 34 ASSAM RIFLES C/O 99 APO	85.	8112	IGNOU-ASSAM RIFLES RECOG SC9 ASSAM RIFLESC/O 9 ASSAM RIFLESC/O 99 APO
74.	8113	COORDINATOR IGNOU-ASSAM RIFLES RECOG SC, 12 ASSAM RIFLES C/O 12 ASSAM RIFLES C/O 99 APO	86.	8114	IGNOU-ASSAM RIFLES RECOG SC33 ASSAM RIFLESC/O 33 ASSAM RIFLESC/O 99 APO
75.	8115	IGNOU-ASSAM RIFLES RECOG SC, 21 ASSAM RIFLESC/O 21 ASSAM RIFLESC/O 99 APO	87.	8116	IGNOU-ASSAM RIFLES RECOG SCHQ B RANGE ARC/O HQ B RANGE ASSAM RIFLESC/O 99 APO
76.	8117	IGNOU-ASSAM RIFLES RECOG SC, 25 ASSAM RIFLESC/O 25 ASSAM RIFLE SC/O 99 APO	88.	8118	IGNOU-ASSAM RIFLES RECOG SC8 ASSAM RIFLES C/O 8 ASSAM RIFLES C/O 99 APO
77.	5406	IGNOU ARMY RECOG STUDY CENTRE, HQ 31 ARMoured DIVISION C/O 56 APO, 908431	89.	8119	IGNOU-ASSAM RIFLES RECOG SC, 1 ASSAM RIFLES C/O 1 ASSAM RIFLES C/O 99 APO
78.	5503	IGNOU ARMY RECOG STUDY CENTRE, HQ 15 CORPS HRDCC/O 56 APO	90.	8121	IGNOU-ASSAM RIFLES RECOG SC, 18 ASSAM RIFLES C/O 18 ASSAM RIFLES C/O 99 APO
79.	5505	IGNOU ARMY RECOG STUDY CENTRE HQ 14 CORPS (HRDC) C/O 56 APO	91.	8123	IGNOU-ASSAM RIFLES RECOG SC, 22 ASSAM RIFLES C/O 22 ASSAM RIFLES C/O 99 APO
80.	8102	IGNOU-ASSAM RIFLES RECOG SCHQ AC & ASSAM RANGE ASSAM RIF. C/O HQ AC & ASSAM RANGE ASSAM RIFLES, C/O, 99 APO	92.	8125	IGNOU-ASSAM RIFLES RECOG SC, ARTC & S, DIMAPUR C/O ASSAM RIFLES TRAINING CENTRE & SCHOOL, DIMAPUR NAGALAND
81.	8104	IGNOU-ASSAM RIFLES RECOG SC6 ASSAM RIFLESC/O 6 ASSAM RIFLESC/O 99 APO	93.	8127	IGNOU-ASSAM RIFLES RECOG SC, 4 ASSAM RIFLESC/O 4 ASSAM RIFLESC/O 99 APO I

94.	8129	IGNOU-ASSAM RIFLES RECOG SC, 16 ASSAM RIFLESC/O 16 ASSAM RIFLESC/O 99 APO	107.	7401	IGNOU-NAVY RECOG STUDY CENTRE, COMMAND EDUCATION OFFICE, HEAD QUARTERS SOUTHERN NAVAL COMMAND NAVAL BASE KOCHI-682004
95.	1701	MANIPUR UNIVERSITY UNIVERSITY CAMPUS CANCHIPUR IMPHAL; MANIPUR-795003	108.	7101	IGNOU-NAVY RECOG STUDY CENTRE, NAUSENABAUGH - IINARAINA, DELHI CANTT NEW DELHI-110028
96.	7201	IGNOU-NAVY RECOG STUDY CENTRE, 2ND FLOOR, TARANGNEW NAVY NAGARMUMBAI, MAHARASHTRA-400005	109.	0301	IGNOU STUDY CENTRE D.N.GOVERNMENT COLLEGE ITANAGAR ARUNACHAL PRADESH-791113
97.	7301	IGNOU NAVY RECOG STUDY CENTRE, NAVY CHILDREN SCHOOL, GANDHI GRAM P.O.VISAKHAPATNAM-530005	110.	0312	WANGCHARAJKUMAR GOVT COLLEGE, DEOMALI DIST TIRAPAR UNACHAL PRADESH-786629
98.	0305	INDIRAGANDHI GOVT. COLLEGE, TEZU DISTRICT LOHIT ARUNACHAL PRADESH-792001	111.	1507	IGNOU STUDY CENTRE DR. H.S. GOUR VISHWAVIDYALAYA SAGAR, MADHYA PRADESH-470003
99.	1502	RANI DURGAWATI UNIVERSITY JABALPUR MADHYA PRADESH-482001	112.	2306	IGNOU STUDY CENTRE GOVT COLLEGE AJMER, RAJASTHAN-305001
100.	15112	IGNOU SPL STUDY CENTRE -RA GOVT DEGREE COLLEGE BARGHAT, DIST SEONI MADHYA PRADESH-480667	113.	2317	IGNOU SPL. STUDY CENTRE- INCENTRAL JAIL, GHATGATE JAIPUR, RAJASTHAN-302003
101.	8120	IGNOU-ASSAM RIFLES RECOG SC19 ASSAM RIFLESC/O 19 ASSAM RIFLESC/O 99 APO	114.	1201	IGNOU STUDY CENTRE UNIVERSITY OF JAMMU JAMMU TAWI J & K-180001
102.	8122	IGNOU-ASSAM RIFLES RECOG SCHQ TRIPURA RANGE ASSAM RIFLESC/O HQ TRIPURA RANGE ASSAM RIFC/O 99 APO	115.	1250	IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS), UDHAMPUR, J & K
103.	8124	IGNOU-ASSAM RIFLES RECOG SC23 ASSAM RIFLESC/O 23 ASSAM RIFLESC/O 99 APO	116.	2302	VIDYABHAWAN RURAL INSTITUTE, BADGAON ROAD UDAIPUR, RAJASTHAN-313004
104.	8126	IGNOU-ASSAM RIFLES RECOG SC30 ASSAM RIFLESC/O 30 ASSAM RIFLESC/O 99 APO	117.	0455	DARRANG COLLEGE TEZPUR DISTRICT SONITPUR ASSAM-784001
105.	8128	IGNOU-ASSAM RIFLES RECOG SC24 ASSAM RIFLESC/O 24 ASSAM RIFLESC/O 99 APO			
106.	8130	IGNOU-ASSAM RIFLES RECOG SC3 ASSAM RIFLESC/O 3 ASSAM RIFLESC/O 99 APO			

118.	1008	IGNOU STUDY CENTRE GOVERNMENT P.G COLLEGE ARTS BLOCK, ROOM NO. 28- 29 SECTOR - 14, URBAN ESTATE KARNAL HARYANA-13200	130	2809	BANWARILAL BHALOTIA COLLEGE ASANSOL, BURDWAN WEST BENGAL-713303
119.	2801	ISHWAR CHANDRA PATHA BHAVAN 299 ACHARYA PRAFULA CHANDRA RD, KOLKATA, WEST BENGAL-700009	131	2827	IGNOU SPL STUDY CENTRE- WVIDYASAGAR SMRITI MANDIR 36 VIDYASAGAR STREET KOLKATA, WEST BENGAL-700009
120.	2813	MIDNAPUR COLLEGE MIDNAPUR WEST BENGAL-721101 131.	132	28140	MURALIDHAR GIRL'S COLLEGE P-411/14, GARIHAT ROAD BALLYGUNGE, KOLKATA WEST BENGAL-700029
121.	2842	BHAIRAB GANGULY COLLEGE DEGREE COLLEGE ROAD BELGHARIA, KOLKATA WEST BENGAL-700056	133	2704	BAREILLY COLLEGE PO BOX NO 15, BAREILLY UTTAR PRADESH- 243005
122.	2701	JAI NARAIN DEGREE COLLEGE LUCKNOW UTTAR PRADESH-226001	134	2502	GR.D. COLLEGE OF ARTS & SCI. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE, TAMILNADU-641014
123.	2767	IGNOU STUDY CENTRE JAWAHAR LAL NEHRU (PG) COLLEGE, BANDA UTTAR PRADESH-210001	135.	2503	THIYAGARAJAR COLLEGE POST BOX NO 107139-140 KAMARAJAR SALAI MADURAI, TAMILNADU- 625002
124	2320	IGNOU SPL STUDY CENTRE- RAINDIA INT. INSTT. OF MGT. SECTOR-12, MAHAVEER MARG MANSAROVAR, JAIPUR RAJASTHAN, 302020	136.	1601	KJS COLLEGE OF EDUCATION T & R, VIDYANAGAR, VIDYA VIHAR, GHATKOPAR (E) MUMBAI, MAHARASHTRA 400077
125	1235	IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DODA, J & K-182210	137.	36029	DR PANJABRAO DESHMUKH INST. OF MANAGEMENT TECH. & RESH (PDIMTR), DHANWAATE NATIONAL COLLEGE, CONGRESS NAGAR NAGPUR, MAHARASHTRA-400012
126	1275	IGNOU SPL STUDY CENTRE (EEBB) ALFALLAH COLLEGE OF HIGHER EDUCATION DODA, J & K, 182202	138.	07107	MAHARAJA AGRASEN COLLEGE VASUNDARA ENCLAVE NEAR CHILLA SPORTS COMPLEX, DELHI-110096
127	2304	ONKARMAL SOMANI COLLEGE OF COM. , JODHPUR RAJASTHAN-342008	139.	1339	BASAVAPRABHU KORE COLLEGE, FOR ARTS, SCIENCE & COMMERCE, CHIKODI DISTRICT BELGAUM KARNATAKA-591201
128	1005	CHOTU RAM COLLEGE OF EDUCATION ROHTAK, HARYANA-124001	140.	1602	SYMBIOSIS INTERNATL. CUL & CEN, SENAPATI BAPAT ROAD PUNE, MAHARASHTRA- 411004
129	2001	MODERN COLLEGE DZUVURU AREA POST BOX - 405 KOHIMA, NAGALAND-797001			

141.	1608	KTHM COLLEGE GANGAPUR ROAD SHIVAJI NAGAR, NASIK, MAHARASHTRA-422002	155.	0502	JAMSHEDPUR COOPERATIVE COLLEGE, JAMSHEDPUR JHARKHAND
142.	2820	IGNOU SPL STUDY CENTRE- RARDK COLLEGE OF COMMERCE JIAGANJ, MURSHIDABAD WEST BENGAL-742123	156.	32024	KARIM CITY COLLEGE PO. SAKCHI, JAMSHEDPUR EAST SINGHBHUM JHARKHAND 831001
143.	3504	GOVT POST GRADUATE COLLEGE, DHAMTARI CHHATTISGARH-493773	157.	1801	NORTH EASTERN HILL UNIVERSITY, BIJNI COMPLEX LAITUMKHAH, SHILLONG MEGHALAYA-793003
144.	3510	GOVT. DIGVIJAYA COLLEGE RAJNANDGAON CHATTISGARH-491441	158.	1819	C.I.E.F.L. NORTH EAST CAMPUS NONGTHYMMAI, SHILLONG MEGHALAYA-793014
145.	0513	MARWARI COLLEGE RANCHI, JHARKHAND-834001	159.	1105	GOVERNMENT DEGREE COLLEGE, DEPT. OF CHEMISTRY DHARAMSHALA HIMACHAL PRADESH-177005
146.	2504	BISHOP HEBER COLLEGE P O BOX 615, TIRUCHIRAPALLY TAMILNADU-620017	160.	2812	A.B.N. SEAL GOVERNMENT COLLEGE, COOCH BEHAR WEST BENGAL-736101
147.	1607	NAGPUR UNIVERSITY GURU NANAK BHAWAN NAGPUR, MAHARASHTRA-440001	161.	1209	SHRI PRATAP SINGH COLLEGE MAULANA AZAD ROAD SRI NAGAR, J & K-190001
148.	2738	I.P. (POST GRADUATE) COLLEGE BULANDSHAHR UTTAR PRADESH-203001	162.	2703	ALLAHABAD DEGREE COLLEGE 15, KYADGANJ, ALLAHABAD UTTAR PRADESH-211003
149.	1308	R.P.D. COLLEGE TILAK WADI, BELGAUM KARNATAKA-590006	163.	2723	CHILDREN COLLEGE A I C C E D SC/O CHILDREN COLLEGE AZAMGARH UTTAR PRADESH-276001
150.	0501	VANIYA MAHAVIDYALAYA PATNA COLLEGE CAMPUS PATNA, BIHAR-800005	164.	2745	VBS PURVANCHAL UNIVERSITY SHAHGANJ ROAD, JAUNPUR UTTAR PRADESH- 222002
151.	1606	C.S. CENTRAL INST OF BUSINESS ECONOMICS & RESEARCH UNIVERSITY ROAD, KOLHAPUR MAHARASHTRA- 416004	165.	48028	IGNOU REGULAR STUDY CENTRE ST. ANDREW'S COLLEGE CIVIL COURT ROAD GORAKHPUR-UP- 273001
152.	1610	VIVEKANAND ARTS & SDS COM. COL, SAMRAT NAGAR, AURANGABAD, MAHARASHTRA 431001	166.	0103	KBN COLLEGE KOTHAPETA, VIJAYAWADA ANDHRA PRADESH-520001
153.	1510	PT. RAVI SHANKAR SHUKLA UNIV. ARTS BLOCK EXTN. (RIGHT WING) RAIPUR, CHHATTISGARH- 492010	167.	1802	TURA GOVERNMENT COLLEGE W.G. HILLS, TURA MEGHALAYA-794001
154.	3507	GOVERNMENT DEGREE COLLEGE CHAMPA, CHHATTISGARH-495671			

168.	1101	GOVERNMENT DEGREE COLLEGES ANJALI, SHIMLA HIMACHAL PRADESH-171006	173.	2737	M.D. POST GRADUATE COLLEGE PRATAPGARH UTTAR PRADESH
169.	2811	DARJEELING GOVERNMENT COLLEGE, DARJEELING WEST BENGAL-734101	174.	48011	D C S Khandelwal Post Graduate College Maunath Bhanjan Mau, Uttar Pradesh-275101
170.	45018	ST. JOSEPH'S COLLEGE NORTH POINT, DARJEELING WEST BEGAL-734104	175.	1403	IGNOU STUDY CENTRE JDT ISLAMMARI KUNNU P.O.CALICUT, KERALA- 673012
171.	2507	V.O.C. COLLEGE PALAYAMKOTAI ROAD TUTICORIN TAMILNADU-628008	176.	0109	DR. L. BULLAYACOLLEGE VISAKHAPATNAM ANDHRA PRADESH-530013
172.	2709	GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR UTTAR PRADESH-273009			

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. The following forms are enclosed:

1. Assignment Remittance-Cum-Acknowledgment Form
2. Change/Correction of Address/Study Centre
3. Non-receipt of Study Material/Assignments
4. Term-end Examination Form and Instructions
5. Requisition for Fresh Set of Assignments and Instructions.
6. Form for Duplicate Grade Card/Marksheet.
7. Application Form for Re-Evaluation of Answer Script
8. Re-admission Form
9. Application Form for Issue of Provisional Certificate
10. Application Form for Early Declaration of Result of TEE.