

Programme Guide

PG Diploma in Development Studies (PGDDVS)



School of Extension and Development Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi- 110068 (India)



"Education is a liberating force, and in our age it is also a democratizing force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances"
- Indira Gandhi

Programme Guide

For

PG Diploma in Development Studies (PGDDVS)



School of Extension and Development Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi- 110068 (India)

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Further information on the IGNOU courses may be obtained from the University's office at Maidan Garhi, New Delhi or the official website of IGNOU at www.ignou.ac.in

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Dear Learner,

Welcome to the academic programme – PG Diploma in Development Studies (PGDDVS). By enrolling into PGDDVS programme you have become a student of IGNOU, one of the the largest 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 are in fact physically at a distance from you. But as far as the teaching-learning activity is concerned, we are very close to you and always with you in the form of self-learning 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 not only feel comfortable but also be able to manage your programme related activities very easily.

In course of your journey, you will notice that IGNOU is a university with a difference. Unlike conventional universities/institutions where teaching and learning take place mostly through face-to-face mode, IGNOU adopts a multiple-media approach to facilitate teaching-learning activities. You will find that the printed self-learning material is the master medium of our instruction. It is supplemented with audio and video programmes, teleconferencing and interactive radio counseling sessions. Further, you will also benefit from the face-to-face mode of interaction during counseling 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, you will realise that there are multiple modes which provide diverse opportunities for your interaction as well as facilitate your smooth progress through the programme.

PGDDVS programme would provide you comprehensive exposure to various theoretical and practical aspects, processes, issues and activities of development. The programme will equip you with necessary knowledge and competencies that will help you build your capacity as a middle level development professional.

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 a whole, viz., its objectives, structure, mode of delivery, programme schedule, counseling sessions, assignments, project work, 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 Coordinators

PG Diploma in Development Studies (PGDDVS)

1.0 ABOUT THE PROGRAMME

1.1 Introduction

PG Diploma in Development Studies (PGDDVS) is an innovative programme offered through ODL mode utilising multiple media such as self-instructional print materials, information and communication technologies and personal contact sessions. PGDDVS programme is located in and launched by the School of Extension and Development Studies (SOEDS) in IGNOU. The programme aims at promoting professional development and capacity building in the area of development studies.

PGDDVS programme has been designed to impart quality education and training in the area of development studies. The criticality of the development problems has not been properly understood due to less emphasis on development issues in the academic curriculum at the graduation and post-graduation levels. Therefore, PGDDVS programme will be useful for the development professionals across the sectors and also to fresh graduates interested in pursuing carrier as development professionals i.e. it is for both *in-service* and *pre-service* persons.

1.2 Programme offer and Coverage

PGDDVS programme will be offered in both January and July sessions of every year. It is offered through the established network of IGNOU Regional Centres.

1.3 Programme Objectives

- To impart knowledge on various aspects of development studies.
- To train qualified human resources in the professional area of development studies.

1.4 Target Population

The target population of this programme includes, amongst others:

- 1) The persons holding a Bachelor's Degree in any discipline and intending to pursue development studies as an area of study or specialization or career (*Pre-service*);
- 2) The persons holding a Bachelor's Degree and working in any development sector (*In-service*), including those employed or involved in any developmental activity such as:
 - Development functionaries like village, mandal, block and distraict development officials and civil servents.
 - Employees of the institutes/NGOs, private or corporate social responsibility fields working in various development sectors.
 - Functionaries of corporations, municipalities and nagar panchayats.
 - Programme officers, project officers, research investigators, and research assistants delaing with development in various international and national organizations.

1.5 Eligibility Criteria

Any Bachelor's Degree from a recognised University / Institute.

1.6 Medium of Instruction

The medium of instruction of the programme is English.

1.7 Duration of the Programme

Minimum duration to complete the programme is 1 year and the maximum duration is 3 years, i.e admission is valid for 3 years.

1.8 Programme Fee

The fee for the programme is Rs.5400/- and Rs. 200/- is charged as registration fee. University may revise the fee time to time. Please check with the advertisement or IGNOU website.

1.9 Prospects

PGDDVS holders will be equipped to serve various Government and NGOs dealing with developmental activities across sectors at middle level. Fresh graduates who complete this programme will be the potential candidates suitable for employment at the grassroots, supervisory and other middle level positions in the development departments. The programme also strengthen the efficiency and effectiveness of in-service personnel working in government and non-government organizations, private or corporate sectors and handling various development projects and programmes. In-service professionals with PGDDVS will be more potential candidates suitable for higher level positions in the development sector / corporate social responsibility fields. It also provides scope for those interested in establishing a local voluntary organization / NGO as a part of their self-employment and greater involvement in development.

2.0 PROGRAMME FRAMEWORK

PGDDVS programme consists of total six theory courses each of 6 credits. Thus, the PGDDVS programme is of total 36 credits as detailed below:

Course Code	Title of the Course	Credits
MDV-101	Introduction to Development and Development Theories	6
MDV-102	Dynamics of Development	6
MDV-103	Issues and Challenges of Development	6
MDV-106	Research Methodology in Development Studies	6
MDV-109	Development in India- An Overview	6
MDV-004	Gender and Development	6
	Total	36

2.1 Course Contents

The block and unit wise structure of the above courses is given below.

MDV-101: INTRODUCTION TO DEVELOPMENT AND DEVELOPMENT THEORIES

1 DEVELOPMENT: AN OVERVIEW

- 1 Development–Concept and Paradigms
- 2 Economic Development
- 3 Human Development
- 4 Political Development

2 CLASSICAL AND NEO-CLASSICAL THEORIES

- 1 Classical Theories
- 2 Neo-Classical Theories
- 3 Marxian Theory
- 4 Schumpeter Theory

3 DEVELOPMENTALIST THEORIES

- 1 Balanced Development Theories
- 2 Unbalanced Development Theories
- 3 Rostow’s Stages of Economic Growth and Development
- 4 Development State Theory

4 HETEROGENEOUS THEORIES

- 1 Neo-Liberal Theories
- 2 Dependency Theory
- 3 Human Capabilities Theory
- 4 Gandhian Theory

MDV-102: DYNAMICS OF DEVELOPMENT

1. DYNAMICS OF CHANGE

1. Change – An Overview
2. Process of Change
3. Change Management
4. Project Change Management

2. DYNAMICS OF DEVELOPMENT -1

1. Development Dynamics – An Overview
2. Development Processes Approaches and Strategies

3. Social and Cultural Dynamics of Development
4. Development Agencies

3. DYNAMICS OF DEVELOPMENT –II

1. Violence Conflict and Social Movements
2. Social Exclusion and Discrimination
3. Marginalization
4. Freedom Entitlement and Human Rights

4. DYNAMICS OF DEVELOPMENT –III

1. Development and Disparity
2. Development and Displacement
3. Inclusive Development

MDV 103: ISSUES AND CHALLENGES OF DEVELOPMENT

1 BASIC ISSUES IN DEVELOPMENT

- 1 Population
- 2 Poverty
- 3 Inequality
- 4 Unemployment

2 SECTORAL ISSUES IN DEVELOPMENT

- 1 Agriculture
- 2 Industry
- 3 Service
- 4 Infrastructure

3 SOCIAL ISSUES IN DEVELOPMENT

- 1 Education and Development
- 2 Health and Development
- 3 Gender and Development

4 EMERGING ISSUES IN DEVELOPMENT

- 1 Energy and Development Nexus
- 2 Natural Resource Management and Environment
- 3 Sustainable Development

5 GOVERNANCE

- 1 Governance – An Overview
- 2 Participatory and Decentralized Governance
- 3 Good Governance: Attributes and Challenges
4. E- Governance and Development

MDV-106: RESEARCH METHODOLOGY IN DEVELOPMENT STUDIES

1 FUNDAMENTALS OF SOCIAL SCIENCE RESEARCH

- 1 Social Science Research: An Overview
- 2 Components of Social Science Research
- 3 Research Designs
- 4 Research Project Formulation

2 DEVELOPMENT RESEARCH

- 1 Basics of Development Research
- 2 Methods of Development Research
- 3 Development Research Applications

3 MEASUREMENT AND SAMPLING

- 1 Measurement
- 2 Scales and Tests
- 3 Reliability and Validity
- 4 Sampling

4 DATA COLLECTION

- 1 Quantitative Data Collection Methods and Devices
- 2 Qualitative Data Collection Methods and Devices
- 3 Data Sources

5 DATA ANALYSIS

- 1 Overview of Statistical Tools
- 2 Use of Computer in Data Analysis
- 3 Data Processing and Analysis
- 4 Report Writing

MDV – 109 DEVELOPMENT IN INDIA – AN OVERVIEW

1 DEVELOPMENT INITIATIVES AND PLANNING

1. Pre-Independent Development Initiatives
2. Planning and Development Initiatives: Pre Liberalization Period
3. Planning and Development Initiatives: Post Liberalization Period

4. Globalization and Development in India
- 2 RURAL DEVELOPMENT IN INDIA
 1. Rural Development – An Overview
 2. Agriculture and Rural Development
 3. Rural Industrialization
 4. Rural Cooperatives and Banking
 5. Rural Poverty Unemployment and Development Interventions
- 3 URBAN DEVELOPMENT IN INDIA
 1. Urbanization in India – An Overview
 2. Migration and Urban Problems
 3. Urban Poverty Unemployment and Development Interventions
- 4 SOCIAL DEVELOPMENT
 1. Development of Scheduled Castes
 2. Development of Scheduled Tribes
 3. Youth Development
- 5 ROLE OF PUBLIC, PRIVATE AND SERVICE SECTORS IN DEVELOPMENT
 1. Role of Public Sector in Development
 2. Role of Private/Corporate Sector in Development
 3. Development of Service Sector
 4. Role of Unorganized Sector in Development

MDV-004 : GENDER AND DEVELOPMENT

1 CONCEPTS OF GENDER

- 1 Basic Concepts of Gender
- 2 Social Construction of Gender
- 3 Gender and Development Indicators

2. APPROACHES TO GENDER AND DEVELOPMENT

- 1 Trends in Feminism
- 2 WID-WAD-GAD-Part I
- 3 WID-WAD-GAD-Part II

3 STRATEGIES IN GENDER AND DEVELOPMENT

- 1 Affirmative Action: Inclusive Policy and Substantive Equality

- 2 Meeting Gender Needs through Planning
- 3 Engendering Governance

4 GENDER IN DEVELOPMENT PROCESS-I

- 1 Gender and Labour Market
- 2 Women and Entrepreneurship Development
- 3 Gender in Agriculture and Environment
- 4 Women in Informal Economy
- 5 Women in Work-Paid and Unpaid

5 GENDER IN DEVELOPMENT PROCESS-II

- 1 Gender, Democracy and Development
- 2 Gender and education
- 3 Gender, Health and Well-Being

3.0 INSTRUCTIONAL SYSTEM

The instructional system of IGNOU is more learner-oriented and learner-centred. In this system, the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance modes of communication rather than face-to-face modes of communication. The University follows a multiple-media approach for instruction. So, the instructional system of PGDDVS also follows multiple-media approach i.e. self-instructional print material, audio-video programmes, assignments, face-to-face counseling sessions / contact sessions, teleconferencing and interactive radio counselling, among others.

3.1 Self-instructional Print Material

The print material is written in self-instructional style. It is in the form of blocks (booklets) specially prepared for theory courses and project work of the programme. Each course has a specific code number assigned to it. They are supplied to each learner. The learner has to complete the required assignments related to each course. The contents under each course are divided into blocks and each block is further divided into units. The printed material for project work is available in the form one booklet with all guidelines.

3.2 Audio-video Programmes

The learning package also contains audio-video programmes which are produced by the University for clarification, supplementing and enhancement of understanding of the course material given to the student. These programmes are normally of 25-30 minutes duration. These are used at the Study Centres during counseling sessions which are duly scheduled and notified by the Programme In-charge/Co-ordinator of Study Centre for the benefit of the students. The video programmes are also telecast on *Gyan Darshan*. Similarly, the audio programmes are also

broadcast by *Gyan Vani* radio channels. Learners can contact Study Centres for further information.

3.3 Assignments

Assignments are an integral and compulsory component of the instructional system. There is one tutor-marked assignment for each theory course. Students will have to work on these assignments. Each student should submit the assignment responses to the Coordinator of the Study Centre in accordance with the given assignments' submission schedule. **Assignments are to be downloaded from IGNOU website (www.ignou.ac.in) at student's zone.**

3.4 Counseling Sessions

Upto six counseling sessions per course are held at the Study Centres as per the schedule drawn and notified by the Coordinator/Programme In-charge of the concerned Centre. They are mostly held on weekends (i.e. Saturdays and Sundays) as per the convenience of the host institution where the Study Centre is located. However, if the number of students for the programme at a programme study centre falls below 10 (ten), then the counseling and support services may be handled by a Distance Learning Facilitator or the programme coordinator or the faculty of the School concerned or through an appropriate alternative arrangement. University issue guidelines on counselling sessions from time to time which are to be adhered by the study centres.

3.5 Teleconferencing

Teleconferencing sessions are conducted via satellite through interactive *Gyan Darshan* Channel from the University studios as per the schedule made available to the Regional and Study Centres. Teleconferencing is an effective means of interaction between the learners, experts and others concerned with the programme. It provides an interesting opportunity to the students to interact with the faculty members at the headquarters, and other experts/eminant scholars in the field. The learners will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

3.6 Interactive Radio Counseling / Internet Audio Counseling

Interactive Radio Counseling is a recent concept in distance learning in India. Live counseling is provided on radio by invited experts for an hour from different *Gyanvani* radio stations in the country. Students can ask questions right from their homes through telephone by availing the facility of toll free telephone number 1600112345 provided for this purpose from selected cities. Gyan Dhara is an internet audio counseling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts in the field on the topic of the day and interact with them through telephone (Toll Free No. 1800112347; 011-29533103), Email gyandhara@ignou.ac.in and chat mode. By installing Puffin browser, students can access Gyandhara through mobile devices.

4.0 DELIVERY SYSTEM

The PGDDVS programme is delivered as a continuous programme of one year duration starting from the beginning of the relevant academic session. Different divisions of the IGNOU system are involved in delivering the programme – supplying/despaching the materials, providing student support services / facilities, conduct of examinations and certification to you. In case you face any problem/difficulty at any stage, you can contact the following persons.

Whom to Contact for What?

- For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms (if any), non-receipt of study material contact the concerned Regional Centre.
- For assignments, you can download from IGNOU website: www.ignou.ac.in at students zone.
- For non-reflection of assignment grades/marks in your grade card, contact the Regional Director of the concerned Regional Centre and Asstt. Registrar (Assignments), Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: assignments@ignou.ac.in).
- 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 Dy. Registrar (Exam-I) SED, IGNOU, Block-9, Maidan Garhi, New Delhi-110068. (Phone: 29532294, 29535924/Extn.1313).
- For student grievances (SED) contact the Asstt. Registrar (Student Grievances), SED, Block-3, Room No.13, IGNOU, Maidan Garhi, New Delhi-110068 (E-mail: sregrievances@ignou.ac.in; Phone: 29532234, 29535924/ Extn. 1313).
- For the schedules of counselling, feedback on assignment responses contact the Coordinator/Programme In-charge of the concerned Study Centre.
- For information on academic matters contact the Programme Coordinators, PGDDVS, School of Extension and Development Studies, Block 15-F, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: soeds@ignou.ac.in; Phone: 29571662; 29571665; 29571664).

5.0 OPERATIONAL SCHEDULE

I. Operational Schedule for the Students enrolled for the July Session

- **August - September:** Dispatch of the self learning materials to the students.
- **31st March:** Submission of Term-end Examination Form and Assignments.
- **June:** Term-end Examinations – **Completion of Programme.**

II. Operational Schedule for the Students enrolled for the January Session

- **February- March:** Dispatch of the self learning materials to the students.

- **30th September:** Submission of Term-end Examination Form and Assignments.
- **December:** Term-end Examinations – **Completion of the Programme.**

If you carefully follow and adhere to the relevant operational schedule given above, you will be able to complete the programme in one year. Due to any unavoidable personal or other problem/difficulty, if you are unable to complete it within the relevant schedule please do not feel tense and worry about it. If you could not complete assignments or examinations of any course in the particular session, then you can complete them in the next session. Thus, there is flexibility that enables you to cope up with any such difficulty in completing it in the subsequent session(s), but within the maximum period of three years. However, we advise you to complete the programme within the minimum duration of one year.

Re-admission

The students who are not able to clear PGDDVS programme within the maximum duration of 3 years can take re-admission for additional period. For re-admission the student has to remit pro-rata fee for each incomplete course(s). The Table of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the website (www.ignou.ac.in> Student Zone > Downloads > Re-admission >).

6.0 EVALUATION

The evaluation comprises three aspects:

- Self-evaluation check your progress exercises (non-credit) within each unit of study material.
- Continuous evaluation in the form of one compulsory assignment for each course with a weightage of 30%.
- Term-End Examination for each course with a weightage of 70%.

In order to successfully complete a course, the student must obtain at least '40%' in the assignment and '40%' in the Term-End Examination (TEE) separately in each course.

The grading system depending on the percentage of marks secured by the candidates will be as follows.

Letter 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% to 79.9%
C	Good	3	2.50 to 3.49	50% to 59.9%
D	Satisfactory	2	1.50 to 2.49	40% to 49.9%
E	Unsatisfactory	1	1.49 & below	Below 40%

7.0 ASSIGNMENTS

The purpose of asking you to work on the assignments is to provide you an opportunity of

articulating your assimilated knowledge and understanding into written form and also to test your capacity of transferring the theoretical learning from the courses to practical situations. Thus, the assignments practically enhance your understanding as well as skills of articulation and expression in writing. There is one assignment for each theory course. The answers to assignment questions are to be based on your own judgement and experiences as a student. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and any other sources of information you have for ready reference. But, the answer should be in your own words and should reflect your own ideas. Please note that your assignment responses carry 30% weightage towards the final evaluation of each theory course. If you do not complete the assignments according to time schedule of assignments of the relevant academic session, then you have to attempt the assignment questions of the next session and submit the assignment responses according to the schedule of that session. You have to send the assignment-responses to the Study Centre you are attached to as per schedule. The instructions given in the assignments should be kept in mind while you prepare and submit the assignment responses.

Assignments are to be downloaded from IGNOU website (www.ignou.ac.in) at student's zone.

8.0 TERM-END EXAMINATION (TEE)

TEE is another component of the evaluation system with 70% weightage for each theory course. The University conducts term-end examination (TEE) twice a year i.e. in June and in December of every year. **Please see the details of operational schedule given under section 5 to appear for TEE under each cycle.** In case you fail to get a pass score (less than 40%) in the TEE, you will be eligible to re-appear in the next TEE for that course, till the final span of the programme i. e. prior to completion by you of the maximum duration of three years from the date of your admission / registration to the programme.

Examination date-sheets (schedule which indicate the date and time of examination for each course) are notified through the IGNOU website.

It is a pre-requisite to submit the online examination form with a fee of Rs.150/- (revised from time to time) per course. Only one form is to be submitted for all the courses you are appearing in TEE. You can choose examination centre anywhere in India from the list of centres notified in the IGNOU website. The code of your chosen centre is to be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted to any other nearby Examination Centre. Change of Examination Centre, once allotted, is not permissible under any circumstances.

The dates for submission of examination forms are given below.

For June TEE	For December TEE	Late fee	Address	Remark
1 st March to 31 st March	1 st September to 30 th September	NIL	Online	Examination fee @

1 st April to 20 th April	1 st October to 20 th October	Rs.300/-	Rs.150/- per course.
21 st April to 30 th April	21 st October to 31 st October	Rs.500/-	
1 st May to 15 th May	1 st November to 15 th November	Rs.1000/-	

Issue of Examination Intimation Slip: University uploads Hall Ticket / Admit Card of the term-end examination at the University's website: www.ignou.ac.in. Students can download the same for the examination purpose from the website.

9.0 GENERAL INSTRUCTIONS

- Please file all letters that the University sends you, and keep the Programme Guide handy. A record of your progress is maintained at IGNOU, New Delhi.
- Do write to us if you have any difficulties while working through the programme. Remember to intimate the relevant authority sufficiently in advance, if there is any change of address. This will help the concerned authority to send you course material, any information and letters promptly, without any delay or the risk of their being lost.
- Please try to attend as many counseling sessions as possible so as to get the best out of the programme.
- When you receive the printed materials, read the units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments.
- Answer 'Check Your Progress' questions. Please remember, the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance and keep you on the right track. They will enhance your comprehension of the subject matter. You can compare your answers with those given at the end of the unit.

10.0 ONLINE FACILITIES

IGNOU website is www.ignou.ac.in. A few important links under the site are enlisted here.

- Schools:** Where you will get the information about the programmes offered by different schools. The PGDDVS programme is under 'School of Extension and Development Studies' (SOEDS).
- For students:** Results; catalogue for print media and audio video; download facilities for assignment, question papers; queries about admission, registration, material despatch detail, address checking, convocation; TEE date sheet; examination form; campus placement and prospectus and application form. Here you will get the electronic version of the prospectus and application form, information about the admission data, hall ticket and result.

- iii. **Division:** Under this section, there are links of Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
- iv. **Student Registration Division:** This link will give you information about admission / and re-admission.
- v. **Student Evaluation Division:** This link gives information about TEE, results, assignment etc.
- vi. **Electronic Media Production Centre:** You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, Teleconferencing schedule and feedback form.

Student may use photocopies of the following forms given as annexures. These forms are also available in the IGNOU website (www.ignou.ac.in). Please check the website for modifications if any in the form, fee, addresses etc.

Annexure	I	: List of Regional Centres (RCs) of IGNOU
Annexure	II	: Form for Change/Correction of Address
Annexure	III	: Form for Non-receipt of Materials
Annexure	IV	: Form for Term End Examination (To be submitted online)
Annexure	V	: Form for Re-evaluation of Result of Term End Examination
Annexure	VI	: Form for Early Declaration of Term End Exam Result.
Annexure	VII	: Form for Obtaining Duplicate Grade Card/Mark sheet
Annexure	VIII	: Application Form for Issue of Migration Certificate
Annexure	IX	: Re-admission Form
Annexure	X	: Form for issue of Provisional Certificate

Note : Please check IGNOU website for change in the format, address and fee (if any) before submission of the form.

APPENDICES**Annexure -I****LIST OF REGIONAL CENTRES (RCs) OF IGNOU**

S.NO	RCCODE	RCNAME	ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZWAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

5	13	BANGALORE	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BHAGALPUR	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	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)
8	21	BHUBANESHWAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	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	06	CHANDIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590208, 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)

10	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd FLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI- 600035 TAMILNADU PH.OFF : 044-24312766, 24312979 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	14	COCHIN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHICODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
12	46	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	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	31	DEHRADUN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
14	07	DELHI 1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082 / 26990083 011-26058354,011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA,

				OKHLA, SANGAM VIHAR, FRIENDS COLONY)
15	29	DELHI 2	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376 / 23392377,011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR)
16	38	DELHI 3	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939 / 25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAHPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM)
17	24	GANGTOK	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	04	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)
19	01	HYDERABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53	STATE OF TELANGANA (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOON NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)

			040-27152527, 040-23117554 rchyderabad@ignou.ac.in	
20	52	IAEP - CHANDIMANDIR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND
22	51	IAEP - KOLKATA	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP - LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND-GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeppcc53@yahoo.co.in	CENTRAL COMMAND AREA
24	54	IAEP - PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102669, 020-26102670 <u>armypunerc54@yahoo.com</u>	SOUTHERN COMMAND AREA

25	55	IAEP - UDHAMPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486, 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
26	81	IAREP - SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA
27	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
28	74	INEP - KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	72	INEP - MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND

30	71	INEP - NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI – 110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	73	INEP - VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND
32	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247535, 0360-2247537 rcitanagar@ignou.ac.in	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)
33	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
34	23	JAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR,

			0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI)
35	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
36	37	JORHAT	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
38	22	KHANNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632,01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
39	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)

			0370-2241968, 0370-2260216 rckohima@ignou.ac.in	
40	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
41	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535, 06852-252503 rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793, 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOL, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)
43	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)

44	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
46	39	NOIDA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
47	08	PANAJI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315,0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
48	05	PATNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 reportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

50	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
51	50	RAGHUNATHGANJ	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
53	42	RAJKOT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	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)
55	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271, 0364-2252252 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
56	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612,0177-2620125 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
57	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C.BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258, 0194-2421506 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM - 695 017 0471-2590300 / 2590600 0471-2590700 retrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)

60	48	VARANASI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	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)
61	83	VATAKARA	IGNOU REGIONAL CENTRE VATAKARA KERALA	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARA GOD WAYANAND)
62	33	VIJAYAWADA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
63	84	VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR, VUDA COMPLEX SECTOR-12, MVP COLONY, USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM SRIKAKULAM, YANAM) (PUDUCHERRY, UT)

Annexure - II**Form for Change/Correction of Address****THROUGH CONCERNED REGIONAL DIRECTOR**

Enrolment No. _____

Programme _____

Name (in caps) _____

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS**New Address****Old Address**

City _____ Pin _____

City _____ Pin _____

State _____

State _____

 Signature of Student

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

Form for Non-receipt of Materials

The Registrar
Material Production and Distribution Division (MPDD)
IGNOPU
Maidanharhi
New Delhi-110068

.....

Subject: Non-receipt of Study Material

Enrolment No.

Programme Medium of Study.....

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

<u>Sl.No.</u>	<u>Course Code</u>	<u>Blocks</u>
---------------	--------------------	---------------

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

Name and Address	Signature.....
.....	Date
.....	
.....	

1. For Official Use

Date of dispatch of study material to student

Fill this form online from IGNOU Website

Annexure - IV



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM – JUNE / DECEMBER, 201___

EXAM FORM

Serial No.

Control No.

INSTRUCTIONS

1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

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

Programme Code Regional Centre Code Study Centre Code

Enrolment No. Exam Centre Code

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, PO, etc.)

City

District

State

Pin Code

MOBILE NO.

E-MAIL

Physical Handicapped

(Please tick the relevant box)

YES

NO

Scribe/Amanuensis required by the student

(Please tick the relevant box)

YES

NO

FOR SCRIBE/AMANUENSIS, THE STUDENT MAY APPROACH THE CONCERNED REGIONAL CENTRE (UNDER WHOM THE EXAMINATION CENTRE FALLS) ALONG WITH DISABILITY CERTIFICATE

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA/ PGDLAN / BLIS Programmes. FEE ₹ 120/- PER COURSE (Demand draft in favour of IGNOU and payable at City of Regional Centre under which your exam centre falls.)

S.No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>

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

Total No. of Course		Total Amount
Theory Courses	<input type="text"/> ₹ × 120	<input type="text"/>
Practical Courses	<input type="text"/> ₹ × 120	<input type="text"/>
Late Fee	<input type="text"/>	<input type="text"/>
TOTAL		<input type="text"/>

1. Draft No.	<input type="text"/>
Amount	<input type="text"/>
2. Draft No.	<input type="text"/>
Amount	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

SIGNATURE OF THE

STUDENT

(within the Box only)

Issuing Branch _____

Payable at (Regional Centre under which your exam centre falls)

ISSUING BANK

Dates for Submission of Exam Forms (Examination fee is not accepted through challan)				
FOR JUNE TEE	LATE FEE	FOR DECEMBER TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 30 April	₹ 500/-	1 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-*	1 Nov. to 15 Nov.	₹ 1000/-*	

*Exam for these students will be conducted at Regional Centre city only.

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 120/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

- | | |
|--------------------------------------|---|
| Examination fee per course is | - ₹ 120/- (Examination fee once paid will not be refunded/adjusted in any case) |
| Examination form to be submitted at | - Regional Centre under which your examination centre falls |
| Demand draft to be made in favour of | - IGNOU and payable at the city where submitting the exam form |

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will be cancelled.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Examination of the elective courses of B.A./B.Com. will be conducted group wise i.e. examination of courses in a group will be conducted on same date and session.
11. For B.Sc. Students, if there is any clash in courses, it is advised to choose any out of the two courses and appear the second exam in next examination i.e. June/December as the case may be.
12. 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.
13. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
14. Change of Examination Centre, once allotted, is not permissible under any circumstances.
15. No student will be allowed two exam centres for a TEE.
16. **Examination fee is not accepted through challan.**

DECLARATION

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date _____ (Signature of the student)

Phone No. (R) _____ Mobile No. _____ Email Id _____

Phone No. (O) (with STD code) _____

**AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF
STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/
COMMUNITY COLLEGE**

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code _____

Date _____

(Signature & Stamp of Co-ordinator/Incharge)
Study Centre/PSC/PI/Community College

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made within one month of declaration of his/her result.
2. The date of declaration of result will be calculated from the date on which the result(s) are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation, Practicals / Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, please mention 'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'
7. The application form duly filled-in may be send to the following address except CPE* & DPE* programmers.
8. Application form must reach within the prescribed dates at the following address:-

SI. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	The Joint Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sarkhej-Gandhinagar Highway Charodi, Ahmedabad-382481, Gujarat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
2.	The Regional Director Regional Evaluation Centre Bhopal IGNOU Regional Centre Building 12, Arera Hills, Bhopal-46201 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
3.	The Regional Director Regional Evaluation Centre Bhubaneswar IGNOU Regional Centre Building C/1, Institutional Area Bhubaneswar-751013, Odisha	Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Sahasra, Deoghar
4.	The Deputy Registrar IGNOU Regional Evaluation Centre Cochin IGNOU Regional Centre Building, Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair
5.	The Deputy Registrar IGNOU Regional Evaluation Centre Delhi Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centres/Sources, if and when any



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI

FORM FOR EARLY DECLARATION OF TERM END EXAM RESULT

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

1. Name : _____

2. Programme: Enrolment No:

3. Address:.....
.....

..... Pin

4. Contact No: (Mobile No.).....Landline

5. Reason for early declaration of result:
(Enclose a copy of the documentary evidence specifying the reason for early declaration)

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

S. No.	Course Code	Date of Examination
--------	-------------	---------------------

1.	-----	-----
2.	-----	-----
3.	-----	-----
4.	-----	-----

7. Exam. Centre details, from where you have to appear at Term-end Examination

:- Exam. Centre Code:

Address of Exam. Centre: _____

8. **Fee detail:** -

(The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, 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. 1000/- or 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:-

S.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068 011-29533565, 011-29571501	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Evaluation Centre Schools and Divisions at Hqs.
2	Dy. Registrar Evaluation Centre, No.50, EVK Sampath Salai Periyar Thidal, Veperiy Chennai –600 007 044-26618342	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Periyar Thidal Nagpur and Sub-RC Vatakara.
3	Dy. Registrar Evaluation Centre, IGNOU Regional Centre 9th Floor, Biscomaun Tower West Gandhi Maidan, Patna - 800 001 0612-2219898	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4	Dy. Registrar Evaluation Centre, IInd Floor, 5 C / INS-1, Sector-5, Vrindavan Yojna, Telibagh, Lucknow –226 024 0522-2745070	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, IGNOU Regional Centre Jammu and Srinagar
5	Dy. Registrar Evaluation Centre, IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune – 411 016 020-25671867	All Examination Centres in Pune, Ahmedabad, Bhopal, Evaluation Centre Jabalpur, Jaipur, Rajkot and Mumbai.
6	Dy. Registrar Evaluation Centre, IGNOU Regional Centre H/No. 03, Auin Villa, Next to Dispur Govt. School, G. S. Road, Guwahati –781 006 0361-2343771, 0361-2343786	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima Aizwal and Jorhat.
7	IGNOU Regional Evaluation Centre "Mangolik" H/H -19/1, Bagui Para, Baguiata, KOLKATA-700 159 033-25160236	All Examination Centres in Kolkata, Darbhanga and Ranchi.



Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the student:

Programme:

Enrolment No.

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

Address (where grade card is to be sent)

.....

PIN:

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

Bank Draft/IPO/ No.dated Issuing Bank/ post office

.....

Date:

Signature of the student

Note: Fee for duplicate grade card is Rs.400/-. Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. The duplicate grade card will be sent by Registered post.

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

Registrar (Student Evaluation Division)

Indira Gandhi National Open University

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

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

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

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

<u>Draft Details</u>		
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 to cancellation by the University.

Signature of the Applicant

(To be filled in by the Regional Centre/ SE 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. 500/- 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 issue on payment of Rs. 500/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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

RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:
 - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme Curriculum within the maximum span period prescribed.
2. Students who do not registrar for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.
3. Course fee paid for re-admission would be valid for a period of six months/one year/two consecutive academic years or four consecutive semesters only, as given below:
 - a) Six months - for all Certificate Programmes of six months duration
 - b) One year - for all Diploma/PG Dip. Programmes of one year duration
(including BLIS, MLIS, MADE, ADIT etc.)
 - c) Two Years - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.
4. The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
7. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the *pro-rata Re-admission fee* as per details given in Table-A, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of *BCA-MCA Integrated Programme* should pay the *pro-rata re-admission fee*, in lump sum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.
11. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '*Re-admission*' on the reverse of the DD.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme

Regional Centre.....

Name

Father's Name.....

Month and year of last examination

in which you have completed the Programme

Mailing Address

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(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

Registrar (SED)

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Date.....

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Signature