

PROGRAMME GUIDE

Post Graduate Diploma in Audio Programme Production (PGDAPP)



**School of Continuing Education
Electronic Media Production Centre
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068**

PROGRAMME GUIDE

Post Graduate Diploma in Audio Programme Production (PGDAPP)



School of Continuing Education
Electronic Media Production Centre
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

CONTENTS

	Page Nos.
1.0 The University	3
2.0 About the Programme	3-5
2.1 Objectives	
2.2 Who May Join the Programme?	
2.3 Eligibility Criteria	
2.4 Medium of Instruction	
2.5 Programme Duration	
2.6 Programme Fee	
2.7 Credit System	
3.0 Programme Structure	5-8
3.1 Theory Courses	
3.2 Practical Course	
4.0 Instructional System	8-12
4.1 Self Instructional Printed Materials	
4.2 Audio and Video Materials	
4.3 Teleconferencing	
4.4 Gyan Darshan and Gyan Vani Programmes	
4.5 Interactive Radio Counselling	
4.6 Face-to-face Counselling	
4.7 Study Centres	
4.8 Programme-centres	
5.0 Assignments	12-15
6.0 Term-end Examination	15-17
7.0 Evaluation	17-19
7.1 Assessment of Theory Components	
7.2 Assessment of Practical Components	
8.0 Other Useful Information	20-21
Annexures:	
Annexure 1 List of Regional Centres	
Annexure 2 Samples of Forms for Use	
Annexure 3 Whom to Contact for What	

1.0 THE UNIVERSITY

Indira Gandhi National Open University (IGNOU) was established in September 1985 by an act of Parliament with a view to democratise 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;
- democratise 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 serves two main functions:

It 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 throughout the country in its capacity as an apex body. The Distance Education Council (DEC) has been constituted by IGNOU to provide expertise and assistance 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 from 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

There has been a steady growth in broadcasting in this country in the recent years. The immediacy, mobility and reach of radio in the remote and far-flung areas and among the poor sections of the society continue to emphasise its relevance and importance in the present times. The popularity

of FM radio has given further boost to its spread in the metro cities. In view of the latest policy decisions taken by the government, broadcasting has been allowed in the private sector through FM radio stations. This has led to sanctioning of radio stations for the private and semi private sectors. In addition, low cost community radio centres with a five km range are being allotted to various educational institutions. All this has created immense demand for manpower training needs.

The Post Graduate Diploma in Audio Programme Production (PGDAPP) is aimed to address this need by imparting both theoretical and practical skills. The programme keeps in view the requirements of various production centres, media units of government and non-government organisations and media centres interested in getting their staff members trained in audio/radio production.

2.1 Objectives

The broad objective of the programme is to prepare the learners with the skills to conceive, plan and produce audio programmes. After going through the programme the learners should be able to:

- conceive and plan audio programmes;
- develop scripts in a variety of radio formats;
- produce and present audio programmes; and
- manage radio stations.

2.2 Who May Join the Programme?

This programme is primarily meant for all those who would like to work in the area of radio broadcasting, or are already engaged in the audio production and keen to upgrade their production skills.

The specific target learners for this programme of study are:

- Bachelor's Degree holders in any subject who want to develop skills in broadcasting to work as radio programmers, presenters and producers;
- Professionals working in All India Radio and private production houses who want to acquire theoretical knowledge of the subject to upgrade their skills;
- Students of Journalism and Mass Communication who would like to specialise in radio production;
- Teachers keen in knowledge-enrichment; and
- Staff and faculty of the institutions who want to set up their own radio stations.

2.3 Eligibility Criteria

A person holding Bachelor's Degree in any subject is eligible for enrolment in PGDAPP programme. There is no age bar for learners keeping in view the IGNOU philosophy of democratisation of education.

2.4 Medium of Instruction

We offer the PGDAPP programme in the medium of English and Hindi. In other words, the print materials as well as the audio and video programmes are in both English and Hindi. You can, therefore, choose any one of these languages to write your assignments, scripts and term-end examination.

Change of Medium

Change of medium is permitted within one month of the receipt of the study materials on payment of Rs 100/- (Rupees One Hundred only) by demand draft drawn in favour of IGNOU payable at Delhi. Address your letter to the Director, Student Registration & Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068.

2.5 Programme Duration

The duration of the programme is one year. In case you are unable to complete the programme in one year, you can complete the theory papers within a maximum period of four years. **However, the practicals have to be completed in the first year of enrolment itself.**

It is important to note that since the programme is practical based, you will have to complete the entire set of practicals at one go in the first year of enrolment. If for some reasons, you miss the practicals in the year of enrolment or decide to leave the practicals midway, you will have to pay an additional fee for completing it in the subsequent year/s. The additional fee will be 50 percent of the fee paid for PGDAPP programme. **At this stage, you will be expected to repeat the entire set of practicals.** This is because the practicals designed are interlinked and knit into an integral curriculum to impart the skills in audio production.

2.6 Programme Fee

The total fee of the programme is Rs 6,100/ payable in one instalment. The programme fee is to be paid only by way of demand draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated. Fee once paid will not be refunded in any circumstances.

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 audios and videos. Thus a six credit course involves 180 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 PGDAPP programme consists of 32 credits (960 study hours) which have been equally distributed in theory and practical courses.

3.0 PROGRAMME STRUCTURE

The PGDAPP programme is a judicious mix of theory and practical courses. There are three theory courses and one practical course in the programme. The Course Titles, Course Codes, distribution of Credits are given below:

Course Title	Course Code	Credit Weightage
Introduction to Broadcasting and Programming	MJM-001	6
Production and Presentation	MJM-002	6
Recording, Mixing and Editing	MJM-003	4
Practicals	MJML-001	16

3.1 Theory Courses

MJM-001 Introduction to Broadcasting and Programming (6 Credits)

This Course gives an exhaustive introduction to radio broadcasting as a medium of mass communication, its growth and development and the concept of community radio station. The organisational structure of radio networks in the country, the new trends and innovation in broadcasting including software and hardware, and the importance of management, marketing and audience research in broadcasting have also been discussed in detail. This Course is divided into five blocks.

Block-1 Radio Broadcasting: An Introduction

- Unit-1 Radio: a Medium of Mass Communication
- Unit-2 Growth of Broadcasting
- Unit-3 Trends in Broadcasting
- Unit-4 Developmental Broadcasting

Block-2 Community Radio

- Unit-5 Community Radio: Concept and Evolution
- Unit-6 Models of Community Radio
- Unit-7 Setting Up a Community Radio Station

Block-3 Innovations in Broadcasting

- Unit-8 New Broadcasting Technologies
- Unit-9 Interactive Programmes
- Unit-10 Value Added Services

Block-4 Radio Management and Marketing

- Unit-11 Radio Broadcast Systems and Management Patterns
- Unit-12 Management of a Radio Station
- Unit-13 Marketing Strategies for Radio
- Unit 14 Radio Programme Ratings

Block-5 Organisational Structure, Planning and Research

- Unit-15 Organisation of a Radio Station
- Unit-16 Planning a Radio Programme
- Unit-17 Audience Research

MJM-002 Production and Presentation

(6 Credits)

In this course, the basic radio programme formats, the characteristics and communication needs of the different target audiences are discussed. Apart from the process of planning and production; the presentation aspects are also explained in detail. This will enable you to become fully conversant with all the aspects of radio programming. This Course is divided into three blocks.

Block-1 Programme Concepts

- Unit-1 Radio Formats
- Unit-2 Presentation Techniques
- Unit-3 Spoken-word Programmes
- Unit-4 News and Newsreels

Block-3 Drama, Feature and Music

- Unit-5 Drama and Serials
- Unit-6 Features and Documentaries
- Unit-7 Music Programmes
- Unit-8 Radio Magazines
- Unit-9 Advertising on Radio

Block-3 Specific Audience Programmes

- Unit-10 Agriculture Programmes
- Unit-11 Educational Programmes
- Unit-12 Programmes for Women, Children, Youth and Other Specific Audiences
- Unit-13 External Services

MJM-003 Recording, Mixing and Editing

(4 Credits)

In this Course, technical aspects relating to recording, mixing and editing are discussed. Topics on sound recording in studios and outdoors, the main equipments required for carrying out recording, editing and mixing are dealt with in a detailed manner. Digital editing and the use of audio-workstation have also been discussed to make you abreast with the state-of-the-art technology. This Course is divided into two blocks. The topics concerning recording are grouped under Block 1 and the topics dealing with editing, mixing including digital applications are grouped under Block 2.

Block-1 Recording

- Unit-1 Sound Broadcasting Chain
- Unit-2 Microphones, Loudspeaker and Mixers
- Unit-3 Studio Acoustics and Recording Techniques
- Unit-4 Outdoor Recording Techniques

Block-2 Mixing and Editing

- Unit-5 Concepts of Editing and Audio Mixing
- Unit-6 Editing with Spool Tape Formats
- Unit-7 Editing on Digital Audio Tapes
- Unit-8 Stereo Recording and Editing

3.2 Practical Course

The fourth course of PGDAPP relates to practical activities which form an integral part of the programme. A Practical Manual has been developed for the practical course.

The practicals will be conducted by the time students would have gone through all the course materials and be eager to learn the practicals skills for producing programmes. The practical sessions will be organised for a duration of fifteen days in which a total of 12 practicals will be conducted at the programme-centre/s.

MJML-001 Practical Manual

The Practical Manual describes the approach to conduct the practicals. It also includes a set of 12 practical units to be conducted at the programme-centre/s. The sequence of the practicals has been kept from simple formats to more complex ones. **Out of these practicals, each student must compulsorily do ten practicals.**

Practical 1	Recording and Editing
Practical 2	Talks and Discussions
Practical 3	Interviews
Practical 4	Outside Recording
Practical 5	News and Newsreels
Practical 6	Presentation Techniques
Practical 7	Features and Magazines
Practical 8	Documentaries
Practical 9	Drama
Practical 10	Music Programmes
Practical 11	Interactive Programmes
Practical 12	Advertisements

Audio programme production involves a number of pre-planning and planning activities, such as listening, analysing, conceptualisation, research, script development and so on. On an average, each practical contains activities for 30 study hours. Thus, 12 practicals have activities of 360 study hours. The remaining 120 hours are devoted to the conduct of practicals at the programme-centre/s. We have described the organisation of the practical session in detail in the Practical Manual.

4.0 INSTRUCTIONAL SYSTEM

The methodology of instruction in this University is different from that of 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 Programmes
- Interactive Radio Counselling
- Face-to-face Counselling
- Assignments
- Practical Work

4.1 Self Instructional Printed Material

The printed materials are the study materials for both theory and practical courses of the programme. These 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 of Course, you will note that each course has been divided into a number of blocks. There are a total of 11 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 subsections. We end each unit by summarising its contents. We summarise what has been said in 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 booklet 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. Hence we advice you to make use of it, as it will help you to understand the subject better.

Video programmes are telecast by Doordarshan on the National network from Monday to Friday from 6.30 to 7.00 am and on Gyan Darshan Channel. The schedule of telecast is communicated to you through the IGNOU newsletter.

Audio-video materials will be made available to the Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio video tapes can procure them

from: Marketing Unit, Electronic Media Production Centre, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.

Course-wise list of audio-video programmes will be made available to you from time to time.

4.3 Teleconferencing

To reach out to students spread in different parts of the country, we make use of teleconferencing sessions using one-way video and two-way audio facility. Teleconferencing sessions are conducted from Delhi. The faculty at Delhi and other experts participate in these sessions as resource persons. You can attend these sessions at the Regional Centres of IGNOU. It is also available through Gyan Darshan-2 Interactive Channel for Distance Education. You can put your questions and queries to the experts through toll-free telephone available at the Regional Centres.

You will be informed about the teleconferencing schedule through your Study Centre and IGNOU Newsletter.

4.4 Gyan Darshan and Gyan Vani Programmes

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. Signals to this channel can be downlinked from INSAT 3C satellite on C Band (74 degree East) at the frequency 4166 MHz.

Gyan Vani is a network of educational FM radio stations in the country. FM Gyan Vani radio station cover a radius of 70 kms. The broadcasts are intended to be local specific and cater to the educational and developmental needs of the region. The broadcasts are in English, Hindi and the specific regional language. At present Gyan Vani radio stations are available at Allahabad (105.6 MHz), Coimbatore (91.9 MHz) Mumbai (105.6 MHz), Bhopal (105 MHz), Bangalore (107.6 MHz), Vishakhapatnam (106.4 MHz), Delhi (105.6 MHz), Lucknow (105.6 MHz), Kolkata (105.4 MHz) and Chennai (104.2 MHz).

Detailed programme schedule of Gyan Darshan and Gyan Vani will be available at the Study Centre. You may click the link Gyan Darshan/Gyan Vani/Radio Vision on the IGNOU website at www.ignou.ac.in to access the schedule.

4.5 Interactive Radio Counselling (IRC)

Interactive Radio Counselling (IRC) is being provided to students enabling them to interact with experts and seek clarification on academic matters. It is available on every Sunday from 4 pm-5 pm on the national hook-up. The IRC sessions are broadcast live and are relayed by 184 radio stations across the country. Toll-free telephone facility is available at 80 cities. In Srinagar IRC is available from 9.30 to 10.30 pm on all Sundays.

4.6 Face-to-Face Counselling

In distance education, face-to-face contact between learners and their counsellors is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide you with 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.

Face-to-face counselling will be provided to you at the Study Centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal) which you face while studying for the PGDAPP 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 cassettes that are available at that time will be played in the counselling sessions.

Before you go to attend the counselling sessions, please go through your 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 from your Counsellors.

The detailed schedule of the counselling sessions will be made known 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 will have:

- A Coordinator who will coordinate different activities at the centre;
- An Assistant Coordinator and other supporting staff appointed on a part time basis; 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 (TMAs) 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 cassettes 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.

4.8 Programme-centres

Programme-centre is the place where practical sessions are held for the students of PGDAPP programme. The programme-centre has studio facilities for audio programme production. All the students of PGDAPP programme will attend practical sessions organised at the programme-centre/s. While counselling for the theory courses is optional, **the practical sessions are to be compulsorily attended by all students.**

The students will be informed by the respective Regional Centres about the dates/time and venue of the practicals sufficiently in advance before the commencement of the practical sessions. Students will have to make their own travelling, lodging and boarding arrangements for participating in the practicals at the programme-centre/s. Necessary guidance will be given by experienced resource persons in audio/radio programme production at the programme-centre/s.

5.0 ASSIGNMENTS

You must have received a set of assignments for PGDAPP along with the set of print material sent to you. Assignments constitute the continuous evaluation component of a course. Working on the assignments is compulsory. There are a total of 6 Tutor Marked Assignments (TMAs) 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.

There are two types of assignments: (1) Tutor Marked Assignments (TMA) which are evaluated by the counsellors and (2) Computer Marked Assignments (CMA) which are evaluated by the computer. For a 16 credit course there are a total of six Tutor Marked Assignments.

Some of the assignments are knowledge based and some are of applied nature. Assignments which are knowledge based will require you to write essay type answers. For answering applied type of assignments, you should apply the knowledge you have gained 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.
- The assignment responses should be complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments. Incomplete answers sheets 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 tutor marked assignments within a month of their submission, please try to get them from your Study Centre personally. This may help you to improve your answers to your future assignments.
- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.
- If you are unable to submit your assignments or are unable to score the minimum qualifying grade 'D', you have to collect, attempt and submit the assignments meant for the next batch of students. The request for new assignments in prescribed form (specimen given in Annexure 2) 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 to the Director, SR&E 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, SR&E Division, IGNOU, Maidan Garhi, New Delhi-100068.

When 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 Tutor Market Assignments (TMAs)

- 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	
ASSIGNMENT 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 emphasise.
- Use only foolscap size paper for your response and tie all the pages carefully. Avoid using thin paper. Allow a 4 cm margin on the left side and at least a few lines between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.

- 6) Write the responses to assignments in your handwriting. Do not print or type the answers.
- 7) Do not copy from the response sheet of other students. If copying is noticed, the assignment of such student will be rejected.
- 8) Answer to each assignment should be written on a separate set of papers.
- 9) Write the question number and the question before writing the answer.
- 10) The completed assignment should be sent only to the Coordinator of the Study Centre allotted to you. **Do not** send the tutor marked response-sheets to the Student Registration and Evaluation Division, IGNOU, New Delhi.
- 11) After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments **only to the original Study Centre that has been allotted to you by the University.**

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.

6.0 TERM END EXAMINATION

Term-end examination (TEE) will be 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 the programme in December.** 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.

It may be noted that while theory examinations will be conducted twice a year, the practical examination will be held only once a year immediately after the practical training.

Dates and the venue of the examination will be intimated to you in time by the Director, SR&E 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.
- Worksheets have been duly submitted.
- Practicals have been attended.
- 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. The same is also notified through IGNOU newsletter from time to time. It is also uploaded on IGNOU website www.ignou.ac.in six months 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/SR&E Division at Headquarters. Only one form is to be submitted for all the courses in one term-end examination. **You need not pay a separate fee for the examination.**

The filled-in examination form is to be submitted to the Director, Students Registration & Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.

The students are specifically instructed to send **Examination Forms to Director (SR&E) only and to no other place.** They are also advised to **submit the Registration/ Re-registration Forms only at the respective Regional Centres and nowhere else.** If any student sends the Registration/Re-registration Forms or Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, s/he will have no claim on the University for regularisation.

The last date for submission of examination forms without late fee for **June TEE is 1st February to 31st March and with late fee of Rs 100/- from 1st April to 20th April.** For **December TEE** the submission of examination form **without late fee is 1st August to 30th September and with late fee of Rs 100/- from 1st October to 20th October.** Students may visit IGNOU website for updated schedule.

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 contact your Study Centre or Regional Centre or SR&E Division 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 Director, SR&E Division, 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: Director, SR&E Division, 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. 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 complete address. In the absence of such details, we will not be able to attend to your problem.

The University normally may require 3 to 4 months to intimate the result of a particular term-end examination. In the meantime, the deadline for submitting the examination form for re-appearing in a particular course may expire. This is applicable only if one fails to get a passing grade. In such cases, it is advisable for you to submit an examination form and include all such courses for which you have already appeared but did not get the result which will not cost you anything except the postage. Once you receive your results and if you find that you have passed in that course, you need not appear for that course again.

There is one term-end paper for each course. In other words, you will have to appear for three papers for theory courses and one practical examination. Each theory paper is of three hours duration and carries 70 percent of the total weightage. The remaining 30 percent is covered by your assignment responses. For example, the term-end examination paper for Course MJM-001 of 100 marks will have 70 percent weightage in the computation of grades. The rest of 30 percent weightage will be given for the assignments of the same course. Final grading of your performance in each of the three courses is computed along these lines.

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.**

7.0 EVALUATION

Evaluation of the programme will be both continuous in nature as well as through Term End Examination (TEE). It will be in two parts: Theory and Practicals which will be allotted 200 marks each. Thus a total of 400 marks will be equally distributed between theory and practical examinations.

7.1 Assessment of Theory Components

Theory examination will comprise Continuous Assessment through Assignments and Term End Examination (TEE). For a six credit course, 75 marks and for four credit course 50 marks will be allotted. Thus the distribution of 200 marks earmarked for theory courses is as given below:

Course MJM-001: 75 marks

Course MJM-002: 75 marks

Course MJM-003: 50 marks

The assignments of PGDAPP carry 30% weightage while 70% weightage is given to term-end examination. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to take your assignments seriously.

7.2 Assessment of Practical Components

The practical examination will be conducted at three levels so that you take all these activities seriously. Firstly, it will be based on the evaluation of the worksheets submitted by you, secondly, on the assessment during the practicals and finally, on the basis of a practical examination to be conducted on the completion of the training. All these assessments will take place at the Programme-centre.

7.2.1 Evaluation of Worksheets

The worksheets have been allotted 5 marks each. Thus a total of 10 worksheets have 50 marks with 30 percent weightage. While every student has the option to complete 10 worksheets, you are advised to do all the 12 worksheets for your own knowledge enrichment. In this case, the best of 10 will be evaluated by the Programme-centre Coordinator.

The evaluation of the worksheets will be on the following parameters:

- i) the number and range of activities covered (whether fully covered, partially covered or not covered);
- ii) factual nature of the activities reported; and
- iii) the level of analysis in the report of activities (very good, good, satisfactory or poor).

Once you get the pass grade in worksheets, you cannot re-submit it for improvement of grade. Worksheets are not subject to re-evaluation except for factual errors, if any.

In case a student passes the practical test but fails in the worksheet evaluation *only*, then s/he must do the worksheets again and submit to the Programme-centre Coordinator during the succeeding years. Students can use the photocopy of the worksheets supplied to them in the Practical Manual. It should be sent to the Programme-centre Coordinator where they took the practical test the previous year by Registered Post. The Programme-centre Coordinator will arrange the evaluation of the worksheets submitted by the candidates (who could not get the pass grades in worksheets while passing the practical test) in the succeeding years and communicate the results to the SR&E Division, New Delhi.

7.2.2 Assessment during Practical

You will be assessed during the practical training also. A total of 50 marks have been assigned for assessment during the practicals. Some of the parameters for assessment at this stage will be: initiative taken by you, your attentiveness and grasp, teamwork and performance.

7.2.3 Practical Examination

The practical examination will be held after the completion of the total practical activity, i.e., on the 16th day of the practicals. The Programme-centre Coordinator will designate one examiner, who is not associated with the conduct of practicals, to evaluate the students. S/he will give exercises to assess the practical skills acquired by the students. The external examiner will also conduct a *viva-voce*. A total of 100 marks have been allotted for assessment of skills, out of these, 80 marks are allotted to practical tests and 20 marks to *viva-voce*. Some parameters of assessment of the practicals will be: handling of equipments, scripting (writing news, announcements, narration, etc.), recording, editing and mixing.

Thus the break-up of 200 marks earmarked for the practical examination will be:

Worksheets Evaluation	: 50 marks
Assessment during practicals	: 50 marks
Practical Examination	: 100 marks (80 marks for assessment of practical skills and 20 marks for <i>viva-voce</i> .)

Grading System

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

Notional Correlates	Grades	Equivalent in Percentage
Excellent	A	80% and above
Very Good	B	60% -79.9%
Good	C	50% -59.9%
Satisfactory	D	40% -49.9%
Unsatisfactory	E	Below 40 percent (Fail)

Pass Percentage:

Theory: The student will have to secure 'D' grade in Assignments and TEE separately.

Practical: Students will have to secure a 'D' grade in continuous assessment (worksheets and practical work) and TEE separately.

Students will have to secure a minimum of overall 'C' Grade for passing the course.

To fulfill the requirements of PGDAPP programme, a candidate has to score grade 'D' each in continuous evaluation and TEE separately. However, for successful completion of a course the student should secure average grade of 'C' in both continuous evaluation as well as the final TEE. Those candidate scoring an 'E' grade will be considered as having failed in the examination and will not be entitled to receive a diploma from the University. Candidates who obtain a failure grade or who miss to attend the TEE may appear again at the subsequent TEE and complete the programme.

If a student fails in the practical examination, s/he can appear again in the subsequent years on a payment of 50% fee charged for the academic programme. At this stage, s/he will be expected to undergo the practical training of 15 days, which is necessary for the development of skills in audio production. However, s/he will be exempted from the evaluation of worksheets at this stage. In case, a student fails in the worksheet evaluation, s/he will have to submit a new set of ten worksheets for evaluation to the Programme-centre Coordinator. However, s/he will not have to pay additional fee as in the case of practical examination.

These facilities will be available to the student until s/he secures a pass grade in all subjects (papers) s/he missed earlier. But the maximum period provided for student to complete the Diploma programme is four years from the date of registration.

8.0 OTHER USEFUL INFORMATION

IGNOU Newsletter

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

Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, War Widows, wards of Ex-Servicemen of Military/Paramilitary Forces and Physically Handicapped candidates as per the Government of India rules.

Scholarships and Reimbursement of Fee

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

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

Change or Correction of Address

There is a printed card for the change/correction of address. This card is normally sent to you along with the study material. In case there are any corrections or change in your address, you are directed to make use of that printed card addresses to Administrative officer, IGNOU, Computer Division, Maidan Garhi, New Delhi-110068. You are advised not to write letters to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

Change of Study Centre

For the purpose of change of Study Centre, you have to send the request to the Regional Director of your Regional Centre. A copy of the same may be sent to SR&E Division at the Headquarters.

Counselling facilities may not be available at all the Centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible request for change of Study Centre is considered favourably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

Change of Region

When you want transfer from one region to another, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to Director (SR&E Division), New Delhi. A no objection certificate is to be obtained from the Regional Centre where the learner wishes his/her

transfer. Further, you have to obtain a certificate from the Coordinator of your Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all the records to the Regional Centre where you seek transfer under intimation to you and Director (SR&E Division), New Delhi. The records are normally sent by Registered Post to guard against any loss in transit.

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 PGDAPP 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 you 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.
- Two hours each day should be spent in listening to various types of radio programmes.
- Use the prescribed forms appended in Annexure-2 for different purposes to facilitate prompt action.

LIST OF REGIONAL CENTRES

Regional Director IGNOU Regional Centre House No.3-6-740, Street No.12 Himayat Nagar Hyderabad-500 029 ANDHRA PRADESH Ph. Off. : 040-7602416/766204 Fax : 040-7602541 E-mail : ignourch@hd2.vsnl.net.in ignourch@hd2.dot.net.in	Regional Director –DELHI “1” IGNOU Regional Centre 52, Tughlakabad Institutional Area, Near Batra Hospital, New Delhi-110 062 Ph. Off : 011-26082715/ 26089078 26078354 Fax : 011-26079172 E-mail : ignoured@nda.vsnl.net.in masoodparveez@hotmail.com
Regional Director IGNOU Regional Centre 170-A Patiliputra Colony Patna – 800 013 BIHAR Ph. Off : 0612-272545/261341 Fax : 0612-265625 E-mail : ignoupat@hotmail.com Rd@igrc05.ren.nic.in ssena@hotmail.com ss_jena2002@hotmail.com	Regional Director IGNOU Regional Centre Old Govt. College Campus Railway Station Road Karnal HARYANA-132001 Ph. Off : 0184-271514/260075 Fax : 0184-255738/255771 E-mail : ignourck10@sancharnet.in
Regional Director IGNOU Regional Centre Opp. Nirma Institute of Technology Sarkhej-Gandhinagar Highway Chharodi, Ahmedabad – 382481 GUJARAT Ph. Off : 079-3742975/3742976 Fax : 079-3741580 E-mail : rcignouahd@yahoo.com rcignou@ad1.vsnl.in rcignou@vsnl.com	Regional Director IGNOU Regional Centre Kaloor, Cochin – 682 017 KERALA Ph.Off : 0484-340203 / 348189 / 330891/ 533021 Fax : 0484-340204 E-mail : igrc14@vsnl.net ignour14@md1.vsnl.net.in
Regional Director IGNOU Regional Centre Navagiri Road Ist Bye – Lane, Chandmari Guwahati – 781003 ASSAM Ph. Off : 0361-662831/662834 Fax : 0361-662879 E-mail : grcignou@sancharnet.in	Regional Director IGNOU Regional Centre MSFC Building 270, Senapati Bapat Road Pune – 411 016 MAHARASHTRA Ph. Off : 020-5671867 / 5651124 Fax : 020-5671864 E-mail : ignourcpune42@vsnl.net

Regional Director IGNOU Regional Centre C-1, Institutional Area Bhubaneshwar – 751 013 ORISSA Ph. Off : 0674-301348 / 301250 / 301352 Fax : 0674-300349 E-mail : igrd21@hotmail.com igbbs@igrc21.ren.nic.in sk_mohapatra@yahoo.com	Regional Director IGNOU Regional Centre B-1/33, Sector – H Aliganj Lucknow – 226 024 UTTAR PRADESH Ph. Off. : 0522-364893 / 762410-TLC /364453 Fax : 0522-364889 E-mail : ignoulko@sancharnet.in
Regional Director IGNOU Regional Centre Sanchi Complex Opp. Board of Secondary Education Shivaji Nagar Bhopal-462 016 MADHYA PRADESH Ph.Off : 0755-578452 / 578454 / 578455 Fax : 0755-578453 E-mail : ignoubhopal@rediffmail.com : rd@igrc15.ren.nic.in	Regional Director IGNOU Regional Centre SPMR College of Commerce Canal Road Jammu – 180001 JAMMU & KASHMIR Ph. Off. : 0191-546529/546995/579572 Fax : 0191-546995 E-mail : ignourcj@sancharnet.in Haider_success@yahoo.com
Regional Director, IGNOU Regional Centre Sunny Lodge, Nongthymmai Nongshilliang Shillong – 793 014 MEGHALAYA Ph. Off. : 0364-223393 / 228774 Fax : 0364-223393 E-mail : ignou18@neline.com rd_shillong@rediffmail.com	Regional Director IGNOU Regional Centre M.B.B. College Compound P.O. Agartala College Compound Agartala – 799004 TRIPURA Ph. Off. : 0381-216714 / 2167515 / 216266 Fax : 0381-216266 E-mail : rd_agartala@rediffmail.com : call_rameshwar@yahoo.com
Regional Director IGNOU Regional Centre C.I.T. Campus Taramani Chennai – 600 113 TAMILNADU Ph.Off. : 044-2541919/2542727/ 2541212-TLC/2542525 Fax : 044-2542828 E-mail : ignourcc@md3.vsnl.net.in soundri@hotmail.com soundri33@yahoo.com	Regional Director IGNOU Regional Centre Bikash Bhawan, 4 th Floor North Block, Bidhan Nagar Kolkata – 700 091 WEST BENGAL Ph. Off. : 033-3349850 / 3592719 Fax : 033-3347576 E-mail : rd28cal@yahoo.com chinmoy54@hotmail.com rd@igrc28.ren.nic.in yomnihc@hotmail.com

<p>Regional Director IGNOU Regional Centre 6-A, Municipal Road Dehradun-248001 UTTARANCHAL Ph. Off. : 0135-713681/713683/713684 13685, Fax : 0135-713682 E-mail : ignoudn@sancharnet.in ignourcdoon@hotmail.com</p>	<p>Regional Director (I/C) IGNOU Regional Centre I.T.I. Building, Bulepur (District Ludhiana) Khanna – 141401, PUNJAB Ph. Off. : 01628-209993 / 209994 Fax : 01628-209993 E-mail : ignoukhanna@yahoo.co.in igrd22@rediffmail.com</p>
<p>Regional Director IGNOU Regional Centre Lal Buaia Building, M.G. Road Khatla (Near Central YMA Off.) Aizawl – 796001 MIZORAM Ph. Off. : 0389-311692 / 311693 Fax : 0389-311789 Email : rd_aizwal@rediffmail.com</p>	<p>Regional Director (I/C) IGNOU Regional Centre 457/A, Ashok Nagar Ranchi – 834002 JHARKHAND Ph. Off. : 0651-244677 / 244688 / 244699 Fax : 0651-244400 E-mail : ignouranchi@yahoo.com</p>
<p>Regional Director IGNOU Regional Centre Municipal Saraswati School Premises, Naya Para, GT Road, Raipur, CHATTISGARH Ph. Off. : 0788-2428285/5056508 E-mail : jkurup@rediffmail.com rrcignou@cg.nic.in</p>	<p>Regional Director IGNOU Regional Centre Sector – 70, Doorshiksh Sadan Flat Nos. 79-86 Patel Nagar Mansarovar Jaipur – 302 020 RAJASTHAN Ph. Off. : 0141 – 785750 / 274292 Fax : 0141 – 785730 E-mail : ignou@raj.nic.in ignou23@sancharnet.in</p>
<p>Regional Director (I/C) IGNOU Regional Centre 'Hornhill Complex' 'C' Sector (Nerar Central Sch.) Naharlagun, Itanagar – 791110 ARUNACHAL PRADESH Ph. Off. : 0360-247536 / 247538 Fax : 0360-247537 E-mail : ignou_itanagar@yahoo.com rd_itanagar@yahoo.com rd_itanagar@rediffmail.com</p>	<p>Regional Director IGNOU Regional Centre NH-39, opp. Dzuwuru (Mhon Khola) I.O.C, Kohima – 797001 NAGALAND Ph. Off. : 0370-241903 / 241904/241905 E-mail : rd_kohima@rediffmail.com</p>

Regional Director IGNOU Regional Centre Rain Basera Building Khalini, Shimla – 171 002 HIMACHAL PRADESH Ph. Off. : 0177-224612 / 224613 Fax : 0177-224611 E-mail : sml_ignoures@sancharnet.in negidb@yahoo.com	Regional Director IGNOU Regional Centre N.S.S.S. Kalyana Kendra No. 293,39 th Cross, 8 th Block Jayanagar, Bangalore – 560 082 KARNATKA Ph. Off. : 080-6657376/6641904, 6654747 Fax : 080-6644848 E-mail : ignourc13@vsnl.com gnoubler@bgl.vsnl.net.in bprbir@rediffmail.com
Regional Director IGNOU Regional Centre Mantoo House, Raj Bagh Near Masjid Al-Farooq Srinagar-190008 JAMMU & KASHMIR Ph. Off. : 0194- 2437579/ 2432328 Fax : 0194-2432305 E-mail : ignousgr@rediffmail.com ignousgr@hotmail.com	Regional Director IGNOU Regional Centre Gandhi Darshan and Gandhi Smriti Rajghat New Delhi DELHI Ph. Off. : 23392374 Email : ignourd2@ndf.vsnl.net.in vvgreddy@hotmail.com

SAMPLES OF FORMS FOR USE

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

1. Change/Correction of Address & Change of Study Centre (Form No.1)
2. Intimation of Non-receipt of Study Material/Assignments (Form 2)
3. Re-checking of Result of Term-end Examination (Form 3)
4. Form for Obtaining Duplicate Grade Card/Mark-sheet (Form 4)
5. Form for Issue of Provisional Certificate (Form 5)
6. Form for Issue of Migration Certificate (Form 6)



FORM NO.1

INDIRA GANDHI NATIONAL OPEN UNIVERSITY**Change/Correction of Address & Change of Study Centre**

I request that all correspondence be sent at the following address and change of Study Centre be recorded.

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

Enrolment No.

Date from which change is effective

--

Name	Mr / Ms
New or corrected address	
Town /City	
State	
PIN Code	

Medium of Study

--

Programme of Study

--

New Study Centre Code

--

Date:

Signature:

The form should be mailed to:

The Director (SR&E)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

To
The Registrar,
Materials Production & Distribution Division
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

FORM NO.2

Sub: Non-receipt of Study Material/Assignment

Enrolment No.								
---------------	--	--	--	--	--	--	--	--

Programme	
-----------	--

Medium of Study	
-----------------	--

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

Sr. No.	Course Code	Course Title	Block Nos.

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

Name & Address

.....

.....

.....

Please send me the above study materials/Assignments. Signature:

Date:

For Official Use

Date of despatch of study material to students.



FORM NO.3

INDIRA GANDHI NATIONAL OPEN UNIVERSITY**MAIDAN GARHI, NEW DELHI-110068****Application Form for Re-checking of Result of Term-end Examination**

Name

Enrolment No.								
---------------	--	--	--	--	--	--	--	--

Address

.....

.....

Pin Code:						
-----------	--	--	--	--	--	--

Programme

Month Year of the Exam

Name of Exam. Centre

Centre Code

Course (s) in which
Re-checking of the
Term-end Exam. Result
Is sought

Course Code

Name of the Course

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

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

Total amount paid: Rs

Bank DD/IPO No. Dated

Bank/P.O.

Signature

Note: There is no provision for re-evaluation. Checking is done with reference to the grade/marks given in the Answer book and the Award List. If there is any mistake on the part of the University, re-checking fee at the rate of Rs.100/- per course paid by the candidate will be refunded. Application form for this purpose will normally be entertained within a period of 2 months of the declaration of result.

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

The Director (SR&E)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

N.B.: Fee for re-checking at the rate of Rs.100/- per course is to be paid through DD drawn from any bank in favour of Indira Gandhi National Open University payable at New Delhi.



FORM NO.4

INDIRA GANDHI NATIONAL OPEN UNIVERSITY**MAIDAN GARHI, NEW DELHI-110068****Application Form for Obtaining Duplicate Grade?Mark-sheet**

Name

Enrolment No.

Address

Pin Code:

Programme

Month Year of the Exam

Centre from where appeared at the last Examination

Centre Code

Bank DD/IPO No. Dated

Bank/P.O.

Date :

Signature

Note: Fee for duplicate grade card is Rs.25/-. The D.D. for Rs.25/- may be drawn from any bank in favour of IGNOU payable at New Delhi. The duplicate grade card/mark list will be sent by Registered Post.

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

The Director (SR&E)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Registration and Evaluation Division

Maidan Garhi, New Delhi-110068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.								
---------------	--	--	--	--	--	--	--	--

Programme Title

Name

Father's name

Month and year of last Examination in which you
have completed the Programme

Mailing Address

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

1.
2.
3.
4.

Signature

Date:

The filled-in form is to be sent to:

The Director (SR&E)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068



FORM NO.6

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Remitted Rs.

D.D. No.

Date:

Bank Name:

Place of Issue:

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name and Address of the Applicant:				
2. Father's Name:				
3. Particulars of the last Examination:				
Examination passed (Programme)	Year of Passing	Enrolment No.	Mark Obtained	Grade Obtained
4. Name of the Regional Centre and Study Centre to which the candidate is attached				
5. Name of the University to which the candidate wants to migrate				

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fees due to the University. In the event of any information being found incorrect, the Certificate shall be liable to be cancelled by the University.

Date:

Signature of the Applicant

(To be filled in by the concerned Regional Centre)

1. The information furnished by Shri./Smt./Kum.
is correct.

2. S/he may be issued the Migration Certificate applied for.

Date: Dealing Assistant

Section Officer

Received the Migration Certificate No. dated

Date:

Signature of the Applicant

INSTRUCTIONS

A fee of Rs. 100/- should be remitted by way of a Demand Draft drawn from any bank in favour of IGNOU and payable at the city where your Regional Centre is situated.

At the time of submission of the application for issue of Migration Certificate, the applicant should attach a xerox copy of the consolidated Statement of Marks or Provisional Certificate issued by this University (duly attested) for verification.

Duplicate Migration Certificate can be issued on payment of Rs. 100/- only in case the original has been lost, destroyed or mutilated, on submission of an Affidavit drawn upon a non-judicial stamp paper of the value of Rs.2/- to be sworn before a Magistrate on the following format:

"I,son/daughter of resident of

hereby solemnly declare that the Migration Certificate No. date issued to me by the to enable me to join

..... University has been lost and that I did not join any other University on the basis of the same nor have I submitted the same for joining any other University".

For obtaining Migration Certificate, submit the filled-in application along with the demand draft to your Regional Director.

1. Name of the Regional Centre and Study Centre to which the candidate is attached
2. Name of the University to which the candidate wants to migrate

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fees due to the University. In the event of any information being found incorrect, the Certificate shall be liable to be cancelled by the University.

Signature of the Applicant
Date:

(To be filled in by the concerned Regional Centre)

1. The information furnished by the Applicant is correct.

2. She may be issued the Migration Certificate applied for.

Section Officer

Dealing Assistant

Date:

Received the Migration Certificate No. dated

Signature of the Applicant

WHOM TO CONTACT FOR WHAT

- | | |
|---|---|
| 1. Identity Card, Fee Receipt, Bonafide Certificate | Concerned Regional Centre |
| 2. Non-receipt of study materials and assignments | Registrar (MPDD)
IGNOU, Maidan Garhi
New Delhi-110068 |
| 3. Examination, Date-sheet, Result Rechecking,
Grade Card, Provisional Certificate | Asst. Registrar (Exam II), Grade Card,
SR&E Division,
IGNOU, Maidan Garhi
New Delhi-110068 |
| 4. Change of Address | Asst. Registrar, (Eval III)
SR&E Division, IGNOU
Maidan Garhi, New Delhi |
| 5. Migration Certificate | Concerned Regional Centre |
| 6. Purchase of Audio/Video Tapes | Marketing Unit, EMPC
IGNOU, Maidan Garhi
New Delhi-110068 |
| 7. Academic matters | Programme Coordinator (PGDAPP)
EMPC, IGNOU
Maidan Garhi, New Delhi-110068 |
| 8. Student Support Services and
Student Grievances | Deputy Director
Student Support Centre,
IGNOU, Maidan Garhi
New Delhi-110068 |

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