

Post Basic B.Sc. Nursing

**Student Handbook
and
Prospectus
2016**

Last date of Submission of Exam Form – 15th July, 2015



School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi 110 068

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/ Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/Certificates of all Indian Universities/Deemed Universities/ Institutions.

An electronic version of the Prospectus and Application Form is also available on the IGNOU website: <http://www.ignou.ac.in>

Prepared by: **Prof. Pity Koul**, Director and Programme Coordinator (BScN PB)

May, 2015

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Further information about the School of Health Sciences and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068, India or its website <http://www.ignou.ac.in>

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IMPORTANT DATES

- | | | |
|----|---|----------------------------|
| 1. | Last date of submission of filled in Entrance Test form | As per advertisement |
| 2. | Tentative date of Entrance test (OPENNET V) | As per advertisement |
| 3. | Tentative date of declaration of result | October /November 2015 |
| 4. | Tentative date of counseling | December 2015/January 2016 |
| 5. | Final admission | January 2016 |
| 6. | Check IGNOU website www.ignou.ac.in regularly for admission/counselling related information to avoid any delay. Also check website for additional study centre codes. | |

IMPORTANT POINTS TO REMEMBER

1. Applications in the prescribed form complete in all respects should reach the concerned **Regional Director IGNOU Regional Centre** on or before 15th July, 2015 by registered post/speed post.
2. The university will not be responsible for any delay or loss of the application form in the postal transit.
3. The application form received after the last date (i.e. after 15th July, 2015) shall not be accepted under any circumstances.
4. Application forms, which are incomplete in any respect, will be summarily rejected and no correspondence will be entertained in this regard.
5. No alteration/change shall be allowed to be made in the Application Form after it has been submitted to the University.
6. The candidates shall comply with all the instructions while filling the application form. Overwriting, cutting, erasing in the application form may lead to rejection of application form and thus, should be avoided. Any error arising on this account shall be the responsibility of the candidates.
7. No TA/DA is admissible for appearing in the OPENNET and later for counseling.
8. All the correspondence with the candidate will be done only through e-mails and IGNOU website i.e. www.ignou.ac.in. You may therefore ensure that your e-mail is functional and written correctly and legibly in the application form.
9. Experience will be calculated / counted only from the date of registration of RNRM. If RM certificate is obtained after RN certificate, experience will be counted only from the date of registration as RM.
10. In male candidates the experience will be counted after RN. However, the candidates must have completed the INC approved course in lieu of midwifery before submitting the application.
11. In case a candidate has furnished any false information and document or is found to have withheld any information intentionally or unintentionally (By mistake) while submitting his/her application/during counseling, his/her candidature/result/admission will be cancelled and any fee, if deposited will be forfeited
12. Your Ranking in the entrance test is based on merit, experience, GNM Marks, Date of Birth and Caste Category. If any information related to the above parameters (experience, date of birth, marks and category etc.) are found to be incorrect in application form at any point of time including counseling and do not match with your documents despite fulfilling eligibility for admission and having a good rank, your application/admission will be rejected without any further clarification.
13. After final admission, for further guidance, candidates have to report to concerned Regional Centre where Programme Study Centre is located.
14. The experience **before RN/RM registration** will not be considered for admission to post basic BSc Nursing Programme.
15. The OBC certificate of non-creamy layer should not be more **than three years** old from the date of issuance till the last date of submission of application form.
16. Admission will be confirmed only after the verification of original certificates during counselling and receipt of fee.
17. If you fail to produce any original documents listed at 3.8.2 (page 17) during counselling, your admission will be cancelled without any further clarification.

Instructions to Candidates

- Read the selection procedure given on Page No. 15 to 19.
- Send your Entrance Examination form to any one of the Regional Centres of your choice (i.e. the Regional Centre where you wish to take admission) where Programme Study Centre of Post Basic B.Sc. Nursing is located (Appendix VI) .
- Region wise merit list will be prepared and your admission will be done on region-wise basis after counseling.
- You will be entitled to get the seat only **under the Regional Centre** from where you have applied.
- If you send your entrance examination form to more than one Regional Centre, your application is liable to be rejected.
- If a candidate in a particular Regional Centre having high rank/merit does not get admission after allocation of fixed number seats on merit basis in that centre he/she **cannot claim admission** in any other Regional Centre where the candidates having comparatively lower rank gets admission as seat allotment will be done on the basis of region-wise merit list. (Note: That there are fixed number of seats available in each centre.)
- You **cannot claim** admission as per National merit list.
- Remember that the experience will be calculated from date of registration as RNRM up to last date of submission of entrance test/application form.

Instructions for Regional Centres

- Receive entrance examination form (Opennet V) from the candidates.
- Scrutinize the application forms.
- Enter the data in appropriately prepared software.
- Transfer the data to SED to conduct Entrance examination and preparation of Region based merit list/rank after **tie-break**.
- Ensure that only eligible candidates (those who fulfil eligibility criteria) appear in the entrance test.
- Accept forms of all those candidates:
 - a) Who fulfil eligibility criteria for admission i.e. 10+2 with RNRM having GNM with Two years of work experience after date of registration as RNRM upto last date of submission of entrance test form and/or 10th with RNRM having GNM with five years of work experience after the date of registration as RNRM upto last date of submission of entrance test form (see Page 15-20 for details)
 - b) Who fill up the valid Opennet 'V' entrance test form.
- Constitute a counseling committee with two external nursing experts from the same region.
- Coordinate with programme coordinator.

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1. THE UNIVERSITY

1.1 Introduction

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

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

1.2 Prominent Features

- Indira Gandhi National Open University has certain unique features such as:
- International Jurisdiction
- Flexible admission rules.
- Individualized study—flexibility in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Nationwide student support services network.
- Cost-effective programmes.
- Modular approach to programmes.
- Resource sharing, collaborations and networking with conventional Universities, Open Universities and other Institutions/Organizations.
- Socially and academically relevant programmes based on students needs analysis. Convergence of open and conventional education systems.

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels ‘Gyan Darshan’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU (**At present on hold**).

- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

1.4 The Schools of Studies and Centres

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies currently are in operation:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering and Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer and Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)

- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing and Visual Arts (SOPVA)

Some of the other Centres and Units which in coordination with the academic, administrative and service wings have developed very useful and educative courses/programmes, are as follows.

- National Centre for Disability Studies (NCDS)
- National Centre for Innovations in Distance Education (NCIDE)

1.5 Academic Programmes

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

- Certification
- Improvement of skills
- Acquisition of professional qualifications
- Continuing education and professional development at work place
- Self-enrichment
- Diversification and updation of knowledge and
- Empowerment

1.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area as well as by in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally despatched to the Programme Study Centres and Telecast through Gyan Darshan (**At present Gyan darshan in not operational**)

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material,

listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic efforts he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals projects and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 67 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional and Study Centres is given in this handbook. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

1.9 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement.

The University follows a multimedia approach for instruction, which comprises:

- a) **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programmes is supplied to the learners for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

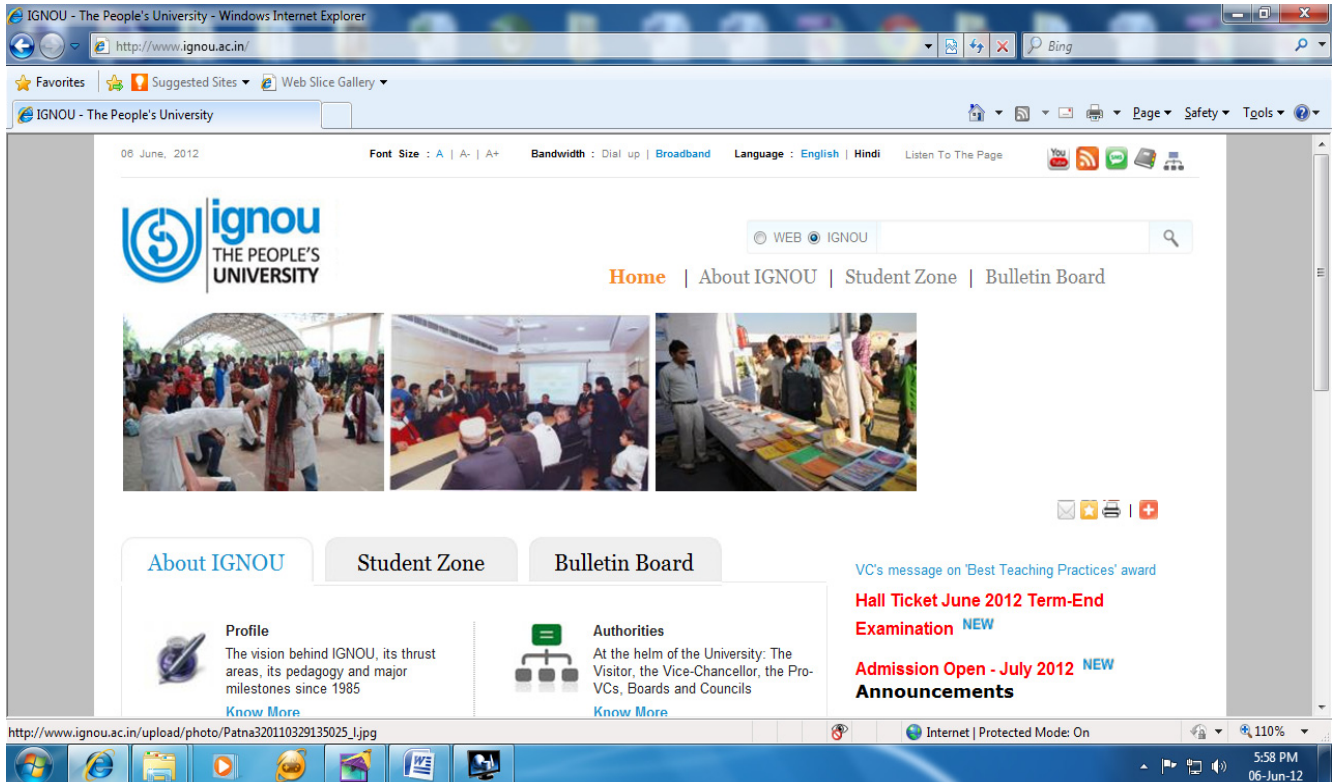
The video programmes are telecasted on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers, IGNOU Newsletters sent to the learners periodically and university website (**At present it is not operational**).

- c) **Counselling Sessions:** Normally Counselling sessions for theory are held as per schedule drawn by the Programme Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located. 75% attendance is compulsory in Post Basic B.Sc. Nursing Programme.
- d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously telecasted on Edusat channel from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the Programme Study Centres (**At present it is on hold**).

- e) **Practicals/Project Work:** Some Programme have practical components also. Practical are held at designated institutions for which schedule is provided by the Programme Study Centres 90% attendance for practicals is compulsory which are conducted in the specialized fields in hospitals and community under the supervision of Academic Counsellors/ Clinical Supervisors.

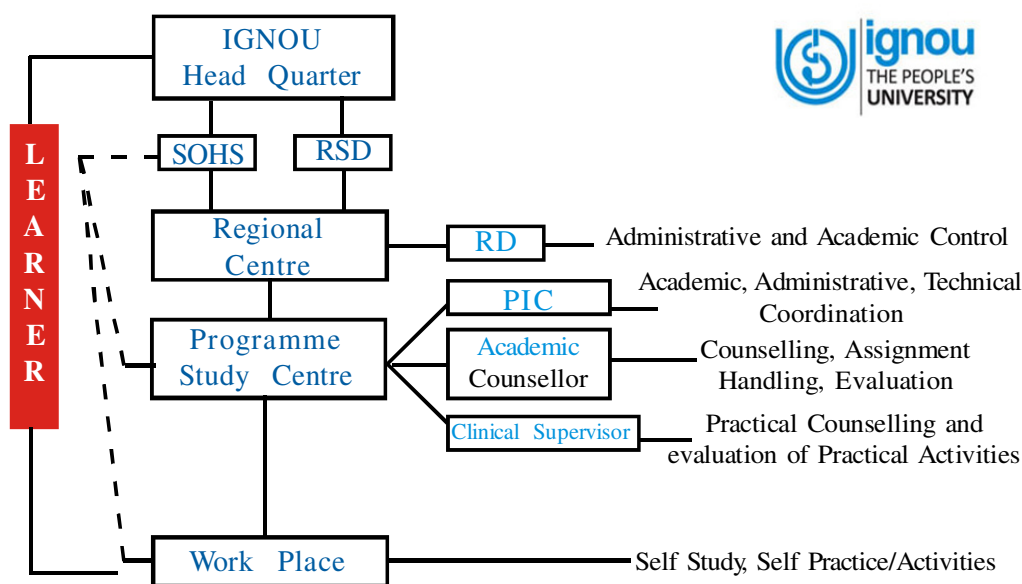
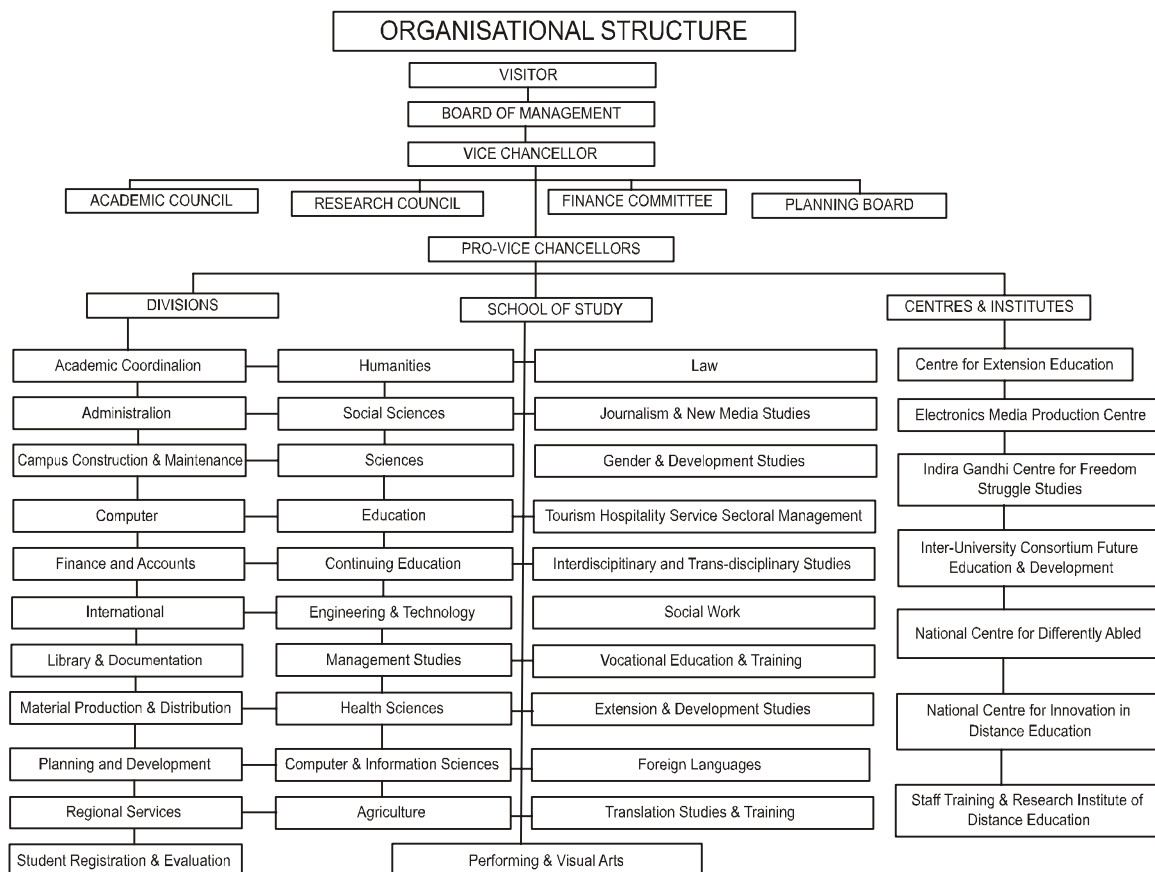
IGNOU Website

At Website: <http://ignou.ac.in>, the following useful information is available:



Web page of IGNOU Website

- Details of programmes on offer.
- Downloadable prospectus/application forms of various programmes.
- Address checking.
- Material despatch details.
- Assignment of current years.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- Previous years question papers.
- An update on the latest happenings at the University.
- Programme schedules of Gyan Darshan, Gyan Vani and EDUSAT (**At present it is not operational**).
- List of Study Centres and Regional Centres.



Infrastructure for Implementation

2. SCHOOL OF HEALTH SCIENCES

The School of Health Sciences (SOHS) was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The School is pioneer in developing competency-based programmes in various disciplines of Health Sciences. Innovative approach in Nursing and Medical programmes include hands-on training which is provided through diversified approach of a network of colleges and district level hospitals. The programmes in nursing and health sciences are being developed so as to revolutionize career opportunities available to nursing and medical personnel.

To achieve this, the School is collaborating and exchanging ideas with various national and international organizations like World Health Organization (WHO), United Nations Children's Fund (UNICEF), Ministry of Health and Family Welfare (MoHFW), Dental Council of India (DCI), Voluntary Organizations like Narayana Hrudayalaya, Trained Nurses Association of India (TNAI), INC, Nepal Nursing Council and Partner Institute at DOHA.

Ongoing Programmes

Doctoral Degree

Doctor of Philosophy in Nursing (PhD(N))

Post Doctoral Certificate in Dialysis Medicine (PDCDM)

Bachelor's Degree

Bachelor of Science in Post Basic BSc Nursing(BScN(PB))

PG and Advance Diploma

Post-Graduate Diploma in Maternal and Child Health (PGDMCH)

Post-Graduate Diploma in Hospital and Health Management (PGDHHM)

Post-Graduate Diploma in Geriatric Medicine (PGDGM)

Post-Graduate Diploma in HIV Medicine (PGDHIVM)

Diploma in Critical Care Nursing (DCCN)

Diploma in Nursing Administration (DNA)

Certificate

Certificate in Maternal and Child Health Nursing (CMCHN)

Certificate in Newborn and Infant Nursing (CNIN)

Certificate in Home Based Health Care (CHBHC)

Certificate in Health Care Waste Management (CHCWM)

3. POST BASIC B.SC. NURSING

The preparation and launching of Post Basic B.Sc. Nursing degree programme has been agreed upon by IGNOU, at the request of Indian Nursing Council. The need for this was felt as the current pace of providing higher education to working nurses is very slow due to shortage of Colleges of Nursing and paucity of seats available in each. As per the New National Policy of Education, the emphasis is on the need for making higher education available within the reach of all. Launching of Post Basic B.Sc. Nursing Programme through Open University will meet its objectives. Further, it will also contribute towards the growth of nursing profession, promote Nation's idea of accelerating women's education and uplifting the expanded and extended role of the nursing personnel. The development of this programme has been undertaken with the involvement of nursing experts, scientists and educationists from related disciplines all over the country.

Programme Objectives

The main objectives of the programme are as follows:

- Provide opportunity to a large segment of in-service nurses to upgrade their knowledge and skills to respond to the changing health needs of the society.

- Motivate nurses to maintain clinical competence to provide quality care.
- Develop teaching, administration and research skills.
- Promote personal and professional growth for better opportunities.

Programme Structure

The University follows the credit system for its various Degree programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus a four credit course involves 120 study hours and an eight credit course involves 240 study hours. To complete the Post Basic B.Sc. Nursing Programme successfully, student will have to earn 108 credits over a period of 3 to 5 years depending on her/his convenience.

The Post Basic Bachelor of Science in Nursing is a three year Degree programme. This course has two major components: theory and practicals. It is divided into 22 courses; 11 theory and 11 practical.

1) Theory Courses	:	40 Credits	2) Practical Courses	:	68 Credits
First Year	:	18	First Year	:	18
Second Year	:	10	Second Year	:	26
Third Year	:	12	Third Year	:	24

All the courses are compulsory for the students who want to obtain Post Basic B.Sc. Nursing Degree. One Credit 30 Study hours or 30 learning hours = one Credit.

List of Theory Courses

Year	Title	Course Code	Credits	No. of Blocks	No of Assign-ments	Counselling Sessions (Hours)	Self Study (Hours)
1st Year	Nursing Foundation	BNS- 101	4	4	2	24	96
	Applied Sciences	BNS-102	4	5	2	15	105
	Maternal Nursing	BNS-103	2	2	1	12	48
	Communicative English	BNS-104	4	4	2	12	108
	Behavioural Sciences	BNS-105	4	4	2	24	96
	Total		18	19	9	87	453
2nd Year	Medical Surgical Nursing	BNS-106	4	4	2	24	96
	Paediatric Nursing	BNS-107	2	3	1	12	48
	Mental Health Nursing	BNS-108	2	4	2	24	96
	Total		10	11	5	60	240
3rd Year	Community Health Nursing	BNS-109	4	4	2	24	96
	Nursing Administration	BNS-110	4	4	2	24	96
	Nursing Education and Reserch	BNS-111	4	4	2	24	96
	Total		12	12	6	72	288
	Grand Total		40	42	20	219	981

Total Hours of Theory and Self Study: 219+981=1200

List of Practical Courses

Year	Title	Course Code	Credits	No. of Blocks	Practical Contact Sessions (Hours)	Self Study Activities (Hours)
1st Year	Nursing Foundation	BNSL-101	4	1	60	60
	Applied Sciences	BNSL-102	4	4	112	08
	Maternal Nursing	BNSL-103	8	4	120	120
	Behavioural Sciences	BNSL-105	2	1	30	30
	Total			18	11	322
2nd Year	Medical Surgical Nursing	BNSL-106	10	2	150	150
	Paediatric Nursing	BNSL-107	8	2	120	120
	Mental Health Nursing	BNSL-108	8	2	120	120
	Total			26	6	390
3rd Year	Community Health Nursing	BNSL-109	8	2	120	120
	Nursing Administration	BNSL-110	6	2	90	90
	Nursing Education and Reserch	BNSL-111	8	2	120	120
	Computer in Nursing	BNSL-112	2	2	30	30
	Total			24	8	360
Grand Total			68	24	1072	968

Total Hours of Self Activities and Practical Contact Sessions : 968+1072=2040

The practical contact sessions will be held in hospital and community in respective areas under the supervision of Clinical Teachers/Academic Counsellors.

Note : One credits is 30 study hours.

3.1 Academic Session

The Programme commences from January of every year.

3.2 Admission

The admission will be made once in a year for in-service nurses. The applications should be submitted in prescribed form (OPENNET-V) so as to reach concerned/opted IGNOU Regional Centre where PSC for Post Basic BSc Nursing are located (appendix-VI) before the due date. The application form can also be downloaded from the IGNOU website www.ignou.ac.in or obtained from Regional Centre IGNOU directly or by post. In case the entrance test form is downloaded, a demand draft of Rs.1050/- should be sent along with the form.

3.3 Eligibility

In-service Nurses that is Registered Nurses and Registered Midwives (RNRM) having 10+2 with three years, Diploma in General Nursing and Midwifery (GNM) with a minimum of two years experience (after registration as RNRM) in the profession. (For male nurses who have not done midwifery in the GNM programme should have a certificate in any of the Nursing courses of 6-9 months, duration prescribed by the Indian Nursing Council in lieu of midwifery).

OR

In-service Nurses (RNRM) having 10th class (Matriculation) or its equivalent with three year, Diploma in General Nursing and Midwifery (GNM) with minimum of five years experience (after registration as RNRM) in the profession. (For males nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing courses of 6-9 month, duration prescribed by the Indian Nursing Council in lieu of midwifery).

Note: Candidates with less than two years of experience after RNRM should not apply.

3.4 Age of Admission:-There is no maximum age limit.

3.5 Duration of Programme

The minimum duration of the programme is three years. However, the students are given a maximum period of five years to complete the programme from the date of registration after which the student have to apply for readmission paying the prorata fee for each incomplete course of theory and practical components.

3.6 Medium of Instruction

English

3.7 Number of Seats

The number of seats as approved by INC for admission to IGNOU Post Basic B.Sc. Nursing Programme varies from PSC to PSC. The approved list of Programme Study Centres (PSCs) for Post Basic B.Sc. Nursing along with PSCs Code and RCs Code and number of seats is given in Appendix VI. The list includes active PSCs where Post Basic BSc Nursing students will be admitted. The number of Programme Study Centres may be added as and when more PSCs are inspected and approved by INC. The information for the same will be displayed in the IGNOU website as and when it gets approved by INC.

3.8 Admission/Selection Procedure

Admission for Post Basic B.Sc. Nursing Programme for January, 2016 session will **be done region-wise** on the basis of merit in common entrance test. Regional Centres, where **Post Basic B. Sc (N)**, Programme Study Centres are established will do the admissions. Candidates from any Region/State can apply as per their choice through any Regional Centre/s where PSCs for Post Basic BSc. Nursing Programme are established. Application forms will be processed at Regional Centre/s (RCs) concerned and data will be transferred by Regional Centre to Student Evaluation Division (SED) IGNOU. Entrance Test will be conducted by SED. Result will be processed by SED. Merit List will be prepared on the Region - wise basis by SED **after tie-break**. Counseling will be conducted by the Regional Centres. Counselling Committee will be constituted at all the concerned RCs with at least two external nursing experts, from the same state/region.

3.8.1 Entrance Test

Candidates will be required to apply/**submit their entrance test form to the Regional Centre from where the candidates wish to pursue the Programme.** It may be noted that the Programme Study Centres for (Post Basic) BSc Nursing are located only in Regional Centres as given in Appendix-VI. So candidates are requested to ensure that they **submit their entrance test forms only in those regional centres where PSCs for Post Basic BSc Nursing** are activated and given in the appendix-VI.

- Application should be submitted at concerned Regional Centre only.
- Entrance test will be conducted on a scheduled date as decided by the university, in the centres identified all over the country.
- Entrance test will comprise 120 multiple choice questions (bearing one mark each) drawn from various subjects taught in GNM. A model Questions paper for the entrance examination is provided in Appendix-X.
- The candidates will be provided OMR Sheet for marking the responses. A sample of OMR sheet is attached at appendix XA.
- Duration of the test will be two and a half hours.

3.8.2 Declaration of result and counselling

- Result of entrance examination will be declared tentatively in mid of October/November 2015, which will be uploaded in the IGNOU website www.ignou.ac.in. Information about next step of admission process will also be communicated simultaneously.
- Candidates will be required to submit self attested copy of the following certificates at the time of Counselling/ Admission along with original copies of all the documents for verification during counseling:
 - Certificate of date of birth (10th class certificate)
 - 10+2 pass certificate
 - Valid RNRM Registration Certificate (In case of registration from more than one council, produce all the certificates at the time of admission/counseling.
 - Experience Certificate/s (On Letter Head of the competent authority with full name, date and signature with stamp).
 - GNM Mark sheet (Including marksheet of all years)
 - NOC from the organization, where you are working
 - Category Certificate indicating reservation status for SC/ST/Non Creamy layer of OBC /PH/Kashmiri Migrant/War Widow etc
- The admission will be made **Region wise strictly on the basis of merit** from the list of eligible candidates in each category after verification of the documents. The reservation policy will be followed as per Government of India rules.

3.8.3 Selection Procedure

- Region wise merit list **for admission to** Post Basic B.Sc. Nursing January, 2016 session will be prepared on the basis of marks obtained in the OPENNET – V (Entrance Test) and will be displayed in the IGNOU website after the declaration of results.
- In case of two or more candidates obtain equal marks in the OPENNET – V (Entrance Test), the inter-se ranking of such candidates shall be determined on the basis of the following **criteria for tie break**.
 - a. **Length of relevant experience** : Experience will be counted from the date of registration as RNRM upto the last date of receipt of application form as mentioned in the advertisement. In case of Female candidates who have registered as RN & RM separately, the experience will be counted from the date of RM registration. However, in male candidates, it will be calculated from the date of RN registration upto the last date of receipt of the application form subject to the completion of the INC recognized course in lieu of midwifery before applying for the entrance test.
 - b. **Over all percentage of marks secured in GNM examination** : If, the tie does not get resolved, aggregate marks of GNM in all the three years will be considered for calculating the percentage/merit.
 - c. **Date of Birth**: If the tie between the candidates still does not get resolved, date of birth will be considered. Candidates born earlier will have higher rank than those born later.
 - d. **Draw of Lot**: If there is a tie even after applying all the above criteria, then the rank will be decided through a draw of lot.

NOTE: The OBC certificate of non creamy layer should not be more than three years old from the date of issuance till the last date of submission of application form. The duration of experience, percentage of marks and the date of birth are being used for tie break, Information about all these three parameters mentioned in application form should match with the information available in the documents provided by you. In case, it does not match, the application form will be rejected.

Important points to be noted:

- The candidates who are offered admission are required to deposit the programme fee. Admission will be confirmed only after verification of original documents and receipt of admission Fee. The fee once deposited will not be refunded.
- Students must mention their email ID and mobile phone number in the application form. Otherwise it will be their responsibility to collect updated information related to counseling. IGNOU will not be responsible for nonreceipt of information in time.
- All the communication with candidates will be made only through the email and IGNOU website. Therefore, you should ensure that your email ID is functional, written correctly and legibly.
- Programme Study Centre once allotted will not be changed.

3.9 Programme Fees

Programme Fee — ₹ 15,000/- per annum, may vary from time to time.

Candidate seeking admission to Post Basic B.Sc. Nursing Programme are advised not to pay the fees along with the filled-in application form. They will get a separate communication about their admission and for payment of programme fee.

The programme fee should be paid only by Demand Draft drawn in the favour of IGNOU. **On the back of Demand Draft write your name, address and telephone number to ensure proper credit to your account.** The details regarding deposition of programme fee will be informed during notification for counselling.

3.10 Counseling procedures for qualified students of OPENNET-V for admission to Post Basic B.Sc. Nursing programme January, 2016 session

1) Category-wise Availability of Seats

A total of 590 seats in 21 INC approved Programme Study Centres (PSC) are available for admission to Post Basic B.Sc. Nursing programme of IGNOU for January 2016 session. Reservation Policy as per Government of India rules will be followed for various categories.

- Check the merit list put up on the web site of IGNOU after declaration of result.
- Check your merit/rank as per the category. Wherever there is a tie in the marks/rank it will be resolved by the following criteria :

2) Resolving the Tie Cases

The mark and rank of candidates will be put on IGNOU website www.ignou.ac.in . In case of tie in the mark/rank, the following criteria will be followed as given in page 18 of the student handbook and prospectus in chronological order:

- i) Length of relevant experience counted after registration as RNRM till last date of receipt of application by the University.
- ii) Over all percentage of marks secured in GNM examination. If the tie does not get resolved with application of length of experience, aggregate of GNM marks in all the three years will be considered for calculating merit/ rank.
- iii) Date of Birth. If the tie still does not get resolved Date of Birth will be considered (Candidates born earlier will have higher rank than those born later)
- iv) Draw of Lot, if there in a tie after applying all the above criteria, then rank will be decided through a draw of lot.

3) Counselling Process

- Counselling will be done at the respective IGNOU Regional Centres as per the Region wise merit list drawn.
- Counselling will be done at the respective Regional Centre/s where Post Basic BSc Nursing PSC is located as per option given by the learner in the Opennet-V entrance examination Form.

- Counselling Committee comprising of Regional Directors/ representatives from concerned Regional Centre/s and two Nursing Experts from that region will be constituted to conduct counseling at the venue.
- Candidates will be asked to give their options(s) for all the Programme Study Centre as listed/available in that region & also strictly in order of preference. This option will be treated as final for the purpose of counseling & allocation of Centre will be done on region wise merit basis.
- Number of applicants called for counseling may be more than the total number of seats available in order to make an effort to fill the seats.
- However, in case any seat(s) remains vacant after 1st counseling, additional counseling session(s) will be conducted as may be required by the concerned Regional Centres

4) Important Instructions

Keep the following points in mind before selecting a Programme Study Center (PSC):

- Please go through page no. 14,15,16,17,18,60,61,62 of handbook and prospectus. You are required to take 52,56 and 54 days leave in first , second and third year respectively.
- There will be intensive theory and practical counselling for each course in each year, which would require frequent travelling to PSC.
- In theory and practical counselling session 75% and 90% of attendance is compulsory in each course.
- You should be comfortable with the language of region/PSC you are selecting as many supervised practical activities need interaction with clients and community.
- The PSC will be allotted by the counseling committee at the Regional Centre.
- Send all your queries and mail to concerned RC as all the correspondence will be made through the mail and IGNOU website.

5) Document Verification

The check list provided below is to ensure that you bring Original Certificates and a photocopy of all the documents for counseling along with the original certificates for verification during counseling.

- Original admit card for entrance test
- 10+2 certificate
- Valid RNRM Registration Certificate
- Experience Certificate (to be counted after RNRM registration till last date of receipt of application form by the University.
- GNM Mark Sheet
- Certificate of date of birth
- NOC from the organization where you are working

- Category Certificate for SC/ST / Non Creamy layer of OBC (validity not more than three years after issuance till the last date of submission of application form)/ PH/ Kashmiri Migrant/War Widow candidates wherever required.
- Two (2) passport size photographs
- Photocopy of application form
- Demand draft for Rs. 15000/- (Rs. Fifteen Thousand Only - towards 1st year admission fees in favor of IGNOU, and payable at concerned regional centre.

6) Programme Study Centre Details

3.11 Programme Delivery

The programme is implemented through a network of Programme Study Centres (PSCs) all over the country. These PSCs are located in recognized colleges of nursing by INC and State Nursing Council.

Face-to-face Academic Counselling is conducted at PSC by Academic Counsellors and Practicals are supervised by Academic Counsellors attached to the PSC in the clinical area and community field (Academic Counsellors and Clinical Supervisors are teachers who teach in Colleges of Nursing). In addition to theory, students also carry on self-activities at their workplace and maintain records as given in practical blocks.

For the practical hands on training the students will be posted in the hospital and community field attached with a Programme Study Centre. A maximum of 30 students will be attached to a programme study centre. The students are required to undergo compulsory contact sessions. Theory Counselling and Practical Sessions are held 8 hours per day. **Supervised activities need to be completed under the supervision of clinical supervisors, whereas self activities are carried out at work place of the student.**

There are 52 days (409 hours) of theory counselling and practical contact sessions in the first year to be conducted at colleges of nursing, hospital and community with under supervision. However, 84 days (671 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation. There are 56 days (450 hours) of theory counselling and practical contact sessions in the second year to be conducted at colleges of nursing, hospitals and community with under supervision. However, 79 days (630 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation.

There are 54 days (432 hours) of theory counselling and practical contact sessions in the third year to be conducted at colleges of nursing, hospitals and community under supervision. However, 81 days (648 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation. The spells for practicals are given in Appendix VII, VIII and IX.

List of Programme Study Centres (PSC) where seats are available for admission to January, 2016 cycle is given below along with other relevant information:

Sl. No.	PSC Code	Name & Address of PSC	RC Code	No. of Seats
1.	0113P	College of Nursing, Nizam's Institute of Medical sciences, Hyderabad	01	30
2.	0183P	Govt. College of Nursing, King George Hospital Campus, Maharani Peta, Visakhapatnam - 530002, Andhra Pradesh	84	30
3.	33009P	St Anne College of Nursing , Vijayawada, Andhra Pradesh- 520001	33	30
4.	01129P	KIMS College of Nursing, Survey - 130, Annapoorna Comp. Babujinagar, Bownpally, Secunderabad - AP. - 500011	01	20
5.	0426P	Regional College of Nursing, P.O.,Indrapur Guwahati - 781032	04	30
6.	0723P	R A K College of Nursing, Lajpat Nagar, New Delhi - 110024	07	30
7.	29006P	Ahilya Bai College of Nursing, Delhi - 110001	29	25
8.	0901	L.D. Arts College (work centre at – College of Nursing, New Civil Hospital Campus, Asarwa, Ahmedabad - 380016	09	30
9.	1263P	Bibi Halima College of Nursing & Medical Technology, All J & K Muslim Wakf Board, Zero Bridge, Srinagar - 190010	30	20
10.	1326P	K L E S Institue of Nursing Sciences, Nehru Nagar, Belgaum - 590010,Karnataka	08	30
11.	13135P	Government College of Nursing, No. 91 D, 1 st Main Stage, VI Phase West of Chord Rd Mahagana, Rathynagar Rajajinagar, Bangalore- 560002	13	-
12.	1346P	Narayana Hrudayala College of Nursing, Bangalore	13	30
13.	1621P	Institute of Nursing Education, Sir J J Group of Hospital Compund, Byculla, Mumbai - 400 008	49	30
14.	1661P	Temi Grant Institute of Nursing Education, Ruby Hall, Clinical Grant Medical Foundation 13, Tadiwala Road, Pune - 411001	16	30
15.	1917P	RIPAN, College of Nursing, Mizoram, Aizwal	19	15
16.	2137P	College of Nursing, MKCG, Medical College Campus, Behrampur, Ganjam- 760004	21	30
17.	2209P	Christian Medical College & Hospital, College of Nursing, Ludhiana - 141008, Punjab	22	30
18.	2316P	Govt College of Nursing, J L N Marg, Jaipur - 302004	23	30
19.	2740P	College of Nursing, Kanpur - 214879 UP	27	30
20.	2851P	College of Nursing, SSKM Hospital, Kolkatta	28	30
21.	2876P	Shova Rani Nursing College 1 F, raja S.C. Mullick Road Jadavpur, Kolkata - 700032	28	30
		Total		590

4. UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of their registration.

4.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the “*Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana a Aur Viniyam), Adhiniyam, 2002*” are non-existent and cannot be considered for admission to any programme in IGNOU.

4.2 Validity of Degree for Admission

- 4.2.1 Master’s Degree awarded without a first degree of 3 year duration is not recognised for purposes of admission to IGNOU’s Academic Programmes.
- 4.2.2 Bachelor’s Degree means, Bachelor’s Degree of not less than 3 year duration.
- 4.2.3 IGNOU also accepts First degree of 2 year duration obtained from a recognized university completed up to the year 1998-99 for purposes of higher studies; provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.
- 4.2.4 Degrees acquired from an ‘Off Campus’ Centre of Private Universities outside the territorial jurisdiction of the concerned State is also not recognized for purposes of admission to IGNOU’s academic programmes unless it has specific approval of the University Grants Commission.
- 4.2.5 Similarly, Degrees acquired from an ‘Off Campus’ Centre/ ‘Off-shore’ Campus of Central/State/Deemed to be Universities offered through Distance mode of learning will be accepted for higher studies in IGNOU; provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities prescribed by the University Grants Commission from time to time.

4.3 Incomplete and Late Applications

Incomplete Application Form(s)/Re-registration Form(s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and enclosed copies of all the required certificates duly self attested (by a Gazetted Officer). The Admission Form duly completed along with its enclosures is to be submitted to the Regional Director concerned ONLY on or before the due date. The application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

4.4 Validity of Admission

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

4.5 Re-registration

Learners are advised to submit the Re-Registration forms only at the respective Regional Centre and nowhere else. If any student sends the Registration/Re-Registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.

Schedule for Re-Registration

For July Session	For January Session	Late fee (Rs.)
1st February to 31st March	1st August to 1st October	NIL
1st April to 30th April	3rd October to 31st October	200.00
1st May to 31st May	1st November to 30th November	500.00
1st June to 20th June	1st December to 20th December	1000.00

4.6 Re-admission

The students who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration of the programme	Re-admission validity
Certificate Programmes	6 Months	6 Months
Diploma/PG Diploma Programmes and all other Programmes* with one year duration	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

*BLIS/MLIS/B.COM & M.Com Programmes of ICAI, ICSI etc. etc.

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 >).

Students who do not register 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 for each of the course(s) they failed to successfully complete within the maximum period prescribed.

4.7 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission on forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

4.8 Scholarships and Reimbursement of Fee

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission on forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

4.9 Refund of Fee

The learners belonging to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship forms from the Directorate of Social Welfare or from the Office of the Social Welfare Officer of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted/registered for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to the awarding authority directly.

Fee Concession

This fee concession is not applicable for the PG Certificates, PG Diploma and Ph.D Programmes. The students taking admission for the Agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D Programme shall be eligible for the fee concession as per the following criteria:

- a) all the candidates from rural areas shall be entitled for 50% fee concession subject to production of domicile certificate;
- b) the urban students below the poverty line (BPL) may be given a 50% fee concession subject to production of an income certificate.

4.10 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by Registered post/ Speed Post/ Courier etc. and if a student does not receive the same for any reason, whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in. For nonreceipt of study material, students are required to write to the Regional Director, IGNOU Regional Centre where they stand enrolled/ admitted.

4.11 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any Certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

Simultaneously pursuing two academic Programmes either from the same University, or one from the Open University (under ODL mode) and the other from Conventional University (regular or face-toface mode) is not permitted, as of now, except add-on courses i.e. Certificate Programmes of six month duration.

4.12 Change/Correction of Address and Study Centres

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of despatch. In case there is any correction/change in the address, the learners are advised to make use of the proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. Requests received directly at SRD, New Delhi, or any other Office of the University will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the Proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the Centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

4.13 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially after the entrance examination form is submitted to the University.

4.14 Correction/Change of Name/Surname of Learner

4.14.1 Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/ surname while submitting the admission form.

4.14.2 For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for onward transmission to Registrar, SRD:

- i) Original copy of Notification in a daily newspaper notifying the change of name;
- ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- iii) Marriage Card/ Marriage Certificate in case of women candidates for change in surname;
- iv) Gazette Notification, in original, reflecting the change of name/surname;
- v) Demand Draft of Rs.400/- drawn in favour of IGNOU payable at New Delhi.

4.14.3 Request for correction and/or change of Name / Surname will be entertained only before completion of the programme.

4.15 Disputes on Admission and Other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

4.16 Term-End Examination

The learners can appear in the June as well as December Term-End Examination, after completion of minimum one year programme. After submission of examination form including Fee. A learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting reregistered/sought readmission for the same. Otherwise, the result would be withheld in such cases.

The University conducts Term-End Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date. **Post Basic B.Sc. Nursing Programme students can appear in TEE after one year of enrolment, submission of assignments and attendance in theory counseling session is pre-requisite for theory Term-End Examination. Same is applicable for practical examination also.**

Examination Fee

Examination fee of ₹ 60/- per course (subject to any change) is required to be paid through Bank Draft in favour of IGNOU payable at the city of Regional Centre where the exam form is submitted. The examination forms are available at all the Study Centres and Regional Centres. Student can also download examination from IGNOU website www.ignou.ac.in. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

Before submission of the examination form, a certificate from the coordinator (PIC) Programme Study Centre shall be obtained by the student in respect of submission of assignments for the course he/she wants to appear in the Term-End-Examination, without which the examination form will not be accepted.

Examination Centre

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

Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	Only at the concerned Regional Centre under which your examination centre falls
1 st April to 20 th April	1 st Oct to 20 th Oct.	₹ 300/-	
21 st April to 30 th April	21 st Oct to 31 st Oct.	₹ 500/-	
1 st May to 15 th May	1 st Nov to 15 th Nov	₹ 1000/-	The exam centre will be the Regional Centre City

To avoid discrepancies in filling-up examination form/hardship in appearing in the term-end examination students are advised to :

- remain in touch with your Programme Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form fee if any;
- Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are, therefore,

advised to fill up the examination form without necessarily waiting for the result and get it cancelled at a later date if so required.

- fill-up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- retain proof of mailing/submission of examination form till you receive examination hall ticket;

Issue of Examination Hall Ticket

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

4.17 Early Declaration of result

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.700/- per course. The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/ Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year.

4.18 Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.500/- per course. The request for reevaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format alongwith the fee of Rs.500/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

4.19 Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs.100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

4.20 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block 12, IGNOU, Maidan Garhi, New Delhi – 110068. A fee of Rs.200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs.400/-. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

4.21 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs.150/- in favour of IGNOU payable at “New Delhi”. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

4.22 Improvement in Division/Class

Keeping the interest of students who have completed their Bachelor’s / Master’s Degree programme, but falling short of 2% marks for securing 1st and 2nd Division the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the student may apply for improvement of their performance on the prescribed application format alongwith a fee of Rs.500/- per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110068.

4.23 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994, AICTE Circular No.AICTE/Academic/ MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated 14.10.2013 (See pages 139 No. 146).

PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2953 2118) and (29572404)
- 4 Registrar (SRD) (Tele: 2953 2741)
3. Registrar (SED) (Tele: 2953 5828) and (29572204)
4. Registrar, MPDD (Tele: 2953 4521)
5. Deputy Registrar, F&A (Tele: 2953 4934)
6. Deputy Registrar (SRD) (Tele: 29571307)

Alternatively complaints may be faxed on 29532312.

Email : ignouregistrar@ignou.ac.in

Website: <http://www.ignou.ac.in>

Note: Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon’ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if her/his explanation is found not satisfactory, authority would expel her/him from the University.

PRE-ADMISSION ENQUIRY

If you have any queries on academic aspects of the programme please contact:

Programme Coordinator
Prof. (Dr.) Pity Koul
Director and Professor, SOHS

Indira Gandhi National Open University
Maidan Garhi New Delhi - 110068 e-mail : pkoul@ignou.ac.in

If you have any query regarding admission procedures please write to Regional Director of your region.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre		
2	Non-receipt of study material and assignments	Concerned Regional Centre		
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre		
4	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068		
5	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068		
6	Academic Content	Director of the School concerned		
7	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School		
8	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Tel.Nos.: 29572513, 29572514, 29535714, 29533869, 29533870		
Issues related		Contact No.	Controlling Officer & Telephone No.	E-mail ID
9	Issue of Deree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	convocation@ignou.ac.in
10	Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ Non-receipt of hall tickets for term-end examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Asstt. Registrar 011-29535064	sgoswami@ignou.ac.in jitenderkr@ignou.ac.in
11	Declaration of results of Masters & Bachelors degree level programme/ Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes practicalised@ignou.ac.in	011-29572212	Section Officer 011-29536103	mdresult@ignou.ac.in bdresult@ignou.ac.in
12	Declaration of results of Masters, Bachelor and Diploma programme/ Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	bdresult@ignou.ac.in dpreresult@ignou.ac.in
13	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
14	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gcverification@ignou.ac.in
15	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
16	Status of Project Report of all Programmes/ Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	projects@ignou.ac.in
17	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
18	Students general enquiries and grievances/ Issue of duplicate mark sheet	011-29572218 011-29571313	Asstt. Registrar	sedgrievance@ignou.ac.in
19	Discrepancy in grade card, non updation of grade/marks programmeswise in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt. Director	garora@ignou.ac.in

Appendices

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

No.F.1-8/92(CPP)

February, 1992

The Vice-Chancellors/Director's
of all the Indian Universities/
Deemed Universities/Institutions
of National Importance.

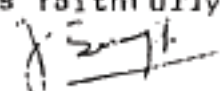
* Sub: Recognition of Degrees/Diplomas awarded by
Indira Gandhi National Open University, New Delhi.

Sir,

~~I am directed to say that~~ Indira Gandhi National
Open University, New Delhi has been established by
Sub-Section (2) of Section (1) of the IGNOU Act, 1985
(50 of 1985) vide notification No.F.13-12/85-Dusk(U)
dated 19.9.1985 issued by the Government of India,
Ministry of Human Resource Development (Department of
Education), New Delhi and is competent to award its
own degrees/Diplomas.

The Certificates, diplomas and degrees awarded by
Indira Gandhi National Open University are to be
treated equivalent to the corresponding awards of the
Universities in the country.

Yours faithfully,


(Gurcharan Singh)
Under Secretary



एन सीईआर
विश्वविद्यालय अनुदान आयोग
एन सीईआर भवन
नई दिल्ली-110 002

GRANT'S UNIVERSITIES
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MALL
NEW DELHI-110 002

R.P. Gangurde
Additional Secretary
Tel.No.3319559

D.O.No.F.1-26/03(CPP-11)

July, 1993

Dear Vice Chancellor,

28 JUL 1993

As you are aware, the Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22 (i) of the UGC Act, 1956.

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-02 also aims at promoting the mobility of students among open universities and among the traditional universities. This can be made possible only when there is a workable understanding between open universities and traditional universities for recognition of each other's degrees on reciprocal basis. A Memorandum of Understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangements so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

I hope that your university will make necessary efforts in this direction and let the Commission know the progress.

With regards,

Yours sincerely,

R.P. Gangurde

(R.P. Gangurde)

23236251, 23232701, 23237721, 23234116
23234733, 23232317, 23234734, 23234437



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली- 110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F1-52/2000(CPP-II)

April, 2004

5 MAY 2004

The Registrar
Indira Gandhi National Open University
Maidan Garhi
New Delhi - 110 068

Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

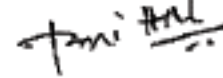
Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site: www.ugc.ac.in

Contd...../-

May, I therefore request you to treat the Degrees /Diploma /Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully,



(Dr.[Mrs.]Pankaj Mittal)
Joint Secretary

Encl : As above

Copy to: -

1. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001.
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002.
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110068.
6. The Vice-chancellor Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
7. The Vice-chancellor Dr. B.R. Ambedkar Open University, Road No.46, Jubilee Hills, Hyderabad-500033(Andhra Pradesh)
8. The Vice-chancellor Nalanda Open University, West Gandhi Maidan, Patna-800001(Bihar)
9. The Vice-chancellor Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380003(Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006(Karnataka)
11. The Vice-chancellor Yashwant Rao Chavan Maharashtra Open University, Nashik-422222(Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010(Rajasthan).
13. The Vice-chancellor Netaji Subhash Open University, Kolkata - 700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj(Open) University, Bhopal-462016 (M.P.)

वि. जायसवाल

(V.K. Jaiswal)
Under Secretary



ASSOCIATION OF INDIAN UNIVERWSITIES
ALL HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Phones : 3312305, 3313390
3310059, 3312429

Gram ; ASINGU
Telex : 31 66180 AIU IN
Fax : 011-3315105
No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)

Member Universities

Subject : Recognition of Degrees Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal Universities and the 68th Annual Session of the AIU and in December, 1993 at the Universities of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the flowing resolutions.

esolved that the examinations of one University should be recognized by another on reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university."

Further resolved that in case of Degrees awarded by Open Universities, the conditios regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university."

The decisio is brought to the notice of the Universities for favour of appropriate action in the matter. The additional informatio, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking You,

Your faithfully

Sd/-
(K.C. KALRA)
Joint Secretary

TENTATIVE LIST OF EXAMINATION CENTRES

SL.NO.	CENTRE	RC CODE	EXAM CITY
1.	0103	33	Vijayawada
2.	0109	84	Visakhapatnam
3.	01131	01	Hyderabad
4.	0159	33	Tirupati
5.	0301	03	Itanagar
6.	0401	04	Guwahati
7.	0410	37	Jorhat
8.	0505	82	Bhagalpur
9.	0513	32	Ranchi
10.	0516P	05	Patna
11.	0522	46	Darbhanga
12.	0601	06	Chandigarh
13.	07102	07	South Extn. Delhi
14.	0769	29	Shahdara
15.	0775P	38	Naraina Vihar
16.	0801	08	Comba
17.	0901	09	Navranpura, Ahmedabad
18.	1007	07	Faridabad
19.	1064P	10	Karnal
20.	1101	11	Shimla
21.	1104	11	Hamirpur
22.	1105	11	Dharamshala
23.	1201	12	Jammu
24.	1209	30	Srinagar
25.	1301	13	Bangalore
26.	1302	13	Mangalore
27.	1305	13	Mysore
28.	1310	85	Bellary

TENTATIVE LIST OF EXAMINATION CENTRES

SL.NO.	CENTRE	RC CODE	EXAM CITY
29.	1402	14	Cochin
30.	1403	83	Kozhikode
31.	1441	40	Thiruvananthapuram
32.	1501	15	Bhopal
33.	1502	41	Jabalpur
34.	1504	15	Gwalior
35.	1505	35	Bilaspur
36.	1529P	15	Indore
37.	1601	49	Vidyavihar, Mumbai
38.	1603	49	Vileparle-E
39.	1605	16	Satara
40.	1607	36	Nagpur
41.	1608	16	Nasik
42.	1609A	36	Amravati
43.	1610	16	Aurangabad
44.	1638	16	Pune
45.	1701	17	Imphal
46.	1801	18	Shillong
47.	1901	19	Aizawl
48.	2101	21	Bhubaneswar
49.	2103	21	Rourkela
50.	2110	44	Koraput
51.	2205	22	Amritsar
52.	2206	22	Ludhiana
53.	2320	23	Jaipur
54.	2321	88	Jodhpur
55.	2501	25	Chennai
56.	2636	26	Agartala

TENTATIVE LIST OF EXAMINATION CENTRES

SL.NO.	CENTRE	RC CODE	EXAM CITY
57.	2702	47	Agra
58.	2705	31	Dehradun
59.	2706	27	Kanpur
60.	2708	48	Varanasi
61.	2711	31	Haldwani
62.	2718	39	Ghaziabad
63.	2720	27	Lucknow
64.	2739	39	Noida
65.	2804	28	Park St. Kolkata
66.	3603	32	Dhanbad
67.	38027	38	Gurgaon

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 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, ARAVALLI) DAMAN & DADRA NAGAR HAVELI (U.T.)
3	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. C-4/5 R. HAUTLUANGA BUILDING UPPER REPUBLIC 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	ALIGARH	47	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, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR, SAMBHAL)
5	BANGALORE	13	REGIONAL DIRECTOR 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, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352 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) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH)
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S OLD ADMINISTRATIVE BUILDING, SMT. BANGARAMMA SAJJAN CAMPUS, SOLAPUR ROAD, BIJAPUR -586103 KARNATAKA 08352-260006 08352-260005 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590277,2590278 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.)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE G R COMPLEX THIRD FLOOR 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU 044-24312766/24312979 044-24312799 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR, ARIYALUR), PUDUCHERRY (U.T.)
12	COCHIN	14	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, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWARANAGAR NEAR CENTRAL BANK DARBHANGA - 846 004, BIHAR 06272-251862, 06272-251833, 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
15	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 /26990082-83 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTEN- SION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 / 23392 737 011-23392375 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, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17	DELHI 3	38	DR. C. K. GHOSH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088964 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, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DIS- TRICT: GURGAON, MEWAT)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-31A, BELOW CENTRAL REFERAL HOSPITAL, EAST SIKKIM GANKTOK - 737 102, SIKKIM 0359-231102/270923 0359-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MORIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	IMPHAL	17	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 (DIS- TRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
23	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-23517051/2247536 0360-2350990 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)
24	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGA VATI VISHVA VIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 2600219 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25	JAIPUR	23	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2785750 0141-2396427 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMANGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001, JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2561154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE EDUCATION AND WELFARE SOCIETY CAMPUS, PAL LINK ROAD, KAMLA NEHRU NAGAR, JODHPUR RAJASTHAN 342008 0291-2012986, 0291-2012987 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
28	JORHAT	37	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. 337 A.T. TOAD, TARAJAN POOL JORHAT - 785001, ASSAM 0376-2371116/2370214 0376-2371115 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DIS- TRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 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)
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020, ORISSA 06852-251535 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, (SRC-KANDHMAL- BOLANGIR, SONEPUR, BOUDH)), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KONDAGAON)
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI, 625 018 TAMIL NADU 0452-2370733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD,MULUND (E) MUMBAI MUMBAI - 400 081 MAHARASHTRA 022-25633159 / 25635540 022-25635411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
37	NAGPUR	36	DR.P.SIVASWAROOP REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033, MAHARASHTRA 0712-2536999,2537999 0712-2022000, 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	NOIDA	39	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, GHAZIPUR, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2414553 0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL,AURANGABAD,BHOJPUR, BUXAR, GAYA, JAMUL, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPRA)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, SOUTH POINT PORT BLAIR, 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 03192-230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016, MAHARASHTRA 020-25671867 / 25651321 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)- Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
43	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD, RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI)
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT, 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)
46	RANCHI	32	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, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAUSHALYA MANSION NAYA BAZAR, SAHARSA 852201 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIYA, KISHANGANJ & PURNIA)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2520503 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY, SILIGURI SILIGURI - 734 001, WEST BENGAL 0353-2526818/2526819 0353-2526829 0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASH- MIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 KERALA 0471-2344113/2344120 0471-2344115 0471-2344121 rcrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
53	VARANASI	48	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, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO) VATAKARA, KOZHIKODE 873104, KERALA 0496-2525281 0496-2515413 revatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAND, KOZHIKODE)
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL KOTHAPET VIJAYAWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 revijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, KHAMMAM, (SRC-TIRUPATI-CHITTOOR, KADAPA, KURNOOL, ANANTAPUR))
56	VISAKHAPATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM-530017 ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

IGNOU – ARMY RECOGNIZED REGIONAL CENTRES
(For ARMY Personnel Only)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
01	IAEP - KOLKATA	51	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 (CIVIL) 2670(MILITARY) 033-22222668 rc51army_ec@yahoo.co.in rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL.EDUCATION(G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	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

IGNOU – ARMY RECOGNIZED REGIONAL CENTRES
(For ARMY Personnel Only)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
06	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND

IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES
(For ASSAM RIFLES Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	81	IAREP– SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA PH. OFF: 0364-2705181 FAX: 0364-2705184 iarrc_81@yahoo.co.in	COMMAND AREA

IGNOU – NAVY RECOGNIZED REGIONAL CENTRES
(For NAVY Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	71	INEP- NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI - 110066 DELHI PH. OFF: 011-26194686 FAX: 011-26105067 EMAIL: inepdelhi@rediffmail.com	NAVAL HQS
2.	72	INEP-MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA PH. OFF: 022-22752245 FAX: 022-22665458 EMAIL: inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3.	73	INEP-VISAKHA- PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH PH. OFF: 0891-2812669 FAX: 0891-2515834 EMAIL: inepv@hotmail.com rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
4.	74	INEP-KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA PH. OFF: 0484-266210,2662515 FAX: 0484-2666194 EMAIL: inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

IGNOU – SUB-REGIONAL CENTRES

SL. NO.	SUB-RC	MENTOR RC	ADDRESS	OPERATIONAL AREA
1	DARJEELING	Siliguri	ARD (I/C) IGNOU SUB REGIONAL CENTRE C/O RAMESH CUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB- DIVISION
2	KANDHAMAL	Bhubaneswar	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	Dehradun	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4	TIRUPATI	Vijayawada	ARD (I/C) IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL

**LIST OF PROGRAMME STUDY CENTRES FOR
POST BASIC B.Sc. NURSING, PSC AND RC CODE
(Inspected and approved by INC)**

Sl. No.	PSC Code	Name & Address of PSC	RC Code	No. of Seats
1.	0113P	College of Nursing, Nizam's Institute of Medical sciences, Hyderabad	01	30
2.	0183P	Govt. College of Nursing, King George Hospital Campus, Maharani Peta, Visakhapatnam - 530002, Andhra Pradesh	84	30
3.	33009P	St Anne College of Nursing , Vijayawada, Andhra Pradesh- 520001	33	30
4.	01129P	KIMS College of Nursing, Survey - 130, Annapoorna Comp. Babujinagar, Bownpally, Secunderabad - AP. - 500011	01	20
5.	0426P	Regional College of Nursing, P.O.,Indrapur Guwahati - 781032	04	30
6.	0723P	R A K College of Nursing, Lajpat Nagar, New Delhi - 110024	07	30
7.	29006P	Ahilya Bai College of Nursing, Delhi - 110001	29	25
8.	0901	L.D. Arts College (work centre at – College of Nursing, New Civil Hospital Campus, Asarwa, Ahmedabad - 380016	09	30
9.	1263P	Bibi Halima College of Nursing & Medical Technology, All J & K Muslim Wakf Board, Zero Bridge, Srinagar - 190010	30	20
10.	1326P	K L E S Institue of Nursing Sciences, Nehru Nagar, Belgaum - 590010,Karnataka	08	30
11.	13135P	Government College of Nursing, No. 91 D, 1 st Main Stage, VI Phase West of Chord Rd Mahagana, Rathynagar Rajajinagar, Bangalore-560002	13	-
12.	1346P	Narayana Hrudayala College of Nursing, Bangalore	13	30
13.	1621P	Institute of Nursing Education, Sir J J Group of Hospital Compund, Byculla, Mumbai - 400 008	49	30
14.	1661P	Temi Grant Institute of Nursing Education, Ruby Hall, Clinical Grant Medical Foundation 13, Tadiwala Road, Pune - 411001	16	30
15.	1917P	RIPAN, College of Nursing, Mizoram, Aizwal	19	15
16.	2137P	College of Nursing, MKCG, Medical College Campus, Behrampur, Ganjam- 760004	21	30
17.	2209P	Christian Medical College & Hospital, College of Nursing, Ludhiana - 141008, Punjab	22	30
18.	2316P	Govt College of Nursing, J L N Marg, Jaipur - 302004	23	30
19.	2740P	College of Nursing, Kanpur - 214879 UP	27	30
20.	2851P	College of Nursing, SSKM Hospital, Kolkatta	28	30
21.	2876P	Shova Rani Nursing College 1 F, raja S.C. Mullick Road Jadavpur, Kolkatta - 700032	28	30
		Total		590

The number of PSC will be added as and when more PSCs are inspected and approved by INC.

Post Basic B. Sc. Nursing
Number of Counselling and Practical Hours & Days
1st Year Courses

		1st year						Sept. – Oct.	
		May – June			Sept. – Oct.				
Hours		Spell I			Spell II				
	Theory	Practical	Theory	Practical	Theory	Practical	Theory		
BNS 101 BNS L 101	24	60	8 sessions – 16 hrs	2 days	40 hrs	5 days	4 sessions – 8 hrs	1 day	20 hr
BNS 102 BNSL 102	14	118	4 sessions – 8 hrs Micro 1 B Phy. 1 B N&D 1 B	1 day	56 hrs	7 days 3½ days (micro) 3½ days (Biophy)	3 sessions – 6 hrs Micro Block 2 Biochemistry 1	1 day	56 hr BC N & I
BNS 103 BNSL 103	12	120	4 sessions – 8 hrs	1 day	64 hrs	8 days	2 sessions – 4 hrs	1½ day	56 hr
BNS 104	12	-	6 sessions – 12 hrs	1½ day	-	-	-	-	-
BNS 105 BNSL 105	24	30	6 sessions – 12 hrs Gen Psycho Sociology	2 days	30 hrs	3 days	6 sessions – 12 hrs Edu. Psychology Sociology	2 days	
				7½ days		23 days		4½ days	

Theory = $7\frac{1}{2} + 4\frac{1}{2} = 12$ days

Practical = 23 days + $16\frac{1}{2} = 39\frac{1}{2}$ days

Nursing Teacher's Days

Theory = $4\frac{1}{2}$ days

Practical = 22 days

BC – Biochemistry
N & D – Nutrition and Dietetics

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes

2 nd Year						
			May – June		Sept. – Oct.	
Hours			Spell I		Spell II	
Courses	Theory (hours)	Practical (hours)	Theory	Practical	Theory	Prac
BNS 106 BNSL 106	24	150	8 sessions = 16 hrs 2 days	80 hrs 10 days	4 sessions = 8 hrs 1 day	50 hrs
BNS 107 BNSL 107	12	120	4 sessions = 8 hrs 1 day	80 hrs 10 days	2 sessions = 4 hrs 1½ day	40 hrs
BNS 108 BNSL 108	24	120	8 sessions =16 hrs 2 days	80 hrs 10 days	4 sessions = 8 hrs 1 day	40 hrs
			5 days	30 days	2½ days	

Theory = 7½ days

Practical = 46 days

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes

3 rd Year									
May – June					Sept. – Oct.				
Spell I					Spell II				
Courses	Hours		Theory		Practical		Theory		Prac
	Theory (hours)	Practical (hours)	8 sessions – 16 hrs	2 days	80 hrs	10 days	4 sessions – 8 hrs	1 day	
BNS 109	24	120	8 sessions – 16 hrs	2 days	80 hrs	10 days	4 sessions – 8 hrs	1 day	40 hrs
BNS 110	24	90	8 sessions – 16 hrs	2 days	64 hrs	8 days	4 sessions – 8 hrs	1 day	26 hrs
BNS 111	24	120	8 sessions – 16 hrs	2 days	80 hrs	10 days	4 sessions – 8 hrs	1 day	40 hrs
BNSL 112		60 hrs		6 days	40 hrs	5 days		3 days	20 hrs

Nursing Teachers

Theory 6 + 3 = 9 days

Practical 15 + 11 + 15 = 41 days

Computer Practical - 7½ days

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes

A Model Question Paper for Entrance Test

Place tick mark (✓) against the most appropriate answer given under each statement. You will be given OMR Sheet to write the responses/answers to questions asked separately.

- 1) Sociology can be defined as:
 - I. Systematic Study of human society
 - II. Study of Psychology of human being
 - III. Study of human events correlated in time
 - IV. Study of man and his culture developed in past
- 2) Pregnant women feels tingling, numbness and pain in the thumb and finger during:
 - I. Neuritis
 - II. Carpal tunnel syndrome
 - III. Korsakoff's syndrome
 - IV. Down's syndrome
- 3) The most effective position for a women in labour with cord prolapsed is:
 - I. Sim's
 - II. Lithotomy
 - III. Knee chest
 - IV. Fowlers'
- 4) The treatment of choice for rheumatoid arthritis is;
 - I. Penicillin
 - II. Erythromycin
 - III. Indomethicine
 - IV. Paraffin dip
- 5) Non bilious projectile vomiting is characteristic feature of :
 - I. Hirschprung's disease
 - II. Congenital hypertrophic Pyloric stenosis.
 - III. Intussusception
 - IV. Anorectal malformation

- 6) Intense elation accompanied by an attitude of grandeur is referred as:
- I. Euphoria
 - II. Elation
 - III. Exhalation
 - IV. Ecstasy
- 7) All of the following are positive signs of pregnancy **except**:
- I. Fetal heart sound are heard
 - II. Fetal parts are palpable
 - III. Fetal movements are palpable
 - IV. Breast changes are observed
- 8) Functional nursing refer to;
- I. team centered nursing
 - II. completion of routine tasks
 - III. concerned with specific nursing routines
 - IV. patient centered care
- 9) BCG Vaccine protect against:
- I. Beri -Beri
 - II. Rubella
 - III. Tuberculosis
 - IV. Whooping cough
- 10) Purposes of research are all **except**:
- I. Evaluation
 - II. Description
 - III. Exploration
 - IV. Prediction

How to fill up the information on the OMR Response Sheet (Examination Answer Sheet)

1. Write your complete enrolment no. in 9 digits. This should correspond to the enrolment number indicated by you on the OMR Response Sheet. Also write your correct name, address with pin code in the space provided. Put your signatures on the OMR Response Sheet with date. Ensure that the Invigilator in your examination hall also puts his signatures with date on the OMR Response Sheet at the space provided.
2. On the OMR Response Sheet student's particulars are to be filled in by pen. However use HB pencil for writing the Enrolment No. and Examination Centre Code as well as for blackening the circle bearing the correct answer number against the serial number of the question.
3. Do not make any stray remarks on this sheet.
4. Write correct information in numerical digit in Enrolment No. and Examination Centre Code Columns. The corresponding circle should be dark enough and should be filled in completely.
5. Each question is followed by four probable answers which are numbered 1, 2, 3 and 4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then by using HB pencil, blacken the circle bearing the correct answer number against the serial number of the question. If you find that answer to any question is none of the four alternatives given under the question, you should darken the circle with '0'.
6. If you wish to change your answer, ERASE completely the already darkened circle by using a good quality eraser and then blacken the circle bearing your revised answer number. If incorrect answer is not erased completely, smudges will be left on the erased circle and the question will be read as having two answers and will be ignored for giving any credit.
7. No credit will be given if more than one answer is given for one question. Therefore, you should select the most appropriate answer.
8. You should not spend too much time on anyone question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered ones. There is no negative marking for wrong answers.

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
ओ.एम.आर. परीक्षा उत्तर पृष्ठ



Indira Gandhi National Open University
OMR RESPONSE SHEET

B	SHEET NUMBER	
निम्नलिखित विवरण केवल स्याही से भरें		Fill up the following particulars with Ink only
Course Particulars / पाठ्यक्रम विवरण Programme / कार्यक्रम Course Name / पाठ्यक्रम नाम		परीक्षा पत्र भरने से पहले कृपया निम्नलिखित निर्देशों को अवश्य पढ़ लें। प्रश्नोत्तर चिह्न इस प्रकार बनायें <input type="checkbox"/> न कि <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Student's Particulars / विद्यार्थी विवरण Enrolment No. / अनुक्रमांक संख्या Name / नाम Address / पता City / शहर Pin Code / पिन कोड		Please read relevant instructions given below carefully before completing this form. Make like <input type="checkbox"/> Not like <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Candidate's Signature / विद्यार्थी के हस्ताक्षर
		Signature of Invigilator / अनुवीक्षक के हस्ताक्षर
		Date / दिनांक

चिह्नित करने के लिए निर्देश

- उत्तर पृष्ठ को भरते समय केवल एच.बी. पेन्सिल का प्रयोग करें।
- उत्तर पृष्ठ को मोड़ना/फाड़ना नहीं चाहिए।
- केवल निर्धारित कॉलम में ही उत्तर चिह्नित करें। यदि कोई गलत कालम चिह्नित हो गया हो तो रबड़ से अच्छी तरह मिटाकर सही कॉलम को भरें।
- पाठ्यक्रम का सही कोड प्रयोग करें। (प्रवेश परीक्षा परीक्षार्थियों के लिए पाठ्यक्रम कोड भरने की आवश्यकता नहीं है।)
- पाठ्यक्रम कोड इस प्रकार है।
- प्रवेश परीक्षार्थियों के लिए कार्यक्रम कोड इस प्रकार है।

Course Code	PMT	PSS	PCO	CIC1	CIC2	CIC3	CIC4	CIC5
Computer Code	1111	1112	1113	2221	2222	2223	2224	2225
Programme Code	OPENMAT	B.ED						
Computer Code	555	666						

- प्रत्येक प्रश्न के चार विकल्प दिये गये हैं और उनमें से एक उत्तर विकल्प सही है जिसे आप उपयुक्त कॉलम में चिह्नित करें और काले किये गये खाने की संख्या को उभर बने कॉलम में लिखें। यदि आप समझते हैं कि दिए गये प्रश्न में कोई भी विकल्प सही नहीं है तो उसका उत्तर "0" कॉलम में चिह्नित करें।
- अपना अनुक्रमांक कार्यक्रम कोड (केवल प्रवेश परीक्षार्थियों के लिये), परीक्षा केन्द्र कोड, पाठ्यक्रम कोड, माह एवं वर्ष चिह्नित करने के लिए निम्नलिखित उदाहरण का अनुकरण करें।

Enrolment Numbr अनुक्रमांक								
1	4	5	7	8	6	1	5	9
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Course Code पाठ्यक्रम कोड			
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Examination Centre Code परीक्षा केन्द्र कोड			
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Programme Code पाठ्यक्रम कोड		
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Month माह	
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Year वर्ष			
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कृपया जानिये कि अपर्युक्त अंक और कोड केवल उदाहरण के लिए हैं। आप अपना विवरण ठीक प्रकार लिखिये।
PLEASE NOTE THAT THE NUMBERS AND CODES GIVEN IN THE RESPECTIVE FIELDS ARE ONLY EXAMPLES.

LIST OF STATE CODES

State Code	
Code	Description
01.	Andhra Pradesh
02.	Anadaman & Nicobar Islands (UT)
03.	Arunachal Pradesh
04.	Assam
05.	Bihar
06.	Chandigarh (UT)
07.	Delhi
08.	Goa
09.	Gujarat
10.	Haryana
11.	Himachal Pradesh
12.	Jammu & Kashmir
13.	Karnataka
14.	Kerala
15.	Madhya Pradesh
16.	Maharashtra
17.	Manipur
18.	Meghalaya
19.	Mizoram
20.	Nagaland
21.	Orissa
22.	Punjab
23.	Rajasthan
24.	Sikkim
25.	Tamil Nadu
26.	Tripura
27.	Uttar Pradesh
28.	West Bengal
29.	Dadra & Nagar Haveli, Daman & Diu (UT)
30.	Lakshadweep (UT)
31.	Pandicherry (UT)
32.	C/o 99 APO
33.	Learners Abroad
34.	Chattisgarh
35.	Jharkhand
36.	Uttarakhand
37.	Telengana
Educational Qualification Code	
Code	Description
000	Below Matriculation, SSC/No Formal Education
001	Matriculation/SSC
002	10+2 or equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or Equivalent

LIST OF BOARD CODES (FOR 10+2)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	-	Tripura Board of Secondary Education
25.	2701	BHSE	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	-	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	-	Not listed in this list

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 vocational stream in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

(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 Code

4. Contact No

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

(a) Term-end examination: June/December

(b) Exam Centre Code:

(c) Exam Centre Address:

.....

.....

(d) Course(s):

6. Fee details:-

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

No. of Course(s):..... × ₹ 100/- = Total Amount:

Demand Draft No.: Date

Issuing Bank:

7. Self attested photocopy of the Identity Card : Attached/Not attached
 issued by the University

UNDERTAKING

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

Date:

Signature:

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. The fee for photocopy of answer script shall be Rs. 100/- (Rupees One Hundred only) per course. Fee should be paid in the form of Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below in the last Para) along with the prescribed fee within 45 days from the date of declaration of results i.e., the date on which the result are placed on the IGNOU website.
4. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
5. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
6. Application form duly filled-in may be sent to the following address except CPE* & DPE* programmes:

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar, Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi - 110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Division at Hqs.
2.	Dy. Registrar, Evaluation Centre Periyar Thidal No. 50 EVK Sampath Road Vepery, Chennai-600 007	All Examination Centres in Chennai, Hyderabad Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara
3.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan Patna-800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj
4.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar
5.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar
6.	Dy. Registrar, Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-411 016	All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizawl
7.	Dy. Registrar IGNOU Regional Evaluation Centre "Mangolik", H/H-19/1, Bagupara PO-Aswininagar, VIP Road Baguiati, Kolkata - 700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

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

(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. Reason for early declaration of result:

.....

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

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

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

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

Exam. Centre Code: Address of Exam. Centre: _____

7. **Fee detail:**

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

No. of Course(s): × ₹ 700/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre “Mangolik” H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

1. Name :

2. Programme : Enrolment No.

3. Address:.....

..... PIN :

4. Month and Year of the Exam :

5. Examination Centre Code :

6. Address of Examination Centre:

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

8. **Fee detail:**
 (The fee for Re-evaluation of answer script is ₹ 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): × ₹ 500/- = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date: **Signature of the student**

(P.T.O)

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 results.
- 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 sent to the following address except CPE* &DPE* programmes.
- 8) **Application form must reach within the prescribed dates at the following address:**

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 00	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre “Mangolik” H/H- 19/1, Baguipara Baguiati P.O- Aswininagar, VIP Road, Kolkata -700159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.

1st to 31st October for December Term- end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

4. Term-end examination, in which programme completed June and December

Total marks/Overall point grade obtained

Percentage obtained

.....

(Please enclosed photocopy of the statement of marks/grades card)

5. Courses(s), in which improvement is sought:

COURSE CODE

COURSE CODE

1. _____

4. _____

2. _____

5. _____

3. _____

6. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

No. of Course(s): X ₹ 500/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

7. Term-end examination, in which you wish to appear:- June/December

8. Examination centre details, where you wish to appear in term-end examination:-

Exam. Centre Code

City/Town

.....

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in Division/Class

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.**
11. Application form must reach within the prescribed dates at the following address:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name :

2. Programme: Enrolment No:

3. Address:
.....

..... Pin

4. Purpose for which:
transcript is required

5. **Fee detail:**
Fee for the official transcript:-
Rs. 200/- per transcript, if to be sent to the student/institute in India.
Rs. 400/- or US\$1000 per transcript, if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): × Rs. 200/ Rs. 400/- or US\$100 = Total Amount: Rs..... Required

Demand Draft No.: Date:

Issuing Bank:

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)

7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

Date:..... (Signature of the student)

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

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068.**

Note: The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

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

Address

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam

Centre from where appeared at
 last examination

Bank Draft / IPO No. Dated

for ₹ 150/- in favour of IGNOU, New Delhi

.....
 Signature

Phone :

Date :

Note : Fee for duplicate grade card ₹150/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

The Registrar (Student Evaluation Division)
 Indira Gandhi National Open University
 Maidan Garhi,
 New Delhi-110 068

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO SC/ST
CATEGORIES ALONGWITH APPLICATION FORM
FORM OF CASTE/TRIBE CERTIFICATE**

This is to certify that Shri/Shrimathi*/Kumari* _____ Son/daughter* of _____
of village/town* _____ in District/ Division* _____ of the State/Union
Territory* _____ belongs to the _____ Caste/Tribe* which is recognized as a Scheduled
Caste Scheduled Tribe* Under:

The Constitution (Scheduled Castes) Order, 1950.

- * The Constitution (Scheduled Tribes) Order, 1950.
- * The Constitution (Scheduled Castes) (Union Territories) Order, 1951.
- * The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Schedules Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 1976.)

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- * The constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- * The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970; * The Constitution (Sikkim) Scheduled Castes Order, 1978;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978; * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. * The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. * The Constitution (Scheduled Tribes) Order Amendment Act, 1991. * The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi* _____ father/mother* of Shri/Shrimathi/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* _____ issued by the _____ dated _____.

3. Shri/Shrimathi*/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

Note:- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

** Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC
(NON CREAMY LAYER) CATEGORIES ALONG WITH
APPLICATION FORM**

This is to certify that _____, son/daughter of _____, of village _____
District/Division _____ in the State _____ belongs to the _____ community
which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare-

* (i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,

* (ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

* (iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

* (iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

* (v) Resolution No. 12011/96/94-BCC dated 9/03/96.

* (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

* (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

* (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.

* (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

* (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

* (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

* (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

* (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

* (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

* (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

* Shri _____ and/or his/her family ordinarily reside(s) in the _____ District/ Division of the _____ State. This is also to certify that he/she does not belong to the persons/ sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

N.B.—

(a) The above certificate should not be more than three years old from the date of issuance till the last date of submission of application form.

(b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(c) The authorities competent to issue caste certificates are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar; and

(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES (NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE, DISCIPLINARY ACTION ALONG WITH CANCELLED OF ADMISSION WITH NO REFUND SHALL BE UNDERTAKEN BY THE UNIVERSITY.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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

Serial No.

Control No. _____

INSTRUCTIONS

- Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
- 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 (Where you wish to appear in Exam)

Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname)

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

City District

State Pin Code

Mobile No. E-MAIL

Physically 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 ₹60/- 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 Courses		Total Amount	
Theory Courses	<input type="text"/>	₹ × 60	<input type="text"/>
Practical Courses	<input type="text"/>	₹ × 60	<input type="text"/>
Late Fee	<input type="text"/>		<input type="text"/>
TOTAL			<input type="text"/>

1. Draft No.
 Amount
 2. Draft No.
 Amount
 Date / /
 Issuing Branch _____
 Payable at (Regional Centre under which your exam centre falls)

SIGNATURE OF THE STUDENT (within the Box only)

ISSUING BANK

Dates for Submission of Exam Forms				
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 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 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 ₹ 60/- 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 - ₹60/- (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. 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.
11. **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.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.
13. No student will be allowed two exam centres for a TEE.

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

AFFIDAVIT BY THE STUDENT

(TO BE SUBMITTED ALONG WITH APPLICATION FORM AT THE TIME OF COUNSELING)

I, _____ (full name of the student with admission/ registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled. Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name : _____ .
Address: _____ .
Tel./Mobile No. _____ .

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

(TO BE SUBMITTED ALONG WITH APPLICATION FORM AT THE TIME OF COUNSELING)

I, Mr./Mrs./Ms. _____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :
Address :
Telephone/Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website www.ignou.ac.in. Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH) at Hqrs., IGNOU, RSD, Maidan Garhi, New Delhi-110 068		
S.No.	Names & Department of the Committee Members	E-mail
1	Dr. Indrani Lahiri, RSD, Chairperson	indranilahiri@ignou.ac.in
2	Dr. Seema Chandhok, L & DD	schandhok@ignou.ac.in
3	Ms. Nishi Saxena, NCIDE	nishi@ignou.ac.in
4	Ms. Neeru Sayal, RSD	neerusayal15@gmail.com
5	Ms. Mridula Tandon, External Member	

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

For Complaints please write to:

Address at IGNOU (Hqrs.):
Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068

Email: rsdcash@ignou.ac.in

OR

Address at your Regional Centre:
Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).

**SEXUAL HARASSMENT OF WOMEN AT
WORKPLACE
(Prevention, Prohibition and Redressal) Act-2013**

A. Following Constitutes an offence under the Act :

A. Sexual Harassment includes any one or more of the following act or behaviour, (whether directly or by implication), namely :

- Physical contact and advances ; or
- Demand or request for sexual favours ; or
- Making sexually coloured remarks ; or
- Showing any pornography ; or
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

B. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment :

- Implied or explicit promise of preferential treatment in employment ; or
- Implied or explicit threat of detrimental treatment in employment; or
- Implied or explicit threat about her present or future employment status; or
- Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- Humiliating treatment likely to affect her health or safety.

For any complaint please write to :

**CHAIRPERSON, Regional Services Division Committee Against Sexual Harassment (RSDCASH),
Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110 068
(Email : rsdcash@ignou.ac.in)**

OR RCCASH Committee of your Regional Centre.

**कार्यस्थल पर महिलाओं का यौन उत्पीड़न
(बचाव, निषेध और निवारण) अधिनियम 2013**

निम्नलिखित व्यवहार इस अधिनियम के तहत अपराध माने जाते हैं :

क. यौन उत्पीड़न में निम्नलिखित में से कोई एक या अन्य व्यवहार शामिल हैं (प्रत्यक्ष रूप से या उसके आशय से) अर्थात :

- शरीर छूना और उसकी कोशिश करना ; या
- यौनिक स्वीकृति की मांग करना या अनुरोध करना ; या
- यौनजनित फट्टियां कसना ; या
- अश्लील चित्र दिखाना ; या
- किसी भी प्रकार का अवांछित, शारीरिक, शाब्दिक या इशारे में किया गया कामुक प्रवृत्ति का व्यवहार

ख. निम्नलिखित और अन्य परिस्थितियों में यदि इस तरह का व्यवहार होता है या इस तरह के व्यवहार करने की कोशिश की जाती है या इससे संबंधित कोई भी व्यवहार यौन उत्पीड़न समझा जाएगा :

- नौकरी में पक्षपातपूर्ण व्यवहार या अप्रत्यक्ष अथवा स्पष्ट वादा ; या
- नौकरी में अप्रत्यक्ष या स्पष्ट रूप से हानि पहुंचाने की धमकी ; या
- महिला के वर्तमान या भावी रोजगार के संबंधों में अप्रत्यक्ष या स्पष्ट धमकी ; या
- महिला के प्रति उसके कार्य में हस्तक्षेप करना, डरावना या शत्रुतापूर्ण या आपत्तिजनक वातावरण उत्पन्न करना; या
- महिला के स्वास्थ्य या सुरक्षा पर प्रभाव डालने वाला अपमानजनक व्यवहार

किसी भी शिकायत के लिए कृपया लिखें :

**अध्यक्ष, क्षेत्रीय सेवा प्रभाग यौन उत्पीड़न के विरुद्ध समिति (आरएसडीसीएसएच),
क्षेत्रीय सेवा प्रभाग, इग्नू, मैदानगढ़ी, नई दिल्ली-110 068
(E mail : rsdcash@ignou.ac.in) या क्षेत्रीय केंद्र की आरसीसीएसएच समिति**

**Guidelines for filling up the application form for the Post Basic B.Sc. Nursing
January, 2016 session.**

1. Name of the Programme Applied: Post Basic B.Sc. Nursing.
2. Programme Code : B S C N (PB)
3. At Sl. No. 3 For Exam Centre Code: Please select from appendix-Va (Tentative List)
- 4a. Regional Centre Code: Select from Appendix-Vb, i.e. the state/city where you want to take examination
- 4b. Regional Centre Code: i.e. regional centre in which or where you want to take admission/pursue studies as per the availability of PSC of Post Basic B.Sc Nursing.
5. At Sl. No. 5, Programme Study Centre Code (PSC) : Leave it blank
6. In case of medium of study please fill code A1 for English, B2 for Hindi and C3 for other language.
7. State Code: Select from Appendix – XI
8. At S.No. 8 write A1 for yes and B2 for not registered. Fill it only if you have enrolled in any other programme of IGNOU.
9. At S. No. 9 write Name of the Candidate as mentioned in class X/XII mark-sheet or equivalent certificate.
10. AT S. No. 10 write Name of the Father/Mother/Husband. Please write S/o or D/o for Father/Mother's Name and W/o for Husband's Name.
11. At S. No.11 write House No. in at (a) Street Name at (b) Locality / Mohalla in (c) Tehsil/District in (d) City in (e) Pin code at (f) State at (g).
12. At S. No. 12 write landline no. at (a) email ID at (b) and mobile no. at (c). (Phone no. and e mail is mandatory write clearly, correctly and legibly).
13. At S.No13 write date of birth,date ,month ,year correctly
14. Please write A1 for Indian and B2 for others. (Please specify the particular country, if you fill B2).
15. At S. No. 15 please write A1 for Male, B2 for Female and C3 for Others.
16. At S. No. 16 please write A1 for General, B2 for SC, C3 for ST, D4A for OBC (Creamy) D4B for OBC (Non-Creamy) and E for minority.
17. At S.No. 17 please write A1 for urban area, B2 for Rural area and C3 for Tribal area.
18. At. S. No. 18 for Marital Status: Please write A1 for married and B2 for unmarried.
19. At S. No. 19 for Religion: Please write A1 for Hindu, B2 for Muslim, C3 for Christian, D4 for Sikh, E5 for Jain, F6 for Buddhist, G7 for Parsi, H8 for Jews and I9 for other religion.
20. At S. No. 20 for minority. Please write A1 for Yes and B2 for No
21. At S.No. 21 for Social Status: Please write A1 for Ex-Serviceman and B2 for War Widows C3 for Not Applicable
22. Whether Kashmiri Migrant: Please write A1 for Yes and B2 for No. (Government of India rule will be followed for this category)
23. Employment Status: Please write A1 for unemployed, B2 for IGNOU regular Employee, C3 for Employed and D4 for KVS employee.
24. At Sl. No. 24, fill up as applicable.
25. At S. No. 25 for Disability at: a. Please write A1 for Yes and B2 for No.
b. kindly provide details of disability: Please write A1 for Speech and Hearing Impairment, B2 for Locomotor Impairment, C3 for Visual Impairment, D4 for Low Vision and E5 for any other, please specify if you fill E5.

26. At S.No. 25 for Educational Qualification: At a. Please write code A1 for 10th and B2 for 12th
At b. write main subjects of 10th/12th , At c. write year of passing, At d write Division, At e write %age of Marks, At f write Board Code/University.
27. At S.No. 27(a) write the year of completion of State Board/Concil Examination/GNM Examination and write percentage of marks obtained in Aggregate for all the years of GNM in relevant colums against each. (Fill it correctly). Since percentage of marks is required for tie break aggregate percentage will be considered only.
At S. No. 27 (b), write year of passing GNM and percentage of marks obtained in GNM if applicable in relevant box.
At S.No. 27 (c), write the year of passing midwifery and percentage of marks in midwifery if applicable in relevant box.
At S.No. 27 (d), write name of registration council
At S.No. 27 (e), write year of registration as RN and write registration no. of RN in relevant box.
At S.No. 27 (f), write year of registration as RM and write registration no. of RM in relevant box.
28. At S.No. 28 write total marks obtained in each year, total maximum marks and percentage of marks in relevant column.
29. At S.No. 29 write the S. No. and name of course done in lieu of midwifery. Write the name of the council and period (from and to in relevant box).
30. At S.No. 30a write total years of experience after RNRM certification up to last date of submission of entrance test form at 30b write years of experience after RN if applicable at 30c write years of experience after RM if applicable.
31. At S.No. 30b write the name of organisation, designation, date of service and length of experience in the relevant box after RNRM till last date of sbimission of examination.
32. At S.No. 31 write at A1 (yes) if presently working and write B1 if not working in the column
33. At S.No. 32 at A1 mention the place of working with address and B2 mention the name of organisation
34. At S.No. 33 Details of remittance: a. Please write code A1 for cash challan and B2 for Demand draft.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN GARHI, NEW DELHI-110 068

APPLICATION FORM FOR ENTRANCE TEST OPENNET - V

(Post Basic B.Sc. Nursing) - 2016

INSTRUCTIONS

1. Please read the instructions in the information brochure before filling up the form.
2. Please use Black/Blue Ball Point Pen in boxes using English CAPITAL LETTERS or English numerals.
3. Do not make any stray marks on this sheet.
4. Do not staple, pin, wrinkle scribble, tear or wet this sheet.
5. Write in CAPITAL LETTERS only within box. Leave blank between words as shown in the example below.
6. Apply only if you have completed 2 years of experience after RNRM Registration from State Nursing Council upto the last date of submission of Application)
7. Apply if you are in service.

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 0 1 2 3 4 5 6 7 8 9

APPLICATION NO.

Enrolment No. (For Office Use)

1. Name of the Programme Applied:

Post Basic B.Sc. Nursing

2. Programme Code:

3. Exam Centre Code:

4a. Regional Centre Code:
For Entrance Exam.

4b. Regional Centre
Code for admission

6. Medium of Study
(Write code in the box)

A1 English
B2 Hindi
C3 Others

5. Study Centre Code:

7. State Code:

PHOTOGRAPH

Affix your latest
passport size
photograph
(4 cm x 5 cm)
duly attested
by you

8. a. Are your registered with (Ignou)

(Please write relevant
code in the box)

A1 - Yes
B2 - No

If yes, Programme Code:

Enrolment No. :

Signature of Applicant

9. Name of the Candidate:

(as in class X/XII mark sheet
or equivalent certificate)

10. Father/Mother/Husband
Name :

(Please write S/o or D/o for
Father/Mother's Name and
W/o for Husband's Name)

11. Address for Correspondence : (Please do not give POST-BOX Number. Use Capital Letters and give space between words)

a) House No. :

b) Street Name :

c) Locality/Mohalla:

d) Tehsil/District:

e) City :

f) Pin Code:

g) State:

12. Contact Details: a) Landline No.

Fax, if any:

b) e-mail ID:

c) Mobile No.:

13. Date of Birth:

Date

Month

Year

14. Nationality

A1 - Indian

B2 - Others,

pl. specify

15. Gender

(Pls. write relevant
code in the box)

A1 - Male
B2 - Female
C3 - Other

16. Category

(Pls. write relevant
code in the box)

A1 - General
B2 - SC
C3 - ST
D4A - OBC (Creamy)
D4B OBC (Non Creamy)

17. Area

(Pls. write relevant
code in the box)

A1 - Urban
B2 - Rural
C3 - Tribal

18. Marital Status

(Pls. write relevant
code in the box)

A1 - Single
B2 - Married

19. Religion

(Pls. write relevant
code in the box)

A1 - Hindu D4 Sikh G7 Parsi
B2 - Muslim E5 Jain H8 Jews
C3 Christian F6 Buddhist I9 Others

20. Whether Minority

(Pls. write relevant
code in the box)

A1 - Yes
B2 - No

21. Social Status
(Pls. write relevant
code in the box)

A1 - Ex-Serviceman
B2 - War Widows
C3 - Not Applicable

22. Whether Kashmiri Migrant

(Pls. write relevant
code in the box)

A1 - Yes
B2 - No

23. Employment Status (Pls. write relevant
code in the box)

A1 - Unemployed
B2 - IGNOU regular employee
C3 - Employed
D4 - KVS employee

24. Details of Scholarship being received, if any

a) Annual Scholarship Amount b) Deptt. offering Scholarship: c) Family Income (annual) d) Below Poverty Line e) Jain Inmates

Rs. A1 Government B2 Other Rs. A1 Yes B2 No A1 Yes B2 No

25. a) Whether a Person with Disability

(Pls. write relevant code in the box) A1 - Yes B2 - No

b) If yes, kindly provide details of disability:

(Pls. write relevant code in the box) A1 - Speech and Hearing Impairment B2 - Locomotor Impairment C3 - Visual Impairment D4 - Low Vision E5 - Any other, please specify

Leprosy Cured

Mental Retardation

Mental Illness

26. Educational Qualifications:

a) Whether 10 th or 12 th pass A1 - 12 th <input type="text"/> <input type="text"/> B2 - 10 th <input type="text"/> <input type="text"/>	b) Main Subjects 1. _____ 2. _____ 3. _____ 4. _____	c) Year of Passing <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Last two digits of the year	d) Division <input type="text"/> <input type="text"/> 01, 02, 03 or 04 for pass	e) %age of Marks <input type="text"/> <input type="text"/> without decimal	f) Board Code/University <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Wherever required
--	--	--	---	--	--

27. Professional Qualification General Nursing & Midwifery (GNM). Attach proof.

a. Completion of State Board/Council Examination Year % of Marks

b. General Nursing Year % of Marks

c. Midwifery Nursing Year % of Marks

d. Name of Registration Council

e. Date of Registration RN Year Reg. No. of RN

f. Date of Registration RM Year Reg. No. of RM

28. Marks Obtained in GNM:

Years	Total Marks Obtained	Total Max. Marks	Percentage
1 st Year			
2 nd Year			
3 rd Year			
6 Months (If applicable)			
Total			

29. Course done in lieu of Midwifery (male Nurse)

Fill up only one course done by you and put the Number and Name in the appropriate box

1. Psychiatric Nursing 6. Ophthalmic Nursing Name of Council

2. Tuberculosis 7. Leprosy

3. Operation Theatre 8. Oncology

4. Cancer Nursing 9. Occupational Period from to

5. Neurology

30. Year of work experience after Registration as RNRM till last date of receipt of entrance examination form

a) Year of service after RNRM _____ years

b) Year of experience after RN (if applicable) _____ years

c) Year of experience after RM (If applicable) _____ years

31. Working Experience will be considered after registration as RNRM upto last date of submission of Entrance Test Form as given in advertisement (Please give details chronologically): Please Fill the details accurately (write only the experience after RNRM)

S. No.	Name of Organisation	Designation	Dates of service						Total Years Experience			
			From			To						
			Day	Month	Year	Day	Month	Year	Day	Month	Year	
1.												
2.												
3.												
4.												
5.												
6.												
Grand Total												



Indira Gandhi National Open University

Student Satisfaction Survey

Kind Attention: All Past and Present Students of IGNOU!
Now you rank our Performance...

Dear Student,

As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F Age Group : Below 30 31-40 41-50 Above 51

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After filling cut out this questionnaire and mail it to:
 STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068

NOTE

NOTE

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.No student shall be allowed to appear in any examination / practical without it.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 100/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station/ Concerned Regional Centre.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT CARD

for

BScN (PB) Post Basic BSC Nursing

(FOR USE OF IGNOU FACILITIES ONLY)



Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU BScN (PB) Programme. We acknowledge the receipt of your Application Form. Your admission into this programme is provisional and subject to verification within IIBF databank. In case you are not a member of IIBF, your admission into the Programme shall be cancelled.

Please mention Enrolment Number and course applied for in all your future correspondence with the University.

To be filled in by the Student.

Course Applied for : **BScN (PB)**
DD No. :
DD Date :
Amount :
DD Drawn on :

For Office Use Only

Your Enrolment Number is

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's Name _____

Address (in Capital Letters) _____

Pin Code _____

Mobile No. _____

Full Signature of the Candidate _____

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