

Post Basic B.Sc. Nursing

**Student Handbook
and
Prospectus
2012**



School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068

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>

April, 2011

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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 or website www.ignou.ac.in.

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PROGRAMME ON OFFER

Post Basic B.Sc. Nursing

<p><i>Student Handbook and Prospectus</i> would be available at all Regional Centres. Student Handbook and Prospectus is also available on university's website www.ignou.ac.in. The candidates downloading the Form from website are required to send a Demand Draft of Rs. 550/- (Rupees five hundred fifty only) drawn in favour of IGNOU payable at New Delhi.</p>	
Last date for submission of the Entrance Test form to The Registrar Student Evaluation Division (SED), Block No. 12 Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068, by registered/speed post.	As per advertisement
Date of Entrance Examination	August, 2011 (Also check website of IGNOU & Advertisement)
<p>IMPORTANT NOTES:</p> <ol style="list-style-type: none">The Entrance Test application form has been provided in the Student Handbook and Prospectus for admission to the Programme for Jan 2012 Session. Please see the instructions for filling up the form.Hall tickets will be provided to the candidates ten (10) days before the entrance test. In case of non-receipt of hall ticket three (03) days before the entrance test, candidates can download hall ticket from IGNOU website (www.ignou.ac.in) and report to the examination centre for appearing in the entrance test along with any I.D. proof.Mere allowing candidate to take entrance test would not amount to acceptance of their eligibility for admission to the programme. The final admission shall be subject to their merit in the entrance test and also production of proof of their eligibility alongwith original certificates and programme fee.The selected candidates in the merit list will be sent an offer letter by the respective Regional Centres for admission. The students are required to deposit their programme fees at the respective regional centres before the due date.	

1. THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University (IGNOU) was established by an Act of Parliament in 1985. Since its establishment, IGNOU has contributed significantly to the development of higher education in the country through the Open and Distance Learning (ODL) mode. Today, it serves the educational aspirations of over 2.6 million students in India and 36 other countries through the twenty-one Schools of Studies and a network of 62 regional centres and around 67 overseas centres. The University offers about 445 certificate, diploma, degree and doctoral programmes, with a strength of around 420 faculty members and academic staff at the Headquarters and regional centres and about 36,000 academic counsellors from conventional institutions of higher learning, professional organisations, and industry among others. As a world leader in distance education, it was conferred the Centre of Excellence Award in Distance Education in 1993 and the Award of Excellence for Distance Education Materials in 1999 by the Commonwealth of Learning (COL), Canada. In January, 2010 it was listed 12th in the webometric ranking of Indian universities, based on the caliber of its presence on the internet.

1.2 Objective

- Democratizing 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 or formal qualifications;
- Offering need-based academic programmes by giving professional and vocational orientation to the courses;
- Promoting and developing distance education in India; and
- As an apex body for the purpose setting and maintaining standards in distance education in the country.

1.3 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.

1.4 Important Achievements

- IGNOU is the First University in India to Launch Convergence as well as Community College Scheme.
- 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.
- 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.
- Increase in academic programme from 338 to 535 within a year.

1.5 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)
- Centre for Corporate Education, Training and Consultancy (CCETC)
- Centre for Extension Education (CEE)
- Advanced Centre for Informatics and Innovative Learning (ACIIL)
- Chair for Sustainable Development (CSD)

1.6 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

1.7 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.

1.8 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit 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 four credit course involves 120 hours of study. This helps the learner to know the academic effort one has to put in, to successfully complete a course. An academic programme requires successful completion of both; the assignments as internal assessment and the term-end examination as an external evaluation of each course in a programme.

1.9 Support Services

In order to provide individualized support to its learners, the University has established a network of about 3200 Study Centres throughout the country. These are coordinated 62 Regional Centres and 67 overseas centres as on date. At the Programme Study Centres, learner get an opportunity to interact with the Academic Counsellors and other learners, refer to books in the library, watch/listen to video/audio cassettes, interact with the Coordinator on administrative and academic matters and finally at headquarters through teleconferencing. The list of Regional Centres is given in Appendix IV.

1.10 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.

- c) **Counselling Sessions:** 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. The learner are required to go to the nearest centre at the scheduled time for taking benefit of this facility.
- e) **Practicals/ Work:** 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.

- f) **Gyan Darshan Educational Channel:** A collaboration between MHRD, Prasar Bharti, IGNOU and other organizations has resulted in launching DD Gyan Darshan, the Educational Channel of India. In a significant gesture, EMPC has been identified as the coordinating and transmitting agency. Regular transmission of educational programmes from the EMPC studios started on January 10, 2000. The Channel is providing educational programme on a variety of subjects for 24 hours a day to enhance the learning process. Steps are being taken to relay the Gyan Darshan Channel through different Cable Operators in the Country for wider outreach. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any break through DTH service.

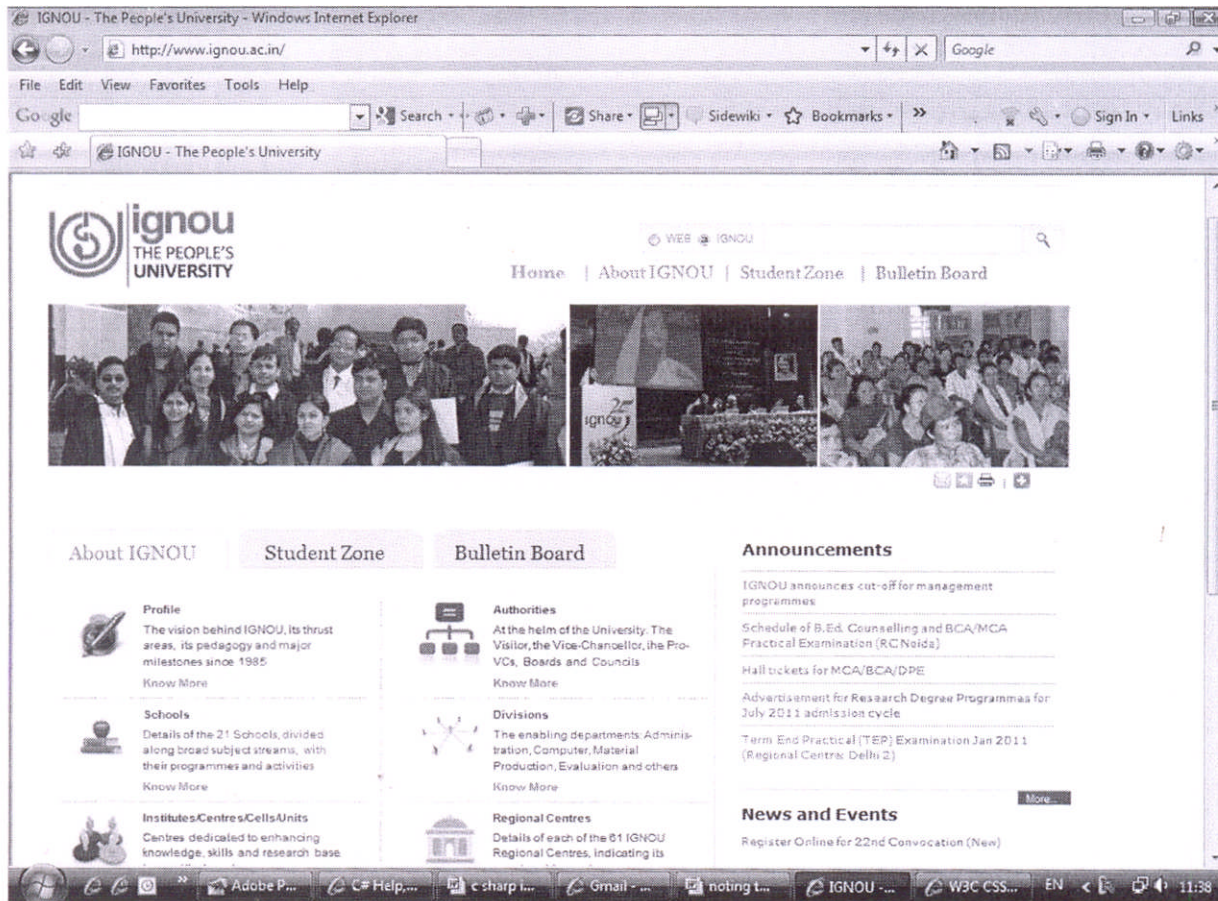
Learner can ask the cable operators to provide this channel on request. The telecast schedule of Gyan Darshan is published in IGNOU Newsletter and also available on IGNOU website:<http://www.ignou.ac.in>

- g) **Gyan Vani:** IGNOU has been offered FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 17 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The broadcasts in English, Hindi and the regional languages/dialects are conducted by local resource persons. The detailed schedule can be accessed at IGNOU EMPC-Gyan Darshan Website <http://www.ignou.ac.in/gyandarshan%scindex.html>
- h) **Interactive Radio-counselling:** Interactive Radio-counselling is live counselling provided on radio by invited experts. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number 1600 112345 has been provided for this purpose from selected cities.

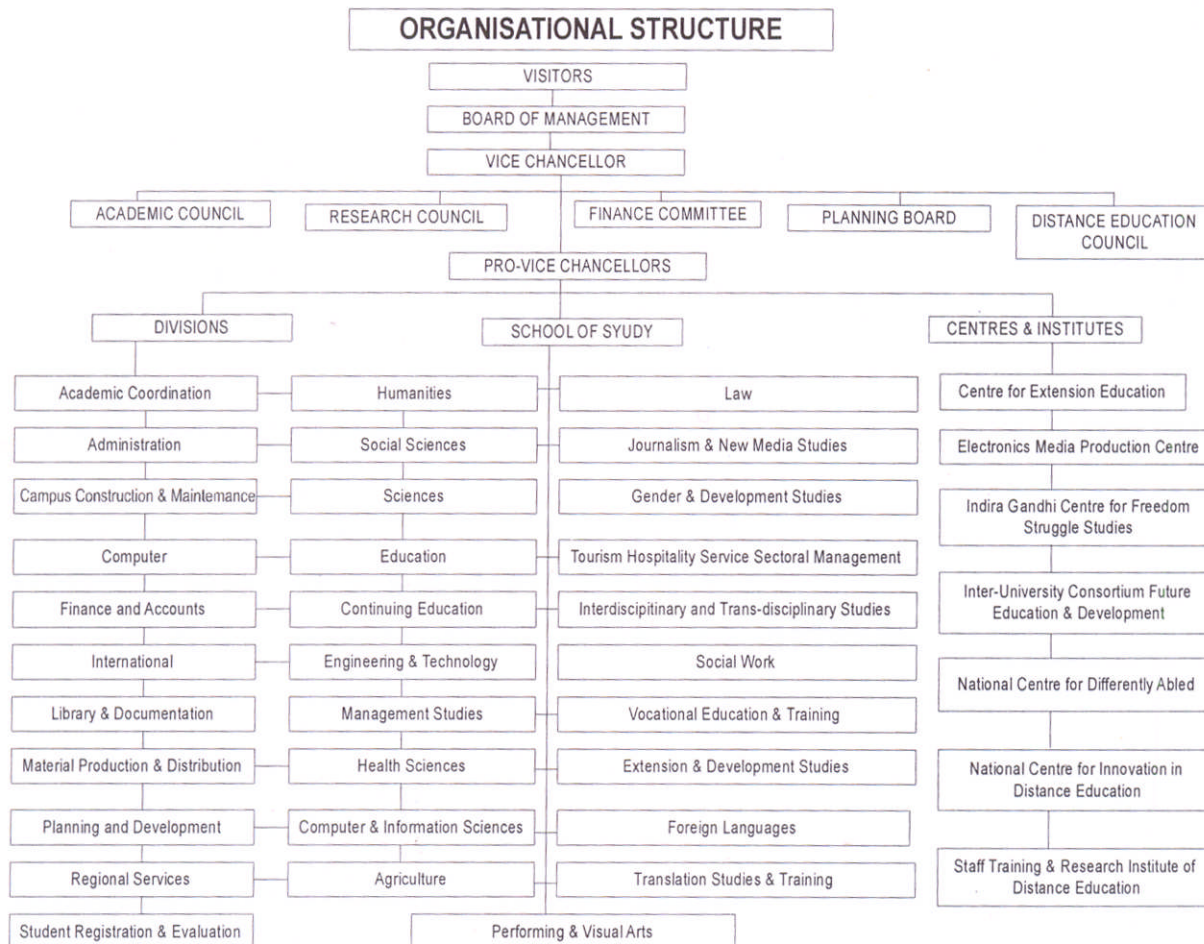
IGNOU Website

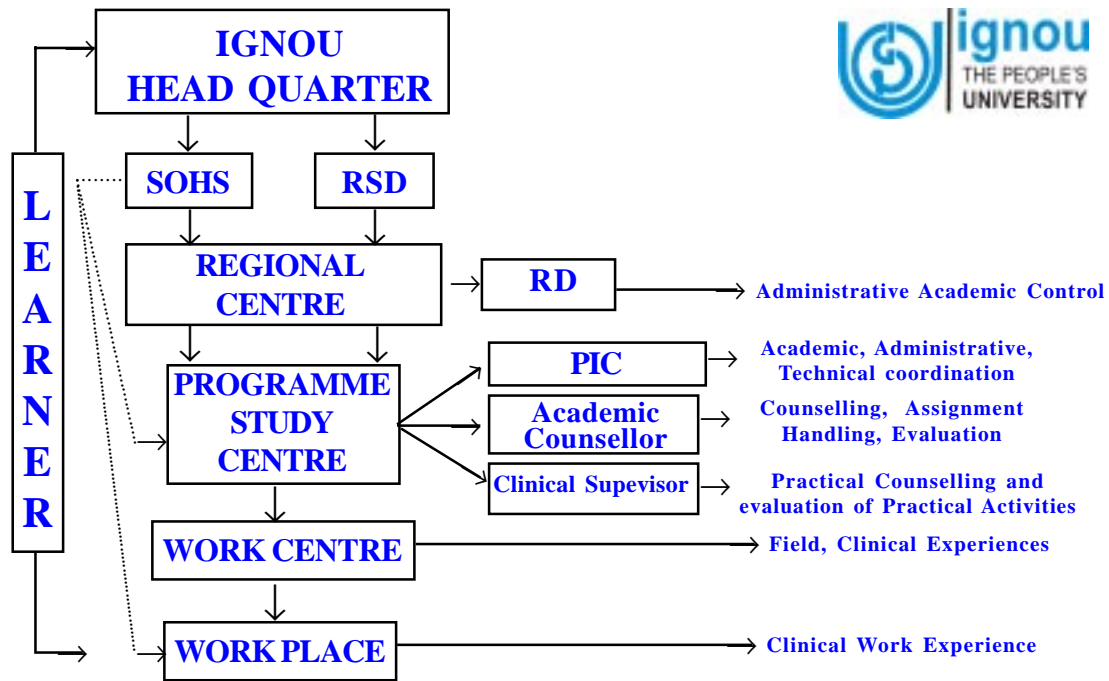
At Website: <http://ignou.ac.in>, the following useful information is available:

- 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.
- List of study centres and regional centres.



Web page of IGNOU Website





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 medical programmes include hands-on training which is provided through diversified approach of a network of colleges and district level hospitals. Similarly, in the field of nursing, programmes are being developed so as to revolutionize career opportunities available to nursing personnels.

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 'ACTS Ministries', Association of Rural Surgeons of India (ARSI), Narayana Hrudayalaya, Trained Nurses Association of India (TNAI) and Nursing Institutes in Seychelles, Nepal Nursing Clinical and Partner Institute at DOHA.

Ongoing Programmes

- Ph.D Programme in Nursing
- Post Basic Bachelor of Sciences in Nursing (B.Sc.N) (PB)
- B.Sc (Hons.) in Optometry and Ophthalmic Techniques
- 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 Clinical Cardiology (PGDCC)
- PG Diploma in Acupuncture (PGDACP)
- Diploma in Nursing Administration (DNA)
- Post Graduate Certificate in Oral Implantology (PGCOI)
- Post Graduate Certificate in Endodontics (PGCE)
- Certificate in Health Care Waste Management for South-East Asian Countries (CHCWM)
- Certificate in Competency Enhancement for Auxiliary Nurse Midwife/Female Health Worker (ANM/FHW)
- Certificate in Maternal and Child Health Care (CMCHC)
- Certificate in Newborn and Infant Care (CNIC)
- Certificate in Diabetes Care for Community Worker (CDCW)
- Certificate in Home Based Health Care (CHBHC)

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 nursing the personnel. The development of this programme has been undertaken with the involvement of nursing experts, scientists and educationists from related disciplines.

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 promotional 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, you will have to earn 108 credits over a period of 3 to 5 years depending on your 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**

First Year : 18

Second Year : 10

Third Year : 12

2) **Practical Courses : 68 Credits**

First Year : 18

Second Year : 26

Third Year : 24

All the courses are compulsory for the students who want to obtain Post Basic B.Sc. Nursing Degree.

List of Theory Courses

Year	Title	Course Code	Credits	No. of Blocks	No of Assignments	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
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
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
Grand Total			40	42	20	219	981

Total Hours of Theory and Self Study: 219+998=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 area 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 a year. The applications should be made on prescribed form so as to reach IGNOU before the due date. The application form can also be downloaded from the IGNOU website www.ignou.ac.in.

Admissions will be done through an **Entrance Examination** for the Post Basic B.Sc. Nursing programme. The candidates will be selected regional centre wise on the basis of merit and reservation policy of IGNOU. Regional centers will allot the Programme Study Centre (PSC) to the student as per the number of seats allocated to each PSC which is 30 and the PSC selected by the student while filling the Application Form.

3.3 Eligibility

10+2 with three years Diploma in General Nursing and Midwifery (GNM) with minimum of two years experience in the profession. (For male nurses or 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

10th class (Matriculation) or its equivalent with three years Diploma in General Nursing and Midwifery (GNM) with minimum of five years experience in the profession. (For male nurses or 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.)

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.

3.6 Medium of Instruction

English

3.7 Selection Procedure

The selection will be done on the basis of entrance test for Post Basic B.Sc. Nursing programme.

An entrance test will be conducted at specific centres, to be decided by IGNOU on the basis of applications received. The candidates will be required to give a choice of Programme Study Centre (PSC) as per the list in the Appendix V in the application form. Seats for PSC are 30 only. The choice of the Programme Study Centre after submission of application form will not be change. After Entrance Examination Regional centrewise merit list will be prepared by the Regional Centre. The student will be called for admission by the respective Regional Director on the basis of his/her position in the merit list as per the admission guidelines of IGNOU including the reservation policy.

The candidates who are offered admission are required to deposit the programme fee and show their original certificates to the Regional Director to confirm their admission. Details regarding the above can also be obtained time to time from the IGNOU website www.ignou.ac.in in school, School of Health Sciences, 'whats new' or phone 29533078, 29532965 or 29572801, 29572815.

A sample of the questions in the Entrance Examination is provided in Appendix VII. There will be 120 questions in the entrance examination. The questions will be drawn from 9-11 are subjects which are taught in GNM. The entrance examination will be of **2½ Hours** duration and consist of 120 Multiple Choice Questions. **Candidates will get OMR sheet for marking the response.**

A cut off at 50% of the total marks of entrance exam is kept for selecting the general candidates in the merit list and 45% for SC, ST and OBC (Non creamy layer) candidates.

3.8 Programme Fees

Programme Fee — Rs. 13,200/- per annum which is subject to change.

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 and payable at the city where your regional centre is situated. On the back of Demand Draft write your name, address and telephone number to ensure proper credit to your account. Admission Fee deposited will not be refunded.

3.9 Programme Delivery

The Programme is implemented through a network of Programme Study Centers (PSCs) all over the Country. These PSCs are located in recognized Colleges of Nursing by INC 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 (i.e., teachers who are teaching in Colleges of Nursing). In addition learner do self-activities at their own workplace and maintain records as given in practical blocks.

For the practical hands on training the students will be attached to PSCs with its hospital and community facilities all over the country. A maximum of 30 students will be attached to a programme study centre. The students are expected to undergo compulsory contact sessions. Theory counselling sessions are held 8 hours per day and so on depending upon the total theory hours per course. As per the schedule prepared by programme incharge of PSC. Practical contact session of 8 hours per day are held for supervised activities under the supervision of clinical supervisors and self activities are carried out at work place of the learner.

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 registration.

4.1 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully. The form is to be submitted to the Registrar SED, IGNOU, Maidan Garhi, New Delhi 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.

4.2 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 have to apply afresh and go through the admission process again.

4.3 Re-Admission

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

Programmes	Duration	Re-admission Period
Certificate Programmes	6 Months-2 Years	6 Months
Diploma Programmes	1 Year-3 Years	1 Year
Bachelor's Degree Programmes	3 Years-5 Years	2 Years
Master's Degree Programmes	2 Years-4 Years	2 Years

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the re-admission form is available at the Regional Centres and also in the website for the courses which they have not been able to complete. For further details, please see the website.

The students who fail to pay the prescribed full programme fee during the maximum duration of the Programmes shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

4.4 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non creamy layer of OBCs, War widows, Kashmiri migrants and Physically Handicapped learners, as per the Government of India rules, for various programmes of the University. Wherever the reserved seats remain vacant, the same will be filled by the general category students who are waitlisted.

4.5 Scholarships and Reimbursement of Fee

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

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

Similarly, SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State's Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for 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 awarding authority.

4.6 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However in cases where University denies admission, the programme fee will be refunded after deduction of registration fee through A/c Payee Cheque Only.

4.7 Study Material and Assignments

The University sends study materials and assignments, wherever prescribed, to the students through Regional Centres or by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, 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. In case non-receipt of study material students are required to write to concerned Regional Centre of IGNOU.

4.8 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of study centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR Division, Maidan Garhi, New Delhi-110 068. **Requests received directly at SRD, New Delhi will not be entertained. The form for 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 the subject he/she has chosen, at the new centre 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.

4.9 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Examination Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. 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/-.

4.10 Disputes on Admission and Other University Matters

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

4.11 Term-End Examination

The learners can appear in the **June as well as December Term-End Examination**, after a minimum one year of completion of programme.

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, completing of assignments and practical is a prerequisite for TEE including session.

Examination Fee

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

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 programme study 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 examination centre code.** However, examination centre chosen by a student if is not activated, the University will allot another examination centre under the same Region.

Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1st March to 31st March	1st Sept to 30th Sept	Nil	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre
1st April to 20th April	1st Oct to 20th Oct	Rs.300/-	
21st April to 15th May	21st Oct to 15th Nov	Rs.500/-	For outside Delhi students (Concerned Regional Centre)
16th May to 28th May	16th Nov to 26th Nov	Rs.1000/-	For Delhi students (IGNOU, Maidan Garhi, New Delhi-110068 or concerned Regional Centre)

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;
- fill-up the examination form for next term-end **examination without waiting for the result of the** previous term-end examination and also filling-up the courses, for which result is awaited;
- 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. Always carry your id with you.

4.12 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. (See Annexure-I, II & III)

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, SOCIS (Tele: 2953 3426)
2. Registrar (SRD) (Tele: 2953 2741)
3. Registrar (SED) (Tele: 2953 5828)
4. Director (RSD) (Tele: 2953 2118)
5. Director (SSC) (Tele: 2953 5714)
6. CPRO (Tele: 2953 2321)
7. Security Officer (Tele: 2953 3237)
8. Deputy Registrar (SRD) (Tele: 2953 6215)

Alternatively complaints may be faxed on 29536588, 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 prohibited. If any incident of ragging comes to the notice authority the concerned student shall be given liberty.

PRE-ADMISSION ENQUIRY

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

Programme Coordinator

Dr. (Mrs.) Bimla Kapoor
Professor, SOHS

Indira Gandhi National Open University
Maidan Garhi New Delhi - 110068
e-mail : bkapoor@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	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Schedule/Information regarding Exam Form, Entrance Test, Date-sheet, IGNOU Hall Ticket	Assistant Registrar (Exam-II), SED, Block-12, Room No. 2, Maidan Garhi, New Delhi-110068 E-mail: sgoswami@ignou.ac.in or Ph.: 29536743, 29535924-32 Extn.: 2202, 2209
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SED, IGNOU Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 kramesh@ignou.ac.in or Ph: 29536103, 29535924-32/ Extn: 2211, 1316
5.	Non-reflection of Assignment Grades/Marks	Dy. Registrar (Assignment), SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 assignment@ignou.ac.in Ph.: 29535924/ Extn.: 1312, 1319, 1325
6.	Change of Elective/Medium/Opting of left over electives/Deletion of excess credits	Concerned Regional Centre
7.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block 9, IGNOU, Maidan Garhi, New Delhi-68 convocation@ignou.ac.in Ph.: 29535438, 29535924-32/ Extn.: 2224, 2226
8.	Student Grievances (online) Block-3, Room No. 13, IGNOU	Asstt. Registrar (Student Grievance) SED, Maidan Garhi, New Delhi-110068 sedgrievance@ignou.ac.in Ph.: 29532294, 29535924
9.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
10.	Academic Content	Director of the School concerned
11.	Approval of a Project Synopsis School	Project Coordinator in the Concerned School
12.	Submission of Project Reports Except BCA & MCA	Despatch Section, SED, BLOCK-12, IGNOU, Maidan Garhi, New Delhi-68 Telephone Nos.: 29535924-32 Extn.: 2216
13.	Submission of BCA & MCA, Project Reports	Concerned Regional Centre
14.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

Appedices

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

No.F.1-52/2000(CPP-II)
5th May, 2004

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

Sub.: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES

Sir/Madam,

There are a number of Open Universities in the country offering various degrees/diplomas 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 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.

Attention is further invited to UGC circular No.F.1-25/93(CPP) 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 Website: www.ugc.ac.in

May I, therefore request you to treat the Degrees/Diplomas/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,

Sd/-

(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-100 011
- 2) The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110 002
- 3) The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110 002
- 4) The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110 002
- 5) The Secretary, Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110 068
- 6) The Vice-Chancellor, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068
- 7) The Vice-Chancellor, Dr. B.R. Ambedkar Open University, Road No. 46, Jubilee Hills, Hyderabad-500 033
- 8) The Vice-Chancellor, Nalanda Open University, West Gandhi Maidan, Patna-800 001 (Bihar)
- 9) The Vice-Chancellor, Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380 003 (Gujarat)
- 10) The Vice-Chancellor, Karnataka State Open University, Manasagangotri, Mysore-570 006 (Karnataka)
- 11) The Vice-Chancellor, Yashwant Rao Chavan Maharashtra Open University, Nashik-422 222 (Maharashtra)
- 12) The Vice-Chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota- 324 010 (Rajasthan)
- 13) The Vice-Chancellor, Netaji Subash Open University, Kolkata-700 020 (West Bengal)
- 14) The Vice-Chancellor, Madhya Pradesh Bhoj (Open) University, Bhopal-462 010 (M.P.)

Sd/-

(V.K. Jaiswal)
Under Secretary

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

D.O.No.F.1-25/93(CPP-II)
28 July, 1993

R.P. GANGURDE

Additional Secretary
Tel.: 3319659

Dear Vice Chancellor,

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(1) 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 student among open universities and among 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 arrangement 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,

Sd/-

(R.P. GANGURDE)

To:

All the VCs as per list attached and copy to AIU

**ASSOCIATION OF INDIAN UNIVERSITIES
AIU 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 University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions:

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

Thanking you,

Yours faithfully,

Sd/-

(K.C. KALRA)
Joint Secretary

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL SERVICES DIVISION

NAMES & ADDRESSES OF IGNOU REGIONAL CENTRES

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

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

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

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

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

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

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

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

LIST OF PROGRAMME STUDY CENTRES FOR POST BASIC B.Sc. NURSING

Sl.No.	PSC Code	Name and Address
1	0182	Govt. College of Nursing Kurnool Distt. - 518 002 Andhra Pradesh
2	0182	Kindly George Hospital Campus Visakhapatnam - 530002 Andhra Pradesh
3	0113	College of Nursing Nizam's Institute of Medical Sciences Hyderabad - 500 082
4	0186	College of Nursing Sri Venkateswara Institute of Medical Sciences (SVIMS) Trupati - 517507 Andhra Pradesh
5	0187	Kamineni College of Nursing Hyderabad - 500088 Andhra Pradesh
6	33010	Sri Chaitanya College of Nursing A. K. Palli (Post) Mangalam Road, Tirupati
7	33009	St. Ann's College of Nursing St. Ann's Hospital, MG Road Vijayawada
8	0426	Regional College of Nursing Indrapur, Guwahati - 781 032
9	1719	Kangleipak Medical and Nursing Institute, Kturai Konsam Keikaj Imphal East
10	1335	BVVSS Institute of Nursing Sciences Bagalkot, Karnataka Ph. 09845161836, 08354-237141
11	1326	KLES Institute of Nursing Sciences Belgaum - 590 010 Ph. 09448339539
12	1358	Diana College of Nursing Bangalore - 560 064 Ph. 09880504088

Sl.No.	PSC Code	Name and Address
13	1301	Fort College of Nursing, Bangalore, Jaya Nagar Karnataka - 1301
14	35129(P)	Sri Chandra Institute of Nursing Opp. Govt. Polytechnic College District Durg (Chattishgarh)-491001
15	2525	Sri Ramakarishna Institute of Para Medical Sciences Coimbatore - 641 004
16	2575	Adhiparashakti, College of Nursing Kanchipuram, Tamil Nadu Ph. 09842236544
17	2577	M.A. Chidambaram College of Nursing Aadyar, Chennai - 600 113
18	2547	Saveetha College of Nursing Chennai - 600 077 Ph: 09444681868
19	33008	Balaji College of Nursing D.No. 19-3-20 Ft Nakatiya Nagar Tirupati
20	1414	College of Nursing, Trivandrum Ph. 09447159988
21	1454	Amrita Institute of Medical Sciences & Research Centre Kochi - 682 026
22	1414	VNSS College of Nursing Kollam - 691001
23	01129	Kerla Institute of Medical Sciences Anamu Khan Po.No. - 1 Anayara Trivandrum - 695029
24	0723	RAK College of Nursing New Delhi - 110 024
25	0721	Safdarjang Hospital New Delhi - 110 029 (Note : No Admissions on from 2010 onwards)
26	29006	Ahilya Bai College of Nursing Lok Nayak Hospital New Delhi - 110002

Sl.No.	PSC Code	Name and Address
27	0901	College of Nursing New Civil Hospital Campus Asarwa, Ahemadabad - 380016
28	1263	Bibi Halima College of Nursing & Medical Technology Srinagar - 190010
29	2851	College of Nursing S.S.K.M. Hospital Kolkata
30	2876	Shova Rani Nursing College IF, Raja S.C. Mullick Road Jadavpur Kolkata - 700032
31	1520	SDPS College of Nursing Madhya Pradesh
32	1583	P.G. College of Nursing Gwalior - 474009
33	1597	Pragyan College of Nursing Airport Squ. Karondh Bypass Road NR Rajeev Tech- University Bhopal (M.P.)
34	1657	Smt. Radhikabai Meghe College of Nursing Sawangi Wardha - 442004 Maharashtra
35	1621	Insitute of Nursing Education Byculla, Mumbai- 400008
36	1661	Tehmi Grant Institute of Nursing Education 13-Tadi Wala Raod, Pune-411001
37	36006	MKSSS Nursing College of Women Prakalp, Nargundllar Educational Complex Khamla Raod Nagpur - 440015
38	36007	Dr. P.D. Nursing Insitute Nursing Insitute, Shivaji Nagar, Ammaravati, Maharashtra
39	21130	Hi-Tech Medical College Hospital Pandra PO Rasulgarh Bhubaneshwar, Orissa- 751010
40	21149	Sum Nursing College Sum Hospital Compus K-8, Kalinya Nagar Glotikia Bhubaneswar

Sl.No.	PSC Code	Name and Address
41	21178	Lord Jagarnath Mission CON Plot No - 228/237 Industrial Estate, Mancheswar Sector - A Zone - B, Rasulgarh, Bhubaneshwar
42	2137	College of Nursing Behrampur, Ganjam - 760 004
43	2209	C.M.C. Hospital Ludhiana - 141 008
44	2232	College of Nursing Adesh Institute of Medical Sciences Muksar 152 026
45	2316	Govt. College of Nursing Jaipur - 302 004
46	2740	College of Nursing Kanpur - 214 879 Uttar Pradesh
47	27172	Vivekanand Polyclinic & Institute Medical Sciences Vivekanand College of Nursing Lucknow
48	1917	College of Nursing Regional Institute of Paramedical and Nursing (RIPAN) Aizwal, Mizoram - 796 017
49	1520	College of Nursing CRP Lines, Indore - 452 001
50	1265	Shere Kashmir College of Nursing SKIMS, Srinagar Kashmir
51	35128	P.G. College of Nursing, Street No. 5 Hospital Sector, Bhilai (Chattishgarh)- 490009

LIST OF CODES

Appendix VI

STATE CODE	
Code	Description
01	Andhra Pradesh
02	Andaman & 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	Pondicherry (UT)
33	C/o 99 APO
34	Learners Abroad
35	Chattisgarh
36	Jharkhand
37	Uttaranchal
EDUCATIONAL QUALIFICATION CODE	
Code	Description
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 Insitute 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	BHSI	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

Sample Questions

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. Sims
 - 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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN GARHI, NEW DELHI-110068

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name

2. Programme: Enrolment No:

3. Address :

.....

.....Pin Code

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

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

(b) Exam Centre Code:

(c) Exam Centre Address :

.....

.....

(d) Course(s)

5. Fee details:

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

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

Demand Draft No. : Date :

Issuing Bank :

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

UNDERTAKING

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

Date :

Signature

Place :

Name :



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

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

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

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

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

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

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

Exam. Centre Code: Address of Exam. Centre _____

7. Fee Details:

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

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

Demand Draft No. Date

Issuing Bank

Date:

Signature of the student

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhawan, North Block- 4th Floor, Salt Lake, Kolkata-700091	All Examination Centres in Kolkata, Darbhanga and Ranchi



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

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 details:-
Fee for the official transcript:-
Rs. 200/- per transcript, it to be sent to student/institute in India.
Rs. 400/- 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/- = 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 student are required to enclose same number of legible photocopies of both side of the statement of marks/grade card issued to them, as the number of transcripts required,



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

APPLICATION FORM FOR RE-EVALUATION OF 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:

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

5. Examination Centre Code :

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

.....

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

8. Fee Details:

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

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

Demand Draft No. Date

Issuing Bank

Date:

Signature of the student

RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form. Please mention **APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**
7. Application form must reach within the prescribed dates at the following address:

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhawan, North Block- 4th Floor, Salt Lake, Kolkata-700091	All Examination Centres in Kolkata, Darbhanga and Ranchi



**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 Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
4. Term-end examination, in which programme completed **June and December**.....
Total marks/Overall point grade obtained Percentage obtained
.....
(Please enclose photocopy of the statement of marks/grades card)

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

	COURSE CODE	COURSE CODE
	1.	4.
	2.	5.
	3.	

6. Fee details:
(The fee for this purpose is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi).
No. of Course(s) × Rs. 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
 MAIDAN GARHI, NEW DELHI-110068
APPLICATION FORM FOR ENTRANCE TEST OPENNET-I

POST BASIC B.SC. NURSING

FORM NO.:

<p align="center">INSTRUCTIONS</p> <ol style="list-style-type: none"> 1. Please read the instructions in the information brochure before filling up this form. 2. Use BLACK 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 the box without touching the lines as shown in the Sample, below. 6. Apply if you are RNRM and in service. 	<div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <p align="center">CONTROL NUMBER:</p> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div>																																				
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td> <td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td> </tr> </table>		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
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		

1. Regional Centre Code	<input style="width: 20px;" type="text"/>	2. Exam Centre Code	<input style="width: 20px;" type="text"/>	3. State Code	<input style="width: 20px;" type="text"/>	4. Category	A1- GEN C3- ST B2- SC D4- OBC
(Write the relevant code in the box)							<input style="width: 20px;" type="text"/>
5. (a) Name of the Programme		PSC Code		RC Code		In case of OBC students, please also indicate either D4A or D4B	
B.Sc Nursing (PB)		<input style="width: 20px;" type="text"/>		<input style="width: 20px;" type="text"/>		D4A- Creamy Layer	
(b) Programme Study Centre (PSC)		<input style="width: 20px;" type="text"/>		<input style="width: 20px;" type="text"/>		D4B- Non creamy Layer	

6. Nationality	7. Sex	8. Marital Status	9. Whether Minority:	10. Religion	(Write the relevant code in the box)
(Write the relevant code in the box) A1 - Indian B2 - Others	(Write the relevant code in the box) A1 - Male B2 - Female	(Write the relevant code in the box) A1- Married B2- Unmarried	(Write the relevant code in the box) A1 Yes B2 No	A1 Hindu D4 Sikh G7 Parsi B2 Muslim E5 Jain H8 Jews C3 Christian F6 Buddhist I9 Others	<input style="width: 20px;" type="text"/>

11. Date of Birth	12. Social Status	13. Whether Kashmiri Migrant?
Date Month Year <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/>	(Write the relevant code in the box) A1- Ex-service man B2- War widow C3- Not applicable	(Write the relevant code in the box) A1- Yes B2- No

14. Territory	15. Employment Status*	16.a. Whether Physically Handicapped:	16.b If physically handicapped (nature of disability)
A1 - URBAN B2 - RURAL C3 - TRIBAL	A1 - Employed B2 - Unemployed	A1 - Yes B2 - No	A1 Hearing Impairment B2 Locomotor Impairment C3 Visual Impairment D4 Reading Disability E5 Any other, Please specify

17.a. Are you registered with IGNOU	17.b. If yes, write the Enrol. No. & Program Code in the boxes below:	
(Write the relevant code in the box) A1 - Yes B2 - No	Enrolment No. <input style="width: 40px;" type="text"/>	Programme Code <input style="width: 40px;" type="text"/>

18. Name of the Candidate

<input style="width: 100%; height: 100%;" type="text"/>

19. Name of Father/Mother/Husband (Strike out whichever not applicable)

<input style="width: 100%; height: 100%;" type="text"/>

20. Educational Qualifications	Percentage of total marks in GNM Examination	<input style="width: 20px;" type="text"/>
(Which makes you eligible for the programme): <input style="width: 40px;" type="text"/>	Name of Registration Council <input style="width: 40px;" type="text"/>	
21. Date of Completion of GNM	Date	Month
<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
22. Course done in lieu of midwifery (Male Nurse)	R.N No.	<input style="width: 20px;" type="text"/>
<input style="width: 40px;" type="text"/>	R.M No.	<input style="width: 20px;" type="text"/>

23. Write name & Complete Mailing Address (in BLACK BALL Point Pen only)

Name:
Address
PIN CODE: <input style="width: 20px;" type="text"/>

24. For Office Use

Enrolment no.

<input style="width: 100%; height: 100%;" type="text"/>

25. Candidate's Signature

<input style="width: 100%; height: 100%;" type="text"/>

26. Photograph

Affix your latest passport size photograph (4 cm X 5 cm) duly attested by Gazetted Officer
--

27. Working Experience					
Duration	Years	<input type="text"/>	Months	<input type="text"/>	
Employed in (Cross (x) any one of the Appropriate Box only)					
Hospital	<input type="checkbox"/>	Community Health Centre	<input type="checkbox"/>	Nursing Name	<input type="checkbox"/>
				School Health Scheme	<input type="checkbox"/>
				Any Other	<input type="checkbox"/>
28. Name of the Organisation <input style="width: 100%;" type="text"/>					
29. Annual Income (Cross (x) any one of the Appropriate Box only)					
Upto Rs.50000/-	<input type="checkbox"/>	Rs. 50000 to 1 lac	<input type="checkbox"/>	Rs. 1 lac to 1.5 lac	<input type="checkbox"/>
Rs.1.5 lac to 2 lac	<input type="checkbox"/>	Above Rs.2 lacs	<input type="checkbox"/>		

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

<p>31. Telephone Number (if any) with STD Code/Mobile No.</p> <p>STD Code Telephone No.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 85%; height: 20px;"></td> </tr> </table>			<p>32. Fax No. (if any) with STD Code</p> <p>STD Code Telephone No.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 85%; height: 20px;"></td> </tr> </table>		
<p>33. E-mail address/ID (if any)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; height: 20px;"></td> </tr> </table>					

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date: _____ (Signature of the Applicant)

INSTRUCTIONS FOR CANDIDATES

1. Please send your Application form by Registered/Speed Post to the following Address :
Registrar
SE DIVISION, BLOCK NO. 12
IGNOU, MAIDAN GARHI, NEW DELHI-110068
2. Last date for receipt of filled in application form for Post Basic B.Sc. Nursing is as per advertisement.
3. Application form received after the due date will not be accepted.
4. Please retain photo copy of the filled application form for future reference.
5. For Detailed instructions please refer Students Handbook & Prospectus.
6. No Documents are to be attached with this application form.
7. Original Certificate will be verified incase of selection.

INSTRUCTIONS FOR FILLING THE APPLICATION FORM FOR THE ENTRANCE TEST OPENNET-I FOR POST BASIC B.Sc. NURSING

A) General Instructions

- 1) **Entrance Test Form has been provided along with the Student Handbook & Prospectus 2011.**
- 2) You are responsible for the accuracy of information and indicating the information in the desired manner. You should ensure that you fulfil the admission criteria as prescribed by the University as on the last date for submission of Application Form for Admission to Post Basic B.Sc. Nursing Programme provided with the result card (if qualified).
- 3) Please send your application form for Entrance Test by Registered/Speed Post in an envelope, so as to reach **Registrar (SE Division), IGNOU, Maidan Garhi, New Delhi-110 068** as per the dates given in the advertisement.
- 4) **Applications received after the due date will not be accepted.**
- 5) **Do not send any certificate/document with the form for the Entrance Test.** These are required to be submitted with the specific Application Form for Admission which will be sent with the offer letter, in case you are selected on the basis of your merit in the entrance test.
- 6) In case the number of candidates for Entrance Test at a centre is not adequate the candidates will be allotted nearest possible centre. Request for change of Examination Centre, once allotted, will not be entertained.
- 7) No fee is to be sent with Application Form for Entrance Test, except in case where the form has been downloaded from the website. In case the form has been downloaded from the website, **www.ignou.ac.in**, a demand draft of Rs.550/- drawn in favour of IGNOU, payable at New Delhi has to be sent along with the form. Prospectus will be sent to such candidates after receipt of the form along with the demand draft.

B) Test Dates

- 1) The Entrance Test for Admission to Post Basic B.Sc. Nursing would be conducted as per the date given in advertisement.

C) Non-Receipt of Hall Ticket

- 1) Hall tickets will be provided to the candidates ten(10) days before the entrance test. In case of non-receipt of hall ticket three (03) days before the entrance test, candidates can download hall ticket from IGNOU website (**www.ignou.ac.in**) and report to the examination centre for appearing in the entrance test, along with any I.D. proof.
- 2) Your record may not be included in the finalized list for any of the reasons like non-receipt of Application Form, or delay in receiving the Form, or not indicating the information correctly on the Form.
- 3) When you come for enquiry regarding non-receipt of Hall ticket you should bring a photocopy of the form.

D) Reporting of Test Results

The result of the entrance test will be uploaded on the university website **www.ignou.ac.in**. No result card will be sent to individual candidate.

E) Guidelines for Filling the Form

- 1) Regional Centre Code from *Appendix-IV*
- 2) Exam Centre Code — you can opt your examination centre from the list centres provided by (*Appendix V*) and the city where you would wish to take your examination. However, the examination centre will be decided by IGNOU on the basis of applications received.
- 3) State Code from *Appendix-VI*.
- 4) The candidates under **OBC category code - D4-B (Non-Creamy Layer)** should submit the original annual income certificate of the guardian /himself during admission at respective regional centres. [*The annual income of the guardian/candidates under OBC (Non Creamy Layer) should not exceed 4.5 lakh per annum*].
- 5) Fill in the PSC code from the *Appendix V* for Post Basic B.Sc. Nursing Programme, in the adjacent column also fill the respective RC Code. You can fill a one option only. Kindly also indicate the respective Regional Centre Code of PSC as indicated in the Appendix IV.

C A T E G O R Y C E R T I F I C A T E (i)

(SC/ST Candidates)

This is to certify that Mr./Ms./Mrs.son/daughter/wife
of Shri.....of Village.....Town
.....Distt.....State/U.T.belongs
to

.....Caste which is recognised as Scheduled Caste/Scheduled Tribe under
the Constitution (Scheduled Caste Part C States) Order 1951 read with the SC/ST list (Modification
Order, 1956).

Mr./Ms./Mrs. and his/her family reside
in

Village/Town.....District..... State/U.T.

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : Signature:

Date : Seal/Stamp

C A T E G O R Y C E R T I F I C A T E (ii)

(ii) OBC Candidates (only non-creamy layer)

This is to certify that Mr./Ms./Mrs.son/daughter/wife
of Shri.....of Village.....Town
.....Distt.....State/U.T.belongs
to

.....Caste who are eligible for availing the benefits as per central list of 5 to
13 Cs/OBC as per Resolution No. 12011/68/93-DCC(C) of Ministry of Social Justice & Empowerment
as modified from time to time by that Ministry based on the advice of the National Commission for
Backward classes. (NCBC).

Mr./Ms./Mrs. and his/her family reside
in Village/Town.....District..... State/U.T.

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : Signature:

Date : Seal/Stamp

FORM - A

(For those seeking admission to B.Sc. Nursing (Post Basic) Programme)

1) Professional Qualification General Nursing & Midwifery

- a) **Completion State Board/
Nursing Council Examination** Year % of marks
- b) **General Nursing** Year % of marks
- c) **Midwifery Nursing** Year % of marks
- d) **Name of Registration Council** Year of Reg. No. RN
Regn. Reg. No. RM

Students applying in Delhi must have the proof of Registration with Delhi Nursing Council (DNC).

2) Marks Obtained

Years	Total Marks Obtained	Total Max. Marks	Percentage
1st year			
2nd year			
3rd year			
Total			

3) Male Nurses to mention course done in lieu of Midwifery (recognized by INC)

Psychiatric Nursing	<input type="text"/>	Ophthalmic Nursing	<input type="text"/>
Tuberculosis	<input type="text"/>	Leprosy	<input type="text"/>
Operation Theatre	<input type="text"/>	Oncology	<input type="text"/>
Cancer Nursing	<input type="text"/>	Occupational Health	<input type="text"/>
Neurology	<input type="text"/>		

4) Working Experience (Please give details chronologically) :

S. No.	Name of Organization	Designation	Dates of service		Length of Experience	
			From	To	Years	Months
				Total		

**ANNEXURE I
AFFIDAVIT BY THE STUDENT**

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 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 tagging 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 :

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

**ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN**

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.

OATH COMMISSIONER

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)

Prof. Parvin Sinclair Chairperson & PVC	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in
Regional Services Division Committee against Sexual Harassment (RSDCASH)	
Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, SSC	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library	sur.mittimani@gmail.com
IGNOU Committee against Sexual Harassment (ICASH)	
Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal DR. Admin Div.	vsonal@ignou.ac.in
Mr. K. K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasingh@ignou.ac.in



Student Satisfaction Survey



Student Satisfaction Survey of IGNOU Students

Enrollment No	:	
Mobile No	:	
Name	:	
Programme of Study	:	
Year of Enrollment	:	
Age Group		<input type="checkbox"/> Below 30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51 and above
Gender		<input type="checkbox"/> Male <input type="checkbox"/> Female
Regional Centre	:	
State	:	
Study Center Code	:	

Please indicate how much you are satisfied or dissatisfied with the following statements

Sl.No.	Questions	Very Satisfied	Satisfied	Average Satisfied	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 materials (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 counseling 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 centers are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counseling sessions are well organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Studying the programme/course provide the knowledge of the subject	<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.	Feedbacks 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.	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"/>
15.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Guidance from the programme coordinator and teachers from the school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After filling this questionnaires send it to :

Programme Coordinator, 115, G-Block IGNOU, Maidan Garhi, New Delhi-110068