

Student Handbook and Prospectus

January, 2013

Master of Education (M.Ed.)

A DEC-NCTE COLLOBORATIVE PROGRAMME



School of Education

**Indira Gandhi National Open University
Maidan Garhi, New Delhi 110 068**

*Electronic version of the prospectus is also
available
for download at:
<http://www.ignou.ac.in>*

RECOGNITION

1. 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.
2. Recognised by NCTE vide their letter No. F.NRC/NCTE/F-3/DH-389/2007/40880 dated 13 March 2008.

**PRICE : Rs. 500.00 by cash at the Counter
Rs. 550.00 by registered post**

**Last date to submit filled-in
application form to the concerned
Regional Centre**

15th July, 2012

May, 2012

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

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FOREWORD

1. ABOUT THE UNIVERSITY

1.1 Introduction

Indira Gandhi National Open University (IGNOU) came into being on September 20, 1985, by an Act of Parliament (1985) to achieve the following objectives:

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

1.2 Prominent Features

IGNOU 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, collaboration and networking with Conventional Universities, Open Universities and other Institutions/Organizations
- socially and academically relevant programmes based on students' need analysis
- convergence of open and conventional educationa system

1.3 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 490 within a year.

1.4 The Schools of Studies & Centres

With a view to develop inter-disciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organize 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 & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer & 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 Hospitality Service Sectoral Management (SOTHSSM)
- 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)
- National Centre for Innovations in Distance Education (NCIDE)
- Indian Sign Language Research & Training Centre (ISLRTC)

1.5 Academic Programmes

The University offers a wide range of academic programmes both short-term and long-term 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 studies.

They are launched in order to fulfil the students' need for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment,
- diversification and updation of knowledge.

1.6 Course Preparation

Learning materials are specially prepared by experts drawn from different well reputed institutions and Universities all over the country as well as in-house faculty. These materials are scrutinized by content experts, supervised by the instructors/unit designers and edited by content language editors and format editors before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with content experts, in-house faculty and EMPC experts. The material, thus, prepared is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally dispatched to the Study Centres and Telecast on Gyan Darshan.

1.7 Credit System

The University follows the "Credit System" for most of its programmes. Each credit is equivalent to 30 hours of study, which comprises all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). A six-credit course, for instance, involves 180 study hours. The course weightage is expressed in terms of credits. This helps the learner to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful completion of assignments, term-end examination and other activities such as practical, dissertation, etc. as per the requirement of a programme.

1.8 Support Services

In order to provide individualized support to its learners, the University has a large number of Study Centres/ Programme Study Centres throughout the country. These Study Centres/Programme Study Centres are managed by a part-time coordinator appointed by the University. These are coordinated by 49 Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and their peer groups, refer to books in the library, watch video programmes and listen to audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres is given as Appendix III. The support services are also provided through Work Centres, Programme Centres, Special Study Centres.

1.9 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The Open University system is more learner-oriented, and the learner is an active participant in the teaching and learning process. Most of the instruction is imparted through distance mode rather than face-to-face communication.

The University follows a multi-media approach for instruction. It comprises:

a) Self-instructional Written Material

The printed material (written in self-instructional style) for both theory and practical components of the programme is supplied to the learners, which comes in the form of a booklet (Block) usually comprising 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 student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the Study Centres during the hours of the counselling sessions which are duly notified by the Co-ordinator of Study Centre.

The video programmes are telecast on National Network and enrichment channel of Doordarshan. Some of the selected stations of All India Radio also broadcast the audio programmes. Learners can confirm the dates for the programme from their Study Centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

c) Counselling Sessions

Counselling sessions are held as per the schedule drawn beforehand by the Co-ordinator. They are held on weekends, that is to say, Saturday and Sunday of the week.

d) Contact Programme

The University organises contact sessions for selected programmes to meet specific learners' needs. This also gives an opportunity for face-to-face interaction of students with the members of the faculty and other experts in the subject.

e) Teleconferencing

Live sessions are conducted via satellite through Training and Development Communication Channel (TDCC), the schedule for which is made available at the programme centres. The learner will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

f) Interactive Radio Counselling (IRC)

Interactive Radio Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by the experts. Students can interact with experts' right from their homes on telephone. These sessions are conducted for one hour. The complete details are made available with the Programme Centres. A toll free telephone number 1800112345 has been provided for this purpose from selected cities.

g) Distance Learning Facilitator

If the number of learners for a particular programme at a study centre falls below 10 (ten) then usual counselling sessions will not be conducted. The support services may be handled by a Distance Learning Facilitator (DLF).

h) **Practicals**

Practicals are held at designated institutions for which schedule is provided by the Programme Centre. Attendance in practical sessions is compulsory.

i) **Practical Handbooks**

The practical handbooks are specially prepared for the students who enrol for the programme and for the Resource Persons who are involved in the programme. These handbooks provide the complete information and guideline about the Practical Component of the Programme. These handbooks further explain the role and responsibility of the learners and the Resource Persons and other functionaries involved in the delivery of the programme.

2. UNIVERSITY RULES

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

2.1 Reservation

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

2.2 Educational Qualification Awarded by Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the “*Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana Aur Viniyaman), Adhiniyam, 2002*” are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

2.3 Scholarships and Reimbursement of Fee

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

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

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

2.4 Change/Correction of Address

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learner alongwith the study material in the very first lot of despatch. In case there is any correction/change in the address, the learners are advised to make use of 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&E Division, Maidan Garhi, New Delhi - 110068. **Requests received directly at SRD, New Delhi will not be entertained. The form of change of address can also be downloaded**

from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Study Centre is not permissible in programmes where practical components are involved.**

2.5 Validity of Admission

Candidates who are offered admission must join on or before the due date specified by the University. In case they seek admission for the next session, they have to apply afresh next year and go through the admission process again.

2.6 Incomplete and Late Applications

Incomplete and late application forms/Re-registration forms, wrong options of courses or electives, furnishing false information, will be summarily rejected without any intimation to the candidate concerned. Candidates are, therefore, advised to fill up the relevant columns carefully and enclose all the copies of the necessary certificates duly attested by a Gazetted Officer as and when asked for and **submit the form to the Regional Director concerned only on or before the due date**. In this connection no correspondence will be entertained. The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever an account of this.

2.7 Simultaneous Registration

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

2.8 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**.

2.9 Study Materials and Assignments

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

2.10 Disputes on Admission and Other University Matters

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

2.11 Re-admission

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

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

2.12 Change of Regional Centre/Programme Centre or both

The University reserves the right to allocate Programme Study Centre to the students once the admission is finalized. The change of Regional Centre as well as Programme Study Centre is not permissible under any circumstances in the programme.

2.13 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programme who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website: www.ignou.ac.in). Admission of foreign students residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development.

However, the programmes with limited number of seats are not opened for foreign students.

2.14 Term-end Examination

The University conducts Term-end Examinations 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.

Examination Fee

Examination fee of Rs. 60/- per course 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

Normally the study centre/Programme Centre is the examination centre. However, 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 study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wishes to take examination at a particular centre, the code of the chosen centre be filled up as the 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

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

1. remain in touch with your Study Centre/Regional Centre/SR Division for change in schedule of submission of examination form fee, if any;
2. 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;
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
4. retain proof of mailing/submission of examination form till you receive examination hall ticket.

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/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delhi – 110068 or concerned Regional Centre)
21st April to 15th May	21st Oct to 15th Nov	Rs. 500/-	
16th May to 28th May	16th Nov to 26th Nov	Rs. 1000/-	

Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the student’s at least 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 examination centre for appearing in the examination.

2.15 Counselling and Examination Centre

All Study Centres, Programme Centres, Special Study Centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling on practicals. Regular counselling sessions will be conducted at the learner support centres provided the number of the learners for a particular course is equal to or more than 10. If the number is less than 10, then in place of regular counselling sessions, intensive counselling sessions will be held.

2.16 Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and or selected for employment etc. are required to produce statement of marks/grade cards by a specified given date, may apply for early processing of their answer scripts and declaration of results. The students are required to apply in prescribed application form with fee of Rs. 700/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi along with attested photocopy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University, in such cases, will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month from the date of conduct of examination.

Early declaration of result is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form alongwith rules and regulations in detail is enclosed in the Student Handbook and Prospectus and also made available at University's website www.ignou.ac.in

2.17 Re-evaluation of Answer Script(s)

The students, who are not satisfied with the marks/grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of Rs. 500/- per course by means of demand draft drawn in favour of IGNOU and payable at the city of evaluation centre in the prescribed application form. The better of the two scores of original marks/grades and marks/grades after re-evaluation will be considered and updated in students' record.

Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the Student Handbook and Prospectus and also made available at University's website www.ignou.ac.in

2.18 Improvement in Division/Class

The students of Bachelor's/Master's degree programme, who have completed the programme and wish to improve their Division/Class may do so by appearing in term-end examination. The eligibility is as under:

- a) The students of Bachelor's/Master's degree programme, who fall short of 2% marks to secure 2nd and 1st division.
- b) The students of Master's degree programme only, who fall short 2% marks to secure overall 55% marks.

Students may apply in the prescribed application form from 1st to 30th April for June term-end examination and from 1st to 31st October for December term-end examination along with fee @ Rs. 500/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

The improvement is permissible in term-end examination only and not in Practicals/Lab courses, Project Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the Student Handbook and Prospectus and also made available at University's website www.ignou.ac.in

2.19 Photocopy of the Evaluated Answer Script

The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form from 1st March to 15th April for June Term-end Examination and from 1st September to 15th October for December Term-end Examination alongwith the requisite fee of Rs. 100/- per course by means of demand draft drawn in favour of 'IGNOU' and payable at the city of Evaluation Centre.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student handbook & prospectus and also made available at University's website www.ignou.ac.in

2.20 Issue of Official Transcript

The students may also obtain 'Official Transcript' for submission to the Overseas or Indian Institutes/Universities on request. They may apply in the prescribed form by paying the requisite fee as under by means of demand draft in favour of 'IGNOU' and payable at 'New Delhi':

1. Rs. 200/- per transcript, if it is to be sent to the student/institutes in India.
2. Rs. 400/- per transcript, if required to be sent to the Institutes out side India by the University.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student handbook & prospectus and also made available at University's website www.ignou.ac.in

2.21 Issue of Duplicate Grade Card

The students may apply for issue of duplicate grade card by paying the requisite fee of Rs. 150/- by means of demand draft drawn in favour of 'IGNOU' and payable at 'New Delhi'.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the students handbook & prospectus and also made available at University's website www.ignou.ac.in

2.22 Re-Registration

Learners are advised to submit the Re-Registration forms:

	With late fee (Rs.)
For July Session	
1. 1st February to 31st March	NIL
2. 1st April to 30th April	200.00
3. 1st May to 31st May	500.00*
4. 1st June to 20th June	1000.00*
For January Session	
1. 1st August to 1st October	NIL
2. 3rd October to 31st October	200.00
3. 1st November to 30th November	500.00*
4. 1st December to 20th December	1000.00*

Note : For Sl. No. 1&2, the forms are to be submitted only at the respective Regional Centres. For Sl. No. 3&4, the forms are to be submitted to the Registrar (SRD) Division, IGNOU, Maidan Garhi, New Delhi – 110 068.

* The Bank Draft should be payable at IGNOU, New Delhi.

If any student sends the Registration/Re-Registration forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.

2.23 Change of Elective/Course

Change of Elective/Course is permitted within 30 days from the receipt of first set of course material in the respective year only on payment of Rs. 150/- for a 4 credit course or part thereof and Rs. 300/- for a 8 credit course under graduate course and Rs. 300/- for elective up to 2/4 credits and Rs. 600/- for elective course of above 4 credits for Master degree courses by way of demand draft drawn in favour of IGNOU, payable at New Delhi. The request for change of Elective/Course should be addressed to **Regional Director, concerned Regional Centre**. The student is required to return the study material already received to Registrar (MPDD) by registered post or in person along with the request for change of Course/Elective.

2.24 Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the-new Regional Centre under intimation to the Registrar, Student Registration Division and the learner. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., NOC is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle the required programme, course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

2.25 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of 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 May 5, 2004 and AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994 (**see Appendices I & II**). The Programme is duly recognized by NCTE vide their letter No. F.NRC/NCTE/F-3/DH-389/2007/40880 dated 13 March 2008.

2.26 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 intermediates shall do so at their own risk.

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

Director, SOCIS	(Tele: 2953 3426)
Registrar, SRD	(Tele: 2953 2741)
Registrar, SED	(Tele: 2953 5828)
Director, RSD	(Tele: 2953 2118)
Director, SSC	(Tele: 2953 5714)
CPRO	(Tele: 2953 2321)
Security Officer	(Tele: 2953 3237)

Dy. Registrar, SRD

(Tele: 2953 6215)

Alternatively complaints may be faxed on 29536588, 29532312

E-mail: ignouregistrar@hotmail.com

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

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

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

INFORMATION REGARDING IGNOU POLICY FOR THE PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN

The Indira Gandhi National Open University, in adherence with the guidelines of the Supreme Court of India has evolved a specific policy and procedures to combat sexual harassment in the workplace. In compliance with the mandate of the Supreme Court judgement, IGNOU adopts this policy to prevent, prohibit and punish sexual harassment of women at the workplace. IGNOU is committed to providing for all women who fall within its jurisdiction, including its academic, non-academic staff and students, a place of work and study from sexual harassment, intimidation and exploitation.

For further information regarding the policy, definition of sexual harassment, rules and procedures approved by IGNOU, students may visit the IGNOU website (www.ignou.ac.in). In case of any incidents of sexual harassment, students may contact any member of the IGNOU Committee Against sexual Harassment (ICASH) at the headquarters in New Delhi, the Regional Services Division Committee against Sexual Harassment (RSDCASH - overseeing committee for all Regional Centres) or the Regional Centre Committee against Sexual Harassment (RCCASH) at their nearest regional centre. The ACASH (Apex Committee against Sexual Harassment) will serve as the final appellate body for all complaints. Further contact information and administrative assistance may also be sought from the CPRO and Security Office of IGNOU.

PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters programme, the University has recently established the Campus Placement Cell (CPC). The mission and endeavour of CPC is to enhance and facilitate the process of prospecting suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

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, IGNOU, 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. : 2201, 2211, 1316
5. Non-reflection of Assignment Grades/Marks	Asstt. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068. assignments@ignou.ac.in or Ph. : 29535924 / Extn. : 1312, 1319, 1325
6. Change of Elective/Medium/ opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
7. Re-admission and Credit Transfer	Student Registration Division, Block No. 3, Maidan Garhi, New Delhi-110068
8. Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam.I), SED, , Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213
9. Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 sregrievance@ignou.ac.in Ph. : 29532294, 29535924 / Extn. : 1313
10. Purchase of Audio/Video Tapes Maidan Garhi, New Delhi - 110068	Marketing Unit, EMPC, IGNOU,
11. Academic Content	Director of the School concerned
12. Submission of BCA & MCA, Project Reports	Concerned Regional Centre
13. Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

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.

3. SCHOOL OF EDUCATION

The functions of the School of Education are within the broad framework of the objectives of IGNOU, i.e., to undertake academic activities pertaining to two major areas:

- i) The various aspects of the practice of education as a profession, and
- ii) The various branches of education as an academic discipline.

The School comprises the following four disciplines:

- a) Education
- b) Distance Education
- c) Educational Technology
- d) Adult Education

The academic programmes being offered by the School of Education are:

- Ph.D. in Education
- Master of Arts in Education (MA Edu.)
- Master of Education (M.Ed.)
- Bachelor of Education (B.Ed.)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Diploma in Educational Technology (PGDET)
- Post-graduate Diploma in Educational Management and Administration (PGDEMA)
- Post-graduate Diploma in Pre-Primary Education (PGDPPED)
- Post-graduate Certificate in Professional Development of Teachers (PGCPDT)
- Post-graduate Diploma in School Leadership and Management (PGDSLML)
- Diploma in Elementary Education (DEEd)
- Certificate in Guidance (CIG)
- Certificate in Elementary Teacher Education (CETE)

The academic programmes at various stages of development are:

- M.Phil. in Education
- Professional Development of Teachers of Kendriya Vidyalayas
- Certificate in Inclusive Education (CIED)

4. MASTER OF EDUCATION (M.Ed.) PROGRAMME

4.1 Introduction

The M.Ed. Programme designed and developed jointly by the Distance Education Council (DEC), Indira Gandhi National Open University (IGNOU) and National Council of Teacher Education (NCTE) is a two-year programme offered through open and distance learning (ODL) system. It is an innovative programme, utilizing self-learning materials (SLMs) and information and communication technologies (ICTs) along with an interactive personal contact programme component. To effectively impart instruction, the programme follows the multimedia approach, viz., print materials, audio-video components, teleconferencing, Interactive Radio Counselling (IRC), assignments, counselling sessions, personal guidance for research, workshops, individual and group activities, etc.

The main purpose of this programme is to prepare teacher educators and educational administrators/managers to develop a global as well as a national vision for education in the modern concept of the 21st century, acquainting them with the *state-of-the art* technology applicable in the practice of education. Further, it seeks to prepare educational experts capable of generating knowledge by the application of scientific method of inquiry or investigation, and to develop a critical mind which can sense gaps in knowledge and find solutions to problems relating to the theory and practice of education. It further seeks to widen the horizon of teachers/educational administrators and to enable them to obtain an international perspective in education.

M.Ed. is a professional programme and, therefore, it focuses on comprehensive and integrated professional development of teachers and other personnel engaged in educational management and administration.

The programme is aimed at developing competency and skills so that one can share the responsibility of preparing teachers for diverse situations by using a variety of instrumentalities including ICTs. The Programme is, therefore, intended to address professional areas of concern, knowledge, skills and attitudes relating to how to teach and how to facilitate learning. The other focused areas include the role of teachers in changing global socio-economic concerns, organization of teacher education in the country, understanding teaching in a comparative perspective, meeting the requirements of ‘education for all’, and ‘training for all’, and preparing teachers to meet the challenges of the 21st century.

4.2 Objectives of the Programme

To achieve this comprehensive goal/objective, the programme seeks to:

- develop specialized knowledge and understanding about the philosophical and sociological bases of education;
- develop ability to understand human behaviour and personality, and capability to apply this knowledge and understanding to guide the learners to learn efficiently and effectively;
- develop national and international perspective about educational theory and practice to enable the learners to visualize the inter-linkages and dependency among different educational systems;
- develop a working knowledge of ICTs and their application in formal and non-formal systems of education and for teacher empowerment;
- develop knowledge and understanding of management, planning and financing of education; as also develop managerial and administrative capabilities and skills to effectively manage educational institutions;

- develop knowledge and understanding of the process of educational research and aptitude for and skill in conducting research in specialized areas of education and thus generate knowledge or critically evaluate existing knowledge; and
- generate awareness and understanding of some specialized areas of education and human development like special needs of education, curriculum development, environmental education, vocational education, teacher education, elementary education, measurement and evaluation, value education and human responsibility so as to widen the horizon of understanding of modern educational practices and to develop critical thinking pertaining to issues related to education.

4.3 Target Population

The programme is offered to:

- In-service graduate/postgraduate teachers with B.Ed. degree working in primary, secondary or senior secondary schools/colleges/equivalent academic positions in DIETs, SCERTs, or similar educational institutions.
- Headmasters/Principals and educational administrators/functionaries with B.Ed. degree.

4.4 Eligibility

B.Ed. with fifty five percent marks. Two years teaching/professional experience after completion of B.Ed programme in a Government/Government recognized school/NCTE recognized teacher education/research institution in education.

Reservation

The reservation for SC/ST/OBC (non-creamy layer) and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC(non-creamy layer) and other categories of candidates.

4.5 Medium of Instruction

The medium of instruction is English. However, in due course of time, the programme will be available in Hindi also. You can write your answers in the term-end examination and assignments in Hindi.

4.6 Duration and Weightage of the Programme

Total number of credits	: 60 credits including research dissertation
Minimum period to complete the programme	: 2 years
Maximum period to complete the programme	: 4 years

4.7 Programme Fees

The Programme fee is Rs.36,000/- for the entire programme of two years. The total fee is to be paid at the time of admission. Candidates seeking admission to the M.Ed. programme are advised not to pay the fee along with the filled-in application form. They will get a separate communication about their admission and payment of fee.

The programme fee should be paid only by way of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is situated. Please write in capital letters your name and the programme to which admission is sought i.e. M.Ed., on the back of the Demand Draft to ensure proper credit of your fee to the relevant account.

4.8 Course Details

As already mentioned, the programme can be completed in a minimum of two years and a maximum of four years duration. The theory courses and dissertation will be offered in the first year and the second year as given below:

1st Year	Credits
Compulsory Courses:	
MES-051 : Education : Philosophical and Sociological Perspectives	6 Credits
MES-052 : Psychology of Learning and Teaching	6 Credits
MES-053 : Educational Management, Planning and Finance	6 Credits
MES-054 : Methodology of Educational Research	6 Credits
Optional : Any one course out of the following:	
MESE-057 : Measurement and Evaluation in Education	6 Credits
MESE-058 : Educational and Vocational Guidance and Counselling	6 Credits
MESE-059 : Teacher Education in India : Growth and Development	6 Credits

2nd Year	Credits
Compulsory Courses:	
MES-055 : Comparative Education : National and International Perspectives	6 Credits
MES-056 : Educational Technology	6 Credits
Optional : Any one of the following courses:	
MESE-060 : Curriculum Development and Transaction	6 Credits
MESE-061 : Open and Distance Learning Systems	6 Credits
MESE-062 : Vocational Education	6 Credits
MESE-064 : Special Needs Education	6 Credits
MESE-066 : Information Technology and Education	6 Credits
MESE-067 : Elementary Education.	6 Credits
MESP-068 : Dissertation (Compulsory)	12 Credits

4.9 Structure of Theory Courses

Compulsory Courses

MES-051 : Education: Philosophical and Sociological Perspectives

Block 1 Philosophical Perspectives in Education

Block 2 Schools of Philosophy and Their Implications for Education

Block 3 Sociological Perspectives of Education

Block 4 Education, Society and School System

MES-052 : Psychology of Learning and Teaching

Block 1 Psychological Perspectives of Education – Implications for Teachers

Block 2 Learning Theories and Approaches

Block 3 Individual Differences

Block 4 Educational Psychology Practicals

MES-053: Educational Management, Planning and Finance

Block 1 Educational Management: Meaning and Scope

Block 2 Educational Planning

Block 3 Financing of Education

Block 4 Recent Trends in Educational Management in India

MES-054: Methodology of Educational Research

Block 1 Educational Research

Block 2 Research Problem

Block 3 Data Collection and Analysis

Block 4 Analysis and Interpretation of Data

Block 5 Methods of Research

Block 6 Research Report and Dissemination

MES-055: Comparative Education: National and International Perspectives

Block 1 Understanding Comparative Education

Block 2 Educational Scenario: Indian Context

Block 3 Education in Selected Countries

Block 4 International Agencies and Organizations: Roles and Functions

MES-056: Educational Technology

Block 1 Introduction to Educational Technology

Block 2 Instructional Design

Block 3 Applications of Educational Technology

Block 4 Development of Teaching-Learning Materials

Block 5 Agencies, Policies and the Future of Educational Technology

Optional Courses

MESE-057: Measurement and Evaluation in Education

Block 1 Basic Concepts in Educational Evaluation

Block 2 Tools and Techniques of Evaluation – An Overview

Block 3 Construction of Achievement and Selection Tests

Block 4 Psychological Testing and Management

Block 5 Recent Trends and Innovative Practices in Evaluation

MESE-058: Educational and Vocational Guidance and Counselling

Block 1 Guidance: Nature, Scope and Philosophical Basis

Block 2 Guidance Methods and Techniques

Block 3 Essentials of Counselling

Block 4 Organizing Guidance and Counselling Services

MESE-059: Teacher Education in India: Growth and Development

Block 1 Teacher Education in India: Historical Perspective

Block 2 Teacher Education Programmes and Institutions

Block 3 Teacher Education Curriculum and Transaction

Block 4 Teacher Education Through Open and Distance Learning

Block 5 Innovations in and Research on Teacher Education

MESE-060: Curriculum Development and Transaction

Block 1 Introduction to Curriculum

Block 2 Curriculum Development

Block 3 Curriculum Transaction

Block 4 Curriculum Evaluation

MESE-061: Open & Distance Learning System

Block 1 Open and Distance Learning: Concepts and Developments

Block 2 Instructional Inputs

Block 3 Instructional Transaction and Delivery

Block 4 Evaluation and Research in ODL

Block 5 Recent Trends and Developments in ODL: National and International Perspectives

MESE-062: Vocational Education

Block 1 Vocational Education for Sustainable National Development

Block 2 The National Scenario

Block 3 The Global Perspective

Block 4 Recent Trends in Vocational Education

Block 5 Futuristic Approach

MESE-064: Special Needs Education

Block 1 Understanding People with Special Needs and Social Response

Block 2 Education of Children with Special Needs

Block 3 Development of Adaptive Skills: Assistive Devices and Special Therapies

Block 4 Inclusive Education

Block 5 Recent Trends and Innovations

MESE-066: Information Technology and Education

Block 1 Basics of Computer in Education

Block 2 Computers and Communication

Block 3 Use of the Internet for Teaching-Learning

Block 4 Computer and Diverse Educational Needs

MESE-067: Elementary Education

Block 1 Elementary Education: Its Context and Linkages

Block 2 Indian Constitution and Status of Elementary Education

Block 3 Pre-service and In-service Elementary Teacher Education

Block 4 Curriculum and Research in Elementary Education and Elementary Teacher Education

MESP-068: Dissertation (Compulsory)

4.10 Instructional System

The University follows the multimedia approach in instruction, which comprises:

- Self-instructional printed course material
- Assignments for assessment and feedback
- Audio-video programmes
- Counselling sessions, face-to-face interaction at the Programme Centre/Study Centre.
- Dissertation/Field Projects
- Broadcast/Gyan Vani
- Gyan Darshan
- EduSat
- Interactive Radio Counselling (IRC)
- Teleconference with two-way audio and one-way video
- Workshops
- Induction Programme

Self-learning Printed Material: The printed self-learning material for both theory and practical components of the programme is supplied to the learners in the form of blocks (booklets) for every course. A block usually comprises 3 to 5 units.

Audio-visual Material: 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 audio and video cassettes are listened to and screened at the study centers respectively, during specific sessions, which are duly notified for the benefit of the learners.

In addition to learning support at the Study Centres/Programme Centre, the video programmes are telecast on National Network of Doordarshan and Gyan Darshan. Selected stations of All India Radio and Gyan Vani FM Radio Channels also broadcast the audio programmes. Learners can confirm the dates for the programmes from their Study Centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the learners periodically.

Counselling Sessions: Normally counselling sessions are held as per schedule drawn by the Study Centres/Programme Centres. These are mostly held on Saturdays and Sundays at the host institutions where the Study Centre/Programme Centre is located.

Teleconferencing: Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously telecast on 'EduSat' Channel from the University studios at Electronic Media Production Centre (EMPC). The schedule of these teleconferences is made available at the study centers.

Gyan Darshan: The Channel is providing educational programmes to a variety of subjects for 24 hours a day to enhance the learning process. Steps are being taken to relay the Gyan Darshan Channels through different Cable Operators in the Country for wider outreach.

Gyan Vani: IGNOU manages FM Radio network in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. As many as 26 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai, Delhi, Jaipur, Nagpur, Hyderabad, Panaji, Kanpur, Mysore, Guwahati, Shillong, Ahmedabad, Jabalpur, Raipur, Rajkot, Indore, Varanasi, and Aurangabad broadcast educational programmes. 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-Gyandarshan website <http://www.ignou.ac.in/gyandarshan/scindex.html>.

Interactive Radio Counselling (IRC): Interactive Radio Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by the experts. Students can interact with experts' right from their homes on telephone. These sessions are conducted for one hour. The complete details are made available with the Programme Centres. A toll free telephone number 1800112345 has been provided for this purpose from selected cities.

4.11 Evaluation

The University follows the following evaluation system:

- Self-assessment exercises (non-credit)
- Continuous evaluation through assignments, workshops, etc.
- Term-end examination
- Evaluation of dissertation

4.12 Grading System

IGNOU uses the Grading System for evaluating the learners achievement on a Five Point Scale using Letter Grades A, B, C, D & E. The notional correlates of the letter grades are as follows:

Letter grade	Description	Point grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Satisfactory	2
E	Unsatisfactory	1

IGNOU M.Ed. Programme admissions are made strictly on the basis of entrance test conducted by the University. Therefore, the candidates should not be misled by false promises of admission made by individuals or private institutions.

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002

No.F.1-52/2000(CPP-II)

The Registrar
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

5th May, 2004

Sub.: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament of State Legislature in accordance with the provisions contained in Section 2(F) of the UGC 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. F1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of Universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

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

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

Yours faithfully

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

Encl: As above



ASSOCIATION OF INDIAN UNIVERSITIES

AIU HOUSE, 16 KOTLA MARG , NEW DELHI-110002

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 to 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 a 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

LIST OF STATE CODES

Code	Description
State Code	
01.	Andhra Pradesh
02.	Andaman & Nikobar 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)
32.	C/o56APO
33.	C/o99APO
34.	Learners Abroad
35.	Chhattisgarh
36.	Jharkhand
37.	Uttarakhand

REGIONAL CENTRE CODES AND ADDRESSES

Appendix IV

S.NO	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA – 799 004 TRIPURA PH.OFF: 0381-2519391 / 2516266 FAX : 0381-2516266 EMAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD – 382 481 GUJARAT PH.OFF: 02717-242975 -79 FAX : 02717-241580 EMAIL : rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) DAMAN (U.T.)
3	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAI A BUILDING M.G. ROAD KHATLA(NEAR CENTRAL YMCA OFF) AIZWAL – 796 001 MIZORAM PH.OFF: 0389-2311693 / 2311692 FAX : 0389-2311789 EMAIL : rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH – 202 001 UTTAR PRADESH PH.OFF: 0571-2700120 / 2701365 FAX : 0571-2402147 EMAIL : rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD AND RAMPUR)
5	BANGALORE	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	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFF. MARWARI COLLEGE PREMISES BHAGALPUR, BIHAR-812007 EMAIL: rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR BANKA, MUNGER, KHAGARIA, MADHEPURA) <i>Note: Currently under Darbhanga and Patna RCs</i>
7	BHOPAL	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	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOKNAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR	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	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA PH.OFF: 0172-2590208 FAX : 0172-2590279 EMAIL : rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd Floor G.R. Complex 407-408, Anna Salai, Nandanam CHENNAI - 600 035, TAMILNADU Ph. Off: 044-24312488/24312499 Email: : rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDLALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.).

11	COCHIN	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	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KANNUR, KASARAGOD, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THRISSUR, WAYANAD), LAKSHADWEEP (U.T.)
12	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR PH.OFF: 06272-251833 FAX : 06272-253719 EMAIL : rcdarbhang@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATI HAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
13	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL PH.OFF: 0135-2789180 / 2789200 FAX : 0135-2789190 EMAIL : rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFARNAGAR, BIJNORE)
14	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI – 110 044 DELHI PH.OFF: 011-26990082-83 FAX : 011-26990084 EMAIL : rcdelhi1@ignou.ac.in	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	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	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES,

16	DELHI 3	38	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI - 110 045</p> <p>PH.OFF: 011-25088939 / 25088944 FAX : EMAIL : rcdelhi3@ignou.ac.in</p>	<p>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),</p> <p>STATE OF HARYANA (DISTRICT: GURGAON)</p>
17	GANGTOK	24	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 31 A NATIONAL HIGHWAY, 5TH MILE, BELOW MANIPAL HOSPITAL TADONG, GANGTOK-737102 SIKKIM</p> <p>PH.OFF: 0359-2270923 FAX : 0359-2212501 EMAIL : rcgangtok@ignou.ac.in</p>	<p>STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)</p>
18	GUWAHATI	04	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI GUWAHATI – 781 005 ASSAM</p> <p>PH.OFF: 0361-2343783 / 2343785-86 FAX : 0361-2343784 EMAIL : rcguwahati@ignou.ac.in</p>	<p>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)</p>
19	HYDERABAD	01	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH</p> <p>PH.OFF: 040-23117550-53 FAX : 040-23117554 EMAIL : rchyderabad@ignou.ac.in</p>	<p>STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOONNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)</p>
20	IMPHAL	17	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL – 795 001 MANIPUR</p> <p>PH.OFF: 0385-2421190 / 2421191 FAX : 0385-2421192 EMAIL : rcimphal@ignou.ac.in</p>	<p>STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)</p>

21	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH PH.OFF: 0360-2247536 / 2247538 FAX : 0360-2247537 EMAIL : rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
22	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH PH.OFF: 0761-2600411 / 2600441 FAX : 0761-2609919 EMAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, AND UMARIA)
23	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH.OFF: 0141-2785763 / 2785750 FAX : 0141-2784043 EMAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARAUJI, KOTA, NAGAUR, PALI, PRATAPGARH, RAJSAMAND,SAWAI MADHOPUR, SIKAR, SIROHI, SRI GANGANAGAR, TONK, UDAIPUR)
24	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR PH.OFF: 0191-2579572 / 2546529 FAX : 0191-2546995 EMAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
25	JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM EMAIL: rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) <i>Note: Currently under Guwahati RC</i>

26	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06, SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA PH.OFF: 0184-2271514 / 2260075 FAX : 0184-2255738 EMAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
27	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA – 141 401 PUNJAB PH.OFF: 01628-229993 / 237361 FAX : 01628-238284 EMAIL : rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
28	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA – 797 001 NAGALAND PH.OFF: 0370-2260366 / 2260167 FAX : 0370-2260216 EMAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
29	KOLKATA	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	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
30	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT – 764 020 ORISSA PH.OFF: 06852-252982 / 251535 FAX : 06852-252503 EMAIL : rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
31	LUCKNOW	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	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRACH, 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,

32	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018 TAMIL NADU PH.OFF: 0452-2380387 / 2380733 FAX : 0452-2370588 EMAIL : rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
33	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI – 400 081 PH.OFF: 022-25633159 / 25635540 FAX : 022-25635540 EMAIL : rcmbumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH AND RATNAGIRI)
34	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR 440 033 PH.OFF: 0712-2022000 FAX : EMAIL : rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
35	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH PH.OFF: 0120-2405012 / 2405014 FAX : 0120-2405013 EMAIL : rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
36	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM – 403 521 GOA PH.OFF: 0832-2462315 FAX : 0832-2414552 EMAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINDHDURG)
37	PATNA	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	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	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR – 744 104 ANDAMAN & NICOBAR ISLANDS PH.OFF: 03192-242888 / 230111 FAX : EMAIL : rreportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS (U.T.) (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
39	PUNE	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	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR)
40	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK FULTALA, RAGHUNATHGANJ DISTT. MURSHIDABAD WEST BENGAL - 742 225 PH.OFF: 03483-271555 / 271666 FAX : EMAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
41	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR – 492 007 CHATTISGARH PH.OFF: 0771-2428285 / 4056508 FAX : 0771-2445839 EMAIL : rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
42	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT – 360 005 GUJARAT PH.OFF: 0281-2572988 FAX : 0281-2571603 EMAIL : rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
43	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI – 834 022 JHARKHAND PH.OFF: 0651-2244688 / 2244699 / 2244677 FAX : 0651-2244400 EMAIL : rcranchi@ignou.ac.in	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	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	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	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	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
46	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12, J.C. BOSE ROAD SUBHAS PALLY SILIGURI – 734 001 WEST BENGAL PH.OFF: 0353-2526818 FAX : 0353-2526819 EMAIL : resiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
47	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJBAGH SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF: 0194-2311251 / 2311258 FAX : 0194-2311259 EMAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
48	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJDHANI SHOPPING COMPLEX OPP. PRS HOSPITAL, KILLIPPALAM KARAMANA P.O. TRIVANDRUM - 695 002 PH.OFF: 0471-2344113 FAX : 0471-2344121 EMAIL : retrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
49	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI – 221 005 UTTAR PRADESH PH.OFF: 0542-2368022 / 2368622 FAX : 0542-2369629 EMAIL : revaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)

50	VIJAYAWADA	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	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
51	VATAKARA	83	IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREE (PC) VATAKARA 673104 KERALA 0496-2525281 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KOZHIKODE, KANNUR, KASARAGOD, WAYANAD) <i>Note: Currently under Cochin RC.</i>
52	BIJAPUR	85	IGNOU REGIONAL CENTRE C/O BLDEA'S JSS COLLEGE OF EDU. SS JUNIOR COLLEGE CAMPUS BIJAPUR-586101 KARNATAKA PH. OFF: 08352-258417 EMAIL: rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKORE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR & YADGIR)
53	DEOGHAR	87	IGNOU REGIONAL CENTRE C/O A S COLLEGE DEOGHAR JHARKHAND 814112 PH. OFF: 06432-34448 EMAIL: rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEIGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, DHANBAD, BOKARO & GIRIDH)
54	JODHPUR	88	IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE JODHPUR RAJASTHAN 342008 PH. OFF: 0291-2753989	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR & PALI)
55	SAHARSA	86	IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARS BIHAR 582201 PH. OFF: 06478-228779 EMAIL: rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIYA, KISHANGANJ & PURNIA)
56	VISHAKHAPATNAM	84	IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEX USHODAYA JUNCTION VISHAKHAPATNAM ANDHRA PRADESH rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH (COVERING DISTRICTS KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

**LIST OF PROGRAMME STUDY CENTRES
FOR M.ED. PROGRAMME**

S.No.	Regional Centre	Centre Code	Address
1.	Ahmedabad	0926P	Programme I/C IGNOU Programme Study Centre M.S. University, Department of Education, Vadodara, Gujarat.
2.	Bangalore	1353P	Programme I/C IGNOU Programme Study Centre Vijaya Teacher's College, 30 th Cross, 11 th Main, 4 th Block, Jainagar, Bangaore – 560 011
3.	Bhopal	15123	Programme I/C IGNOU Programme Study Centre Institute of Advanced Study in Education (Govt. College of Education), Berasia Road, Bhopal – 462 038
4.	Bhubaneswar	2162P	Programme I/C IGNOU Programme Study Centre College of Teacher Education, At/Po/District - Balasore, Orissa.
5.	Chennai	25179	Programme I/C IGNOU Programme Study Centre NKT National College of Education for Women, No. 41, Dr. Besant Road, Triplicane, Chennai
6.	Cochin	1426P	Programme I/C IGNOU Programme Study Centre Farook Training College, Farook College PO, Calicut – 673 632
7.	Darbhangha	05135P	Programme I/C IGNOU Programme Study Centre Dr. Zakir Hussain Teachers' Training College, Laheriasarai, Darbhanga – 860 003
8.	Dehradun	2717P	Programme I/C IGNOU Programme Study Centre Law Faculty Building SS Jena Kumaon University Campus, Almora – 263601 (Uttarakhand)
9.	Delhi-I	0735P	Programme I/C IGNOU Programme Study Centre Jamia Millia Islamia Faculty of Education, Jamia Nagar, New Delhi – 110 025.

S. No.	Regional Centre	Centre Code	Address
10.	Delhi-II	2728 P	Programme I/C IGNOU Programme Study Centre Meerut College, Meerut – 250 001 (U.P.)
11.	Hyderabad	0153 P	Programme I/C IGNOU Programme Study Centre Al-Madina College of Education, Salem Nagar, Mahboobnagar – 509 001 (AP)
12.	Jabalpur	15115 P	Programme I/C IGNOU Programme Study Centre, Govt. College of Education, Near High Court, Jabalpur (MP).
13.	Jaipur	2355 P	Programme I/C IGNOU Programme Study Centre Shri Agrasen PG College of Education, Keshav Vidyapeeth, Jamdoli, Jaipur – 302 003.
14.	Jammu	1274 P	Programme I/C IGNOU Programme Study Centre Govt. College of Education, Canal Road, Jammu Tawi – 180 001.
15.	Karnal	1052	Programme I/C IGNOU Programme Study Centre Kurukshetra University, Kurukshetra (Haryana) – 136 119
16.	Khanna	2244 P	Programme I/C IGNOU Programme Study Centre Khalsa College of Education Amritsar, Punjab – 143 002
17.	Lucknow	2790 P	Programme I/C IGNOU Programme Study Centre, Dept. of Education, Lucknow University, Lucknow – 226 007
18.	Patna	05148	Programme I/C IGNOU Programme Study Centre, Dept. of Education, Patna University, Baripath, Daryapur, Patna – 800 004
19.	Pune	1688 P	Programme I/C IGNOU Programme Study Centre K.J. Somaiya Comprehensive College of Education, Training & Research, Vidyavihar (E), Mumbai – 400 077

S. No.	Regional Centre	Centre Code	Address
20.	Shimla	1117 P	Programme I/C IGNOU Programme Study Centre Department of Education, Himachal Pradesh University, Summer Hill, Shimla – 171 005
21.	Srinagar	1224 P	Programme I/C IGNOU Programme Study Centre Department of Education, Kashmir University, Srinagar – 190006 Jammu & Kashmir State
22.	Agartala	2603 P	Programme I/C IGNOU Programme Study Centre College of Teacher Education, P.O. Kunjaban, Agartala – 799 006 (Tripura)
23.	Aizwal	1913 P	Programme I/C IGNOU Programme Study Centre College of Teacher Education, P.O. Box 46, Aizwal – 796 001 (Mizoram)
24.	Guwahati	0412 P	Programme I/C IGNOU Programme Study Centre Banikanta College of Teacher Education, Lachit Nagar, Guwahati – 781 007
25.	Imphal	1701 P	Programme I/C IGNOU Programme Study Centre Manipur University, Canchipur, Imphal.
26.	Itanagar	0311 P	Programme I/C IGNOU Programme Study Centre Rajiv Gandhi University Rono Hill, Doimukh, Itanagar.
27.	Shillong	1803 P	Programme I/C IGNOU Programme Study Centre PGT College, Boyce Road, Laitumkhrah, Shillong – 793 003
28.	Madurai	2516 P	Programme I/C IGNOU Programme Study Centre Sri Ramakrishna Mission College of Education, Coimbatore – 641 020
29.	Rajkot	0939 P	Programme I/C IGNOU Programme Study Centre Dada Dukhayal College of Education, Ward 3A, Maitri Chool, Kutch District, Adipur – 370 205 (Gujarat)

S. No.	Regional Centre	Centre Code	Address
30.	Siliguri	2885 P	Programme I/C IGNOU Programme Study Centre Govt. Teachers' Training College, P.O. & Dist. Maida, Pin: 732 101
31.	Aligarh	2713 P	Programme I/C IGNOU Programme Study Centre Aligarh Muslim University, Aligarh – 202 002
32.	Varanasi	27109	Programme I/C IGNOU Programme Study Centre Banaras Hindu University, Varanasi – 221 005
33.	Vijayawada	0154 P	Programme I/C IGNOU Programme Study Centre Institute of Advanced Studies in Education, Andhra University, Vishakapatnam – 530 003.

Board Codes

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 India School (Certificate Exam), New Delhi
6	0703	NIOS	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Education
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 Education, UP
26	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27	8888	DDDD	-	A Recognised three/ two year Diploma/ Certificate after 10 th Class
28	9999	XXXX	-	Not listed in this list

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FORMS FOR USE

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INDIRA GANDHINATIONAL OPEN UNIVERSITY
ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM

Enrolment No. :

Name :

Course Code :

S.No. Assignment No.

Signature of the Student _____

Date : _____

Programme :

Medium :

FOR OFFICE USE ONLY

Sr. No. : _____

Signature of the receiver _____

Date : _____

Seal

Enrolment No. :

Name :

Course Code :

S.No. Assignment No.

Signature of dealing Accountant _____

Date : _____

Programme :

Medium :

For Office Use Only

Sr. No. : _____

Date of Receipt : _____

Name of Evaluator : _____

Date of despatch to the Evaluator : _____

Date of receipt from Evaluator : _____

Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.
2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

If you change your address please complete the form using block capitals and indicating :

Programme of Study _____

Enrolment Number _____

Name _____

New or Corrected Address including Pin _____

New Study Centre Code _____

Choice for Medium of Study _____

Date of Change _____

For change/correction of address and change of study centre the form should be mailed to :

The Regional Director of your region.

INDIRA GANDHINATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

Enrolment Number

Programme Code

Date Change effective from

Name

New Address

Town

State

State Code Pin

Existing Study Centre Code

Signature : _____ Date : _____

New Study Centre Code :

NOTE : TWO FORMS ARE PRESENTED IN THIS PAGE, USE THE RELEVANT FORM ONLY.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
APPLICATION FORM FOR ISSUE OF DUPLICATE
STATEMENT OF MARKS/GRADE CARD

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Fee detail:-

(The fee for duplicate grade card is Rs. 150/- which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

Demand Draft No.: Date:

Issuing Bank:

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.

To
The Regional Director

Change of Medium: Rs. 200/- + Rs. 400/- for 4 credit and
Rs. 800/- for 8 credit per course
Change of Courses: Rs. 400/- for 4 credit per course
Rs. 800/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set
of course material

Sub.: 1. Change of Medium of Study
 2. Change of Courses of Study

Enrolment No.:

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

1. Change of Medium: From _____ to _____
2. Change of courses of study as per following details:

Title of the Course offered at the time of Registration	Medium	New Course to be offered	Medium

Fee Details: Demand draft is to be made in the name of IGNOU payable at the city of your Regional Centre.

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature: _____
Name _____
Address: _____

Phone & Email _____

To
The Regional Director

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

Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

Medium of Study

--

I have not received the study Materials/Assignments in respect of the following :

Sl. No.	Course Code	Blocks	Assignments
---------	-------------	--------	-------------

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

Name and Address :

Signature :

.....

Date :

.....

.....

For Official Use

Date of despatch of study material/assignments to students



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

(Please Enclose a copy of your complete grade card.)


Filled in Application Form should be sent to:

The Registrar (Student Evaluation Division)
IGNOU,
Maidan Garhi,
New Delhi-110068

Date

.....

Signature

Please read the instructions overleaf before filling up this form :  **ignou**
THE PEOPLE'S UNIVERSITY

**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

Please indicate course, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

Sl. No.	Course Code	Assignments Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address
.....
.....
..... PIN

Signature
Date

For Official Use Only :

Date of Despatch of Assignments to student



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

**FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE**

Note: For Instructions, please see reverse.

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

Sir,

I wish to have a duplicate copy of my Diploma/Degree/Certificate for the Programme
_____ Examination for the following reasons:

The prescribed fee of Rs. 500.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): _____

(in Hindi) : _____

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

Examination Passed in Term End Examination - June/December, _____

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully,

Signature of the Student

Postal Address _____

Date: _____

I Certify that the above entires made by the applicant are correct.

Signature of Regional Director

With Stamp



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

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

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

1. Name:
2. Programme: Enrolment No:
3. Address:

.....
..... Pin

4. Reason for early declaration of result:
-
(enclose a copy of the documentary evidence specifying the reason for early declaration)

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

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

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

7. **Fee detail:**
 (The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)
- No. of Course(s): X Rs. 700/- = Total Amount:
- Demand Draft No.: Date:
- Issuing Bank:

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

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

1st September to 15th October for June 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 obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)

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

Demand Draft No.: Date

Issuing Bank:

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

UNDERTAKING

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

Date:

Signature:

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

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

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



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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION CLASS

1. Name : _____

2. Programme : Enrolment No:

3. Address: _____

Pin:

4. Term-end examination, in which programme completed June/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:-

<u>S.No.</u>	<u>Course Code</u>	<u>S.No.</u>	<u>Course Code</u>
1.	_____	4.	_____
2.	_____	5.	_____
3.	_____		

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

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

Bank 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:-

Examination 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 & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have complete 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, 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. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
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 envelop 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 – 110 068.**



STUDENT EVALUATION DIVISION

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

(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 Examination:**

5. **Examination Centre Code :**

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

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

8. **Fee detail:-**

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

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

Demand Draft No.:..... **Date:**

Issuing Bank:

Date:

(Signature of the student)

RULES & REGULATION 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 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-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Purpose for which:
transcript is required

5. Fee detail:-

Fee for the official transcript:-

Rs. 200/- per transcript, if to be sent to the student/institute in India.

Rs. 400/- 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 or 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 students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.

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)

Ms. Neena Jain EMPC	neenajain@ignou.ac.in
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Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Neeta Kapai Chairperson & Dy. Director, CCETC	nkapai@ignou.ac.in
Dr. C.K. Ghosh Director, NCIDE	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOSS	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library and Documentation Division	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 Dy. Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Prof. Malti Mathur Professor of English, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal Dy. Registrar, Admin Div.	vsonal@ignou.ac.in
Mr. K.K. Kutty Consultant, SRD	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SRD	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU CITY CENTRE	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikashingh@ignou.ac.in

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	Only at the concerned regional centre under which your examination centre falls
1 April to 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-	
21 April to 30 April	Rs. 500/-	21 Oct. to 31 Oct.	Rs. 500/-	
1 May to 15 May	Rs. 1000/-	1 Nov. to 15 Nov.	Rs. 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee Rs. 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form. **In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.**

PLEASE NOTE :

Examination fee per course is **- Rs. 60/- (Examination fee once paid will not be refunded/adjusted in any case)**

Examination form to be submitted at **- Regional Centre under which your examination centre falls**

Demand draft to be made in favour of **- IGNOU and payable at the city where submitting the exam form**

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

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

Date _____

(Signature of the student)

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

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

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

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

Centre Code _____

(Signature & Stamp of Co-ordinator/Incharge)

Date _____

Study Centre/PSC/PI/Community College

Annexure I

AFFIDAVIT BY THE STUDENT

(TO BE SUBMITTED ALONG WITH APPLICATION FORM)

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 ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :

Address:

Tel./Mobile No.

VERIFICATION

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

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

Signature of deponent

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

OATH COMMISSIONER

Annexure II

Experience-cum-Employment Certificate (To be submitted at the time of counseling)

- (i) This is to certify that Mr./Ms. _____ has been teaching in this school from ____ (DD) ____ (MM) ____ (YR) to ____ (DD) ____ (MM) ____ (YR).
- (ii) His/Her appointment in this school is on full time temporary/permanent basis and teaching the students of class from _____ to _____ in the subjects _____ etc.
- (iii) This School is Govt./Govt. aided/unaided and is duly recognized by the central/state government/union territory by virtue of obtaining Registration No. _____ dated _____ from Directorate of Education, _____ (Name of the state) for a period _____/

I hereby undertake that all the information mentioned above are true and the University is empowered to take legal action against me for any wrong information.

Place :
Date :

(Seal /Stamp)

Signature of Principal/Headmaster/Headmistress
Full Name :
Name of the School
Registration No. of the Institution:.....
Full Address
.....
.....
Telephone No.
Email ID of the the School

FOR OFFICIAL USE

The above certificate is compared with employment certificate submitted earlier and found correct/incorrect. Original documents checked and verified. The candidate is found eligible.not eligible for admission in B.Ed. Programme - 2013.

PSC Allotted	
PSC Code	

Signature of the Official
Name of the Official
Designation
Name of the Regional Centre/Division

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

N.B.—

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

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

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

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

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

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

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

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

FORM OF CASTE/TRIBE CERTIFICATE

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

Under:

The Constitution (Scheduled Castes) Order, 1950.

*The Constitution (Scheduled Tribes) Order, 1950.

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

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

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

*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

*The constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970; *The Constitution (Sikkim) Scheduled Castes Order, 1978;

*The Constitution (Sikkim) Scheduled Tribes Order, 1978; *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. *The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. *The Constitution (Scheduled Tribes) Order Amendment Act, 1991. *The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

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

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

District Magistrate Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

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

* Please delete the words which are not applicable.

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

INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR ENTRANCE CUM ADMISSION 2013

Important Note : *“Application form should be submitted to the Regional Centre under whose jurisdiction, the Programme Centre falls”.*

Please read the following instructions carefully before filling in the application form for admission.

Submission of the Application Form for Entrance Cum Admission

The application form for admission enclosed in the Students Handbook and Prospectus is to be filled in carefully. Please write the relevant code in the boxes provided in the application form and submit to the Regional Director concerned.

Filling in the Application Form

Please use block letters when filling in the form. The learners are requested to enclose the **photocopies of the following documents duly attested by a Gazetted Officer along with the application form for entrance cum admission:**

1. High and Higher Secondary / Sr. Secondary School Certificate indicating the date of birth along with mark sheet.
2. Degree and mark sheets of Graduation and onwards examination
3. Degree in Education. (B.Ed.)
4. Category Certificate, if applicable.
5. Experience Certificates and letter of appointment of a recognised School.
6. Bank Draft of Rs. 100/- towards Registration Fees.
7. Photocopy of the Recognition Certificate issued to the School by the Central or State Government or Govt. of Union Territory.

72 *Blank*

INSTRUCTIONS

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



**INDIRA GANDHI
NATIONAL OPEN UNIVERSITY**

STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.

To be filled in by the Student.

Course Applied for :

DD/Challan No. :

DD/Challan Date :

Amount :

DD Drawn on :

For Office Use Only

Your Enrolment Number is

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's Name _____

Address (in Capital Letters) _____

Pin Code _____ Mobile No. _____

Full Signature of the Candidate _____

PASTE

LATEST PHOTOGRAPH TO BE
PASTED WHICH WILL
BE
ATTESTED BY
UNIVERSITY OFFICE

ATTESTED BY
REGIONAL DIRECTOR _____
INDIRAGANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE

Please mention your full postal address at the space located

Affix
Postage
stamp for
Rs 6/-

To

From
The Regional Director,
IGNOU Regional Centre

PIN:

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



Indira Gandhi National Open University

Student Satisfaction Survey

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

Dear Student,

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

Vice-Chancellor, IGNOU.



Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

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

INSTRUCTIONS

1. Please read the instructions in the information brochure before filling up the 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.

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
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CONTROL NUMBER :

1. Regional Centre Code <input style="width: 40px; height: 20px;" type="text"/>	2. Programme Centre Code <input style="width: 80px; height: 20px;" type="text"/>	3. State Code <input style="width: 40px; height: 20px;" type="text"/>	4. Category (Write the relevant code in the box)	A1 - GEN C3 - ST B2 - SC D4 - OBC (In case of OBC student, Please also indicate code either) D4A or D4B i) Creamy Layer - D4A ii) Non-Creamy Layer - D4B						
5. Nationality (Write the relevant code in the box) A1 - Indian B2 - Others	6. Gender (Write the relevant code in the box) A1 - Male B2 - Female C3 - Other	7. Marital Status (Write the relevant code in the box) A1 - Married B2 - Unmarried	8. Whether Minority : (Write the relevant code in the box) A1 - Yes B2 - No	9. Religion (Write the relevant code in the box) A1 - Hindu D4 - Sikh G7 - Paris B2 - Muslim E5 - Jain H8 - Jews C3 - Christian F6 - Buddhist I9 - Others						
10. Date of Birth Date <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 60px; height: 20px;" type="text"/> Month Year	11. Social Status (Write the relevant code in the box) A1 - Ex-service man B2 - Warwidow C3 - Not applicable	12. Whether Kashmiri Migrant ? (Write the relevant code in the box) A1 - Yes B2 - No								
13. Territory A1 - URBAN B2 - RURAL C3 - TRIBAL	14. Employment Status C3 - Employed A1 - Unemployed B2 - IGNOU Regular Employee D4 - KVS Employee	15.a. Whether a person with disability (write the relevant code) A1 - Yes B2 - No	15.b. If a person with disability (nature of disability) (Write the relevant code in box) A1 - Hearing Impairment B2 - Locomotor Impairment C3 - Visual Impairment D4 - Reading Disability E5 - Any other, Please specify							
16.a. Are your registered with (Ignou) (Write the relevant code in the box) A1 - Yes B2 - No	16.b. If yes write the Enrol. No. & Program Code in the boxes below : Enrolment No. <input style="width: 100px; height: 20px;" type="text"/> Programme Code <input style="width: 100px; height: 20px;" type="text"/>		17. Medium Code (Write the relevant code in the box) A1 - English B2 - Hindi If other please specify : <input style="width: 60px; height: 20px;" type="text"/>							
← Fold from here →										
18. Details of Scholarship being received if any <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">(a) Annual Scholarship Amount <input style="width: 100px; height: 20px;" type="text"/></td> <td style="width: 30%;">(b) Dept. Offering (Write the relevant code in the box) Scholarship A1 - Govt Deptt. B2 - Other <input style="width: 40px; height: 20px;" type="text"/></td> <td style="width: 20%;">(c) Family income (yearly) <input style="width: 100px; height: 20px;" type="text"/></td> <td style="width: 10%;">(d) Please indicate in case of below poverty line A1 - Yes B2 - No <input style="width: 40px; height: 20px;" type="text"/></td> <td style="width: 10%;">(e) In case of Jail inmates (Write the relevant code in the box) A1 - Yes B2 - No <input style="width: 40px; height: 20px;" type="text"/></td> </tr> </table>					(a) Annual Scholarship Amount <input style="width: 100px; height: 20px;" type="text"/>	(b) Dept. Offering (Write the relevant code in the box) Scholarship A1 - Govt Deptt. B2 - Other <input style="width: 40px; height: 20px;" type="text"/>	(c) Family income (yearly) <input style="width: 100px; height: 20px;" type="text"/>	(d) Please indicate in case of below poverty line A1 - Yes B2 - No <input style="width: 40px; height: 20px;" type="text"/>	(e) In case of Jail inmates (Write the relevant code in the box) A1 - Yes B2 - No <input style="width: 40px; height: 20px;" type="text"/>	
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19. Name of the Candidate (Leave one box empty between First Name, Middle Name & Surname) <input style="width: 100%; height: 20px;" type="text"/>										
20. Name of Father/Mother/Husband (Strike out whichever not applicable) <input style="width: 100%; height: 20px;" type="text"/>										
21. Educational Qualifications : (Graduation and onwards) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">(a) Qualification <input style="width: 100%; height: 20px;" type="text"/> Code</td> <td style="width: 20%;">(b) Main Subjects <input style="width: 100%; height: 20px;" type="text"/></td> <td style="width: 15%;">(c) Year of Passing <input style="width: 40px; height: 20px;" type="text"/> (last 2 digit only)</td> <td style="width: 15%;">(d) Division <input style="width: 40px; height: 20px;" type="text"/> (01, 02, 03 or 04) for pass</td> <td style="width: 15%;">(e) % of marks <input style="width: 40px; height: 20px;" type="text"/> (Do not use decimal)</td> <td style="width: 20%;">(f) Board Code <input style="width: 100%; height: 20px;" type="text"/> (Whether required)</td> </tr> </table>					(a) Qualification <input style="width: 100%; height: 20px;" type="text"/> Code	(b) Main Subjects <input style="width: 100%; height: 20px;" type="text"/>	(c) Year of Passing <input style="width: 40px; height: 20px;" type="text"/> (last 2 digit only)	(d) Division <input style="width: 40px; height: 20px;" type="text"/> (01, 02, 03 or 04) for pass	(e) % of marks <input style="width: 40px; height: 20px;" type="text"/> (Do not use decimal)	(f) Board Code <input style="width: 100%; height: 20px;" type="text"/> (Whether required)
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22. Optional Subject (Code) (i) Group B - Content-based methodology Courses (Two) <input style="width: 100px; height: 20px;" type="text"/> <input style="width: 100px; height: 20px;" type="text"/> (II) Group C - Special Course (One) <input style="width: 100px; height: 20px;" type="text"/>										

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

Name :	
Address :	
PIN CODE :	<input style="width: 100%; height: 20px;" type="text"/>

24. For Office Use

Exam Centre Code :

Exam Centre Code :

25. Candidate's Signature

26. Photograph

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

Preference of PSC (in case of Admission)
(To be filled by Candidate)

Study Centre Code (See Annexure)	
i)	
ii)	
iii)	

DECLARATION OF THE APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the B.Ed. programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard in the application form. I shall provide proof of my eligibility along with the original certificates in the event of qualifying for admission after Entrance Test. 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. 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.

Date:

(Signature of Applicant)

INSTRUCTIONS FOR CANDIDATES

1. Please send your Application form by Regd. Post/Speed Post to the Regional Centre under whose jurisdictional area you are Teaching. List of Regional Centres is given in Annexure-I in the student handbook and prospectus.
2. Application form submitted to any office other than the concerned Regional Centre will not be entertained.
3. No change of category shall be entertained after the submission of form.
4. The last date for the receipt of filled in application form at the concerned Regional Centre is 15th July, 2012. Application received after this date will not be accepted.
5. Please retain the photocopy of the form for future reference.
6. Copy of documents mentined at (i), (ii) & (iii) under employment certificate are to be attached with this application form.
7. Application form received without proper filling of employment certificate and other documents will be summarily rejected.
8. Application form with overwriting/fluid will be summarily rejected.

FOR OFFICIAL USE

Mentioned at (i), (ii) & (iii)

Checked & Verified all necessary documents and the student is **Eligible/not-eligible** for appearing in the Entrance Examination in August, 2012.

Hall Ticket	
Issued	Not Issued

Signature of the Official
Name of the Official
Designation
Name of the Regional Centre/Division

