

Dear Learner,

I am glad to inform you that the **25th Convocation** of the Indira Gandhi National Open University is tentatively scheduled to be held in the 2nd or 3rd week of April, 2012. The main function will be held at IGNOU Headquarters, Maidan Garhi, New Delhi for awarding gold medals and degrees to the eligible candidates and simultaneously at the **Regional Centres (listed over-leaf with addresses)** through teleconferencing. The date of Convocation will be intimated later.

You are one of the candidates declared to have passed University programme in TEE December, 2011 and found eligible to receive the Degree Certificate at this Convocation. You can get your Degree Certificate in person by attending the Convocation either at Headquarters, New Delhi or at your respective Regional Centre (where you have taken admission). In case you are not able to attend the 25th Convocation, you can get the Degree Certificate in absentia by post from your respective Regional Centre. You can confirm your Regional Centre from the IGNOU website <http://www.ignou.ac.in> and submit your consent accordingly.

You may exercise your option of collecting the Degree Certificate in person or by post in absentia and accordingly send your consent in the enclosed proforma, but in either case you have to pay a non-refundable sum of Rs. 400/- per Degree Certificate along with your consent letter by way of a Demand Draft.

In case, you opt to attend the Convocation at the Headquarters, i.e. New Delhi, please send your consent letter along with the Registration fee @ **Rs. 400/-** per Degree Certificate by way of Demand Draft in favour of IGNOU and **payable at New Delhi** to the **Assistant Registrar (Exam-I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110068.**

In case, you opt to attend the Convocation at the Regional Centre or get the Degree/Diploma in absentia, please send your consent along with the Registration fee @ **Rs. 400/-** per Degree Certificate by way of Demand Draft in favour IGNOU and **payable at the City of the concerned Regional Centre which you have opted for** receiving your Degree/Diploma to the **Regional Director of your respective Regional Centre** (where you have taken admission)

The last date for submission of Consent form is 13th April, 2012. The details of the programme of the Convocation would be communicated to you later. **Applications received thereafter shall not be entertained under any circumstances.**

No TA/DA will be paid for attending the Convocation, and it will also not be possible for the University to make any arrangement for your stay. **It may also please be noted that the Degrees will be distributed only upto 1.30 p.m. on the day of convocation and thereafter shall be sent by post. Identity Card is essential and Degrees will be issued only to the candidate but to no one else including the authorised representative.**

With best wishes,

Yours sincerely,

(Pushplata Tripathi)

Encl: As above.

PS: Students of MBA, MCA, M.COM, BTCM etc are required to remitt fees for all the Degree Certificates associated with the programme (like Diplomas/PG-Diplomas/Degrees).

S.No.	Regional Centre	Address
1.	Ahmedabad	Regional Director, IGNOU Regional Centre, Opp. Nirma Institute of Technology, Sarkhej – Gandhinagar Highway, Chharodi, Ahmedabad-382481.
2.	Aizawl	Regional Director, IGNOU Regional Centre, Lalbuai Building, M.G.Road, (Near Central YMCA Office), Khatla, Aizawl-796001.
3.	Agartala	Regional Director, IGNOU Regional Centre, MBB College Campus, P.O Agartala College, Agartala-799004.
4.	Aligarh	Regional Director, IGNOU Regional Centre, 3/310, Marris Road, Aligarh-202001.
5.	Bangalore	Regional Director, IGNOU Regional Centre, No.293, 39 th Cross, VIII Block, Jayanagar, Bangalore-560070.
6.	Bhopal	Regional Director, IGNOU Regional Centre, III Floor, Sanchi Complex, Opp. to Board of Secondary Education, Shivaji Nagar, Bhopal-462016.
7.	Bhubaneshwar	Regional Director, IGNOU Regional Centre, C-I, Institutional Area, Bhubaneshwar-751013.
8.	Chennai	Regional Director, IGNOU Regional Centre, CIT Campus, Taramani, Chennai-600113.
9.	Cochin	Regional Director, IGNOU Regional Centre, Kaloor, Cochin-682017.
10.	Chandigarh	Regional Director, IGNOU Regional Centre, SCO-208 Sector-14, Panchkula-134109, Chandigarh.
11.	Darbhanga	Regional Director, IGNOU Regional Centre, Lalit Narayan Mithla Univ. Cmps, Kameshwaranagar, Near Central Bank, Darbhanga-846004.
12.	Dehradun	Regional Director, IGNOU Regional Centre, Nanoor Khera, Tapovan, Raipur Road, Dehradun-248001.
13.	Guwahati	Regional Director, IGNOU Regional Centre, House No.71, G M C Road Christian Basti Guwahati-781005.
14.	Gangtok	Regional Director, IGNOU Regional Centre, 5 th Mile, Tadong, Behind Sikkim Manipal University, Gangtok-737102.
15.	Hyderabad	Regional Director, IGNOU Regional Centre, Plot No.207, Kavuri Hills, Phase-II, Near Madhapur PS, Jubilee Hills (P.O), Hyderabad-500033.
16.	Itanagar	Regional Director, IGNOU Regional Centre, Hornhill Complex, 'C' Sector, Near Central School, Naharlagan, Itanagar-791110.
17.	Imphal	Regional Director, IGNOU Regional Centre, Asha Jina Complex, North AOC, Imphal-795001.
18.	Jaipur	Regional Director, IGNOU Regional Centre, Flats 70/79-84, Sector-7, Patel Marg, Mansarovar, Jaipur-302020.
19.	Jammu	Regional Director, IGNOU Regional Centre, Govt. SPMR College of Commerce, Canal Road, Jammu-180001.
20.	Jabalpur	Regional Director, IGNOU Regional Centre, IGNOU SC Building, 2nd Floor, Raj Sekhar Bhawan Arts Building, Rani Durgavati Vishwavidyalaya Campus Pachpedhi, Jabalpur-482001
21.	Karnal	Regional Director, IGNOU Regional Centre, 6, Subhash Marg, Subhash Colony, Near Home Guard Office, Karnal-132001.
22.	Khanna	Regional Director, IGNOU Regional Centre, ITI Building, Bulepur, District Ludhiana, Khanna-141401.
23.	Kolkata	Regional Director, IGNOU Regional Centre, Bikash Bhawan, 4 th Floor, North Block, Bidhan Nagar, Kolkata-700091.
24.	Koraput	Regional Director, IGNOU Regional Centre, District Agriculture Office Road, Koraput-764020.
25.	Kohima	Regional Director, IGNOU Regional Centre, Near Mount Hermon School Don Basco HR, SEC School Road Kohima-797001.
26.	Lucknow	Regional Director, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj, Lucknow-226024.
27.	Madurai	Regional Director, IGNOU Regional Centre, Sikkandar Chavidi Alanganallur Road, Madurai-625018.
28.	Mumbai	Regional Director, IGNOU Regional Centre, Om Leva, Vikas Niketan, Nanepada Road, Mulund East, Mumbai-400081.
29.	Nagpur	Regional Director, IGNOU Regional Centre, Gyan Vatika 14 Hindustan Colony Amaravati Road, Nagpur-440033.
30.	Patna	Regional Director, IGNOU Regional Centre, 2 nd Floor, BISCOMAUN Tower, West Gandhi Maidan, Patna-800001.
31.	Port Blair	Regional Director, IGNOU Regional Centre, JNR Mahavidyalaya, Port Blair-744104.
32.	Pune	Regional Director, IGNOU Regional Centre, 1 st Floor, MSFC Building, 270, Senapati Bapat Road, Pune-411016.
33.	Panaji	Regional Director, IGNOU Regional Centre, Behind Chodankar Hospital, Near P&T Staff Qrts, Off. Mapusa Panaji Road, Porvorim-403521, Goa.
34.	Raipur	Regional Director, IGNOU Regional Centre, Rest House & E.M Office Hall, Sector-I, Shankar Nagar, Raipur (Chattisgarh).
35.	Rajkot	Regional Director, IGNOU Regional Centre, Continuing Education Building, Saurashtra University Campus, Rajkot-360005.
36.	Ranchi	Regional Director, IGNOU Regional Centre, 457/A, Ashok Nagar, Ranchi-834002.
37.	Raghunathganj	Regional Director, IGNOU Regional Centre, Room No.312, 2nd Floor, New Administrative Building, SDO Jangipur Office Compound, Raghunathganj-742225, District Murshidabad (West Bengal)
38.	Shillong	Regional Director, IGNOU Regional Centre, Sunny Lodge, Nongthymmai, Nongshillang, Shillong-793014.
39.	Shimla	Regional Director, IGNOU Regional Centre, Chauhan Niwas, Bye Pass Road, Khalini, Shimla-171002.
40.	Siliguri	Regional Director, IGNOU Regional Centre, Netaji More, Subhaspally, Siliguri-734001.
41.	Srinagar	Regional Director, IGNOU Regional Centre, Mantoo House, Raj Bagh (Near Masjid Al-Farooq), Srinagar-190008.
42.	Trivandrum	Regional Director, IGNOU Regional Centre, Mepram Mansion, Chekkalamukku, Sreekariyam, Trivandrum-695017 (Kerala).
43.	Varanasi	Regional Director, IGNOU Regional Centre, Gandhi Bhawan, BHU Campus, Varanasi-221005.
44.	Vijayawada	Regional Director, IGNOU Regional Centre, 1st Floor, SKPVV Hindu High School, Kothapetha, Vijayawada-520001.

**LETTER OF CONSENT FOR ATTENDING THE CONVOCATION
(TO BE RETURNED BY THE LEARNER BY 13th April, 2012)**

To,

The Assistant Registrar (Exam-I)
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi- 110068

OR

The Regional Director,
IGNOU Regional Centre,

----- (Please write the Address of the opted RC as listed over-leaf)

Sir,

This has reference to SED's letter No.IG/RC/CONV-25/12 dated 31st March, 2012, I shall attend the Convocation at the Regional Centre indicated below. Other particulars are:

1. ENROLMENT NO. :

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2. NAME IN FULL (IN ENGLISH) : _____
(IN CAPITAL LETTERS)

3. NAME IN FULL (IN HINDI) : _____

4. ADDRESS : _____

5. E-mail ID : _____

6. TELEPHONE NO. : _____

7. MODE OF RECEIPT OF CERTIFICATE: IN PERSON IN ABSENTIA (BY POST)
(PLEASE TICK {√} THE RELEVANT COLUMN)

8. PARTICULARS OF PAYMENT OF REGISTRATION FEE : DD NO. _____ DATED _____ AMOUNT Rs. _____
PAYABLE AT _____
BANK _____ PLACE OF ISSUE _____

9. PLACE WHERE ATTENDING THE CONVOCATION: (i) AT HQ NEW DELHI (MAIN CAMPUS, IGNOU)
(PLEASE TICK {√} AND SPECIFY) (ii) AT RC CODE (iii) RC NAME _____

10. NAME OF THE PROGRAMME: (i) _____
(ii) PROGRAMME CODE

Yours faithfully,

Dated: _____

Signature