

PROGRAMME GUIDE

Diploma in Early Childhood Care and Education

‘A learner should not apply for appearing at the term-end examination of any course without getting registered for the same and that if he does so, his result would not be declared and the onus shall be on him.



School of Continuing Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

YOUR ATTENTION PLEASE

The candidates are required to opt only such the Study Centre as is activated for the programme. As far as possible, the University will allot the Study Centre opted by the candidate. However, the University may change the Study Centre at its convenience without concurrence of the student at any time.

You are requested to go through this Guide carefully before you proceed to the course material. It is further suggested that whenever you have a question to ask us, do look into the Guide. You will most likely find the answer to your question. If you do not, get in touch with your Regional Centre for information.

Printed material is your backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each course has a Course Development Committee headed by the Vice-Chancellor and other distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellor at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, students will have no need for any cheap or condensed guides for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advises the students not to take recourse to such type of guides.

MATERIAL PRODUCTION

Mr. Arvind Kumar
Asstt. Registrar (P), SOCE
IGNOU, New Delhi

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PROGRAMME GUIDE

Diploma in Early Childhood Care and Education



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

Dear Learner,

Welcome to the Diploma Programme in Early Childhood Care and Education offered by the Indira Gandhi National Open University (IGNOU). We are sure that you will find the programme interesting, informative and useful.

IGNOU offers its programmes through the distance education mode. Many of you may be familiar with correspondence education. Does distance education mean the same? If not, then what is the difference?

Since you are new to this programme of study as well as the distance education mode of learning, it is natural that you may have many doubts and queries in the beginning as well as at different stages of learning. At such times you may need a person to look into your problems. Or you may feel like sending some queries/letters to clarify your doubts. It is also possible that for some reason you may hesitate to do so. It may, therefore give you a feeling of isolation. This Programme Guide is an attempt to help you overcome this feeling of isolation and also to answer some of your queries. It seeks to give you an overview of the Diploma Programme in Nutrition and Child Care as well as help you understand the distance education mode of learning. It aims to give you useful guidelines about study materials, assignments, term-end examination and counselling sessions.

1. INTRODUCTION TO THE UNIVERSITY

The Indira Gandhi National Open University was established in September 1985 under an Act of Parliament. Its aim is to develop a flexible education system in the country. The primary emphasis is on development of courses relevant to our present day society, using innovative methods in imparting education, flexibility and involvement of all sections of society in the educational system. IGNOU aims to provide opportunities to all who want to have access to education, irrespective of restrictions with regard to place and time.

The significant features of IGNOU that make it different from the conventional Universities are the following :

- relaxed entry rules;
- study according to the student's own pace and convenience;
- study at the student's own place;
- flexibility in choosing a combination of courses from a wide range of disciplines and
- use of modern educational and communication technology including radio, TV, audio and video tapes and satellite in imparting education.

These unique features promote an openness as regards the educational system, making this an "Open University".

The University functions with the objectives of :

- providing opportunities for higher education to large segments of the population and, thereby, seeking to achieve the educational well-being of the community;
- providing access to higher education to the disadvantaged groups and individuals, opening up opportunities for upgrading knowledge and skills;
- bringing higher education to the doorsteps of all those who look for it;
- providing high quality education at the University level, and
- promoting both national integration and integrated development of the human personality.

IGNOU has adopted the distance education mode of instruction. Distance education uses the multi-media approach towards education which distinguishes it from correspondence education. In correspondence education, instruction is solely through the print material whereas in the distance education mode, teaching and learning takes place through various channels-print material, audio and video programmes and counselling sessions at Study Centres. Thus, there is a strong focus on student support services (i.e. services in addition to the print material), in the distance education mode of education. Student support services are provided by the University through a network of Study Centres located allover the country. You will come to know about each of these aspects of distance education system with reference to the Diploma in Early Childhood Care and Education, in detail, in the subsequent sections of this Programme Guide.

2. INTRODUCTION TO THE PROGRAMME

This Diploma Programme in Early Childhood Care and Education gives you in-depth theoretical as well as practical knowledge related to early childhood care and education. This Programme is a unique holistic package that aims to help the learners to develop and augment the knowledge, attitudes and skills necessary for fostering the development of young children (from birth to six years of age) who may be in various settings such as in the ECCE centres or at home. Research in neuroscience has established that the early years are critical for the development of the brain. Lack of healthy and safe environments, inadequate nutrition, lack of stimulation and opportunities for learning can have a long lasting negative impact on the development of the child. On the other hand, adequate nutrition, sound health, stimulation and opportunities for learning has a multiplier positive impact on children's development, in the short term and long term.

This programme equips the learner to foster the holistic development of young children by providing opportunities for their all round development. The programme will be of interest to functionaries and teachers working with children in the birth to six age group in diverse settings, such as creches, preschools, pre-primary classes, nursery schools, anganwadis and balwadis. It will also be of use to those wishing to set up early childhood care and education centres or managing such centres, parents and others interested in knowing about the development of the children.

This one year Diploma programme is not a teacher education programme recognized by National Council of Teacher Education.

The specific objectives of the Diploma Programme are to enable the learner:

- to develop an understanding about the needs and rights of children with emphasis on the socio-cultural context of childhood;
- to understand the development of children from birth to six years of age;
- to plan play activities for fostering development of young children;
- to know the health and nutritional needs of young children and to be able to evaluate a diet with respect to its nutritional adequacy;
- to be able to identify common childhood illnesses, take care of the sick child and take preventive measures;
- to interact with the community and impart simple health, nutrition, preschool education and early childhood care and education messages;
- to identify children with special needs, provide early stimulation and take preventive action;
- to gain and augment their knowledge and develop skills and attitudes required for working with young children in ECCE centres in various settings in the field;
- to critically reflect upon one's practices as an ECCE practitioner and modify them to suit children's backgrounds;
- to make the discourse of ECCE available to a wider section of society by exposing people to the need for ECCE and ways of fostering children's development.

Eligibility: The Programme is open to all learners who have cleared the 10+2 examination or its equivalent.

Duration: The Programme duration is one year but you are allowed to take up to four years to complete the programme, as per your convenience.

Medium of Instruction: The Programme is available in English, Hindi and Tamil medium.

Programme Fee: the Programme fee is Rs. 2000/-. It is to be paid in one installment at the time of admission. If you pay the tuition fees once, you continue to be on our rolls, even if you take more than one year to complete the Diploma. However, the fee is valid only up to four years from the date of admission. Besides, it is valid for only the Diploma in Early Childhood Care and Education. Fees once paid are not refundable on any account whatsoever, nor are they transferable.

3. PROGRAMME STRUCTURE

The following table gives an overview to the programme structure and credit weightage:

Course Title	Course Code	Credits	Nature of Course
1) Organizing Child Care Services	DECE-1	8	Theory : 6 credits Practical : 2 credits
2) Child Health and Nutrition	DECE-2	8	Theory : 6 credits Practical : 2 credits
3) Services and Programmes for Children	DECE-3	8	Theory : 6 credits Practical : 2 credits
4) Project Work-Working With Young Children in a Child Care Setting	DECE-4	8	Practical : 8 credits

The Diploma Programme is worth 32 credits and comprises four Courses of 8 credits each. In IGNOU terminology, one credit is equivalent to 30 hours of the learner's study time. So an 8 credit Course should take you 240 study hours to complete. This includes the time taken for you to understand the print material, view and listen to the related video and audio cassettes, attend counselling sessions and complete the practical work related to the Course. Thus the entire Programme is worth $240 \times 4 = 960$ hours of your study time. Of course, you must bear in mind that this is an average estimate.

4. MODE OF EDUCATION

The Programme uses the print material, audio and video cassettes and counselling sessions as the media for instruction.

4.1 Print Material

Properly planned self-instructional print material is the mainstay of this Diploma. As a student of the Diploma Programme, the print material you would receive would be in the form of 25 printed booklets i.e. 20 Blocks, 3 Practical Manuals and 1 Project Manual. The Blocks themselves consist of 3-6 Units each. The Units of each Block have a certain thematic unity and are arranged in a logical sequence.

As you go through the Blocks, you would see that each Unit has a "structure". This structure indicates the components of the Unit-its sections and sub-sections. So you get an overview of what each Unit has to offer.

The “Introduction:” tells you what to expect in the Unit and includes its objectives. This gives you an idea of what you should aim to achieve while studying the Unit. This is followed by the main body of the Unit which is divided into various sections and sub-sections. The “Let Us Sum Up” section towards the end summarizes the information contained in the Unit, while the “Glossary” provides a list of difficult words, phrases or terms and their meaning. Interspersed throughout the Unit are “Check Your Progress Exercises”. These are for you to work through as you go through the Unit. Answers to these exercises are given at the end of each Unit. However, in certain cases these exercises are in the form of activities to be carried out by you, for which explicit answers may not be provided; however hints are given.

4.2 Audio and Video Programmes

While the print material is, by and large, complete in itself, some concepts and their applications have been explained through the audio and video programmes as well, to facilitate better comprehension and understanding. The experience of learning through different media is interesting and useful as well. Thus the audio and video programmes will be of great benefit to you as supplements to the print material. If you make use of the audio and video cassettes along with the print material, you will be able to understand the subject matter better, prepare for practical work and apply the concepts explained through the print material more effectively in the day-to-day situations. This is particularly true with regard to planning and carrying out play activities with children, making play materials and organizing child care centres.

In view of the above, we strongly recommend that you view and listen to video and audio cassettes related to this Diploma. However, listening to and viewing audio and video programmes is optional. You could complete the programme of study by just studying the printed course material provided.

4.3 Counselling Sessions

While the print material and the audio and video programmes are self-explanatory and we have tried to anticipate your questions and difficulties and tackled them therein, it is likely that you may still have some doubts and some clarifications to seek. The counselling sessions are organized at the Study Centre with this in mind. Through these you get a chance to talk to subject matter experts, who are also called counsellors in the distance education system, and fellow learners of the programme of study.

Counselling sessions will be very different from the usual classroom teaching or lectures. Your counsellors will not be delivering lectures or speeches. The counselling sessions will be discussion oriented where the counsellor and the learners share their views on the subject and the learners seek clarifications for their doubts and comprehend some of the complex ideas or difficult issues. The counsellors will try to help you overcome your difficulties (academic as well as personal) which you face while studying for the Diploma. Besides, some of the audio and video cassettes related to the programme will be played. Therefore, it is very important that you study the related course material before you go to attend the counselling sessions. Unless you have gone through the Units/Blocks, there may not be much to discuss. During the counselling sessions try to concentrate on the relevant and the most important issues (it is quite likely that some minor issues may distract your attention and you may not have time to discuss the major problems). Also try to understand each other's points of view, without making the session a seminar or a debate. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

The counselling sessions will be conducted at your Study Centre. You will be told about the counselling schedule in advance so that you know the Blocks that will be taken up for discussion during the counselling session on a particular day. Study the Blocks that will be taken up during the session before attending the same.

Attending the counselling sessions will prove to be of tremendous help to you. We strongly recommend that you attend as many counselling sessions as you can. However, attending counselling

sessions is optional. You can complete the Diploma Programme without attending any counselling session.

The details about the number of counselling sessions for each Course of the Diploma Programme are given in Section 6.

Some Useful Studying Tips

The Diploma and the system that offers it are relatively new. It is quite likely that some of you may be wondering how to complete this programme successfully.

It should not be difficult for you to complete this Diploma Programme if you plan your work schedule sufficiently carefully. If you practise a somewhat systematic way of studying the materials, much of your task will become easy. We can give you a few suggestions to make your studies easy and interesting.

We understand that adult learners have many domestic and social commitments to attend to. But it is possible to steal some time regularly for your studies. Convince your colleagues and affectionate family members that you need some privacy to study and stick to a regular time table. As soon as you receive the first set of your reading materials, start working on them. Do not postpone studying the materials.

For obvious reasons, print material is the primary form of instructional material, although there are audio and video programmes and counselling sessions also. Naturally, you will have to concentrate mainly on the printed Blocks we send you, which will give you enough information to prepare for the final examinations satisfactorily.

Read the Units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments. Try to answer “Check Your Progress” questions. Please remember, the answers to these questions are not to be sent to us. Their purpose is to enable you to evaluate your own performance and to keep you on the right track. That is why they are called ‘Self-check’ questions. They will enable you to check whether you have comprehended what you have read. If you are not satisfied with your answers, see where you have gone wrong. At times, it is possible that you may have a better answer than the one we have presented. In any case, they will help you reinforce the information/knowledge you gain through your first reading of the text.

5. COURSEWISE DETAILS

A brief description of the four Courses along with their objectives are given in an outline form in this Section. The outline mentions the Block and Unit titles and the content of the Practical Manuals related to the first three Courses and the Project Manual for the fourth Course, in brief.

As you know, the Diploma Programme comprises four Courses. The first three Courses comprise theory and practical components. The fourth Course is mainly practical in nature. The theoretical concepts for the first three Courses are dealt with in ‘Blocks’ and the practical work is described in the Practical Manuals. The fourth Course comprises a Project Manual. A brief description of the four Courses is as follows.

DECE-1 ORGANIZING CHILD CARE SERVICES

To foster the development of young children, it is important to understand how children develop from one year to the next. In Course I you will read about the physical, motor, language, cognitive, social and emotional development of children. The Course will help you to develop an understanding about the needs and rights of children and give you a perspective on the socio-cultural context of childhood. You will also

read about ways of fostering children's development through play activities, and the basic principles of organizing creches, preschools and day care centres.

Block 1 Introduction to Child Care and Development

- Unit 1 The Experience of Childhood
- Unit 2 Basic Concepts in Child Development Unit 3 The principles of Development
- Unit 4 The Needs and Rights of Children
- Unit 5 The Importance of Play in Development

Block 2 The Child: Development in the First Twelve Months

- Unit 6 Prenatal Development and Care
- Unit 7 Physical, Motor and Sensory Development
- Unit 8 Cognitive Development: The Emergence of Thought
- Unit 9 Language Development: Learning to Speak
- Unit 10 Play Activities for Fostering Development

Block 3 The Child: Development During Toddlerhood (13-36 months)

- Unit 12 Physical and Motor Development: Increase in Mobility and Control
- Unit 13 Cognitive Development: Towards Mental Representation
- Unit 14 Language Development: From Words to Sentences
- Unit 15 Socio- Emotional Development: Expanding Relationships and the Emerging Self
- Unit 16 Play Activities for Fostering Development

Block 4 The Child: Development During Preschool Years (3-6 years)

- Unit 17 Developing Physical Strength and Motor Coordination
- Unit 18 Developing Cognitive Abilities and Understanding Concepts
- Unit 19 Enhancing Language Skills
- Unit 20 Social Relationships and Child Rearing

Block 5 Play Activities for Preschoolers-1

- Unit 21 Play Activities for Movement and Mobility
- Unit 22 Exploring the Environment
- Unit 23 Play Activities for Developing Cognitive Abilities and Some Concepts
- Unit 24 Furthering Language

Block 6 Play Activities for Preschoolers-2

- Unit 25 Fantasy, Story Telling and Dramatization
- Unit 26 Art for Children

Unit 27 Rhythm: Music and Movement

Unit 28 Nurturing Creativity

Block 7 Organizing a Child Care Centre

Unit 29 Child Care Services in India

Unit 30 Planning the Curriculum

Unit 31 Setting-up and Running the Centre

Unit 32 Involving the Family and the Community

Unit 33 Evaluation

Practical Manual

It contains some practical exercises related to the Course content. You will find it useful to do them.

DECE-2 CHILD HEALTH AND NUTRITIONS

This Course talks about the health and nutritional needs of young children. Good health and proper nutrition are prerequisites for optimum development. The Course material will help you to identify common childhood illnesses, take immediate care of the sick child and take preventive measures. You will learn the principles of planning balanced diets for infants, toddlers, preschoolers, and pregnant and lactating mothers. You will also study the major nutritional deficiency diseases and come to know about some major nutrition and health programmes in our country.

Block 1 Introduction to Nutrition and Health

Unit 1 The Meaning of Nutrition

Unit 2 The Concept of Health

Unit 3 Indicators of Health

Block 2 Basic Concepts in Nutrition

Unit 4 The Macronutrients-1 : Carbohydrates & Water

Unit 5 The Macronutrients-2: Proteins & Fats

Unit 6 The Micronutrients-1: Vitamins

Unit 7 The Micronutrients-2: Minerals

Unit 8 Planning Balanced Diets

Block 3 Nutrition and Health Care During Pregnancy and Lactation

Unit 9 Meal Planning for Pregnant and Lactating Women

Unit 10 Health Care During Pregnancy

Unit 11 Health Care During Intranatal and Postnatal Periods

Block 4 Nutrition and Health Care During Infancy and Early Childhood

Unit 12 Nutrition During Infancy

Unit 13 Nutrition During Early Childhood

Unit 14 Health Care of the Child

Block 5 Nutrition Related Disorders in Early Childhood

Unit 15 Major Deficiency Diseases-I: PEM & Xerophthalmia

Unit 16 Major Deficiency Diseases-2: Anaemia & Iodine Deficiency Disorders

Unit 17 Other Nutritional Disorders

Block 6 Nutrition and Health Programmes

Unit 18 Major Nutrition Programmes

Unit 19 Major Health Programmes

Unit 20 Assessment of Nutritional Status

Block 7 Common Childhood Illnesses, Their Prevention & Management-1

Unit 21 Caring for the Sick Child

Unit 22 Some Disorders of the Alimentary System

Unit 23 Some Disorders of the Respiratory System

Unit 24 Infections of the Mouth and Throat

Unit 25 Some Infections of the Eyes

Block 8 Common Childhood Illnesses, Their Prevention & Management-2

Unit 26 Common Diseases of the Skin

Unit 27 Common Problems of the Ears

Unit 29 Lumps and Swellings

Unit 30 First Aid

Practical Manual

It contains practical exercises related to the Course content. You will find it useful to do them.

DECE-3 SERVICES AND PROGRAMMES FOR CHILDREN

Through this Course you will come to know about the services available in our country for children, and the organizations working for the development of children. Reading through this Course will also enable you to know about children with disabilities, to be alert to early symptoms indicative of disability, to be able to take care of disabled children within the setting of the preschool or the creche and to take preventive action. This Course will also help to strengthen your skills of interacting with the community and to be able to impart simple health, nutrition and preschool education messages.

Block 1 Services for Children

Unit 1 Early Childhood Care and Education in Perspective

Unit 2 Some Theoretical Orientations in Early Childhood Education

Unit 3 Organizations for Children

Block 2 Children with Special Needs-I

Unit 4 Introduction to Special Needs

Unit 5 Services for Special Children

Unit 6 Helping Parents Cope

Block 3 Children with Special Needs-2

Unit 7 Children with Mental Retardation

Unit 8 Children with Physical Disabilities

Unit 9 Children with Behavioural Problems

Unit 10 Children with Visual Impairment

Unit 11 Children with Hearing Impairment

Block 4 Communicating with Parents and the Community

Unit 12 Concept of Communication

Unit 13 Some Methods of Communication

Unit 14 Some Strategies in Communication

Unit 15 Some Communication Aids

Unit 16 Some Themes and Messages in ECCE

Block 5 Managing Children's Programmes: Some Perspectives

Unit 17 Basics of Management

Unit 18 Obtaining Funds and Formulating a Budget

Unit 19 A Case Study - ICDS Programme

Unit 20 A Case Study - Mobile Creches

Practical Manual

It contains practical exercises related to the Course content. You will find it useful to do them.

DECE-4 PROJECT WORK: WORKING WITH YOUNG CHILDREN IN A CHILD CARE SETTING

The Project Work forms the fourth Course of the Diploma. We anticipate that through this Course you will be able to experience the “feel” of working with children in a preschool setting.

The details regarding how the Project Work is to be carried out are specified in the Project Manual. However, some salient information about carrying out the Project Work is provided in Section 6.

List of Audio Programmes available in English and Hindi to Date for the Diploma Programme

- 1) Organizing Child Care Services: An Overview
- 2) Setting Up and Managing a Child Care Centre
- 3) A Conversation with the Editor of the Course ‘Organizing Child Care Services’

List of Video Programmes available in English and Hindi to Date for the Diploma Programme

- 1) How to plan a Good Preschool Centre or a Creche
- 2) Narrating Stories to Children
- 3) Let's Make Play Material - Parts I, II, III and IV
- 4) A Day with Toddlers in a Creche - Parts I, II and III.
- 5) *Shishu Grah Mein Bachchon Ke Sath Ek Din* - Parts I, II and III
- 6) *Kahani Kaise Sunayen* - Part I and II

These are the programmes that have been prepared till date. Please check with your Study Centre for information regarding further audio and video programmes prepared.

Counselling Sessions

The number of counselling sessions for each Course of the Diploma Programme are as follows:

DECE-1: 10 sessions, **DECE-2:** 10 sessions,

DECE-3: 10 sessions, **DECE-4:** 10 sessions

You will be informed about the detailed programme and dates of the counselling sessions by your study Centre.

6 INSTRUCTIONS REGARDING PROJECT WORK

Given below are some important and useful instructions for Project Work. So read them carefully.

For the Project Work, you will be placed in a nursery school/preschool for 30 working days and required to carry out play activities with the children there. Further details regarding the duration of Project Work are stated in the Project Manual.

The play activities you plan and carry out have to be based on the broad parameters indicated in the Project Manual. The format for writing the Activity Plan and the Report of each play activity is also described in the Manual. You need to refer to the Project Manual at each step of the Project.

The Activity plans and the Reports of all the play activities must be compiled as a Project File.

For the duration of the Project Work, you will be attached to a Guide. This will be a teacher from the Nursery School where you will be placed for the project Work.

You would be interacting with your Guide daily during your placement because of her significant role. The Guide would approve your play activities before you carry them out in the preschool, observe you as you carry out the play activities and, subsequently, give you feedback. She will also guide you in terms of writing the Report of each play activity. She will be evaluating your play activities as well.

There will also be a Counsellor with whom you can interact with regard to the Project Work. This person will be available on the dates as would be given to you in the counselling schedule. However, interacting with the Counsellor is optional. You may wish to go to her/him for further guidance or if there some problems which neither you nor your Guide are able to solve.

If you wish to complete the Diploma Programme in one academic year, then you are required to finish your Project Work and submit the Project File latest by 15th Dec of that year. However, if you wish to take longer than one year to complete the Diploma, you may choose to do the Project Work in the subsequent years, in the four year period. What you have to remember is that your Project File must reach IGNOU latest by 15th December of your fourth year of enrolment.

There will be three levels of evaluation of your Project Work:

- a) On-the spot evaluation by the Guide (i.e. the nursery teacher) of each activity that you conduct.
- b) On-the-spot evaluation of three predetermined activities by the Principal of the nursery school.
- c) Evaluation of the Project File containing Activity Plans and Reports of all the activities. This will be done by the faculty of Women's Education Unit of the School of Continuing Education of IGNOU at Maidan Garhi, New Delhi or by a panel of experts identified by them.

You will read more about evaluation of the Project Work in the Project Manual.

Project work is an integral part of this Diploma Programme. Successfully completing it is essential for award of the Diploma.

The Principal of the nursery school/preschool where you have been placed and the Guide will certify, through the form at Annexure I of the Project Manual, that bonafide work has been done by you at the nursery school/preschool for the requisite period. This form must accompany the copy of the Project File that you submit for evaluation. The Annexure 3 will specify the marks awarded to you by the Guide and the Principal for the various activity sessions.

You must prepare two copies of the Project File. The original copy must come to Registrar, Student Registration and Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068, accompanied by the forms given at Annexures I and 3 of the Project Manual (DECE-4). If you have identified the nursery school yourself then you will also need to attach Annexure 6 of the Project Manual (DECE-4). Keep the second copy of the Project file with yourself for reference.

If you have any problem which your Regional Centre and Study Centre are unable to handle, you could contact us directly. We would also welcome feedback regarding Project Work. So feel free to write to us.

**FOR ALL DETAILS REGARDING PROJECT WORK, PLEASE REFER TO
THE PROJECT MANUAL.**

7 STUDY CENTRES

You will be allotted a Study Centre by the Regional Centre. This Centre will be your point of contact with the University as regards the Diploma Programme. Your Study Centre will provide you with facilities and services such as:

Counselling;

Audio-visual equipment and ancillary facilities for using that equipment;

Room for meetings and interviews;

Reception and information services; and

Common room and refreshment facilities wherever possible.

Major Functions of Study Centres

- i) **Counselling:** Counselling represents an important aspect of the open university system. Each Study Centre will have a Coordinator to look after the administrative function. There will be Counsellors in different subjects to provide face-to-face counselling and guidance to you in the Courses of your study. You will be informed about the detailed programme of counselling sessions by the Study Centre.
- ii) **Library:** All regular Study Centres will have a library containing relevant course materials, reference books as well as audio and video materials specially prepared for each Course.
- iii) **Inflammation and Advice:** You will be given relevant information on administrative and related matters by the Coordinator and secretarial staff at the Study Centre.
- iv) **Audio and Video Support:** The Study Centre will be provided with audio and video equipment to help you make use of the audio and video cassettes prepared for different Courses.
- v) **Interaction with Fellow Students:** In the Study Centres you will have an opportunity to interact with fellow students. This may lead to the formation of self-help groups.

If you do not receive information about your allotted study Centre by the beginning of the academic year, please get in touch with your Regional Centre. The list of IGNOU Regional Centres along with their addresses is given at Annexure I of this Programme Guide.

8 EVALUATION

8.1 Evaluation of Theory Courses - DECE - 01, 02 and 03

The evaluation in theory courses consists of two parts: (i) continuous evaluation through assignments, and ii) term-end examination. Each course has one assignment. In the final result, the assignment of a course carries 30% weightage while 70% weightage is given for term-end examination. University follows grading system for continuous evaluation as well as term-end examination. It is done on a five-point scale using letter grades, A,B,C,D,E. The University has decided to provide numerical marking also in the grade card and award of division for the Diploma Programme.

The following is the scheme of awarding divisions:

I Division	-	60% and above
II Division	-	50% to 59.9%
Pass	-	35% to 49.9%
Unsuccessful	-	Below 35%

The notional correlates of the letter grades and percentage of marks are as under:

Letter Grade	Qualitative Value	Point Grade	Equivalent % of numerical marks
A	Excellent	5	70% and above
B	Very Good	4	Above 55% and below 70%
C	Good	3	Above 45% and below 55%
D	Satisfactory	2	Above 35% and below 45%
E	Unsatisfactory	1	Less than 35%

You are required to score at least 35% marks (Grade D) separately in continuous evaluation (assignment) and term-end examination of each course.

8.1.1 Term-end Examination

As stated earlier, term-end examination is the major component of the evaluation system of theory courses and it carries 70% weightage in the final result. You must fill and send the term-end examination form within the prescribed dates as mentioned abroad:

The terminal written examination may comprise:

- essay-type questions testing analytical and conceptual comprehension.
- case materials/problem-solving activities/practical questions.
- short answer questions and objective questions.

Sample question papers for DECE-01, 02 and 03 are given at Annexure II. These will give you some idea about the kind of questions you may expect in the term-end examination. However, this is only to orient you towards the kind of questions asked. There could be variations in the format of question papers.

There is one term-end examination paper for each Course, i.e., you will have to clear three papers towards completing the Diploma Programme. Each paper is of three hours duration.

You may appear for term-end examination of one or more Courses at a time. Please note that normally examinations in all the three Courses will be held two times every year - first in June, and the second in December. However, in the first year of admission you can take the examination for any or all Courses only in December of that year and not in June. In the subsequent years of enrolment, you can take the examination in June and/or December of that year, till your registration remains valid.

In case you fail to get a pass score (35% marks) in the Term-end Examination, you will be eligible to reappear at the next Term-end Examination for that course within the total span of the programme i.e. four years.

Eligibility for Term-End Examination

To be eligible to appear in the Term-end Examination in any course, you are required to fulfil the following conditions.

- 1) You should have submitted the assignments for the respective course.
- 2) You should have submitted the examination form in time (which is explained later).
- 3) Your registration for the programme should be valid.
- 4) You should have paid the required examination fee for all the courses, for which you are appearing in the examination.

Examination Date Sheet

Examination date sheets (Schedule which indicates the date and time of examination for each Course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU Newsletter from time to time. Thus, normally, the date sheet for June examinations is sent in the month of January/February and for December examination in the month of July/August. You are advised to see whether there is any clash in the examination dates of the courses you wish to take, i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination (i.e., June or December as the case may be).

Examination Form

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. Copies of the examination forms are available at Study Centres/Regional Centres/ Student Registration and Evaluation Division at Headquarters. Sample of examination form is printed in this Programme Guide .

Examination Fee

Examination fee of Rs. 50/- 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 is the examination centre. However, a student is required to fill the exam centre code in the examination form. For this 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 can be filled up as examination centre code. However, if the examination centre chosen by a student is not activated, the university will allot another examination centre under the same Region.

Date of Submission of Examination Forms

June TEE	DECEMBER, TEE	LATE FEE	Where to submit the form
1st March to 31st March	1st Sept to 30th Sept	Nil	Registrar (SR&E) IGNOU, Maidan Garhi, New Delhi-110068
15th April to 20th April	1st Oct to 20th Oct	Rs. 100/-	
21st April to 15th May	21st Oct to 15th Nov	Rs. 500/-	For outside Delhi students (The Regional Director Concerned Regional Centre) For Delhi Students (Registrar (SR&E), IGNOU Maidan Garhi, New Delhi-110068
15th May to 28th May	16th Nov to 26th Nov	Rs. 1000/-	

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

- 1) remain in touch with your Study Centre/Regional Centre/SRE 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 fill up the form for 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 half ticket.

Issue of Examination Hall Ticket

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

Early Declaration of Results

In order to facilitate the students who have got offer of admission and/or selected for employment etc. and are required to produce marks-sheet/grade card by a specified given date, they may apply for early processing of their answer scripts and declaration of the results for this purpose. The students are required to apply in the specified format available on the University website with a fee of Rs. 500/- per course through Bank Draft drawn in favour of IGNOU) alongwith the attested photocopy of the offer of admission/employment offer. The students may submit their requests for early declaration of results before the commencement of the term-end examination i.e., before 1st June and 1st December respectively, The University in such cases will make arrangements for processing the answer scripts and declare the result as a special case, possibly in a month's time from the date of examination.

Re-evaluation of Answer Script(s)

The students who are not satisfied with the marks / grade secured by them in the Term-end Examination can apply for re-evaluation within one month from the date of declaration, i.e. the date on which the results are made available on the University website, on payment of Rs. 300/- per course in the prescribed application form available on the University website. The better of the two results (original marks/grades and re-evaluated marks/grades) will be considered and the revised marks/grades shall be incorporated in the student's records as applicable and the revised grade card/marks sheet will be sent to the students within one month from the receipt of application. Re-evaluation is not permissible for Project Work, Practical, Assignments & Seminars etc.

8.1.2 Assignments

Assignments constitute the continuous evaluation. The submission of assignment is compulsory. The marks that you get in your assignments will be counted in your final result

You have to complete the assignment within the due dates specified in the assignments booklet. **You will not be allowed to appear for the term-end examination for any course if you do not submit the assignment in time for that course.** If you appear in term-end examination without submitting the assignments, the result of term-end examination would be liable to be cancelled.

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks. The comments guide you in your study and help in improving it. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them. The assignments are designed in such a way as to help you concentrate mainly on the printed course materials and exploit your personal experience.

For each course you have to do one assignment which will be evaluated by the counsellor of your study centre.

Whenever you receive a set of material and assignments, check them immediately and ask for missing pages, if any, from **Material Production and Distribution Division (IGNOU, Maidan Garhi, New Delhi-110068).**

The assignment response should be complete in all respects. Before submission you should ensure that you have answered all the questions of the assignment. Incomplete assignment responses may affect your grades adversely.

You have to submit your assignment response sheets to the Coordinator of the Study Centre assigned to you. After evaluation, assignments will be sent back to you with comments and marks (grade).

The University/Coordinator of the Study Centre has the right not to entertain or reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

Do not forget to get back your duly evaluated assignment alongwith a copy of the assessment sheet containing comments of the evaluator on your performance. This may help you in attempting the term-end examination.

For your own record, retain a copy of assignment response, which you submit to the Coordinator. If you do not get back your duly evaluated assignment along with a copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your study centre.

If you do not get pass grade in any assignment, you have to submit it again. To get fresh assignment you should write to **Registrar, MPDD, IGNOU, Maidan Garhi, New Delhi -110068**. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignment should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him to the Student Registration and Evaluation Division at Headquarters. Score communicated by the student centre through any mode other than the award list will not be acceptable to the University for taking your score of assignment, on your record.

In case, you find that the score indicated in the assignment sheet of your Tutor marked assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the Coordinator of your study centre with a request to forward correct award list to your Regional Centre / SR&E Division at the Headquarters.

Do not enclose or express doubts for clarification, if any, about study material or assignment along with the assignment. Send your doubts in a separate cover to the Director of the School of Continuing Education at IGNOU, Maidan Garhi, New Delhi -110068. Give your complete enrolment number, name, address, title of the Course, and the number of the Unit or the assignment, etc. on top your letter.

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name your Study Centre on the left hand corner of the first page of your response sheet.

Course Code and Assignment Code may be reproduced from the assignment.

The top of the first page of your response sheet should look like this:

.....	ENROLMENT NO.:
PROGRAMME TITLE:	NAME:
COURSE CODE:	ADDRESS:
	
COURSE TITLE:	
ASSIGNMENT CODE:	SIGNATURE:
STUDY CENTRE:	DATE :

All Tutor Marked Assignments are to be submitted at the study centre assigned to you.

- 3) Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself about the subject matter or its presentation.
- 4) Go through the study material. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer.' While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must provide a brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasize. While solving numericals, use proper format and give working notes wherever necessary.
- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. ,This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) Write the responses in your own hand. Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) **The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Registration and Evaluation Division at Headquarters for evaluation.**
- 11) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.
- 13) If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect, you should approach the coordinator of your study centre for connection and transmission of correct score to headquarters.

8.2 Evaluation of Project Work

Some norms about evaluation of Project Work have explained under Section 7. As you know, there are three levels of evaluation of the Project Work, two of which comprise on-the-spot evaluation in the nursery school and the third pertains to evaluation of practical record in the form of Project File at the Headquarters. The on-the-spot evaluations at the nursery school is referred to as 'external evaluation' and evaluation of Project File at headquarters is referred to as 'internal evaluation'. The on-the-spot external evaluation comprises 70 per cent of the total weightage for the Project Work and the Internal evaluation of Project File carries the remaining 30 percent weightage. **To successfully complete the Project Work, you must score at least grade 'D', i.e., 35 per cent marks, separately with respect to on-the-spot evaluation as well as evaluation of Project File.**

If you do not score 35% marks in either of these two components, you will have to the Project Work again. The University also reserves the right to moderate the marks you receive for external evaluation of Project Work, if it is so required.

Further details about the evaluation of Project Work have been explained in the Project Manual.

8.3 Gold Medal

The University awards a Gold Medal to the candidate who is a topper in the Courses and has successfully completed each Course in the first attempt. The first attempt here does not mean that you have to clear all the Courses within the first year of admission. It means that you have to clear the examination in the first attempt, which may be made any time during the four years of enrolment in the Diploma Programme.

9 OTHER USEFUL INFORMATION

Re-admission

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional 1 year in continuation of the earlier duration in selected programmes. The student has to make payment per course on pro-rata basis. The details of pro-rata fee and the Re-admission Form is available at the Regional Centre for the courses which the student has not been able to complete. For further details please see the website.

IGNOU Newsletter

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

Reservation of Seats

The University provides reservation of seats for scheduled castes, scheduled tribes and physically handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fees

Reserved categories, viz. scheduled castes/scheduled tribes and physically handicapped students, have to pay the fees at the time of admission to the University along with other students.

Physically handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect the scholarship form from the Directorate of Social Welfare or office of the Social Welfare Officer of the concerned state government and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Similarly, for reimbursement of programme fees, SC/ST students have to submit their scholarship forms to Directorate of Social Welfare or the Social Welfare Officer of the respective state government through the concerned Regional Director.

Change or Correction of Address

In case there is any correction or change in your address, you are directed to make use of the form at Annexure IV and address it to the Regional Director concerned who will forward the request, after verifying the student's signature to the SR&E Division, IGNOU Maidan Garhi, New Delhi. The form can also be downloaded from IGNOU website, www.ignou.ac.in. Normally it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

Change of Study Centre

For the purpose of change of Study Centre, you have to send a request to the Director of your Regional Centre. 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 Region

When you want transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer, marking copies to the Regional Centre where you would like to be transferred to, and to the Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Registrar, SR&E Division, IGNOU, New Delhi. The records are normally sent by Registered Post to guard against loss in postal transit.

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 of the two programmes taken, the University will not be position to make adjustment.

Miscellaneous

The University reserves the right to change the rules detailed in this Programme Guide. However you will be informed about those changes through supplementary circulars well in advance.

Please file all letters that the University sends you, and keep the Programme Guide and the Supplements Programme Guide (if any) handy. A record of your progress is maintained at the University. However, you must maintain your own record for comparisons, if needed.

All types of communication (letters, application, etc.) are attended to as soon as we can. It is, therefore, desirable that you make your letters brief and precise. If your letters present irrelevant details or/and are written in ambiguous and objectionable language, our responses to your queries will invariably get delayed.

Before you write to us to answer your queries, do look into this Programme Guide. We may already have answered your query/queries.

Do follow our instructions carefully.

Do write to us if you have any difficulties or problems in working through this Programme.

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

10. SOME USEFUL ADDRESSES

- | | |
|---|---|
| 1) Non-receipt of study material, assignments and for fresh assignments | Registrar (MPDD)
IGNOU, Maidan Garhi
New Delhi-110068 |
| 2) Examinations, Examination centres, results, and other exam related matters. | Registrar (SED)
IGNOU
Maidan Garhi
New Delhi-110068 |
| 3) Change of course/programme, Admissions, fees, scholarships, exam; schedule, Migration certificate and change of address. | Regional Director of your Region |
| 4) Counsellors and other problems relating to study centres. | Assistant Director (Student Affairs)
Regional Services Division
IGNOU, Maidan Garhi
New Delhi-110068 |
| 5) Purchasing of Audio/Video Tapes | Marketing Unit
EMPC
IGNOU, Maidan Garhi
New Delhi-110068 |

You are advised to get in touch with the coordinator of your study centre for timely information.

11. REGIONAL CENTRE CODE AND ADDRESSES

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26 NO. OF LSC : 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE : 09 NO. OF LSC : 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ J-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481, GUJARAT PH.OFF : 02717-242975, 241579, 242976 FAX : 02717-241580 E-MAIL : rcamedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)
3	AIZWAL RC CODE : 19 NO. OF LSC: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. C-4/5, R. HAUTLUANGA BUILDING UPPER REPUBLIC AIZAWL - 796001, MIZORAM PH.OFF : 0389-2311693,2311692 FAX : 0389-2311789 E-MAIL : rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT : AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE : 47 NO. OF LSC: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTAR PRADESH PH.OFF : 0571-2700120,2701365 FAX : 0571-2402147 E-MAIL : rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAAH, ETAWAH, FIROZABAD, J.P.NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR, HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR AND SAMBHAL)
5.	BANGALORE RC Code: 13 NO. OF LSC: 69	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR, BANGALORE-560 070 KARNATAKA PH.OFF : 080-26654747/26657376, 080-26639711 FAX : 080-26644848 E-MAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR RC CODE: 82 NO. OF LSC: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 RD FLOOR, SUMAN PLAZACENTRAL JAIL RD., TILKAMANJHI, BHAGALPUR-812001 BIHAR PH.OFF : 0641-2610055/2610066 E-MAIL : rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7.	BHOPAL RC CODE: 15 NO. OF LSC: 124	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLSBHOPAL-462 011 MADHYA PRADESH PH.OFF : 0755-2578455/ 2578452/ 2762524 FAX : 0755-2578454 E-MAIL : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
8.	BHUBANESHWAR RC CODE: 21 NO. OF LSC: 111	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR-751 013 ORISSA PH.OFF : 0674-2301348/2301250/2301352 FAX : 0674-2300349 E-MAIL : rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH)
9.	BIJAPUR RC CODE: 85 NO. OF LSC: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S OLD ADMINISTRATIVE BUILDING, SMT. BANGARAMMA SAJJAN CAMPUS, SOLAPUR ROAD, BIJAPUR - 586103 KARNATAKA PH.OFF : 08352- 260006 FAX : 08352-260005 E-MAIL : rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR, YADGIR, HAVERI, GADAG, BELLARY) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC CODE: 06 NO. OF LSC: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA-134109 HARYANA PH. OFF: 0172-2590277, 2590278, 2590208 FAX : 0172-2590279 E-MAIL : rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11.	CHENNAI RC CODE: 25 NO. OF LSC: 134	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 rd FLOOR, G R COMPLEX 407-408 ANNA SALAINANDANAM, CHENNAI-600035 TAMIL NADU PH.OFF : 044-24312766, 24312979 FAX : 044-24312799 E-MAIL : rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR, ARIYALUR), PUDUCHERRY (U.T.)
12.	COCHIN RC CODE: 14 NO. OF LSC: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF : 0484-2340203/2348189/2330891 FAX : 0484-2340204 E-MAIL : rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
13.	DARBHANGA RC CODE: 46 NO. OF LSC: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK, DARBHANGA-846004, BIHAR PH.OFF : 06272-251833,251862 FAX : 06272-253719 E-MAIL : rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE: 31 NO. OF LSC: 65	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN, RAIPUR ROAD DEHRADUN DEHRADUN - 248 008 UTTRAKHAND PH.OFF : 0135-2789200 FAX : 0135-2789190 E-MAIL : rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR) STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, Bijnore, SHAMLI (PRABUDH NAGAR))

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
15.	DELHI 1 RC CODE: 07 NO. OF LSC: 55	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD, NEW DELHI - 110 044 PH.OFF : 011-26990082, 26990083 FAX : 011-26990084 E-MAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR) STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16.	DELHI 2 RC CODE: 29 NO. OF LSC: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002 PH.OFF : 011-23392374/23392376, 23392737 FAX : 011-23392375 E-MAIL : 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, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17.	DELHI 3 RC CODE: 38 NO. OF LSC: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI 110 045 PH.OFF : 011-25088964 FAX : 011-25088983 E-MAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18.	DEOGHAR RC CODE: 87 NO. OF LSC: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD, DEOGHAR, JASIDIH, JHARKHAND- 814142 PH.OFF : 06432-34448 E-MAIL : rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, & GIRIDIH)
19.	GANGTOK RC CODE: 24 NO. OF LSC: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5 TH MILE TADONG, NH-31A, BELOW CENTRAL REFERAL HOSPITAL, EAST SIKKIM, GANGTOK - 737102 SIKKIM PH.OFF : 0359-231102,270923 FAX : 0359-231103 E-MAIL : rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE: 04 NO. OF LSC: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC H ROAD, CHRISTIAN BASTI GUWAHATI-781005 ASSAM PH.OFF : 0361-2343771/2343785-86 FAX : 0361-2343784 E-MAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI, ANGLONG, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
21.	HYDERABAD RC CODE: 01 NO. OF LSC:26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS,JUBILEE HILLS (P.O.) HYDERABAD - 500 033 A.P. PH.OFF : 040-23117550-53 FAX : 040-23117554 E-MAIL : rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE: 17 NO. OF LSC: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL-795001 MANIPUR PH.OFF : 0385-2421190/2421191 FAX : 0385-2421192 E-MAIL : rcimphal@ignou.ac.in, ignouimp@gmail.com	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23.	ITANAGAR RC CODE: 03 NO. OF LSC: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HORNBILL COMPLEX, 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110, ARUNACHAL PRADESH PH.OFF : 0360-2247536/2247538 0360-2351705 FAX : 0360-2350990 E-MAIL : rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JABALPUR RC CODE: 41 NO. OF LSC: 73	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482001 PH.OFF : 0761-2600411/2609896 /2600219 FAX : 0761-2609919 E-MAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATARPUR, REWA , SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23 NO. OF LSC: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020RAJASTHAN PH.OFF : 0141-2785730/2785750, 2396427 FAX : 0141-2784043 E-MAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAI MADHOPUR, SIKAR, SRI GANGANAGAR & TONK)
26.	JAMMU RC CODE: 12 NO. OF LSC: 66	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 : 0191-2561154 E-MAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE:88 NO. OF LSC: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE EDUCATION & WELFARE SOCIETY CAMPUS, PAL LINK ROAD, KAMLA NEHRU NAGAR JODHPUR-342008 RAJASTHAN PH.OFF : 0291-2012986, 2012987 E-MAIL : rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA
28.	JORHAT RC CODE: 37 NO. OF LSC: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. 337, A.T.ROAD, TARAJOAN POOL, JORHAT-785001 ASSAM PH.OFF : 0376-2371116, 2370214, 0376-2371115 E-MAIL : rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
29.	KARNAL RC CODE: 10 NO. OF LSC: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICEKARNAL-132 001 HARYANA PH.OFF : 0184-2271514/2260075 FAX : 0184-2255738 E-MAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KHANNA RC CODE: 22 NO. OF LSC: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR, (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF : 01628-229993/237361 FAX : 01628-238284 E-MAIL : rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	KOHIMA RC CODE: 20 NO. OF LSC: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR. SEC SCHOOL ROAD, KENDOUZOU KOHIMA – 797001 NAGALAND PH.OFF : 0370-2260366/2260167 FAX : 0370-2260216 E-MAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28 NO. OF LSC: 73	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL PH.OFF : 033-23349850, 23592719, 033-23589323(RCL) FAX : 033-23347576 E-MAIL : rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44 NO. OF LSC: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD, BEHIND WOMEN'S COLLEGEAT/PO/DISTT.- KORAPUT-764020, ORISSA PH.OFF : 06852-251535 FAX : 06852-252503 E-MAIL : rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, (SRC-KANDHMAL-BOLANGIR, SONEPUR, BOUDH)), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KONDAGAON)
34.	LUCKNOW RC CODE: 27 NO. OF LSC: 51	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR-H, ALIGANJ, LUCKNOW-226 024, UTTAR PRADESH PH.OFF : 0522-2746120/2745114 FAX : 0522-2746145 E-MAIL : rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
35.	MADURAI RC CODE: 43 NO. OF LSC: 135	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI, ALANGANALLUR ROAD MADURAI-625018 TAMIL NADU PH.OFF : 0452-2370733 FAX : 0452-2370588 E-MAIL : rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PADUKKOTTAI, RAMA-NATHPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR)
36.	MUMBAI RC CODE : 49 NO. OF LSC: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND(E), MUMBAI-400081, MAHARASHTRA PH.OFF : 022-25633159/25635540 FAX : 022-25635411 E-MAIL : rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI PALGHAR, MUMBAI SUBURBAN)
37.	NAGPUR RC CODE: 36 NO. OF LSC : 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14, HINDUSTAN COLONIY AMARAVATI ROAD NAGPUR 440033 MAHARASHTRAPH. OFF : 0712-2536999, 2537999, 0712-2022000 FAX : 0712-2538999 E-MAIL : rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38.	NOIDA RC CODE: 39 NO. OF LSC: 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53, SECTOR 62 INSTITUTIONAL AREA NOIDA 201305UTTAR PRADESH PH.OFF : 0120-2405012/2405014 FAX : 0120-2405013 E-MAIL : rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH(DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT, GHAZIPUR, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH – I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39.	PANAJI RC CODE: 08 NO. OF LSC: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITALNEAR, P&T STAFF QUARTERS, ALTO POVORIM POVORIM-403521GOA PH.OFF : 0832-2414553 FAX : 0832-2414550 E-MAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD) STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
40.	PATNA RC CODE: 05 NO. OF LSC: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA-800 001, BIHAR PH.OFF : 0612-2219539/2219541 FAX : 0612-2219538 E-MAIL : rcpatna@ignou.ac.in	STATE OF BIHAR(DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRA)
41.	PORT BLAIR RC CODE: 02 NO. OF LSC: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, SOUTH POINT PORT BLAIR-744104ANDAMAN & NICOBAR ISLANDS PH.OFF : 03192-242888/230111 FAX : 03192-230111 E-MAIL : rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS (U.T.)(DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
42.	PUNE RC CODE: 16 NO. OF LSC: 31	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 E-MAIL : rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, , SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATHGANJ RC CODE: 50 NO. OF LSC: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANKFULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 PH.OFF : 03483-271555/271666 E-MAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35 NO. OF LSC: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA P.O: SADDU, RAIPUR - 492014 CHHATTISGARH PH.OFF : 0771-2428285-5056508 FAX : 0771-2445839 E-MAIL : rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI)
45.	RAJKOT RC CODE: 42 NO. OF LSC: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT-360005 GUJARAT PH.OFF : 0281-2572988 FAX : 0281-2571603 E-MAIL : rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR-SOMNATH, BOTAD, MORBI), DIU(U.T.)
46.	RANCHI RC CODE: 32 NO. OF LSC: 56	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022, JHARKHAND PH.OFF : 0651-2244688, 2244699, 2244677 FAX : 0651-2244400 E-MAIL : rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAİKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA & KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
47.	SAHARSA RC CODE: 86 NO. OF LSC: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAUSHALYA MANSION, NAYA BAZAR SHARSHA-852201, BIHAR PH.OFF : 06478-219014, 219015 FAX : 06478-219018 E-MAIL : rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIYA, KISHANGANJ & PURNIA)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
48.	SHILLONG RC CODE: 18 NO. OF LSC: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMI NONG SHILLIANG, SHILLONG - 793 014 MEGHALAYA PH.OFF : 0364-2521117/2521271/0364-2520503 FAX : 0364-2521271 E-MAIL : rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS , EAST KHASI HILLS, NORTH GARO HILLS, RI-BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11 NO. OF LSC: 75	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA-171 002, HIMACHAL PRADESH PH.OFF : 0177-2624612/2624613 FAX : 0177-2624611 E-MAIL : rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45 NO. OF LSC: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROADSUBHAS PALLY SILIGURI - 734001 WEST BENGAL PH.OFF : 0353-2526818, 2526819 FAX : 0353-2526829 E-MAIL : rcsiliguri@ignou.ac.in rcsiliguri45@gmail.com	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINAGAR RC CODE: 30 NO. OF LSC: 38	REGIONAL DIRECTOR STATE IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGHSRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF : 0194-2311251/2311258 FAX : 0194-2311259 E-MAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION-DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40 NO. OF LSC: 57	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL, KILLIPPALAM KARAMANA PO TRIVANDRUM -695002KERALA PH.OFF : 0471-2344113/2344120 0471-2344115 FAX : 0471-2344121 E-MAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMILNADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53.	VARANASI RC CODE: 48 NO. OF LSC: 65	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF : 0542-2368022/2368622 0522-2364893 FAX : 0542-2369629 E-MAIL : rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAUJI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54.	VATAKARA RC CODE: 83 NO. OF LSC: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO)KOZHICODE VATAKARA-873104 KERALA PH.OFF : 0496-2525281, 2515413 E-MAIL : rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD WAYANAND, KOZHICODE)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
55.	VIJAYAWADA RC CODE: 33 NO. OF LSC: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRES. K.P.V.V HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRA PRADESH PH.OFF : 0866-2565253/2565959 FAX : 0866-2565353 E-MAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: KRISHNA, GUNTUR, PRAKASHAM, NELLORE (SRC-TIRUPATI- CHITTOOR, KADAPA, KURNOOL, ANANTAPUR))
56.	VISAKHAPATNAM RC CODE: 84 NO. OF LSC: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 nd FLOOR,VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

IGNOU SUB REGIONAL CENTRES

S.NO	SUB-RC	MENTOR RC	ADDRESS	OPERATIONAL AREA
1	TIRUPATI	VIJAYAWADA	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTAPUR, CHITTOOR, KADAPA, KURNOOL
2	KANDHAMAL	BHUBANESWAR	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	DEHRADUN	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND – 262502 PH : 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINITAL
4	DARJEELING	SILIGURI	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GHOOM JORE BUNGLOW COLLEGE, SINCHEL ROAD, P.O GHOOM DARJEELING – 734102 PH. : 0354-2274002, 2274016 EMAIL : srcdarjeeling@ignou.ac.in	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB DIVISION

12. SOME FORMS FOR YOUR USE

In this section we are enclosing the sample of some forms, which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. The following forms are enclosed :

- 1) Assignment Remittance-cum-Acknowledgement Form: Change/Correction of Address/Study Centre
- 2) Change Medium of Study/Optional Courses
- 3) Application for Credit Transfer
- 4) Intimation of Non-receipt of Study Material and Assignments
- 5) Form for Issue of Provisional Certificate
- 6) Requisition for Fresh Set of Assignments
- 7) Term-end Examination Form
- 8) Obtaining Photocopy of Answer Script
- 9) Form for Duplicate Grade Card/Marksheet
- 10) Form for Issue of Migration Certificate
- 11) Form for Issue of Duplicate Degree/Diploma/Certificate
- 12) Form for Improvement in Division/Class
- 13) Form for Early Declaration Result of Term-End Examination
- 14) Form for Official Transcript
- 15) IGNOU Policy Regarding Sexual Harassment at the Workplace
- 16) Student Satisfaction Survey

Enrolment No. :		Programme :	
Name :		Medium :	
Course Code :		Medium :	
S.No.	Assignment No.	For Office Use Only	
		Sr. No. :	
		Date of Receipt :	
		Name of Evaluator :	
		Date of Despatch to the Evaluator :	
		Date of receipt from Evaluator :	
Sig. of dealing Accountant			
Date :			

Enrolment No. :		Programme :	
Name :		Medium :	
Course Code :		Medium :	
S.No.	Assignment No.	FOR OFFICE USE ONLY	
		Sr. No. :	
		Signature of the receiver	
		Date :	
Signature of the Student			
Date :		Seal	

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 GANDHI NATIONAL OPEN UNIVERSITY CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

Enrolment Number		Programme Code	
Date Change effective from			
Name		Existing Study Centre Code	
New Address			
Town	Pin		
State			
State Code	(See Code List 2 of Guide to Applicant)		
Signature :	Date :	New Study Centre Code :	

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

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 _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

Please see instructions overleaf

Application for Credit Transfer Programme

Enrolment No.

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

Name & Address _____ Programme of Study :

--

Details of Credit Transfer Fee paid : _____

D.D. No. _____ Date _____ Amount _____

Drawn on (Bank & Branch) _____
Payable in favour of IGNOU, New Delhi (fee is Rs. 200/- per 8 credit course or a part thereof)

Details of Courses applied for Credit Transfer :						IGNOU Credit Equivalence desired			
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits	
All of the Information provided above is true to the best of my knowledge									
(For Office use only)						Student Signature & Date :			
Recommendations of Schools :									
Credit Transfer recommended for the following Courses						Credit Transfer for the following courses not recommended			
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

- 1) Read the instructions given in your Programme Guide carefully.
- 2) For M.A. Credit Transfer is allowed upto a maximum of 32 credits only.
- 3) Enclose the attested copies of the following alongwith the form :
 - Marks lists issued by the accredited Institute/University.
 - Syllabus of accredited Institute/University.
 - Prospectus issued by the accredited Institute/University.
- 4) Pay the credit transfer fee at the rate of Rs. 200/- per 8 credits or part thereof through a crossed Demand Draft in favour of 'India Gandhi National Open University' payable at New Delhi.
- 5) Submit the filled in Credit Transfer Form to the following address :

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

To

The Regional Director

.....

.....

.....

Sub : Non-receipt of Study Material & Assignments

Enrolment 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 in 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

.....

.....

.....

Signature

(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

.....

Please read the instructions overleaf before filling up this form :



**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

Signature

.....

Date

.....

.....PIN

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/title, Name of Semester/year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.
4. Submission of assignment within due dates is pre-requisite for appearing in the term end examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. You can appear in term end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different study Centres for evaluation.

Please mail this form to the Regional Director of your Regional Centre

Serial
 No.

Control No.

INSTRUCTIONS

1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Programme Code

Regional Centre Code

 Study Centre
 Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

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

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

City

District

State

Pin Code

MOBILE NO.

E-MAIL

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes FEE @ Rs. 60/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.

S.No.	Course Code	S.No.	Course Code
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of			Total Amount			
Courses		× ₹ 60				
Practical Courses		× ₹ 60				
Late Fee						
TOTAL						

SIGNATURE OF THE STUDENT
 (within the Box only)

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

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	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE :

- | | |
|--------------------------------------|--|
| Examination fee per course is | - ₹ 60/- (Examination fee once paid will not be refunded/adjusted in any case) |
| Examination form to be submitted at | - Regional Centre under which your examination centre falls |
| Demand draft to be made in favour of | - IGNOU and payable at the city where submitting the exam form |

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
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 _____
 Date _____

(Signature & Stamp of Co-ordinator/Incharge)
 Study Centre/PSC/PI/Community College



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name
2. Programme: Enrolment No:

--	--	--	--	--	--	--	--	--	--
3. Address:
.....
..... Pin Code

--	--	--	--	--	--	--	--
4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - a) Term-end examination: June/December.
 - b) Exam Centre Code:
 - c) Exam Centre Address:
.....
.....
 - d) Course(s):
5. **Fee details:**
(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)
No. of Course(s): X 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, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date:

Signature

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. 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 is 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 Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	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-110 068

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/
MARKSHEET**

Name

Enrolment No.

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

Address

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

for Rs. 150/- in favour of IGNOU, New Delhi

.....
Signature

Dated

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

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

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

Blank



INDIRAGANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

1. Name :
2. Father's/Husband's Name :
3. Address Pin
4. Particulars of last examination

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

5. Name of the Regional Centre and Study Centre in which the Candidate is attached
.....
6. Name of the University to which the Candidate wants to migrate
.....

Draft Details			
Amount Rs. _____	D.D. No. _____	Date _____	
Bank Name _____	Place of Issue _____		

(To be filled in by the Admissions Division)

1. The information furnished by Shri/Smt./Km. _____
is correct as per scholar register.
 2. He/She may be issued the Migration Certificate applied for _____
- Date _____ Dealing Assistant _____ Section Officer _____

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 300/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, _____ Son/daughter/wife of _____
resident of _____
hereby solemnly declare that the Migration Certificate No. _____ dated _____
issued to me by the _____ to enable me to join _____
_____ University has been lost and I did not join any other University on the basis of the
same nor have I submitted the same for joining any other University. In case the lost Migration Certificate
is found, I shall deposit the same to the University”.



INDIRAGANDHI 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

INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF UNIVERSITY DEGREE/DIPLOMA/CERTIFICATE

1. The form should be filled in duplicate legibly and signed by the candidate
2. The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and duplicate copy will be sent through the Regional Director concerned.
3. A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of an affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost destroyed or defaced and on payment of the fee prescribed.
4. In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times, on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the University has been lost or destroyed, and on payment of the fee as prescribed for the issue of duplicate copy.

FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF THE VALUE OF RS. 10/- BEFORE A FIRST CLASS MAGISTRATE

I _____ Son/Daughter of Shri _____
resident _____ of _____

do hereby solemnly declare that the original Degree Certificate dated _____ issued to me by the Director. Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi-110068 on my having passed the _____ examination in _____ under University Enrolment No. _____ has been lost/destroyed.

I have filed an F.I.R. with _____ Police Station _____ and a copy of the same duly attested by a Gazetted Officer/First Class Magistrate is appended hereto.

I also undertake that if my Original Diploma/Degree/Certificate which has been lost is put to any unfair use by the person who may lay hands on it. I shall stand for the damages which may accrue from such use.

Deponent

Signature _____
Address _____

Verification

Verified _____ this _____ day of _____ year that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

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

Total marks/Overall point grade obtained

Percentage obtained

.....

.....

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

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

COURSE CODE

COURSE CODE

1.

4.

2.

5.

3.

6. Fee details:

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

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

Demand Draft No.: Date:

Issuing Bank:

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

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

Exam. Centre Code

City/Town

.....

UNDERTAKING

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

Date:

Signature:

Place:

Name:

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

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

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
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. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): X Rs. 500/- = 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 Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	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 ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
2. Programme:

 Enrolment No:
3. Address:
.....
..... Pin
4. Purpose for which:
transcript is required
5. **Fees detail:**
Fees 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): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....required

Demand Draft No.: Date:

Issuing Bank:
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
7. Name & address of the University/Institute/Employer in capital letters to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

Date:.....

(Signature of the student)

The filled in form with the requisite fees 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.

13. PREVIOUS YEARS QUESTIONS PAPERS

(Sample Question Papers)

DECE-1

DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION

Term-End Examination

DECE-1 : ORGANIZING CHILD CARE SERVICES

Time : 3 hours

Maximum Marks : 100

Note : Question no. 1 is **Compulsory**. Answer any other **Four** question.

1. The following is a schedule of activities prepared by an educator for her group of $3\frac{1}{2}$ –4 year olds for three days. Children come to the centre at 9.00 AM and leave at 12.30 PM.

Time	Monday	Tuesday	Wednesday
9.00 AM to 9.30 AM	Children arrive; greet them; talk to each child; organize assembly; rhymes; talking to children about what has been planned for them for the day		
9.30 AM to 10.00 AM	Outdoor free play	Outdoor Free play	Outdoor Free play
10.00 AM to 11.00 AM	Structured activities related to the project of the week, 'Plants'	Structured activities related to the project of the week, 'Plants'	Structured activities related to the project of the week, 'Plant'
11.00 AM to 11.30 AM	Snacks		
11.30 AM to 12.00 Noon	Story telling	Painting activity	Clay work
12.00 Noon to 12.30 PM	Indoor free play	Indoor free play	
12.30 PM	Departure		

- (a) Analyze the above schedule in terms of the principles of curriculum planning and state whether or not it is appropriate. 10
- (b) In what area/areas do the following activities which have been mentioned in the schedule mainly foster development : 6
- Outdoor free play
 - Structured activities on the theme 'Plants'
 - Story telling
 - Painting
 - Clay work
 - Indoor free play

(c) Describe three different activities that the educator can carry out on the theme 'Plants'. State the materials required for the activity, if any. 3×4

(d) Prepare an alternative schedule of activities for three days, using the same format as the schedule above. As far as possible do not repeat the activities mentioned in the schedule above. 12

3. (a) Briefly describe each of the four parenting styles you have read about. You have also read each parenting style fosters certain specific personality characteristics associated with each style. You can answer in the following format : 12

Parenting style	Description	Personality characteristics fostered in children

(b) List (do not describe in detail) three activities/ways through which you can foster the child's social and emotional development in the preschool setting. 3

4. (a) Describe any two characteristics of the preschooler's thought process as discussed by Piaget. Give examples to explain your answer. 7

(b) Describe, giving examples, four ways/activities through which the caregiver can stimulate the cognitive development of the child during the first two years. 8

5. Write on any three of the following in 250-350 words : 5+5+5

(a) Organizing indoor space in the centre

(b) Development of the attachment bond between the mother and child

(c) Involving the family and the community in the activities of the preschool centre

(d) Methods of evaluating children's progress

6. (a) What is the value of including (i) art activities (ii) music related activities in the curriculum for young children? 3+3

(b) List four activities that you can carry out with children after narrating a story to them. You do not have to describe the activities in detail. 4

(c) Explain what is meant by

(i) 'letting children discover for themselves'

(ii) 'child-centered approach to teaching'

$$2\frac{1}{2} + 2\frac{1}{2}$$

7. (a) You have taken a group of three year old children for a trip to the market-place. How will this visit contribute to their development? Clearly indicate different areas in which their development will be fostered. Give reasons for your answer. 7

(b) List the factors you will keep in mind when 4+4

(i) planning play activities for children

(ii) buying toys & play materials for children.

DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION

Term-End Examination

DECE-2 : CHILD HEALTH AND NUTRITION

Time : 3 hours

Maximum Marks : 100

Note : Question no. 1 is **Compulsory**. Answer any other **Four** question.

1. (a) Explain each of the following in about 200 words :

8 + 4 = 32

- (i) Functions of carbohydrates in the diet
- (ii) The importance of breast feeding
- (iii) Any one nutrition programme operative in the country
- (iv) The consequences of Vitamin C deficiency in the diet
- (v) Warning signs during pregnancy
- (vi) Use of mid upper arm circumference for detecting malnutrition
- (vii) Symptoms of ear infection and its prevention
- (viii) The meaning and need for balanced diet

(b) Fill in the blanks :

- (i) One gram of carbohydrates provides _____ kcal.
- (ii) The deficiency of _____ is called rickets.
- (iii) A newborn weighing less than 2.5 kg is called _____ baby.
- (iv) _____ salt should be taken to prevent goiters.

(c) Match Column A with Column B :

Column A	Column B
(i) ORT	(a) Vitamin C
(ii) Lathyrism	(b) Digestion
(iii) Proteins	(c) Kesari dal
(iv) Scurvy	(d) Fever
	(e) Diarrhoea
	(f) Growth
	(g) Vitamin D

2. (a) Explain the concept of food groups and their relevance in meal planning. 5
- (b) List the nutrients whose requirement increases during lactation and explain why does the requirement for these increase. 5
- (c) Prepare a balanced dinner menu for a lactating woman. Indicate the amounts of the various food items you will give to the lady in terms of household measures i.e., glass or bowl (katori). Name the nutrients provided by each of these food items. 5
3. (a) List any two common parasitic infestations occurring during childhood and state how these can be prevented. 5
- (b) Describe the first aid that you will give in case of (i) fracture & (ii) burns. $2\frac{1}{2} + 2\frac{1}{2}$
- (c) Describe the symptoms of skin infections and explain how these can be prevented. 5
4. (a) Explain the concept of 'basic mix' and 'multi mix' giving examples. 3+3
- (b) What is the importance of supplementary foods during infancy? When should they be introduced? 2+1
- (c) What are the factors that should be kept in mind when introducing supplementary foods to the infant? 6
5. (a) Name any four nutrition or health programmes operating in the country and describe any one of them in detail. 2+5
- (b) List the four methods of assessing nutritional status and describe any one of these methods in detail. 2+6
6. (a) What are the nutrients which are of importance during toddlerhood (13 - 36 months age)? 3
- (b) List two food sources for each of the above-mentioned nutrients.
- (c) Suggest a balanced breakfast menu for a three year old child. Indicate the amounts of food items that you will give to the child in terms of household measures — i.e., glass or bowl (katori), Name the nutrients provided by each of the items. 6
7. (a) "The daily meal pattern is different in different age groups." Explain the above statement and elaborate giving at least two examples. 5
- (b) Explain what is meant by 'holistic approach' to children's health. 5
- (c) In what ways can the worker at the preschool centre promote the holistic health of children. 5

DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION

Term-End Examination

DECE-3 : SERVICES AND PROGRAMMES FOR CHILDREN

Time : 3 hours

Maximum Marks : 100

Note : Answer all *five* questions. All questions have internal choices.

1. Write on any *four* topics in about 350-400 words each: 4×10
 - (a) Basic ideas in the educational philosophy of any one of the educationists about whom you have read and the relevance of his/her ideas for preschool education today.
 - (b) Emotions experienced by parents of disabled children.
 - (c) Types and causes of physical disabilities.
 - (d) Role of the child care worker with respect to a child with disability.
 - (e) Barriers in communication.
 - (f) Budget for a child care centre.
2. (a) What do you understand by the term 'special children'? Explain what areas of functioning may be affected in the case of a special child. 5
 - (b) What is 'special education'? Describe the features/principles of special education, giving examples. 3+7

OR

- (a) Explain the concept of 'integrated education' and comment on its success in India. 3+3
- (b) Explain the concept of 'community based rehabilitation'. What is the rationale behind this approach and what has been done in our country with respect to this? 3+3+3
3. (a) What is 'mental retardation' and what effect does this condition have on the various areas of the child's development? 7
 - (b) What advice will you give to a parent regarding the management of aggressive behaviour of her child? List in point form. 8

OR

- (a) What is 'visual impairment' and what effect does this condition have on the child's development? 7
- (b) List eight salient aspects that need to be kept in mind for providing early stimulation and education to a child with hearing loss. You do not have to give a detailed description. 8

4. You have been asked to create awareness in your community regarding the need to enrol children in the preschool centre/anganwadi.

- (a) State the specific message that you will formulate to communicate this theme. List the factors that you kept in mind while formulating the message. 5
- (b) Who will be your receivers/audience to whom you will communicate this message? Give reasons for your choice. 5
- (c) What strategy of communication will you use pass on this message? Give reasons for your choice. 5
- (d) After having identified your strategy, what method of communication will you use? Give reasons for your choice of method. 5

OR

- (a) Describe 'role play' as a method of communication. 5
 - (b) Formulate any two messages that you will communicate through this method and explain why you choose this method for these messages. 4+4+2
 - (c) Explain the 'child-to-child' strategy of communication and the principles behind it. 5
5. Briefly describe any three skills associated with management and explain how these can be applied to a child care centre. 10

OR

Describe the features of the training provided by mobile creches to its child care workers and explain how this helps in making the programme a success. 10

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)

Prof. Jaswant Sokhi, Chairperson, SOS	011-29572850	jsokhi@ignou.ac.in
Dr. Zeba Khan, Dy. Director, EMPC	011-29573294	zkhan@ignou.ac.in
Ms Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Rachna Johri, External Member		rachnajohri@gmail.com

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Gayatri Kansal, Chairperson, SOET	011-29572321	gayatrik@ignou.ac.in
Dr. Smita Patil, Asstt. Prof., SOGDS	011-29571618	samitampatil@ignou.ac.in
Ms Mridula Rashmi Kindo, Asstt. Prof., SOH	011-29572772	mridulak@ignou.ac.in
Dr. Monika Mishra, Asstt. Prof., SOSS	011-29572781	monikamishra@ignou.ac.in
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rajni A. Jeet AR, RSD	011-29572416	rajniajeet@ignou.ac.in
Ms. Sunita Chhabra, Makeup Artist, EMPC	011-29573248	c.sunita@gmail.com
Mr. Upender Babu, Sr. Asstt., SOPVA	011-29571660	upenderbabu@ignou.ac.in
Dr. Meenakshi Malhotra, External Member	9871270024	meenakshi.chat@gmail.com
Dr. Deepti Malhotra, External Member	9711793492	deeptipm@gmail.com
Ms. Shikha Chandra, SOMS, Ph.D. Candidate	9310733970	shikhashailank@yahoo.com

Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Indrani Lahiri, Chairperson, RSD	011-29572408	indranilahiri@ignou.ac.in
Dr. Seema Chandok, Dy. Librarian, L&D Div.	011-29571909	schandok@ignou.ac.in
Ms. Nishi Saxena, AR, NCIDE	011-29572969	nishi@ignou.ac.in
Ms. Neeru Sayal, EA, RSD	011-29572417	
Ms. Mridula Tandon, (NGO-Sakshi), External Member	9810115972	mridulatandon@yahoo.com

RCCASH for Regional Centres

Members of RSDCASH will recommended the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.

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	☐	☐	☐	☐	☐
2.	The learning materials were received in time	☐	☐	☐	☐	☐
3.	Supplementary study material (like video/audio) available	☐	☐	☐	☐	☐
4.	Academic counsellors explain the concepts clearly	☐	☐	☐	☐	☐
5.	The counselling sessions were interactive	☐	☐	☐	☐	☐
6.	Changes in the counselling schedule were communicated to you on time	☐	☐	☐	☐	☐
7.	Examination procedures were clearly given to you	☐	☐	☐	☐	☐
8.	Personnel in the study centres are helpful	☐	☐	☐	☐	☐
9.	Academic counselling sessions are well organised	☐	☐	☐	☐	☐
10.	Guidance from the Programme Coordinators and Teachers from the School	☐	☐	☐	☐	☐
11.	Assignments are returned in time	☐	☐	☐	☐	☐
12.	Feedback on the assignments helped in clarifying the concepts	☐	☐	☐	☐	☐
13.	Project proposals are clearly marked and discussed	☐	☐	☐	☐	☐
14.	Studying in this programme provided the knowledge of the subject	☐	☐	☐	☐	☐
15.	Results and grade card of the examination were provided on time	☐	☐	☐	☐	☐
16.	Overall, I am satisfied with the programme	☐	☐	☐	☐	☐

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