

Post Basic B.Sc. Nursing

**Student Handbook
and
Prospectus
2020**

ENSURE THAT YOU FILL THE APPROPRIATE BOX IN THE ONLINE APPLICATION FORM FOR THE FOLLOWING CORRECTLY

- A) PSC CODE OF YOUR CHOICE FOR ADMISSION (APPENDIX-VIII)
- B) EXAMINATION CENTRE CODE WHICH YOU OPT AS EXAMINATION CENTRE FOR ENTRANCE TEST

Last date for Submission of Online Entrance Test Form – October, 2019



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

RECOGNITION

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

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

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

September, 2019

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

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IMPORTANT DATES

- | | | |
|----|--|----------------------------|
| 1. | Last date of submission of online Entrance Test Form | As per advertisement |
| 2. | Tentative date of Entrance Test (OPENNET VIII) | As per advertisement |
| 3. | Tentative date of declaration of result | November/December 2019 |
| 4. | Tentative date of Region-wise counseling | December 2019/January 2020 |
| 5. | Final admission | January 2020 |
| 6. | Visit IGNOU website www.ignou.ac.in regularly for admission/counseling related information to avoid any delay. Admission will be done on the basis of Region-wise Merit-list. Opt only those Regional Centres where there is programme study centre for Post Basic B.Sc. Nursing. | |

IMPORTANT POINTS TO REMEMBER

1. Submit your entrance examination form through online portal.
2. Visit IGNOU website www.ignou.ac.in
3. Click Post Basic B.Sc. Nursing Entrance Examination on home page
4. In the beginning click new registration on left side corner.
5. Fill user name, email id, password, mobile number correctly and captcha verification.
6. Remember your email id and password. You will receive email id and password in your mail automatically.
7. Use the same email id and password for submitting online application.
8. Follow all the instructions carefully while filling the online application form.
9. Fill up programme study centre code (PSC code) correctly in which you wish/opt to take admission.
10. Select the examination centre code of your choice as per instruction in online application.
11. Comply with all the instructions while filling the online application form.
12. Submit payment online. Print your form and payment receipt at the end for record.
13. No TA/DA is admissible for appearing in the OPENNET and later for counseling.
14. All the correspondence with the candidate will be done only through e-mails and IGNOU website i.e. www.ignou.ac.in. You may therefore ensure that your e-mail is functional and written correctly and legibly while filing online application form.
15. Experience will be calculated / counted only from the date of registration of RNRM. If RM certificate is obtained after RN certificate, experience will be counted only from the date of registration as RM.
16. In male candidates, the experience will be counted after (RN) . However, the candidates must have completed the INC approved course in lieu of midwifery before submitting the online application form.
17. **In case a candidate has furnished any false information or is found to have withheld any information intentionally or unintentionally (By mistake) while submitting his/her online application, during counseling, his/her candidature/result/admission will be cancelled and any fee, if deposited will be forfeited.**
18. Your Ranking in the entrance test is **based on merit, experience, GNM Marks, Date of Birth and Caste Category**. If any information related to the above parameters (experience, date of birth, marks and category etc.) are found to be **incorrect in application form at any point of time including counseling** and do not match with your documents despite fulfilling eligibility for admission and having a good rank, your application/admission will be rejected without assigning any reasons.
19. The experience **before RNRM registration** will not be considered for admission to Post Basic B.Sc. Nursing Programme.
20. The OBC certificate of non-creamy layer should not be more **than three years** old from the date of issuance till the last date of submission of application form (See details as in 3.8.3 on page 24)
21. Admission will be confirmed only after the verification of original certificates during counseling and receipt of fee.

22. If you fail to produce any original documents listed in 3.8.2 (page 23) during counseling, your admission will be cancelled without any further clarification.
23. Counseling will be organized by respective Regional Centre/s.
24. Admission will be done on the basis of **Region-wise Merit List**.

Instructions to Candidates

- Read the selection procedure given on Page No. 21 to 27.
- Submit your Entrance Test Form through online portal.
- Fill only Programme Study Centre Code (PSC code) of Post Basic B.Sc. Nursing correctly.
- Select the Regional Centre in which you wish to take admission and where Programme Study Centre of Post Basic B.Sc. Nursing is located.
- If you fill up a Regional Centre Code where PSC of Post Basic B.Sc. Nursing is not located, your form is liable to get rejected.
- If there is more than one PSC under a particular Regional Centre then the PSC will be allotted on the basis of merit during counseling at concerned Regional Centre or as per decision of counselling committee and feasibility.
- You can **select/opt any one of the Entrance Examination Centres as per your convenience and instructions in application.**
- The **Regional Centre wise merit list** will be prepared by SED, IGNOU Head Quarters, New Delhi as per the data and information filled by the candidate in online Entrance Examination form.
- You will be entitled to get the seat only in PSC opted by you in online application and as per merit list.
- If a candidate in a particular PSC opted by him/her **having high rank/merit** does not get admission in that PSC due to fixed number of seats, he/she **cannot claim admission** in any other PSC where the candidates with comparatively lower rank gets admission as seat allotment is done on the basis OF REGION-WISE MERIT LIST.
- You **cannot** claim admission as per National Merit List.
 - o **Remember that the experience will be calculated from date of registration as RNRM up to last date of submission of Entrance Examination Form.**
- Ensure that you are In-service Nurse currently working in hospital / community etc.

Processing of Application Form

- Entrance Examination forms will be received through online portal at IGNOU Headquarter. Data will be transferred to Student Evaluation Division (SED).
- Student Evaluation Division will conduct Entrance Examination, process the result and declare the result. Prepare Region-wise merit list/rank after **tie-break** and forward to concerned Regional Centre.
- Ensure that only eligible candidates (those who fulfill eligibility criteria) appear in the entrance examination.
- Accept forms of all those candidates and provide hall tickets to those who:
 - a) Fulfill eligibility criteria for admission i.e. 10+2 with RNRM having GNM with Two years of work experience after date of registration as RNRM upto last date of submission of entrance examination form and / or 10th with RNRM having GNM with five years of work experience after the date of registration as RNRM upto last date of submission of entrance examination form (see Page 19-20 for details)
 - b) Are currently working.

Instructions for Regional Centres

- Constitute a counseling committee with two local external nursing experts from the same region.
- Coordinate with Student Registration Division, IGNOU, HQ (SRD)/Programme Coordinator.
- Prepare Counselling Schedule and inform the candidates in advance.
- Prepare the merit list.
- Conduct counseling and admit the student.
- Send offer letters.

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1. THE UNIVERSITY

1.1 Introduction

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

- Democratising higher education by taking education to the doorsteps of the students.
- Providing access to high quality education to all those who seek it, irrespective of age, region, or formal qualifications.
- Offering need-based academic programmes by giving professional and vocational orientation to the courses.
- Promoting and developing distance education in India.
- Setting and maintaining standards in distance education in the country — as an apex body for the purpose.

Some of the special features of the Open and Distance Education System currently practised by IGNOU are:

- Relaxed entry requirements
- Provision of equal opportunity of admission to people from all over the country
- Provision of learning at one's own pace, place and time
- Cost-effective and cost-efficient educational operations
- Multi-media approach in the preparation of course packages
- Self-instructional Printed and Audio/Video course materials
- Network of student support services throughout the country
- Face-to-face Counselling and Tele-counselling
- Continuous evaluation through assignments
- Provision of term-end examination two times a year
- Interactive Satellite Aided Communication Network (Teleconferencing)
- Interactive Radio Counselling

1.2 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'.

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

1.3 The Schools of Studies

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

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

1.4 Academic Programmes

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

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

1.5 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area as well as by in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally despatched to the Programme Study Centres and Telecast through Gyan Darshan.

1.6 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic efforts he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals, projects and the term-end examination of each course in a programme.

1.7 Programme Delivery

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

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

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

The video programmes are telecasted on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers.

- c) **Counselling Sessions:** Normally Counselling sessions for theory are held as per schedule drawn by the Programme Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located. **75% attendance is compulsory in theory counselling sessions of Post Basic B.Sc. Nursing Programme.**
- d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios at Electronic Media Production Centre (EMPC), the schedule of which is made available at the Programme Study Centres.
- e) **Practicals/Project Work:** Some Programmes have practical components also. Practical are held at designated institutions for which schedule is provided by the Programme Study Centres. **90% attendance for practicals is compulsory which are conducted in the specialized fields in hospitals and community under the supervision of Academic Counsellors/ Clinical Supervisors.**

1.8 Support Services

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

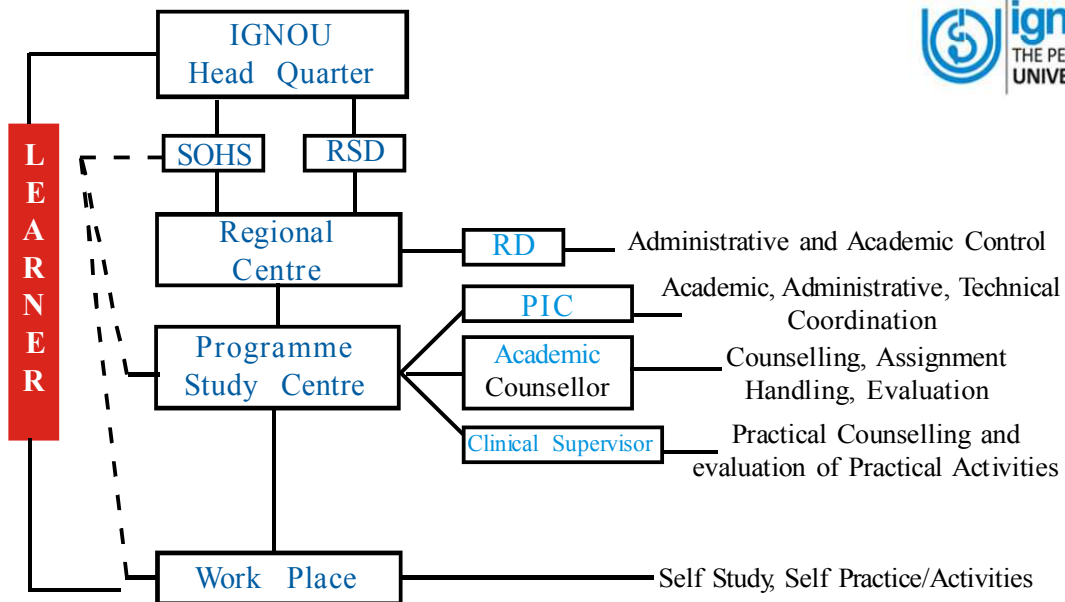
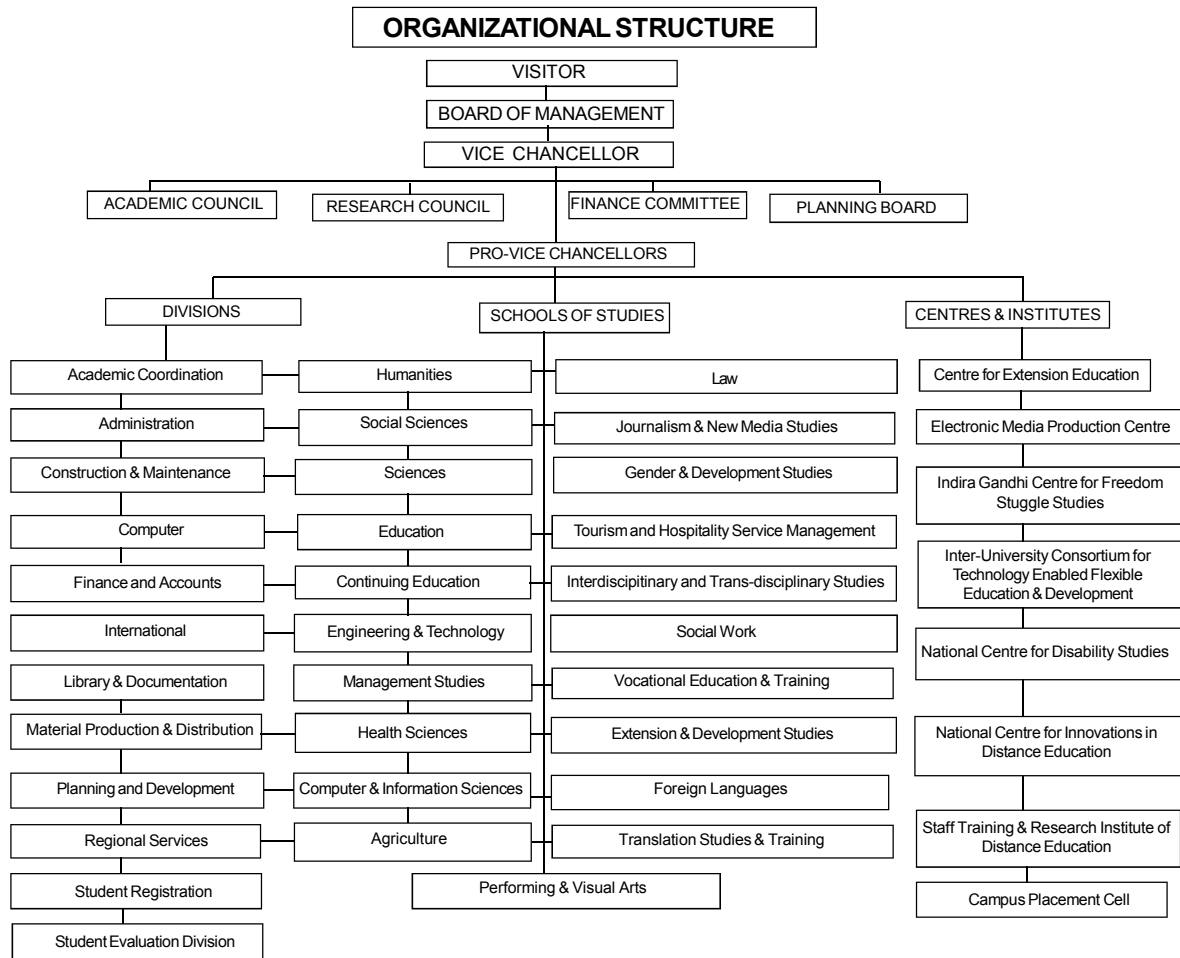
IGNOU Website

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



Web page of IGNOU Website

- Details of programmes on offer.
- Downloadable prospectus/application forms of various programmes.
- Address checking.
- Material dispatch details.
- Assignment of current years.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- Previous years question papers.
- An update on the latest happenings at the University.
- Programme schedules of Gyan Darshan, Gyan Vani.
- List of Study Centres and Regional Centres.



Infrastructure for Implementation

1.9 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multi-tier system of evaluation as follows:

- 1) Self-assessment exercises within each unit of study
- 2) Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes
- 3) Term-End-Examinations
- 4) Project Work.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination (TEE) from time to time to complete an academic programme. A learner has to submit Tutor Marked Assignment (TMA) responses to the coordinator of the Study Centre concerned to which s/he is attached. **A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand.** Term-end examination is conducted at various examination centers spread all over the country and abroad in June and December.

IGNOU uses the following system of “Grading” for evaluating learner’s achievement

Letter Grade	Qualitative Level	Point Grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Average	2
E	Unsatisfactory	1

For Bachelor’s and Master’s degree programmes, normally the **system of numerical marking is followed**, and the marks secured in assignments, TEE, etc. are later converted into grades as per the five-point grading scale given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass).

On-line submission of Term-End Examination Form and Payment through Credit/Debit Card only

The University conducts Term-End Examination twice a year in the month of June & December. Students will be permitted to appear in term-end examination subject to the following conditions:-

1. Your registration for these courses is valid and not time barred.
2. You have submitted the required number of assignments in the courses by due date wherever applicable.
3. You have completed the minimum time to pursue these courses as per the provision of your programme.
4. You have paid the examination fee for all the courses you are appearing for in the examination.
5. You have attended compulsory counselling sessions.

In the case of non compliance of any of the above conditions, the result of all such courses will not be declared.

Examination Fee

It is an essential pre-requisite for you to submit the Examination Form through **online mode for taking examination in any course(s)**.

Examination fee of ₹150/-per course is required to be paid through Debit/Credit Card through **online mode**. The student must submit **On-line examination form** as per guidelines through IGNOU website at **www.ignou.ac.in** as per submission schedule and payment can done by credit/debit card of any nationalized banks.

Submission of Examination Form

Dates of Submission of Term-End Examination Form online (please check the website for the schedule)

For June TEE	For December TEE
1 st March to 31 st April	1 st September to 30 th October

Where to submit

Examination form must be submitted **only in online mode as per guidelines available on IGNOU website (www.ignou.ac.in)**

The examination form submitted after due dates or without late fee, wherever applicable, shall be rejected. Please read instructions/guidelines carefully before submitting your examination form through online mode.

Issue of Examination Hall Ticket

The Hall tickets are uploaded on University website 10 days before the commencement of examination. For appearing in the exam the students are required to download the hall ticket and appear in the examination.

1.10 International Students

Such students are advised to visit INTERNATIONAL STUDENTS icon on IGNOU's Website (www.ignou.ac.in) for the programmes on offer for them; information on programme fee and other fees applicable for them.

1.11 Provisional Admission

The University has a provision for Provisional Admission to the programmes offered through Common Prospectus (except Certificate programmes of six month duration, Awareness programmes, non-credit programmes and Merit-based/Entrance Test Based programmes). Those candidates who otherwise fulfil the prescribed eligibility criteria, but are unable to apply for want of declaration of result of the qualifying examination and/or for want of final Mark-sheet and Provisional Certificate, but desirous of seeking admission in July/January admission cycle, as the case may be, can submit the prescribed admission form with requisite fee, as per schedule. Such candidates are also required to submit the '**Undertaking**'.

Other terms and conditions for seeking Provisional Admission are :

- i) All the prospective students who have submitted their filled-in admission form along with the Undertaking are required to submit the consolidated Final Mark-sheet and Provisional Certificate/Degree Certificate by **30th September** (for July admission cycle) and **31st March** (for January admission cycle).
- ii) Failure to submit the Final Mark-sheet and Provisional Certificate/Degree Certificate will attract cancellation of admission and forfeiture of 25% of fee paid.
- iii) Self-learning material will be issued to all the candidates seeking 'Provisional admission' on remittance of the programme fee, as in the case of other students.
- iv) Regional Directors will confirm the final admission only on fulfillment of the condition at (i) above.
- v) Admission will not be offered in a Programme if the programme is not activated in a particular Regional Centre.

Note: Provisional admission is not applicable for International students.

1.12 Online Admission System

The Admission Form can be submitted **online through Online Admission System at <http://onlineadmission.ignou.ac.in>**. Currently, the facility is available for the programmes offered through Common Prospectus **except merit-based and entrance test based programmes**. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. There is no need to send the printed copy of the Admission Form to the Regional Centre. The programme fee can be paid online using payment Gateway. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the system once admission is confirmed.

The Online Admission System follows the same schedule for receipt of admission forms during the academic cycle as is prepared for the offline system of receipt of Admission Forms. The prospective learners submitting the Admission Form through this system can download the Prospectus free from IGNOU website <http://www.ignou.ac.in>. However, an amount of Rs. 200/- is charged as processing fee along with the programme fee in this case.

1.13 eGyanKosh

The IGNOU eGyanKosh (<http://www.egyankosh.ac.in>) – one of the world's largest repositories of educational resources in higher education – is available for the learners and teachers, and public at large for free. The eGyanKosh houses the self-learning material of around 2565 courses and over 2389 video programmes of IGNOU. The resources available on the eGyanKosh can be accessed through login ID and Password which need to be created by the user at the initial login. The IGNOU learners are encouraged to make use of these resources for their learning.

1.14 Vidya Lakshmi Portal

Subsequent to the announcement of Hon'ble Finance Minister, Vidya Lakshmi Portal has been set up from 15.08.2015. The Portal has been developed by National Securities Depository Limited (NSDL) e-Governance Infrastructure Ltd. The principal purpose of the Portal is to have facilities of education loan, scholarship and other student friendly facilities through one link. The Portal is gateway to Bank for education loan and also has linkages with National e-Scholarship Portal (NeSP) inaugurated by the Prime Minister on 01.07.2015 as a part of Digital India initiative managed by Centre for Good

Governance under DEITY. The Portal is information friendly with relevant information for students. The Portal has the facility of tracking the students right from the inception of loan application until the completion of sanction of loan or otherwise. Students can view, apply and track their education loan applications to banks anytime, anywhere by accessing the Portal. The Portal would be useful for students, parents, educational institutions, bankers, employers, researchers, etc. 40 banks have been registered so far and 70 loan schemes have been uploaded in Vidya Lakshmi Portal.

2. SCHOOL OF HEALTH SCIENCES

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

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

To achieve this, the School is collaborating and exchanging ideas with various national and international organizations like World Health Organization (WHO), Ministry of Health and Family Welfare (MoHFW), Indian Nursing Council (INC) and Ministry of Environment and Forest (MOEF) etc.

Ongoing Programmes

Doctoral Degree Programmes

Doctor of Philosophy in Nursing (PhD N)

Bachelor's Degree Programme

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

PG Diploma Programmes

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

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

Post-Graduate Diploma in Geriatric Medicine (PGDGM)

Post-Graduate Diploma in HIV Medicine (PGDHVM)

Diploma Programmes

Diploma in Critical Care Nursing (DCCN)

Diploma in Nursing Administration (DNA)

Certificate Programmes

Certificate in Maternal and Child Health Nursing (CMCHN)

Certificate in Newborn and Infant Nursing (CNIN)

Certificate in Home Based Health Care (CHBHC)

Certificate in Health Care Waste Management (CHCWM)

Certificate in Community Health (BPCCHN)

Certificate in First AID (CFAID)

3. POST BASIC B.SC. NURSING

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

Programme Objectives

The main objectives of the programme are as follows:

- Provide opportunity to a large segment of in-service nurses to upgrade their knowledge and skills to respond to the changing health needs of the society.
- Motivate nurses to maintain clinical competence to provide quality care.
- Develop teaching, administration and research skills.
- Promote personal and professional growth for better opportunities.

Programme Structure

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

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

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

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

List of Theory Courses

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

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

List of Practical Courses

Year	Title	Course Code	Credits	No.of Blocks	Practical Contact Sessions (Hours)	Self Study Activities (Hours)
1st Year	Nursing Foundation	BNSL-101	4	1	60	60
	Applied Sciences	BNSL-102	4	4	112	08
	Maternal Nursing	BNSL-103	8	4	120	120
	Behavioural Sciences	BNSL-105	2	1	30	30
	Total		18	10	322	218
2nd Year	Medical Surgical Nursing	BNSL-106	10	2	150	150
	Paediatric Nursing	BNSL-107	8	2	120	120
	Mental Health Nursing	BNSL-108	8	2	120	120
	Total		26	6	390	390
3rd Year	Community Health Nursing	BNSL-109	8	2	120	120
	Nursing Administration	BNSL-110	6	2	90	90
	Nursing Education and Research	BNSL-111	8	2	120	120
	Computer in Nursing	BNSL-112	2	2	30	30
	Total		24	8	360	360
	Grand Total		68	24	1072	968

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

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

Note : One credit is 30 study hours.

3.1 Academic Session

The Programme commences from January of every year.

3.2 Admission

The admission will be made once in a year for in-service nurses. The applications should be submitted in prescribed form (OPENNET-VIII) through online portal.

3.3 Eligibility

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

OR

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

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

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

3.5 Duration of Programme

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

3.6 Medium of Instruction

English

3.7 Number of Seats

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

3.8 Admission/Selection Procedure

Admission for Post Basic B.Sc. Nursing Programme for January, 2020 session will be done region wise on the basis of merit in common entrance test. Regional Centres where **Post Basic B. Sc (N)** Programme Study Centres are established will do the counseling and admissions. Candidates from any Region/State can opt PSCs for Post Basic BSc. Nursing Programme as per their choice. Application forms will be submitted through online portal (visit ignou website www.ignou.ac.in and check Post Basic B.Sc. Nursing entrance examination and follow the online instruction. Entrance Test will be conducted by SED. Result will be processed by SED. Region based merit list will be prepared **after tie-break by SED**. Counselling will be conducted by the Regional Centres (RCs). Counselling Committee will be constituted at all the concerned RCs with at least two external nursing experts, from the same state/region.

Kindly note that in case after counselling any seat remains vacant in each Regional Centre, University will have the right to decide the procedure for filling up the vacancy in each Programme Study centre which will be communicated to the concerned.

3.8.1 Entrance Test

Candidates will be required to apply/submit their Entrance Test Form through online portal. Visit www.ignou.ac.in. It may be noted that the Programme Study Centres for Post Basic BSc Nursing are located only in Regional Centres as given in **Appendix-VII**. So candidates are requested to ensure that they **fill the RC code/PSC code in their entrance test forms of only those regional centres where PSCs for Post Basic BSc Nursing** are activated and given in the **Appendix-VIII**.

- Entrance test will be conducted on a scheduled date as decided by the university, in the centres identified from all over the country.
- Entrance test will comprise 120 multiple choice questions (comprising section A,B,C,D,E,F,G,H) (bearing one mark each) drawn from various subjects taught in GNM. A model Question paper for the entrance examination is provided in **Appendix-XIIa**.
- The candidates will be provided OMR Sheet for marking the responses. A sample of OMR sheet is attached at **Appendix XIIb**.
- Duration of the test will be two and a half hours.

3.8.2 Declaration of result and counselling

- Result of entrance test will be declared tentatively in mid of November 2019, which will be uploaded in the IGNOU website www.ignou.ac.in. Information about next step of admission process will be communicated by concerned regional centre. So, contact the Regional Centre for further information.
- Candidates will be required to submit self attested copy of the following certificates at the time of Counseling/Admission along with original copies of all the documents for verification during counselling which will be conducted at concerned regional centre:
 - Original admit card for entrance test.
 - Certificate of date of birth (10th class certificate).
 - 10+2 pass certificate.
 - Valid RNRM Registration Certificate (In case of registration from more than one council, produce all the certificates at the time of admission counselling).
 - Experience Certificate/s (On Letter Head of the competent authority with full name, date and signature with stamp). Experience will be counted after RNRM registration till the last date of receipt of application form by University.
 - GNM Mark sheet (Including marksheet of all years).
 - Certificate from the organization, where you are currently working, clearly indicating that you are presently working and in service.
 - Category Certificate indicating reservation status for SC/ST/Non Creamy layer of OBC /PH/ Kashmiri Migrant/War Widow etc.
 - Income certificate in case of Non creamy layer of OBC.
 - Two (2) passport size photographs.

- Demand draft of ₹18,000/- towards 1st year admission fees in favour of IGNOU, payable at concerned regional centre (can vary from time to time).
- The admission will be made **Region wise, strictly on the basis of merit** from the list of eligible candidates in each category after verification of the documents. The reservation policy will be followed as per Government of India rules.

3.8.3 Selection Procedure

- **Region wise merit list for admission to** Post Basic B.Sc. Nursing January, 2020 session will be prepared on the basis of marks obtained in the OPENNET – VIII (Entrance Test) and will be displayed in the IGNOU website after the declaration of results.
- In case two or more candidates obtain equal marks in the OPENNET – VIII (Entrance Test), the inter-se ranking of such candidates shall be determined on the basis of the following **criteria for tie break**.
 - a. **Length of relevant experience** : Experience will be counted from the date of registration as RNRM upto the last date of receipt of application form as mentioned in the advertisement. In case of Female candidates who have registered as RN & RM separately, the experience will be counted from the date of RM registration. However, in male candidates, it will be calculated from the date of RN registration upto the last date of receipt of the application form subject to the completion of the INC recognized course in lieu of midwifery before applying for the entrance test.
 - b. **Over all percentage of marks secured in GNM examination** : If the tie does not get resolved, aggregate marks of GNM in all the three years will be considered for calculating the percentage/merit.
 - c. **Date of Birth**: If the tie between the candidates still does not get resolved, date of birth will be considered. Candidates born earlier will have higher rank than those born later.
 - d. **Draw of Lot**: If there is a tie even after applying all the above criteria, then the rank will be decided through a draw of lot.

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

Important points to be noted:

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

3.9 Programme Fees

Programme Fee — ₹ 18,000/- per annum (May vary from time to time).

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

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

3.10 Counseling procedures for qualified students of OPENNET-VIII for admission to Post Basic B.Sc. Nursing Programme January, 2020 session

1) Category-wise Availability of Seats

A total of 650 seats in 23 INC approved Programme Study Centres (PSC) are available for admission to Post Basic B.Sc. Nursing programme of IGNOU for January 2020 session. Reservation Policy as per Government of India rules will be followed for various categories.

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

2) Resolving the Tie Cases

The marks and rank of candidates will be put on IGNOU website **www.ignou.ac.in**. In case of tie in the marks/rank, the following criteria will be followed as given in 3.8.3 on page 24 of this student handbook and prospectus in chronological order:

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

3) Counselling Process

- Counselling will be done at the respective IGNOU Regional Centres as per Region wise merit list drawn.
- Counselling will be done at the respective Regional Centre/s where PSC for Post Basic BSc Nursing programme is located as per option given by the learner in the Opennet-VIII Entrance Test Form.
- Counselling Committee comprising of Regional Directors/ representatives from concerned Regional Centre/s and two local Nursing Experts from that region will be constituted to conduct counseling at the venue.
- In case, there is more than one PSC under a Regional Centre, candidates will be asked to give their options(s) for all the Programme Study Centres as listed/available in that region & also strictly in order of preference. This option will be treated as final for the purpose of counseling

& allocation of PSC will be done on region wise merit basis.

- Number of applicants called for counseling may be more than the total number of seats available in order to make an effort to fill the seats.
- However, in case any seat remains vacant after 1st counseling, additional counseling session(s) will be conducted as may be required by the concerned Regional Centres.

4) Important Instructions

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

- Please go through page no. 21-26 and 68-70 of this Student handbook and Prospectus. You are required to take 52, days 56 days and 54 days leave in first , second and third year to attend theory and practical counselling of Post Basic B.Sc. Nursing Programme which is compulsory respectively.
- There will be intensive theory and practical counseling for each course in each year, which would require frequent travelling to PSC.
- In theory 75% and in practical 90% of attendance in counselling session is compulsory in each course.
- You should be comfortable with the language of region/PSC you are selecting as many supervised practical activities need interaction with clients and community.
- The PSC will be allotted by the counseling committee at the Regional Centre.
- Send all your queries through e-mail to concerned RC as all the correspondence will be made through e-mail and IGNOU website as mentioned in page 39 of this prospectus.

5) Document Verification

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

- Original admit card for entrance test
- 10+2 certificate
- Valid RNRM Registration Certificate
- Experience Certificate (to be counted after RNRM registration till last date of receipt of application form by the University).
- GNM Mark Sheet
- Certificate of date of birth (10th Certificate)
- Certificate from the organization where you are working as proof of working/service.
- Category Certificate for SC/ST / Non Creamy layer of OBC (validity not more than three years after issuance till the last date of submission of application form)/ PH/ Kashmiri Migrant/War Widow candidates wherever required.
- Income certificate in case of Non-creamy layer of OBC
- Two (2) passport size photographs
- Photocopy of application form submitted through on line portal.
- Demand draft for ₹18000/- (Rs. Eighteen Thousand Only) towards 1st year admission fee in four of IGNOU, and payable at concerned regional centre.

6) Programme Study Centre Details

List of Programme Study Centres (PSC) where seats are available for admission to January, 2019 cycle is given below along with other relevant information:

Sl. No.	PSC Code	Name & Address of PSC	RC Code	No. of Seats
1.	0183P	Govt. College of Nursing, King George Hospital Campus, Maharani Peta, Visakhapatnam - 530002, Andra Pradesh	84	30
2.	33009P	St Anne College of Nursing, Vijayawada, Andhra Pradesh- 520001	33	30
3.	01129P	KIMS College of Nursing, Survey - 130, Annapoorna Comp. Babujinagar, Bownpally, Secunderabad - AP. - 500011	01	20
4.	0426P	Regional College of Nursing, P.O., Indrapur Guwahati - 781032	04	30
5.	0723P	R A K College of Nursing, Lajpat Nagar, New Delhi - 110024	07	30
6.	29006P	Ahilya Bai College of Nursing, Delhi - 110001	29	25
7.	0901	L.D. Arts College (work centre at – College of Nursing, New Civil Hospital Campus, Asarwa, Ahmedabad - 380016	09	30
8.	1263P	Bibi Halima College of Nursing & Medical Technology, All J & K Muslim Wakf Board, Zero Bridge, Srinagar - 190010	30	20
9.	1326P	K L E S Institute of Nursing Sciences, Nehru Nagar, Belgaum - 590010, Karnataka	85	30
10.	13135P	Government College of Nursing, No. 91 D, 1 st Main Stage, VI Phase West of Chord Rd Mahagana, Rathynagar Rajajinagar, Bangalore-	13	30
11.	1346P	Narayana Hrudayala College of Nursing, Bangalore	13	30
12.	1621P	Institute of Nursing Education, Sir J J Group of Hospital Compund, Byculla, Mumbai - 400 008	49	30
13.	1661P	Temi Grant Institute of Nursing Education, Ruby Hall, Clinical Grant Medical Foundation 13, Tadiwala Road, Pune - 411001	16	30
14.	1917P	RIPAN, College of Nursing, Mizoram, Aizwal	19	15
15.	2209P	Christian Medical College & Hospital, College of Nursing, Ludhiana - 141008, Punjab	22	30
16.	2316P	Govt College of Nursing, J L N Marg, Jaipur - 302004	23	30
17.	2740P	College of Nursing, Kanpur - 214879 UP	27	30
18.	2851P	College of Nursing, SSKM Hospital, Kolkatta	28	30
19.	2876P	Shova Rani Nursing College 1 F, Raja S.C. Mullick Road, Jadavpur, Kolkata - 700032	28	30
20.	2525	College of Nursing, Sri Ramakrishna Inst. of Paramedical Science, Coimbatore, TN-641044	25	30
21.	2577	MA Chidambaram CON, Chennai, TN-6300113	25	30
22.	2575	Sri Adiparashakti CON, IGNOU Study Centre, Kanchipuram, TN-603319	25	30
		Total		630

* Admission will only be made subject to approval of programme study centre

3.11 Programme Delivery

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

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

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

There are 52 days (416 hours) of theory counseling and practical contact sessions in the first year to be conducted at colleges of nursing, hospital and community under supervision. However, for 84 days (672 hours) student would be required to do the self activities as per guidelines which will be part of continuous evaluation. There are 56 days (448 hours) of theory counseling and practical contact sessions in the second year to be conducted at colleges of nursing, hospitals and community under supervision. However, for 79 days (632 hours) student would be required to do the self activities as per guidelines which will be part of continuous evaluation.

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

4. UNIVERSITY RULES

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

4.1 Educational Qualifications Awarded By Private Institutions

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

4.2 Validity of Degree for Admission

- 4.2.1 Master’s Degree awarded without a first degree of 3 year duration is not recognised for purposes of admission to IGNOU’s Academic Programmes. However, this condition is not applicable for five year integrated master’s degree acquired from a recognized university/institution.
- 4.2.2 Bachelor’s Degree means Bachelor’s Degree of not less than 3 year duration.
- 4.2.3 IGNOU also accepts First degree of 2 year duration obtained from a recognized university

completed up to the year 1998-99 for purposes of higher studies; provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.

4.2.4 Acceptance of 'Two year Bachelor's degree'

Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course, prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have completed 3 years degree and they are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled prior to June 1986 shall be treated valid for all purposes including admission to a Masters degree programme and other higher studies.

4.2.5 'One sitting B.A. degree' of Osmania University, Andhra University, Kakatiya University, Kurukshetra University, etc. is recognized for purposes of admission to IGNOU's Master's Degree programmes subject to the condition that the candidates have enrolled for the programme upto the year 1995-96 and completed their course upto the year 1998-99. Besides, such candidates should have a gap of two years after +2 before they have registered themselves for 'One sitting B A degree'.

4.2.6 Degrees acquired from an 'Off Campus' Centre of Private Universities outside the territorial Jurisdiction of the concerned State is also not recognized for purposes of admission to IGNOU's academic programmes unless it has specific approval of the University Grants Commission.

4.2.7 Similarly, Degrees acquired from an 'Off Campus' Centre/ 'Off-shore' Campus of Central/State/ Deemed to be Universities/Institutions of National importance offered through Distance mode of learning will be accepted for higher studies in IGNOU; provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities/Institutions of National importance prescribed by the University Grants Commission from time to time.

4.3 Incomplete and Late Applications

Incomplete Application Form(s)/Re-registration Form(s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners.

The learners are, therefore, advised to fill up the relevant columns carefully and enclose copies of all the required self attested certificates. The Admission Form duly completed is to be submitted to the Regional Director concerned on or before the due date mentioned in the admission notification. The Application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

4.4 Validity of Admission

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

4.5 Simultaneous Registration

- 4.5.1 Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any Certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.
- 4.5.2 Simultaneously pursuing two academic Programmes either from the same University, or one from the Open University (under ODL mode) and the other from Conventional University (regular or face-to-face mode) is not permitted, as of now, except Certificate Programmes of six month duration.

4.6 Re-Registration

Learners are advised to submit the Re-Registration forms online mode only.

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

Schedule for Re-Registration

For July Session	For January Session
1st February to 20th June	1st August to 20th December

The student's must consult the online admission system as available on IGNOU website for exact dates and late fees, if any.

4.7 Re-admission		
The students who are not able to clear their programme within the maximum duration can take Re-admission for additional period in continuation of the earlier period as under:		
Programmes	Duration of the programme	Re-admission validity
Certificate Programmes	6 Months	6 Months
Diploma/PG Diploma Programmes and all other Programmes* with one year duration	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

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

For Re-admission the student has to remit *pro-rata fee* for each incomplete course(s). The Table of pro-rata fee and the Re-admission Form is available at the Regional centres and also in the website at www.ignou.ac.in/ignou/studentzone/download/Re-admission. Re-admission form proforma is at **Appendix XXIII** of this prospectus.

Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission,

provided they pay full fee for the missed year(s)/semester(s) as per rate applicable for the session for which they seek Re-admission, in addition to the *pro-rata course fee for Re-admission* as per rate given in the Table of prorata fees for each of the course(s) for those who failed to successfully complete within the maximum period prescribed.

4.8 Additional chance to Differently Abled students

- i) Students with disabilities of 40% or more are given additional 2 (two) years beyond the maximum duration prescribed for all academic programmes.
- ii) Disabled students seeking benefit of the aforesaid facility should submit the '**Disability Certificate**' issued by the competent authority at the Regional Centre concerned, which in turn will verify it, make entry in the database and transmit the data to SRD for updating in the Master records.
- iii) Re-admission facility to disabled students will be extended without charging any pro-rata fee, i.e. further extending the duration beyond the maximum duration, by six months/ one year/ two year as the case may be. However, disabled students are required to submit Re-admission Form, as per schedule, without any pro-rata fee.

4.9 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, Economically Weaker Sections, (as notified by MHRD vide OM 12-4/019-U1 dated January, 2019), War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission of forged certificate under any category shall lead not only to cancellation of admission but also will be legally implicated as per Govt. of India rules.

4.10 Scholarships and Reimbursement of Fee

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

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

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

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

Students belonging to SC/ST/OBC/Minority and PWD categories, who are desirous of availing the Scholarship Schemes of the Government of India, should submit their Scholarship form for the academic year by February for processing Scholarship Forms to these categories of students each year, as conveyed by the University Grants Commission vide their letter No.F.1-27/2009 (SCT) dated 26.02.2015.

Fee Concession for certain Programmes in Agriculture

The students taking admission to Diploma and Certificate programmes in Agriculture only shall be eligible for the fee concession as per the following criteria:

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

The above fee concession is not applicable to all other programmes including Ph.D., PG Diploma and PG Certificate Programmes in Agriculture.

4.11 Fee Exemption for SC/ST Students under the SCSP and TSP Schemes

The Scheme of exemption is applicable for students belonging to Scheduled Castes and Scheduled Tribes, enrolled for January, 2019 session under SCSP and TSP components of plan grants in the Financial year 2017-18 in compliance of guidelines issued by Ministry of Human Resource Development, Govt. of India. The exemption for the subsequent sessions in July, 2019 and January, 2020 would be subjected to the grants and issuance of the notification by Planning & Development Division of IGNOU. The following students are eligible for fee exemption for January, 2018.

- a. All academic programmes at Certificate level (advanced, under-graduate and post graduate)
- b. All academic programmes at Diploma level (advanced, under-graduate and post graduate).
- c. Freshly registered in BDP (B.A., B.Com., B.Sc.).
- d. Freshly registered in BSW; BTS; B.Sc. Nursing, B.Ed. and BLIS.
- e. Fresh/Second Semester re-registered students of BCA.
- f. Re-registered students in BDP (B.A., B.Com., B.Sc.); BSW; BTS, B.Sc. Nursing and BCA, who were fresh registered from July, 2015 onwards admission cycles; and
- g. Research Programmes (MPhil and PhD.)

For the list of programmes - please see a to g given in the notification dated 29th December, 2017 and annexed to it.

The exemption of fee is confined to Programme Fee mentioned in this Admission Prospectus. The scheme will not exempt Late fee, Term-end Exam fee, Convocation fee etc. and is subjected to that Academic Session as per the notification issued by the Planning & Development Division of IGNOU. Eligible and interested students may apply on Proforma published in Appendix-XXVII. The Regional Centre will verify documents of students applying for fee exemption. Details of the Scheme and notification are uploaded on IGNOU website www.ignou.ac.in.

The SC and ST students who are availing any kind of fellowship or fee re-imburement or exemption from any other agencies are not eligible for fee reimbursement under SCSP/TSP scheme (Appendix XXIX).

4.12 Refund of fee

The refund request will be considered as under:

- a. Before the last date for submission of admission form Programme fee will be refunded after deduction of Rs.200/-
- b. Within 15 days from the last date for submission of admission form-Programme fee will be refunded after deduction of Rs.500/-
- c. Within 30 days from the last date for submission of admission form-Programme fee will be refunded after deduction of Rs.1,000/-.
- d. After 30 days from the closure of the last date- No refund will be allowed.
- e. The last dates for submission of admission form will be considered separately i.e. last date without late fee and last date with late fee. However, late fee, if any, will not be refunded.
- f. In cases of (a) to (c) above, the candidate will make a written request to the RD concerned for such a refund. The RC will process the cases as soon as possible after ascertaining the credit of the same in IGNOU Accounts.

4.13 Waiver of IGNOU Programme fee to Inmates Lodged in Prisons

Inmates lodged in Prisons in the country are exempted from payment of programme fee, including cost of Prospectus. The under-trial/short term prisoners are also eligible for the same benefit of FREESHIP as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay subsequent fees wherever applicable (Examination fee, re-registration fee, pro-rata fee for Readmission, registration fee for Convocation etc.).

4.14 Study Material and Assignments

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

4.15 Counselling and Examination Centre

All study centres, Programme Study Centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counseling or practicals.

4.16 Change/Correction of Address

There is a printed proforma for change/correction of address provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of despatch (**Appendix XXII**). In case there is any correction/change in the address, the learners are advised to make use of this proforma and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. Requests received directly at SRD, New Delhi, or any other Office

of the University will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in also. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.

4.17 Term-End Examination

Term-end examination is held in June as well as in December. A Learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without taking Readmission for the same. Otherwise, the result would be withheld in such cases.

4.18 Official Transcripts

The University provides the facility of official transcripts on request made by the learners (**Appendix XVII**) addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110068.

For Indian Students:

- 1) Rs. 300/- for each transcript, if to be sent to the Student/Institute **within India**
- 2) Rs. 500/- for each transcript, if to be sent to the Student/Institute **out of India**

For SAARC Countries Students:

Rs.1200/- for each transcript, if to be sent to the Student/Institute of SAARC Countries.

For Non-SAARC Countries Students:

\$120 for each transcript, if to be sent to the Student/Institute of Non-SAARC Countries. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

4.19 Improvement in Division/Class

keeping the interest of students who have completed their Bachelor's/Master's Degree programme, but falling short of 2% marks for securing 1st and 2nd Division the University has made a provision for allowing such students to improve their performance. The Improvement is permissible only in theory papers and the student may apply for improvement of their performance on the prescribed application format alongwith a fee of Rs. 750/- per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068.

4.20 Early Declaration of Result

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.1000/- per course. The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

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

4.21 Re-evaluation of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.750/- per course. The request for re-evaluation by the student must be made **within one month** from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in this Prospectus (**Appendix XVI**) or IGNOU website: www.ignou.ac.in

4.22 Obtaining Photocopy of Answer Scripts

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

4.23 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs.250/- in favour of IGNOU payable at “New Delhi”. Format is available in this Prospectus (**Appendix XVIII**) or IGNOU website: www.ignou.ac.in

4.24 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially for the programmes with entrance based after submission of the admission form for the Entrance test.

4.25 Correction/Change of Name/Surname of Learner

- 4.25.1 Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/ surname while submitting the admission form.
- 4.25.2 For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for onward transmission to Registrar, SRD:
- i) Original copy of Notification in a daily newspaper notifying the change of name;
 - ii) Affidavit, in original, on non-Judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
 - iii) Marriage card/Marriage Certificate in case of women candidates for change in surname;
 - iv) Gazette Notification, in original, reflecting the change of name/surname;
 - v) Demand Draft of Rs.500/- drawn in favour of IGNOU payable at New Delhi.
- 4.25.3 Request for correction and/or change of Name/Surname will be entertained only before completion of the programme.

4.26 KVS Employees

As per the agreement with Kendriya Vidyalaya Sangathan (KVS), One hundred students are entitled to get 50% fee concession in the programme offered by the University during the year. All the KVS employees seeking admission may send their applications alongwith the requisite full programme fee directly to the Concerned Regional Centres without routing through IGNOU HQs. However the employees may follow the rules and procedures laid down by the KVS HQs, New Delhi, as regards to obtaining permission etc. The reimbursement in fees of 50% will be made only to such candidates duly recommended by the KVS HQs to SRD, IGNOU HQs. The reimbursement will be made by the concerned Regional Centre of IGNOU, on getting the communication only from Student Registration Division (SRD), IGNOU HQs.

4.27 Disputes on Admission & other University Matters

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

4.28 Recognition

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

4.29 DoPT Scheme for Central Government Employees

- The scheme is meant for Central Government Employees (working in Ministries/Departments/Attached offices and Faculty members of States Apex Training Institutions). Under this scheme all applicants are entitled to reimbursement of their programme fee upon successful completion of the programme pursued. All eligible applicants are required to submit their admission form duly complete in all respects comprising requisite certificates, employer's certificate (on the prescribed format as provided at **Appendix XXXI**) along with attested copy of identity card and prescribed programme fee (Demand Draft). All details are available on IGNOU's website/Common Prospectus. Form complete in all respects are to be submitted to the nearest Regional Centre in response to IGNOU's admission notification.

<ul style="list-style-type: none"> Employees working under Public Sector Undertaking are not eligible for this scheme. Employees failing to complete the programme are not eligible for any reimbursement. Reimbursement for the Master Programme is available to an employee only once in his/her career. Applicants are eligible to enroll for only one Programme at a time under this scheme. An officer is eligible to claim reimbursement / refund for successful completion of maximum of ten (10) Units in a Block of five (5). The equivalent units for each Course/Programme are listed in the table below: 				
Sl.	Category	Category/type of Course Programme	Equivalent Units	Maximum Units Permissible in a Block of Five Years
1.	A	<ul style="list-style-type: none"> Certificate Advance Certificate PG Certificate 	02 Units	Ten Units (with different combinations of A,B,C and D)

- | | | | |
|----|---|--|----------|
| 2. | B | <ul style="list-style-type: none"> • Masters | 08 Units |
| 3. | C | <ul style="list-style-type: none"> • PG Diploma • Advance Diploma • Diploma Certificate | 04 Units |
| 4. | D | <ul style="list-style-type: none"> • Select/Specialized Module | 01 Units |

4.30 Pre-admission Counselling of Persons with Disabilities

Persons with disabilities before opting for a programme for admission may please go through the category of perspective jobs for persons with disabilities and the physical requirements of jobs by visiting the link (<http://www.disabilityaffair.gov.in/content/page/rules—and-regulations.php#ipd2013>) of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India. After having made this informed decision, the person with disability seeking admission must give an undertaking in the prescribed proforma as given at **Appendix XXX**.

5. PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

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

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

- | | | |
|----|-------------------------|----------------------------------|
| 1. | Director, Research Unit | (Tele: 2953 4336) |
| 2. | Director, SSC | (Tele: 2953 5714) |
| 3. | Director, RSD | (Tele: 2953 2118) and (29572412) |
| 4. | Registrar (SRD) | (Tele: 2953 2741) |
| 5. | Registrar (SED) | (Tele: 2953 5828) and (29572204) |
| 6. | Registrar, MPDD | (Tele: 2953 4521) |
| 7. | Deputy Registrar, F&A | (Tele: 2953 4934) |

Alternatively complaints may be faxed on 29532312.

Email : ignouregistrar@ignou.ac.in

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

Note: Except the above mentioned complaints, no other queries will be entertained at the above phone numbers. As per directions of Hon'ble Supreme Court of India **ragging is prohibited**. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

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

6. PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters Programme, the university has established the Campus Placement Cell (CPC). The mission and endeavor of CPC is to enhance

7. PRE-ADMISSION ENQUIRY

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

Programme Coordinator

Prof. (Dr.) Pity Koul

Professor, SOHS

Indira Gandhi National Open University

Maidan Garhi, New Delhi - 110068 e-mail : pkoul@ignou.ac.in

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

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

8. WHOM TO CONTACT FOR WHAT

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

Appendices

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

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

February, 1992

The Vice-Chancellors/Directors
of all the Indian Universities/
Deemed Universities/Institutions
of National Importance.

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

Sir,

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

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

Yours faithfully,


(Gurcharan Singh)
Under Secretary



गुरुकुल
विश्वविद्यालय अखिल भारते
बाहुदास जवाहर लाल
नई दिल्ली-110 002

GRAY'S UNIGRANTS
UNIVERSITYGRANTS.COM
BAHADURSHAH ZAFAR M
NEW DELHI-110 002

R.P. Gangurde
Additional Secretary
Tel.No.3319659

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

July, 1993

Dear Vice Chancellor,

28 JUL 1993

As you are aware, the Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22 (1) of the UGC Act, 1956.

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

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

With regards,

Yours sincerely,

(R.P. Gangurde)

23236254, 23232701, 23237721, 23234116
23234733, 23232317, 23236794, 23234437



ज्ञान-विज्ञान शिखराये

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

F1-52/2000(CPP-II)

April, 2004

5 MAY 2004

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

Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

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

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

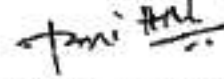
Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open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

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

Cnntd...../-

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

Yours faithfully,



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

Encl : As above

Copy to: -

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



(V.K. Jaiswal)
Under Secretary



University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

F. No. UGC/DEB/2013
Dated 14.10.2013

The Registrar/Director
Of all the Indian Universities
(Deemed, State, Central Universities/
Institutions of National importance)

Subject: Equivalence of Degrees awarded by Open and Distance Learning
(ODL) Institutions at par with Conventional Universities/ Institutions

Sir/Madam,

There are a number of Open and Distance Learning Institutions (ODLIs) in the country offering Degree/ Diploma/Certificate programmes through the mode of non formal education. These comprise Open Universities, Distance Education Institutions (either single mode or dual mode) of Central Universities, State Universities, Deemed to be Universities, Institutions of National Importance or any other Institution of Higher learning recognized by Central/State/Statutory Council/Societies registered under the Society Registration Act 1860.

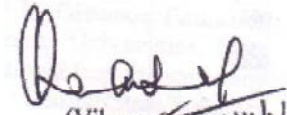
2. A circular was earlier issued vide UGC letter FI No- 52/2000(CPP-II) dated **May 05, 2004 (copy enclosed)** mentioning that Degrees/Diplomas / Certificates/ awarded by the Open Universities in conformity with the GC notification of degrees be treated as equivalent to corresponding awards of the traditional Universities in the country.

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

4. The Government of India, in exercise of its power conferred under section 20(1) of UGC Act 1956 issued directions dated 29th December 2012 entrusting UGC with the responsibility of regulating higher education programme in open and distance learning (ODL) mode. Consequently, Universities/ Institutions desirous of offering any programme through distance mode would require recognition of UGC.

5. As you are aware, the Government of India has envisaged a greater role for the Open and the Distance Education System. The envisioned role may be fulfilled by recognizing and treating the Degrees / Diplomas/ Certificates awarded through distance mode at par with the degrees obtained through the formal system of education. Open and Distance Education System in the country is contributing a lot in expansion of Higher Education and for achieving target of GER, without compromising on quality. Non recognition/ non equivalence of degrees of ODL institutions for the purpose of promotion/ employment and pursuing higher education may prove a deterrent to many learners and will ultimately defeat the purpose of Open and Distance Education.

6. Accordingly, the Degrees/ Diplomas/ Certificates awarded for programmes conducted by the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree/Diploma/Certificate of the traditional Universities/ institutions in the country.



(Vikram Sahay) 14/12/14
Director (Admn)

Tel: 011 2323 0405

Email: vikramsahay7@gmail.com

End: As above

Copy to:

1. Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110 001.
2. Secretary, All Indian Council for Technical Education, 7th Floor, Chandra Lok Building, Janpath, New Delhi.
3. Secretary Association of Indian Universities, AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi-110002.



ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Phones : 3312305, 3313390
Gram : ASINGU
3310059, 3312429
Telex : 3166100 AJU IN
Fax : 011-3315105
No. EV/II(449)/94/176915-177115

January 14, 1994

The Registrar(s)

Member Universities

Subject: Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

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

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

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

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

Thanking You,

Your faithfully,

Sd/-

(K.C.KALRA)
Joint Secretary

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M. B. B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA – 799 004 TRIPURA 0381-2519391 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICTS: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTREOPP NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD: 382481 GUJARAT 02717-242975-242976 02717-241579 02717-241580 rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICTS: AHMEDABAD, ANAND, ARAVALI, BANASKANTHA, BHARUCH, CHHOTA UDAIPUR, DANG, DAHOD, GANDHINAGAR, KHEDA, MAHISAGAR, MEHSANA, NARMADA, NAVSARI, PANCHMAHAL, PATAN, SABARKANTHA, SURAT, TAPI, VADODARA, VALSAD, DAMAN, DADARA NAGAR HAVELI)
3	AIZAWL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, H/No. YC-10 ROPHIRA BUILDING, CHALTLANG, DAWRKAWN, AIZAWL, MIZORAM. 796012 0389-2395260, 2311692 0389-2391788 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICTS: AIZAWL, CHAMPHAI, KOLASIB, LAWNGTLAI, LUNGLEI, MAMIT, SAIHA, SERCHHIP)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD, ALIGARH – 202001 UTTAR PRADESH 0571-2700120/ 2701365 0571-2405147 rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR, SAMBHAL)
5	BANGALORE	13	IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA NO. 293, 39 TH CROSS, 8 TH BLOCK, JAYANAGAR BANGALORE – 560 070 KARNATAKA 080-26654747 / 26657376 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICTS: BANGALORE- URBGAN, BANGALORE – RURAL, CHAMARAJA NAGARA, CHIKBALLAPUR, CHIKMAGALUR, CHITRADURGA, DAKSHINA KANNADA, DAVANGERE, HASSAN, KODAGU, KOLAR, MANDYA, MYSORE, RAMANAGARA, SHIMOGA, TUMKUR, UDUPI)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 RD FLOOR, SUMAN PLAZA, CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BIHAR-812001 0641-2610055/2610066 rcbhagalpur@ignou.ac.in	STATE OF BIHAR(DISTRICTS: BHAGALPUR, BANKA & MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL -.462 011 MADHYA PRADESH PH.OFF :0755-2578455/ 0755-2578452/2578454/ 0755-2570517 Email : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH(DISTRICTS: ALIRAJPUR, AGAR-MALWA, ASHOK NAGAR, BADWANI, BETUL, BHIND, BHOPAL, BURHANPUR, DATIA, DEWAS, DHAR, GUNA, GWALIOR, HARDA, HOSHANGABAD, INDORE, JHABUA, KHANDWA, KHARGONE, MANDSAUR, MORENA, NEEMUCH, RAISEN, RAJGARH, RATLAM, SEHORE, SHAJAPUR, SHEOPUR, SHIVPURI, UJJAIN, VIDISHA)
8	BHUBANESWAR	21	REGIONAL DIRECTOR REGIONAL CENTRE C-1, INSTITUTIONAL AREA, BHUBANESWAR- 751013 0674-2301348, 2301250, 2301352, 0674- 2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORRISSA (DISTRICTS: ANGUL, BALASORE, BARGARH, BHADRAK, BOLANGIR, BOUDH, CUTTACK, DEOGARH, DHENKANAL, GAJAPATI, GANJAM, JAGATSINGHPUR, JAJPUR, JHARSUGUDA, KANDHAMAL, KENDRAPARA, KEONJHAR, KHURDA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SONEPUR, SUNDERGARH)
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIJAPUR B.L.D.E.A'S OLD ADMINISTRATIVE BUILDING SMT. BANGARAMMA SAJJAN CAMPUS SOLAPUR ROAD BIJAPUR-586103 KARNATAKA 08352-252006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA (DISTRICTS: BAGALKOT, BELGAUM, BELLARY, BIDAR, BIJAPUR, DHARWAD, GADAG, GULBARGA, HAVERI, KOPPAL, RAICHUR & YADAGIRI) STATE OF MAHARASHTRA (DISTRICT: LATUR & SOLAPUR)

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

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10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA – 134109 HARYANA 0172-2590277, 2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	CHANDIGARH (U.T.), & STATE OF HARYANA (DISTRICTS: AMBALA, PANCHKULA), & STATE OF PUNJAB: (DISTRICTS: FATEHGARH SAHEB, MOHALI, PATIALA, RUP NAGAR)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, THIRD FLOOR, GR COMPLEX, 407 ANNA SALAI, NANDANAM, CHENNAI – 600 035 TAMILNADU 044-24312766/24312979 rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICTS: CHENNAI, CUDDALORE, DHARMAPURI, KANCHEEPURAM, KRISHNAGIRI, NAGAPATTINAM, NAMAKKAL, PERAMBALUR, PUDUCHERRY, (U.T.), SALEM, THIRUVALLUR, THIRUVANNAMALI, VELLORE, VILLUPURAM)
12	COCHIN	14	REGIONAL DIRECTOR REGIONAL CENTRE COCHIN KALOOR PO COCHIN- 682017 ERNAKULAM Ph: +91 484- 2340203, 2348189 Fax: +91 484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICTS: ALAPUZHA, ERNAKILAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, UNION TERRITORY OF LAKSHADWEEP)
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, LNMU CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK OF INDIA, DARBHANGA – 846 004 BIHAR 06272-251833, 251862 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICTS: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, MADHUBANI, MUZAFFARPUR, SAMASTIPUR, SHEOHAR, SITAMARHI, WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE NANOORKHERA, TAPOVAN, RAIPUR ROAD , DEHRADUN, UTTARAKHAND-248008 PH. 0135-2789200, FAX. 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICTS: ALMORA, BAGESHWAR, CHAMOLI, CHAMPAWAT, DEHRADUN, HARIDWAR, NAINITAL, PAURI, PITHORAGARH, RUDRAPRAYAG, TEHRI, US NAGAR, UTTARKASHI), STATE OF UTTAR PRADESH (DISTRICT: BIJNORE, MUZAFFAR NAGAR, SAHARANPUR, SHAMLI (PRABUDH NAGAR)

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SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
15	DELHI-1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DELHI-1 PLOT NO J-2/1 BLOCK – B-1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, (NEAR MOHAN ESTATE METRO STATION) NEW DELHI-110 044 011-26990082 83 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF ASHRAM, BADARPUR, BHOGAL, CHANAKYAPURI, FRIENDS COLONY, GREEN PARK, GREATER KAILASH PART- 1 & 2, HAUZ KHAS, LAJPAT NAGAR, MALVIYA NAGAR, MEHRAULI, MUNIRKA, R.K.PURAM, SAKET, SANGAM VIHAR, VASANT KUNJ, OKHLA) & STATE OF HARYANA (DISTRICTS: FARIDABAD, PALWAL)
16	DELHI-2	29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI-110 002 011-23392374-23392376/23392377 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF ASHOK VIHAR, BUDH VIHAR, BURARI, CIVIL LINES, DR. MUKHERJEE NAGAR, GTB NAGAR, JHARODA MAJRA, JAHANGIR PURI, KARALA, LIBASPUR, MANGOLPURI, MODEL TOWN, NAND NAGRI, PRAHLADPUR BANAGAR, PITAMPURA, RAMA VIHAR, RANI BAGH, SULTAN PURI, SHAKURPUR COLONY, SHASTRI NAGAR, YAMUNA VIHAR)
17	DELHI-3	38	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, F-634-636 PALAM EXTENSION, SHAHEED RAMPHAL CHOWK (NEAR SECTOR-7) DWARKA NEW DELHI- 110077 011-25088944 011-25088939 FAX:25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASHERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) & STATE OF HARYANA (DISTRICTS: GURUGRAM AND MEWAT)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN, BASUWADIH, ROHINI ROAD, JASIDIH, DEOGHAR, JHARKHAND-814142 Ph.:06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND (DISTRICTS: DEOGHAR, DUMKA, GIRIDIH, GODDA, JAMTARA, PAKUR, SAHIBGANJ)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5 TH MILE TADONG, NH-10, BELOW MANIPAL HOSPITAL, EAST SIKKIM-737102, SIKKIM 03592-231102, 270923, 03592-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (EAST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM, WEST SIKKIM)
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 781005 0361-2343771/ 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	SIATE OF ASSAM (DISTRICTS:TINSUKIYA DIBUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLGHAT, SONITPU, KARBI,ANGLONG, NAGAO MORIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAONGOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR,HAILAKANDI, KARIMGANJ, KAMRUP,M ETROPOLITAN, BAKSA, UDALGURI,CHIRANG)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS, PHASE-II, NEAR MADHAPUR P.S, JUBILEE HILLS (P.O) HYDERABAD – 500 033 TELANGANA STATE 040-23117550/52/53 9492451812 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICTS : ADILABAD, BHADRADRI KOTHAGUDEM, HYDERABAD, JAGTIAL, JANAGAON, JAYASHANKAR BHOOPALPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEM ASIFABADA, MAHABUBABAD, MAHBUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL, NAGARKURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGA REDDY, SANGAREDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL RURAL, WARANGAL URBANYADADRI BHUVANAGIRI)

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SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
22.	IMPHAL	17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, IMPHAL, ASHA-JINA COMPLEX, NORTH AOC, IMPHAL – 795001, MANIPUR 0385-2421190/ 2421191 / 2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICTS: BISHNUPUR, CHANDEL, CHURCHANDPUR, IMPHAL EAST, IMPHAL WEST, JIRIBAM, KAKCHING, KAMJONG, KANGPOKPI, NONEY, PHERZAWL, SENAPATI, TAMENGLONG, TENGNOUNPAL, THOUBAL, UKHRUL)
23	ITANAGAR	03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HORNBILL COMPLEX, C- SECTOR, NAHARLAGUN, NR. CENTRAL SCHOOL, PAPUM PARE DISTRICT, ARUNACHAL PRADESH – 791110 0360-2247538 /36, 2351705 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH(DISTRICTS: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KRA DAADI, KRUNG KUMEY, LOHIT, LONGDING, LOWER DIBANG VALLEY, LOWER SUBANSIRI, NAMSAI, PAPUM PARE, SAING, TAWANG, TIRAP, UPPER DIBANG VALLEY, UPPER SIANG, UPPER SUBANSIRI, WEST KAMENG AND WEST SAING)
24	JABALPUR	41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 2 ND FLOOR, RAJSHEKHAR BHAWAN, RANI DURGAWATI UNIVERSITY CAMPUS, PACHPEDHI JABALPUR-482001 (MADHYA PRADESH) 0761-2600219; 2600411; 2609896 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICTS : ANUPPUR, BALAGHAT, CHHINDWARA, CHHATTARPUR, DINDORI, DAMOH, JABALPUR, KATNI, MANDLA, NARSINGHPURPANNA, REWA, SAGAR, SATNA, SEONI, SHAHDOL, SIDHI, SINGRAULI, TIKAMGARH,UMARIA)
25	JAIPUR	23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 70/79, PATEL MARG, SECT-7 MANSAROVER, JAIPUR PIN: 302020, RAJASTHAN 0141-2785730/2396427 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS: JAIPUR, AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTIORGARH, CHURU, DHOLPUR, DOUSA, HANUMANGARH, JHALAWARA, JHUNJHUN, KARALI, KOTA, SAWIMADHEPUR, SIKAR, SRIGANGANAGAR, TONK)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
26	JAMMU	12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SPMR COLLEGE OF COMMERCE, AUROBINDO BLOCK, 1ST FLOOR, CANAL ROAD, JAMMU-180001 (J&K) 0191-2579572, 0191-2546529, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR/JAMMU REGION- (DISTRICTS: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU, REGIONAL CENTRE, PLOT NO.439, PAL LINK ROAD, OPPOSITE KAMLA NAGAR HOSPITAL, JODHPUR - 342 008 RAJASTHAN 0291-2751424, 2756579, 2755424, 2012987 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJSAMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH & BANSWARA)
28	RC JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING 1 ST FLOOR TULSI NARAYAN SARMAH PATH, NEAR NEHRU PARK JORHAT, ASSAM-785001 0376-2301116/15(O) rcjorhat@ignou.ac.in	STATE OF ASSAM(DISTRICTS: BISWANATH, CHARAIDEO, DHEMAJI, DIBRUGARH, GOLAGHAT, HOJAI, JORHAT, LAKHIMPUR, MAJULI, NAGAON, SIBSAGAR, SONITPUR & TINSUKIA)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE6, SUBHASH COLONY, KARNAL-132001 0184-2271514 0184-2255738 0184-2251417 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICTS: BHIWANI, FATEHABAD, HISSAR, JHAJJAR, JIND, KAITHAL, KARNALKURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONEPAT, YAMUNANAGAR)
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPURKHANNA, DISTRICT - LUDHIANA PUNJAB - 141401 01628-229993/237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICTS: AMRITSAR, BARNALA, BATHINDA, FARIDKOT, FAZILKA, FEROZEPUR, GURDASPUR, HOSHIARPUR, JALANDHAR, KAPURTHALA, LUDHIANA, MANSA, MOGA, MUKTSAR, PATHANKOT, SANGRUR, SBS NAGAR (NAWANSHAHR), TARN TARAN)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO HR.SEC.SCHOOL ROAD KENUOZOU KOHIMA-797001, NAGALAND 0370- 2260366 / 2260167 0370 – 2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICTS: DIMAPUR, KOHIMA, KIPHIRE, LONGLENG, MOKOKCHUNG, MON, PEREN, PHEK, TUENSANG, WOKHA, ZUNHEBOTO)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR KOLKATA - 700091 WEST BENGAL 033-23349850, 033-23592719, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS: BANKURA, BURDWAN, HOOGHLY, HOWRAH,KOLKATA, NADIA , NORTH 24 PARAGANAS, PASCHIM MEDINIPUR, PURBA MEDINIPUR, PURULIA, SOUTH 24 PAMGANAS)
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, DIST. AGRICULTURE OFFICE ROAD, PO.KORAPUT DIST. KORAPUT ODISHA -764020 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICTS: KALAHANDI, KORAPUT, MALKANGIRI, NABARANGPUR, NUAPADA, RAYAGADA)
34	LUCKNOW	27	REGIONAI DIRECTOR IGNOU REGIONAL CENTRE, 5-C/INS-1, SECTOR – 5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW 0522-2442832, rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH(DISTRICTS: AMETHI, AURAIYA, BAHRAICH,BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKOOT, FAIZABAD, FARRUKHABAD (FATEHGARH), FATEHPUR, GONDA,HAMIRPUR, HARDOI, JALAUN (ORAI),JHANSI, KANNAUJ, KANPUR (RURAL), KANPUR (URBAN) KAUSHAMBI,LAKHIMPUR (KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBARELI, SHAHJAHANPUR,SHRAVASTI, SIDHHARTHANAGAR, SITAPUR & UNNAO)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018 TAMIL NADU 0452-2380775, 2380733 0452 -2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICTS: ARIYALUR, COIMBATORE, DINDIGUL, ERODE , KARUR, MADURAI, NILGIRIS, PUDUKKOTIAI, RAMANATHAPURAM, SIVAGANGAI, THANJAVUR, THENI, THIRUVARUR , TRICHY, TIRUPUR & VIRUDHUNAGAR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 ND & 3 RD .FLOOR, KAPPEESH BUILDING, M.G.ROAD, OPPOSITE TO MULUND STATION, MULUND WEST, MUMBAI-400080. 022-25923159/25925540 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS : MUMBAI, MUMBAI SUBURBAN, PALGHAR, RAIGARH, RATNAGIRI, THANE.)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 'GYAN VATIKA' 14 HINDUSTAN COLONY, AMRAVATI ROAD, NAGPUR – 440 033 MAHARASHTRA 0712-2536999, 2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NOIDA, C-53, INSTITUTIONAL AREA, SECTOR – 62, NOIDA – 201301 (U.P.) 0120-2405012 / 13/14 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: BAGHPAT, BULANDSHAHAR, GAUTAM BUDH NAGAR, GHAZIABAD, HAPUR, MEERUT & PARTS OF EAST DELHI)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, H.NO 1576, NEAR P&T QUARTERS ALTO PORVORIM PO. 403521 GOA. 0832-2412443, 2412550, 2414553 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICTS: NORTH GOA, SOUTH GOA) &STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA) &STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA – 800 001, BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR(DISTRICTS: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPRA)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR-744101 03192-230111(FAX) 03192-242888, 211088 reportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.](DISTRICTS: SOUTH ANDAMAN, NORTH & MIDDLE ANDAMAN, CAR NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR, 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867, 020-25611864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS: AHMEDNAGAR, AURANGABAD, BEED, DHULE, JALGAON, JALNA, KOLHAPUR, NANDURBAR, NASHIK, OSMANABAD, PUNE, SANGLI, SATARA)
43	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS: BIRBHUM, MALDA, MURSHIDABAD)
44	RAIPUR	35	REGIONAL DIRECOTR, IGNOU REGIONAL CENTRE, IGNOU COMPLEX, KACHNA, POST-SADDU, RAIPUR-492014. CHHATTISGARH 0771- 2283285, 2971322 2971323 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICTS: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, KONDAGAON, BASTAR, BIJAPUR, NARAYANPUR, SUKMA, DANTEWADA)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICTS: AMRELI, BHAVNAGAR, BOTAD, DEV- BHOOMI DWARKA, GIR- SOMNATH, JAMNAGAR, JUNAGADH, KACHCHH, MORBI, PORBANDAR, RAJKOT, SURENDRANAGAR), DIU (U.T.)
46	RANCHI	32	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 457/A, ASHOK NAGAR, RANCHI-834022, JHARKHAND 0651-2244677, 2244688, 2244699 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICTS: BOKARO, CHATRA, DHANBAD, EAST SINGHBHUM, GARHWA, GUMLA, HAZARIBAGH, KHUNTI, KODERMA, LATEHAR, LOHARDAGA, PALAMAU, RAMGARH, RANCHI, SARAIKELA KHARSAWAN, SIMDEGA, WEST SINGHBHUM)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, KAUSHALYA MANSION, NAYA BAZAR SAHARSA -852201, BIHAR 06478-219014,219015, 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR (DISTRICTS: ARARIA, KATI HAR, KHAGARIA, KISHANGANJ, MADHEPURA, PURNIA, SAHARSA & SUPAUL)
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEHU CAMPUS, UMSHING, MAWKYNROH, SHILLONG- 793022, MEGHALAYA 0364-2521117/2521271/2520503 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISIRICTS: EAST GARO HILLS,EAST JAINTIA HILTS, EAST KHASI HILLS , NORTH GARO HILLSRI BHOI,SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINIIA HILLS, WEST KHASI HILLS)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA-171 002 HIMACHAL PRADESH 0177 -2624612 & 2624613 1800-180-8055 (TOLL FREE), 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH(DISTRICTS: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHAUL & SPITI, MANDI, SHIMLA, SIRMAUR & SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J.C. BOSE ROAD SUBHAS PALLY SILIGURI – 734 001, WEST BENGAL 0353- 252 6818 , 0353 – 252 6829 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS : ALIPURDUAR, COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR and DAKSHIN DINAJPUR)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTER, KURSOO, RAJBAGH, NEAR LAWRENCE VIDYA BHAWAN, SRINAGAR J&K 190008. 0194-2311251/2311258 0194-2311259 resrinagar@ignou.ac.in	STATE OF JAMMU AND KASHMIR(DISTRICTS: ANANTNAG, BANDIPORA, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA,LEH, PULWAMA,SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL, KILLIPALAM KARAMANA P O TRIVANDRUM- 695 002 , KERALA 0471-2344113/2344120, 0417-2344121 retrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: KOLLAM, PATHANAMTHITTA, TRIVANDRUM) STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TIRUNELVELI,TUTICORIN)
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, GANDHI BHAWAN, BHU CAMPUS, VARANASI-221005 UTTAR PRADESH 0542-2368022/2368622/2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: ALLAHABAD, AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAUJI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, PRAPGARH, SULTANPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO), VATAKARA KOZHIKODE.673104 KERALA 0496-2525281, 0496-2515413 revatakara@ignou.ac. in	STATE OF KERALA (DISTRICTS: KANNUR, KASARGOD, KOZHIKODE, WAYANAD,MALAPPURAM, & MAHE OF UT OF PONDICHERY
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, # 9-76-18, KOTHAPET, VIJAYAWADA – 520 001 0866-2565253, 2565959 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH(DISTRICTS: ANANTAPUR, CHITTOOR, GUNTUR, KADAPA, KRISHNA, KURNOOL, NELLORE,PRAKASAM)
56	VISAKHAPATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 ND FLOOR, VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM-530 017 0891-2511200, 2511300, 0891-2511400 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: EAST GODAVARI, WEST GODAVARI, SRIKAKULAM VISAKHAPATNAM, VIZIANAGARAM & YANAM OF UNION TERRITORY - PUDHUCHERRY)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO- 908 542 KOLKATA -700021 WEST BENGAL 033-2231755 (CIVIL) 2670(MILITARY) 033-2222668 rc51army_ec@yahoo.co.in rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL.EDUCATION(G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeppcc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND GS (EDN) BRANCH Prin - 908541, C/o.- 56 APO 020-26331633(CIVIL) 2437 (ARMY) armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
06	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-6640 (MILITARY) rcarmy56@ignou.ac.in	SOUTH WESTERN COMMAND

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

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	81	IAREP–SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793011 MEGHALAYA PH. OFF: 0364-2705181 FAX: 0364-2705184 iarrc_81@yahoo.co.in	COMMAND AREA

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

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	71	INEP-NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI - 110066 DELHI PH. OFF: 011-26178462 FAX: 011-26185299 EMAIL: rcnavy71@ignou.ac.in	NAVAL HQS
2.	72	INEP-MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA PH. OFF: 022-22752245 FAX: 022-22665458 EMAIL: rcnavy72@ignou.ac.in	HQ WESTERN NAVAL COMMAND
3.	73	INEP-VISAKHA-PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE INEP REGIMIONAL CENTRE-73 NCS COMPLEX NAUSENA BAUGH POST-GANDHI GRAM VISAKHAPATNAM - 530005 ANDHRA PRADESH PH. OFF: 0891-2812669, FAX: 0891-2515834 EMAIL: rcnavy73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
4.	74	INEP-KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA PH. OFF: 0484-266210,2662515 FAX: 0484-2666194 EMAIL: rcnavy74@ignou.ac.in	HQ SOUTHERN NAVAL COMMAND

IGNOU – SUB-REGIONAL CENTRES

SL. NO.	SUB-RC	MENTOR RC	ADDRESS	OPERATIONAL AREA
1	DARJEELING	Siliguri	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE DARJEELING GOVERNMENT COLLEGE P.O. DARJEELING DISTT. DARJEELING-734101 WEST BENGAL 08116903933 srcdarjeeling@ignou.ac.in	DARJEELING KALIMPONG KURSEONG MIRIK SUB-DIVISION
2	KANDHAMAL	Bhubaneswar	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA srckandhamal@ignou.ac.in	KANDHAMAL BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	Dehradun	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4	TIRUPATI	Vijayawada	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC srctirupati@ignou.ac.in	ANANTPUR, CHITTOOR, KADAPA, KURNOOL

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

Sl. No.	PSC Code	Name & Address of PSC	RC Code	No. of Seats
1*	0113P*	College of Nursing, Nizam's Institute of Medical sciences, Hyderabad*	01*	30*
2.	0183P	Govt. College of Nursing, King George Hospital Campus, Maharani Peta, Visakhapatnam - 530002, Andra Pradesh	84	30
3.	33009P	St Anne College of Nursing , Vijayawada, Andhra Pradesh- 520001	33	30
4.	01129P	KIMS College of Nursing, Survey - 130, Annapoorna Comp. Babujinagar, Bownpally, Secunderabad - AP. - 500011	01	20
5.	0426P	Regional College of Nursing, P.O., Indrapur Guwahati - 781032	04	30
6.	0723P	R A K College of Nursing, Lajpat Nagar, New Delhi - 110024	07	30
7.	29006P	Ahilya Bai College of Nursing, Delhi - 110001	29	25
8.	0901	L.D. Arts College (work centre at – College of Nursing, New Civil Hospital Campus, Asarwa, Ahmedabad - 380016	09	30
9.	1263P	Bibi Halima College of Nursing & Medical Technology, All J & K Muslim Wakf Board, Zero Bridge, Srinagar - 190010	30	20
10.	1326P	K L E S Institue of Nursing Sciences, Nehru Nagar, Belgaum - 590010, Karnataka	85	30
11.	13135P	Government College of Nursing, No. 91 D, 1 st Main Stage, VI Phase West of Chord Rd Mahagana, Rathynagar Rajajinagar, Bangalore-	13	30
12.	1346P	Narayana Hrudayala College of Nursing, Bangalore	13	30
13.	1621P	Institute of Nursing Education, Sir J J Group of Hospital Compund, Byculia, Mumbai - 400 008	49	30
14.	1661P	Temi Grant Institute of Nursing Education, Ruby Hall, Clinical Grant Medical Foundation 13, Tadiwala Road, Pune - 411001	16	30
15.	1917P	RIPAN, College of Nursing, Mizoram, Aizwal	19	15
16.	2209P	Christian Medical College & Hospital, College of Nursing, Ludhiana - 141008, Punjab	22	30
17.	2316P	Govt College of Nursing, J L N Marg, Jaipur - 302004	23	30
18.	2740P	College of Nursing, Kanpur - 214879 UP	27	30
19.	2851P	College of Nursing, SSKM Hospital, Kolkatta	28	30
20.	2876P	Shova Rani Nursing College 1 F, Raja S.C. Mullick Road, Jadavpur, Kolkata - 700032	28	30
21.	2525	College of Nursing, Sri Ramakrishna Inst. of Paramedical Science, Coimbatore, TN-641044	25	30
22.	2577	MA Chidambaram CON, Chennai, TN-6300113	25	30
23.	2575	Sri Adiparashakti CON, IGNOU Study Centre, Kanchipuram, TN-603319	25	30
		Total		650

* Admission will only be made subject to approval of programme study centre

Number of Counselling and Practical Hours & Days

1st Year Courses

1 st Year														
May – June						Sept. – Oct.								
Hours			Spell-I			Spell-II			Theory			Practical		
	Theory	Practical	Theory	Practical	Days	Theory	Practical	Days	Theory	Practical	Days	Theory	Practical	Days
BNS-101 BNSL-101	24	60	8 Sessions – 16hrs	40 hrs	2 Days	4 Sessions – 8 hrs	5 days	1 Days	20 hrs	2½ days				
BNS-102 BNSL-102	15	112	4 sessions – 8 hrs Micro 1 B Phy. 1 B N&D 1 B	56 hrs	1 Day	3 sessions – 7 hrs Micro Block 2 Biochemistry 1	7 days [3½ days (micro) 3½ days (Biophy)]	1 Day	56 hrs BC N & D	7 days				
BNS-103 BNSL-103	12	120	4 sessions – 8 hrs	64 hrs	1 day	2 session – 4 hrs	8 days	½ day	56 hrs	7 days				
BNS-104	12	-	6 sessions – 12 hrs	-	1½ day	-	-	-	-	-				
BNS-105 BNSL-105	24	30	6 sessions – 12 hrs Gen Psycho Sociology	30 hrs	2 days	6 sessions – 12hrs Edu. Psychology Sociology	3 days	2 days	-	-				
Total	87 hrs	322 hrs	56 hrs	190 hrs	7½ days	31 hrs	23 days	4½ days	132 hrs	16½ days				

Theory = 7½ + 4½ = 12 days

Practical = 23 + 16½ = 39 ½ days

Total = 12 + 39½ = 52 days (416 hrs)

Nursing Teacher's Days

Theory = 4½ days

Practical = 22½ days

Total = 4½ + 22½ + = 27 days

BC – Biochemistry

N & D – Nutrition and Dietetics

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

2 nd Year										
May – June					Sept. – Oct.					
Hours		Spell-I			Spell-II					
	Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical		
BNS-106 BNSL-106	24	150	8 Sessions – 16 hrs	2 Days	80 hrs	10 days	4 Sessions – 8 hrs	1 Days	70 hrs	8½ days
BNS-107 BNSL-107	12	120	4 sessions – 8 hrs	1 Day	80 hrs	10 days	2 sessions – 4 hrs	½ Day	40 hrs	5 days
BNS-108 BNSL-108	24	120	8 sessions – 16 hrs	2 day	80 hrs	10 days	4 session– 8 hrs	1 day	40 hrs	5 days
Total	60 hrs	390 hrs	40 hrs	5 days	240 hrs	30 days	20 hrs	2½ days	150 hrs	18½ days

Theory = $5 + 2\frac{1}{2} = 7\frac{1}{2}$ days

Practical = $30 + 18\frac{1}{2} = 48\frac{1}{2}$ days

Total = $7\frac{1}{2} + 48\frac{1}{2} = 56$ days (448 hrs)

Nursing Teacher's Days

Theory = $7\frac{1}{2}$ days

Practical = $48\frac{1}{2}$ days

Total = $7\frac{1}{2} + 48\frac{1}{2} = 56$ days

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

3 rd Year										
May – June					Sept. – Oct.					
Hours		Spell-I			Spell-II					
	Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical		
BNS-109	24	120	8 Sessions – 16 hrs	2 Days	80 hrs	10 days	4 Sessions – 8 hrs	1 Days	40 hrs	5 days
BNS-110	24	90	8 sessions – 16 hrs	2 Day	64 hrs	8 days	4 sessions – 8 hrs	1 Day	26 hrs	3 days
BNS-111	24	120	8 sessions – 16 hrs	2 day	80 hrs	10 days	4 session–8 hrs	1 day	40 hrs	5 days
BNSL-112	-	30 hrs	-	-	30 hrs	4 days	-	-	-	-
Total	72 hrs	360 hrs	48 hrs	6 days	254 hrs	32 days	24 hrs	3 days	106 hrs	13 days

Theory = 6 + 3 = 9 days

Practical = 32 + 13 = 45 days

Total = 9 + 45 = 54 days (432 hrs)

Nursing Teacher's Days

Theory = 9 days

Practical = 41 days

Total = 9 + 41 = 50 days

Computer Practical = 4 days

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

A Model Question Paper for Entrance Test

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

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

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

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

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

LIST OF STATE CODES

Appendix-XIIIa

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

LIST OF BOARD CODES

(FOR 10 +2) with pass in minimum five core subjects*

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

(FOR 10+2 Vocational Stream)

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

* Candidates passed with four core subjects, in addition to Socially Useful Productive Work & Community Service (SUPW), need to pursue Sr. Secondary level Examination from NIOS/SOSs in order to fulfil the condition of passing in **minimum five core subjects**.

LIST OF UNRECOGNIZED SCHOOL BOARDS*

Examinations conducted by the following Boards are not accepted for higher studies in IGNOU.

Sl. No.	Name of Board Remarks	Remarks
1.	2.	3.
1.	Board of Higher Secondary Education, Delhi	
2.	Indian Council of Secondary Education, India Fatehullaganj, NH-74, Thakurdwara, Muradabad, UP	Do not mistake with ICSE, New Delhi
3.	Indian Council of Secondary Education, India Village: Haldua Shahu, P.O. Shivrajpur Patti, Jaspur-244712, Uttarakhand.	Do not mistake with ICSE, New Delhi
4.	All India Board for Education Training, Delhi (operated by Dr. Ambedkar Chintan Samajik Sodh Sansthan, Ward No. 23 Eidgah Mohalla, P.O. Dehri-on-Sone, District Rohtas, Bihar) OR All India Board of Secondary Education, Delhi. Bhawan No. 700, Gali No. 17 Gopalpur, Vill. Timarpur, P.O. Azadpur, Delhi-110009	
5.	Intermediate Council for Open Education, Jalandhar, Punjab	
6.	All India Council for Open Education, New Delhi	
7.	Board of Adult Education & Training, Delhi Office : 1 Aliganj, Kasturba Nagar, Kotla Mubarakpur, New Delhi-110003. Campus : R.X. 295, Brahampuri, Nangal Raya Rly, Crossing, Pankha Road, New Delhi.	
8.	Central Board of Higher Education, East Patel Nagar, New Delhi.	
9.	Central Board of Higher Education, Uttam Nagar, New Delhi.	
10.	Gurukul Vishvavidyalaya, Vrindaban (Mathura) Gurukul Complex, Village Ranchi Bangar, P.O. Mathura District Mathura, Uttar Pradesh	
11.	Council of Secondary Education, Mohali, Punjab	
12.	Mahashakti Sanskrit Vidyapeeth, Karn Part, Delhi-110041	
13.	Council for the Indian Certificate Examination, New Delhi	Not ICSE
14.	Bhartiya Shiksha Parishad, Uttar Pradesh, Lucknow-227105**	
15.	Board of Secondary Sanskrit Education, Uttar Pradesh, Lucknow	
16.	The Central Board of Higher Education, New Delhi.	
17.	Dr.Ramgopalacharya Sanskrit Mahavidalaya, Nayabas, Etah, Uttar Pradesh	
18.	Board of Secondary Education, Madhya Bharat, Gwalior.	
19.	Board of Secondary, Higher Secondary & Vocational Education, Mangal Bazar Road, Laxmi Nagar, Delhi.	
20.	Mahatma Gandhi Secondary and Higher Secondary Education Board, Delhi	
21.	Board of Secondary and Higher Secondary Open Education, West Bengal	

Sl. No.	Name of Board	Remarks
1.	2.	3.
22.	The Council of Basic and Technical Education, Ludhiana	
23.	Madhyamik Shiksha Parishad, Gwalior, M.P.	
24.	Central Board of Education, Ajmer	
25.	Council of Higher Secondary Education, Delhi	
26.	Council of Higher and Senior Secondary Education, Delhi	
27.	Delhi Board of Senior Secondary Education	
28.	Board of Technical and Secondary Education, Delhi	www.technicalboard.org http:// www.technicalboard.org.
29.	Indian Council of Secondary Education, India (Uttar Pradesh) OR Bhartiya Madhyamik Shiksha Parishad, Bharat (Uttar Pradesh)	
30.	Board of Youth Education in India	
31.	Council of Secondary & Senior Secondary Education, Delhi	
32.	Indian Council of Open School Certificate Examination, Maharashtra	www.icosce.com
33.	Mahakoshal Board of Secondary Education, Jabalpur, Madhya Pradesh	
34.	National Board of Higher Secondary Education, Delhi	
35.	National Board of Secondary Education, India	
36.	Board of Higher Secondary Open Education, Delhi	
37.	Board of School and Technical Education, Chhattisgarh	
38.	Board of Senior Secondary Education (BSSE), Delhi	www.bsse Delhi.com
39.	Rural Institute of Open Schooling, Laxmi Nagar, Delhi	
40.	Nav Bharat Shiksha Parishad (NSP), India	
41.	Madhyamik Shiksha Parishad of U.P. and Delhi	Do not mistake with Madhyamik Shiksha Parishad, Allahabad (Board of High School & Intermediate Education, UP
42.	Swami Vivekanand Board of Secondary Education, Delhi	
43.	Board of Education for Senior Secondary & Technology, New Delhi	
44.	Board of Open Learning School, Delhi	
45.	Board of Secondary & Higher Secondary Education, Delhi	
46.	Urdu Education Board, New Delhi	
47.	Jamia Urdu Hind, Begusari, Bihar	
48.	Ucchatar Madhyamik Shiksha Mandal, Delhi	

Sl. No.	Name of Board	Remarks
1.	2.	3.
49.	All India Council of Open Schooling (AICOS), Vill. & P.O. Barunhat, P.S. Hasnabad, Distt. 24 PGS(N), W.B.	
50.	Central Board of Senior Secondary Education	
51.	Intermediate Council of Secondary Education, Sewak Park, Uttam Nagar, New Delhi-110059	
52.	Delhi Academic Council for Higher Education	
53.	All India Council of Secondary Education, New Delhi	
54.	Council of National Secondary Education, Delhi	
55.	Central Board of Secondary & Higher Secondary Education, Delhi	
56.	Delhi Board of Secondary and Senior Secondary Education	
57.	Rural Development Board of Secondary and Higher Secondary, Delhi	
58.	Council of Secondary Education, First Floor, Tarachand Complex, Ramesh Market, East of Kailash, Near Sapna Cinema, Delhi-110065	
59.	Council of National Secondary Education, Tripura	
60.	Deihl Board of Secondary and Higher Secondary Open Education, Delhi	
61.	State Board of Secondary Education, Delhi, C.R. Park, Block K1/30, New Delhi	
62.	State Board of Secondary Education, Delhi	
63.	Dr. Bhlmrao Ambedkar Intermediate Education, West Bengal	
64.	Indira Gandhi Higher Secondary & Open Education, Badarpur Border, New Delhi	
65.	Central Board of High School & Intermediate Examination, Delhi	
66.	Bharatiya Council of Open Schooling	
67.	Akhll Bhartlya Shiksha Sansthan, New Delhi	
68.	All India Board of Secondary Education, Gazipur	
69.	Central Board of Higher Education, Deihl	
70.	Council of Secondary Education Board, Mohali	
71.	Rajkiya Institute of Open Schooling (RIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
72.	Central Institute of Open Schooling (CIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
73.	State Council of Secondary Education, Delhi	

Sl. No.	Name of Board	Remarks
74.	Ravindra Vishwa Vidyapeeth, New Delhi	
75.	Intermediate council of Schooling Education, Delhi	
76.	Delhi Board of Higher Education	
77.	Indian Council of Senior Secondary Education, New Delhi	
78.	Council of Secondary and Higher Secondary Education, Delhi	
79.	Council of Secondary Education, Delhi	
80.	Dr. Bhimrao Intermediate Education, Delhi	
81.	Indira Gandhi Higher Secondary and Open Education, Badarpur Border, New Delhi	
82.	Indian Board of Higher School Certificate Examinations, Rajasthan	
83.	Bhartiya Shiksha Sansthan, Uttar Pradesh	
84.	The Council fo Basic & Technical Education, India	
85.	Board of Open Distance Learning, West Bengal	
86.	Indian Institute of Schooling Education, Lucknow, Uttar Pradesh	
87.	Indian Board of School Education, Howrah	
88.	Board of Secondary Education, Maharashtra, Malkapur	
89.	Mahatama Gandhi Board of Open Distance Learning (MGBODL), Chennai	
90.	Grameen Mukta Vidyalayi Shiksha Sansthan (GMVSS), Delhi	
91.	Board of School Education, Hubli (Karnataka)*	
92.	Delhi Board of Secondary & Higher Secondary Education	
93.	Jharkhand State Open School, Ranchi	
94.	National Institute of Research & Development Council, New Delhi	
95.	Board of Secondary Education, Delhi	
96.	Central Board of Open Education, New Delhi	
97.	Secondary Education of Bhiwani (Haryana)	
98.	Rashtriya Mukta Jana Shiksha Parishad, Chakdaha	
99.	Mahatma Gandhi Secondary and Sr. Sec. Education, Delhi	
100.	Madhyamik Shiksha Parishad, Delhi	
101.	North East National Board of School Education (NENBSE), Guwahati	
102.	Akhil Bhartiya Open School, Rohtak	

Sl. No.	Name of Board	Remarks
103.	Karnatka State Council of Intermediate and Higher Education, Mysore	
104.	Board of Schooling, Paramedical and Technical Education, India	
105.	National Board of Open School, India, Delhi NCR	
106.	Uttar Pradesh State Open School, Jaunpur/Lucknow, U.P.	
107.	West India Council of Education, Maharashtra	
108.	Indira Gandhi National Open School, Madhya Pradesh	
109.	The Council of Basic and Technical Education, INDIA	

*Also refer to www.ignou.ac.in for latest updated list.

** The matter is subjudice before the District Judge, Lucknow

LIST OF VOLUNTARY HINDI INSTITUTIONS Appendix-XIIIId

The examinations conducted by voluntary Hindi Institutions and/or Govt. Institutions for propagation and development of Hindi language are not accepted for academic pursuit in IGNOU, as these are not equated with the regular examinations of Secondary Boards/Universities. These examinations are accepted for purposes of employment only in Government Services.

पत्र सं. 9-1/98 डी-1 (भाषाएँ)

(हिंदी) परीक्षाओं की मान्यता का विवरण दिनांक 5 मई, 1988

सं.	संस्था का नाम	मान्यता प्राप्त परीक्षा का नाम	बराबर की परीक्षा में हिंदी का निर्धारित स्तर	प्रेस विज्ञप्ति संख्या
1.	(हिंदी) साहित्य सम्मेलन, इलाहाबाद	1. प्रथमा 2. माध्यमा (विशारद) 3. उत्तमा (हिंदी साहित्य)	एस.एल.सी बी.ए. बी.ए. (हिन्दी आनर्स)	स्थाई मान्यता एफ-750/69 एच 1 18 फरवरी 1970
2.	राष्ट्रभाषा प्रचार समिति, वर्धा	1. परिचय 2. कोविंद 3. रत्न	एस.एल.सी इंटर बी.ए.	— — —
3.	दक्षिण भरत हिंदी प्रचार सभा, मद्रास	1. प्रवेशिका 2. विशारद 3. प्रवीण	एस.एल.सी इंटर बी.ए.	— — —
4.	हिंदी विद्यापीठद्व देघर बिहार	1. प्रवेशिका 2. साहित्य भूषण 3. साहित्यालंकार	एस.एल.सी इंटर बी.ए.	— — —
5.	महाराष्ट्र राष्ट्रभाषा सभा, पूना	1. प्रबोध 2. ब्रवीण 3. पंडित	एस.एल.सी इंटर बी.ए.	— — —
6.	हिंदी प्रचार सभा, हैदराबाद	1. विशारद 2. भूषण 3. विद्वान	एस.एल.सी इंटर बी.ए.	— — —
7.	गुजरात विद्यापीठ, अहमदाबाद	1. तीसरी 2. विनीत 3. सेवक	एस.एल.सी इंटर बी.ए.	7-50/69 एच-1 18 फरवरी, 1970 स्थायी मान्यता
8.	बम्बई हिंदी विद्यापीठद्व बम्बई	1. उत्तमा 2. भाषा रत्न 3. साहित्य-सुधारक	एस.एल.सी इंटर बी.ए.	वि.सं.एफ. 2/70 हिंदी 30-3/1 स्थायी मान्यता —
9.	असम राष्ट्रभाषा प्रचार समिति, गुवाहाटी	1. प्रबोध 2. विशारद 3. प्रवीण	एस.एल.सी इंटर बी.ए.	वि.सं. 7-1/73 हिं. ता. 7 जुलाई 1973 से स्थायी मान्यता —
10.	मणिपुर हिंदी परिषद् इम्फाल	1. प्रबोध 2. विशारद 3. रत्न	एस.एल.सी इंटर बी.ए.	— — —
11.	हिन्दुस्तानी प्रचार सभा, बम्बई	1. तीसरी 2. काबिस 3. विद्वान	एस.एल.सी इंटर बी.ए.	वि.सी. 9-2/6 डी-1 हिं 13 अगस्त, 1976

सं.	संस्था का नाम	मान्यता प्राप्त परीक्षा का नाम	बराबर की परीक्षा में हिंदी का निर्धारित स्तर	प्रेस विज्ञप्ति संख्या
12.	मैसूर हिंदी प्रचार परिषद् बंगलौर	1. प्रदेश 2. उत्तमा 3. रत्न	एस.एल.सी बी.ए. बी.ए.	वि.सी.9-2/6, डी-1 हिं. स्थायी मान्यता 17 नंबर, 76 से ए.सं. 8-6/84 डी-1 ता. 10-12-86
13.	केरल हिंदी प्रचार सभा, त्रिवेन्द्रम	1. प्रदेश 2. भूषण 3. साहित्याचार्य	एस.एल.सी इंटर बी.ए.	स्थायी मान्यता - प्रेस 9-6/84 डी (भाषा), 12.12.1986
14.	कर्नाटक हिंदी प्रचार समिति, बंगलौर	1. राजभाषा 2. राजभाषा प्रकाश 3. राजभाषा विद्वान	एस.एल.सी इंटर बी.ए.	स्थायी मान्यता - प्र.सं. 9-6/84 डी (भाषा), 12.12.1956
15.	कर्नाटक महिला हिंदी सेवा समिति, बंगलौर	1. हिंदी उत्तमा 2. हिंदी भाषा भूषण 3. भाषा प्रवीण	एस.एल.सी इंटर बी.ए.	स्थायी मान्यता - प.सं. 9-6/डी-1 (भाषा) ता. 12 दिसंबर 1986
16.	उड़ीसा राष्ट्रभाषा परिषद्, पुरी	1. विनोद 2. प्रवीण 3. शास्त्री	एस.एल.सी इंटर बी.ए.	स्थायी मान्यता - प.सं. 9-4/7, 9डी-1 (भाषा), 26.7.79
17.	सौराष्ट्र हिंदी प्रचार समिति, राजकोट	1. तीसरी	एस.एल.सी	स्थायी मान्यता एस.एफ. 9-6/84 डी-1 (भाषा) ता. 12 दिसंबर 1966
18.	प्रथम महिला विद्यापीठ, इलाहाबाद	1. विद्या विनोदिनी 2. विदुषी साधारण 3. सरस्वती	मैट्रिक इंटर बी.ए.	स्थायी मान्यता प.सं. 9-6/84 डी-1 (भाषा) ता. 12 दिसंबर 1986
19.	मिजोरम हिंदी प्रचार सभा, आइजोल	1. प्रबोध 2. विशारद 3. प्रवीण	मैट्रिक इंटरमीडिएट बी.ए.	स्थायी मान्यता प.सं. 9-6/84 डी-1 (भाषा) स्थायी मान्यता ता. 12 दिसंबर 1966
20.	मुंबई हिंदी सभा, दादर, मुंबई	1. हिंदी विबोध	मैट्रिक (हिंदी)	फा.स.3-20/2000 डी-2 (एल) 30'6-2000 द्वारा स्थायी मान्यता
21.	बेलगांव विभागीय हिंदी सेवा शिक्षण समिति, हुबली (कर्नाटक)	राजभाषा प्रबोध	मैट्रिक (हिंदी)	फा.सं. 1-4/2003 हिं.शि.स. दिनांक 25-5-2004 के द्वारा राजभाषा प्रबोध को जून 2005 तक अस्थायी मान्यता
22.	हिंदी शिक्षा समिति, ओडिसा, कटक	प्रवेशिका हिंदी अभिज्ञ स्नातक	मैट्रिक (हिंदी) इंटर (हिंदी) बी.ए. (हिंदी)	फा.सं. 1-4/2003 हिं.शि.स. दिनांक 25-5-2004 के द्वारा प्रवेशिका तथा हिंदी अभिज्ञ को जून, 2002 से स्थायी मान्यता तथा स्नातक को जून, 2005 तक अस्थायी मान्यता
23.	हिंदी प्रचार-प्रसार संस्थान, जयपुर	1. हिंदी कोविद 2. हिंदी प्रवीण 3. हिंदी साहित्य रत्न	मैट्रिक (हिंदी) इंटरमीडिएट (हिंदी) बी.ए. (हिंदी)	फा.सं. 1-4/2003 हिं.शि.स. दिनांक 25-5-2004 के द्वारा हिंदी कोविद तथा हिंदी प्रवीण को दिनांक 31-3-2000 से स्थायी मान्यता। हिंदी साहित्य रत्न को जून, 2005 तक अस्थायी मान्यता।

इनमें जिन संस्थाओं की परीक्षाओं की मान्यता दिनांक 24-11-2003 से पूर्व समाप्त हो गयी थी उन्हें दिनांक 25-11-2003 तक विद्यमान समझा जाय।

प्रेस नोट

राष्ट्रभाषा हिन्दी के प्रचार-प्रसार और विकास की दिशा में स्वैच्छिक हिन्दी संस्थाओं का महत्वपूर्ण योगदान रहा है। स्वतंत्रता प्राप्ति के बाद इन संस्थाओं में हिन्दीतर क्षेत्रों में हिन्दी को लोकप्रिय बनाने के लिए काफी प्रयत्न किये हैं। इसी परिप्रेक्ष्य में कुछ स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं को भारत सरकार में मान्यता प्रदान की है। ताकि लोगों को हिन्दी का ज्ञान हो सके और इसके माध्यम से रोजगार प्राप्त कर सकें। भारत सरकार ने हिन्दी शिक्षा समिति की सिफारिश और संघ लोक सेवा आयोग की सहमति से इन संस्थाओं द्वारा आयोजित कुछ परीक्षाओं को 1960 से मान्यता देना शुरू किया ताकि इन परीक्षाओं को पास करने पर उम्मीदवार उन सरकारी नौकरियों के लिए पात्र बन सकें, जिनके लिए हिन्दी की योग्यता भी जारी की गई है। इस विषय पर कई प्रेस विज्ञप्तियां भी जारी की गई है। समय-समय पर अस्थायी मान्यता की अवधि भी बढ़ाई जाती रही है। याद में कुछ संस्थाओं की परीक्षाओं को स्थायी मान्यता दी गई है। यद्यपि अभी कुछ संस्थाओं को अस्थायी मान्यता दी गई है।

हिन्दी शिक्षा समिति भारत में एक स्थायी संस्था है। यह समिति हिन्दी के प्रचार प्रसार और विकास के संबंध में भारत सरकार को समय-समय पर सलाह देती है और सिफारिश करती है। इस समिति की सिफारिशों के आधार पर स्वैच्छिक हिन्दी संस्थाओं की परीक्षाओं को मान्यता प्रदान की जाती है।

किसी भी स्वैच्छिक संस्था को चाहे वह स्वयं हिन्दी की परीक्षा आयोजित करती हो, या किसी भी मान्यता प्राप्त अन्य स्वैच्छिक हिन्दी संस्था के माध्यम से परीक्षा संचालित करती हो, मान्यता प्राप्त करने के लिए अखिल भारतीय हिन्दी संस्था संघ, 24, कोटला मार्ग, नई दिल्ली की मान्यता के लिए प्रस्ताव भेजना होता है। इस प्रस्ताव के आधार पर संस्था संघ परीक्षा की मान्यता संबंधी मानदण्डाहें और नियमों के अनुसार उस संस्था का निरीक्षण करता है और मान्यता के लिए मंत्रालय को अपनी सिफारिश भेजता है। इसके बाद मंत्रालय का अधीनस्थ कार्यालय केन्द्रीय हिन्दी निदेशालय की एक निरीक्षण समिति स्वतंत्र रूप से उस संस्था का निरीक्षण बनती है और अपनी रिपोर्ट हिन्दी शिक्षा समिति के विचार के लिए मंत्रालय की प्रस्तुत करती है।

कुल समाचार पत्रों में परीक्षा शीर्षक के अधीन यह समाचार छपा होता है कि हिन्दी साहित्य सम्मेलन प्रयाग (इलाहाबाद) की प्रथा और मध्यमा परीक्षा को क्रमशः एस.एस.सी. और बी.ए. के समकक्ष मान्यता दी गई है। इस प्रकार के समाचार का स्पष्टीकरण इस मंत्रालय से समय-समय पर दिया जाता रहा है। कुछ वर्ष पहले उप शिक्षा मंत्री, श्री पी.के. थुंगन ने भी लोकसभा में स्थिति स्पष्ट की थी और बताया था कि हिन्दी साहित्य सम्मेलन की वास्तविक स्थिति भिन्न है क्योंकि यह एक स्वैच्छिक संगठन है न कि विश्वविद्यालय अथवा विश्वविद्यालय समझी जाने वाली संस्था। यह शिक्षा राज्य परीक्षा परिषद तथा विश्वविद्यालय के समान नहीं माना जाता है। इसलिए इस संस्था द्वारा आयोजित इन परीक्षाओं को केन्द्र सरकार द्वारा हाई स्कूल, इंटरमीडिएट और बी.ए. के बराबर मान्यत नहीं दी गई है। इस संस्था को केवल हिन्दी विषय की परीक्षा को संचालित करने की मान्यता दी गई है, भले ही यह हिन्दी के साथ-साथ अन्य विषयों को भी तैयार करता हो।

पुनः यह स्पष्ट किया जाता है कि किसी पद के लिए निर्धारित किए गए हिन्दी स्तर के निर्धारण के प्रयोजन से हिन्दी साहित्य सम्मेलन की प्रथमा और मध्यमा परीक्षाओं को क्रमशः एस.एस.एल.सी. तथा बी.ए. के बराबर से मान्यता दी गई है।

इसी प्रकार अन्य स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं की मान्यता के बारे में भी कहा जा सकता है कि ये परीक्षाएं न तो किसी राज्य परीक्षा परिषद् और न ही विश्वविद्यालय के समकक्ष मानी गई हैं। जहां तक सरकारी नौकरियों के लिए इन परीक्षाओं को मान्यता का प्रश्न है, इस संबंध में यह निश्चय किया गया है कि यदि सरकारी अथवा गैर-सरकारी कार्यालय, अर्ध सरकारी संस्था या शैक्षिक संस्था में किसी पद के लिए हिन्दी की कोई विशेष योग्यता निर्धारित की गई है तो इन परीक्षाओं से प्राप्त की गई योग्यताधारी व्यक्ति इन पदों के पात्र हो सकते हैं। परन्तु हिन्दी की अलग से यदि कोई योग्यता निर्धारित नहीं की गई है तो स्वैच्छिक हिन्दी संस्था से प्रमाणपत्र या डिग्री प्राप्त करने वाले व्यक्ति विश्वविद्यालय या राज्य परीक्षा परिषदों के प्रमाणपत्र या डिग्री की समकक्षता का दावा नहीं कर सकते हैं।

अतः उपर्युक्त विवरण के आधार पर संक्षेप में पुनः स्पष्ट किया जाता है कि स्वैच्छिक हिन्दी-संस्थाओं की मान्यता केवल सलग्न सूची में दर्शायी गई समकक्ष परीक्षा के लिए निर्धारित हिन्दी स्तर तक ही सीमित है और इसे पूर्ण प्रमाण-पत्र या डिग्री परीक्षा के बराबर नहीं माना जाएगा। आम जानकारी के लिए संस्थावार मान्यताओं का विवरण संलग्न है।

शिक्षा विभाग,
मानव संसाधन विकास मंत्रालय
शास्त्री भवन, नई दिल्ली-110001
पत्र सं. एफ.9-1/88-डी-1 (भाषा)
5 मई 1988



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:

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

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4. Contact No
5. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - (a) Term-end examination: June/December
 - (b) Exam Centre Code:
 - (c) Exam Centre Address:
.....
.....
 - (d) Course(s):
6. Fee details:-
(The fee for this purpose is ₹ 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)
No. of Course(s):..... × ₹ 100/- = Total Amount:
Demand Draft No.: Date
Issuing Bank:
7. Self attested photocopy of the Identity Card : Attached/Not attached
issued by the University

UNDERTAKING

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

Date:

Signature:

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma Univesity Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujrat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla Chandigarh, Khanna, Dehradun, Jammu, Srinagar

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.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma University Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujrat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

1. Name :

2. Programme : Enrolment No.

3. Address:.....

..... PIN:

4. Month and Year of the Exam :

5. Examination Centre Code :

6. Address of Examination Centre:

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

8. **Fee detail:**
 (The fee for Re-evaluation of answer script is ₹ 750/- 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): × ₹ 750/- = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date: **Signature of the student** (P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

- 1) The request for re-evaluation by the student must be made within one month of declaration of his/ her results.
- 2) The date of declaration of result will be calculated from the date on which the result(s) are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,
Please mention ‘**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**’
- 7) The application form duly filled-in may be sent to the following address except CPE* &DPE* programmes.
- 8) **Application form must reach within the prescribed dates at the following address:**

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma University Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujrat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar

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

IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE

1. Name :

2. Programme: Enrolment No:

3. Address:

..... Pin

4. Contact No: (Mobile No.) Landline No:

5. Purpose for which, transcript is required :

.....

6. FEE FOR THE OFFICIAL TRANSCRIPT:- (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):

- i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
- ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.
Rs. 1200/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.
- iv) \$120 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')

7. **No. of Transcript(s) required:** × Rs.300/- or Rs.500/- or = **Total Amount:** Rs.....

Demand Draft No.: Date:..... Issuing Bank:

8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.

9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-

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

10. **If, the Transcript is required to collect Personally :** Name

Mobile No.....(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

P.T.O.

INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

A) The filled in form duly signed by the student with the requisite fee & documents may be sent to:-

**The Registrar,
Student Evaluation Division, Indira Gandhi National Open University,
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**

B) The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.-6. Incomplete application will be entertained.

C) If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By-**

Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No.-10, IGNOU, Maidan Garhi, New Delhi-110068 (India) then He/She is required to mention such information & Mobile No. under Point No.-10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof. at the time of collecting their Transcripts.

Note:- If the student want to collect his/her transcript by-hand through any other person from the above Section then the receiver has to produce all above documents of the student alongwith “Authorization-Letter” of the concerned student. The person who want to receive the Transcript(s) on behalf of the student, has to produce his/her valid Original Identity Proof for signature/photograph/residence etc. like Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License etc. and he is also required to submit the copies of the same to this Section at the time of collecting the Transcript.

D) The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.

E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.

F) Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-

i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.

ii) Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.

G) The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from “Official Transcript Counter” Exam.-III Section of SED (Block-12, Room No.-10), IGNOU, Maidan Garhi, New Delhi-110068 personally or on Telephone No. 011-29572210 between Monday to Friday during Office hours after 15 to 25 days of receiving the Application-Form at this Section.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division
Maidan Garhi, New Delhi-110068**

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

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

--	--	--	--	--	--	--	--	--
4. Complete Address:.....
.....
.....
..... Pin:

--	--	--	--	--	--
5. Contact No: (Mobile No.) Landline No:.....
6. Month and Year of the Exam
7. Centre from where appeared at last examination:
.....
8. Bank Draft/IPO No. Dated
for Rs. 250/- orin favour of "IGNOU" payable at New Delhi

Date :
Signature

Note : Fee for duplicate grade card is Rs. 250/- for Indian Students & Rs. 400/- for SAARC Countries Students and \$10 for Non-SAARC Countries Students. The duplicate grade card/mark sheet will be sent by Registered post by the University.

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

**The Registrar
(Student Evaluation Division)
Indira Gandhi National Open University
Block 12, Maidan Garhi
New Delhi-110 068**

(You are advised to use the photocopy of this proforma)

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
.....
.....
..... PIN

Signature
Date

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

To,
 The Registrar
 Material Production & Distribution Division
 Indira Gandhi National Open University
 Maidan Garhi, New Delhi - 110 068

SUB. : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENTS

Enrolment No.

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

Programme

 Medium of Study

I have not received the Study Material / 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 Office Use only)

Date of despatch of study material/assignments to students _____

(You are advised to use the photocopy of this proforma)

	Enrolment No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Programme: <input type="text"/>	
	Name:		
	Course Code: Medium: <input type="text"/>		
Sl. No.	Assignment No.	For Office Use Only	
		Sl. No.:	
		Date of Receipt:	
		Name of Receipt:	
		Date of despatch to the Evaluator:	
Sig. of dealing Accountant			
Date:	Date of receipt from Evaluator:		

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM			
	Enrolment No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Programme: <input type="text"/>	
	Name:		
	Course Code: Medium: <input type="text"/>		
Sl. No.	Assignment No.	FOR OFFICE USE ONLY	
		Sl. No.:	
		Signature of the receiver	
		Date:	
Signature of the Student			
Date:	Date:		
		Seal	

- Note:**
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.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF ADDRESS**

All correspondence to be sent at the following address and change in address be recorded.

Enrolment Number

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

Date of Change effective from

--	--	--	--

Write in BLOCK LETTERS only

Name: Shri/Smt./Km.	
---------------------	--

New Address

Town									
State	Pin <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
State Code	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> (See Appendix-4)								

Medium of Study

--

Programme of Study

--

Signature _____

Date _____

The filled-up form should be mailed to :

**The Regional Director concerned with
a copy to Registrar, Studen Registration Division
IGNOU, Maidan Garhi, New Delhi-110068.**

(You are advised to use the photocopy of this proforma)

Dates for Submission : 1st Aug. to 31st Oct. OR 1st Feb. to 30th April

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

RE-ADMISSION FORM

1. Name & Address of the Student:

.....

2. Programme Code:

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

 E-mail _____ Mob. _____

3. Enrol. No:

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

4. Regional Centre Code:

--	--

5. Study Centre Code

--	--	--	--

6. Details of course(s) not completed for which re-admission is sought.

Sl.No.	Course Code	Title of the Course	Credits	Course Fee (₹)
Total ₹				

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s) semester(s)	Course Codes(s) of the missed year(s)/semester(s)	Re-registration fee ₹

8. Total Fee (col. No. 6 + 7) ₹..... enclsod vide Demand Draft No.

Date Amount

Name of Bank

(DD should be drawn in favour of "IGNOU" payable at New Delhi)

Dated: _____

.....
Signature of the student

Mail this "Re-admission" form along with DD to Registrar, Student Registration Division IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.
--

(Please retain a copy of this form for any future reference)

RULES & GUIDELINES FOR RE-ADMISSION

- 1) Re-admission is permissible in the following cases :
 - a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme curriculum within the maximum span period prescribed.
2. **Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the prorata course fee for re-admission. The Pro-rata fee shall be paid as per then prevailing rates.**
3. Course fee paid for re-admission would be valid for a period of six months/one year/two **consecutive academic years or four consecutive semesters only**, as given below:
 - a) **Six months - for all Certificate Programmes of six months duration**
 - b) **One year - for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, and collaborative programmes B.Com & M.Com of ICAI, ICWAI and ICSI)**
 - c) **Two years - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.**
4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
7. No study material (SLMs) will be supplied on re-admission, including for the missed semester/year. If the earlier SLMs is replaced, the student will be required to buy changed course material. For that matter SLMs will not be provided for the courses re-registered as missed semester/year. Students will have to make their own arrangement for the SLMs.
8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the **pro-rata Re-admission** fee as per **then prevailing rates**, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of **BCA-MCA Intg. Prog.** should pay the pro-rata re-admission fee, in lump sum, for **all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.**
11. Pro-rata fee for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '**Re-admission**' on the reverse of the DD.

P.S.

1. **Students can check their Re-admission status from the website (www.ignou.ac.in> STUDENTS ZONE> Admission> Registration Status> CHECK READMISSION Status >).**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

(To be filled-in by the Applicant. Before filling in the form see instructions on reverse)

1. Name
2. Father'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 to which the Candidate is attached

6. Name of the University to which the candidate wants to migrate

Draft Details
 Amount Rs. 500/- D.D. No. _____ Date _____
 Bank Name _____ & Place of Issue _____

1. I hereby declare that the information provided is correct to the best of my knowledge and have paid all the fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect, the Certificate shall be liable for cancellation by the University.

Signature of the Applicant

(To be filled-in by the Regional Centre/SRE Division)

1. The information furnished by Shri./Smt./Km.....
 is correct as per Grade Card.
2. He/She may be issued the Migration Certificate applied for

Dated _____ Dealing Assistant _____ Section Officer _____

INSTRUCTIONS

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case may be.
2. At the time of submission of the application for the issue of Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks or Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case the same 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 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

did not join any other University on the basis of the same nor have I submitted the Migration Certificate for joining any other University”.

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

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

The Constitution (Scheduled Castes) Order, 1950.

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

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

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
 - * The Constitution(Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders(Amendment)Act, 1976;
 - * The constitution(Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
 - * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
 - * The Constitution (Pondicherry) Scheduled Castes Order, 1964;
 - * The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;
 - * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
 - * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
 - * The Constitution (Nagaland) Scheduled Tribes Order, 1970; * The Constitution (Sikkim) Scheduled Castes Order, 1978;
 - * The Constitution (Sikkim) Scheduled Tribes Order, 1978; * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. * The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. * The Constitution (Scheduled Tribes) Order Amendment Act, 1991. * The Constitution(Scheduled Tribes) Order Second Amendment Act,1991.
2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi* _____ father/mother*of Shri/Shrimathi/Kumari* _____ of village/
town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong
to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory*
_____ issued by the _____ dated _____.
3. Shri/Shrimathi*/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/
town* _____ of _____ District/Division* of the State/Union Territory* of

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

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

* Please delete the words which are not applicable.

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

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

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

- * (i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,
- * (ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
- * (iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.
- * (iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.
- * (v) Resolution No. 12011/96/94-BCC dated 9/03/96.
- * (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- * (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- * (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.
- * (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- * (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- * (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- * (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- * (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- * (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- * (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

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

District Magistrate
Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

N.B.—

- (a) The above certificate should not be more than three years old from the date of issuance till the last date of submission of application form.
- (b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.
- (c) The authorities competent to issue caste certificates are indicated below:-
 - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar; and
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

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

AFFIDAVIT BY THE STUDENT**(TO BE SUBMITTED ALONG WITH APPLICATION FORM AT THE TIME OF COUNSELING)**

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

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

Signature of deponent

Name : _____ .

Address: _____ .

Tel./Mobile No. _____ .

VERIFICATION

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

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

Signature of deponent

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

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

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

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

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

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :

Address :

Telephone/Mobile No. :

VERIFICATION

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

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

Signature of deponent

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110068

Registration form for Fee exemption of SC/ST Students under SCSP and TSP
(Please submit duly completed Form along with enclosures to your Regional Centre)

Exclusively for fresh students enrolled in BDP (BA; B. Com; B. Sc.); BTS, BSW and Fresh and 2nd semester of BCA, in admission cycle January 2018/Re-registered students in aforesaid academic programmes who were freshly (first time) enrolled in January 2016/17 admission Cycle.

1. Name:
2. Enrollment Number (only for re-registered students):
3. Category: Scheduled Caste (SC)/Scheduled Tribe (ST):
4. Programme of Study:
5. Regional Centre:
6. State:
7. Correspondence Address:
8. E-mail:
9. Mobile Number:
10. Aadhaar Number:
11. Family income (Annually):
12. Bank Account No.:
13. Bank Name and Branch with City:
14. IFSC code of the Bank-Branch:

Declaration by the Candidate

I,.....son/daughter/wife of.....

have read, understand and abide by conditions for claim of fee exemption under SCSP and TSP. I also state that I belong to SC/ST category. I have also not availed any financial benefit by way of scholarship/fellowship of fee waiver for this programme of study from any other institute/centre/Social Welfare Departments of Respective State or other Government agencies for the financial year 2017-18. I have also enclosed self attested copy of my caste certificate (SC/ST) for making this claim for fee exemption.

I hereby state that above information is true to the best of my knowledge. If it is found false, I shall abide by any action taken against me by the University and immediately return the amount received as fee reimbursement in IGNOU 's account along with penal interest (if any). I shall be liable to legal action against me in accordance with law in such a case.

(Signature)

Name (Capital Letters)

Date:

Place:

Documents need to be submitted along with this form:

1. Copy of IGNOU Student Id card issued from the Regional centre of IGNOU (only for Re-registered student)
2. Self attested copy of Caste certificate (SC/ST) issued from the appropriate authority.

Verification/Information to be furnished by the Regional Centre

It is certified that the information mentioned above in respect of (He/She)
enrolment no enrolled in academic programme in admission cycle
..... is correct as per information furnished by students in admission form.

Signature of Regional Director

(Name and Seal)

Remember : Kindly read the particulars as given in Scholarships and reimbursement of fee and Fee exemption on page No. 29-30 of this prospectus.

**UNDER TAKING FROM PROSPECTIVE STUDENTS WITH
DISABILITY**

I, enrolled in
(name of Programme) admission cycle, certify that I read and understand
information published on hyperlink of Ministry of Social Justice and Empowerment, Govt. of India
([www.disabilityaffairs.gov.in/ content/page/rules—and regulations. php#ipd2013](http://www.disabilityaffairs.gov.in/content/page/rules—and regulations. php#ipd2013)) regarding physical
requirement of various posts identified for persons with disabilities (PWD) enrolling in this programme is
my informed decision.

Signature

Name in Capital Letter

Date:

Place:

Employer Certificate for Forwarding the Application for Admission to IGNOU Programme under the ODLPGE Scheme of DoPT

(Note: It is mandatory to enclose an attested copy of Employee's Official Identity Card)

- This is to certify that Mr./Ms./Mrs. is holding the post of in (name of the office) and his present pay is His/her post is equivalent to the post of Assistant/Section Officer/Under Secretary/Deputy Secretary/ Director/Joint Secretary in Government of India.

This Office has No.Objection for his/her enrolment to IGNOU programme under the ODLPGE Scheme of DoPT.

- Strike off whichever is not applicable

Place :

Signature :

Date :
(in Block Letters)

Name

Designation:

(Not below the ranks of Under Secretary of the Government of India)

Name of the Organization/Office:

Full Post Address :

.....

.....

Official E-Mail Address of the Officer:

Office/MobileTelephone Number :

(Seal/Stamp):

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)		
1. Regional Services Division Committee against Sexual Harasment (RSDCASH)		
Dr. Hema Pant, Dy. Director, RSD, Chairperson	011-29572404	drhemapant@ignou.ac.in
Category: Academic Staff		
Dr. Bijaya Lakshmi Mishra	011-29571998	bijayalakshmi@ignou.ac.in
Dr. Moni Sahay, Assistant Director, RSD	011-29572403	monisahay@ignou.ac.in
Category: Non-Academic Staff		
Ms. Jancy Srinivas, PS (Registrar, Admn.)	011-29571401	jancys@ignou.ac.in
Ms. Azra Arshad, EMPC (Member continuing from outgoing RSDCCASH)		
Category: External co-opted women member		
Dr. Radhika Menon, Asst. Professor Mata Sundari College, Delhi University		
II. IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Madhu Parhar, STRIDE, Chairperson	011-29572626	mparhar@ignou.ac.in
Category : Academic Staff-3, Members		
Prof. Neeti Agarwal, SOMS	011-29573020	neeti@ignou.ac.in
Dr. Paramita Sukla Baidya, Assistant Professor, SOTHSM	011-29571755	parmitas@ignou.ac.in
Dr. Shubhangi Vaidya, Associate Professor, SOITS	011-29573377	svaidya@ignou.ac.in
Category: Non-teaching		
Ms. Anita Dhall, Asst. Director, SRD	011-29571309	anitadhall@ignou.ac.in
Ms. Rajni Gupta, SO (Admn.)	011-29571422	rajnigupta@ignou.ac.in
Ms. Vidya Anand, PS (SOHS)	011-29572802	vidyaanand@ignou.ac.in
Category: Committee Members		
Dr. Gumeet Kaur, Assistant Professor, SOL (Continuing Member (Academic recommended))	011-29572984	gurmeetkaur@ignou.ac.in
Mr. P.T. Raveendran, Deputy Registrar (F & A Div.) (Continuing Member (Academic recommended))	011-29571211	ptravindran@ignou.ac.in
Category: Student Member		
Ms. Bhavna Saroha, Ph.D. in Hindi		
Category: External co-opted women member		
Dr. Neerja Singh, Associate Professor in History Satyavati College, University of Delhi		
Dr. Bani Bora, (SADRAG) Social and Development Research and Action Group (SADRAG), Noida (U.P.)		
Apex Committee Against Sexual Harassment (ACASH)		
Prof. Anu Aneja, SOGDS, Chairperson	011-29571600	anuaneja@ignou.ac.in
Category: Teaching Staff		
Dr. Prem Eden Samdup, Associate Professor, (SOH)	011-29572770	psamdeup@ignou.ac.in
Category: Non-teaching Staff		
Ms. Lalita Sharma, AR (ACD)	011-29571825	lalitasharma@ignou.ac.in
Category: External co-opted women members		
Ms. Harshita Raghuvan, Advocate High Court Supreme Court of Delhi		
Prof. Jantika Dutta, Lady Irwin College (Continuing Member (Academic recommended))		
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		



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

A. Following Constitutes an offence under the Act :

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

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

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

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

For any complaint please write to :

**CHAIRPERSON, Regional Services Division Committee Against Sexual Harassment (RSDCASH),
Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110 068**

(Email : rsdcash@ignou.ac.in)

OR RCCASH Committee of your Regional Centre.



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

निम्नलिखित व्यवहार इस अधिनियम के तहत अपराध माने जाते हैं :

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

- > शरीर छुना और उसकी कोशिश करना; या
- > यौनिक स्वीकृति की मांग करना या अनुरोध करना; या
- > यौनजनित फोटोया करना; या
- > आश्लील चित्र दिखाना; या
- > किसी भी प्रकार का अवांछित, शारीरिक, शब्दिक या इशारे में किया गया कामुक प्रवृत्ति का व्यवहार

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

- > नौकरी में पक्षपातपूर्ण व्यवहार या अपत्यक्ष अथवा स्पष्ट बाधा; या
- > नौकरी में अपत्यक्ष या स्पष्ट रूप से हानि पहुंचाने की धमकी; या
- > महिला के वर्तमान या भविष्य के संबंधों में अपत्यक्ष या स्पष्ट धमकी; या
- > महिला के प्रति उसके कार्य में हस्तक्षेप करना, इलाजना या शत्रुतापूर्ण या आपत्तिजनक वातावरण उत्पन्न करना; या
- > महिला के स्वास्थ्य या सुरक्षा पर प्रभाव डालने वाला अपमानजनक व्यवहार

किसी भी शिकायत के लिए कृपया लिखें :

अध्यक्ष, क्षेत्रीय सेवा प्रभाग यौन उत्पीड़न के विरुद्ध समिति (आरएसडीसीएसएच),

क्षेत्रीय सेवा प्रभाग, इग्नू, मैदानगढ़ी, नई दिल्ली-110 068

(E mail : rsdcash@ignou.ac.in) या क्षेत्रीय केंद्र की आरसीसीएसएच समिति



**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

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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. 750/- 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. 750/- = 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. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria.
 - a) The students mentioned at 1(a) above in June 2008.
 - b) The students mentioned at 1(b) above in June 2008 or December 2008.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. Students wishing to improve their performance should submit the application in the prescribed format along with fee @Rs.500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-

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

11. On the top of the envelope containing the prescribed application form, Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.

Kind Attention: All Past and Present Students of IGNOU!

Now you rank our Performance...

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. Name

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

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

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.No student shall be allowed to appear in any examination / practical without it.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs.200/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station/Concerned Regional Centre.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT CARD

for

BScN (PB) Post Basic BSc Nursing

(FOR USE OF IGNOU FACILITIES ONLY)



Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU BScN (PB) Programme. We acknowledge the receipt of your Application Form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.

To be filled in by the Student.

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

For Office Use Only

Your Enrolment Number is

Enrolment No. _____ Name of the Programme _____ Name _____ Father's/Husband's Name _____ _____ Address (in Capital Letters) _____ _____ _____ Pin Code _____ Mobile No. _____ Full Signature of the Candidate _____	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>PASTE</p> <p>LATEST PHOTOGRAPH TO BE PASTED WHICH WILL BE ATTESTED BY UNIVERSITY OFFICE</p> </div> <p style="text-align: center; margin-top: 10px;">ATTESTED BY</p>

Please mention your full postal address at space allotted.

Affix
 Postage
 stamp for
 Rs 6/-

To

City: _____

State: _____

PIN:

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From
 The Regional Director,
 IGNOU Regional Centre

NOTE

NOTE