

CFE PROGRAMME GUIDE

CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH (BASIC LEVEL) (CFE)



**School of Humanities
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068**

CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH (BASIC LEVEL) (CFE)

Programme Code	:	CFE
Programme Credits	:	12
Eligibility	:	10+2 with preferably six years of English at the school level.
Duration	:	Minimum: 6 months Maximum: 2 years
Programme Fee:	:	Rs. 3200/-

(Please attach necessary certificates and a demand draft of Rs. 3200/- with the application form and submit to the Regional Centre concerned).

Programme Begins	:	January/July
Term End Examination	:	June/December

Dates of submission of Examination Forms online

Period of Submission	Period of Submission	Amount of Late Fee	
5 th Sept - 5 th Oct	5 th March - 5 April	NIL	Online
6 th Oct - 20 th Oct	6 th April - 20 th April	Rs.500	Online
21 st Oct to 1 st Oct	21 st April - 30 th April	Rs.1000	Online
1 st Nov - 30 th Nov	1 st May - 30 th May	Rs.1000	By hand in hard copy along with demand draft to be submitted at concerned Regional Centres subject to the availability of Question Paper

Course Coordinator : Prof Anju Sehgal Gupta, Phone No.: 011-29572786, 011-29532054

You may write to us regarding academic information

The Director, School of Humanities
IGNOU, Maidan Garhi, New Delhi

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Printed and published on behalf of IGNOU, New Delhi by Prof. Satyakam, Director,
School of Humanities
Typed and CRC prepared by Ms. Premlata Lingwal and Ms. Vidya Negi, SOH
Print-production: Sh. C. N. Pandey, Section Officer (Publication)

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Important Information

"The University sends study materials and assignments, wherever prescribed, to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that."

"In case a student wants to have assignments, he/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"

"The students are specifically instructed to send Examination Forms as per the instructions given in the Examination Form. If the student does not complete his/her course in the maximum period of two years, he/she can take re-admission for the remaining courses for a further period of six months."

1.0 THE UNIVERSITY

1.1 INTRODUCTION

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

- democratizing 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

1.2 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 organise its academic programmes and courses in coordination with the School staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies currently are in operation:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism & 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 & Visual Arts (SOPVA)

1.3 ACADEMIC PROGRAMMES

The University offers both short-term and long-term programmes leading to Certificates, Diplomas, Advance Diploma, Associates Degree and 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. They are launched with a view to fulfill the learner's needs for:

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

1.4 INSTRUCTIONAL SYSTEM

The University follows a multi-media approach in imparting instruction to its learners. It comprises:

Self instructional printed course material packages

Assignments for assessment and feedback

Supportive audio-video programmes

Face-to face interaction with academic counsellors at Study Centres and, depending on programme requirement, at work centres.

Practicals at designated institutions

Project Work in some programmes

Work related field project/functional assignments as per Programme requirements

Telecast of video programmes on Gyan Darshan and Gyan Vani

Broadcast of audio programmes by All India Radio (selected stations)

1.5 COURSE PREPARATION

Learning material is specially prepared by a team of experts drawn from different Universities/Institutions all over the country as well as 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 recordings are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally despatched to the Study Centres and telecast on Gyan Darshan.

1.6 CREDIT SYSTEM

The University follows a 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconferencing and writing assignment responses). Thus, a four credit course involves 120 hours. This helps the student to understand the academic effort s/he has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of the assignments as well as the term-end examination of each course in a programme.

1.7 SUPPORT SERVICES

In order to provide individualized support to its learners, the University has a number of Study Centres, Programme Study Centres and Work Centres throughout the country. These are co-coordinated by 56 Regional Centres, 15 Recognized Regional Centres as on

date. At the Study Centres, the students interact with the Academic Counsellors and other students, refer to books in the Library, watch/listen to video/audio recordings and interact with the Coordinator on administrative and academic matters.

Support Services are also provided through Work Centres, Programme Specific Centres, Skill Development Centres and Special Study Centres.

2.0 UNIVERSITY RULES

2.1 RESERVATION

The University provides reservation of seats for Schedules Castes, Schedule Tribes, War widows, Kashmiri Migrants and Physically Handicapped learners, as per the existing Government of India rules, for various programmes of the University.

2.2 SCHOLARSHIPS AND REIMBURSEMENT OF FEE

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

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

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

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

2.3 CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRES

There is a printed card for change/correction of address and change of study centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to Student Registration Division, Maidan Garhi, New Delhi-110068. **Requests received directly will not be entertained. The form for change of address can also be downloaded from www.ignou.ac.in.** Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to get the mail redirected to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Counselling facilities are not available for all Programmes at all the centres. As such, learners are advised to make sure that Counselling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for.

Change of address and Study Centre are not permitted until admissions are finalized. Similarly, **change of study centre is not permissible in programmes where practical components are involved.** For CIC/BCA/MCA students of Delhi Region, Study Centres will be allotted as per availability of seats, therefore, study centre once allotted will not be changed.

Depending on actual number of learners, choosing a centre, or due to other operational reasons, the University may deactivate a Study Centre/Programme Study Centre and the learners of the deactivated centre will be attached to another centre. The concerned Regional Centre will inform the concerned learner about the change after admissions are finalized.

2.4 CHANGE OF REGION

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

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

2.5 VALIDITY OF ADMISSION LISTS

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

2.6 INCOMPLETE AND LATE APPLICATIONS

Incomplete and late application forms/Re-registration forms, forms with wrong options of courses or electives in degree and diploma programmes and forms containing false information will be summarily rejected without any intimation to the candidates. The candidates are, therefore, advised to fill the relevant columns carefully and enclose all the attested copies of the necessary certificates asked for, and submit the form to the Regional Director concerned on or before the due date. In this regard no correspondence will be entertained.

2.7 SIMULTANEOUS REGISTRATION

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

2.8 RE-ADMISSION.

The students who are not able to clear their programmes within the maximum duration allowed can take re-admission for additional 6 months. The student has to make payment per course on pro rata basis. The details of pro rata fee and the re-admission form is available at the RC for the courses which they have not been able to complete.

2.9 DISPUTES ON ADMISSION & OTHER UNIVERSITY MATTERS

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

3.0 CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH (BASIC LEVEL) CFE

3.1 School of Humanities offers a number of courses:

Doctoral Degree

- Doctor of Philosophy in English (Ph.D in English)
- Doctor of Philosophy in Hindi (Ph.D in Hindi)

Master's Degree

- Master of Arts (English) (MEG)
- Master of Arts (Hindi) (MHD)

Bachelor's Degree

- Bachelors Degree Programme (BDP)
- Bachelor of Arts (Urdu) [BA (Urdu)]
- Bachelor of Arts (Hindi) [BA(Hindi)]
- Bachelor of Arts (English) [BA (English)]

PG and Advance Diploma

- Post-Graduate Diploma in Book Publishing (PGDBP)

Diploma

- Diploma in Creative Writing in English (DCE)
- Diploma in Urdu (DUL)

Certificate

- Certificate in Teaching English as a Second Language (CTE)
- Certificate in Urdu Language (CUL)
- Certificate Programme in Functional English (Basic level) (CFE)

3.2 WHO IS CFE MEANT FOR?

The Certificate Programme in Functional English (Basic Level) is meant for any person who has completed 10+2 and has preferably done 6 years of English in school. Applicants are required to fill in and submit the application form printed in this booklet.

3.3 WHAT ARE THE AIMS OF THE PROGRAMME (CFE)?

This Programme seeks to enhance the English proficiency of the students so that they can communicate with some confidence and fluency on a range of issues that concern their daily lives. It will help the students to:

- Improve the skills of reading, writing, speaking and listening.

- Gain awareness of grammatical structures which will help to paraphrase and edit language.
- Practice the various skills through appropriate texts and activity types.
- Manage daily interactions such as greetings, introductions, shopping and travel and so on.
- Apply to universities and to comfortably communicate on campus and in their daily life.
- Communicate effectively at the work place where they may need to attend meetings, participate in discussions, write letters/ e-mails and prepare an effective C.V.

3.4 DURATION

You **may** complete it in 6 months, but you **must** complete it in 2 years. If you wish to do it in three months, you are not allowed to do so. But, if for some reason you cannot complete it in 2 years, you will have to re-register and pay the required fees.

3.5 FEE

Programme fee is Rs. 3200/- **This can be paid through online mode only.** Please see as per instructions in IGNOU website www.ignou.ac.in

3.6 PROGRAMME STRUCTURE

Certificate Programme in Functional English (Basic Level) CFE offers three compulsory courses. Each course has a course code, namely BEG-004, BEG-005 and BEG-006, as well as a course title. This programme is of 12 credits. Each course is of 4 credits. Now let us look at the overall scheme of the courses:

Programme	Course Code	Course	Course Status	Credits
Certificate Programme in Functional English (Basic Level)	Course-1	English in Daily Life	Compulsory	4
	Course-2	English in Education	Compulsory	4
	Course-3	Joining the Work Force	Compulsory	4

You are required to successfully complete the three compulsory courses (of 4 credits each) in order to obtain the Certificate in Functional English (Basic Level) (CFE). In short you will need to collect 12 credits to get the Certificate.

3.7 HOW TO COMPLETE THE PROGRAMME

IGNOU provides a great deal of flexibility in choosing and deciding when to complete the programme and in sitting for exams according to one's convenience. You must make full use of these options. The programme begins in January/July and you may complete it in a minimum duration of 6 months or go up to a maximum of two years. You may sit for the term end exams in June or December of the same year.

3.8 STUDY MATERIAL

PRINT MATERIAL

Each course of this programme is complete in itself although it is linked with the other courses. Each course consists of 4 books which are called **BLOCKS**. Each block has a title and number. The block consists of 4 to 5 lessons which are called **UNITS**.

AUDIO AND VIDEO PROGRAMMES

An audio recording will also be sent to you along with the print material. This is part of your core material and closely integrated with the unit. You are expected to listen to the audio before you complete the listening – speaking activities in the unit.

There are some audio-video programmes which are supplementary in nature and involve discussions with experts and tips on various aspects of your Programme. These will be played to you at the Study Centres during the Counselling Sessions.

Note: The Video programmes are telecast on the National Network and Gyan Darshan and Gyan Vani Channel. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Students can confirm the dates of the programmes from their Regional Centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

TELECONFERENCING

Counselling would be backed up by teleconferencing. Eminent teachers/educationalists will be invited to conduct these sessions. In these sessions, besides the innovative ideas that will be suggested to you, you may also clarify any doubts that you have regarding the course materials.

3.9 SUPPORT SERVICES

STUDY CENTRES

IGNOU has established Study Centres throughout the country. These centres will have four major functions: organizing contact programmes, providing library facilities, disseminating information and advice, and making audio video services available.

You will be allotted a Study Centre near your place of residence or work. You will also be attached to counsellors. They will be the immediate point of contact for you, and will guide you in the study of the Courses.

COUNSELLING SESSIONS

In distance education, face-to-face contact between the learners and their tutors/counsellors, though minimal, is an important activity. The purpose of such a contact session is to answer some of your questions and to clarify your doubts, give you practice in the various skills and also give you an opportunity to meet your peers and set up study-groups. The counselling sessions are not compulsory.

Obviously, counselling sessions will be very different from usual teaching or lectures. Your tutors/counsellors will not be delivering lectures or speeches. They will try to help you overcome the difficulties which you may face (academic as well as personal) while studying for CFE. Besides, some of the audio and video recordings that are available at that time will be played, and their content could be analyzed and discussed.

The counselling sessions will be usually conducted at the nearest Study Centre close to your residence. Before you attend the counselling sessions, please go through your course materials. Unless you have gone through the Units/Blocks, there may not be much to discuss. During the counselling sessions try to concentrate on the relevant and the more important issues. You may also establish personal contact with your fellow participants to get mutual help and exchange ideas. Try to get the maximum possible help from your counsellors/tutors and peers.

3.10 TERM END EVALUATION

The evaluation of the performance of the students in the term end examination will be based on both marks and grading system.

Letter Grade	Notional Correlates	Corresponding percentage in numerical marks
A	Excellent	70% and above
B	Very good	55% and above but less than 70%
C	Good	45% and above but less than 55%
D	Satisfactory	35% and above but less than 45%
E	Unsatisfactory	below 35%

The degrees and diplomas of this University are recognized and have the same status as those of any other Central and State University in the country.

Term End Examinations will be conducted twice a year in June and in December.

3.11 COURSE DESCRIPTION

The growing importance of English has impacted its teaching-learning throughout the world. The learner population desiring to learn English has greatly increased in number and diversity. India has a long tradition of English language teaching-learning which has attracted students from all over the world. Therefore, to fulfill a growing need, we have launched the Certificate Programme in Functional English (Basic Level) (CFE) which will improve the communicative and study skills of students not only in India but in the Middle East and Africa as well.

Our objective is to give you practice and offer you tips in the skills of listening, speaking, reading, writing, communicative grammar and study skills so that you can function in English in your social and academic spheres. We also acquaint you with some professional skills which will prepare you for a job.

We are primarily targeting the younger group (18 to 30 years) who has completed their schooling with at least 6 years of English as a subject. Of course, the older group could also benefit from the Programme.

Along with the print material we will also be sending you a CD comprising the listening and speaking component.

Credits: The programme is of 12 credits, comprising 3 Courses of 4 credits each.

COURSE 1: ENGLISH IN DAILY LIFE

In course 1 we have chosen topics which deal with your daily life activities – some of which are essential for social interaction such as greetings, introductions, describing your daily activities, talking about food, shopping, planning for holidays and so on.

Through these and other topics we have given you practice in the skills of listening, speaking, reading and writing. We have also given explanations and activities on various aspects of grammar. These are to help you in understanding the language better and in editing your written work. The blocks are:

Block 1	The World Around Us
Block 2	Media and Entertainment
Block 3	Fitness and Adventure
Block 4	Holidays

COURSE 2: ENGLISH IN EDUCATION

In course 2, our emphasis shifts to English in Education. Many of you are either applying to the various universities or are actually on the campus studying the subjects of your choice. In this course, we concentrate on the language you would require as university/college students.

The topics we have chosen include: Making a choice of universities/subjects, settling down at the campus, thinking about education, attending lectures on various topics, coping with exams and so on. We have also included Units pertaining to co-curricular and extra-curricular activities that you would like to engage in on the campus. The university is not merely a place where we merely get an academic education; it is also a place where various facets of the personality are allowed to develop.

Through the various topics, we have engaged you in various language activities which include reading comprehension of various expository and descriptive text types, vocabulary expansion and listening – speaking tasks such as listening to a speech, interviewing, debating, and participating in discussions and so on. The writing activities include note-taking, making a poster, writing a composition from a biographical outline, writing a statement of purpose in order to join a university and so on. The Blocks are:

Block 1	At the University
Block 2	Campus Life
Block 3	The Curriculum
Block 4	Tools of Communication

COURSE 3: JOINING THE WORK FORCE

In this course “Joining the Work Force” we have concentrated on job seekers, especially young people entering the job market for the first time. The skills that first time job seekers would require have been clearly spelt out and include writing a Self Profile, looking for a job and preparing for the job market, making a portfolio and writing a C.V.

and so on. We have also dealt with certain life skills that will help you be successful in your professional life. These include Presentation Skills, Discussion Skills, Non-verbal Communication, Business Correspondence, etc. We have ended the course with a unit on Work Ethics. Eventually, in whatever you do, you must be honest and upright. Remember, it is always good people who achieve great things in the true sense of the term.

All these contexts have been clearly woven in the activity types that we have given you. It is through the skills of reading, writing, listening and speaking that these topics are covered. There is a CD which will help you listen to correct English in terms of pronunciation, stress and intonation. The blocks are:

Block 1	Exploring the Job Market
Block 2	Preparing for an Interview
Block 3	Skills for the Workplace
Block 4	Letters

4.0 EVALUATION

The evaluation consists of two parts: 1) continuous evaluation through assignments, and 2) term-end examination. In the final result all the assignments of a course carry 30% weightage while 70% weightage is given to term-end examination. You will have to complete **three assignments** for this programme, **one for each course**.

You are required to score at least 35% marks in both continuous evaluation (assignments) as well as term-end examinations separately. In the overall computation also you must get at least 35% marks in each course to claim the Certificate Programme in Functional English (basic level).

Instructions for Tutor-Marked Assignments (TMA)

Before attempting the TMAs kindly read these instructions very carefully.

4.1 ASSIGNMENTS

Assignments constitute the continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations.

You will not be allowed to appear for the term-end examination for a course if you do not submit the specified number of assignments on time, i.e. for the December term-end examination, the last date of submission is 30th September and for the June term-end examination, the last date of submission is 31st March.

The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks. The comments guide you in your study and help in improving it. The assignments are designed in such a way so as to help you concentrate mainly on the printed course materials and exploit your personal experience.

All assignments are Tutor-Marked Assignments (TMA). For each CFE course there is one assignment that you must attempt. Whenever you receive a set of material and assignments, check them immediately and ask for missing pages, if any, from Material Production and Distribution Division, (IGNOU, Maidan Garhi, New Delhi – 110 068) or the Coordinator of your study centre.

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

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

If you do not get a passing grade in any assignment, you have to submit it again. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade.

4.2 EXAMINATIONS

The primary component of the evaluation in CFE is the term-end examination. For each Course, a student will have to obtain at least a D grade. The overall average should be at least D grade for the successful completion of a programme. The letter grade system used for terminal examination has already been explained in the section on Evaluation.

If a student fails to clear all the subjects in his/her first attempt, s/he can clear them in the subsequent examinations. The term-end examination in CFE will comprise three papers, i.e., one paper each for the three courses in CFE. The duration of each paper is three hours. Each paper in CFE carries 100 marks.

• TERM-END EXAMINATION

The University conducts term-end examination twice a year in the month of June and December every year. Students will be permitted to appear in term-end examination subject to the condition that registration for the courses in which they wish to appear is valid, maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

• EXAMINATION FEE

Examination fee of Rs. 150/- per course must be submitted only online as per guidelines through IGNOU website : www.ignou.ac.in

• EXAMINATION CENTRE

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For this purpose you are advised to go

through the list of study centres available in the Student Handbook and prospectus/programme guide. In case any student wishes to take the examination at a particular centre, the codes of the chosen centre be filled up as examination centre code. However, if the examination centre chosen by a student is not activated, the University will allot another examination centre under the same Region.

• **DATE OF SUBMISSION OF EXAMINATION FORMS ONLINE**

June, TEE	December, TEE	Late Fee	Where to submit the form
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	Concerned IGNOU Regional Centre through online mode. For outside Delhi students (concerned Regional Centre) For Delhi students RC-I, RC-II and RC-III whichever one you come under
1 st April to 30 th April	1 st Oct to 31 th Oct	Rs. 500/-	
1 st May to 15 th May	1 st Nov to 15 th Nov	Rs.1000/-	

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

1. remain in touch with your Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form fee if any;
2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses for which result is awaited.
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
4. retain proof of mailing/submission of examination form till you receive examination hall ticket.

• **ISSUE OF EXAMINATION HALL TICKET**

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

4.3 EARLY DECLARATION OF RESULTS

In order to facilitate the students who have got offer of admission and/or selected for employment etc. and are required to produce marks-sheet/grade card by a specified given date they may apply for early process of their answer-scripts and declaration of the results for this purpose. The students are required to apply in the specified format available on the University website with a fee of Rs. 1000/- per course through Bank Draft drawn in favour of IGNOU along with the attested photocopy of the offer of admission/employment. The students can submit their requests for early declaration before the commencement of the Term-end Examination i.e. before 1st June and 1st December respectively. The University in such cases will make arrangements for processing the answer-scripts and declare the results as a special case.

4.4 RE-EVALUATION OF ANSWER-SCRIPT(S)

The University has replaced the scheme of rechecking with the re-evaluation whereby the answer-scripts will be re-evaluated by another Evaluator in case the students are not satisfied with the marks/grades secured by them in Term-end Examination. Such students can apply for re-evaluation within one month from the date of declaration i.e. the date on which the results are made available on the University Website on payment of Rs. 750/- per course in the prescribed application form available on the University Website. The better of original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the students' record as applicable and the revised grade card/mark sheet will be sent to the student within one month from the receipt of application. Re-evaluation is not permissible for Projects, Practicals, Assignments, and Seminars etc.

10. ADDRESSES & CODES OF REGIONAL CENTRES

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481, GUJARAT PH.OFF : 02717-242975, 241579, 242976 FAX : 02717-241580 E-MAIL : rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPE ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)
3	AIZWAL RC CODE : 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10, ROPIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWL - 796012, MIZORAM PH.OFF : 0389-2395260, 2311692 E-MAIL : rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT : AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTAR PRADESH PH.OFF : 0571-2700120, 2701365 FAX : 0571-2402147 E-MAIL : rcalligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDALIN, ETAH, ETAWAH, FIROZABAD, J.P.NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR, HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR AND SAMBHAL)
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR, BANGALORE-560 070 KARNATAKA PH.OFF : 080-26654747/26657376 FAX : 080-26644848 E-MAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPT)
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 RD FLOOR, SUMAN PLAZA, CENTRAL JAIL RD., TILKAMANJHI, BHAGALPUR-812001 BIHAR PH.OFF : 0641-2610055/2610066 E-MAIL : rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7.	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL-462 011 MADHYA PRADESH PH.OFF : 0755-2578455/ 2578452/ 2762524 FAX : 0755-2578454 E-MAIL : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMLICH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR-751 002 ORISSA PH.OFF : 0674-2301348/2301250/2301352 FAX : 0674-2301349 E-MAIL : rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEGGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAKAGARH, PURI, SAMBALPUR, SUNDERGARH) SIKKANDHIMAL (BALANGIR, SONEPUR, BOUDH)
9.	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ANANDA MAHAL, OLD ZP OFFICE, DR. B.R. AMBEDKAR CIRCLE, VIJAYAPURA-586101 KARNATAKA PH.OFF : 08352-252006 FAX : 08352-256006 E-MAIL : rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIDAR, BIDAR, GULBARGA, KOPPAL, RAJSHUR, YADGER, HAVERI, GADAG, BELLARY, BELGAUM AND DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA-134109 HARYANA PH. OFF : 0172-2590277, 2590276, 2590208 FAX : 0172-2590279 E-MAIL : rchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11.	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 rd FLOOR, G R COMPLEX 407-408, ANNA SALAI NANDANAM, CHENNAI-600035 TAMILNADU PH.OFF : 044-24312766, 24312975 FAX : 044-24312799 E-MAIL : rchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHERURAM, VELLORE, THIRUVANMIKALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALLUR, NAGAPATTINAM, PUDUCHERRY (U.T.))
12.	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALLOOR COCHIN - 682 017 KERALA PH.OFF : 0484-2340203/2348189/2330891 FAX : 0484-2340204 E-MAIL : rcochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THERUSSUR, LAKSHADWEEP (U.T.))
13.	DAREHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK, DAREHANGA-845004, BIHAR PH.OFF : 06272-251833, 251862 FAX : 06272-253719 E-MAIL : rcdarehanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DAREHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEKHAR, SITAMARHI, SAMASTIPUR, MADUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANDOR KHERA, TAPOVAN, RAIPUR ROAD DEHRADUN - 248 068 UTTARAKHAND PH.OFF : 0135-2789200 FAX : 0135-2789190 E-MAIL : rcdhradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAUNITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR) STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BILNORE, SHAMLI (PRABUDH NAGAR))

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
15.	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK- B 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI - 110 044 PH.OFF : 011-26990082, 26990083 FAX : 011-26990084 E-MAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR) STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16.	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002 PH.OFF : 011-23392374/23392376, 23392737 FAX : 011-23392375 E-MAIL : rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17.	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION, SAHEED, RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 077 PH.OFF : 011-25088939, 25088944 FAX : 011-25088983 E-MAIL : 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, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18.	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD, DEDGHAR, JASIDIH, JHARKHAND- 814142 PH.OFF : 06432-34448 E-MAIL : rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, & GIRIDIH)
19.	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5 TH MILE TADONG, NH-10, BELOW CENTRAL REFERRAL HOSPITAL, GANGTOK - 737102 SIKKIM PH.OFF : 03592-231102 FAX : 03592-231103 E-MAIL : rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC H ROAD, CHRISTIAN BASTI GUWAHATI-781005 ASSAM PH.OFF : 0361-2343771/2343785-86 FAX : 0361-2343784 E-MAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI, ANGLONG, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
21.	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 A.P. PH.OFF : 040-23117550-53 FAX : 040-23117554 E-MAIL : rc@hyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL-795001 MANIPUR PH.OFF : 0385-2421190/2421191 FAX : 0385-2421192 E-MAIL : rcimphal@ignou.ac.in, ignouimp@gmail.com	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23.	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HORNBILL COMPLEX, 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110, ARUNACHAL PRADESH PH.OFF : 0360-2247536, 0360-2351705 FAX : 0360-2350990 E-MAIL : rc@itanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 PH.OFF : 0761-2600411/2609896 /2600219 FAX : 0761-2609919 E-MAIL : rc@jabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGAPUR, SEONI, SHAHDOL, SIDDIHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATARPUR, REWA, SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN PH.OFF : 0141-2785730, 2396427 FAX : 0141-2784043 E-MAIL : rc@jaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAI MADHOPUR, SIKAR, SRI GANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE, PREMISES AUROBINDO BLOCK, 1ST FLOOR, CANAL ROAD, JAMMU - 180 001, JAMMU & KASHMIR PH.OFF : 0191-2579572/2546529 FAX : 0191-2585154 E-MAIL : rc@jammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439, OPP. PAL LINK ROAD, KAMILA NAGAR HOSPITAL, JODHPUR-342008 RAJASTHAN PH.OFF : 0291-2012987 E-MAIL : rc@jodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALLI, PRATAPGARH, BANSWARA
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI, BUILDING, 1ST FLOOR, TULSI NARAYAN, SARMAH PATH, NEAR NEHRU PARK, JORHAT-785001 ASSAM PH.OFF : 0376-2301116, 2301115 E-MAIL : rc@jorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY, NEAR HOME GUARD OFFICE, KARNAL-132 001 HARYANA PH.OFF : 0184-2271514 E-MAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KARNAL RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR, (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF : 01628-229993/237361 E-MAIL : rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO, HR. SEC SCHOOL ROAD, KENDOUZOU, KOHIMA - 797001 NAGALAND PH.OFF : 0370-2260366/2260167 FAX : 0370-2260216 E-MAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK, SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091 WEST BENGAL PH.OFF : 033-23349850, 23592719, 033-23589323(RCL) FAX : 033-23347576 E-MAIL : rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD, BEHIND WOMEN'S COLLEGE AT/PO/DISTT.- KORAPUT-764020, ORISSA PH.OFF : 06852-251535 FAX : 06852-252503 E-MAIL : rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR-5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW-226029 PH. OFF : 0522-2442832 E-MAIL : rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHDANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI, ALANGANALLUR ROAD MADURAI-625018 TAMIL NADU PH.OFF : 0452-2380733 FAX : 0452-2380588 E-MAIL : rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PADUKKOTTAI, RAMANATHPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARTYALUR)
36.	MUMBAI RC CODE : 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd and 3rd FLOOR, KAPPEESH BUILDING, M.G. ROAD, OPP. TO MULUND RAILWAY STATION, MULUND (WEST), MUMBAI-400008, MAHARASHTRA PH.OFF : 022-25925540, 25923159 FAX : 022-25925411 E-MAIL : rcmbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI PALGHAR, MUMBAI SUBURBAN)
37.	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR 440033 MAHARASHTRA PH. OFF : 0712-2536999, 2537999, 0712-2022000 FAX : 0712-2538999 E-MAIL : rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53, SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH PH.OFF : 0120-2405012/2405014 FAX : 0120-2405013 E-MAIL : rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH(DISTRICT: GAUTAM BUDDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH - I & II, MAYUR VIHAR EXTN., VASLINDHARA ENCLAVE)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576, NEAR P&T STAFF QUARTERS, ALTO POVORIM P.O. POVORIM-403521 GOA PH.OFF : 0832-2414553 E-MAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD) STATE OF MAHARASHTRA (DISTRICT: SINGHDURG)
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONAL AREA, MITHAPUR PATNA-800 001, BIHAR PH.OFF : 0612-2219539/2219541 FAX : 0612-2219538 E-MAIL : rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPRA, SARAN)
41.	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING, NEAR SYNDICATE BANK, 18, TAGORE ROAD, MOHANPURA, PORT BLAIR, SOUTH-744104 ANDAMAN & NICOBAR, ISLANDS PH.OFF : 03192-242888 FAX : 03192-230111 E-MAIL : rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS (U.T.)(DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF : 020-25671867/25651321 FAX : 020-25671864 E-MAIL : rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, , SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK, FUATAIA, MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 PH.OFF : 03483-271555/271666 E-MAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHINA RAIPUR - 492014 CHHATTISGARH PH.OFF : 0771-2283285, 2971322 FAX : 0771-2971323 E-MAIL : rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KUNDAGOAN)
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT-360005 GUJARAT PH.OFF : 0281-2572988 FAX : 0281-2571603 E-MAIL : rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR-SOMNATH, BOTAD, MORBI), DTU(U.T.)
46.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022, JHARKHAND PH.OFF : 0651-2244688, 2244699, 2244677 FAX : 0651-2244400 E-MAIL : rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA & KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR SHARSHA-852201, BIHAR PH.OFF : 06478-219015 FAX : 06478-219018 E-MAIL : rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIYA, KISHANGANJ & PURNIA)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LIMSHING, MAWKYNOROH, NEHU CAMPUS, SHILLONG - 793 022 MEGHALAYA PH.OFF : 0364-2521117/2521271/0364-2520503 FAX : 0364-2521271 E-MAIL : rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTEA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI-BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTEA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA-171 002, HIMACHAL PRADESH PH.OFF : 0177-2624612/2624613 FAX : 0177-2624611 E-MAIL : rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD, SUBHAS PALLY, SILIGURI - 734001 WEST BENGAL PH.OFF : 0353-2526818 FAX : 0353-2526829 E-MAIL : rcsiliguri@ignou.ac.in rcsiliguri45@gmail.com	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR STATE IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH, SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF : 0194-2311251/2311258 FAX : 0194-2311259 E-MAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION-DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL, KILLI PPALAM KARAMANA PO, TRIVANDRUM -695002 KERALA PH.OFF : 0471-2344113/2344120 FAX : 0471-2344121 E-MAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMILNADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF : 0542-2368022/2368622 0522-2364893 FAX : 0542-2369629 E-MAIL : rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPIUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO), KOZHIKODE VATAKARA-873104 KERALA PH.OFF : 0496-2525281, 2515413 E-MAIL : rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD WAYANAND, KOZHIKODE, MALAPPURAM, MAHE) (PUDUCHERRY, UT)

IGNOU-Army, Assam Rifle, Navy Recognized Regional Centres

Sl. No.	RC Code	RC	Address	Operational Area
1	IAEP – KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO - 908542 KOLKATA- 700021 WET BENGAL 033-22317556 rcarmy51@ignou.ac.in	EASTERN COMMAND AREA IAEP – 5
2	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) 0172-2589423 rcarmy52@ignou.ac.in	
3	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) rcarmy53@ignou.ac.in	CENTRAL COMMAND AREA
4	IAEP – PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ SOUTHERN COMMAND GS (EDN) BRANCH, PIN-908541 C/O 56 APO 020-26331033 (CIVIL) 2437 (ARMY) rcarmy54@ignou.ac.in	SOUTHERN COMMAND AREA
5	IAEP – UDHAMPUR	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56 APO, HQ NORTHERN COMMAND UDHAMPUR, JAMMU & KASHMIR 01992-242486 rcarmy55@ignou.ac.in	NORTHERN COMMAND AREA
6	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
7	IAEP – SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENRAL ASSAM RIFLES (DGAR), LATTUMKHAH SHILLONG – 793 011 MEGHALAYA 0364-2705181 0364-2705184 iarrc81@ignou.ac.in	COMMAND AREA

Sl. No.	RC Code	RC	Address	Operational Area
8	INEP - NEW DELHI	71	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTERATED HQS. MINISTRY OF DEF WEST BLOCK 5, RK PURAM, SECTOR-1, NEW DELHI - 110 066 DELHI 011-26178462 011-26185299 rcnavy71@ignou.ac.in	NAVAL HQS.
9	INEP - MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245 022-22665458 rcnavy72@ignou.ac.in	HQ WESTERN NAVAL COMMAND
10	INEP - VISAKHAPATNAM	73	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE INEP REGIONAL CENTRE-73 NCS COMPLEX NAUSENABAUGH POST: GANDHIGRAM VISAKHAPATNAM -530005 ANDHRA PRADEH 0891-2812669 0891-2515834 rcnavy73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
11	INEP - KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-266210,2662515 0484-266194 rcnavy74@ignou.ac.in	HQ SOUTHERN NAVAL COMMAND

List of Important Forms

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The Registrar
Materials Production and Distribution Division
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

Sub: Non-receipt of Study Material and Assignments

Enrolment No.

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Programme:

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

<i>Sl.No.</i>	<i>Course Code</i>	<i>Blocks</i>	<i>Assignments</i>
---------------	--------------------	---------------	--------------------

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

Name and Address: _____ Signature _____

_____ Date: _____

For Official Use

Date of despatch of study material/assignments to students _____

Please read the instruction overleaf before filling up this form:



Indira Gandhi National Open University
New Delhi

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

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Study Centre Code

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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

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.

Name and Address

Signature

Date.....

PIN.....

For Official Use Only:

Date of Despatch of Assignments to student.....

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

- 1. Read instructions for submission of assignments given in your Programme Guide carefully.**
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (if 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 and examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates.
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 assignments responses twice either at the same Study Centre and at different study centres for evaluation.

Please mail form to:

Regional Director of your concerned Regional Centre



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

Name :

Programme :

Enrolment No.

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Address:

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PIN :

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Month and Year of the Exam :

Name of Exam Centre:

Centre Code :

Course in which re-evaluation is sought	COURSE CODE	TITLE OF THE COURSE
.....
.....
.....
.....

Fee detail:
(The fee for re-evaluation of answer script is Rs. 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): × Rs. 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 before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation/Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form.

Please mention 'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'

- 7) Application form must reach within the prescribed dates at the following address:-

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

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/
MARKSHEET**

Name

Enrolment No.

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Address

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.....

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Pin

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Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

for Rs. 200/- in favour of IGNOU, New Delhi

.....
Signature


Dated

Note : Fee for duplicate grade card Rs. 250/- The duplicate grade card/mark sheet will be sent by registered post.

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

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

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

 INDIRA GANDHI NATIONAL OPEN UNIVERSITY THE PEOPLES ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM	
Enrolment No	Programme
Name	Medium
Course Code	
S No	Assignment No
Signature of the student	Signature of the receiver
Date	Date
FOR OFFICE USE ONLY	
Seal	

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

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

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

The Regional Director of your region.

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

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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme Title:

Regional Centre:

Name:

Father's Name

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

Mailing Address

.....

.....

.....

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

Fill in Application Forms should be sent to:

Registrar, Student Evaluation Division (SED)
IGNOU
Maidan Garhi
New Delhi-110 068

Date:

.....
Signature

12. 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)

I. Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Hema Pant, Dy. Director, RSD, Chairperson	011-29572404	drhemapant@ignou.ac.in
Category: Academic Staff Dr. Bijaya Lakshmi Mishra Dr. Moni Sahay, Assistant Director, RSD	011-29571998 011-29572403	bijayalakshmi@ignou.ac.in monisahay@ignou.ac.in
Category: Non-Academic Staff Ms. Jancy Srinivas, PS (Registrar, Admn.) Ms. Azra Arshad, EMPC (Member continuing from outgoing RSDCCASH)	011-29571401	jancys@ignou.ac.in
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 Dr. Paramita Sukla Baidya, Assistant Professor, SOTHSM Dr. Shubhangi Vaidya, Associate Professor, SOITS	011-29573020 011-29571755 011-29573377	neeti@ignou.ac.in parmitas@ignou.ac.in svaidya@ignou.ac.in
Category: Non-teaching Ms. Anita Dhall, Asst. Director, SRD Ms. Rajni Gupta, SO (Admin.) Ms. Vidya Anand, PS (SOHS)	011-29571309 011-29571422 011-29572802	anitadhall@ignou.ac.in rajnigupta@ignou.ac.in vidyaanand@ignou.ac.in
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Category: External co-opted women member Dr. Neerja Singh, Associate Professor in History Satyawati College, University of Delhi Dr. Bani Bora, (SADRAG) Social and Development Research and Action Group (SADRAG), Noida (U.P.)		
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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.