

Programme Guide

**Certificate in Spanish Language and Culture
(CSLC)**

IGNOU



**School of Foreign Languages
Indira Gandhi National Open University
Maidan Garhi, New Delhi- 110068 (India)**

PROGRAMME DESIGN COMMITTEE

Sonya Surabhi Gupta

Professor and Director,
Centre for European & Latin American Studies,
Jamia Milia Islamia University, New Delhi.

Minni Sawhney

Professor,
Department of Romance & Germanic Studies,
Delhi University, New Delhi.

Shyama Prasad Ganguly

Former Professor,
Centre of Spanish, Italian & Latin- American
studies, SLL&CS, Jawaharlal Nehru University,
New Delhi.

Anil Dhingra

Former Professor,
Centre of Spanish, Italian & Latin- American
studies, SLL&CS, Jawaharlal Nehru University,
New Delhi.

Pedro Badenas Arias

Spanish Faculty,
Instituto Cervantes, New Delhi

Sergio Bermejo Alonso

Spanish Faculty
Instituto Cervantes, New Delhi.

Eva Monica Calvo Ruíz

Spanish Faculty, Instituto Cervantes
New Delhi

Elena Goberna Hidalgo

Spanish Faculty, Instituto Cervantes
New Delhi

Edith Aurrecochea Montenegro

Spanish Faculty, Instituto Cervantes
New Delhi.

Mala Shikha

Assistant Professor of Spanish, School of
Languages, Doon University, Dehradun.

Gin Muan Thang

Assistant Professor of Spanish, The English and
Foreign Language University, Shillong Campus,
Meghalaya.

Sushant Kumar Mishra

Former Director, i/c, SOFL, IGNOU

Vikash Kumar Singh

Assistant Professor of Spanish,
School of Foreign Languages
IGNOU, New Delhi

PROGRAMME GUIDE PREPARATION AND EDITING

Vikash Kumar Singh

Assistant Professor of Spanish
SOFL, IGNOU, New Delhi

PROGRAMME COORDINATOR

Vikash Kumar Singh

Assistant Professor of Spanish
SOFL, IGNOU, New Delhi

E-mail: vikashsingh@ignou.ac.in

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Dear Learner,

¡Bienvenidos!

Welcome to the academic programme – Certificate in Spanish Language and Culture (CSLC) being offered by the Indira Gandhi National Open University (IGNOU), one of the largest mega Universities in the world. IGNOU offers educational programmes through open and distance learning (ODL) mode. To pursue this programme we have prepared this ‘Programme Guide’ to provide you with all the relevant information. Read it thoroughly, keep it handy and refer to it as and when you get any doubt about progressing further in this programme.

Certificate in Spanish Language and Culture (CSLC) is quite an innovative programme as it is offered through a blended integrated multi-media package, which includes printed self-learning instructional manual supplemented with audio and video programmes, teleconferencing, interactive radio counseling sessions, with a substantial component of face-to-face contact sessions at the Study Centre. Besides these, the assignments submitted by you will be evaluated and you will receive feedback from the evaluators. There is a 50-50 blend of continuous assessments and term-end examination. Your final grading will be the grand total of the marks secured in the continuous assessment component and the term-end component.

The information presented in this Programme Guide, will help you in organizing and systematizing your study in respect of various components and stages of the programme. It is expected that you will preserve this Programme Guide till you have completed the programme.

With best wishes,

Vikash Kumar Singh

Programme Coordinator

Certificate in Spanish Language and Culture (CLSC).

1.0 ABOUT THE UNIVERSITY

The Indira Gandhi National Open University (IGNOU), the world's largest university, was established by an Act of Parliament in 1985 to advance and disseminate learning and knowledge by a diversity of means, including the use of ICT, to provide opportunities for higher education to a larger segment of the population and to promote the educational well being of the community, to encourage the Open University and the distance education systems in the educational pattern of the country and to coordinate and determine the standards in such system.

IGNOU has contributed significantly to higher education, community education and continual professional development using all possible media and means for this. As a world leader in distance education, it has been conferred the Centre of Excellence Award in Distance Education and the Award of Excellence for Distance Education Materials by the Commonwealth of Learning (COL), Canada.

IGNOU has nearly 3 million students on its rolls and a dense network of 56 Regional Centers and over 3,000 Study Centers across the country to assist students. The University has introduced online admission for students. They can register online, upload the documents required for the admission and pay their fees online and thus enter the IGNOU database smoothly.

IGNOU is the national coordinator for the Study Web of Active Learning by Young Aspiring Minds (SWAYAM) – a project that offers Massive Open Online Courses (MOOCs). IGNOU is preparing to add a large number of MOOCs to the SWAYAM platform and rapidly reach out to rural areas. As part of its new initiative the IGNOU is planning to set up Digital Learning Centers (DLCs) in many rural and semiurban areas to increase IGNOU's reach. IGNOU is also augmenting Gyan Darshan telecast and Gyan Vani broadcast and effectively use them for nationwide academic counselling thus providing quality teaching support across the country surmounting, in this process, all kinds of physical, social and economic barriers.

2.0 ABOUT THE SCHOOL

The School of Foreign Languages (SOFL) is one of the 21 Schools of Studies at IGNOU. The School of Foreign Languages at IGNOU offers innovative, flexible and cost-effective foreign language(s) programmes through Open & Distance Learning (ODL).

These foreign language(s) programmes are offered at Certificate and Diploma level to capacitate the students professionally in today's job market. The Research programmes develop the critical thinking skills of the students and their intellectual & analytical capacities. The School also offers programmes specific to the requirements of organizations like the Indian Air Force.

By offering a world class, need-based education and training in foreign languages and cultures, the School of Foreign Languages intends, on the one hand, to develop students' communicative abilities in their chosen language(s), and on the other, to inculcate cultural understanding and inter-cultural communication in students through the study of language, literature, civilization, and cultures so that the students are trained to enter the global society. The curriculum of these foreign language(s) programmes not only includes language and literature but also integrates cultural studies in its curriculum with the aim to provide not only competency in these languages but also knowledge of their rich cultures. This will broaden students' perception and help them appreciate and be sensitive to societies other than their own.

The study of foreign languages is gaining a lot of importance in academic studies, and the demand is growing continuously. This is primarily because the career prospects immensely increase with the knowledge of a foreign language.

3.0 ABOUT THE PROGRAMME

3.1 Certificate in Spanish Language and Culture (Cslc)

This basic elementary level Spanish programme (A1 level) is intended for students with no prior knowledge of Spanish, especially living in remote areas, who are interested in learning Spanish as a foreign language in a non-native context and desire to receive cultural information on the Hispanic countries.

The curriculum of this programme has been designed in alignment with the “Plan Curricular del Instituto Cervantes (PCIC)” and is based on the principles set by the Common European Framework of Reference for Languages (CEFR) formulated by the Council of Europe. It is expected that those taking part in this programme will achieve the A1 level of communicative competence.

On completing the Proficiency Level, students should be able to acquire the communicative abilities of native speakers of Spanish. In keeping with a simple, easy-to-follow structure which allows students to complete learning units in short periods of study time, this programme is sub-divided into courses which are further broken into blocks and units. Each unit has several self-evaluating communicative exercises that assess performance on material already covered as well as ‘End of Unit Task’ to be corrected by the tutor in which students put all the course content they have learned to use into practice. The self-learning instructional manual has been designed in such a way that the students are encouraged to speak the language the very first moment. Therefore, we expect from the students a high degree of interaction with their classmates as well as with the teacher himself during the contact sessions.

One of the main aims of this programme is to educate students about the culture of Spanish-speaking countries. By incorporating materials from different socio-cultural sources, such as the press, literature, cinema, music and others, the courses provide a realistic reflection of Hispanic culture and society in all their rich variety.

The self-learning instructional manual also contains supplementary materials which allow students to consult and practice specific linguistic items: grammar, vocabulary, phonetics, spelling, etc.

3.2 What are the objectives of the Programme?

General Objectives: The general objective of this programme is that the students acquire language skills (pronunciation, grammar, vocabulary and basic communicative competence, both in oral and written communications) as well as socio-cultural competence (contemporary scene and the background of Spanish-speaking countries) in the target language that will enable them to communicate effectively with the Spanish-speaking world in the activities related to daily life.

Specific Objectives: By the time they have finished the level, students should be able to develop the following skills:

- **listening comprehension** (understanding simple phrases and sentences relating to daily life);

- **oral expression and interaction** (communicate using social simple formulas to perform simple tasks, asking and giving basic personal information, personal experiences, opinions and feelings, facts and events of everyday life);
- **reading comprehension** (understanding short texts -informative descriptive or narrative- and understand main ideas);
- **written expression** (brief, simple texts on familiar, everyday topics, such as postcards, letters, messages and forms, with short, basic sentences, using the most usual connectors to construct sentences for the purposes of writing stories or descriptions); and
- **communication strategies** (maintaining communication, understand basic texts and extract information and extract basic information from oral and written texts, etc.)

3.3 Who is Eligible?

The Certificate in Spanish Language and Culture (CSLC) is meant for young adults, working people, research scholars and everyone above the age of 18 who have successfully completed 10+2 or equivalent with knowledge of English who want to learn Spanish and have no prior knowledge of this language.

3.4 Distribution of Credits

As per University's policy of following the credit system, the CSLC programme is organized into 2 courses of 8 credits each, adding to a total of 16 credits. Each credit amounts to 30 hours of study comprising all learning activities.

To successfully complete the programme, you will have to earn 16 credits. Distribution of credits is as follows:

- Basics of Spanish Language and Culture-I (**BSL-001**): 8 Credits
- Basics of Spanish Language and Culture-II (**BSL-002**): 8 Credits

Each course is further divided into various blocks based on themes and sub-themes.

3.5 Duration of the Programme

Minimum: 06 months

Maximum: 02 years

3.6 Programme Fee

INR 4500/- for full programme

4.0 SCHEME OF STUDY

CSLC is a tightly structured multi-media integrated programme where each course, block and unit is important to successfully complete the programme.

4.1 Course contents: It involves

Basics of Spanish Language and Culture-I (BSL-001): This course features basic Spanish language structures in order to enable the learner to communicate in every-day settings, with elementary vocabulary, themes and issues by means of simple texts, grammatical structures and socio-cultural information related to the Spanish-speaking world. After successfully completing this course, students should be able to achieve A1.1 level of proficiency.

Basics of Spanish Language and Culture-II (BSL-002): The second course consolidates the previous level material and encompasses an expansion of linguistic skills and socio-cultural information of the Hispanic world. Students are advised to begin this course only after completing the first course, i.e. BSL-001. By the end of this course, students are expected to achieve the A1.2 level of communicative competence.

4.2 Contact Sessions

The contact classes are a very important aspect of the programme which will be conducted at designated Study Centers of IGNOU. There will be 20 contact classes organized on weekends spanning over the entire duration of the course. These contact classes would cover all the 32 units of BSL-001 and BSL-002. Each contact class will cover 2 units and the following activities are likely to form part of a contact session: feedback test, review, preview, assignments, homework correction, reinforcement worksheets, language games, speech and pronunciation practice, various other teaching and learning activities and learning strategies, etc.).

During these contact sessions you will be guided by your teacher to learn different foreign language learning strategies. You will also be assessed during these sessions, particularly the listening and speaking skills to facilitate your communicative competence. So don't forget to attend your contact sessions as missing these sessions will hamper your progress. Besides these contact sessions, you will also have the opportunity to attend teleconferencing sessions and interactive radio counseling (IRC) sessions.

4.3 Distribution of Material

The material will be received by you after registration. Subsequently, you will receive information about the induction workshop where you will also be introduced to the Open and Distance Education systems. A detailed discussion on the entire programme will also take place.

5.0 SCHEME OF ASSESSMENT AND EVALUATION

There will be two components of evaluation for CSLC programme:

- 1) Continuous assessment
- 2) Term-End Examination (Theory)

The weightage for each component is 50%.

5.1 Continuous Assessment

Continuous assessment will be done during the study of the course. It will consist of two parts:

- i) Theory Assignment; and

ii) Practical assignment (Viva-voce)

The weightage of continuous assessment for theory assignment will be 20% and 30% for practical assignments of the overall marks in each course. Each course will have one theory assignment (tutor-marked assignment –TMA) and one practical assignment (viva-voce test). In all students will have to do two theory assignment (TMA) and two practical assignments (viva-voce tests).

Theory Assignments

In each course students will be given theory assignments (TMA). They can do it at their home and submit to their counselors. This component will carry 20% weightage. Detailed instructions for these assignments will be provided separately on the IGNOU website (www.ignou.ac.in).

Practical Assignments

In each course students will have to appear in practical assignments (viva-voce tests) on a designated day and time at their study centre. This will be conducted by their counselors. This component will carry 30% weightage.

Pass Percentage

Every student will have to obtain at least 50% marks in each theory assignments and practical assessment separately for successful completion of the programme. If a student fails to secure 50% marks, s/he will have to re-submit the theory assignment or re-appear in practical assignment (viva-voce) as the case may be.

5.2 TERM-END EXAMINATION

Term-End examination for each course will be held in June and December every year. Students can take up examination whenever it is convenient to them. The Term-End examination will have a weightage of 50% in overall assessment scheme. Students will have to obtain 50% marks in each course separately to successfully complete this programme.

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

Scheme of Examination

Examination for all the courses will be held for 3 hours duration each.

Examination Fee

Student will have to pay Rs. 120/- for each course as examination fee.

Examination Date Sheet

Examination Date sheet (Schedule which indicates the date and time of examination for each course) is put on the IGNOU website (www.ignou.ac.in) well in advance.

Examination Centre

Students are required to fill the exam centre code in the online examination form. In case any student wishes to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code.

Examination Form

Filling up of examination form is compulsory for taking term-end examination. Examination forms are accepted online only as per the appended schedule. Visit IGNOU website (<http://exam.ignou.ac.in>) to submit your application.

June, TEE	December, TEE	Late Fee
1 st March to 30 th April	1 st September to 31 st October	NIL
30 th April to 10 th May	1 st November to 10 th November	Rs. 1000/-

Examination fee once paid is not refundable, nor adjustable. For every exam (June/December) a student has to apply afresh.

Issue of Examination Hall Ticket

- No hall ticket shall be dispatched to the examinees/students. Hall Tickets of all examinees are uploaded on the University website (www.ignou.ac.in) 7-10 days before the commencement of the Term-End Examinations.
- Students are advised to take the print out of the Hall Ticket from University website (www.ignou.ac.in) after entering the enrolment number and name of programme of study and report at the examination centre along with the Identity Card issued by the Regional Centre/University. Without valid IGNOU Student ID Card issued by the RC/University, examinees will not be permitted to appear in the examination.
- In case, any student has misplaced the Identify Card issued by the University, it is mandatory to apply for a duplicate Identity Card to the Regional Centre concerned well before the commencement of the examination so as to get a duplicate ID Card well on time/well before examination commences.

Eligibility for Examination

Students are permitted to appear in term-end examination subject to the following conditions:

- Registration for the courses is valid and not time barred.
- Required number of assignments in the courses have been submitted by due date wherever applicable.
- Minimum time to pursue these courses as per the provision of the programme has been completed.
- Examination fee for all the courses the learner is appearing in the examination has been paid.

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

Scheme of Awarding Divisions

As already indicated a student has to obtain minimum 50% marks in each component of the assessment i.e. theory assignment, practical assignment and term-end examination in each course.

Overall scheme of awarding Division is as follows:

Distinction	-	75% and above
I Division	-	60% to 74.9 %
II Division	-	50% to 59.9%
Unsuccessful	-	Below 50%

Specific Instructions for Assignments

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

Enrolment No.: **Programme Title:** DTG

Course Code: **Assignment No.:**

Course Title:

Student's Name:

Address:

Signature with Date:

- Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page response sheet.
- Write the Programme Title, Course Code, Assignment Number and Name of you Study Centre on the left hand corner of the first page of your response sheet.
- **Course Code and Assignment Code may be reproduced from the assignment.**
- Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
- Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- Write the responses in your own hand. Do not print or type the answers.
- Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- Write each assignment separately. All the assignments should not be written in continuity.
- Write the question number and the question with each answer.
- The completed assignment should be submitted to counselor of your respective Study Centre. Under any circumstances do not send the tutor-marked response sheets to the Student Evaluation Division at the Head Quarters for evaluation.
- After submitted the assignment get the acknowledgement from the counselor on the prescribed assignment remittance-cum-acknowledgement card.

6.1 Programme Syllabus: The structure of the self-learning manual is based on national sequencing.

CERTIFICATE PROGRAMME IN SPANISH LANGUAGE & CULTURE (CSLC)

BSL-001: Basics of Spanish Language & Culture-I (8 credits)		BSL-002: Basics of Spanish Language & Culture-II (8 credits)		
Block -1 <i>Hola, ¿qué tal? Hey, how are you doing?</i>	Unit-1	Saludos y presentaciones <i>Greetings and introductions</i>	Unit-17	La ciudad y el barrio <i>City and neighbourhood</i>
	Unit-2	Nacionalidades y profesiones <i>Nationalities and professions</i>	Unit-18	El restaurante y la cafetería: alimentación <i>Restaurant and cafeteria: food</i>
	Unit-3	La escuela <i>At school</i>	Unit-19	Viajes y transportes <i>Travel and transportation</i>
	Unit-4	La oficina <i>At office</i>	Unit-20	En el medico <i>At the doctor's</i>
Block -2 <i>Familia y el entorno Family and home environment</i>	Unit-5	La familia y parentesco <i>Family and kinship</i>	Unit-21	De compras <i>Shopping</i>
	Unit-6	Descripción de personas <i>Description of persons</i>	Unit-22	Planes, gustos y diversiones <i>Plans, tastes and entertainment</i>
	Unit-7	Amigos y compañeros <i>Friends and colleagues</i>	Unit-23	Opiniones: ¿nos ponemos de acuerdo? <i>Opinions: do we agree?</i>
	Unit-8	La casa <i>At house</i>	Unit-24	Sentimientos <i>Feelings</i>
Block -3 <i>Acciones cotidianas Daily routine</i>	Unit-9	La hora <i>Time</i>	Unit-25	Biografías <i>Biographies</i>
	Unit-10	El Clima <i>Weather</i>	Unit-26	Historias y recuerdos <i>Stories and memories</i>
	Unit-11	La vida rutinaria <i>Routine life</i>	Unit-27	Experiencias personales <i>Personal experiences</i>
	Unit-12	El tiempo libre <i>Leisure time</i>	Unit-28	El mundo laboral (hoja de vida, currículo) <i>Job world (resume, curriculum vitae)</i>
Block -4 <i>Mirada sobre el mundo hispano -IA quick glance at the Hispanic World -I</i>	Unit-13	El español en el mundo (geografía lingüística) <i>Spanish in the world (linguistic geography)</i>	Unit-29	Los personajes importantes <i>Important personalities</i>
	Unit-14	Los ritmos <i>Rhythms</i>	Unit-30	El arte <i>Art</i>
	Unit-15	La gastronomía <i>Gastronomy</i>	Unit-31	Un viaje por el mundo hispano <i>A journey through the Hispanic world</i>
	Unit-16	Las fiestas <i>Festivals</i>	Unit-32	Acontecimientos contemporáneos <i>Contemporary events</i>

6.2 The syllabus is based on the linguistic and socio-cultural contents as per the *Instituto Cervantes Curriculum Framework (A1 level)*:

Block	Contenidos comunicativos Communicative contents	Contenidos gramaticales Grammatical contents	Contenidos culturales Cultural contents	Contenidos léxicos Lexical contents
<p>Block-1</p> <p>Hola, ¿qué tal?</p> <p><i>Hey, how are you doing?</i></p>	<ul style="list-style-type: none"> - Saludar y despedirse. - Pedir y dar información personal. - Presentar a alguien y reaccionar al ser presentado. - Pedir y dar información sobre la ocupación: profesión y estudios. <p><i>- To say hello and goodbye.</i></p> <p><i>- To ask and give personal information.</i></p> <p><i>- To introduce someone and react to being introduced.</i></p> <p><i>- To ask for and to give information about occupation: profession and studies.</i></p>	<ul style="list-style-type: none"> - Interrogativos: cómo, dónde, cuándo, quién, de dónde, qué ... - Pronombres personales: yo, tú, usted, él, ella, nosotros/as, vosotros/as, ustedes, ellos/as ... - Presente de indicativo: llamarse, vivir, ser, tener, dedicarse, hacer, hablar. - Presente de indicativo regular. - Pronombre este. - Masculino y femenino: concordancia del artículo. - Interrogativos: cómo, dónde, cuándo, quién, de dónde, qué ... - Personal pronouns: yo, tú, usted, él, ella, nosotros/as, vosotros/as, ustedes, ellos/as ... - Present indicative: llamarse, vivir, ser, tener, dedicarse, hacer, hablar. - Regular present indicative. - Pronoun este. - Gender: concordance of the article. 	<ul style="list-style-type: none"> - Usos de tú y usted. - Formas no verbales de saludo. - Hablar de la edad. - Dar el nombre familiar. - Uso de los apellidos en el mundo hispánico. - Usos de señor, señora, don y doña. - Principales capitales de España e Hispanoamérica. - <i>Uses of tú and usted.</i> - <i>Nonverbal forms of greeting.</i> - <i>Talk about age.</i> - Give the family name. - <i>Use of surnames in the Hispanic world.</i> - <i>Uses of señor, señora, don and doña.</i> - <i>Main capitals of Spain and Latin America.</i> 	<p>Saludos y despedidas, números, datos personales, interrogativos, nombres de países, capitales y nacionalidades, estudios y profesiones, partes y material de una escuela, equipamiento de oficina.</p> <p><i>Greetings and farewells, numbers, personal data, questions, names of countries, capitals and nationalities, studies and professions, parts and materials of a school, office equipment</i></p>
<p>Block-2</p> <p>Familia y el entorno</p> <p><i>Family and home environment</i></p>	<ul style="list-style-type: none"> - Informar y preguntar sobre la familia. - Hablar de la familia. - Hablar del estado civil. - Describir físicamente a personas. - Hablar de parecidos y comparar personas. - Describir el carácter. - Hablar de estados físicos y de ánimo. - Hablar de los amigos y de las actividades con ellos. - <i>To inform and to ask questions about family.</i> - <i>Talking about family.</i> - <i>Talking about marital status.</i> - <i>To describe people physically.</i> - <i>Talking about similarities and compare people.</i> - <i>To describe the character.</i> - <i>Talking about physical states and moods.</i> - <i>Talking about friends and doing activities with them.</i> 	<ul style="list-style-type: none"> - Adjetivos posesivos: mí(s), tu(s), su(s). - Ser y estar (estado civil). - Presente de vivir, estar, llevar. - Presente del verbo parecerse (irregularidad -zc-). - *Ser + adjetivos de carácter. - *Estar + adjetivos de estado físico o anímico. - Comparativos de igualdad, superioridad e inferioridad. - Comparativos irregulares: mejor, peor. Por qué / porque. - <i>Possessive adjectives: mí(s), tu(s), su(s). Ser and estar (marital status).</i> - <i>Present Tense of vivir, estar, llevar. (irregularidad -zc-).</i> - <i>*Ser + adjectives to describe character. * Estar + adjectives to describe physical or mental state.</i> - <i>Comparisons of equality, superiority and inferiority.</i> - <i>Irregular comparisons: mejor, peor. Por qué / porque.</i> 	<ul style="list-style-type: none"> - La familia, las relaciones familiares, el hogar. - Distancia física y contacto entre los amigos. - <i>La familia, las relaciones familiares, el hogar.</i> - <i>Distancia física y contacto entre los amigos.</i> <p><i>Family, family relationships, home. Physical distance and contact between friends.</i></p>	<p>Relaciones de parentesco y estados civiles, adjetivos de descripción física y carácter, actividades de ocio, tipos de familias, relaciones con los amigos, aspecto físico y carácter, estados físicos y de ánimo.</p> <p><i>Family relationships and marital status, adjectives of physical description and character, leisure activities, types of families, relationships with friends, physical appearance and character, physical and emotional states.</i></p>

<p>Block-3 Acciones cotidianas <i>Daily routine</i></p>	<ul style="list-style-type: none"> - Preguntar y decir la hora. - Hablar de horarios. - Hablar de hábitos y su frecuencia. - Pedir y dar opinión sobre hábitos y acciones habituales de otras personas. - Hablar del tiempo meteorológico y su predicción. - Hacer sugerencias. - Expresar la causa. - Felicitar. - Hablar por teléfono. - Preguntar por un número de teléfono. 	<ul style="list-style-type: none"> - Verbos reflexivos referidos a actividades cotidianas. - Uso de preposiciones con valor temporal. - Perfrasis «empezar a + infinitivo», «terminar de + infinitivo». - Presente de indicativo. - Marcadores de frecuencia. - Presente de indicativo: soledad, parecer, creer y pensar. - Se impersonal. Usos. - Pronombres indefinidos: unos, bastantes, algunos, alguien, nadie. - Pronombres personales de objeto indirecto. - «Con + pronombre». - «Ir a + infinitivo» - Presente con valor de futuro. - Marcadores temporales «antes de + infinitivo», «después de + infinitivo». - Interrogativo cuándo. - <i>Reflective verbs referring to everyday activities.</i> - <i>Use prepositions referring to time value.</i> - <i>Periphrasis “empezar a + infinitive”, “terminar de + infinitive”.</i> - <i>Present Tense.</i> - <i>Frequency markers.</i> - <i>Present Tense of the verbs: soledad, parecer, creer y pensar.</i> - <i>Impersonal Se and its uses.</i> - <i>Indefinite pronouns: unos, bastantes, algunos, alguien, nadie.</i> - <i>Indirect object personal pronouns.</i> - <i>“Con + pronoun.”</i> - <i>“Ir a + infinitive”</i> - <i>Present with future value.</i> - <i>Time markers “antes de + infinitive”, “después de + infinitive”.</i> - <i>Interrogative cuándo.</i> 	<ul style="list-style-type: none"> - Horarios de apertura y cierre de los comercios, las oficinas y otros lugares públicos. - Horarios laborales (España / Hispanoamérica). - Climatología en España: diferentes tipos de clima. - Llamar por teléfono: horarios. - Formas de contestar al teléfono en el mundo hispanico. 	<ul style="list-style-type: none"> - Acciones habituales, los meses y las estaciones del año, expresiones de la hora, los meses y las estaciones, marcadores de frecuencia, días de la semana, días laborales/festivos/libre. Nombres de actividades y lugares de ocio y tiempo libre, léxico del tiempo meteorológico, desastres climatológicos, léxico referente al clima, léxico relacionado con el teléfono, móvil.
<ul style="list-style-type: none"> - To ask for and to tell time. - Talking about schedules. - Talking about habits and their frequency. - To ask for and to give feedback on other people's usual habits and actions. - Talking about the weather and its prediction. - Making suggestions. - Expressing the cause. - To congratulate. - Talking on the phone. - To ask for a phone number. 	<ul style="list-style-type: none"> - Opening and closing hours of shops, offices and other public places. - Working hours (Spain / Latin America). - Climatology in Spain: different types of climate. - Calling on phone: timings. - Ways to answer the phone in the Hispanic world. 	<ul style="list-style-type: none"> - Usual actions, months and seasons of the year, time, month and season expressions, frequency markers, days of the week, workdays/holidays/public holidays, leisure activities. Names of activities and places of leisure and free time, lexicon of weather, weather disasters, and lexicon related to climate, lexicon related to telephone, mobile phone. 	<ul style="list-style-type: none"> - Difusión del español. - El español en la Red. - Información sobre las capitales y las ciudades más importantes (demográficamente) de los países de habla española. - <i>Diffusion of Spanish.</i> - <i>Spanish on the Web.</i> - <i>Information about the capitals and the most important cities (demographically) of the Spanish-speaking countries.</i> 	
<p>Block-4 Mirada sobre el mundo hispano-I <i>A quick glance at the Hispanic World -I</i></p>	<p>Informaciones culturales sobre el mundo hispano (geografía lingüística, ritmos, arte, fiestas, etc.)</p> <p><i>Cultural information about the Hispanic world (linguistic geography, rhythms, art, festivals, etc.)</i></p>			

<p>Block-5 En la calle <i>On the street</i></p>	<ul style="list-style-type: none"> - Dirigirse a alguien. - Preguntar por un lugar y dar instrucciones para ir a un lugar. - Agradecer. - Describir ciudades, la vivienda, el barrio. - Ubicar e identificar objetos. - Pedir y dar información sobre el transporte urbano, pedir un taxi. - Llamar al camarero y pedir en un bar/ restaurante. - Preguntar el precio y pagar. - Hablar de pesos y medidas. - Pedir y ofrecer algo para beber / comer. - Dar una receta. - Dar y pedir información sobre los platos. - Hablar sobre la comida. - Hablar sobre costumbres y hábitos en las comidas. - Pedir en una tienda. - Hablar de sensaciones físicas y de dolor. 	<ul style="list-style-type: none"> - Contraste hay / está(n). Uso de artículos (determinados/ indeterminados). - Imperativo afirmativo (usted). - Números ordinales. - Presente de indicativo: seguir y girar. - Imperativo tú / usted. - Presente de indicativo: ir, saber, preferir, querer. - Ser (descripción). - Estar (localización). - Imperativo afirmativo (formas usted, ustedes). - Preposiciones y locuciones de lugar para expresar posición, cercanía, lejanía... - Pronombres indefinidos: algo, nada, cuánto. - Interrogativo cuánto. - Presente de indicativo de querer, preferir, recomendar (e>ie); poder (o>ue). - Presente de indicativo de los verbos irregulares con -g-: poner y traer. - Pronombres demostrativos: este, ese, aquel... - Concordancia cuánto/-a/-os/-as. - Concordancia sustantivo / adjetivo. - Qué exclamativo. Acentuación y entonación. - «Estar + adjetivo» para valorar. - Números ordinales: primero y segundo. - Oraciones impersonales con «se + verbo en 3.ª persona». - Presente de doler, sentirse y encontrarse (irregularidades e>ie, o>ue). - Contrast between hay / está(n). Use of articles (determined/ undetermined). - Ordinal numbers. - Present Tense of the verbs: seguir y girar. - Imperative tú / usted. - Present indicative of the verbs: ir, saber, preferir, querer. - Estar (location). - Affirmative Command (formas usted, ustedes). - Prepositions and locutions of place to express position, closeness, distance... - Indefinite pronouns: algo, nada, cuánto. - Interrogative cuánto. 	<ul style="list-style-type: none"> - La calle y sus elementos. - Compra-alquiler de casas. - Comportamiento social: las visitas. - Las tapas, el aperitivo, el café. - Pagar, invitaciones, precios en barra y mesa, propina. - Productos típicos de España e Hispanoamérica. - Mercados y supermercados: usos y comportamientos. - El restaurante: tipos de restaurantes. - Horarios de comida y cena: la sobremesa. - Ofertas: menú del día, platos típicos/combinados, carta... 	<ul style="list-style-type: none"> - Nombres de vías y lugares urbanos e interurbanos, lugares públicos, partes de la casa, muebles y electrodomésticos, tipos de vivienda, nombres de medios de transporte, adjetivos para valorar medios de transporte, partes de la ciudad. - Vocabulario de bares y cafeterías, las comidas, bebidas y consumiciones, nombres de monedas: España e Hispanoamérica, los números cardinales a partir del 100; productos de alimentación y limpieza, alimentos: frutas y verduras, unidades de peso y medida, platos típicos, utensilios de mesa, ingredientes y platos, adjetivos para describir sabores, partes del cuerpo, sensaciones físicas y anímicas, léxico relacionado con la vida sana y con la medicina: síntomas, remedios, medicamentos y tratamientos. - Names of urban and interurban roads and places, public places, parts of houses, furniture and household appliances, types of housing, means of transport, adjectives for appreciating means of transport, parts of the city. - Vocabulary related bars and cafés, food, beverages and drinks, currency names: Spain and Latin America, the cardinal numbers from 100; food and cleaning products, food: fruits and vegetables, weight and measurement units, typical dishes, tableware, ingredients and body parts, physical and mental sensations, lexicon related to healthy life and medicine: symptoms, remedies, medicines and treatments.
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	<ul style="list-style-type: none"> - To give and ask for information about the dishes. - Talking about habits and eating habits. - To order in a store. - To talk about physical sensations and pain. 	<ul style="list-style-type: none"> - Present Tense of the irregular verbs: querer, preferir, recomendar (e>ie); poder (o>ue). - Present Tense of the irregular verbs with -g- : poner and traer. - Demonstrative pronouns: este, ese, aquel... - Concordance: cuánto/-a/-os/-as. - Noun / adjective concordance. - Exclamation: Qué. Accentuation and intonation. - « Estar + adjective » to appreciate. - Ordinal numbers: primero and segundo. - Impersonal Sentences with "se + verb in 3rd person". - Present Tense of Irregular Verbs: doler, sentirse y encontrarse (irregularidades e>ie, o>ue). 		
<p>Block-6</p> <p>Planes y proyectos</p> <p><i>Plans and Projects</i></p>	<ul style="list-style-type: none"> - Hablar de planes y proyectos. - Expresar condiciones. - Hacer recomendaciones. - Aconsejar y recomendar. - Expresar posibilidad / Formular hipótesis. - Pedir, dar y negar permiso - Expresar prohibición - Saludar en una tienda y pedir un artículo. - Pedir permiso para probarse una prenda. - Identificar y describir objetos. - Descripción de ropa / Hablar de la moda y de formas de vestir. - Expresar necesidad. - Expresar gradación de gustos personales. - Ofrecer y pedir ayuda. - Expresar una cualidad en grado superlativo. - Hablar de gastos. - Hablar de películas y música. - Pedir y dar opinión. - Expresar acuerdo y desacuerdo. - Introducir una idea. - Interrumpir el discurso. - Hablar de sentimientos. - Expresar interés, desinterés e indiferencia ante una información. 	<ul style="list-style-type: none"> - Preposición de para indicar material. - Verbo ser para descripciones. - Perífrasis «poder + infinitivo», «estar + gerundio». - Formación del gerundio. - Pronombres demostrativos. - Pronombres de objeto directo e indirecto. - Colocación del indirecto y el directo. Cambio le>se. - Sintaxis de hacer falta. - Doble negación. - Contraste muy / mucho. Presente de indicativo: gustar, apetecer, preferir, venir, quedar y verse - Gustar: 1.ª y 2.ª personas - Me gusta / no me gusta. - Sintaxis del presente de indicativo de encantar. - Pronombres indefinidos: nada, ninguno, ninguna. - Expresiones temporales de futuro. - Perífrasis «pensar + infinitivo», «ir a + infinitivo», «haber que + infinitivo», «tener que + infinitivo». - Subordinadas condicionales en indicativo: si. - Imperativo afirmativo y negativo, formal e informal. - Sistematización del se impersonal. - Pensar, creer. - Expresiones para ordenar el discurso. - El infinitivo para dar instrucciones. - La preposición para en la expresión de la finalidad. - «Poder + infinitivo», «estar + participio». - «Llevar + gerundio + tiempo». 	<ul style="list-style-type: none"> - Las pequeñas tiendas y establecimientos. Las grandes superficies. - El horario comercial en España. - El entorno laboral. - La vida nocturna: lugares que se frecuentan (teatros, cines...), horarios de encuentro, etcétera. - Turismo: abono transporte, servicio de información, etc. - Distintos tipos de turismo: cultural, rural, etc. - Estrategias para participar en una conversación: interrumpir, tomar la palabra, el silencio, el lenguaje no verbal, la proximidad y la distancia en el mundo hispano. 	<ul style="list-style-type: none"> - Establecimientos comerciales, prendas de vestir, tejidos, vocabulario de la moda; léxico propio de tiendas de ropa, colores, léxico para describir la ropa, adjetivos para describir y valorar ropa, Vocabulario relacionado con la preparación de un viaje, tipos de turismo, léxico para describir un viaje, lugares de interés turístico en una ciudad, expresiones para ordenar el discurso, expresiones de hipótesis, expresiones usadas para mostrar interés y desinterés.-

<p>Block-7</p> <p>Años de la vida: hoy y ayer</p> <p><i>Life: today and yesterday</i></p>	<ul style="list-style-type: none"> - Talking about plans and projects. - Expressing recommendations. - Making recommendations. - To advise and to recommend. - To express possibility / to formulate hypotheses. - Asking, giving and denying permission - Expressing prohibition - To say hello in a store and to order an item. - To ask permission to try on a garment. - To identify and to describe objects. - Description of clothes / Talking about fashion and ways of dressing. - To express need. - To express gradation of personal tastes. - To offer and to ask for help. - To express a quality in a superlative degree. - To talk about expenses. - To talk about movies and music. - To ask and to give your opinion. - To express agreement and disagreement. - To introduce an idea. - Interrupting the speech. - To talk about feelings. - Expressing interest, disinterest and indifference to information. 	<ul style="list-style-type: none"> - Preposition de to indicate material. - Verb ser for descriptions. - Periphrasis "poder + infinitive", "estar + gerund". - Formation of Gerund. - Demonstrative Pronouns. - Direct and indirect object pronouns. - Placement of indirect and direct. le>se change. - Syntax of hacer falta. - Double negation. - Contrast muy / mucho. Present Tense of the Verbs: gustar, apetecer, preferir, venir, quedar y verse - Gustar: 1st and 2nd Person - Me gusta / no me gusta. - Syntax of the present tense of the verb: encantar. - Indefinite pronouns: nada, ninguno, ninguna. Temporary expressions denoting future tense. - Periphrasis "pensar + infinitive", "ir a + infinitive", "haber que + infinitive", "tener que + infinitive". - Conditional subordinate in indicative: si.. - Affirmative and negative command, formal and informal. - Systematization of the impersonal se. - Pensar, creer. - Expressions to put the speech in order. - Infinitive for giving instructions. - Preposition para in expressions indicating purpose. - "Poder + infinitive", "estar + participle". <p>Preterito perfecto: uso y morfología.</p> <ul style="list-style-type: none"> - Formación del participio (regulares e irregulares). - Contraste presente/preterito perfecto. - Ya / todavía no. - Indefinidos irregulares. - Hacer+tiempo+pretérito indefinido. - Contraste pretérito perfecto / pretérito indefinido. - Marcadores temporales del pasado. - «Volver a + infinitivo». - «Cuando + pretérito indefinido, «Después de + infinitivo, pretérito indefinido; «Antes de + infinitivo, pretérito indefinido». 	<ul style="list-style-type: none"> - Small shops and establishments. Large supermarkets. - Business hours in Spain. - Working environment. - Nightlife: most frequented places (theatres, cinemas, etc.), meeting times, etc. - Tourism: transport pass, information service, etc. - Different types of tourism: cultural, rural, etc. - Strategies for engaging in conversation: interrupting, speaking, silence, nonverbal language, proximity and distance in the Hispanic world. 	<p>Commercial establishments, clothing, fabrics, fashion vocabulary; lexicon of clothing shops, colours, lexicon to describe clothes, adjectives to describe and to appreciate clothes. Vocabulary related to planning of a trip, types of tourism, lexicon to describe a trip, places of tourist interest in a city, expressions to put the speech in order, expressions of hypothesis, expressions used to show interest and disinterest.</p>	<p>Block-7</p> <p>Años de la vida: hoy y ayer</p> <p><i>Life: today and yesterday</i></p>	<ul style="list-style-type: none"> - Hablar de acciones habituales en el pasado. - Describir en el pasado: ciudades, personas, viajes y bodas. - Relatar cuentos en pasado. - Escribir una historia en pasado. - Reaccionar ante un relato. 	<ul style="list-style-type: none"> - El entorno laboral. Oferta y demanda de empleo. -Actos sociales en la vida de las personas: bodas, nacimientos, defunciones. 	<p>Vocabulario para narrar experiencias de las vacaciones, vocabulario de actividades en clase, lugares y accidentes geográficos de interés turístico o ambiental, expresiones temporales, vocabulario relacionado con la formación académica el mundo laboral, adjetivos para calificar un trabajo y a un candidato para un trabajo, léxico relacionado con las biografías, expresiones y frases hechas para reaccionar, léxico para nombrar y describir acontecimientos históricos.</p>
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<p>Block-8 Mirada sobre el mundo hispano-II <i>A quick glance at the Hispanic World -II</i></p>	<ul style="list-style-type: none"> - To talk about habitual actions in past tense. - To describe in past tense: cities, people, travel and weddings. - Storytelling in past tense. - Writing a story in past tense.- Reacting to a story. 	<ul style="list-style-type: none"> - Pretérito imperfecto: morfología y uso. - Marcadores temporales del pretérito imperfecto. - Formas irregulares del pretérito imperfecto: ser, ir. - Pretérito imperfecto para describir en el pasado. - Contraste pretérito imperfecto / pretérito indefinido. - <i>Past perfect tense: its use and morphology.</i> - <i>Formation of the participle (regular and irregular).</i> - <i>Contrast present tense/past perfect tense.</i> - Ya / todavía no. - <i>Irregular verbs in past indefinite tense</i> - “Hace + tiempo + pretérito indefinido” - <i>Difference between Past perfect/past indefinite tense.</i> - <i>Time markers in past imperfect tense.</i> - “ Volver a +infinitive.” - Cuando + past indefinite, “ Después de + infinitive, past indefinite tense”, “ Antes de + infinitive, past indefinite tense”. - “ Llevar + gerund + time.” - <i>Past imperfect tense:morphology and its use.</i> - <i>Temporal markers of the past imperfect tense.</i> - <i>Irregular forms of the past imperfect tense: ser, ir.</i> - <i>Past imperfect to describe in the past.</i> - <i>Difference between past imperfect/past indefinite.</i> 	<ul style="list-style-type: none"> - <i>Work environment. Supply and demand of employment. Social acts in people's lives: weddings, births, deaths.</i> 	<ul style="list-style-type: none"> - <i>Vocabulary to narrate holiday experiences, places and geographical features of tourist or environmental interest, temporary expressions, vocabulary related to academic training, job world, adjectives to describe a job and a candidate for a job, vocabulary related to biographies, expressions and idioms to react, vocabulary to name and describe historical events.</i>
<p>Block-8 Mirada sobre el mundo hispano-II <i>A quick glance at the Hispanic World -II</i></p>	<p>Informaciones culturales sobre el mundo hispano (gastronomía, personajes importantes del mundo hispano, viaje por el mundo hispano, acontecimientos contemporáneos, etc.)</p> <p><i>Cultural information about the Hispanic world (gastronomy, important personalities of the Hispanic world, travel around the Hispanic world, contemporary events, etc.).</i></p>	<ul style="list-style-type: none"> - Principales accidentes geográficos del mundo hispano. - Personajes famosos de España e Hispanoamérica. - Narrativa de España e Hispanoamérica. - Principales autores de cuentos. - Pintores importantes del mundo hispano. - Lugares de interés turístico en el mundo hispano. - La historia y la cultura en el mundo hispano: sus protagonistas. - <i>Main geographical features of the Hispanic world.</i> - <i>Famous people from Spain and Latin America.</i> - <i>Narrative of Spain and Latin America.</i> - <i>Main authors of short stories.</i> - <i>Important painters of the Hispanic world.</i> - <i>Places of tourist interest in the Hispanic world.</i> - <i>History and culture in the Hispanic world: its protagonists.</i> 	<ul style="list-style-type: none"> - Principales accidentes geográficos del mundo hispano. - Personajes famosos de España e Hispanoamérica. - Narrativa de España e Hispanoamérica. - Principales autores de cuentos. - Pintores importantes del mundo hispano. - Lugares de interés turístico en el mundo hispano. - La historia y la cultura en el mundo hispano: sus protagonistas. - <i>Main geographical features of the Hispanic world.</i> - <i>Famous people from Spain and Latin America.</i> - <i>Narrative of Spain and Latin America.</i> - <i>Main authors of short stories.</i> - <i>Important painters of the Hispanic world.</i> - <i>Places of tourist interest in the Hispanic world.</i> - <i>History and culture in the Hispanic world: its protagonists.</i> 	<ul style="list-style-type: none"> - Principales accidentes geográficos del mundo hispano. - Personajes famosos de España e Hispanoamérica. - Narrativa de España e Hispanoamérica. - Principales autores de cuentos. - Pintores importantes del mundo hispano. - Lugares de interés turístico en el mundo hispano. - La historia y la cultura en el mundo hispano: sus protagonistas. - <i>Main geographical features of the Hispanic world.</i> - <i>Famous people from Spain and Latin America.</i> - <i>Narrative of Spain and Latin America.</i> - <i>Main authors of short stories.</i> - <i>Important painters of the Hispanic world.</i> - <i>Places of tourist interest in the Hispanic world.</i> - <i>History and culture in the Hispanic world: its protagonists.</i>

7.0 ADDRESS FOR ALL QUERIES

For all administrative matters

Regional Director of the respective IGNOU
Regional Centre

For all academic matters

Vikash Kumar Singh
Programme Coordinator
[CSLC Programme]
School of Foreign Languages
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068, India
Email: vikashsingh@ignou.ac.in
Tel: +91-11-29571638 / 29571640 /
29571631

8.0 SOME USEFUL FORMS

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

- 1) Assignment remittance-cum-acknowledgement form
- 2) Change of Medium of Study / Optional Courses
- 3) Intimation of non-receipt of study material / assignments
- 4) Form for Provisional Certificate
- 5) Requisition for fresh set of Assignments
- 6) Term-end Examination Form
- 7) Form for re-evaluation of Answer Script
- 8) Form for duplicate grade card / marksheet
- 9) Migration certificate form
- 10) Form for Issue of Duplicate Degree / Diploma / Certificate
- 11) Form for improvement in Division / Class
- 12) Form for early declaration of result
- 13) Form for obtaining photocopy of the Answer Script
- 14) Form for use of Official Transcript.
- 15) Form for Change of Address or Correction of Name
- 16) Re-Admission Form

To
The Regional Director

Change of Medium: Rs. 350/- + Rs. 600/- for 4 credit and Rs. 1200/- for 8 credit per course
Change of Courses: Rs. 600/- for 4 credit per course Rs. 1200/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set of course material

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

Enrolment No.:

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

1. Change of Medium: From _____ to _____

2. Change of courses of study as per following details:

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

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

Demand Draft No. _____ Dated _____

Amount Rs. _____ Drawn on _____

Signature:

Name _____

Address: _____

Phone & Email _____

The Regional Director

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

Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

Medium of Study

--

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

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



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

Name and Address :
.....
.....
.....

Signature :
Date :

For Official Use

Date of despatch of study material/assignments to students



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

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

Filled in Application Form should be sent to:

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

Date

.....

Signature

IGNOU

Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

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

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

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

Name and Address

Signature

.....

Date

.....

..... PIN

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

IGNOU

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

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 30 April	NIL	1 Sept. to 31 Oct.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 May to 10 May	₹ 1000/-	1 Nov. to 10 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 150/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

- Examination fee per course is - ₹150/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - Regional Centre under which your examination centre falls
- Demand draft to be made in favour of - IGNOU and payable at the city where submitting the exam form

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

Date _____ (Signature of the student)

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

Phone No. (O) _____

(with STD code)

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

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

Centre Code _____

Date _____

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



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name :

Programme :

Enrolment No.

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

Address:

.....

.....

PIN :

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

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 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

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

Address

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No.

Dated

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

.....
Signature

Dated

Note : Fee for duplicate grade card Rs.200/-. 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

IGNOU



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

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

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

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

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

<p>Draft Details</p> <p>Amount Rs. _____ D.D. No. _____ Date _____</p> <p>Bank Name _____ Place of Issue _____</p>
--

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068
FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE

Note: For Instructions, please see reverse.

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

Sir,

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

The prescribed fee of Rs. 750.00 is submitted herewith.

The required particulars are given below:

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

(in Hindi) : _____

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

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

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

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

Yours faithfully,

Signature of the Student

Postal Address _____

Date: _____

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

Signature of Regional Director
With Stamp

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

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

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

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

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

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

Deponent

Signature _____
Address _____

Verification

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

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

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

Total marks/Overall point grade obtained Percentage obtained

.....

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

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

	COURSE CODE	COURSE CODE
--	--------------------	--------------------

1. _____ 4. _____

2. _____ 5. _____

3. _____

6. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 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.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



**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).

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

1st September to 15th October for December Term- end Exam.

1. Name

2. Programme:

Enrolment No:

3. Address:.....
.....

Pin Code

4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

a) Term-end examination: June/December.....

b) Exam Centre Code:

c) Exam Centre Address:

d) Course(s):

5. Fee details:

(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)

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

Demand Draft No.: Date:

Issuing Bank:

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

UNDERTAKING

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

Date:

Signature

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :

2. Programme: Enrolment No:

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3. Address:

.....

..... Pin

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4. Purpose for which:

transcript is required

5. **Fee detail:**
 Fee for the official transcript:-
 Rs. 200/- per transcript, if to be sent to the student/institute in India.
 Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
 (The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....
 Required

Demand Draft No.: Date:

Issuing Bank:

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

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

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

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

Note: The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR CHANGE OF ADDRESS/CORRECTION OF NAME

Date: _____

To
Registrar, SRD
IGNOU
Maidan Garhi
New Delhi-110068

<i>Please tick the appropriate box:</i>	
Change/Correction of Address	<input type="checkbox"/>
Correction of Name	<input type="checkbox"/>

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. Programme

.....

Name (in caps)

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

.....
.....
.....
City	City
Pin	Pin
State	State

2. CORRECTION OF NAME

(For correction in the spelling of name please attach an attested photocopy of 10th class Certificate)

Name as recorded (IN CAPITAL LETTERS)

Correct Name (IN CAPITAL LETTERS)

Signature of Student
Phone/Mobile Number

For Office Use

Control Number Lot No. Date

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 >).**

LIST OF REGIONAL CENTRES (RCs) OF IGNOU

S.NO	RCCODE	RCNAME	ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 25162660381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTITUT OF TECHNOLOGY SARKHEJ- GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370, 02717-25645802717- 241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZWAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAI BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 23116920389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 27013650571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)
5	13	BANGALORE	REGIONAL DIRECTOR (I/ C) IGNOU REGIONAL CENTRE SSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080- 26654747 / 26657376080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)

6	82	BHAGALPUR	REGIONAL DIRECTORIGNOU REGIONAL CENTREBHAGALPUR	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	REGIONAL DIRECTORIGNOU REGIONAL CENTRESANCHI COMPLEX, 3RD FLOOROPP. BOARD OF SECONDARY EDN.SHIVAJI NAGARBHOPAL - 462 016MADHYA PRADESH0755- 2578455 / 25784520755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR)
8	21	BHUBANESHWAR	REGIONAL DIRECTORIGNOU REGIONAL CENTREC - 1, INSTITUTIONAL AREABHUBANESHWAR - 751 013ORISSA0674-2301348 / 23012500674-2301352, 0674- 23714570674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	06	CHANDIGARH	REGIONAL DIRECTORIGNOU REGIONAL CENTRESCO 208SECTOR 14PANCHKULA - 134 109HAYRANA0172-2590208,0172- 2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	25	CHENNAI	REGIONAL DIRECTORIGNOU REGIONAL CENTREC.I.T. CAMPUSTARAMANICHENNAI- 600 113, TAMILNADU044- 22541919 / 22542727044-22542121, 044-24729779044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)

11	14	COCHIN	REGIONAL DIRECTOR REGIONAL CENTRE KALOORCOCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 23308910484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
12	46	DARBHANGA	REGIONAL DIRECTOR REGIONAL CENTRE RELALIT NARAYAN MITHLA UNIV. CMPSK AMESHWARA NAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833, 06272-2513180 6272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)
13	31	DEHRADUN	REGIONAL DIRECTOR REGIONAL CENTRE NANOOR KHERA, TAPOVANRAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 27891800135-2789205, 0135-26653170135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
14	07	DELHI 1	REGIONAL DIRECTOR REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082 / 26990083011-26058354, 011-26990084 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)
15	29	DELHI 2	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376 / 23392377, 011-26493257011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR)

16	38	DELHI 3	REGIONAL DIRECTOR (I/C)IGNOU REGIONAL CENTREF-634-636 PALAM EXTENSIONRAM PHAL CHOWK(NEAR SECTOR 7) DWARKANEW DELHI - 110 045, DELHI011-25088939 / 25088944011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM)
17	24	GANGTOK	REGIONAL DIRECTORIGNOU REGIONAL CENTREGAIRIGAON TADONGPO SHUMBUK HOUSEGANKTOK - 737 102, SIKKIM0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	04	GUWAHATI	REGIONAL DIRECTORIGNOU REGIONAL CENTREHOUSE NO 71, GMC ROADCHRISTIAN BASTIGUWAHATI, ASSAM0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)
19	01	HYDERABAD	REGIONAL DIRECTORIGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.)HYDERABAD - 500 033ANDHRA PRADESH040-23117550-53040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	52	IAEP- CHANDI-MANDIR	REGIONAL DIRECTORIGNOU ARMY RECOG. REG. CENTRECOL. EDUCATIONHQ WESTERN COMMANDC/O 56 APOCHANDIMANDIR - 908 543HARYANA0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	REGIONAL DIRECTORIGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCHC/O 56 APO 908546JAIPUR, RAJASTHAN0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND

22	51	IAEP - KOLKATA	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP-LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ. CENTRAL COMMAND-GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968 (CIVIL); 2670 (MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
24	54	IAEP - PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ SOUTHERN COMMAND C/O 56 APO - 908 795020-26616592 (CIVIL); 3019 (MIL) 020-26102669, 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
25	55	IAEP-UDHAMPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545C/O 56 APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486, 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
26	81	IAEP-SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA
27	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)

28	74	INEP - KOCHI	REGIONAL DIRECTORIGNOU NAVY RECOG. REG. CENTRENAVAL BASEHQ SOUTHERN NAVAL COMMANDKOCHI - 682 004KERALA0484-2667434, 0484- 2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	72	INEP - MUMBAI	REGIONAL DIRECTORIGNOU NAVY RECOG. REG. CENTREHQ. WESTERN NAVAL COMMANDSHAHID BHAGAT SINGH MARGMUMBAI - 400 023MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
30	71	INEP - NEW DELHI	REGIONAL DIRECTOR (I/C)IGNOU NAVY RECOG. REG. CENTREDIRECTORATE OF NAVAL EDUCATIONINTEGRATED HQS. MINISTRY OF DEFENCEWEST BLOCK.5,IIND FLR, WING-IIRK PURAM, NEW DELHI – 110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	73	INEP - VISAKH- APATNAM	REGIONAL DIRECTORIGNOU NAVY RECOG. REG. CENTREHQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.ininepv@hotmail.com	HQ EASTERN NAVAL COMMAND
32	03	ITANAGAR	REGIONAL DIRECTORIGNOU REGIONAL CENTRE'HORNHILL COMPLEX''C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUNITANAGAR-791 110 ARUNACHAL PRADESH 0360-2247536 / 22475380360- 2247535, 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
33	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE2ND FLOOR, RAJSHEKHAR BHAVANRANI DURGAVATI VISHVAVIDYALAYACAMPUS, PACHPEDHIJABALPUR - 482 001MADHYA PRADESH0761- 2600411 / 26004410761- 2609919rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)

34	23	JAIPUR	REGIONAL DIRECTORIGNOU REGIONAL CENTRE70/79, SECTOR - 7PATEL MARGMANSAROVARJAIPUR - 302 020RAJASTHAN0141-2785763 / 27857500141-2274292, 0141- 27857630141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI)
35	12	JAMMU	REGIONAL DIRECTORIGNOU REGIONAL CENTRESPMR COLLEGE OF COMMERCEAUROBINDO BLOCK 1ST FLOORCANAL ROADJAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 25465290191- 2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
36	37	JORHAT	REGINOAL DIRECTORIGNOU REGIONAL CENTREJORHATASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	REGIONAL DIRECTORIGNOU REGIONAL CENTRE06 SUBHASH MARG SUBHASH COLONYNEAR HOME GUARD OFFICEKARNAL - 132 001 HARYANA0184-2271514 / 22600750184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
38	22	KHANNA	REGIONAL DIRECTORIGNOU REGIONAL CENTREI.T.I. BUILDINGBULEPUR(DISTRICT LUDHIANA)KHANNA - 141 401 PUNJAB01628-229993 / 23736101628-238632,01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROPUR, FARIDKOT, MOGA)

39	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR. SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 22601670370-2241968, 0370- 2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
40	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCKS SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323033- 23592719 / 23589323 (RCL) 033-24739393, 033-23347576 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)
41	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 25153506852- 251535, 06852-252503 rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - HALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 / 27451140522- 2326793, 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, KANPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)
43	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 remadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)

44	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081022-25633159 / 25635540022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REGYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 0330712- 2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
46	39	NOIDA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REC-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 24050140120- 2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
47	08	PANAJI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS SALTO PORVORIM PORVORIM - 403 521, GOA 0832-2462315, 0832- 2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
48	05	PATNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMA UN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

50	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
51	50	RAGHUNATH GANJ	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARINEAR DENA BANK FULTALARAGHUNATHGANJ DT.MURSHIDABADWEST BENGAL-742 22503483-271555 / 27166603483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR-492007 CHHATTISGARH 0771-2428285 / 40565080771- 2445839, 0771-25835780771- 2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
53	42	RAJKOT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-25729880281- 25614490281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 22446770651-2244677, 0651- 2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR)

55	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 25212710364- 2521271, 0364-22522520364-2521271 rckillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
56	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINISHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 26246130177- 2624612,0177-26201250177-2624611 rckshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
57	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C.BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 68180353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSERAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 23112580194-2311258, 0194- 24215060194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM - 695 017 0471-2590300 / 2590600 0471-2590700 rcrtrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
60	48	VARANASI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REGANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 23686220522- 2364893, 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)

61	83	VATAKARA	IGNOU REGIONAL CENTRE VATAKARA KERALA	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAGOD WAYANAND)
62	33	VIJAYAWADA	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.P.V.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYAWADA 520 001 ANDHRA PRADESH 0866-2565253 / 25659590866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)

IGNOU

IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website www.ignou.ac.in. Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

I. IGNOU REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH)

1	Dr. Bini Toms, RSD, Chairperson RSDCASH	29572407/2505	isdcash@ignou.ac.in
2	Dr. G. Mythili, Dy. Director, STRIDE	29572604	gmythili@ignou.ac.in
3	Ms. Azra Arshad, Maintenance, Engineer EMPC	29573261 29532164	aarshad@ignou.ac.in
4	Ms. Neeru Sayal, EA, RSD	29572417	neerusayal15@gmail.com
5	Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)		

II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

1	Prof. Uma Medury, Professor, SOSS, Chairperson ICASH	29572741	cash@ignou.ac.in
2	Dr. Gurmeet Kaur, Associate Professor, SOL	29572984	gurmeetkaur@ignou.ac.in
3	Dr. Neera Singh, Associate Professor, SOH	29572790	neerasingh@ignou.ac.in
4	Dr. Rakhi Sharma, Associate Professor, SOET	29572923	rakhisharma@ignou.ac.in
5	Ms. Renu Katyal, AR, SOA	29572977	renu@ignou.ac.in
6	Mr. P.T. Raveendran, AR, F & A	29571211	ptraveendran@ignou.ac.in
7	Ms. Rashmi Sarpal, PS, SOSS	29572702	rashmisarpal@ignou.ac.in
8	Ms. Parineeta, Assistant, SOTHSM	29571751/1758	parinita@ignou.ac.in
9	Dr. Taisha Abraham- Associate Professor Department of English, Jesus & Mary College		
10	Ms. Naina Kapoor, Director, Sakshi, NGO		
11	Ms. Swati Pal-Ph. D. in Chemistry		

III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

1	Prof. Anju Sehgal Gupta, Professor, SOH Chairperson ACASH	29532054	asgupta@ignou.ac.in
2	Ms. Kailash Saluja, AR, PMDD	29572006/2030	kailashsaluja@ignou.ac.in
3	Ms. Gazala Parveen, Prod. Asst. EMPC	29573366	ghazala.syed.mail@gmail.com
4	Prof. Jyantika Dutta, Lady Irwin College		

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

For Complaints please write to:

Address at IGNOU (Hqrs.):

Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068

Email: rsdcash@ignou.ac.in

OR

Address at your Regional Centre:

Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).

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 School0	<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