

PROGRAMME GUIDE

Diploma in Apparel Merchandising (Applied)

DAPMERA



**School of Continuing Education Indira
Gandhi National Open University
New Delhi**

Please keep this Programme Guide safely till you complete the Programme of Study. You will need to consult it throughout the duration of the Programme.

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MATERIAL PRODUCTION

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Further information about the SOCE and Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at www.ignou.ac.in.

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IMPORTANT INFORMATION

The candidates are required to opt only for such a Study Centre as is activated for the programme.

As far as possible, the University will allot the Study Centre opted by the candidate. However, the University may change the Study Centre at its convenience without concurrence of the student at any time.

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

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

Dear Learner,

We welcome you to our academic programme, Diploma in Apparel Designing (Applied)

Following your enrolment in this programme, you have become a student of Indira Gandhi National Open University, which offers educational programmes through the Open and Distance Learning (ODL) mode. It is quite likely that this is going to be your first experience as a distance learner. Unlike other educational institutions where teaching and learning take place in face-to-face manner, IGNOU adopts a multi-media approach to facilitate teaching-learning. You will find that the printed self-learning material is the primary medium. It is supplemented with audio and video programmes. You will also benefit from the counselling sessions organised at the programme study centre. Besides the assignments you submit, you will be evaluated by the Academic Counsellors at the Study Centre, which would form a mode through which you would be interacting with each other. Your practicals and internship would be a medium of interaction.

Through the Diploma in Apparel Merchandising (Applied), an attempt is being made to develop a focused learning programme which will impart relevant combination of knowledge and skills, based on the current apparel industry (export and retail) needs. This programme is expected to prepare students and professional with specific knowledge so they can enhance their career in the growing area of apparel exports and retail merchandising and effectively deal with technical needs of the industry. The Indian apparel industry is emerging as one of the fastest growing industry not in terms of volume but also in term of technology advancements. With the aim of competing globally, there are various improvement programmes for their employees. Apparel Merchandising is one of the most important areas that move the current fashion from showroom to export and from export to direct their ultimate consumers through retail outlets. This programme gives complete knowledge about the mode and median of fashion to export till their ultimate consumers.

You may be new to the distance education mode of learning and to this programme of study. This Programme Guide is an attempt to address your doubts and queries that may arise at the different stages of learning. It provides you with the important information about the programme *viz.*, its salient features, structure, mode of delivery, counselling sessions, assignments, etc. The information provided in this booklet will help you to organise and systematise your study related to the various components of the programme. This will further facilitate your active participation in the counselling sessions and help you to submit assignments on time. It is expected that you will preserve this handbook to help you clarify your doubts during the programme.

With best wishes,

Programme Coordinators of DAPMERA

IGNOU

1. INTRODUCTION TO THE UNIVERSITY

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

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

- relaxed entry rules;
- study according to the student's own pace and convenience;
- study at the student's own place;
- flexibility in choosing a combination of courses from a wide range of disciplines and
- use of modern educational and communication technology including radio, TV audio and video tapes and satellite in imparting education.
- These unique features promote an openness as regards the educational system, making this an 'Open University.'

The University functions with the objectives of:

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

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

2. INTRODUCTION TO THE PROGRAMME

This Diploma Programme in Apparel Merchandising (Applied) is launched in collaboration with National Skill Development Corporation (NSDC) which gives you in-depth theoretical as well as practical knowledge related to the Apparel Industry and Apparel Merchandising process. This program will provide relevant knowledge and skill to the field of apparel merchandising such skills required for merchandising, fundamentals of textiles, sourcing and buying, merchandising, planning and management.

Apparel merchandising is a process of taking orders from buyer to shipment through proper follow-up. The person who is dealing with this process is known merchandiser. The merchandiser play important role and must have knowledge and skills to identify and understand the requirement of their buyers and provide their desired material and services to them. This process makes a bridge between the customer and the manufacturing industry. The apparel merchandising has various supply chain to construct the idea into the merchandise. The merchandiser should keep S/his eye on these supply chain for the raw material, quality and quantity of material which required the skill of planning, controlling, managerial and execution.

This programme aims to constructively provide detailed knowledge about the apparel industry information to the learners as it is in very high demand due to the new fashion trends. The apparel merchandising industries have various opportunities for the young generation as their career objectives to utilize their skills. The Internship and Practical will be provided by NSDC to the Learners, for which a monthly stipend will be paid as well. The programme attempts to integrate knowledge and skills in the field of merchandising. Following are the programme objectives:

- To create a professional programme for the youth so that their talents can be promoted for one of the fastest growing industry;
- To develop human resources for apparel industry;
- To provide conceptual and practical training to aspiring merchandisers;
- To supplement with professional education and training for merchandisers who are employed;
- To provide income generating opportunities to the people, especially women who wish to work as merchandisers from home leading to entrepreneurship;
- To create an option for people who aspire to switch their career towards the apparel industry

Social Relevance of the Programme

Apparel merchandising is related to the clothing or fashion which is one of the most important basic needs of life. Today's clothing is not just a need of human life, but that represent the personality of the person and it gives the identity to the person. The apparel industry plays important role in society in terms of fashion and economy. The economic and social drivers of apparel industry placing global demands and opportunities for the apparel merchandise. It is throwing immense opportunities especially in tier I and tier II cities. This industry also provides an opportunity to the woman who wants to work as entrepreneur.

Eligibility: Those who have cleared 10+2 examination from any disciplinary stream and who are the target group of learners. Whether learners are preparing to enter this profession, preparing for their advancement within the apparel industry, preparing to start their own entrepreneurial venture, preparing for certification as a professional or it is the youth who want to build their skills and

utilize their creativity in the apparel and fashion field, this Diploma Programme will provide comprehensive knowledge of the competencies

Medium of Instruction: English

Duration: The minimum duration of the Programme is 1 year but you are allowed to take up to four years to complete the programme, as per your convenience.

Fee Structure: The NSDC Programme fee is Rs. 8000/- which will be charged by National Skill Development Corporation and Rs. 4000/- (plus Registration Fee as applicable) which will be charged by IGNOU. The total fee paid by a learner will be Rs. 12000/- for full programme. It is to be paid in one installment at the time of admission. If you pay the tuition fees once, you continue to be on our rolls, even if you take more than 1 year to complete the Diploma. However, the fee is valid up to 3 years from the date of admission. It is valid only for the Diploma in Apparel Merchandising – Applied Programme. Fees once paid will be refunded within 90 days of the registration, if a learners wants to back out.

3. PROGRAMME STRUCTURE

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

Course Code	Title of the Course	Credits
BHC-005	Basics of Apparel Industry and Entrepreneurship	8
BHC-006	Fashion, Textiles, Product Development and Merchandising	8
BHC-007	Management of Merchandising Function and Apparel Manufacturing	8
NSDC Based Skill Components		
BHCL-010	Practical	4
BHCT-010	Internship	12
Total Credits		40

NSDC Based Skill Components:

Both the Internship and Practical components of the Diploma Programme will be handled by National Skill development Corporation (NSDC). Following centres will be provided by NSDC for your Internship. Learners have to make own arrangements to identify their centres and complete the required credits.

This Diploma Programme is worth 40 credits and comprises Three Theory Courses, One practical work and one Internship. In IGNOU terminology, one credit is equivalent to 30 hours of the learner's study time. So an 8 credit Course should take you 240 study hours to complete. This includes the time taken for you to understand the print material, view and listen to the related video and audio cassettes, attend counselling sessions and complete the practical work related to the Course. Thus the entire Programme is worth $240 \times 3 = 720$ hours of your theory study time. You have to give 240 hours to complete Practicals and Internship in the apparel industry as well. Of course, you must bear in mind that this is an average estimate.

4. MODE OF EDUCATION

The Programme uses the print material, as well as audios and videos and counseling sessions as the media for instruction.

Print Material

Properly planned self-instructional print material is the mainstay of this Diploma. As a student of the Diploma Programme, the print material you would receive would be in the form of 5 printed booklets (3 for Theory, 2 for Practical and Internship each). The Theory Courses consist of 3 Blocks. The Blocks themselves consist of 3-5 Units each. The Units of each Block have a certain thematic unity and are arranged in a logical sequence.

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

The 'Introduction' tells you what to expect in the Unit and includes its objectives. This gives you an idea of what you should aim to achieve while studying the Unit. This is followed by the main body of the Unit which is divided into various sections and sub-sections. The 'Let Us Sum Up' section towards the end summarizes the information contained in the Unit, while the 'Keywords' provides a list of difficult words, phrases or terms and their meaning, in the context of the chapter. Interspersed throughout the Unit are 'Check Your Progress' exercises and 'Intext activities.' The Check Your Progress exercises will enable you to do a self-assessment on your own understanding of the section you learnt. Answers to these exercises are given at the end of each Unit. You will also come across Intext Activities which aim to reinforce your understanding of a particular area by engaging you in an activity based question. Sometimes, hints are given for enabling you to answer. These exercises are for you to work through as you go through the Unit.

THE SCHOOL OF CONTINUING EDUCATION

The IGNOU Act emphasizes the need for preparing and offering such courses and programmes that would provide access to higher education for a larger segment of the population and in particular disadvantaged groups such as those living in remote and rural areas including those people who wish to upgrade and acquire knowledge in vocational and professional spheres. In order to face this emerging challenge, the University had established the School of Continuing Education (SOCE). SOCE initially developed and launched some programmes related to Rural Development and Women's Education. However, in the process of its growth, the School identified new important areas of concern and addressed them through a number of programmes. SOCE currently houses the following four disciplines:

1. Child Development
2. Nutritional Sciences
3. Rural Development
4. Home Science

Discipline of Home Science

Under the Discipline of Home Science falls one of the sub-disciplines – Fabric and Apparel Sciences. This sub-discipline contextualizes the learning of the fashion, textiles, and apparel designing. Fashion and Apparel Sciences focus on various aspects like fashion design, management of the apparel industry; merchandising; retailing; fashion marketing; consumer behavior; socio-psychology of fashion. The Diploma in Apparel Merchandising (Applied), falls under of this sub-discipline of Home Science.

Advantages of pursuing Diploma in Apparel Merchandising (Applied)

Gaining importance as a futuristic field, this programme of study –Diploma in Apparel Merchandising (Applied) provides a unique opportunity for those who want to pursue Apparel Merchandising as a profession in apparel industry. Whether learners are preparing to enter this profession, preparing for advancement within it, preparing to start their own entrepreneurial venture or people who already engaged in the apparel industry, this Diploma programme will provide a comprehensive knowledge of the competencies required for a merchandiser or entrepreneur. As a fast growing fashion industry this combines creativity, knowledge and experience to serve the industry. Hence there is a need for more focused learning to bridge the gap between the growing need for trained professionals and their availability.

5. INSTRUCTION SYSTEM

The methodology of instruction in this University is different from that in the conventional universities. The Open University System is more learner-oriented, and the student is an active participant in the teaching-learning process.

The University follows a multi-media approach for instruction. It comprises:

- Self-instructional print material,
- Audio and video-cassettes/CDs/DVDs,
- Face-to-face counselling at Study Centres by academic counsellors,
- Assignments,
- Practicals.

Print Material

Print material is the primary form of instructional material, although there will be a few audio-video programmes and counselling sessions. Therefore, you have to concentrate mainly on the printed materials that we send you. The printed material would be sufficient to write assignment responses and prepare for the term end examinations.

How to use Print Material

The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks, generally 4 or 5 Blocks for a 4 to 8 credit course.

Each Block consists of a number of Units (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured to facilitate self study for you. The section on *Objectives* briefly states what we expect you to attain when you have completed the Unit. In *Introduction*, there is an attempt to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections. In the main body there are a few self-check exercises under the caption *Check Your Progress Exercises*. Enough space is given for you to write your answers to the questions set in the self-check exercises. Answers to these exercises are given in the section *Check Your Progress – Possible Answers* at the end of the Unit.

The section *Let Us Sum Up* summarizes what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section *Keywords*. Some books for additional reading are suggested in the section *References and Suggested Readings*. For your reference purpose some of these books may be available in the study centre. Going through the same, though recommended, is not essential.

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units, mark the words that you do not fully understand. Look for the meaning of such words under the section *Keywords* or in a dictionary. Read the Unit again and again until you have understood the point. You may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your Academic Counsellor during the face-to-face sessions at the Study Centre/Programme Study Centre for clarification.

Try to answer *Check Your Progress Exercises* questions. These exercises will help you to reinforce the information/knowledge you gain through your first reading of the text. Proper comprehension of the units and the points/notes made by you while reading the Units would help you in answering the Check Your Progress Exercises given in the Units. Once you have written the answer in the blank space provided for each question, you can compare your answer with the answers given in the section *Check Your Progress – Possible Answers*.

Note: *Check Your Progress Exercises are for your practice only and you should not submit answers to these questions to the University for assessment.*

Audio-Video Material

While the print material is, by and large, complete in itself, some concepts and their applications have been explained through the audio and video programmes as well, to facilitate better comprehension and understanding. The experience of learning through different media is interesting and useful as well. Thus the audio and video programmes will be of great benefit to you as supplements to the print material. If you make use of the audio and video components along with the print material, you will be able to understand the subject matter better, prepare for practical work and apply the concepts explained through the print material more effectively in the day-to-day situations.

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

Academic Counselling

The purpose of Academic Counselling is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. Face-to-face contact between the learners and their tutors/counsellors at the Study Centre is an important activity. It is also intended to provide you an opportunity to meet fellow students. There are experienced Academic Counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. *The counselling sessions for theory are not compulsory*. However, they may be very useful in certain respects such as: to share your views on the subject with teachers and fellow participants, comprehend some of the

complex ideas or difficult issues, get clarifications for many doubts which you would not otherwise try to raise, and consult academic counsellors for selecting courses of study.

Face-to-face counselling will be provided to you at the study centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal) which you face while studying for this programme. In these sessions you must look into the subject based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video cassettes that are available at that time will be played in the counselling sessions.

Before you go to attend the counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. Also try to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

Counselling Sessions

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

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

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

Attending the counselling sessions will prove to be of tremendous help to you. We strongly recommend that you attend as many counselling sessions as you can. However, attending counseling sessions is optional. You can complete the Diploma Programme without attending any counselling session.

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

Some Useful Studying Tips

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

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

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

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

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

6. COURSEWISE DETAILS

Brief descriptions of the Courses along with their objectives are given in an outline form in this Section. The outline mentions the Course, Block and Unit titles of this Diploma Programme.

As you know, the Diploma Programme comprises of five Courses (Three Theories, one Practical and one Internship). A brief description of the five Courses is explained as follows.

BHC-005 BASICS OF APPAREL INDUSTRY & ENTREPRENEURSHIP

This is the first Course of Diploma in Apparel Merchandising. It presents the importance of Apparel Merchandising as an emerging profession and the advantages of the Apparel industry. For a concrete understanding of Apparel industry, you have the idea about the national and international overview of apparel industry and retail. The Course further explains the role and skills required by merchandisers to establish and run the business in a successful manner. It also provides the learners with insights on how to establish and run the Apparel industry.

- Block 1 Introduction to Apparel Industry**
Unit 1 Overview of Apparel Industry I
Unit 2 Overview of Apparel Industry II
Unit 3 Organizational set up of Garment Manufacturing Unit

- Block 2 Apparel Retail: India and Global**
Unit 4 Apparel Retail Industry in India
Unit 5 E-Commerce in Apparel Industry
Unit 6 Introduction to Global Apparel Market
Unit 7 Concept of FDI: an Introduction

- Block 3 Business Development Conceptual Framework**
Unit 8 Market Segmentation, Positioning and Targeting
Unit 9 Accessing Global Market
Unit 10 Business Portfolio
Unit 11 Brand Management

- Block 4 Role and Requirement of a Merchandiser**
Unit 12 Skill Set for Merchandising
Unit 13 Communication Skills
Unit 14-19 Basics of Computers

- Block 5 Apparel Entrepreneurship Development**
Unit 20 Entrepreneurship and Entrepreneurial Skill
Unit 21 Identification and Selection of Business Opportunities¹⁸
Unit 22 Business Plan Preparation and Analysis
Unit 23 New Enterprise Creation and Management

BHC-006 FASHION, TEXTILES, PRODUCT DEVELOPMENT AND MERCHANDISING

This Course will be focus on the fashion and consumer behavior, fundamentals of textiles and textile Processing, Apparel production and process of merchandising. It will help you to develop understanding about the fashion and textiles which is the most important for the apparel industry. It discusses principles and elements of design, construction techniques of textile material, textiles processing for creating an effective learning about the fashion and materials.

Block 1 Introduction to Fashion and Consumer Behavior

- Unit 1 Elements and Principles of Design
Unit 2 Understanding Silhouettes
Unit 3 Fashion: An Overview
Unit 4 Fashion Accessories and Their Importance

Block 2 Fundamentals of Textiles

- Unit 5 Cellulosic and Protein Fiber
Unit 6 Synthetic Fiber
Unit 7 Fiber to Yarn

- Unit 8 Fabric Construction Techniques: Weaving
- Unit 9 Fabric Construction Techniques: Nonwovens and Felts
- Unit 10 Knitted Apparel Technology
- Unit 11 Fabric Properties and its End Use

Block 3 Textiles Processing

- Unit 12 Textile Finishes
- Unit 13 Dyeing of Fabric
- Unit 14 Printing of Fabrics
- Unit 15 Environmental Issues in Textile Industry

Block 4 Apparel Production Line and Product Development

- Unit 16 Apparel Line Development
- Unit 17 Fashion Trimmings
- Unit 18 Product Development
- Unit 19 Organization of a Line

Block 5 Merchandising Planning and Management

- Unit 20 Introduction to Product Merchandising
- Unit 21 Merchandiser's Interface with other Department
- Unit 22 Merchandise Planning
- Unit 24 Line Presentation
- Unit 23 Visual Merchandising
- Unit 24 Store Layout Design and Store Security

BHC-007 Management of Merchandising Function and Apparel Manufacturing

This course will be focuses on merchandising management and apparel manufacturing, as a sourcing and buying of raw materials, international trade and finance, apparel merchandising, apparel quality control and apparel costing. Apparel merchandising acts as an interface between merchandising management and apparel production. This course aims to equip learners with technical skills utilized in the apparel industry.

Block 1 Sourcing and Buying

- Unit 1 Sourcing for Apparel
- Unit 2 Major Apparel Sourcing Centers
- Unit 3 Sourcing Organization and Vendor Management
- Unit 4 Role of Buyer and a Buying house
- Unit 5 Strategic Sourcing Process for Apparel

Block 2 International Trades and Finance

- Unit 6 Basics of International Trading
- Unit 7 Export Financing and Insurance
- Unit 8 Documentation and Procedures for Textiles Exports
- Unit 9 Payment Receiving Procedures

- Unit 10 Government Aid to Apparel Exports
- Block 3 Apparel Manufacturing**
- Unit 11 Introduction to Pattern Making
- Unit 12 Components of Garment
- Unit 13 Introduction to Apparel Manufacturing
- Unit 14 Seams and Stitches
- Unit 15 Threads and Needles
- Unit 16 Assembly System in the Industry
- Block 4 Apparel Quality Control**
- Unit 17 Quality Control for Apparel
- Unit 18 Inspection: Fabric and Apparel
- Unit 19 Compliance Issues
- Unit 20 Role of Testing Laboratories
- Unit 21 Care Labelling of Apparel and Textiles
- Block 5 Apparel Costing**
- Unit 22 Introduction to Costing
- Unit 23 Basics of Apparel Costing
- Unit 24 Costing of Apparel
- Unit 25 Global Competiveness in Costing

BHCT 010 INTERNSHIP

Both the Internship and Practical components of the Diploma Programme will be handled by National Skill development Corporation (NSDC). Internship is the 4th Course of the Diploma in Apparel Merchandising (Applied). We anticipate that through this Course you will learn the work process of merchandising in export house or small garment manufacturing unit and you will also be able to apply your knowledge gained through the Theory Courses. For Internship you will be a part of manufacturing team and should also get involved in various process of garment production such as sampling, production and quality control and may also help the merchandisers in his/her work.

Following centres will be provided by NSDC for your Internship. It will be specified on the admission that Internship is available only at the specified centres and the learners have to make own arrangements to identify their centres and complete the required credits. Internship will be provided in the centres mentioned by NSDC only. In Case, a student wants to choose his her work center, the center will first be verified by the NSDC for the student to do their Internship and Practical Component.

List of centres:

Sl. No	State	Location	Address	Contact Person	Ph No
1	Uttar Pradesh	Varanasi	AGARWAL ESTATE, Vindvashini Complex, Gate No 1, S5/ 48 L-3 Orderly Bazar, Beside PNB.VARANASI – 221002 Uttar Pradesh	Shamshad Alam	9955814150

2	Bihar	Patna	PD Enclave, Ramnagar, Bochachak in AIIMS Valmi Road, Post: Phulwari Sarif, Ps: Phulwari Sarif, Bihar – 801505	Shashi Ranjan	7004074677
3	Bihar	Bhojpur Ara	Tilak Nagar , Katira , Ara Bhojpur, Bhojpur, Bihar, 802301	Abhijit Kundu	9330345085
4	Maharashtra	Amravati	Shankar Nagar Road, Near Taper Hostel AMRAVATI, MAHARASHTRA -444606	Juned Khan	7507477788
5	West Bengal	Barasat	64/1/1, Jessore Road (East), Admin Block, 1St and 2Nd Floor, Regent Garment and Apparel Park, Kolkata-700124, North 24 Parganas, West Bengal	Sourav Sutradhar	9831334053
6	West Bengal	Barrackpore	Mohonpur, Opposite of CMDA Bus stop, PO – Sewli Telenipara, PS – Titagarh, District – North 24 Parganas, Kolkata 700121.	Sadhan Banja	9735275164
7	West Bengal	Dankuni	RKM Logistics Pvt. Ltd., Arobindonagar, Mouza-Manoharpur East, Dankuni, Police Station, Hooghly, West Bengal – 712310	Alamgir Hossain	7980598604
8	West Bengal	Malda	Plot No-144, Mahananda Pally, Sadekpur Mouza, Ward No-22, Jhaljhalia, English Bazar, Malda, Pin- 732102	Subon Dey	7478289614
9	West Bengal	Jalpaiguri	Station Road, PO & PS - Dhupguri, Jalpaiguri, Pin: 735210 , West Bengal	Chaitali Roy	9933720128
10	West Bengal	Dakshin Dinjpur	Plot No 16,1367/1/1,Laskarhat,Madhyapara, P.O – Tiljala, P.S Kasba,Kolkata-700039	Avishek Roy	7098483447
11	Maharashtra	Wardha	Rukmini Nagar .P.O: Sindi Meghe, Distt: Wardha, MH-442001, Near Agnihotri college	Ranjit Kamble	7721054401
12	Bihar	Rohtas	Gaurakshani, Ara Road, Near Rajendra Vidyalaya, Rohtas, Bihar - 821115	Shamshad Alam	9955814150
13	Assam	Morigaon	Ward number-1, Motigara Road near BJP Office, Rajagaon, PO & P.S: Morigaon, Assam – 782105	Anindita Tamuly	7002593299

**** Internship will be provided, ONLY in the above centres of NSDC. In case, a student wants to choose his her work centre, the centre will first be verified by the NSDC for the student to do their Internship and Practical Component. The Helpline number for contacting NSDC is: 9330345123**

BHCL 010 PRACTICAL

This is the 5th and last Course of this Diploma Programme. It contains various practical activities related to all the three Theory Courses (BHC-005, BHC-006 and BHC-007). You will find it useful to do all the Practical exercises along with the Internship in Industries and also by making a port.

7. EVALUATION

Evaluation of Theory Courses -

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

The following is the scheme of awarding divisions:

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

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

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

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

EVALUATION METHODOLOGY FOR INTERNSHIP - 12 Credit

This assessment carries 50% weightage (i.e. it will be of maximum 100 marks). This assessment will take place at the Company where candidate will undergo Internship and to be filled up by the Supervisor and by the NSDC Centres. These marks should also be stated on the Internship Report which will be reevaluated at IGNOU/SED for the remaining 50% weightage.

Name of Student		
Sl. No.	Parameters	Maximum marks
1	Internship report	50
2	Viva Voce at NSDC Centres	20
3	PPT Presentation	20
4	Overall Performance of Students	10
Total		100

EVALUATION METHODOLOGY FOR PRACTICALS - 4 Credit

This assessment carries 50% weightage (i.e. it will be of maximum 100 marks). This assessment will take place at the NSDC Centres. These marks should also be stated on the Practical File which will be reevaluated at IGNOU/SED for 50% the remaining weightage.

Name of Student		
Sl. No.	Parameters	Maximum marks
1	Practical File	70
2	Viva Voce at NSDC Centres	30
Total		100

Term-end Examination

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

- The terminal written examination may comprise:
 - essay-type questions testing analytical and conceptual comprehension.
 - case materials/problem-solving activities/practical questions.
 - short answer questions and objective questions.

These will give you some idea about the kind of questions you may expect in the term-end examination. However, this is only to orient you towards the kind of questions asked. There could be variations in the format of question papers.

- There is one term-end examination paper for each Course, i.e., you will have to clear three papers towards completing the Diploma Programme. Each paper is of three hours duration.
- You may appear for term-end examination of one or more Courses at a time. Please note that normally examinations in all the three Courses will be held two times every year - first in June, and the second in December. However, in the first year of admission you can take the examination for any or all Courses only in December of that year and not in June. In the subsequent years of enrolment, you can take the examination in June and/or December of that year, till your registration remains valid.
- In case you fail to get a pass score (35% marks) in the Term-end Examination, you will be eligible to reappear at the next Term-end Examination for that course within the total span of the programme i.e. four years.

Eligibility for Term-End Examination

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

- 1) You should have submitted the assignments for the respective course.
- 2) You should have submitted the examination form in time (which is explained later).

- 3) Your registration for the programme should be valid.
- 4) You should have paid the required examination fee for all the courses, for which you are appearing in the examination.

Examination Date Sheet

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

Examination Form

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

Examination Fee

Examination fee of Rs. 50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

Examination Centre

Normally, the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For this purpose you are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wishes to take examination at a particular centre, the code of the chosen centre can be filled up as examination centre code. However, if the examination centre chosen by a student is not activated, the university will allot another examination centre under the same Region.

Date of Submission of Examination Forms

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

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

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

Issue of Examination Hall Ticket

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

Early Declaration of Results

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

Re-evaluation of Answer Script(s)

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

Assignments

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

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

the assignments, the result of term-end examination would be liable to be cancelled.

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

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

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

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

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

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

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

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

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

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

Do not enclose or express doubts for clarification, if any, about study material or assignment.

Send your doubts in a separate cover to the Director of the School of Continuing Education at IGNOU, Maidan Garhi, New Delhi -110068. Give your complete enrolment number, name, address, title of the Course, and the number of the Unit or the assignment, etc. on top your letter.

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

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

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

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

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

- 3) Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself about the subject matter or its presentation.
- 4) Go through the study material. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must provide a brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasize. While solving numericals, use proper format and give working notes wherever necessary.
- 5) Use only full-scale size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) Write the responses in your own hand. Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.

- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Registration and Evaluation Division at Headquarters for evaluation.**
- 11) After submitting the assignment at the Study Centre gets the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.
- 13) If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect, you should approach the coordinator of your study centre for connection and transmission of correct score to headquarters.

Evaluation of Practical and Internship

The practical activities can be completed while you are doing your Internship or you can also do it separately. After completing the Practical and Internship report, you are required to submit both the manuals, to the National Skill Development Corporation (NSDC). The evaluation methodology of both Practical and Internship Courses is mentioned above. All the Practical Activities will be evaluated by evaluators from NSDC and by the Academic Coordinators of IGNOU.

To successfully complete the Practical work, you must score at least grade 'D', i.e. 35 per cent marks, separately with respect to external Evaluation as well as Internal Evaluation of Practical Manual.

If you do not score 35% marks in either of these two components, you will have to redo the Practical Activities again. The University also reserves the right to moderate the marks you receive for external evaluation of Practical Work, if it is so required. Further details about the evaluation of Practical activities have been explained in the Practical Manual.

For the Internship, you will work at the Apparel Manufacturing Industry or Export House which will be provided to you by NSDC. The first level of evaluation of Internship Report will be at the Apparel Industry or Export House after the Internship is completed. All the activities you will do during the Internship will be evaluated at first level by NSDC. The evaluation comprises 50 percent of the total weightage for the Internship work. The Second level pertains to evaluation of Internship Report File at the IGNOU Headquarters, which comprises 50 percent of the total weightage for Internship work. To successfully complete Internship, you must score at least grade 'D', i.e., 35 per cent marks, separately with respect to both levels of evaluation (by NSDC and IGNOU).

8. OTHER USEFUL INFORMATION

Re-admission

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

IGNOU Newsletter

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

Reservation of Seats

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

Scholarships and Reimbursement of Fees

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

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

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

Change or Correction of Address

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

Change of Study Centre

For the purpose of change of Study Centre, you have to send a request to the Director of your Regional Centre. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for.

Change of Region

When you want transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer, marking copies to the Regional Centre where you would like to be transferred to, and to the Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi. The

Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Registrar, SR&E Division, IGNOU, New Delhi. The records are normally sent by Registered Post to guard against loss in postal transit.

Simultaneous Registration

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

Miscellaneous

- The University reserves the right to change the rules detailed in this Programme Guide. However you will be informed about those changes through supplementary circulars well in advance.
- Please file all letters that the University sends you, and keep the Programme Guide and the Supplements Programme Guide (if any) handy. A record of your progress is maintained at the University. However, you must maintain your own record for comparisons, if needed.
- All types of communication (letters, application, etc.) are attended to as soon as we can. It is, therefore, desirable that you make your letters brief and precise. If your letters present irrelevant details or/and are written in ambiguous and objectionable language, our responses to your queries will invariably get delayed.
- Before you write to us to answer your queries, do look into this Programme Guide. We may already have answered your query/queries.
- Do follow our instructions carefully.
- Do write to us if you have any difficulties or problems in working through this Programme.

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

9. SOME USEFUL ADDRESSES

- | | | |
|----|--|--|
| 1) | Non-receipt of Study Material and Assignments, Repeat Assignments: | Regional Director,
Concerned Regional Centre of Yours
www.ignou.ac.in
or
Block 10A, IGNOU,
Maidan Garhi, New Delhi-110068 |
| 2) | Admissions, Fees, Scholarships, Exemption, Change of Course/Programme: | Regional Director
Concerned Regional Centre of Yours
www.ignou.ac.in |
| 3) | Date Sheet,
Examination Centres, Results, etc.: | Registrar (SED)
IGNOU, Maidan Garhi
New Delhi-110 068 |
| 4) | Counsellors and other Problems related to Study Centres: | 1. Regional Director of your region
2. Assistant Director (Student Affairs)
Regional Services Division
IGNOU, Maidan Garhi, New Delhi-110 068 |
| 5) | Change of Address and all other Related Problems: | 1. Regional Director of your region
2. Assistant Director (Student Affairs)
Regional Services Division
IGNOU, Maidan Garhi, New Delhi-110 068 |
| 6) | Purchasing of Audio/Video Tapes: | Marketing Unit
EMPC, IGNOU, Maidan Garhi
New Delhi-110 068 |
| 7) | Enquiry of any problem: | Deputy Director
Student Support Cell (SSC),
IGNOU, Maidan Garhi, New Delhi-110 068 |

10. REGIONAL CENTRE CODES AND ADDRESSES

Appendix-1

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE TILLA AGARTALA - 799 004 TRIPURA 0381-25193910381-2516714 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-256458 02717-241580 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, ARAVALLI, MAHISAGAR AND CHHOTA UDAIPUR) DAMAN (U.T.) AND DADARA & NAGAR HAVELI (U.T.)
3	AIZAWL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10 ROPHIRA BUILDING CHALTLANG DAWRKAWN AIZAWL - 796 012 MIZORAM 0389-2391692 / 239526 00389-2391789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 realigarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
5	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALURDAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI, BHAGALPUR BIHAR 812001 0641-2610055/2610066 0641-2610077 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 0674-2301348 / 230125 00674-2301352 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ANAND MAHAL OLD ZP OFFICE (EX OFFICE OF MP) VIJAYAPURA-586101 08352-252006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING(DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIRI, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA COVERING (DISTRICTS SOLAPUR, LATUR)
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HARYANA 0172-2590277,2590278 0172-2590208 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.)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI-600007 rcchennai@ignou.ac.in 044-26618438	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY (U.T.)
12	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203 / 2348189 2345650 2337077 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T.)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHIL AUNIV. CAMPUS, KAMESHWAR NAGAR NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 0135-2789180 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
15	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 /26990082-83 011-26058354 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, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUDH VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJRA, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
17	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION SHAHEED RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 077 DELHI 011-25088964 011-25088939 011-25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR JASIDIH JHARKHAND 814142 06432-34448 9234455958-957-975 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-10-A BELOW CENTRAL REFERRAL HOSPITAL, EAST SIKKIM GANKTOK - 737 102 SIKKIM 0359-231102/270923 0359-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361-2343771 / 2343785 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBIANGLONG (EAST), KARBIANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 TELANGANA 040-23117550 9492451812 rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, BHADRADRI KOTHAGUEDEM, HYDERABAD, JAGTIAL, JANAGAON, JAYASHANAR BHOOPALPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEMASIFABAD, MAHABUBABAD, MAHABUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL, NAGARKURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGA REDDY, SANGA REDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL RURAL, WARANGAL URBAN, YADADRI BHUANAGIRI.)
22	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH A.O.C. 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, KAKCHING, TENGNOPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
23	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE' HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN, PAPUM PARE ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2351705/2247536 0360-2247538 00360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 0141-2396427 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAUILL, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GOVT. SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK, 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 439 PAL LINK ROAD OPP. KAMALANAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2755424 0291-2751524 0291-2756579 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28	JORHAT	37	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATHNEAR NEHRU PARK JORHAT - 785001 ASSAM 0376-2301116 0376-2301115/2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY KARNAL - 132 001 HARYANA 0184-2271514 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR) AND CHARKHI DADRI
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 01628-237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-22419680 370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 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)
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852-251535 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH 0522-2442832 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN,KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDIN G, M. G. ROAD OPP TO MULUND RLY. STATION MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA 022-25925540 / 25923159 0 25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA, 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 24050140 120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576 NEAR P&T STAFF QUARTERS ALTO PORVORIM 403 521GOA0832- 2414553rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 03192-230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD,PUNE – 411 016 MAHARASHTRA PH. OFF : 020-25671867 FAX : 020-25671864 E-MAIL : rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AHMEDNAGAR, AURANGABAD, BEED, DHULE, JALGAON, JALNA, KOLHAPUR, NANDURBAR, NASHIK, OSMANABAD, PUNE, SANGALI, SATARA)
43	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARINEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA POST: SADDU RAIPUR - 492014 CHHATTISGARH 0771-2283285 / 2971322 E-Mail: rcraipur@ignou.ac.in rc website: www.ignourcraipur.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOO MI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
46	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYABAZAR, SAHARSA 852201, BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIA, KISHANGANJ & PURNIA)
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING, MAWKYNROH NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364-2550088/2550102 / 2550015 0364-2551010 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA- 171 002 HIMACHAL PRADESH 0177-2624612 18001808055 (TOLL FREE) 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD SUBHAS PALLY, SILIGURI SILIGURI - 734 001 WEST BENGAL 0353-2526818/2526819 0353-2526829 0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-24215 060194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI BUILDING KILLIPALAM KARAMANA P O TRIVANDRUM – 695 002 KERALA 0471 – 234413/ 2344120 MOB : 9447044132 0471-2344121 rctrivandrum@ignou.ac.in	STATE OF KERALA(DISTRICTS: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM)STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWANB.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368622 0542-2369629 0542-2368448 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, ALLAHABAD, PRATAPGARH,SULTANPUR)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, 2ND FLOOR NUT STREET (PO), VATAKARA KOZHIKODE 673104 KERALA 0496-2525281 0496-2516055 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)]

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA 520 001 ANDHRA PRADESH 0866-2565253 / 2565959 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56	VISAKHAPATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-25112000891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM), [YANAM- PUDUCHERRY(UT)]

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

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	81	IAREP– SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793011 MEGHALAYA 0364-2705181 0364-2705184 iarre_81@yahoo.co.in	COMMAND AREA

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

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	71	INEP- NEW DELHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF WEST BLOCK.5, IIND FLR, WING-II RK PURAM, NEW DELHI - 110066 DELHI 011-26194686 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
2.	72	INEP-MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA 022-22752245 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3.	73	INEP-VISAKHA- PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH 0891-2812669 0891-2515834 inepv@hotmail.com rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
4.	74	INEP-KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA 0484-266210,2662515 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

IGNOU – SUB-REGIONAL CENTRES

SL. NO.	SUB-RC	MENTOR RC	ADDRESS	OPERATIONAL AREA
1	DARJEELING	Siliguri	ARD (I/C) IGNOU SUB REGIONAL CENTRE C/O RAMESH CUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB- DIVISION
2	KANDHAMAL	Bhubaneswar	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	Dehradun	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4	TIRUPATI	Vijayawada	ARD (I/C) IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL

11. SOME FORMS FOR YOUR USE

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

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

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

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study
Enrolment Number

Name

New or Corrected Address including Pin

New Study Centre Code

Choice for Medium of Study

Date of Change

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

The Regional Director of your region.

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

Programme Code	<input type="text"/>
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Date Change effective from	<input type="text"/>
----------------------------	----------------------

Enrolment Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name	<input type="text"/>
------	----------------------

New Address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Town	<input type="text"/>
State	<input type="text"/>
State Code	<input type="text"/>
(See Code List 2 of Guide to Applicant)	
Pin	<input type="text"/>
Pin	<input type="text"/>
Pin	<input type="text"/>
Pin	<input type="text"/>
Pin	<input type="text"/>
Pin	<input type="text"/>
Pin	<input type="text"/>

Existing Study Centre Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature :

Date :

New Study Centre Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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NOTE : TWO FORMS ARE PRESENTED IN THIS PAGE, USE THE RELEVANT FORM ONLY.

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.

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Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

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

Filled in Application Form should be sent to:

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

Date

.....

Signature

Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.....

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

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

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

Name and Address

 PIN

Signature
 Date

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION
 MAIDAN GARHI, NEW DELHI-110 068
 TERM-END EXAM JUNE / DECEMBER - 201__

EXAM FORM

Serial No.	
------------	--

Control No.

INSTRUCTIONS 1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls. 2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.																																					
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td> </tr> </table>	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		

Programme Code		Regional Centre Code		Study Centre Code	
----------------	--	----------------------	--	-------------------	--

Enrolment No.	Exam Centre Code <small>(Where you wish to appear in Exam)</small>
---------------	---

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

--

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

City	District
State	Pin Code
MOBILE NO.	

COURSE OPTION:
 Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes. FEE ₹ 150/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.)

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

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

Total No. of		Total Amount
Theory Courses	₹ × 150	
Practical Courses	₹ × 150	
Late Fee		
TOTAL		

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

SIGNATURE OF THE STUDENT
 (within the Box only) _____

ISSUING BANK _____

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.



Control No.....

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



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
.....

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

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 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."



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

**APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END
EXAMINATION**

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

1. Name :

2. Programme: Enrolm

3. Address:

.....

..... Pin

4. Reason for early declaration of result:

.....

(enclose a copy of the documentary evidence specifying the reason for early declaration)

5. Courses(s) detail for early evaluation:-

S. No.	Course Code	Date of Examination
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

6. Exam. Centre details, from where you have to appear/appeared at Term-end Examination:-

Exam. Centre Code: Address of Exam. Centre: _____

7. **Fee detail:**

(The fee for early declaration of result is Rs. 1000/- 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. 1000/-= Total Amount:

Demand Draft No.: Date:

Issuing Bank:

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

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



**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

--	--	--	--	--	--
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 Pin	City 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

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

RE-ADMISSION FORM

1. Name & Address of the Student:

.....

.....

2. Programme Code:

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

 E-mail _____ Mob. _____

3. Enrol. No:

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

4. Regional Centre Code:

--	--

5. Study Centre Code

--	--	--	--

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

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

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

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

8. Total Fee (col. No. 6 + 7) ₹..... enclsod vide Demand Draft No.
Date Amount Name of Bank

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

Dated: _____

.....
Signature of the student

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

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

RULES & GUIDELINES FOR RE-ADMISSION

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

P.S.

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

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 Katyul, 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 Saljua, AR, PMDD	29572006/2030	kailashsaluja@ignoua.c.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 School/0	<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