

# **PROGRAMME GUIDE**

## **MASTER OF ARTS (ARABIC)**



School of Foreign Languages  
Indira Gandhi National Open University  
· Maidan Garhi, New Delhi-110 068

The University reserves the right to change the rules and procedures described in this Programme Guide. Please check from time to time with the University to get updates. Also read IGNOU Newsletter in which updates are given.

### RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degree/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and at par with Degree/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions vide UGC Circular No. F. 1-52/2000 (CPP-II) dated May 5, 2004 & AIU Circular No. EV/B (449)/94/176915-177115 dated January 14, 1994.

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*Further information on 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 i.e. [www.ignou.ac.in](http://www.ignou.ac.in).*

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## **ABOUT THE UNIVERSITY**

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The Indira Gandhi National Open University, established by an Act of Parliament in 1985, has emerged as the largest Mega University in the democratic world. It began by offering two academic programmes in 1987, i.e. Diploma in Management and Diploma in Distance Education, with a strength of 4528 students. Today, it serves the educational aspirations of nearly 3 million students in India and 36 other countries through the twenty-one Schools of Study and a network of 61 Regional centers, more than 3000 Learner Support Centers and around 60 overseas centers. The University offers 486 Certificate, Diploma, Degree and Doctoral programmes, comprising around 3500 courses, with strength of 420 faculty members and academic staff at the Headquarters and Regional Centres and about 45,000 counselors from conventional institutions of higher learning, professionals from various organizations, among others. The mandate of the University is to:

- Widen access by offering high quality innovative and need-based programmes at different levels, especially to the disadvantaged segments of society at affordable cost; and
- Promote, coordinate and regulate the standards of education offered through Open and Distance Learning in the country.

### **Special Features**

IGNOU has certain unique features:

- National jurisdiction
- Flexible admission rules
- Need-based academic programmes at affordable costs
- Diversified learner groups
- Modular programmes and credit system
- Rigorous course development mechanisms
- Multi-lingual instructional packages
- Flexibility in terms of place and duration of study.
- Use of latest information and communication technologies for blended learning
- An effective and integrated student support services network.

Resource sharing, collaboration and networking with State Open Universities and Distance Education Correspondence Course institutions.

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## **SCHOOL OF FOREIGN LANGUAGES (SOFL)**

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School of Foreign Languages is one of the 21 Schools of Studies at IGNOU. It was established in 2007, to promote communications across borders and countries. The school aims at offering various foreign languages from certificate to research level.

The school ensures high quality education at different levels through an innovative multiple media teaching /learning.

The aim of the school is to:

- Offer innovative, flexible and cost effective foreign language programmes to learners from all sections of Society
- Offer Programme based on the specific needs of the learners
- Promote intercultural communication across borders and centres

At present, School offers the following programmes:

1. M.A. Arabic (MAARB)
2. Diploma in Teaching German (DGL)
3. Certificate in Arabic Language (CAL)
4. Certificate Programme in Spanish Language (CSPL)
5. Certificate in Persian Language (CPL) (Face to Face)
6. Certificate in German Language (CGL)
7. Certificate in French Language (CFL)
8. Certificate in Japanese Language (CJL)
9. Certificate in Chinese Language & Culture (CCLC)

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## **ABOUT THE PROGRAMME**

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### **M. A. Arabic**

#### ***Objectives of the programme:***

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##### ***The programme is designed to:***

1. Make Arabic learning interesting and attract learners from diverse backgrounds and areas of studies to learn Arabic.
2. Present before learners a very modern, innovative and learner friendly study material based on latest pedagogy and technology enabled learning tools.
3. Help learners achieve advanced level of proficiency in Arabic communication (listening and speaking).
4. Enable learners to gain proficiency in advanced level of translation/interpretation (Arabic English and vice versa).
5. Enhance the ability to comprehend in detail current affairs and other topics of interest and to engage in fluent discussion in Arabic about these.
6. Enable students to analyse and discuss simple literary pieces from different genres of Arabic literature.
7. Make learners familiar with modern Arabic literary canvass.
8. Familiarize them with Arab culture, Arab World and nuances of classical Arabic literature.

##### ***Target Learners:***

1. Professionals working in different fields of life like MNCs/TNCS/or willing to work in Embassies, Medical Tourism, and International Organizations.
2. Students willing to supplement their knowledge with Arabic.

3. Professionals in Gulf holding Diploma/Advanced Diploma and Graduation degrees and willing to have MA in Arabic.
4. Women graduates from across the country who are not able to attend regular/face to face sessions in Universities/Colleges.
5. Madrasa graduates from remote corners of the country who are not able to afford Arabic learning in Big Cities/Metros.

***Duration:***

The proposed M.A. in Arabic will be a two year modular programme divided into four semesters consisting of 72 credits with exit Option of Post Graduate Diploma in Arabic after the completion of the first year course (36 credits). [Minimum duration: 2 years and Max. duration: 5 years]

***Credits:***

A student is required to complete 72 credits (whereas 1 credit is equivalent to 30 hours of study time) for the completion of programme and the award of degree.

***Intended Learning Outcomes:***

Upon completion of the programme students should be able to demonstrate:

- Competence in communicative proficiency of the Arabic language.
- Competence in translation/interpretation of simple Arabic texts into English and vice versa.
- Knowledge and understanding of modern Arabic literature prose and poetry.
- Ability to understand and analyze simple Arabic literary texts.
- Ability to write in Arabic simple paragraphs which shows an ability to communicate clearly for a specific purpose.
- Understanding of Arab culture, Arab world and classical Arabic literature.

***Methodology:***

- The programme will be based on IGNOU's teaching approach of Open and Distance learning, which facilitates learners to register irrespective of their place of origin and age group, thereby, allowing students to continue their study along with their personal responsibilities and professional commitments.

***Eligibility:***

- Bachelor in Arabic/Bachelor in any subject with Arabic as a subject/Bachelor in any subject with Advanced Diploma/Diploma/Certificate in Arabic (with deep interest in Arabic).

***Evaluation:***

- The evaluation shall be done through continuous assessments and term-end examination as per University's evaluation norms.

***Medium:*** Arabic/English

***Admission:*** Admissions are conducted twice in a year in July and January Sessions.

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## **SCHEME OF STUDY**

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### **Counselling Section**

The contact classes are the most important aspect of the programme. You will be helped by the counselors/Arabic teachers to learn the language skills including the speaking skills. You will also be assessed during these sessions. So, attending counseling sessions is important. As the counseling sessions are sequentially planned, missing these sessions will hamper your progress.

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# SCHEME OF EXAMINATION

There will be written term-end examination for all the courses.

## Examination Fee

Student will have to pay Rs.50/- for each course as examination fee and fail to secure pass marks in any of the courses will have to reappear in that course again after paying the fee @ Rs. 50/- per course.

## Examination Date Sheet

Examination Date Sheet (Schedule which indicated the date and time of examination for each course) is put on the IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) well in advance.

## 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 the purpose you are advised to go through the list of study centers 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 be filled up as examination centre code. However, examination centre chosen by a student, if it is not activated, the University will allot another examination centre under the same Region.

## Examination Form

Filling up of examination form is compulsory for taking Term-end examination. A copy of the Examination form is given in the Programme Guide. You can use it or download examination form from IGNOU website i.e. [www.ignou.ac.in](http://www.ignou.ac.in). Examination form can be submitted as per the following scheme:

June, TEE	December, TEE	Late Fee	Where to submit the form
1 <sup>st</sup> March to 31 <sup>st</sup> March	1 <sup>st</sup> Sept to 30 <sup>th</sup> Sept	Nil	At Regional Centre
1 <sup>st</sup> April to 15 <sup>th</sup> April	1 <sup>st</sup> Oct to 20 <sup>th</sup> Oct	Rs. 100/-	
21 <sup>st</sup> April to 15 <sup>th</sup> May	21 <sup>st</sup> Oct to 15 <sup>th</sup> Nov	Rs.500/-	
16 <sup>th</sup> May to 26 <sup>th</sup> May	16 <sup>th</sup> Nov to 26 <sup>th</sup> Nov	Rs. 1000/-	

Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favor of IGNOU.

## Issue of Examination Hall Ticket

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

## Eligibility for Examination

Before taking examination a student should meet the following condition:

- i) . Submitted the assignments prescribed for that course
- ii) Submitted the examination form within prescribed dates
- iii) Submitted the examination fee as prescribed

## Admit Card

After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact the Regional Director. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received admit card or misplaced it, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

**Every student must bring identity card for appearing in Term End Examination along with the Admit Card.**

## Specific Instructions for Assignments

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

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**Enrolment No.....Programme Title:**  
**Course Code.....Assignment No....."**  
**Course Title.....**  
**Student's Name:.....**  
**Address.....**  
**Signature with date.....**

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1. Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
2. Write the Programme Title, Course Code, Assignment number and Name of 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.**
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. Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
5. Write the responses in your own hand. Do not print or type the answers.
6. Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
7. Write each assignment separately. All the assignments should not be written in continuity.
8. Write the question number and the question with each answer.
9. The completed assignment should be submitted to counselor of your respective centers.. Under any circumstances do not send the tutor marked response sheets to the student Registration and Evaluation Division at the Head Quarters for evaluation.
10. After submitting the assignment gets the acknowledgement from the counselor on the prescribed assignment remittance-cum-acknowledgement card.



## **Examination Centre**

The University at its discretion may allot you any examination centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered.

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

## **Declaration of Result**

It is your duty to check whether you are registered for that course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.

While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, the University will not be able to attend to your problems.

## **Refund of Fees**

Fee once paid will not be refunded under any circumstances whatsoever.

## **Scheme of Awaiting Divisions**

As already indicated a student has to obtain minimum 50% marks in each component i.e. theory assignment, oral competence and term-end examination course. Overall scheme of awarding Division is as follows:

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

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## **ADDRESS FOR ALL QUERIES**

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### **Administrative Matters**

Regional Director of your respective region

### **Academic Matters**

Dr. Mohammad Saleem  
M. A. Programme Coordinator  
Email: [saleem@ignou.ac.in](mailto:saleem@ignou.ac.in)  
Contact No.+91-8527564265  
Tel : 011- 29572765  
Dr. Tufail Ahmad  
Consultant (Arabic)  
Contact No. 9811000906  
Email: [tufailahmad@ignou.ac.in](mailto:tufailahmad@ignou.ac.in)

The Programme has been divided into eight courses as follows:

No. of Courses: 6+2 Projects= 8

**Programme Structure:**

**First Year**

	Course Name	Credit
Course No. 1	Advanced Communicative Proficiency-1 Block 1: Advanced Communicative Proficiency (Text based) (Prose-1) Block 2: Communicative Proficiency (Text based) (Prose-2) Block 3: Communicative Proficiency (Text based) (Poetry)	8
Course No. 2	Specialized Translation-1 Block 1: General Translation Block 2: Professional Translation Block 3: Literary Translation	8
Course No. 3	Modern Arabic Prose & Poetry. Block 1: Modern Arabic Prose 1 Block 2: Modern Arabic Prose 2 Block 3: Modern Arabic Poetry and <i>Mahjar</i> Literature	8
Course No. 4	Project on: (1) Modern Arab Culture (2) Arabic Linguistics (3) Modern Methods of Arabic Teaching (4) Contemporary Arab World	12

**Second Year**

	Course Name	Credit
Course No. 5	Advanced Communicative Proficiency 2 Block 1: Advanced Text Based Communicative proficiency (Prose-1) Block 2; Advanced Text Based Communicative Proficiency (Prose-2) Block 3: Advanced Text Based communicative Proficiency (Poetry)	8
Course No. 6	Specialized Translation-2 Block 1: Advanced General Translation Block 2: Advanced Professional Translation Block 3: Advanced Literary Translation	8

Course No. 7	Classical Arabic Prose & Poetry Block 1: Arabic Prose and Poetry: Pre Islamic and Islamic Period Block 2: Arabic Prose and Poetry: Umayyad Period Block 3: Arabic Prose and Poetry: Abbasid Period	8
Course No. 8	Project on: (1) History of Arabic Literature (2) Arabic Literary Criticism (3) Arabic Studies in India (4) Arab Civilization (5) Contribution of Arabs in the Field of Science, Medicines, Astronomy, Art and Literature.	12

**Course Detail:**

**MA in Arabic First Year**

**Total No. of Units: 27**

<b>Course No. 1: Advanced Communicative Proficiency-1</b>		
This course aims to help learners speak Arabic language with proficiency and confidence.		
<b>Block 1</b> Communicative Proficiency-1 (Text Based Prose)	<b>Unit</b>	<b>Title</b>
	1	التحية والتعارف
	2	اللغة العربية
<b>Block 2</b> Communicative Proficiency-2 (Text Based Prose 2)	3	الجامعة
	4	السياحة الطيبة
	5	البلدان الخليجية
<b>Block 3</b> Communicative Proficiency-3 (Text Based)	6	مدينة دلهي
	7	الطبيعة
	8	الأثار الهندية
	9	النظافة

<b>Course No. 2: Specialized Translation-1</b>		
This course aims to give exposure and provide advanced level training to learners in the field of translation from Arabic to English and vice versa.		
<b>Block 1</b> General	<b>Unit</b>	<b>Title</b>
	10	History, Basic Theories and Principles of Translation
	11	Specificities of Translation Arabic to English & Vice-Versa

Translation	12	Specificities of Translation: Urdu and Hindi to Arabic.
<b>Block 2</b> Professional Translation	13	Social and Political(International Relations) Translation
	14	Commercial and Medical Translation
	15	Scientific and Technical Translation
<b>Block 3</b> Literary Translation	16	Literary Translation: Essays / Articles
	17	Translation of Arabic Prose: Reports, Letters etc.
	18	Translation of Arabic Stories

**Course No. 3: Modern Arabic Prose & Poetry:**

This course aims to make learners familiar with modern prose and poetry, major literary movements and *Mahjar* literature

	Unit	Title
<b>Block 1</b> Modern Arabic Prose 1	19	Khalil Gibran
	20	Taha Hussain
	21	Mustafa Lutfii Manfaluti
<b>Block 2</b> Modern Arabic Prose 2	22	Modern Arabic Novel: Nagieb Mahfuz, Ali Ahmad Bakathir, Hanna Mina, Abdel Hamid Gouda al-Sahhar
	23	Arabic Short Story: Mahmud Taymur, Yusuf Idris, Zakaria Tamer,
	24	Arabic Drama: Taufeeq Alhakeem, Sadalla Wannus, Ali Ahmad Bakathir,
<b>Block 3</b> Modern Arabic Poetry	25	An Introduction to Modern Arabic Poetry: Ahmed Shawqi, Hafez Ibrahim, Ma'ruf Rusafi,
	26	Neoclassicism & Romanticism: Khalil Mutran, Ahmad Zaki Abu Shadi, Omar Abu Risha, Nazar Qabbani,
	27	Realism and Symbolism: Mahmoud Darwish, Abd al-Wahab Al-Bayati, Nazikul Malaika, Fadwa Tuqan,

**Course No. 4:** Project on one of the following:

Project	Title
1	Arab Culture
2	Arabic Linguistics
3	Origin and Development of Arabic Language
4	Origin and Development of Arabic Grammar

**MA in Arabic Second Year**

**Total No. of Units 27**

**Course No. 5: Advanced Communicative Proficiency-2**

This course aims to impart advanced communicative skills to learners.

Block 1	Unit	Title
Advanced Commu nicative Proficiency- 1(Prose)	28	دور الحاسوب في حياتنا
	29	انترنت، العلوم والتكنولوجيا
	30	الاتصالات البعيدة
Block 2  Advanced CommunicativePr oficiency- 2(Prose)	31	البرلمان الهندي
	32	الأمم المتحدة
	33	الولايات المتحدة الأمريكية
Block 3  Advanced CommunicativePr oficiency- 3(Poetry)	34	الأنهار
	35	أناشيد وطنية
	36	الأثار التاريخية

**Course No. 6: Specialized Translation-2**

The course aims to give learners advanced level training in Arabic English translation and vice versa.

Block 1	Unit	Title
Advanced General	37	Text Based Translation(Political / Journalistic)
	38	Text Based Translation (Commercial)

<b>Translation</b>	39	Text Based Translation (Scientific)
<b>Block 2</b>	40	Text Based Translation (Medical)
<b>Advanced Professional Translation</b>	41	Text Based Translation (Advertisement/Documents/Letters/ Press Report) etc.
	42	Diplomacy and International Relations
<b>Block 3</b>	43	Translation of Arabic Poetry
<b>Advanced Literary Translation</b>	44	Translation of Arabic Short Stories
	45	Translation of Arabic Dramas

**Course No. 7: Classical Arabic Prose and Poetry:**

The course aims to acquaint learners with Prose and Poetry of Pre Islamic, Islamic, Umayyad and Abbasid periods.

<b>Block 1</b>	<b>Unit</b>	<b>Title</b>
Pre Islamic and Islamic Period	46	Pre Islamic Prose& Poetry
	47	Prose during Islamic Period
	48	Poetry during Islamic Period
<b>Block 2</b> Arabic prose &poetry; Umayyad period	49	Socio Political Condition of Umayyad Period: Letter writing & Abdul Hameed Al-katib
	50	Oratory in Umayyad Period.
	51	Major Poets and their Poetry in Umayyad Period
<b>Block 3</b> Arabic prose& poetry :Abbasid period	52	Poetry in Abbasid Period: البحتري، ابو تمام، المتنبي
	53	Major Prose Writers of Abbasid Period الجاحظ، ابن العميد، الحريري
	54	Literary Translation during Abbasid Period: كليلة دمنة

**Course No. 8: Project on one of the following:**

	<b>Project</b>	<b>Title</b>
	1	History of Arabic Literature

	2	Arabic Literary Criticism
	3	Arabic Studies in India

# IGNOU REGIONAL CENTRES AND PARTNER INSTITUTIONS OUTSIDE INDIA

The Programme will be activated at some of the following Regional Centres/Study Centres:

S No.	Name of RCS	Code	Address	Operational Area	Study Centres
1.	<b>DELHI-1</b>	<b>07</b>	IGNOU REGIONAL CENTRE PLOTNOJ 2/1 <b>BLOCK B -1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI 110044</b> TEL: 011-26990082 011-26990083 FAX: 011-26990084 rcdelhi1@ignou.ac.in	COVERING SOUTH DELHI AND PART OF NEW DELHI: <b>MEHRAULI CHANAKY A PURI, LODHI COLONY,SOUTH EXT.,R K PURAM, VASANTKUNJ ,VASANT VIHAR,SAKET,GREEN PARK,LAJPAT NAGAR,GK MALVIYA NAGAR,BHOGAL,ASH RAM, HAUZ KHAS, MUNIRIKA,OKHLA,SA NGAMVIHAR, FRIENDS COLONY,BADARPUR, AND DISTRICTS FARIDAIBAD OF HARYANA</b>	<b>IGNOU Study Centre Code 0742 New Horizon School</b> Nizamuddin East, <b>New Delhi -110 013</b> Phone No. 011-26845690 , 26845691, 26841261  email: alameen.ignou@gmail.com
2.	<b>COCHIN</b>	<b>14</b>	IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA TEL : 0484-2340203 0484-2348189 0484-230484-2533021 0484-2330891 FAX: 0484-2340204 rccochoin@ignou.ac.in	STATE OF KERALA EXCLUDING DISTRICTS MENTIONED UNDER RC TRIVANDRUM	<b>IGNOU STUDY CENTRE Code 1403</b> JDT Islam Campus P.O. Marikunnu Kozhikode - 673 012. Kerala Tel No: 0495-730289.  email: jdtignou@gmail.com
3	<b>AHMEDABAD</b>	<b>09</b>	IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY, SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481 GUJARAT TEL: 02717-242975 / 242976 FAX: 02717-241580 rcahmedabad@ignou.ac.in	STATE OF GUJARAT, UNION TERRITORY OF DAMAN, DIU, DADRA& NAGAR HAVELI	



4	<b>GUWAHATI</b>	<b>04</b>	IGNOU REGIONAL CENTRE HOUSE NO 71, GMC RAOD, CHRISTIAN BASTI GUWAHATI- ASSAM TEL: -0361-2343785,2343786,2343771 FAX :0361-2343784 rc1mwahati@ilmou.ac.in	STATE OF ASSAM
5	<b>NOIDA</b>	<b>39</b>	IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTAR PRADESH TELE NO: 0120-2405012 0120-2405014 FAX NO: 0120-2405013 rcnoida@ignou.ac.in	DISTRICTS OF GAUTAM BUDHNAGAR GHAZIABAD,G.B.NAGAR, MEERUT BARAUT & BAGPAT OF UTTAR PRADESH
6	<b>RANCHI</b>	<b>32</b>	IGNOU REGIONAL CENTRE 457A, ASHOKNAGAR RANCHI - 834022.JHARKHAND Tel: 0651- 2244688,2244699 FAX: 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND
7	<b>SRINAGAR</b>	<b>30</b>	IGNOU REGIONAL CENTRE MANTOO HOUSE FAJ BAGH NEAR MASJID AL- FAROOQ. SRINAGAR- 190 008 JAMMU& KASHMIR 0194-231125 0194-2311258 0194-2311259 ignousgr@hotmail.com rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR& LADAKH REGION)
8	<b>MUMBAI</b>	<b>49</b>	IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN, NANEPADA ROAD. MULUND(E) MUMBAI-400081 MAHARASHTRA 022- 25633159 lgnoumumbai@gmail.com rcmumbai@ignou.ac.in	FOUR DISTRICTS OF MAHARASHTRA MUMBAI, THANE, RAIGARHAND RATANGIRI.
9	<b>PATNA</b>	<b>05</b>	IGNOU REGIONAL CENTRE 2No FLOOR BISCOAUN TOWER WEST GANDHI MAIDAN, PATNA- 800 001 BIHAR 0612-2221538/22215410612-2221539 rcgatna@gmail.com rc05gatna@gmail.com ignourcoatna@gmail.com	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC-DARBHANGA.
10	<b>PUNE</b>	<b>16</b>	IGNOU REGIONAL CENTRE 1st FLOOR, MSFC BUILDING 270 SENAPATI BAPAT ROAD. PUNE- 411 016 MAHARASHTRA 020-256671867, 020-25671864 lgnourcgune42@vsnl.net rcgune@ignou.ac.in --	STATE OF MAHARASHTRA NANDURBAR DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMEDABAD, BIDPUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA & KOLHAPUR (14 DISTRICTS)

11	<b>KOLKATA</b>	<b>28</b>	IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR KOLKATA- 700 091 WEST BENGAL 033-23349850/23592719/23589323 (RCL) 033-23347576 <a href="mailto:Ignourd28@yahoo.com">Ignourd28@yahoo.com</a> <a href="mailto:Rd28cal@rediffmail.com">Rd28cal@rediffmail.com</a> rckolkata@ignou.ac.in	STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI)
12	<b>LUCKNOW</b>	<b>27</b>	IGNOU REGIONAL CENTRE B-1/33, SECTOR - HALIGANJ LUCKNOW-226 024 UTTAR PARDESH 0522-2745114,09417966540522-2762410 (RCL/2%4453 0522-2364889 <a href="mailto:ignoulko@sancharnet.in">ignoulko@sancharnet.in</a> rclucknow@iimou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC VARANASI, RC ALIGARH AND RC NOIDA)
13	<b>HYDERABAD</b>	<b>01</b>	IGNOU REGIONAL CENTRE PLOT NO. 207, KAVURI HILLS PHASE II NEAR MADHAPUR POLICE STATION JUBILEE HILLS (P.O) HYDRABAD - 500 033 ANDHRA PRADESH 044-40266470,40266471,402266478 040-40266479 Hyd2 <a href="mailto:ignourch@sancharnet.ac.in">ignourch@sancharnet.ac.in</a> rchydrabad@ignou.ac.in	STATE OF ANDHRA PRADESH EXCEPT DISTRICTS COVERED UNDER RC VIJAYAWADA
14	<b>JAIPUR</b>	<b>23</b>	IGNOU REGIONAL CENTRE 70/79, SECTOR-7 PATEL MARG, MANSAROVAR JAIPUR- 302 020 RAJASTHAN 0141- 2785750 0141-2274292 0141- 2784043 <a href="mailto:Ignou-raj@nic.in">Ignou-raj@nic.in</a> rcjaipur@ignou.ac.in	STATE OF RAJASTHAN
15	<b>CHENNAI</b>	<b>25</b>	IGNOU REGIONAL CENTRE C.I.T. CAMPUSTARAMANI CHENNAI- 600 113 TAMILNADU 044-22541919/22542727044-22542121 044-22542828 <a href="mailto:rgnldirector@yahoo.in">rgnldirector@yahoo.in</a> <a href="mailto:rcchennai@ignou.ac.in">rcchennai@ignou.ac.in</a>	STATE OF TAMILNADU THE FOLLOWING DISTRICTS AND UNION TERRITORY OF PONDICHEERY, CHENNAI, KANCHIPURAM , VELLORE, CHENGAIPAT , CUDDALORE, VILLUPPURAM, SALEM, NAMAKKAL, PERAMBALU & TIRUVALLORE
16	<b>DARBAHNGA</b>	<b>46</b>	IGNOU REGIONAL CENTRE LAUT NARAYAN MITHLA UNIV. CMPS KAMESHWARANAGAR , NEAR CENTRAL BANK DARBHANGA- 846004 BIHAR 06272-253719 06272-251833 <a href="mailto:srcearbhanga@yahoo.com">srcearbhanga@yahoo.com</a> <a href="mailto:antrigathi29@rediffmail.com">antrigathi29@rediffmail.com</a> rcdarbhanga@ignou.ac.in	STATE OF BIHAR COVERING DISTRICTS OF PACHIM CHAMPARAN , GOPALGANJ SIWAN, SARAN, PURBI CHAPARAN, SHEOHAR, MUZAFFARPUR, VAISHALI, SITAMARHI, MADHUBANI, DARBHANG, SAMASTIPUR, BEGUSARAI, SUPAUL,

17	<b>ALIGARH</b>	47	IGNOU REGIONAL CENTRE 313 IOMARRIS ROAD ALIGARH- 202001, UTTAR PRADESH 0571-2700120,2701365 ignourcaligarh@yahoo.com <a href="mailto:rcaligarh@ignou.ac.in">rcaligarh@ignou.ac.in</a>	DISTRICT OF UTTAR PRADESH EATH, KASGANJ, FIROZABADA, RAMPUR, ALIGARH, HATHRAS, BADAUN, AGRA, BULANDSHAR, MORADABAD, MANPURI, ETAWAH, MATHURA, & JP NAGAR
18	<b>BANGLORE</b>	13	IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8 <sup>n</sup> BLOCK, JAYANAGAR BANGLORE- 560 070 KARANTAKA 080-2654747/26657376080-26639711 080-26644848 <a href="mailto:ignourcbir@gmail.com">ignourcbir@gmail.com</a> <a href="mailto:rcban2:lore@i2:nou.ac.in">rcban2:lore@i2:nou.ac.in</a>	STATE OF KARNATAKA EXCEPT THE DISTRICTS DHARWAD, BELGAM & UTTARA KARANTAKA
19	<b>BHOPAL</b>	15	IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL- 462 016, MADHYA PRADESH 0755-2578455, 0755-2578454 0755-2578452 0755-2578454 <a href="mailto:ignoubhoQal@redifmail.com">ignoubhoQal@redifmail.com</a> <a href="mailto:ignou_bhoQal@yahoo.com">ignou_bhoQal@yahoo.com</a> <a href="mailto:rcbhonal@i2:nou.ac.in">rcbhonal@i2:nou.ac.in</a>	STATE OF MADHYA PRADESH EXCEPT FOR DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR

### **IGNOU Partner Institutions outside India**

The Programme is expected to be launched at the following overseas partner Institutions of IGNOU in the Gulf Region.

- 6101 - Saudi Arabia - Jeddah**  
ATEICO Communications,  
Jeddah  
P.O. Box: 5791  
Jeddah  
Saudi Arabia  
Pin Code: 21432  
Telephone: +009662-6684287  
Fax: +009662-669 0403  
Official Website / Institution home page: [www.itoindia.com](http://www.itoindia.com)  
Email: [ignou@ateico.com](mailto:ignou@ateico.com)
- 6102 - Saudi Arabia - Riyadh**  
ATEICO Communications,  
Riyadh  
P.O. Box: 89630  
Riyadh, Saudi  
Arabia Pin Code:  
11692  
Telephone: +009661-2153537  
Fax: +009661-215 3539  
Official Website / Institution home page: [www.itoindia.com](http://www.itoindia.com)  
Email: [ignouriyadh@ateico.net](mailto:ignouriyadh@ateico.net)

3. **5102 - United Arab Emirates - Abu Dhabi**  
**Wisdom Educational Institute, Abu Dhabi**  
P.O. Box 71296  
Abu Dhabi, United Arab Emirates  
Pin Code: Information Not Available  
Telephone: +971-2-621 4474  
Fax: +97-2-21 4484  
Email: [wisdom@emirates.net.ae](mailto:wisdom@emirates.net.ae)
  
  4. **5402 - Qatar - Doha**  
**Middle-East Educational Services, Doha**  
P.O.Box: 3453  
Doha Qatar  
Pin Code: Information Not Available  
Telephone: +00974-4683344  
Fax: 00974-4681816  
Email: [mesindia@Qatar.net.qa](mailto:mesindia@Qatar.net.qa)
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## **SOME FORMS FOR YOUR USE**

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

1. Assignment Remittance-Cum-Acknowledgment Form
2. Change/Correction of Address/Study Centre.
3. Requisition for Fresh Set of Assignments and Instructions.
4. Term-end Examination Form and Instructions.
5. Non-receipt of Study Material & Assignments.
6. Application Form for Rechecking of Result of Term-end Examination.
7. Form for Duplicate Grade Card/Marksheet.
8. Re-admission Form and Guidelines.
9. Application Form for Issue of Provisional Certificate.

Enrolment No.:           Programme :

Name : \_\_\_\_\_

Course Code : \_\_\_\_\_ Medium :

S.No.	Assignment No.	For Office Use Only
		Sr. No. _____
		Date of Receipt : _____
		Name of Evaluator: _____
		Date of depatch to the evaluator : _____
		Date of receipt from evaluator : _____

Sig. of dealing Accountant \_\_\_\_\_  
Date: \_\_\_\_\_

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**ASSIGNMENT REMITTANCE-CUM-ACKNOWLEDGEMENT FORM**

Enrolment No. :           Programme :

Name : \_\_\_\_\_

Course Code : \_\_\_\_\_ Medium :

S. No.	Assignment No.	For Office Use Only
		Sr. No. _____
		Signature of the receiver _____
		Date : _____

Signature of the Student \_\_\_\_\_  
Date: \_\_\_\_\_

Seal



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

**APPLICATION FORM FOR CHANGE/CORRECTION OF ADDRESS**

To

Director, SED  
IGNOU, Maidan Garhi  
New Delhi-110068

**THROUGH CONCERNED REGIONAL DIRECTOR**

Enrolment No. : .....

Programme .....

Name : .....

**DETAILS FOR CHANGE / CORRECTION OF MAILING ADDRESS**

**New Address**

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

City ..... Pin .....

State .....

**Old Address**

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

City ..... Pin .....

State .....

.....  
Signature of Student

Date: .....

**Indira Gandhi National Open University  
New Delhi**

**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

 Programme of Study 

 Enrolment Number 

 Study Centre Code 

Write in BLOCK CAPITAL LETTERS only.

 Name : Shri/Smt./Kum 

Please indicate course code, 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. Failed to secure over-all qualifying grade in course(s) mentioed above and wish to improve over-all qualifying grade only be attempting one assignments.

Name and Address .....

Signature.....

.....

Date .....

.....

.....Pin.....

**For Official Use Only :**

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

To  
 The Registrar  
 Material Production and Distribution Division  
 Indira Gandhi National Open University  
 New Delhi - 110068

**Sub. : Non Receipt of Study Material / Assignment**

Enrolment No.

Programme

Medium of Study

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

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

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

Name and Address : ..... Signature :.....  
 ..... Date :.....  
 .....  
 .....

**For Official Use**

Date of despatch of study material/assignment to students .....





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**STUDENT EVALUATION DIVISION**

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**

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

1. Name: .....

2. Programme:  Enrolment No:

3. Address: .....

.....  
..... Pin

4. Month and Year of the Examination: .....

5. Examination Centre Code :

6. Address of the Examination Centre : .....

.....

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

8. Fee detail:-

(The fee for Re-evaluation of answer scrip is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

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

Demand Draft No.:..... Date: .....

Issuing Bank: .....

Date: .....

(Signature of the student)

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

Maidan Garhi, New Delhi 110 068

**Course Re-Admission Form**Enrolment No. 

Period of sending the form:  
1<sup>st</sup> August to 31<sup>st</sup> October  
1<sup>st</sup> Feb. to 30<sup>th</sup> April

Name of Programme : \_\_\_\_\_

Regional Centre : 

1. Name of the student (In capital letters) : \_\_\_\_\_

2. Complete Address :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of fee paid:

i) Name of the Bank \_\_\_\_\_ Place \_\_\_\_\_

ii) Bank Draft No. \_\_\_\_\_ Date \_\_\_\_\_

iii) Amount Rs. \_\_\_\_\_ Rupees (in words) \_\_\_\_\_  
\_\_\_\_\_

The students are advised to fill in the boxes provided, indicating the details of courses they would like to re-register for:

Sl. No.	Course Code	Course Title	Fees
<b>Total</b>			

Please send the Course Re-admission Form to **Registrar, SR&E** along with a fee of Rs. 800/- per course. The fee is to be paid through demand draft drawn from any nationalised bank in favour of Indira Gandhi National Open University, New Delhi. Remember, re-admission fee is required to pay based on prevailing programme fee in which you are expected to submit re-admission form. Please see IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) for details of re-admission fee)

**Signature of the Student**



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

**APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrolment No. : 

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

Programme Title .....

Regional Centre .....

Name : .....

Father's Name : .....

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

Mailing Address .....

.....

.....

.....

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

Filled in Application Form should be sent to:

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

.....  
Signature

Date: .....



### DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are 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)

#### **Dates for Submission of Exam Forms**

<b>FOR JUNE TEE</b>	<b>LATE FEE</b>	<b>FOR DEC TEE</b>	<b>LATE FEE</b>
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-
21 April to 15 May *	Rs. 500/-	21 Oct. to 15 Nov. *	Rs. 500/-
16 May to 28 May *	Rs. 1000/-	16 Nov. to 28 Nov. *	Rs. 1000/-

\* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SRE), Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft) at SR&E Division, IGNOU, Maidan Garhi, New Delhi - 110 068 or at the concerned Regional Centre within the stipulated dates.

#### **INSTRUCTION FOR FILLING UP THE EXAM FORM**

1. Please send the examination form by Registered Post/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. **It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.**
5. Term-end Examination result is also available on the university website i.e. [www.ignou.ac.in](http://www.ignou.ac.in) Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website [www.ignou.ac.in](http://www.ignou.ac.in) and download Hall Ticket and report to Examination Centre with your Identity Card.
7. 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 may 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.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. 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).
10. 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.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student 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.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



# Indira Gandhi National Open University

## Student Satisfaction Survey

**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](http://www.ignou.ac.in). Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.*

*Vice-Chancellor, IGNOU.*

Enrolment No. .... Name .....

Gender :  M  F

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

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

Regional Centre ..... State ..... Study Centre .....

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

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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