

PROGRAMME GUIDE

for

**Master of Science
in
Counselling and Family Therapy
(MSCCFT)**

&

**Post Graduate Diploma
in
Counselling and Family Therapy
(PGDCFT)**



**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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Please refer to the IGNOU website www.ignou.ac.in for latest information.

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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.

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Dear Learner,

Welcome to the modular academic programmes; Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) and Master of Science in Counselling and Family Therapy (MSCCFT), offered by the Discipline of Child Development, School of Continuing Education (SOCE), Indira Gandhi National Open University (IGNOU).

The programmes of study are offered in the Open and Distance Learning (ODL) mode. This may be your first experience as an ODL learner. Unlike the conventional system of education, where teaching and learning take place in a face-to-face manner, IGNOU adopts a multi-media approach to facilitate the teaching-learning process.

The course material (Self-Learning Material) is the primary medium of instruction. It will also be supplemented with audio-video programmes. Further, teleconference sessions and interactive radio counselling sessions will also be organised from time to time which you can take benefit from. You can get information regarding this from your Regional Centre. You will also get support and guidance from the academic counselling sessions organised at the Study Centres. Academic counselling sessions will be conducted for both theory and practicum courses. Attendance in academic counselling sessions of theory courses is not mandatory. However, **it is compulsory to attend the academic counselling sessions for the practicum courses.** Please ensure that you keep in touch with your Study Centre with regard to the schedule of academic counselling sessions.

This programme guide will help you understand the programme in a better way with regard to its features, structure, courses, assignments, evaluation and so on. It will also help you to organise your study related to various components of the programme.

We are sure that you will find the programme of study interesting, informative and useful.

With best wishes,

Programme Coordinators [MSCCFT& PGDCFT]
IGNOU

IMPORTANT INFORMATION

1. Please keep this Programme Guide handy till you complete the Programme of Study. You will need to consult it throughout the duration of the Programme.
2. You are requested to go through this Programme 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 Programme Guide. You will most likely find the answer to your question. If you do not, get in touch with your Study Centre and Regional Centre for information.
3. Printed material is the backbone of the programme. Our study material is prepared by a team of eminent experts in the field. The course material provided to you is self-contained and is written in a manner that promotes self-learning. Hence, the students can study it by themselves with a little assistance from the Academic Counsellors at the Study Centre. Further, you may refer to textbooks and reference books given under the section 'Further Readings/References'. You may also visit libraries attached to the Study Centres, Regional Centres and IGNOU Headquarters. The learners are advised not to refer to sub-standard and abridged guides available in the market. The University strongly advises the students not to take recourse to such types of guides.
4. Please file all letters that the University sends you, and keep the Programme Guide handy. A record of your progress is maintained at the University. However, you must maintain your own record, as it may be useful when required. Please keep a xerox of your assignments, supervised practicum files, internship report and dissertation report that you submit, along with proof of submission.
5. You are also advised to get in touch with the Coordinator of your Study Centre for timely information.
6. The assignments may be downloaded from the IGNOU website -- www.ignou.ac.in.
7. The University reserves the right to change the rules and procedures described in this Programme Guide.
8. Please refer to the Common Prospectus and IGNOU website www.ignou.ac.in for the latest information.

1. THE UNIVERSITY

The Indira Gandhi National Open University established in 1985 through an Act of Parliament, ranks as one of the premier educational institutions in the world. In a span of around four decades of its existence, it has contributed significantly to the development of higher education in India through the distance mode.

In the face of an ever-increasing demand for higher education, upgradation of skills and the need for continuous training of the workforce, IGNOU is fast developing into a sustainable system for enhancing seamless access to education in the country. At present it serves the educational aspirations of over 3 million students in India and other countries through 21 Schools of Studies and a network of 67 Regional Centres, around 2,000 Learner Support Centres and 20 overseas institutions, and its headquarters is located in New Delhi. Its mission is to advance the frontiers of knowledge and provide sustainable and learner-centric quality education, skill upgradation and training to all by using innovative technologies and methodologies.

The University is committed to quality in all its activities – teaching, research, training and extension. IGNOU also acts as a national resource centre for expertise and infrastructure in the ODL system. It offers various academic programmes that lead to Certificates, Diplomas and Degrees. It is actively involved in research, training and extension education activities.

1.1 Objectives

To fulfil its mission of providing access to quality education to all citizens of the country, the University is mandated to:

- impart education and knowledge through various means suited to the open and distance education mode;
- provide higher education to large sections of the population, particularly to the disadvantaged segments of society;
- provide access to high quality education irrespective of age, gender, region and religion; and
- promote national integration and strengthen the natural and human resources of the country through the medium of education.

1.2 Features

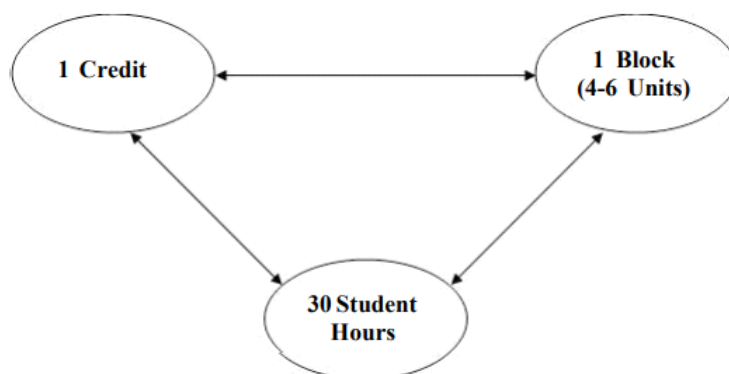
IGNOU has certain unique features such as:

- National jurisdiction
- Flexible admission rules
- Individualised study
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- An effective student support services network
- Cost-effective programmes
- Modular programmes, and
- Resource sharing, collaboration and networking with Open Universities and other institutions.

1.3 The Credit System

In IGNOU, the worth of a programme of study is denoted in terms of a credit system, defined in terms of learner study hours. One credit is equivalent to 30 learning hours. Each Course has a certain number of credits; e.g., 2 or 4 or 6. This means that the Course will require 60 or 120 or 180 hours of study, respectively.

In the theory courses, on an average, each Block of a theory Course represents one credit, i.e., a learner on average would require 30 hours to complete the study of a Block.



The study hours for a particular theory Course include reading the study material, writing the related assignment, viewing audio-video and participating in teleconference and interactive radio counselling sessions.

In the case of Supervised Practicum courses, the study hours for a particular course include carrying out the stated activities, discussions with the Academic Counsellor, and writing the required reports.

2. UNIVERSITY RULES

2.1 Open Access

Access to the programmes is open to all, subject to the fulfilment of minimum eligibility criteria.

2.2 Scholarships and Reimbursement of Fee

Reserved categories, *viz.*, Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped students have to pay the fee 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 scholarship forms from the respective State Governments, the Directorate of Social Welfare or the office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director.

Similarly, SC/ST and other Backward Class students have to submit their scholarship forms to the respective State Directorates of Social Welfare or to the Office of the Social Welfare

Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

2.3 Validity of Admission

Admissions are done twice in a year, i.e., January and July of every year. Candidates who are offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again. Admission for PGDCFT and MSCCFT is open for the July session only.

2.4 Incomplete and Late Applications

Incomplete and late application forms/re-registration forms and forms furnishing false information can be rejected without any intimation to the candidates. The candidates are, therefore, advised to fill the relevant columns carefully and enclose attested copies of all the necessary certificates asked for, and submit the form on or before the due date.

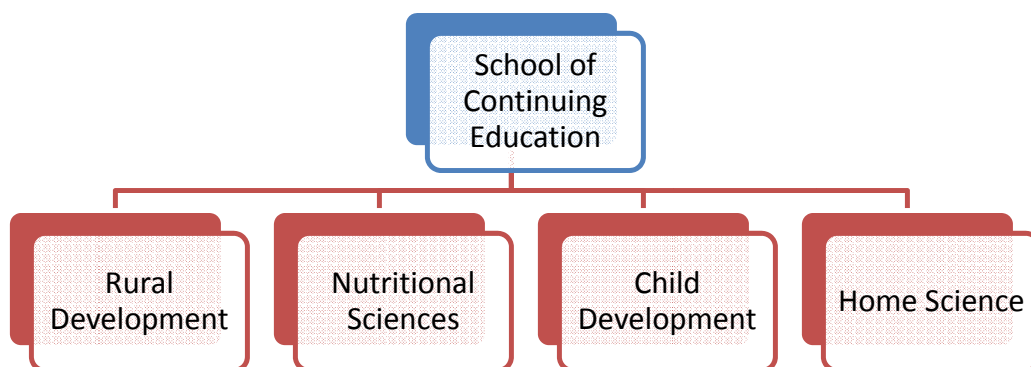
2.5 IGNOU Website

You may access all relevant information from the University Website at www.ignou.ac.in

3. THE SCHOOL OF CONTINUING EDUCATION (SOCE)

The Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) and Master of Science in Counselling and Family Therapy (MSCCFT) programmes, when being designed and developed, were housed in the National Centre for Disability Studies (NCDS) at IGNOU. The Programme Coordinators remaining the same, these were subsequently shifted to the School of Continuing Education (SOCE), under the discipline of Child Development.

The School of Continuing Education (SOCE) has the following four Disciplines:



The Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) and Master of Science in Counselling and Family Therapy (MSCCFT) programmes are offered by the Child Development discipline. The Discipline of Child Development is devoted to the study of childhood and human development in the socio-cultural context. The programmes of study offered in this Discipline provide an understanding of the developmental challenges and life-cycle issues from a life-span perspective.

The discipline offers the following programmes:

Research Degree

- PhD in Child Development

Master’s Degree

- Master of Science in Counselling and Family Therapy, M.Sc. (CFT)

Post Graduate Diploma

- Post Graduate Diploma in Early Childhood and Foundational Stage Education (PGDECFE)
- Post Graduate Diploma in Counselling and Family Therapy (PGDCFT)

Diploma

- Diploma in Early Childhood Care and Education (DECE)

Certificate

- Certificate in Nutrition and Child Care (CNCC-2)




The School of Continuing Education also has its social media accounts on Twitter, Facebook and Instagram. You can follow, like and share our posts to be informed of the updates, notices and other information about Courses offered and school activities.

URL link for Twitter: <https://twitter.com/compose/tweet>

URL link for Facebook:

<https://www.facebook.com/School-of-Continuing-Education-IGNOU-117232631247939>

Given below are the QR codes for our social media handles:

QR Code for Twitter	
QR Code for Facebook	
QR Code for Instagram	

4. MASTER OF SCIENCE IN COUNSELLING AND FAMILY THERAPY (MSCCFT) & POST GRADUATE DIPLOMA IN COUNSELLING AND FAMILY THERAPY (PGDCFT)

4.1 About the Programmes

The Master's Degree Programme and the Post Graduate Diploma in the area of Counselling and Family Therapy are very important programmes in this vital field, which is gaining greater salience in the present times. The contemporary social scenario has resulted in an increased need and demand for support in terms of counselling and family therapy, which is being increasingly recognized as an effective approach for promoting positives like strengthening family ties, fostering positive parenting, and increasing the resilience of individuals in vulnerable situations, as well as for addressing negative aspects such as socio-psychological problems, maladaptive behaviours, declining mental health, and psychosomatic disorders that are being increasingly witnessed in the present times.

Though the need for counselling and family therapy support is being increasingly felt, there is a dearth of such support or a helping hand for promoting positive family processes and helping individual family members in distress in a comprehensive way. As continuing education programmes, these unique programmes of study aim to develop sensitization and help interested professionals and others enhance and promote the acquisition and fostering of the requisite knowledge, understanding, attitudes and skills in the area of Counselling and Family Therapy.

The Master's Degree Programme, as well as the Post Graduate Diploma in Counselling and Family Therapy offered by IGNOU, is unique and innovative in many respects. The programme adopts a modular approach. Thus, the Master's Degree Programme has provision of an exit option for learners (after successful completion of the first year courses) in the form of Post Graduate Diploma in Counselling and Family Therapy (PGDCFT). Likewise, on successful completion of PGDCFT, the learner can enrol for the second year of Master of Science in Counselling and Family Therapy (MSCCFT), in subsequent session through credit transfer, as per University Rules.

4.2 Eligibility Criteria

Bachelor's degree in any subject from a recognized University.

There is no entrance test.

4.3 Duration

The MSCCFT programme can be completed in a minimum period of 2 years and a maximum period of 4 years.

The PGDCFT programme can be completed in a minimum period of 1 year and a maximum period of 3 years.

MSCCFT and PGDCFT programmes are offered in July cycle of admission only.

4.4 Medium of Instruction

The MSCCFT/PGDCFT programme is available in English medium at present.

4.5 The Programme Structure and Details of the Syllabus

The duration of the MSCCFT programme is two years, starting from the July session. The duration of the PGDCFT Programme, which comprises the first-year courses of MSCCFT, is one year. The Master's Degree Programme is worth 64 credits whereas the Post Graduate Diploma is worth 32 credits. An overview of courses comprising the programmes of study is as follows:

Distribution of Courses

PGDCFT/First Year of MSCCFT

Course Code	Course Title	Credits
MCFT 001	Human Development and Family Relationships	4
MCFTL 001	Human Development and Family Relationships - Supervised Practicum	2
MCFT 002	Mental Health and Disorders	4
MCFTL 002	Mental Health and Disorders - Supervised Practicum	2
MCFT 003	Counselling and Family Therapy: Basic Concepts and Theoretical Perspectives	4
MCFTL 003	Counselling and Family Therapy: Basic Concepts and Theoretical Perspectives - Supervised Practicum	2
MCFT 004	Counselling and Family Therapy: Applied Aspects	4
MCFTL 004	Counselling and Family Therapy: Applied Aspects - Supervised Practicum	2
MCFT 005	Counselling & Family Therapy: Research Methods & Statistics	4
MCFTL 005	Counselling & Family Therapy: Research Methods & Statistics - Supervised Practicum	2
MCFTL 008	Reflective Journal	2

Second Year of MSCCFT

Course Code	Course Title	Credits
MCFT 006	Applied Social Psychology	4
MCFTL 006	Applied Social Psychology - Supervised Practicum	2
MCFT 007	Counselling and Family Therapy: Applications & Interventions	4
MCFTL 007	Counselling and Family Therapy: Applications & Interventions - Supervised Practicum	2
MCFTP 001	Internship	6
MCFTP 002	Dissertation	8
<i>Elective Courses (choose any one pair of Electives from the following):</i>		
MCFTE 001	Marital and Family Therapy and Counselling	2
MCFTE 004	Marital and Family Therapy and Counselling - Supervised Practicum	4
<i>Or</i>		
MCFTE 002	Child and Adolescent Counselling and Family Therapy	2
MCFTE 005	Child and Adolescent Counselling and Family Therapy - Supervised Practicum	4
<i>Or</i>		
MCFTE 003	Substance Abuse Counselling and Family Therapy	2
MCFTE 006	Substance Abuse Counselling and Family Therapy - Supervised Practicum	4

Details of the Syllabus of PGDCFT and MSCCFT

COURSES COMPRISING POST GRADUATE DIPLOMA/ FIRST YEAR OF MASTER OF SCIENCE IN COUNSELLING AND FAMILY THERAPY

MCFT 001 HUMAN DEVELOPMENT AND FAMILY RELATIONSHIPS

Block 1 : Human Development: Theoretical Approaches

- Unit 1 : Introduction to Human Development
- Unit 2 : Biological Perspectives
- Unit 3 : Psychoanalytic Theories
- Unit 4 : Cognitive, Learning and Intelligence Theories
- Unit 5 : Humanistic, Ethological and Contextual Theories

Block 2 : The Family: Theoretical Perspectives

- Unit 6 : Diversity in Family Forms
- Unit 7 : Family Dynamics: Mapping Family Relationships
- Unit 8 : Family Theories-I
- Unit 9 : Family Theories-II

Block 3 : Family Life Cycle Stages-I

- Unit 10 : Family Life Cycle
- Unit 11 : Marriage and the Beginning Family
- Unit 12 : Child Bearing Families
- Unit 13 : Families with Preschool Children

Block 4 : Family Life Cycle Stages-II

- Unit 14 : Families with Elementary and Middle School Children
- Unit 15 : Families with Teenagers
- Unit 16 : Launching and Contracting Families
- Unit 17 : Families with Middle-aged Parents and Ageing Family Members

MCFTL 001 HUMAN DEVELOPMENT AND FAMILY RELATIONSHIPS - SUPERVISED PRACTICUM

Manual for Supervised Practicum

MCFT 002 MENTAL HEALTH AND DISORDERS

Block 1 : Introduction to Health and Disorders

- Unit 1 : Notions of Mental Health and Disorders
- Unit 2 : Dimensions of Psycho-social Stress and Coping
- Unit 3 : Classification and Assessment of Mental Disorders

- Unit 4 : Nature and Type of Chronic Physical Illnesses
- Unit 5 : Mental Health Perspective in Chronic Physical Illnesses
- Unit 6 : National Mental Health Programme
- Block 2 : Mental Disorders-I**
- Unit 7 : Cognitive Disorders
- Unit 8 : Mood Disorders
- Unit 9 : Schizophrenia and Other Psychotic Disorders
- Unit 10 : Substance Use Disorders
- Block 3 : Mental Disorders-II**
- Unit 11 : Neurotic Disorders
- Unit 12 : Personality Disorders
- Unit 13 : Depression, Grief and Suicide
- Unit 14 : Disorders of Childhood and Adolescence – Developmental, Emotional and Behavioural
- Block 4 : Persons with Disabilities**
- Unit 15 : Orientation to Disability
- Unit 16 : Persons with Sensory Impairments
- Unit 17 : Persons with Mental Retardation
- Unit 18 : Mental Illness and Psychosocial Rehabilitation
- Unit 19 : Persons with Locomotor Disability and Multiple Disabilities

MCFTL 002 MENTAL HEALTH AND DISORDERS - SUPERVISED PRACTICUM

Manual for Supervised Practicum

MCFT003 COUNSELLING AND FAMILY THERAPY: BASIC CONCEPTS AND THEORETICAL PERSPECTIVES

- Block 1 : Introduction to Counselling and Family Therapy**
- Unit 1 : Counselling: Meaning, Scope and Applicability
- Unit 2 : Family Therapy: Meaning, Scope and Applicability
- Unit 3 : Career Counselling
- Unit 4 : Family Theories in Practice
- Block 2 : Schools of Counselling**
- Unit 5 : Psychodynamic Approaches
- Unit 6 : Cognitive-Behavioural Approaches
- Unit 7 : Person-Centred Approaches
- Unit 8 : Group Counselling and other Counselling Approaches

Block 3 : Schools of Family Therapy

Unit 9 : Systemic Family Therapy

Unit 10 : Solution Focused and Strategic Family Therapy

Unit 11 : Structural Family Therapy

Unit 12 : Cognitive Behavioural Family Therapy

Unit 13 : Integrated Approach to Family Therapy

Block 4 : Modalities of Counselling and Family Therapy

Unit 14 : Family Interviewing

Unit 15 : Crisis Intervention

Unit 16 : Supportive Counselling

Unit 17 : Psycho-education

Unit 18 : Social Skills Therapy

MCFTL 003 COUNSELLING AND FAMILY THERAPY: BASIC CONCEPTS AND THEORETICAL PERSPECTIVES - SUPERVISED PRACTICUM

Manual for Supervised Practicum

MCFT004 COUNSELLING AND FAMILY THERAPY: APPLIED ASPECTS

Block 1 : Professional Issues in Counselling and Family Therapy

Unit 1 : Essentials for a Counsellor and Family Therapist

Unit 2 : Self of the Counsellor/Therapist

Unit 3 : Therapist/Counsellor and Client Relationship

Unit 4 : Professional Approach and Ethical Issues

Block 2 : Practical Aspects of Counselling and Family Therapy-I

Unit 5 : Creating a Therapeutic Climate

Unit 6 : Developing Communication Skills

Unit 7 : Mediation in Counselling and Family Therapy

Unit 8 : Mediation in Family Disputes

Unit 9 : Life Skills Education

Block 3 : Practical Aspects of Counselling and Family Therapy-II

Unit 10 : Reflective Relationship Techniques

Unit 11 : Relationship Building Strategies

Unit 12 : Strategies for Facilitating and Evaluating Change

Unit 13 : Barriers to Actualizing Therapeutic Relationships

Unit 14 : Coping with Difficult Situations in Counselling and Family Therapy

Block 4 : Processes of Counselling and Family Therapy

Unit 15 : Referral and Intake

Unit 16 : Initial Phase

Unit 17 : Middle Phase

Unit 18 : Termination Phase: End Processes

MCFTL 004 COUNSELLING AND FAMILY THERAPY: APPLIED ASPECTS - SUPERVISED PRACTICUM

Manual for Supervised Practicum

MCFT 005 COUNSELLING AND FAMILY THERAPY: RESEARCH METHODS AND STATISTICS

Block 1 : Fundamentals of Research

Unit 1 : Introduction to Counselling and Family Therapy Research

Unit 2 : Research Paradigms

Unit 3 : Scientific Method and Knowledge Generation

Unit 4 : Formulation of Research Problems

Unit 5 : Research Designs

Unit 6 : Characteristics of a Good Research Tool

Block 2 : Methods and Techniques of Data Collection

Unit 7 : Sampling

Unit 8 : Qualitative Methods

Unit 9 : Quantitative Methods

Unit 10 : Mixed Methods

Unit 11 : Psychological Testing and Projective Techniques

Unit 12 : Attitude Scales and Measurements

Block 3 : Data Analysis and Interpretation

Unit 13 : Analysis of Quantitative Data (Descriptive Statistical Measure: Selection and Application)

Unit 14 : Analysis of Quantitative Data: Inferential Statistics Based on Parametric Tests

Unit 15 : Analysis of Quantitative Data: Inferential Statistics Based on Non - Parametric Tests

Unit 16 : Analysis of Qualitative Data

Unit 17 : Data Analysis Techniques in Qualitative Research

Unit 18 : Computer Data Analysis

Block 4 : Report Writing and Evaluation

Unit 19 : Synopsis

Unit 20 : Review of Literature

Unit 21 : Research Report: Various Components and Structure

Unit 22 : Evaluating Research Reports

**MCFTL 005 COUNSELLING AND FAMILY THERAPY: RESEARCH METHODS AND
STATISTICS - SUPERVISED PRACTICUM**

Manual for Supervised Practicum

MCFTL-008 REFLECTIVE JOURNAL

Manual for Supervised Practicum

COURSES COMPRISING SECOND YEAR OF MASTER'S PROGRAMME (MSCCFT)

MCFT 006 APPLIED SOCIAL PSYCHOLOGY

Block 1 : Socio-Cultural Influences

Unit 1 : Culture and Socialization

Unit 2 : Personality and Adjustment

: Social Cognition

Unit 4 : Prosocial Behaviour and Aggression

Unit 5 : Karma Theory

Block 2 : Positive Psychology

Unit 6 : Understanding of Self

Unit 7 : Emotions and Wellbeing

Unit 8 : Promoting Wellbeing

Unit 9 : Positive Parenting

Block 3 : Interpersonal Relationships

Unit 10 : Cohesiveness, Adaptation and Resilience

Unit 11 : Problem Solving and Conflict Resolution

Unit 12 : Interpersonal Communication

Unit 13 : Interface between Family and Workplace

Block 4 Human Sexuality and Couple Relationships

Unit 14 : Sexuality: Issues, Attitude and Behaviour

Unit 15 : Alternate Sexuality and Sexual Identities

Unit 16 : Intimate Relationships

Unit 17 : Marital Harmony

Unit 18 : Separation, Divorce and Future Options

MCFTL 006 APPLIED SOCIAL PSYCHOLOGY - SUPERVISED PRACTICUM

Manual for Supervised Practicum

MCFT 007 COUNSELLING AND FAMILY THERAPY: APPLICATIONS AND INTERVENTIONS

Block 1 : Working with Children and Adolescents

Unit 1 : Issues and Concerns in Counselling and Family Therapy

Unit 2 : Emotional and Behavioural Problems

Unit 3 : School Difficulties

Unit 4 : Child/Adolescent with Disability

Unit 5 : Parent Management Training

Block 2 : Working with Couples

Unit 6 : Conflict among Couples in Marital Relationships

Unit 7 : Conflict among Couples in Non-marital Relationships

Unit 8 : Issues in Extended and Joint Families

Unit 9 : Dealing with Alternate Sexual Identities

Block 3 : Working with Physical Illness and Self Abuse

Unit 10 : Working with Chronic Illness

Unit 11 : Dealing with HIV/AIDS

Unit 12 : Dealing with Substance Abuse

Unit 13 : Working with Substance Disorder Families

Unit 14 : Dealing with Deliberate Self Harm

Block 4 : Crisis and Trauma Counselling and Family Therapy

Unit 15 : Psychosocial Support in Disasters to Children and Adolescents

Unit 16 : Psychosocial Support in Disasters to Adults and Families

Unit 17 : Gender and Mental Health

Unit 18 : Geriatric Problems and Disorders

Unit 19 : Yoga Therapy, Mental Health and Well Being

MCFTL 007 COUNSELLING AND FAMILY THERAPY: APPLICATIONS AND INTERVENTIONS - SUPERVISED PRACTICUM

Manual for Supervised Practicum

ELECTIVE COURSES (*choose any one pair of Electives from the following*):

Marital and Family Therapy and Counselling (MCFTE-001 & MCFTE-004)

Or

Child and Adolescent Counselling and Family Therapy (MCFTE-002 & MCFTE-005)

Or

Substance Abuse Counselling and Family Therapy (MCFTE-003 & MCFTE-006)

ELECTIVE COURSES PAIR 1:

MCFTE 001 MARITAL AND FAMILY THERAPY AND COUNSELLING

Block 1 : Assessment Methods

Unit 1 : Interview Methods

Unit 2 : Essential Skills for Family Assessment

Unit 3 : Self Report Scales

Unit 4 : Research Tools in Family Therapy

Block 2 : Marital Therapy

Unit 5 : Emotion Focussed Couples Therapy

Unit 6 : Cognitive Behavioural Sex Therapy

Unit 7 : Marital Enrichment Techniques

Unit 8 : Interviewing Skills and Circular Questioning in Assessment — A Case Study

MCFTE 004 MARITAL AND FAMILY THERAPY AND COUNSELLING - SUPERVISED PRACTICUM

Manual for Supervised Practicum

ELECTIVE COURSES PAIR 2:

MCFTE 002 CHILD AND ADOLESCENT COUNSELLING AND FAMILY THERAPY

Block 1 : Socio-developmental Perspectives

Unit 1 : Family, School and Peer Group as Social Systems

Unit 2 : Impact of Mass Media

Unit 3 : Children in Vulnerable Situations

Unit 4 : Assessment of Child/Adolescent Psychopathology

Block 2 : Therapeutic Interventions

Unit 5 : Life Skills Training

Unit 6 : Play Therapy

Unit 7 : Training Parents of Children/Adolescents with Disabilities

Unit 8 : Counselling for Trauma and Abuse in Childhood

Unit 9 : Cognitive Behavioural Therapy for Childhood/Adolescent Disorders

MCFTE 005 CHILD AND ADOLESCENT COUNSELLING AND FAMILY THERAPY - SUPERVISED PRACTICUM

Manual for Supervised Practicum

ELECTIVE COURSES PAIR 3:

MCFTE 003 SUBSTANCE ABUSE COUNSELLING AND FAMILY THERAPY

Block 1 : Problem of Substance Abuse

Unit 1 : Substance Abuse: Family Issues

Unit 2 : Substance Abuse and HIV/AIDS

Unit 3 : Substance Abuse among Special Population Groups: Women, Adolescents, Mentally- Ill and Prisoners

Block 2 : Therapeutic Interventions

Unit 4 : Principles of Treatment of Substance Use

Unit 5 : Motivation Enhancement and Relapse Prevention Therapy

Unit 6 : Tobacco Cessation

Unit 7 : Family Interventions for Substance Use

Unit 8 : Psychosocial Rehabilitation and Life Style Management

**MCFTE 006 SUBSTANCE ABUSE COUNSELLING AND FAMILY THERAPY-
SUPERVISED PRACTICUM**

Manual for Supervised Practicum

MCFTP001 INTERNSHIP

Internship Manual

MCFTP-002 DISSERTATION

Dissertation Manual

4.6 STUDY CENTRES

IGNOU has study centres located in different places in the country. Each learner admitted to this programme will be attached to a Study Centre activated for the programme of study. The learners are advised to be in regular contact with their respective study centres.

The facilities provided at the study centres normally include the following:

- Academic counselling sessions for the various courses of the programme
- Assignment submission and evaluation
- Library facility with basic reading materials related to various aspects of the discipline
- Audio-video programmes specially designed for MSCCFT and PGDCFT (these are available at the IGNOU website as well)

Teleconferencing facilities are available at the Regional Centres.

4.7 INSTRUCTIONAL SYSTEM

The instructional system of IGNOU is learner-oriented. Both these programmes, i.e. PGDCFT and MSCCFT, adopt a multimedia approach for instruction, viz. self-instructional print materials, audio-video programmes, assignments, activities, check your progress exercises, face-to-face academic counselling sessions, teleconferencing and interactive radio counselling sessions among others.

Let us understand each of these components in some more depth.

4.7.1 Self-Instructional Print Material

As a student of the Post Graduate Diploma in Counselling and Family Therapy (PGDCFT) or the Master's Degree Programme in Counselling and Family Therapy (MSCCFT), you will study several theory courses. The print material you would receive is written in a self-instructional style. Each Course is on a specific theme and has a specific code number assigned to it (e.g. MCFT-001; MFT-002; etc.). The content of each theory Course is divided into Blocks. Each Block is further divided into Units.

The Units of each Block have a certain thematic unity and are arranged in a logical sequence. As you go through the Blocks, you will see that each Unit has a "structure". This structure indicates the components of the Unit, its sections and sub-sections. This provides you with an overview of what each Unit has to offer. The "Introduction" given in the Unit 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 "Glossary" provides a list of difficult words, phrases or terms and their meaning. Interspersed throughout the Unit are "Check Your Progress Exercises". These are for you to work through as you go through the Unit. Answers to these exercises are given at the end of each Unit. You do not have to send these "Check Your Progress Exercises" for evaluation to the University.

For the Supervised Practicum courses of PGDCFT and MSCCFT, there is a Manual for each course that provides all the necessary details for the course. For Internship and Dissertation courses in the second year of MSCCFT, there is an Internship Manual and a Dissertation Manual wherein all relevant details are provided.

4.7.2 Audio-Video Programmes

The learning package also contains audio-video programmes which are produced by the University for clarification, supplementing and enhancement of understanding of the course material given to the student. These programmes are normally of 25-30 minutes duration. These are used at the Study Centre during counselling sessions. The video programmes are also telecast on Gyan Darshan. Similarly, the audio programmes are also broadcast by GyanVani/Gyandhara radio channels. These are available on the IGNOU website as well.

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 and apply the concepts explained through the print material more effectively.

4.7.3 Academic Counselling Sessions

With regard to the theory courses, 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. With this in mind, the counselling sessions are organized at the Study Centre. Attendance in these face-to-face theory counselling sessions is not compulsory, though it is advisable to attend all the sessions to clarify your doubts. Through these, you get a chance to talk to subject matter experts, who are also called Academic Counsellors in the distance education system.

Academic counselling sessions will be very different from the usual classroom teaching or lectures. The academic counsellors will not be delivering lectures or speeches. The academic counselling sessions will be discussion-oriented where the academic 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 academic counsellors will try to help you overcome the difficulties (academic as well as personal) that you face while studying for this Post Graduate Diploma/Master's Degree programme.

It is very important that you study the related course material before you go to attend the academic counselling sessions. Unless you have gone through the Units/Blocks, there may not be much to discuss. You may also establish contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your academic counsellors.

Following the university norms, the academic counselling sessions at the Study Centre are organized as per the schedule drawn and notified by the Coordinator/Programme in charge of the Study Centre. They are mostly held on weekends (i.e. Saturdays and Sundays) as per the convenience of the host institution where the Study Centre is located. Be in touch with your Study Centre to know the schedule of the counselling sessions and also check the message on your mobile phone and email for updated information.

Number of Academic Counselling Sessions for PGDCFT and MSCCFT

Theory Courses

We strongly recommend that you attend the academic sessions for the theory courses, even though it is not compulsory to do so.

Course Code	No. of Credits	No. of Sessions	Duration
<i>PGDCFT /1st Year of MSCCFT</i>			
MCFT-001	4	6	2 hrs. each
MCFT-002	4	6	2 hrs. each
MCFT-003	4	6	2 hrs. each
MCFT-004	4	6	2 hrs. each
MCFT-005	4	6	2 hrs. each
<i>2nd Year of MSCCFT</i>			
MCFT-006	4	6	2 hrs. each
MCFT-007	4	6	2 hrs. each
MCFTE-001 /002/003	2	3	2 hrs. each

Supervised Practicum Courses

Attending the academic counselling sessions for the supervised practicum courses is compulsory.

Course Code	No. of Credits	No. of Sessions	Duration
<i>PGDCFT /1st Year of MSCCFT</i>			
MCFTL-001	2	3	4 hrs. each
MCFTL-002	2	3	4 hrs. each
MCFTL-003	2	3	4 hrs. each
MCFTL-004	2	3	4 hrs. each
MCFTL-005	2	3	4 hrs. each
MCFTL-008	2	3	4 hrs. each
<i>2nd Year of MSCCFT</i>			
MCFTL-006	2	3	4 hrs. each
MCFTL-007	2	3	4 hrs. each
MCFTE-004 /005/006	4	5	4 hrs. each

4.8 Teleconferencing

Teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios as per the schedule made available to the Regional Centres and Study Centres. Teleconferencing is an effective means of interaction between the learners, experts and others concerned with the programme. It provides an interesting opportunity to the students to interact with the faculty members at the headquarters, and other experts/eminent scholars in the field. The schedule of teleconferencing is available at <http://ignou.ac.in/ignou/aboutignou/icc/empc/gyantime>

4.9 Interactive Radio Counselling

Interactive Radio Counselling (IRC) involves live counselling provided on the radio by invited experts through different Gyanvani radio stations in the country. Students can ask questions right from their homes through telephone by availing the facility of toll-free telephone number provided for this purpose from selected cities. Gyandhara is an internet audio counselling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts in the field on the topic of the day and interact with them through telephone and chat modes. Learners can access Gyandhara through mobile devices. The schedule of IRC is available at <http://ignou.ac.in/ignou/aboutignou/icc/empc/irc>

For further information, contact the concerned IGNOU Regional Centre or write to the Programme Coordinators:

Prof. Neerja Chadha
SOCE, IGNOU,
Maidan Garhi, New Delhi – 110068
E-mail : neerja_chadha@ignou.ac.in

Prof. Amiteshwar Ratra
STRIDE, IGNOU,
Maidan Garhi, New Delhi – 110068
E-mail: amiteshwar@ignou.ac.in

5. EVALUATION SYSTEM

The performance of the students will be assessed under the Numerical Marking Scheme. The evaluation methodology has the following components:

Theory Courses:

- i) Continuous Evaluation through assignments carries 25% weightage; and
- ii) Term-end examination carries 75% weightage.

Minimum 40% marks are required separately in continuous evaluation and term-end examination to complete each theory course.

Supervised Practicum Courses and Internship:

- i) Evaluation done by Academic Counsellor/Supervisor carries 50% weightage; and
- ii) External evaluation carries 50% weightage. There is no practical examination.

Minimum 40% marks are required separately in each component of Supervised Practicum. In case you fail to secure minimum 40% in either of the components in Supervised Practicum, you will have to repeat the Practicum. The same holds for Internship as well. Supervised Practicum files and Internship file/report have to be submitted to Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi 110068 for external evaluation after completion of internal evaluation by the academic counsellor at the Study Centre.

Dissertation:

Marks given by the Guide/Supervisor and the external evaluator of the Dissertation Report carry 40% weightage each and 20% weightage is for *viva-voce*.

To pass 40% marks are needed in each of these components. Dissertation report has to be submitted at the IGNOU Regional Centre for external evaluation after completion of internal evaluation by the Academic Counsellor/Supervisor at the Study Centre. *Viva-voce* will be organized by the Regional Centre.

Depending on the percentage of marks secured by a candidate, the divisions will be awarded as follows:

I Division with Distinction (if applicable)	-	75% and above
I Division	-	60% to 74.9%
II Division	-	50% to 59.9%
III Division	-	40% to 49.9%
Unsuccessful	-	Below 40%

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

Qualitative Value	Letter Grade	Percentage of Marks
Excellent	A	70
Very Good	B	60
Good	C	50
Satisfactory	D	40
Failure	E	Below 40%

5.1 Assignments – Internal Assessment of Theory Component

Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignment of a course carries 25% weightage while 75% weightage is given to the term-end examination. Therefore, you are advised to take your assignments seriously.

You have to complete the assignments 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 for that course in time.** If you appear in term-end examination without submitting the assignment, the result of term-end examination would be liable to be cancelled.

There is one Tutor Marked Assignment (TMA) for every theory course. It will be evaluated by the academic counsellor.

You have to submit your assignment (TMA) response sheets to the Coordinator/ Programme Incharge of the Study Centre/Programme Study Centre assigned to you. After evaluation these tutor marked assignments will be sent back to you with comments and marks.

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/academic 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. The assignments are designed in such a way as to help you concentrate mainly on the printed course materials and benefit from your personal experience.

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in the assignment. Incomplete answer sheets

bring you poor grades. The University/Coordinator or Programme Incharge of the Study Centre (SC)/Programme Study Centre (PSC) has the right to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date. The last date for submission of assignments is decided by the University.

For your own record, retain a copy of all the assignment responses which you submit to the Study Centre. If you do not get back your duly evaluated tutor marked assignments within a month after submission, please try to get it personally from your study centre. This may help you to improve upon future assignments. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

If you do not get pass marks in any assignment, you have to submit it again. To get fresh assignments you may download the assignments from the IGNOU website. However, once you get the pass grade marks 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 assignments should be brought to the notice of the Coordinator of the Study Centre/Programme Incharge at the PSC, so that the correct score is forwarded by him/her to the Regional Centre. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments 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/Programme Incharge at your study centre with a request to forward correct award list to the Regional Centre for further necessary action.

SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMAs)

- 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, Course Title, Assignment Code and Name of your Study Centre/PSC 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:

	ENROLMENT NO.:
PROGRAMME TITLE :	NAME :
COURSE CODE :	ADDRESS :
COURSE TITLE:	
ASSIGNMENT CODE :	SIGNATURE :
STUDY CENTRE :	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 Units on which assignments are based. Prepare your 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 offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarize 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.
- 5) 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 at appropriate places.
- 6) Write the responses in your own hand. 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 Course's 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/Programme Incharge at the PSC allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Evaluation Division at Head Quarters for evaluation.
- 11) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator/ Programme Incharge 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 the evaluation of your assignments e.g. any portion of the assignment response has not been evaluated or the total of score recorded on the assignment response is incorrect, you should approach the Coordinator/Programme Incharge of your study centre for correction and transmission of correct score to the Regional Centre.

5.2 Term-end Theory Examination

As stated earlier, term-end examination is the major component of the evaluation system and it carries 75% weightage in the final result for theory papers.

The University conducts term-end examinations twice a year i.e., in June and December. You can take the examination for the first-year courses only after completion of one year of study. Similarly, in the case of second-year courses, you can take the examination after completion of one year study for the second year. You can appear in the failed/not appeared courses in any subsequent examinations during the validity of your registration for the programme.

You are required to submit the examination form (a sample exam form is enclosed as an appendix in this Programme Guide) within the prescribed dates along with the requisite fee to appear in the term-end examination. It is also mandatory that you should have submitted the assignments by the due dates to appear in the term-end examination for the respective courses.

- **Examination Fee**

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. The prescribed Examination fee 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 online examination form as per guidelines through IGNOU website at www.ignou.ac.in.

Please write the correct enrolment number, programme code and name at the back of the Demand draft/ IPO drawn in favour of IGNOU, New Delhi towards payment of the late fee, if applicable, and properly tag it to your examination form to avoid its misplacement.

The examination form received after the due date or without late fee, whenever applicable, shall be rejected.

- **Examination Centre**

A student is required to fill in the exam centre code in the examination form. However, if the examination centre chosen by a student is not activated, the university will allot another examination centre.

- **Submission of Examination Forms**

You have to fill out the examination form for the courses for which you wish to take the term-end examination.

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

- 1) remain in touch with your Study Centre/Regional Centre/SED Division for change in schedule of submission of examination form fee if any;
- 2) fill up the examination form for the next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which the 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 the examination form till you receive the examination hall ticket.

Examination Hall Ticket

The university issues Examination Hall Ticket to the students at least two weeks before the commencement of the Term-end Examination and the same can 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.

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 the date of filling up the examination form for next term. 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.

No student is allowed to reappear in an examination or re-submit assignments for improving the marks/ grade after successfully passing it.

Study Centre is the contact point for you. All the important communications are sent to the Coordinators/Programme Incharges of the Study Centres/PSCs and Regional Directors. The Study Centre would display a copy of such important circular/ notification on the notice board for the benefit of all the students. You are, therefore, advised to get in touch with your Study Centre/Regional Centre for information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

While communicating with the RC/SED regarding examination or assignment marks, please clearly write your enrolment number and complete address. In the absence of such details, your problem may not get attended to.

5.3 Evaluation of Supervised Practicum and Internship (Internal Assessment and External Assessment)

Unlike the theory component, all Supervised Practicum courses will have 50% weightage from internal assessment. The internal assessment of the practicals will be done by the academic counsellors located at the study centre. There are no formal question papers to assess the practical component; however, your counsellor that is, your supervisor for the supervised practicum course, will assess your understanding and performance through the interactions during the practical sessions and the evaluation of the Practical File. Details of practical activities to be carried out under the 'Supervised Practicum' of each practical course are provided in the respective Manual for Supervised Practicum.

Internship is to be carried out as per the stipulations given in the Internship Manual and is compulsory for the award of MSCCFT degree. The internship has to be done under an Academic Counsellor/Supervisor approved by the IGNOU headquarters for the course. The activities to be carried out under Internship are stipulated in the Internship Manual.

On completion, each Supervised Practicum File and the Internship Report, duly verified and evaluated by the respective Academic Counsellor/Guide for the Supervised Practicum Course/ Internship, must be submitted by the learner to the Student Evaluation Division of the University for external evaluation.

Thus, evaluation of each Supervised Practicum course and the Internship course will be done by your Supervisor for the course (that will account for 50 out of 100 marks) and by the External Evaluator (that will account for the remaining 50 out of 100 marks). The external evaluator has the right to moderate the marks obtained from the internal evaluation. You must score 40% separately in both the internal evaluation carried out by the Supervisor/Academic Counsellor and the external evaluation of your Practical File — as explained in the Supervised Practicum

Manuals. If you fail in any one of these components, you will have to repeat all the practical activities of the course. The same pertains to Internship as well.

5.4 Dissertation (Internal and External Evaluation)

The dissertation shall be carried out under the supervision of the Academic Counsellor/Guide as per details given in the Dissertation Manual. After completing the work, the dissertation duly verified and evaluated by the Guide, is to be submitted to the Regional Centre for external evaluation. Students will have to appear for a *viva voce* to defend their dissertation.

For the dissertation, the weightage of marks is 40% from both external and internal evaluation and 20% from *viva voce*. To pass, 40% marks in each of these components is required. Internal evaluation of the dissertation would be done by the Guide/Supervisor/Academic Counsellor. External evaluation of the dissertation as well as the *viva voce*, would be organized by the Regional Centre and conducted by an expert from the panel approved by IGNOU, HQ. The external evaluator has the right to moderate the marks obtained from internal evaluation.

For *viva voce* for the dissertation, learners may have to come on their own to the Regional Centre or PSC/SC or any venue decided for the same.

On successful completion of all the courses the Diploma/Degree shall be awarded.

6. OTHER USEFUL INFORMATION

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

Change of Elective Course

Change in Elective Course is permitted within 30 days from the receipt of the first set of course material. Payment of the prescribed amount should be made by way of a Demand Draft drawn in favour of “IGNOU” payable at the place of the concerned Regional Centre. All such requests for change of Elective Course should be addressed to the concerned Regional Centre only as per schedule.

Change/Correction of Address and Change of Study Centre

There is a prescribed proforma for change/correction of address and change of Study Centre. In case there is any correction/change in the address, the learners are advised to make use of the Proforma available on the IGNOU website and send it to the Regional Director concerned, who will forward the request after verifying the student’s signature to SRD Division, Maidan Garhi, New Delhi -110068.

Requests received directly at SRD, New Delhi will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in

Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.

In case a change of Study Centre is desired, the learners are advised to fill the requisite proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counselling facilities are

available for the programme, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for.

Change of Address and Study Centre are not permitted until admissions are finalised.

Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110 068, on payment of prescribed fee for the purpose.

Disputes on Admission & other University Matters

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

Recognition

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

Early Declaration of Result

Sometimes students are offered admission in other institutions and/or are selected for employment etc. and they are supposed to submit mark-sheet/grade card within a specified time-period. Such students may apply for an early evaluation of their answer scripts and declaration of the result. For this purpose, the students are required to apply in the specified format available on the University website on payment of the prescribed fee through Bank Draft in favour of IGNOU, Delhi along with the attested photocopy of the offer of admission/employment etc. The students can 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. In such a situation, the University will make arrangements for the processing of the answer scripts and declaration of the result (as a special case). The result will be declared in a period of about one month beginning from the date of examination.

Re-evaluation of Answer Scripts

The students who are not satisfied with the marks/grade secured by them in Term-end Examination may apply for re-evaluation within one month from the date of the declaration of result i.e. the date on which the result is made available on the University website, on payment of the prescribed fee per course in the prescribed application form available on the University website.

Provisional Certificate

On request from the student a provisional certificate will be issued on completion of 64 credits/32 credits courses prescribed and opted by the student. For provisional certificate you have to write to the Registrar SED, IGNOU, New Delhi 110068, in prescribed form that may be downloaded from the University Website.

Change of Regional Centre

When you want transfer from one Region to another Region, 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 also to Registrar (SRD), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. 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 (SRD). The records are normally sent by Registered Post to guard against loss in the postal transit. There should be a study centre activated for the programme of study in the region to which transfer is being sought.

Issue of Duplicate Grade Card/Mark sheet

A duplicate Grade Card is issued after a request is made on the prescribed form, that may be downloaded from the IGNOU Website, along with a draft of the prescribed fee in favour of IGNOU, New Delhi.

Migration Certificate

For Migration Certificate, requisition may be sent to the Regional Director alongwith the following documents:

- 1) Application in the prescribed format.
- 2) Attested copy of the marksheet.
- 3) Prescribed Fee in the form of demand draft (DD) drawn in favour of IGNOU payable at the city where Regional Centre is located.

How to Approach the University

During the course of your study you might require some further information or knowledge about rules and regulations. You must know whom to contact for a specific information. We are providing information about these matters below under the heading 'Some Useful Addresses'.

SOME USEFUL ADDRESSES

- | | |
|---|---|
| 1) Academic Matters | Prof. Neerja Chadha
<i>Programme Coordinator</i> (MSCCFT & PGDCFT)
School of Continuing Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi 110068
&
Prof. Amiteshwar Ratra
<i>Programme Coordinator</i> (MSCCFT & PGDCFT)
STRIDE
Indira Gandhi National Open University,
Maidan Garhi, New Delhi 110068 |
| 2) Non-receipt of study material | Regional Director of your Region & MPDD |
| 3) Examinations, Examination Centres, results, other exam related matters, assignment marks | SED, IGNOU, Maidan Garhi, New Delhi
&
Regional Director of your Region |
| 4) Admissions, fees, scholarships, Migration certificate and change of address. | SRD, Regional Director of your Region |
| 5) Academic Counsellors, counselling sessions (for theory and supervised practicum), problems relating to study centre. | Coordinator/Programme Incharge of your Study Centre
&
Regional Director of your Region |
| 6) Purchasing of Audio/Video Tapes | Marketing Unit
EMPC, IGNOU, Maidan Garhi
New Delhi-110068 |

You are advised to stay in touch with the coordinator of your study centre for timely information.

7. GENERAL INSTRUCTIONS

- Please save all the information that University sends you and keep the Programme Guide handy.
- Do write to us if you have any difficulties while working through the Programme. Remember to inform the relevant authority sufficiently in advance, if there is any change of address. This will help the concerned authority to send you course material, any information and letters promptly, without any delay or the risk of their being lost.
- When you receive the study materials, 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.
- Answer 'Check Your Progress' questions as you go through the study materials. Please remember, the answers to them are not to be sent to us. The purpose is to enable you to evaluate your own performance and keep you on the right track. They will enhance your comprehension of the subject matter. You can compare your answers to Check Your Progress questions with those given at the end of the Unit.

8. ONLINE FACILITIES

Please visit the IGNOU website (www.ignou.ac.in) from time to time for the general updates. A few important links under the site are enlisted here.

- i) Schools of Studies:** Here you will get information about the programmes offered by different schools. The PGDCFT and MSCCFT programmes are offered by the School of Continuing Education (SOCE).
- ii) Students Support:** Results; download facilities for assignment, old question papers; queries about admission, registration, material despatch details, address checking, convocation; TEE date sheet; examination form; campus placement, prospectus etc.
- iii) Divisions:** Under this section, there are links for the Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
- iv) Student Registration Division:** Under this section, there is a link that will give you information about admission.
- v) Student Evaluation Division:** Under this section, there is a link that will give you information about TEE and results.
- vi) Electronic Media Production Centre:** Under this section, there is a link that will give you information about the Interactive Radio Counselling and Teleconferencing schedules.

As a student of IGNOU, you will be interested to know your examination date sheet, grade card, your correspondence address as recorded at IGNOU Head Quarters and the status of the print materials that you are supposed to be provided in the beginning of the session. In addition, you may be interested in downloading information like old question papers, fresh assignments etc. All this information related to the student learning process is clubbed together, which could be accessed by clicking on the word 'Student Zone'.

You may also notice some information rolling on the screen of the home page. Such information is usually displayed periodically according to its relevance. For example, the facility for online filling of theory term-end exam forms will appear only in the month of March or September. Special information like declaration of result, rescheduling of examination etc. are displayed as applicable from time to time. You should click on these to know more details.

IGNOU WEBSITE

You can get the details of information about IGNOU from the website www.ignou.ac.in. Information on a particular programme is incorporated under the respective programme. If you want to know anything about MSCCFT / PGDCFT programme, you have to click against the programme.

As a student of IGNOU, you will be interested to know your examination date sheet, grade card, your correspondence address as recorded at IGNOU Head Quarters and the status of the print materials that you are supposed to be provided in the beginning of the session. In addition, you may be interested in downloading information like old question papers, fresh assignments etc. All this information related to the student learning process is clubbed together, which could be accessed by clicking on the word 'Student Zone'.

You may also notice some information rolling on the screen of the home page. Such information is usually displayed periodically according to its relevance. For example, the facility for online filling of theory term-end exam forms will appear only in the month of March or September. Special information like declaration of result, rescheduling of examination etc. are displayed as applicable from time to time. You should click on these to know more details.

The list of Regional Centres of IGNOU as well as their contact details are given on the IGNOU website. The list is given at Annexure I of this Programme Guide as well for ready reference.

9. SOME FORMS FOR YOUR USE

Annexure II : Form for Change/Correction of Address

Annexure III : Form for Non-receipt of Materials

Annexure IV : Form for Early Declaration of Result of Term End Examination

Annexure V : Form for Obtaining Duplicate Grade Card/Mark sheet

Annexure VI : Form for Issue of Migration Certificate

Annexure VII : Form for Issue of Provisional Certificate

Note: 1. Forms for Term End Examination and Re-evaluation of Result of Term End Examination are to be submitted online (www.ignou.ac.in). Please check IGNOU website for change in the format, address, mode of submission and fee (if any) before submission of the form.

Annexure -I

LIST OF REGIONAL CENTRES OF IGNOU

(Please check the respective RC website for updates on address, contact details, operational area, support services etc)

SL. NO	RC CODE	RC NAME	ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 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)
3	19	AIZWAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

5	13	BANGALORE	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS 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, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BHAGALPUR	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755- 2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR)
8	21	BHUBANESHWAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	06	CHANDIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 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.)

10	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd FLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI- 600035 TAMILNADU PH.OFF : 044-24312766, 24312979 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	14	COCHIN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
12	46	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)
13	31	DEHRADUN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
14	07	DELHI 1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082 / 26990083 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)

15	29	DELHI 2	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376 / 23392377,011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR)
16	38	DELHI 3	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939 / 25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM)
17	24	GANGTOK	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	04	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)
19	01	HYDERABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M-5 BLOCK, IST FLOOR MANORANJAN COMPLEX TELANGANA STATE HOUSING BOARD COMPLEX (ADJACENT TO GANDHI BHAVAN METRO STATION) MJ ROAD, NAMPALLY HYDERABAD- 500001040- Phone : 040-23117550, Mobile : 9492451812 Email : rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)

20	52	IAEP - CHANDIMANDIR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND
22	51	IAEP - KOLKATA	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP - LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND-GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeccc53@yahoo.co.in	CENTRAL COMMAND AREA
24	54	IAEP - PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102669, 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA

25	55	IAEP - UDHAMPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486, 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
26	81	IAREP - SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (D GAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA
27	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
28	74	INEP - KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	72	INEP - MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND

30	71	INEP - NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5,IIND FLR, WING-II RK PURAM, NEW DELHI – 110 066 011-26194686, 011-26105067 inedelhi@rediffmail.com	NAVAL HQS
31	73	INEP - VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND
32	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247535, 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
33	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)

34	23	JAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI)
35	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
36	37	JORHAT	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)

38	22	KHANNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632,01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
39	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
40	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 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)
41	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793, 0522-2746145 relucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)

43	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
44	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
46	39	NOIDA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
47	08	PANAJI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315,0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)

48	05	PATNA	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, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
51	50	RAGHUNATHGANJ	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)

53	42	RAJKOT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR)
55	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271, 0364-2252252 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
56	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAU5HAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612,0177-2620125 0177-2624611 +-rcshimla@ignou.ac.in	/]

57	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C.BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258, 0194-2421506 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM - 695 017 0471-2590300 / 2590600 0471-2590700 rcrtrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
60	48	VARANASI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
61	83	VATAKARA	IGNOU REGIONAL CENTRE VATAKARA KERALA	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAG OD WAYANAND)

62	33	VIJAYAWADA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
63	84	VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR,VUDA COMPLEX SECTOR-12, MVP COLONY, USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM SRIKAKULAM, YANAM) (PUDUCHERRY, UT)

FORM FOR CHANGE/CORRECTION OF ADDRESS

(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_____

Signature of Student

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

FORM FOR NON-RECEIPT OF MATERIALS

The Regional Director
Concerned Regional Centre
.....

Subject: Non-receipt of Study Material

Enrolment No.

Programme Medium of Study.....

I have not received the Study Materials in respect of the following:

<u>Sl.No.</u>	<u>Course Code</u>	<u>Blocks</u>
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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
.....	
.....	

1. For Official Use

Date of dispatch of study material to student

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI**

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 Code: Enrol.No:
3. Address:
- Pin
4. Contact No: (Mobile No.) Landline
5. Reason for early declaration of result:
(Enclose a copy of the documentary evidence specifying the reason for early declaration)

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

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

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

Exam. Centre Code:

Address of Exam. Centre:

8. **Fee detail:** - (The fee for early declaration of result is Rs. 1000/- per Course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, 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/- or = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

Date:

(Signature of the student)

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:

S.No.	Address of Evaluation Centre	Jurisdiction (All Examination centres under the following Regional centres)
1	Regional Director / In-charge IGNOU Regional Evaluation Centre 3rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal -462016 (Madhya Pradesh) Ph: 0755-2570517, 2578455, 2578452 evaluationbhopal@ignou.ac.in	Bhopal, Jabalpur, Raipur, Ahmadabad, Rajkot, Nagpur, Pune
2	Regional Director / In-charge IGNOU Regional Evaluation Centre C/1 Institutional Area, Bhubaneswar-751013 (Odisha) Ph: 0674-2300650; evaluationbhubaneswar@ignou.ac.in	Kolkata, Koraput, Raghunathganj, Ranchi, Bhuvneshwar, Visakhapatnam and Deogarh
3	Dy. Registrar IGNOU Evaluation Centre - Delhi Block-5, IGNOU, MaidanGarhi, New Delhi-110068 Ph: 011-29533565, 011-29571501; evaluationdelhi@ignou.ac.in	Delhi-1, Delhi-2, Delhi-3, Noida, Jaipur, Jodhpur
4	Regional Director / In-charge IGNOU Regional Evaluation Centre Kaloor, Kochi - 682 017 (Kerala) Ph: 0484-2337028, 2337038 evaluationkochi@ignou.ac.in	Vijayawada, Kochi, Bangalore, Chennai, Bijapur, Hyderabad, Madurai, Mumbai, Panaji, Port Blair, Tiruvananthapuram, Vatakara.
5	Dy. Registrar IGNOU Regional Evaluation Centre 5-C/Ins-1, Sector-5, VrindavanYojna, Telibagh, Lucknow-226029 (U.P) Ph: 0522-2442898 evaluationlucknow@ignou.ac.in	Aligarh, Chandigarh, Dehradun, Jammu, Srinagar, Karnal, Khanna, Shimla, Lucknow, Varanasi
6	Regional Director / In-charge IGNOU Regional Evaluation Centre NEHU Campus, UmshingShillong – 793022 (Meghalaya) evaluationshillong@ignou.ac.in	Agartala, Aizwal, Gangtok, Guwahati, Itanagar, Imphal, Jorhat, Shilong, Kohima and Siliguri
7	Regional Director / In-charge IGNOU Regional Evaluation Centre Institutional Area, Mithapur Patna-800 001 (Bihar) evaluationpatna@ignou.ac.in	Patna, Darbhanga, Saharsa, Bhagalpur



Indira Gandhi National Open University
MaidanGarhi, New Delhi-110068

FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the student:

Programme:

Enrolment No.

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Address (where grade card is to be sent)
.....
.....
.....

PIN:

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

Bank Draft/IPO/ No.dated Issuing Bank/ post office
.....

Date: Signature of the student

Note: Fee for duplicate grade card is Rs.400/-. Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. The duplicate grade card will be sent by Registered post.

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

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



Indira Gandhi National Open University

(To be submitted to the concerned Regional Director)

FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

- 1. Name
- 2. Father's Name
- 3. Address
- 4. Particulars of last examination

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

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

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

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

Signature of the Applicant

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

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

Date _____ Dealing Assistant _____ Section Officer _____

Instructions

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi as the case may be.
2. At the time of submission of the application for issue of Migration Certificate the applicant 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 the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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



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

FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme

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 (SED)

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Date.....

.....
Signature