



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

**APPLICATION FORM AND GUIDE FOR APPLICANTS
FOR
BACHELOR OF EDUCATION (B. Ed.)
(Recognised by NCTE)
January, 2018**

Last date to submit filled-in application form to the concerned Regional Centre will be the date mentioned in the advertisement.

**(The form sent to any other office of the university will not be entertained).
Date of Entrance Test will be the date mentioned in the advertisement.**

Price : Rs. 1000/- (Including Registration Fee)

(Rs. 1000/- at counter and Rs. 1050/- by post)

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1. ABOUT THE UNIVERSITY

1.1 INTRODUCTION

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

- Democratising higher education by taking it to the doorsteps of the learners
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender
- offering need-based academic programmes by giving professional and vocational orientation to the courses
- promoting and developing distance education in India
- setting and maintaining standards in distance education in the country as an apex body.

1.2 PROMINENT FEATURES

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualised study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations
- socially and academically relevant programmes based on students need analysis
- convergence of open & conventional education systems

1.3 IMPORTANT ACHIEVEMENTS

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment is around 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

1.4 THE SCHOOLS OF STUDIES

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise

its academic programmes and courses in coordination with the School staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels.

The following Schools of Studies currently are in operation:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism & New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing & Visual Arts (SOPVA)

1.5 ACADEMIC PROGRAMMES

The University offers both short-term and long-term programmes leading to Certificates, Diplomas, Advance Diploma, Associates Degree and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes. They are launched with a view to fulfil the learner's needs for:

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

1.6 COURSE PREPARATION

Learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area spread throughout the country as well as inhouse faculty. The

material are scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before these are finally sent for printing. Similarly, audio and video programmes are produced in consultation with the course writers, inhouse faculty and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/modified, wherever necessary, before they are finally despatched to the students, Study Centres and Telecast through Gyan Darshan.

1.7 CREDIT SYSTEM

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals, projects and the term-end examination of each course in a programme.

1.8 SUPPORT SERVICES

In order to provide individualized support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are co-ordinated by 67 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counselors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres is given in this handbook. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

1.9 PROGRAMME DELIVERY

The methodology of instruction in this University is different from that of the conventional Universities. The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology as per the requirement.

The University follows a multimedia approach for instruction, which comprises:

- a) **Self Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners in batches of blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

The video programmes are telecast on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. In addition, some selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the university website.

- c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located.

- d) **Teleconferences:** Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simulcasted on 'Edusat' channel from the University studios at EMPC, the schedule of which is made available at the study centres.
- e) **Practicals/Project Work:** Some Programmes have practical/project component also. Practicals are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practicals is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the student alongwith the study materials.

1.10 EVALUATION SYSTEM

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multitier system of evaluation.

1. Self-assessment exercises within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes.
3. The term-end examinations.
4. Project work

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the Coordinator of the Study Centre concerned to which s/he is attached. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination is conducted at various examination centers spread all over the country and abroad in June and December.

IGNOU uses the following system of "Grading" for evaluating learners's achievement

Letter Grade	Qualitative Level	Point Grade
A	Excellent	5
B	V.Good	4
C	Good	3
D	Average	2
E	Unsatisfactory	1

For Bachelors' and Masters' degree programmes, normally the system of numerical marking is followed, and the marks secured in assignments, TEEs, etc. are later converted into grades as per the five-point grading scale given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass).

Term-end Examination and Payment of Examination Fee

The University conducts Term-end Examination twice a year in the months of June & December. Students will be permitted to appear in term-end examination subject to the following conditions :-

1. Your registration for these courses is valid and not time barred.
2. You have submitted the required number of assignments in the courses by due date wherever applicable.
3. You have completed the minimum time to pursue these courses as per the provision of your programme.
4. You have paid the examination fee for all the courses you are appearing in the examination in the case of non compliance of any of the above conditions, the result of all such courses will not be declared.

On-line submission of Examination Fee

It is an essential pre-requisite for you to submit the Examination Form through online mode for taking examination in any course.

Examination fee @ ₹ 120/- per course is required to be paid through **online by Credit/Debit Card**. The student can submit On-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

Submission of Examination Form through online mode

Dates for submission

For June TEE	Late Fee	For December TEE	Late Fee
1 st March to 31 st March	NIL	1 st September to 30 th September	NIL
1 st April to 30 th April	Rs. 500/-	1 st October to 31 st October	Rs. 500/-
1 st May to 15 th May	Rs.1000/-	1 st November to 15 th November	Rs. 1000/-

Where to submit

Examination form must be submitted **only online as per guidelines through IGNOU Website, ignou.ac.in**.

Issue of Examination Hall Ticket

University issues Examination Hall Ticket at [ignou website](http://ignou.ac.in) only. The Hall ticket must be downloaded from the University Website www.ignou.ac.in and approach the exam centre for appearing in the exam.

1.11 ASSOCIATE STUDENTSHIP

The University has a scheme of ‘**Associate Studentship**’ which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only one course or a limited number of courses, subject to a minimum of 8 credits and maximum of 32 credits. An Associate Student is attached to a Study Centre for counselling, assignment evaluation, library facility, etc. The application form provided at the end of the Prospectus at Annexure VIII on page 189 can be used for registration. A fee of **Rs.700/- per 8 credit course, or part thereof**, is charged for admission to course(s) under B.A, B.Com, B.Sc., BSW and BTS programmes. The **fee is irrespective of whether the course is of 2 credits, 4 credits, 6 credits or 8 credits**. For rest of the programmes, the fee will be charged on *pro-rata basis*, i.e. by dividing the programme fee by the number of credits of the programme = **fee for 1 credit, multiplied by the credit assigned to the specific course (rounded off to the next Fifty Rs.)**. Associate students choosing courses of B.A. can exercise their option for ‘one course’ only from a Group. If a student wants to opt four courses of 8 credits each, he/she can opt one each from Group-1 to 6 as per his/her choice. Grouping of courses are given in the Prospectus under B.A. (General).

The minimum and maximum period allowed to Associate students for completion of their course(s) would be **six months** and **two years**, respectively. There will be no separate counselling or lab work schedule for the associate students. They will have to be in touch with the Study Centre concerned in order to know the schedule and participate in the sessions accordingly. **Minimum period of six months would be**

allowed, if the courses opted by the students are up to 16 credits. If the option exceeds 16 credits, the minimum period should be one year.

Associate Students would be permitted to seek admission in any of the admission cycles and to opt the courses that are on offer either in January or July cycles. However, no counselling and/or lab/practicals would be conducted separately for the Associate students. In such a case the students would be allowed to avail the counselling/practical session in the next semester and accordingly the minimum duration would be extended to another six months. However, the maximum duration of two years would remain unchanged.

If an Associate student opts for more than 16 credits worth of courses in either of the admission cycles, he/she is **not entitled to seek admission in the next consecutive cycle** unless the prescribed minimum duration is completed.

Associate Students are not eligible to seek admission to the courses under the Programmes where the number of seats are limited and/or the admission is done through Entrance Test.

Associate Students are **not eligible for the award of any kind of ‘Certificate/Diploma/Degree’**. They are also not eligible for continuation of study by way of re-registration for 2nd and/or 3rd year, as the case may be. **‘COURSE COMPLETION STATUS’ Card** only will be issued to Associate Students.

Change of course is not permitted under this scheme. Similarly, re-admission facility is not extended to Associate Students. Separate Enrolment No., i.e. ‘AS - - - - -’ would be allotted to such students. **The filled-in forms of ‘Associate Studentship’ are to be sent to the Regional Director concerned.** Forms received by any other Office than the Regional Centre concerned would be summarily rejected.

1.12 INTERNATIONAL STUDENTS RESIDING IN INDIA

Such students are advised to visit (INTERNATIONAL STUDENTS icon) on IGNOU’s website (www.ignou.ac.in) for the programmes on offer for them; programme fee and other fees applicable for them.

1.13 PROVISIONAL ADMISSION

The University has a provision for Provisional Admission to the programmes offered through Common Prospectus (except Certificate programmes of six month duration, Awareness programmes, non-credit programmes and Merit-based/Entrance Test based programmes). Those candidates who otherwise fulfil the prescribed eligibility criteria, but are unable to apply for want of declaration of result of the qualifying examination and/or for want of final Mark-sheet and Provisional Certificate, but desirous of seeking admission in July/January) admission cycle, as the case may be, can submit the prescribed admission form with requisite fee, as per schedule. Such candidates are also required to submit the **‘Undertaking’** given Annexure II on page 176.

Other terms and conditions for seeking Provisional Admission are :

- i) All the prospective students who have submitted their filled-in admission form along with the Undertaking are required to submit the consolidated Final Mark-sheet and Provisional Certificate/Degree Certificate by **30th September** (for July admission cycle) and **31st March** (for **January admission cycle**).
- ii) Failure to submit the Final Mark-sheet and Provisional Certificate/Degree Certificate will attract cancellation of admission and **forfeiture of 25% of fee paid.**

- iii) Self-learning material will be issued to all the candidates seeking ‘Provisional admission’ on remittance of the programme fee, as in the case of other students
- iv) Regional Directors will confirm the final admission only on fulfilment of the condition at (i) above.
- v) Admission will not be offered in a Programme if the programme is not activated in a particular Regional Centre.

1.14 eGyanKosh

The IGNOU eGyanKosh (<http://www.egyankosh.ac.in>) - one of the world’s largest repositories of educational resources in higher education - is available for the learners and teachers, and public at large for free. The eGyanKosh houses the self-learning material of around 2565 courses and over 2389 video programmes of IGNOU. The resources available on the eGyanKosh can be accessed through Login ID and Password which need to be created by the user at the initial login. The IGNOU learners are encouraged to make use of these resources for their learning.

1.15 VIDYA LAKSHMI PORTAL

Subsequent to the announcement of Hon’ble Finance Minister, Vidya Lakshmi Portal has been set up from 15.08.2015. The Portal has been developed by National Securities Depository Limited (NSDL) e-Governance Infrastructure Ltd. The principal purpose of the Portal is to have facilities of education loan, scholarship and other student friendly facilities through one link. The Portal is gateway to Banks for education loan and also has linkages with National e-Scholarship Portal (NeSP) inaugurated by the Prime Minister on 01.07.2015 as a part of Digital India initiative managed by Centre for Good Governance under DEITY. The Portal is information friendly with relevant information for students. The Portal has the facility of tracking the students right from the inception of loan application until the completion of sanction of loan or otherwise. Students can view, apply and track their education loan applications to banks anytime, anywhere by accessing the Portal. The Portal would be useful for students, parents, educational institutions, bankers, employers, researchers, etc. 26 banks have been registered so far and 52 loan schemes have been uploaded in Vidya Lakshmi Portal.

2. UNIVERSITY RULES

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

2.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the *“Chhattisgarh Niji Kshetra Vishwavidyalaya (Sthapana Aur Viniyaman), Adhinyam, 2002”* are non-existent and can not be considered for admission to any Academic Programme in IGNOU.

2.2 Validity of Degree for Admission

2.2.1 Master’s Degree awarded without a first degree of 3 year duration is not recognised for purposes of admission to IGNOU’s Academic Programmes. However, this condition is not applicable for the five year Integrated Master’s degree acquired from a recognized University/Institutions.

2.2.2 Bachelor’s Degree means, **Bachelor’s Degree of not less than 3 year duration.**

2.2.3 IGNOU also accepts First degree of 2 year duration obtained from a recognized university **completed up to the year 1998-99** for purposes of higher studies; **provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.**

2.2.4 **Acceptance of ‘Two year Bachelor’s degree’**

Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course, prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have completed 3 years degree and they are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled prior to June 1986 shall be treated valid for all purposes including admission to a Masters degree programme and other higher studies.

2.2.5 **‘One sitting B.A. degree’** of Osmania University, Andhra University, Kakatia University, Kurukshetra University, etc. **is recognized for purposes of admission to IGNOU’s Master’s Degree programmes subject to the condition that the candidates have enrolled for the programme up to the year 1995-96 and completed their course up to the year 1998-99.** Besides, such candidates should have a gap of two year after +2 before they have registered themselves for ‘One sitting BA degree’.

2.2.6 Degrees acquired from an **‘Off Campus’ Centre of Private Universities** outside the territorial jurisdiction of the concerned State is also not recognized for purposes of admission to IGNOU’s academic programmes unless it has specific approval of the University Grants Commission.

2.2.7 Similarly, Degrees acquired from an **‘Off Campus’ Centre/ ‘Off-shore’ Campus** of Central/State/Deemed to be Universities/Institutions of National Importance offered through Distance mode of learning will be accepted for higher studies in IGNOU; provided these have been obtained as per **territorial jurisdiction** of these Central/State/Deemed to be Universities/Institutions of National Importance prescribed by the University Grants Commission from time to time.

2.3 **Incomplete and Late Applications**

Incomplete Application Form(s)/Re-registration Form(s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and enclose copies of all the required self attested certificates. **The Admission Form duly completed along with its enclosures is to be submitted to the Regional Director concerned ONLY** on or before the due date mentioned in the admission notification. The application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

2.4 **Validity of Admission**

Learners 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 will have to apply afresh and go through the admission process again.

2.5 **Simultaneous Registration**

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

- 2.5.2 Simultaneously pursuing **two academic Programmes** either from the same University, or one from the **Open University** (under **ODL mode**) and the other from **Conventional University (regular or face-to-face mode)** is not permitted, as of now, except. Certificate Programmes of six month duration indicated in clause 2.5.1 above.

2.6 Re-Registration

Learners are advised to submit the Re-Registration forms only at the respective Regional Centre and nowhere else. If any student sends the Registration/Re-Registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.

Schedule for Re-Registration

For July Session	For January Session	Late fee (Rs.)
1 st February to 31 st March	1 st August to 1 st October	NIL
1 st April to 30 th April	3 rd October to 31 st October	200.00
1 st May to 31 st May	1 st November to 30 th November	500.00
1 st June to 20 th June	1 st December to 20 th December	1000.00

2.7 Re-admission

The students who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration of the programme	Re-admission validity
Certificate Programmes	6 Months	6 Months
Diploma/PG Diploma Programmes and all other Programmes* with one year duration	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

*BLIS/MLIS/B.COM & M.Com Programmes of ICAI, ICSI etc. etc.

For re-admission the student has to remit **pro-rata fee** for each incomplete course(s). The Table of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the website (www.ignou.ac.in> Student Zone > Downloads > Re-admission >).

Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the **pro-rata course fee for re-admission** as per rate given in Table for each of the course(s) they failed to successfully complete within the maximum period prescribed.

2.8 Additional chance in Differently-abled students

- 2.8.1 i) **Students with disabilities of 40% or more are given additional 2(two) years** beyond the maximum duration prescribed for all academic programmes.

- ii) Disabled students seeking benefit of the aforesaid facility should submit the **'Disability Certificate'** issued by the competent authority at the Regional Centre concerned, which in turn verify it, make entry in the database and transmit the data to SRD for updating in the Master records.
- iii) Re-admission facility to disabled students will be extended without charging any pro-rata fee, i.e. further extending the duration beyond the maximum duration, by six months/ one year/ two year, as the case may be. However, disabled students are required to submit Re-admission Form, as per schedule, without any pro-rata fee.

2.9 **Reservation**

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission of forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

2.10 **Scholarships and Reimbursement of Fee**

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

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship forms from the Directorate of Social Welfare or from the Office of the Social Welfare Officer of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted/ registered for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee.

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

Students belonging to SC/ST, OBC and PWD categories, who are desirous of availing the Scholarship Schemes of the Government of India, should submit their Scholarship Form for the academic year by February for processing Scholarships to these categories of students each year, as conveyed by the University Grants Commission vide their letter No. F.1-27/2009 (SCT) dated 22.02.2015.

Fee Concession

This fee concession is not applicable for the PG Certificates, PG Diploma and Ph.D Programmes.

The students taking admission for the Agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D Programme shall be eligible for the fee concession as per the following criteria:

- a) all the candidates from **rural areas** shall be entitled for 50% fee concession subject to production of domicile certificate;
- b) the urban students **below the poverty line (BPL)** may be given a 50% fee concession subject to production of an income certificate.

2.11 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of processing fee, if any, through A/c Payee Cheque only.

2.12 Waiver of IGNOU Programme fee to Inmates Lodged in Prisons

Inmates lodged in Prisons in the country are exempted from payment of programme fee, including cost of Prospectus. The under-trial/short term prisoners are also eligible for the same benefit of FREESHIP as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay subsequent fees wherever applicable (Examination fee, re-registration fee, pro-rata fee for Readmission, registration fee for Convocation etc.).

2.13 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by Registered post/ Speed Post/ Courier etc. and if a student does not receive the same for any reason, whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in. For nonreceipt of study material, students are required to write to the Regional Director, IGNOU Regional Centre where they stand enrolled/ admitted.

2.14 Change of Elective/Course

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material on payment of **Rs.300/- for a 2/4 credit course or part thereof, Rs.600/- for a 6/8 credit course for undergraduate courses. For Master's Degree Programme, it is Rs.500/- for 2/4 credits and Rs.1000/- for 6/8 credits course.** Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Elective/Course should be addressed to the concerned Regional Centre only as per schedule.

2.15 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material **in the first year ONLY, on payment of Rs.300/- plus Rs.300/- per 2/4 credit course and Rs.600/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs.300/- plus Rs.500/- per 2/4 credit course and Rs.1000/- per 6/8 credit course.** Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the **concerned Regional Centre only**, as per schedule.

2.16 Change of Programme

Change of programme from B.A. to B.Com./BTS/BSW or vice-versa or B.Com to B.A./BTS/BSW or vice-versa or B.Sc. to B.A./B.Com/BTS/BSW is **permitted only in the first year of study within 30 days from the receipt of first set of course material on payment of Rs.500/- plus Rs.300/- per 2/4 credits course and Rs.600/- per 6/8 credit course** by way of Demand Draft drawn in favour of IGNOU payable at the place of concerned Regional Centre. For change of Programme from B.A./B.Com to BTS/BSW, the student will be required to pay the difference of fee in addition to Rs.500/- stated above. No change is permitted from B.A./B.Com/BTS/BSW to B.Sc.

Similarly, change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/ MARD/ M.Com./MAPY/MAPC) is permitted only in the first year of study within 30 days from the receipt of first set of course material. A student has to pay the full fee for the new Programme and he/she has to forgo the fee paid for the earlier programme.

The request for change of programme should be addressed to the Regional Director of concerned Regional Centre. **Students are not required to return the old course material.**

2.17 **Counselling and Examination Centre**

All study centres, Programme study centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals.

2.18 **Change/Correction of Address and Study Centres**

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of despatch. In case there is any correction/change in the address, the learners are advised to make use of the proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. **Requests received directly at SRD, New Delhi, or any other Office of the University 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 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 their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Study Centre is not permissible in programmes where practical components are involved.**

2.19 **Change of Region**

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division(SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., ‘No Objection Certificate’ is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

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

2.20 **Foreign Students**

Foreign students residing in India are eligible to seek admission in IGNOU’s selected programmes who have valid student visa for the minimum duration of the programme on payment of international fee applicable for them. For programme fee and other charges the student can visit “INTERNATIONAL STUDENTS” icon on IGNOU’s website. Admission of foreign student residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/ Ministry of Human Resource Development. Programmes with limited number of seats not offered to foreign students.

2.21 Term-end Examination

The learner are instructed to refer to Page No. 6, para 1.10 Evaluation System sub-head ‘Term-end Examination and Payment of Examination Fee’ before submitting Examination Form for appearing in the June as well as December Term-end examination. A learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting re-registered/sought readmission for the same. Otherwise, the result would be withheld in such cases.

2.22 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block 12, IGNOU, Maidan Garhi, New Delhi – 110068.

For Indian Students:

- 1) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/ Institute within India.
- 2) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/ Institute outside India.
- 3) Rs. 600/- per transcript for SAARC Countries Students, if transcripts is required to the Student/ Institute within India and Rs. 1200/- per transcript for Indian Students, if transcript is required to be sent to the Student/ Institute outside India.
- 4) Rs. \$60/- per transcript for Non-SAARC Countries Students, if transcript is required to the Student/ Institute within India and Rs. \$ 120/- per transcript for the same students, if transcript for the same students, if transcript is required to be sent to the outside India.

(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF ‘IGNOU’ PAYABLE AT NEW DELHI).

2.23 Improvement in Division/Class

Keeping the interest of students who have completed their Bachelor’s / Master’s Degree programme, but falling short of 2% marks for securing 1st and 2nd Division the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the student may apply for improvement of their performance on the prescribed application format alongwith a fee of Rs.750/- per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110068.

Fee details:-

(The fee for Improvement in Division / Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of “IGNOU” payable at New Delhi)

No. of Course(s): X Rs. 750/- or = Total Amount:

Demand Draft No.: Date: Issuing Bank:.....

2.24 Early Declaration of Result

The student can apply for early declaration of Term-End-Examination result with a fee of Rs. 1000/- per course. **The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies.** The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year.

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:.....

2.25 **Re-evaluation of Term-End-Examination**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.750/- per course. The request for re-evaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

Fee details:-

(The fee for Re-evaluation of answer script is Rs. 750/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$75 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. 750/- or = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date:.....

2.26 **Obtaining Photocopy of Answer Scripts**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs.100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

2.27 **Duplicate Grade Card**

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs.200/- in favour of IGNOU payable at "New Delhi". Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

Note : Fee for duplicate grade card is Rs. 200/- for Indian Students & Rs. 400/- for SAARC Countries Students and \$10 for Non-SAARC Countries Students. The duplicate grade card/mark sheet will be sent by Registered post by the University.

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

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

2.28 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially for the programmes with entrance based after the scheduled examination.

2.29 Correction/Change of Name/Surname of Learner

2.29.1 Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/ surname while submitting the admission form.

2.29.2 For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for onward transmission to Registrar, SRD:

- (i) Original copy of Notification in a daily newspaper notifying the change of name;
- (ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- (iii) Marriage Card/ Marriage Certificate in case of women candidates for change in surname;
- (iv) Gazette Notification, in original, reflecting the change of name/surname;
- (v) Demand Draft of Rs.400/- drawn in favour of IGNOU payable at New Delhi.

2.29.3 **Request for correction and/or change of Name / Surname will be entertained only before completion of the programme.**

2.30 KVS Employees

As per the agreement with Kendriya Vidyalaya Sangathan (KVS), One hundred students are entitled to get 50% fee concession in the programmes offered by the University during a year. All the KVS employees seeking admission may send their applications alongwith the requisite full programme fee directly to the Concerned Regional Centres without routing through IGNOU HQs. However the employees may follow the rules and procedures laid down by the KVS HQs, New Delhi, as regards to obtaining permission etc. The reimbursement in fees of 50% will be made only to such candidates duly recommended by the KVS HQs to SRD, IGNOU HQs. The reimbursement will be made by the concerned Regional Centre of IGNOU, on getting the communication only from Student Registration Division (SRD), IGNOU HQs.

2.31 Disputes on Admission & other University Matters

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

2.32 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the 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 and UGC/DEB/2013 dated 14.10.2013 (See pages 39 to 46).

2.33 DoPT Scheme for Central Government Employees

- The scheme is meant for Central Government Employees (working in Ministries/Departments/ Attached offices and Faculty members of State Apex Training Institutions). Under this scheme all applicants are entitled to reimbursement of their program fee upon successful completion of the program pursued. All eligible applicants are required to submit their admission form duly complete in all respects comprising requisite certificates, employer’s certificate (on the prescribed format as provided at **Annexure 3 on Page 96**) along with attested copy of identity card prescribed program fee (Demand Draft) payable at ‘**IGNOU, New Delhi**’. All details are available on IGNOU’s website / Common Prospectus. Form complete in all respects are to be submitted to the nearest Regional Centre in response to IGNOU’s admission notification.
- Employees working under Public Sector Undertaking are not eligible for this scheme.
- Employees failing to complete the program are not eligible for any reimbursement. Reimbursement for the Masters Program is available to an employee only once in his/her career. Applicants are eligible to enroll for only one Program at a time under this scheme. An officer is eligible to claim reimbursement/refund for successful completion of maximum often (10) Units in a Block of five (5) years. The equivalent units for each Course/Program are listed in the table below:

Sl. No.	Category	Category/type of Course/Program	Equivalent Units	Maximum Units Permissible in a Block of Five Years
1.	A	<ul style="list-style-type: none"> • Certificate • Advance Certificate • PG Certificate 	02 Units	Ten Units (with different combinations of A, B, C and D)
2.	B	<ul style="list-style-type: none"> • Masters 	08 Units	
3.	C	<ul style="list-style-type: none"> • PG Diploma • Advance Diploma • Diploma Certificate 	04 Units	
4.	D	<ul style="list-style-type: none"> • Select/Specialized Module 	01 Unit	

2.34 Pre-admission Counselling of Persons with Disabilities

Persons with disabilities before opting for a programmes for admission may please go through the category of perspective jobs for persons with disabilities and the physical requirements of jobs by visiting the link (<http://www.disabilityaffair.gov.in/content/page/rules--and-regulations.php#ipd2013>) of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India. After having made this informed decision, the person with disability seeking admission must give an undertaking in the prescribed proforma as given at **Annexure 4 on Page 97**.

2.35 Fee Exemption for SC/ST Students under the SCSP and TSP Schemes

The scheme of fee exemption is applicable for students belonging to Scheduled Castes/Scheduled Tribes, enrolled for July 2017/January 2018 admission cycles under the SCSP and TSP components of plan

grants in the Financial Year 2017-18 in compliance of guidelines issued by the Ministry of Human Resource Development, Govt. of India (GOI). The following students are eligible for the fee exemption:

- a. Freshly registered for Bachelor Degree Programmes (BDP: BA, B.Com., B.Sc.);
- b. Freshly registered for B.S.W., B.T.S. programme;
- c. Fresh and Second Semester re-registered students of BCA programme;
- d. Re-registered students in programmes mentioned above at a, b or c who were freshly (first time) enrolled in July 2017 or January 2018 admission cycle.

The exemption of fee is confined to Programme Fee mentioned in this Admission Prospectus. The scheme will not exempt late fee, Term-end-Exam fee, Convocation fee etc. The Scheme of fee exemption is introduced on pilot basis for July 2016 and January 2017 admission cycles only. Eligible and interested students may apply on Performa published at **Annexure 6 on page no. 99**. The Regional Centre will verify documents of students applying for fee exemption. Details of the scheme and notification are uploaded on www.ignou.ac.in

3. SCHOOL OF EDUCATION

The functions of the School of Education are within the broad framework of the objectives of IGNOU, i.e., to undertake academic activities pertaining to two major areas.

- i) the various aspects of the practice of education as a profession, and
- ii) the various branches of education as an academic discipline.

The school comprises the following four disciplines:

- a) Education
- b) Distance Education
- c) Educational Technology
- d) Adult Education

The academic programmes being offered by the School are:

- Doctor of Philosophy (Ph.D)
- Master of Arts in Education M.A. (Education)
- Bachelor of Education (B.Ed.)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Diploma in School Leadership and Management (PGDSLML)
- Post-graduate Diploma in Educational Technology (PGDET)
- Post-graduate Diploma in Educational Management and Administration (PGDEMA)
- Diploma in Elementary Education (DEIEd)
- Certificate in Guidance (CIG)
- Certificate Programme in Professional Development of Primary Teachers (CPPDPT)
- Post-graduate Diploma in Pre Primary Education (PGDPPED)
- Post-graduate Diploma in Adult Education (PGDAE)
- Post-graduate Certificate in Adult Education (PGCAE)
- Master of Arts in Adult Education (MAAE)
- Post-graduate Certificate in Information and Assistive Technologies for the Instructors of Visually Impaired (PGCIATIVI)

4. BACHELOR OF EDUCATION (B.ED.) PROGRAMME

INTRODUCTION

The Bachelor of Education (B.Ed.) programme of Indira Gandhi National Open University (IGNOU) has been designed with the aim to develop an understanding of teaching-learning process at secondary and senior-secondary level among student teachers. It focuses on enabling student-teachers to reflect critically on perspectives of education and integrate holistically the theory and practices to facilitate active engagement of learners for knowledge creation.

Programme Objectives

The B.Ed. programme will focus on:

- developing an understanding of context of education in contemporary Indian Society,
- appreciating the role of context and socio-political realities about learners in facilitating learning in inclusive settings,
- creating sensitivity about language diversity in classroom and its role in teaching-learning process
- developing an understanding of paradigm shift in conceptualizing disciplinary knowledge in school curriculum,
- identifying, challenging and overcoming gender inequalities in school, classroom, curricula, textbook, social institutions, etc.,
- enabling student-teachers to acquire necessary competencies for organizing learning experiences,
- developing competencies among student-teachers to select and use appropriate assessment strategies for facilitating learning,
- engaging student-teachers with self, child, community and school to establish close connections between different curricular areas,
- enabling student-teachers to integrate and apply ICT in facilitating teaching-learning process and in school management,
- systematizing experiences and strengthening the professional competencies of student teachers, and
- providing first-hand experience of all the school activities through engaging student-teachers as interns in secondary/senior secondary schools.

DURATION

The **minimum duration** of the programme is **two years**. However, the **maximum period allowed** for completion of the programme is **five years**.

MEDIUM OF INSTRUCTION

The Bachelor of Education (B.Ed.) programme is offered in English and Hindi medium.

ELIGIBILITY

Candidates with:

- a) at least fifty percent marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences/Social Sciences/Commerce/Humanity. Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto,
and
- b) The following categories are eligible to be students of B.Ed. (ODL) :
 - (i) Trained in-service teachers in elementary education.
 - (ii) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.

- The reservation and relaxation of 5% marks in minimum eligibility will be provided to SC/ST/OBC (Non creamy layer)/PWD candidates as per the rules of the Central Government.
- Reservation to Kashmiri Migrants and war widow candidates will be provided as per the University Rules.
- Masters' Degree awarded without a first degree is not accepted for purpose of Academic Studies in IGNOU.

Important Instructions

- Only those candidates whose results are declared and qualified at the time of submitting the entrance cum application form are eligible.** The applications would not be considered even though they appear and qualify in the entrance test, if they are not fulfilling minimum eligibility at the time of submitting the application form for entrance test.
- The candidates are also advised to carefully read the instructions given under 2.1 and 2.2 in particular about the Educational Qualifications awarded by the Private and other Universities on the matters related territorial jurisdiction, duration of degree etc. and other rules before submitting the application form.
- Trained Teacher:** As per NCTE, (Recognised Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at www.ncte-india.org/ncte_new/pdf/faq_odl.pdf), **'The trained teacher means a person who has completed NCTE recognised teacher education programme through face to face mode'**.
- In-service Teacher:** As per NCTE, (Recognised Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at www.ncte-india.org/ncte_new/pdf/faq_odl.pdf), **'An in-service teacher means who is employed as a teacher in elementary school or elementary stage of education'**.
- Diploma in Elementary Education (DEIED) Programme, Diploma in Education (DPE) through Open and Distance Learning (ODL) or any other teacher education programme completed through ODL will not be considered as a teacher education programme for admission to B.Ed. (ODL). **NCTE has mandated completion of a teacher education programme through face-to-face mode only for admission to B.Ed. (ODL).**
- Along with other requisite certificates, a candidate should also submit Marksheet and Certificate of completion of a teacher education programme through face-to-face mode duly recognized by NCTE.
- OBC (Non-Creamy Layer) Central List will be considered.
- At the time of counselling, the candidate needs to submit a certificate to provide facilities for Practical Work including the Internship as per the format given at Page No. 95.

Admission

Admission shall be done on the basis of the score obtained in the entrance test conducted by IGNOU all over India. The candidate will be required to submit the filled-in application form with attested copy of documents as specified in Entrance-cum-Admission Form. The original documents are to be submitted later after receiving offer letter for admission.

No change of category code shall be entertained from the candidate after the submission of Entrance cum Admission form.

Entrance Test

The Entrance Test will be held on **the date mentioned in the advertisement** Hall tickets will be uploaded on IGNOU website; www.ignou.ac.in for appearing in the Entrance Test.

Mere allowing candidates to take Entrance Test would not amount to acceptance of their eligibility for admission to B.Ed. **The final admission to the programme shall be subject to their rank in the merit list in the Entrance Test and production of proof of their eligibility at the time of last date of**

submission of application for admission to B.Ed.programme alongwith original certificates and programme fee. The number of seats of each PSC is limited to 50 only. The university reserves the right to conduct the examination at different centres/change the examination centre of the candidates without assigning any reason thereof.

Programme Fee

Programme Fee is Rs. 50,000/- for the entire programme.

Candidates seeking admission to the B.Ed. programme are advised not to pay the fee along with the filled-in application form. They will get a separate communication about their admission and payment of fee.

The programme fee should be paid only by way of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is situated. Please write in capital letters your name and the programme to which admission is sought, i.e., B.Ed., on the back of the Demand Draft to ensure proper credit of your fee to the relevant account.

Programme Structure

The programme is essentially a judicious mix of theory and practical courses to facilitate student-teachers in acquiring skills and competencies necessary for teaching-learning at secondary/senior secondary level. Illustrations and cases of relevant situations and activities comprise the core of each course. These are suitably supported by theoretical aspects to the extent needed. Keeping this in view, the programme has the following components:

First Year

Core Courses	:	16 credits
Content-based Methodology Courses (two)	:	08 credits
Workshop – I	:	04 credits
EPC I and II	:	04 credits
Internship – I	:	04 credits

Second Year

Core Courses	:	12 credits
Optional Courses	:	04 credits
Workshop – II	:	04 credits
EPC III and IV	:	04 credits
Internship – II	:	12 credits

One learner has to complete 72 credits for successful completion of the programme..

First Year

CORE COURSES (16 CREDITS)

Course Code	Course Name	Credits
BES-121	Childhood and Growing Up	4
BES-122	Contemporary India and Education	4
BES-123	Learning and Teaching	4
BES-124	Language Across the Curriculum	2
BES-125	Understanding Disciplines and Subjects	2

CONTENT-BASED METHODOLOGY COURSES (8 CREDITS)**(ANY TWO COURSES ARE TO BE OPTED)**

Course Code	Course Name	Credits
BES-141	Pedagogy of Science	4
BES-142	Pedagogy of Social Science	4
BES-143	Pedagogy of Mathematics	4
BES-144	Pedagogy of English	4
BES-145	Pedagogy of Hindi	4

PRACTICAL COURSES (12 CREDITS)**Workshop - I**

Course Code	Course Name	Credits
BESL-131	Workshop Based Activities	4

EPC

Course Code	Course Name	Credits
BESL-121	Reading and Reflecting on the Texts	2
BESL-122	Application of ICT	2

Internship – I

Course Code	Course Name	Credits
BESL-133	Internship I	4

Second Year**CORE COURSES (12 CREDITS)**

Course Code	Course Name	Credits
BES-126	Knowledge and Curriculum	4
BES-127	Assessment for Learning	4
BES-128	Creating an Inclusive School	2
BES-129	Gender, School and Society	2

OPTIONAL COURSES (04 CREDITS) (ANY ONE COURSE TO BE OPTED)

Course Code	Course Name	Credits
BESE-131	Open and Distance Education	4
BESE-132	Guidance and Counseling	4
BESE-133	Adolescence and Family Education*	4
BESE-134	Vocational Education*	4
BESE-135	Information and Communication Technology	4

*Course BESE-133 & BESE-134 are not on offer for January, 2018 Batch.

PRACTICAL COURSES**(20 CREDITS)****Workshop – II**

Course Code	Course Name	Credits
BESL-132	Workshop Based Activities	4

EPC

Course Code	Course Name	Credits
BESL-123	Drama and Art in Education	2
BESL-124	Understanding the Self and Yoga	2

Internship – I

Course Code	Course Name	Credits
BESL-134	Internship II	12

INTERNSHIP

In order to provide broader and meaningful engagement with the learners and the school; the Internship is spread over both years (See the following Table).

Durations of Internship during Year I & II

Year	Internship	Credits	Duration (weeks)
Year I	Internship I	4	4
Year II	Internship II	12	16
	Total	16	20

Please note that you shall have to attend the Internship schools as per the school timing (from open to close) on dally basis. No leave shall be entertained during the Internship.

No change of category code shall be entertained from the candidate after the submission of Entrance cum Admission form.

Instructional System

The B.Ed. programme delivery system includes the multi-media approach, i.e., self-instructional print material, audio/video components, assignments, counselling sessions and practical work in school and workshops.

Printed Material

The print materials are the self-instructional materials for both theory and practical components of the programme. It is supplied to the students in the form of blocks. Each block contains 3-5 units. The university sends study material and assignments to the students by registered post and if a student does not receive the same for any reason whatsoever, the university shall not be held responsible for that.

Audio and Video Programmes

The audio and video programmes are supplementary, meant for clarification and enhancement of understanding. These are used during counselling and workshop sessions at the programme centre.

Assignments

Assignments are an integral and compulsory component of the instructional system. There are only one tutor-marked assignments for each theory course. These assignments are to be submitted to the programme centre in accordance with the submission schedule provided separately in the programme guide.

From June, 2011 Term-End Examination, the University had made the submission of assignments mandatory for issue of hall ticket.

Counselling Sessions

Generally the counselling sessions will be held at the programmes centres during weekends (Saturdays and Sundays) and long holidays. Within the general schedule of the programme, the coordinators at the programme centres will decide on the conduct of these sessions. The programme centre coordinators

will also provide the counselling schedule. The counselling sessions will include clarifications required in the print material and audio/video programmes through active interaction with students.

Evaluation

The system of evaluation, both for theory and practical work, is as follows:

Theory: For theory courses, evaluation comprises three aspects:

- Self-evaluation exercises within each unit of study (non-credit).
- Continuous evaluation in the form of periodic compulsory tasks/ assignments. This carries a weightage of 30% for each course. One task/assignment in each theory course is compulsory.
- The term-end examination has a weightage of 70% of the total for each course.

Term-end examinations will be held in June/December every year. But **for the candidates of academic year January, 2018, the first term-end examination will be held in December, 2018 only for first year courses. The students will be permitted to appear in the term-end examination for the courses of 2nd year only in December, 2019.**

Practical: For Practical courses, evaluation comprises following aspects:

- Continuous assessment of the activities at school during internship by mentors.
- Assessment of portfolio and reflective journal of the student-teacher, which is being prepared during internship.
- Assessment of activities related to EPCs completed during internship and workshop at workshop
- Assessment of performance in workshops.
- Assessment during internship by a teacher educator appointed by RC/SOE.

SOE will provide essential assessment tools to resource persons/counsellors for assessing various activities during internship.

The student will have to obtain at least D grade in each course in both continuous and terminal evaluation separately. However, the overall average should be at least C grade for the successful completion of a course.

If a student has missed any term-end examination of a course for any reason, he/she may appear in the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only up to a period of five years from the date of registration.

- A learner can not attend both the workshops in one year. First year workshop could be attended only after completion of activities during Internship I. Similarly, to attend 2nd workshop, completion of all the activities related to internship II will be a mandatory condition.**
- Gap of one academic year is mandatory between Ist Workshop and IInd Workshop.**
- A learner has to complete all activities related to internship II before attending workshop II i.e. workshop of Second Year.**

The letter grade system is used for grading continuous and terminal examination components. These letter grades are:

Letter grade	Qualitative level	Point grade	Percent (%)
A	Excellent	5	80% & above
B	Very Good	4	60-79.9%
C	Good	3	50-59.9%
D	Satisfactory	2	40-49.9%
E	Unsatisfactory	1	Below 40%

The rounding off decimal point in Grade card/Mark Sheet to the next mark in case decimal point is between 0.5 and 0.9 and no change in case it is between 0.1 to 0.4.

The student will be declared successful if he/she scores at least C grade in theory courses and practical courses separately.

WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material and assignments	Concerned Regional Centre
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
5	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
6	Academic Content	Director of the School concerned
7	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
8	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Tel.Nos.: 29572513, 29572514, 29535714, 29533869, 29533870
9.	International Students residing in India should contact	Director, International Division, IGNOU, Block-15, Section K, Maidan Garhi, New Delhi-110068. Tel. Nos. : 29533987; 29571684 E-mail : internationaldivision@ignou.ac.in

	Issues related	Contact No.	Controlling Officer & Telephone No.	E-mail ID
10	Issue of Deree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	convocation@ignou.ac.in
11	Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ Non-receipt of hall tickets for term-end-examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Asstt. Registrar 011-29535064	sgoswami@ignou.ac.in jitenderkr@ignou.ac.in
12	Declaration of results of Masters & Bachelors degree level programme/Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes	011-29572212	Section Officer 011-29536103	mdresult@ignou.ac.in bdresult@ignou.ac.in practicalsed@ignou.ac.in
13	Declaration of results of Masters, Bachelor and Diploma programme/Issue of gradecard and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	bdresult@ignou.ac.in dresult@ignou.ac.in
14	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
15	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gcverification@ignou.ac.in
16	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
17	Status of Project Report of all Programmes/ Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	projects@ignou.ac.in
18	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
19	Students general enquiries and grievances/ Issue of duplicate mark sheet	011-29572218 011-29571313	Asstt. Registrar	sedgrievance@ignou.ac.in
20	Discrepancy in grade card, non-updation of grade/marks programmeswise in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt. Director	garora@ignou.ac.in

LIST OF CODES

STATE CODE

Code	Description
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Odisha
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
32	C/o 99 APO
33	Learners Abroad
34	Chattisgarh
35	Jharkhand
36	Uttarakhand
37	Telangana

EDUCATIONAL QUALIFICATION CODE

Code	Description
000	Below Matriculation, SSC/No Formal Education
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science

LIST OF BOARD CODES

(FOR 10 +2) with pass in minimum five core subjects*

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	-	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	-	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	-	Not listed in this list.

(FOR 10+2 Vocational Stream)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

* Candidates passed with four core subjects, in addition to Socially Useful Productive Work & Community Service (SUPW), need to pursue Sr. Secondary level Examination from NIOS/SOSs in order to fulfil the condition of passing in minimum five core subjects.

LIST OF UNRECOGNIZED SCHOOL BOARDS*

Examinations conducted by the following Boards are not accepted for higher studies in IGNOU.

Sl. No.	Name of Board	Remarks
1.	2.	3.
1.	Board of Higher Secondary Education, Delhi	
2.	Indian Council of Secondary Education, India Fatehullaganj, NH-74, Thakurdwara, Muradabad, UP	Do not mistake with ICSE, New Delhi
3.	Indian Council of Secondary Education, India Village: Haldua Shahu, P.O. Shivrajpur Patti, Jaspur-244712, Uttarakhand.	Do not mistake with ICSE, New Delhi
4.	All India Board for Education Training, Delhi (operated by Dr. Ambedkar Chintan Samajik Sodh Sansthan, Ward No. 23 Eidgah Mohalla, P.O. Dehri-on-Sone, District Rohtas, Bihar) OR All India Board of Secondary Education, Delhi. Bhawan No. 700, Gali No. 17 Gopalpur, Vill. Timarpur, P.O. Azadpur, Delhi-110009	
5.	Intermediate Council for Open Education, Jalandhar, Punjab	
6.	All India Council for Open Education, New Delhi	
7.	Board of Adult Education & Training, Delhi Office : 1 Aliganj, Kasturba Nagar, Kotla Mubarakpur, New Delhi-110003. Campus : R.X. 295, Brahampuri, Nangal Raya Rly, Crossing, Pankha Road, New Delhi.	
8.	Central Board of Higher Education, East Patel Nagar, New Delhi.	
9.	Central Board of Higher Education, Uttam Nagar, New Delhi.	
10.	Gurukul Vishvavidyalaya, Vrindaban (Mathura) Gurukul Complex, Village Ranchi Bangar, P.O. Mathura District Mathura, Uttar Pradesh	
11.	Council of Secondary Education, Mohali, Punjab	
12.	Mahashakti Sanskrit Vidyapeeth, Karn Part, Delhi-110041	
13.	Council for the Indian Certificate Examination, New Delhi	Not ICSE
14.	Bhartiya Shiksha Parishad, Uttar Pradesh, Lucknow-227105**	
15.	Board of Secondary Sanskrit Education, Uttar Pradesh, Lucknow	
16.	The Central Board of Higher Education, New Delhi.	
17.	Dr. Ramgopalacharya Sanskrit Mahavidalaya, Nayabas, Etah, Uttar Pradesh	
18.	Board of Secondary Education, Madhya Bharat, Gwalior.	
19.	Board of Secondary, Higher Secondary & Vocational Education, Mangal Bazar Road, Laxmi Nagar, Delhi.	
20.	Mahatma Gandhi Secondary and Higher Secondary Education Board, Delhi	
21.	Board of Secondary and Higher Secondary Open Education, West Bengal	
22.	The Council of Basic and Technical Education, Ludhiana	
23.	Madhyamik Shiksha Parishad, Gwalior, M.P.	
24.	Central Board of Education, Ajmer	
25.	Council of Higher Secondary Education, Delhi	

Sl. No.	Name of Board	Remarks
1.	2.	3.
26.	Council of Higher and Senior Secondary Education, Delhi	
27.	Delhi Board of Senior Secondary Education	
28.	Board of Technical and Secondary Education, Delhi	www.technicalboard.org www.technicalboard.org.
29.	Indian Council of Secondary Education, India (Uttar Pradesh) OR Bhartiya Madhyamik Shiksha Parishad, Bharat (Uttar Pradesh)	
30.	Board of Youth Education in India	
31.	Council of Secondary & Senior Secondary Education, Delhi	
32.	Indian Council of Open School Certificate Examination, Maharashtra	www.icosce.com
33.	Mahakoshal Board of Secondary Education, Jabalpur, Madhya Pradesh	
34.	National Board of Higher Secondary Education, Delhi	
35.	National Board of Secondary Education, India	
36.	Board of Higher Secondary Open Education, Delhi	
37.	Board of School and Technical Education, Chhattisgarh	
38.	Board of Senior Secondary Education (BSSE), Delhi	www.bsse Delhi.com
39.	Rural Institute of Open Schooling, Laxmi Nagar, Delhi	
40.	Nav Bharat Shiksha Parishad (NSP), India	
41.	Madhyamik Shiksha Parishad of U.P. and Delhi	Do not mistake with Madhyamik Shiksha Parishad, Allahabad (Board of High School and Intermediate Education,UP)
42.	Swami Vivekanand Board of Secondary Education, Delhi	
43.	Board of Education for Senior Secondary & Technology, New Delhi	
44.	Board of Open Learning School, Delhi	
45.	Board of Secondary & Higher Secondary Education, Delhi	
46.	Urdu Education Board, New Delhi	
47.	Jamia Urdu Hind, Begusari, Bihar	
48.	Ucchtar Madhyamik Shiksha Mandal, Delhi	
49.	All India Council of Open Schooling (AICOS), Vill. & P.O. Barunhat, P.S. Hasnabad, Distt. 24 PGS(N), W.B.	
50.	Central Board of Senior Secondary Education	
51.	Intermediate Council of Secondary Education, Sewak Park, Uttam Nagar, New Delhi-110059	
52.	Delhi Academic Council for Higher Education	

Sl. No.	Name of Board	Remarks
1.	2.	3.
53.	All India Council of Secondary Education, New Delhi	
54.	Council of National Secondary Education, Delhi	
55.	Central Board of Secondary & Higher Secondary Education, Delhi	
56.	Delhi Board of Secondary and Senior Secondary Education	
57.	Rural Development Board of Secondary and Higher Secondary, Delhi	
58.	Council of Secondary Education, First Floor, Tarachand Complex, Ramesh Market, East of Kailash, Near Sapna Cinema, Delhi-110065	
59.	Council of National Secondary Education, Tripura	
60.	Delhi Board of Secondary and Higher Secondary Open Education, Delhi	
61.	State Board of Secondary Education, Delhi, C.R. Park, Block K1/30, New Delhi	
62.	State Board of Secondary Education, Delhi	
63.	Dr. Bhimrao Ambedkar Intermediate Education, West Bengal	
64.	Indira Gandhi Higher Secondary & Open Education, Badarpur Border, New Delhi	
65.	Central Board of High School & Intermediate Examination, Delhi	
66.	Bharatiya Council of Open Schooling	
67.	Akhil Bhartiya Shiksha Sansthan, New Delhi	
68.	All India Board of Secondary Education, Gazipur	
69.	Central Board of Higher Education, Delhi	
70.	Council of Secondary Education Board, Mohali	
71.	Rajkiya Institute of Open Schooling (RIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
72.	Central Institute of Open Schooling (CIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
73.	State Council of Secondary Education, Delhi	
74.	Ravindra Vishwa Vidyapeeth, New Delhi	

*Also refer to www.ignou.ac.in for latest updated list.

** The matter is subjudice before the District Judge, Lucknow.

LIST OF VOLUNTARY HINDI INSTITUTIONS

The examinations conducted by Voluntary Hindi Institutions and/or Govt. Institutions for propagation and development of Hindi language are not accepted for academic pursuit in IGNOU, as these are not equated with the regular examinations of Secondary Boards/Universities. These examinations are accepted for purposes of employment only in Government Services.

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1.	(हिंदी) साहित्य सम्मेलन, इलाहाबाद	1. प्रथमा 2. मध्यमा (विशारद) 3. उत्तमा (हिंदी साहित्य)	एस.एस.सी. बी.ए. बी.ए. (हिंदी आनर्स)	स्थाई मान्यता एफ.-7.50/69 एच. 1 18 फरवरी, 1970
2.	राष्ट्रभाषा प्रचार समिति, वर्धा	1. परिचय 2. कोविद 3. रत्न	एस.एल.सी. इंटर बी.ए.	— — —
3.	दक्षिण भारत हिंदी प्रचार सभा, मद्रास	1. प्रवेशिका 2. विशारद 3. प्रवीण	एस.एल.सी. इंटर बी.ए.	— — —
4.	हिंदी विद्यापीठ, देवधर, बिहार	1. प्रवेशिका 2. साहित्य भूषण 3. साहित्यालंकार	एस.एल.सी. इंटर बी.ए.	— — —
5.	महाराष्ट्र राष्ट्रभाषा सभा, पूना	1. प्रबोध 2. प्रवीण 3. पंडित	एस.एल.सी. इंटर बी.ए.	— — —
6.	हिंदी प्रचार सभा, हैदराबाद	1. विशारद 2. भूषण 3. विद्वान	एस.एल.सी. इंटर बी.ए.	— — —
7.	गुजरात विद्यापीठ, अहमदाबाद	1. तीसरी 2. विनीत 3. सेवक	एस.एल.सी. इंटर बी.ए.	7-50/69 एच-1 18 फरवरी, 1970 स्थायी मान्यता
8.	बम्बई हिंदी विद्यापीठ, बम्बई	1. उत्तमा 2. भाषा रत्न 3. साहित्य-सुधाकर	एस.एल.सी. इंटर बी.ए.	वि.सं.एफ. 2/70 हिंदी 30-3/1 स्थायी मान्यता —
9.	असम राष्ट्रभाषा प्रचार समिति, गुवाहाटी	1. प्रबोध 2. विशारद 3. प्रवीण	एस.एल.सी. इंटर बी.ए.	वि.सी. 7-1/73 हि. ता. 7 जुलाई, 1973 से स्थायी मान्यता —
10.	मणिपुर हिंदी परिषद्, इम्फाल	1. प्रबोध 2. विशारद 3. रत्न	एस.एस.सी. इंटर बी.ए.	— — —
11.	हिन्दुस्तानी प्रचार सभा, बम्बई	1. तीसरी 2. काबिल 3. विद्वान	एस.एल.सी. इंटर बी.ए.	वि.सी. 9-2/6 डी-1 हि. 13 अगस्त, 1976
12.	मैसूर हिंदी प्रचार परिषद्, बंगलौर	1. प्रदेश 2. उत्तमा 3. रत्न	एस.एल.सी. इंटर बी.ए.	वि.सी. 9-2/6 डी-1 हि. स्थायी मान्यता 17 नंबर, 76 से प.सं. 8-6/84 डी-1 ता. 10-12-86

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13.	केरल हिंदी प्रचार सभा, त्रिवेन्द्रम	1. प्रदेश 2. भूषण 3. साहित्याचार्य	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प्रेस 9-6/84 डी. (भाषा) ता. 12 दिसंबर, 1986
14.	कर्नाटक हिंदी प्रचार समिति, बंगलोर	1. राजभाषा 2. राजभाषा प्रकाश 3. राजभाषा विद्वान	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प.सं. 9-6/84 डी. (भाषा) ता. 12 दिसंबर, 1986
15.	कर्नाटक महिला हिंदी सेवा समिति, बंगलोर	1. हिंदी उत्तमा 2. हिंदी भाषा भूषण 3. भाषा प्रवीण	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प.सं. 9-6/डी.-I (भाषा) ता. 12 दिसंबर, 1986
16.	उड़ीसा राष्ट्रभाषा परिषद्, पुरी	1. विनोद 2. प्रवीण 3. शास्त्री	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प.सं. 9-4/79 डी.-I (भाषा) ता. 26 जुलाई, 1979
17.	सौराष्ट्र हिंदी प्रचार समिति, राजकोट	1. तीसरी	एस.एल.सी.	स्थायी मान्यता प.सं. एफ. 9-6/84 डी.-I (भाषा) ता. 12 दिसंबर, 1986
18.	प्रथम महिला विद्यापीठ, इलाहाबाद	1. विद्या विनोदिनी 2. विदुषी साधारण 3. सरस्वती	मैट्रिक इंटर बी.ए.	स्थाई मान्यता प.सं. 9-6/84 डी.-I (भाषा) ता. 12 दिसंबर, 1986
19.	मिजोरम हिंदी प्रचार सभा, आइजोल	1. प्रबोध 2. विशारद 3. प्रवीण	मैट्रिक इंटरमीडिएट बी.ए.	स्थायी मान्यता प.सं. 9-4/84 डी.-I (भा.) स्थायी मान्यता ता. 12 अप्रैल, 1988
20.	मुंबई हिंदी सभा, दादर, मुंबई	1. हिंदी विबोध	मैट्रिक (हिंदी)	फा.सं. 3-20/2000 डी. -II (एल) 30-8-2000 द्वारा स्थायी मान्यता
21.	बेलगांव विभागीय हिंदी सेवा शिक्षण समिति, हुबली (कर्नाटक)	राजभाषा प्रबोध	मैट्रिक (हिंदी)	फा.सं. 1-4/2003 हि.शि.स. दिनांक 25-5-2004 के द्वारा राजभाषा प्रबोध को जून, 2005 तक अस्थायी मान्यता
22.	हिंदी शिक्षा समिति, ओडिसा, कटक	प्रवेशिका हिंदी अभिज्ञ स्नातक	मैट्रिक (हिंदी) इंटर (हिंदी) बी.ए. (हिंदी)	फा.सं. 1-4-2003 हि.शि.स. दिनांक 25-5-2004 के द्वारा प्रवेशिका तथा हिंदी अभिज्ञ को जून, 2002 से स्थायी मान्यता तथा स्नातक को जून, 2005 तक अस्थायी मान्यता
23.	हिंदी प्रचार-प्रसार संस्थान, जयपुर	1. हिंदी कोविद 2. हिंदी प्रवीण 3. हिंदी साहित्य रत्न	मैट्रिक (हिंदी) इंटरमीडिएट (हिंदी) बी.ए. (हिंदी)	फा.सं. 1-4/2003 हि.शि.स. दिनांक 25-5-2004 के द्वारा हिंदी कोविद तथा हिंदी प्रवीण को दिनांक 31-3-2000 से स्थायी मान्यता। हिंदी साहित्य रत्न को जून, 2005 तक अस्थायी मान्यता।

इनमें जिन संस्थाओं की परीक्षाओं की मान्यता दिनांक 24-11-2003 से पूर्व समाप्त हो गयी थी उन्हें दिनांक 25-11-2003 तक विद्यमान समझा जाय।

राष्ट्रभाषा हिन्दी के प्रचार-प्रसार और विकास की दिशा में स्वैच्छिक हिन्दी संस्थाओं का महत्वपूर्ण योगदान रहा है। स्वतंत्रता प्राप्ति के बाद इन संस्थाओं में हिन्दीतर क्षेत्रों में हिन्दी को लोकप्रिय बनाने के लिए काफी प्रयत्न किये हैं। इसी परिप्रेक्ष्य में कुछ स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं को भारत सरकार में मान्यता प्रदान की है। ताकि लोगों को हिन्दी का ज्ञान हो सके और इसके माध्यम से रोजगार प्राप्त कर सके। भारत सरकार ने हिन्दी शिक्षा समिति की सिफारिश और संघ लोक सेवा आयोग की सहमति से इन संस्थाओं द्वारा आयोजित कुछ परीक्षाओं को 1960 से मान्यता देना शुरू किया ताकि इन परीक्षाओं को पास करने पर उम्मीदवार उन सरकारी नौकरियों के लिए पात्र बन सकें, जिनके लिए हिन्दी की योग्यता भी जारी की गई है। इस विषय पर कई प्रेस विज्ञप्तियाँ भी जारी की गई हैं। समय-समय पर अस्थायी मान्यता की अवधि भी बढ़ाई जाती रही है। बाद में कुछ संस्थाओं की परीक्षाओं को स्थायी मान्यता दी गई है। यद्यपि अभी कुछ संस्थाओं को अस्थायी मान्यता दी गई है।

हिन्दी शिक्षा समिति भारत सरकार में एक स्थायी संस्था है। यह समिति हिन्दी के प्रचार, प्रसार और विकास के संबंध में भारत सरकार को समय-समय पर सलाह देती है और सिफारिशें करती है। इस समिति की सिफारिशों के आधार पर स्वैच्छिक हिन्दी संस्थाओं की परीक्षाओं को मान्यता प्रदान की जाती है।

किसी भी स्वैच्छिक संस्था को चाहे वह स्वयं हिन्दी की परीक्षा आयोजित करती हो, या किसी भी मान्यता प्राप्त अन्य स्वैच्छिक हिन्दी संस्था के माध्यम से परीक्षा संचालित करती हो, मान्यता प्राप्त करने के लिए अखिल भारतीय हिन्दी संस्था संघ, 24, कोटला मार्ग, नई दिल्ली की मान्यता के लिए प्रस्ताव भेजना होता है। इस प्रस्ताव के आधार पर संस्था संघ परीक्षा की मान्यता संबंधी मानदण्डों और नियमों के अनुसार उस संस्था का निरीक्षण करता है और मान्यता के लिए मंत्रालय को अपनी सिफारिश भेजता है। इसके बाद मंत्रालय का अधीनस्थ कार्यालय केन्द्रीय हिन्दी निदेशालय की एक निरीक्षण समिति स्वतंत्र रूप से उस संस्था का निरीक्षण बनती है और अपनी रिपोर्ट हिन्दी शिक्षा समिति के विचार के लिए मंत्रालय की प्रस्तुत करती है।

कुल समाचार पत्रों में परीक्षा शीर्षक के अधीन यह समाचार छपा होता है कि हिन्दी साहित्य सम्मेलन प्रयाग (इलाहाबाद) की प्रथमा और मध्यमा परीक्षा को क्रमशः एस.एस.सी. और बी.ए. के समकक्ष मान्यता दी गई है। इस प्रकार के समाचार का स्पष्टीकरण इस मंत्रालय से समय-समय पर दिया जाता रहा है। कुछ वर्ष पहले उप शिक्षा मंत्री, श्री पी.के. थुंगन ने भी लोकसभा में स्थिति स्पष्ट की थी और बताया था कि हिन्दी साहित्य सम्मेलन की वास्तविक स्थिति भिन्न है क्योंकि यह एक स्वैच्छिक संगठन है न कि विश्वविद्यालय अथवा विश्वविद्यालय समझी जाने वाली संस्था। यह शिक्षा राज्य परीक्षा परिषद तथा विश्वविद्यालय के समान नहीं माना जाता है। इसलिए इस संस्था द्वारा आयोजित इन परीक्षाओं को केन्द्र सरकार द्वारा हाई स्कूल, इंटरमीडिएट और बी.ए. के बराबर मान्यता नहीं दी गई है। इस संस्था को केवल हिन्दी विषय की परीक्षा को संचालित करने की मान्यता दी गई है, भले ही, यह हिन्दी के साथ-साथ अन्य विषयों को भी तैयार करता हो।

पुनः यह स्पष्ट किया जाता है कि किसी पद के लिए निर्धारित किए गए हिन्दी स्तर के निर्धारण के प्रयोजन से हिन्दी साहित्य सम्मेलन की प्रथमा और मध्यमा परीक्षाओं को क्रमशः एस.एस.एल.सी. तथा बी.ए. के बराबर से मान्यता दी गई है।

इसी प्रकार अन्य स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं की मान्यता के बारे में भी कहा जा सकता है कि ये परीक्षाएँ न तो किसी राज्य परीक्षा परिषद् और न ही विश्वविद्यालय के समकक्ष मानी गई हैं। जहाँ तक सरकारी नौकरियों के लिए इन परीक्षाओं की मान्यता का प्रश्न है, इस सम्बन्ध में यह निश्चय किया गया है कि यदि सरकारी अथवा गैर सरकारी कार्यालय, अर्ध सरकारी संस्था या शैक्षिक संस्था में किसी पद के लिए हिन्दी की कोई विशेष योग्यता निर्धारित की गई है तो इन परीक्षाओं से प्राप्त की गई योग्यताधारी व्यक्ति इन पदों के पात्र हो सकते हैं। परन्तु हिन्दी की अलग से यदि कोई योग्यता निर्धारित नहीं की गई है तो स्वैच्छिक हिन्दी संस्था से प्रमाणपत्र या डिग्री प्राप्त करने वाले व्यक्ति विश्वविद्यालय या राज्य परीक्षा परिषदों के प्रमाणपत्र या डिग्री की समकक्षता का दावा नहीं कर सकते हैं।

अतः उपर्युक्त विवरण के आधार पर, संक्षेप में पुनः स्पष्ट किया जाता है कि स्वैच्छिक हिन्दी संस्थाओं की मान्यता केवल संलग्न सूची में दर्शायी गई समकक्ष परीक्षा के लिए निर्धारित हिन्दी स्तर तक ही सीमित है और इसे पूर्ण प्रमाण-पत्र या डिग्री परीक्षा के बरोबर नहीं माना जायगा। आम जानकारी के लिए संस्थावार मान्यताओं का विवरण संलग्न है।

शिक्षा विभाग,
मानव संसाधन विकास मंत्रालय,
शास्त्री भवन, नई दिल्ली-110001
पत्र सं. एफ. 9-1/88-डी-1 (भाषा)
5 मई 1988

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/ prohibit/ punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)		
Prof. Anju Sahgal Gupta, Chairperson, SOH	011-29572776	anjugupta7@gmail.com
Ms. Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Kailash Saluja, A.R., MPDD	8800736002	kailashsaluja@ignou.ac.in
Prof. Jyantika Dutta, Lady Irwin College		
IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Uma Medury, Chairperson, SOSS	011-29572741	umamedury@ignou.ac.in
Dr. Gurmeet Kaur, Associate Professor, SOL	011-29572984	gurmeetkaur@ignou.ac.in
Dr. Neera Singh, Associate Professor, SOH	011-29572790	neerasingh@yahoo.com
Dr. Rakhi Sharma, Associate Professor, SOET	011-29572923	rakhis@ignou.ac.in
Mr. Raveendran P. T. , AR, F&A	011-29571211	
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rashmi Sarpal, PS, SOSS	011-29572702	rashmisarpal@ignou.ac.in
Ms. Parineeta, Assistant, SOTHSM	011-29571758	
Ms. Swati Pal, Ph.D in Chemistry		
Dr. Taisha Abraham, Associate Professor		
Ms. Naina Kapoor, Director (Sakshi, NGO)		
Regional Services Division Committee against Sexual Harassment (RSDCASH)		
Dr. Bini Toms, Chairperson, Dy. Director, RSD	011-29572407	binitoms@ignou.ac.in
Dr. G. Mythili, Dy. Director, STRIDE	011-29572614	gmythili@ignou.ac.in
Ms. Azra Arshad, Maintenance Engineer, EMPD		
Ms. Neeru Sayal, EA, RSD	011-29572417	neerusayal115@mail.com
Dr. Radhika Menon, Asst. Professor, Mata Sundari College, Delhi University		
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		

राष्ट्रीय शिक्षण परिषद
(एक विधिक संस्थान)
उत्तर क्षेत्रीय समिति



NATIONAL COUNCIL FOR TEACHER EDUCATION
(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)
Northern Regional Committee

TO BE PUBLISHED IN GAZETTE OF INDIA - PART - III SECTION - 4

F.No. F3/DL-83/99

ORDER

Registered post
Dated: 28-5-99

In exercise of the authority vested under Section 14 (3) (a) of the National Council for Teacher Education Act, 1993 the Northern Regional Committee grants recognition to Indira Gandhi National Open University for B.Ed (Distance Education). Two years course, from the academic year 1999-2000. Annual intake of students per study centre will be decided subsequently on the receipt of details from IGNOU.

This recognition is subject to condition that the institution continues to fulfil the norms laid down under the regulations and submission of Annual Report in this regard.

By order,


(Dr. Anil Shukla)
Regional Director

The Manager
Publications, (Gazette Section)
Civil Lines,
Delhi-110054

CC:

1. Education Secretary, Ministry of H R D., Shastri Bhawan, New Delhi-110001
2. Director, Distance Education Council, D-76, Hauz Khas, New Delhi-110016
3. The Director, School of Education, Maidan Garhi, New Delhi-88
4. The Registrar, IGNOU, Maidan Garhi, New Delhi-110068
5. The Member Secretary, National Council for Teacher Education, New Delhi
6. Office order file


(Dr. Anil Shukla)
Regional Director

मिशन: शिक्षण और ज्ञान का प्रसारण
सर्व शिक्षा अभियान, राष्ट्रीय शिक्षण परिषद, नई दिल्ली

Office: A-46, Shastri Park, Block Nagar, Jaipur - 302 004
Jurisdiction: U.P., Delhi, Haryana, Punjab, Chandigarh, H.P., Rajasthan

F.NRC/NCTE/DL-83/

October 23, 2015

To

Sh. Sudhir Budakoti,
Registrar,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi – 110068.

Sub: Clarification on revised recognition to the B.Ed. (ODL) programme.

Sir,

I am to refer to your letter F.No. SOE/B.Ed./2015 dt. 18.08.2015 and to say that the issue regarding revised recognition order to the B.Ed. (ODL) programmes was examined by the Northern Regional Committee in its 243rd meeting held from 28th to 30th September, 2015. It was observed that as per the guidelines issued by the NCTE Hqrs. the NRC has been issuing revised recognition orders only to those programmes whose duration has been extended from 1 year to 2 years in NCTE Regulations, 2014. The B.Ed. (ODL) programme was of 2 year duration from its inception, therefore, as per policy decision there is no requirement of issuance of revised recognition order to the B.Ed. (ODL) programme.

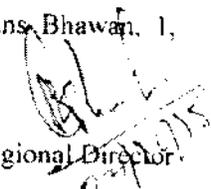
In view of the above, this clarification is issued that the University shall run its B.Ed. (ODL) programme as per the recognition order No. F-3/DL-83/99/7807-7817 dt. 28/31.06.1999 strictly adhering to the approved intake and study centres as stipulated in this letter.

Yours faithfully,


(Dr. S.K. Chauhan)
Regional Director

Copy to :-

1. Prof. Sushma Yadav, Pro-Vice Chancellor, Indira Gandhi national Open University, Maidan Garhi, New Delhi – 110068.
2. The PS to Chairperson, National Council for Teacher Education, Wing-II, Hans Bhawan, 1, B.S.Zafar Marg, Near ITO, New Delhi – 110002.
3. The Member Secretary, National Council for Teacher Education, Wing-II, Hans Bhawan, 1, B.S.Zafar Marg, Near ITO, New Delhi – 110002.


Regional Director

NCTE (Recognition Norms & Procedure) Regulations, 2014

Frequently Asked Questions on ODL Programmes

1.	Can a candidate having diploma in teacher education through face-to-face mode and not in any job, be admitted to B.Ed(ODL)?	A person who is a trained in-service teacher in Elementary Education provided he/she possesses BA/BSc/B.Com/MA/MSc/M.Com degree with 50% marks or degree in Engineering/Technology with 55% marks with specialization in Science & Mathematics, is eligible for admission in B.Ed (ODL) programme. The trained teacher means a person who has completed as NCTE recognised teacher education programme through face to face mode. An in-service teacher means who is employed as a teacher in elementary school or elementary stage of education.
2.	Whether music teacher and Physical Education teacher are eligible to be admitted either in B.Ed. or B.Ed. (ODL)?	Music/Physical Education teachers are eligible to be admitted in B.Ed programme if they possess Bachelor/Post Graduate degree in Arts/Science/Social Science/ Commerce with minimum 50% marks or BE/ B.Tech with minimum 55% marks with specialization in Science and Mathematics. However, to be eligible for admission in B.Ed(ODL) programme, they should have acquired a recognised teacher education qualification through face to face mode.
3.	Whether the teachers who have passed D.El.Ed. either through face-to-face or ODL mode eligible for admission in B.Ed(ODL) programme?	The in-service teachers who have passed D.El.Ed. programme face-to-face mode are eligible for admission in B.Ed (ODL) programme.
4.	Whether an In-service teacher having a D.Ed/STC qualification can be enrolled in B.Ed(ODL) Programme without having a Bachelor's Degree?	No. To be eligible for admission in B.Ed.(ODL) programme, an in-service teacher must have Bachelor/Post Graduate degree in Arts/Science/ Social Science/Commerce with minimum 50% marks or BE/B.Tech with minimum 55% marks with specialization in Science and Mathematics besides a NCTE recognised teacher education qualification through face to face mode.
5.	What consideration could be made if a person is working in Armed Forces, having no NCTE recognized teacher training qualification and wish to apply for B.Ed. (ODL) programme?	The eligibility qualification for admission in B.Ed.(ODL) programme is same for everyone including Armed Forces personnel/employees i.e. Bachelor/Post Graduate degree in Arts/Science/ Social Science/ Commerce with minimum 50% marks or BE/B.Tech with minimum 55% marks with specialization in Science and Mathematics and Diploma/Certificate in Elementary Education. There is no relaxation for Armed Forces personnel's.
6.	Will face-to-face Teacher Education Programme and ODL Programme together form a composite Teacher Education Institution?	No. As per NCTE Regulations 2014, any institution offering more than one teacher education programme, through face to face mode is a composite institution. The ODL programmes are offered by universities/affiliating bodies and TEIs merely function as Study Centres of the ODL institutions offering such programmes.

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

No.F.1-8/92(CPP)

February, 1992

The Vice-Chancellors/Director's
of all the Indian Universities/
Deemed Universities/Institutions
of National Importance.

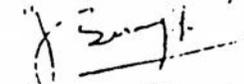
Sub: Recognition of Degrees/Diplomas awarded by
Indira Gandhi National Open University, New Delhi.

Sir,

~~I am directed to say that~~ Indira Gandhi National
Open University, New Delhi has been established by
Sub-Section (2) of Section (1) of the IGNOU Act, 1985
(50 of 1985) vide notification No.F.13-12/85-Dusk(U)
dated 19.9.1985 issued by the Government of India,
Ministry of Human Resource Development (Department of
Education), New Delhi and is competent to award its
own degrees/Diplomas.

The Certificates, diplomas and degrees awarded by
Indira Gandhi National Open University are to be
treated equivalent to the corresponding awards of the
Universities in the country.

Yours faithfully,


(Gurcharan Singh)
Under Secretary



कार्यालय
विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002

GRANT'S UNIGRANTS
UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

R.P. Gangurde
Additional Secretary
Tel.No.3319659

D.O.No.F.1-25/03(CPF-11)

July, 1993

Dear Vice Chancellor,

28 JUL 1993

As you are aware, the Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22 (1) of the UGC Act, 1956.

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-02 also aims at promoting the mobility of students among open universities and among the traditional universities. This can be made possible only when there is a workable understanding between open universities and traditional universities for recognition of each other's degrees on reciprocal basis. A Memorandum of Understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangements so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

I hope that your university will make necessary efforts in this direction and let the Commission know the progress.

With regards,

Yours sincerely,

R.P. Gangurde

(R.P. Gangurde)



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23234733, 23232317, 23236735, 23239437



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F1-52/2000(CPP-II)

April, 2004

5 MAY 2004

The Registrar
Indira Gandhi National Open University
Maidan Garhi
New Delhi - 110 068

Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

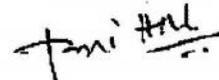
Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site: www.ugc.ac.in

Contd...../-

May, I therefore request you to treat the Degrees /Diploma /Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully,



(Dr.[Mrs.]Pankaj Mittal)
Joint Secretary

Encl : As above

Copy to: -

1. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001.
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002.
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110068.
6. The Vice-chancellor Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
7. The Vice-chancellor Dr. B.R. Ambedkar Open University, Road No.46, Jubilee Hills, Hyderabad-500033(Andhra Pradesh)
8. The Vice-chancellor Nalanda Open University, West Gandhi Maidan, Patna-800001(Bihar)
9. The Vice-chancellor Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380003(Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006(Karnataka)
11. The Vice-chancellor Yashwant Rao Chavan Maharashtra Open University, Nashik-422222(Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010(Rajasthan).
13. The Vice-chancellor Netaji Subhash Open University, Kolkata - 700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj(Open) University, Bhopal-462016 (M.P.)

वि. जामसवाल

(V.K. Jaiswal)
Under Secretary



University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

F. No. UGC/DEB/ 2013
Dated 14.10.2013

The Registrar/Director
Of all the Indian Universities
(Deemed, State, Central Universities/
Institutions of National importance)

Subject: Equivalence of Degrees awarded by Open and Distance Learning
(ODL) Institutions at par with Conventional Universities/ Institutions

Sir/ Madam,

There are a number of Open and Distance Learning Institutions (ODLIs) in the country offering Degree/ Diploma/Certificate programmes through the mode of non formal education. These comprise Open Universities, Distance Education Institutions (either single mode or dual mode) of Central Universities, State Universities, Deemed to be Universities, Institutions of National Importance or any other Institution of Higher learning recognized by Central/State/Statutory Council/Societies registered under the Society Registration Act 1860.

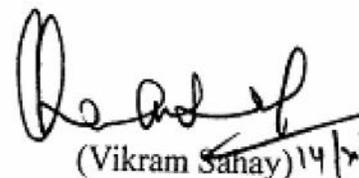
2. A circular was earlier issued vide UGC letter F1 No- 52/2000(CPP-II) dated May 05, 2004 (**copy enclosed**) mentioning that Degrees/Diplomas / Certificates/ awarded by the Open Universities in conformity with the UGC notification of degrees be treated as equivalent to corresponding awards of the traditional Universities in the country.

3. Attention is also invited to UGC circular No F1-25/93(CPP-II) dated 28th July 1993 (**copy enclosed**) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional universities/ institutions is ensured without any difficulty.

4. The Government of India, in exercise of its power conferred under section 20(1) of UGC Act 1956, issued directions dated 29th December 2012 entrusting UGC with the responsibility of regulating higher education programme in open and distance learning (ODL) mode. Consequently, Universities/ Institutions desirous of offering any programme through distance mode would require recognition of UGC.

5. As you are aware, the Government of India has envisaged a greater role for the Open and the Distance Education System. The envisioned role may be fulfilled by recognizing and treating the Degrees / Diplomas/ Certificates awarded through distance mode at par with the degrees obtained through the formal system of education. Open and Distance Education System in the country is contributing a lot in expansion of Higher Education and for achieving target of GER, without compromising on quality. Non recognition/ non equivalence of degrees of ODL institutions for the purpose of promotion/ employment and pursuing higher education may prove a deterrent to many learners and will ultimately defeat the purpose of Open and Distance Education.

6. Accordingly, the Degrees/ Diplomas/ Certificates awarded for programmes conducted by the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree/Diploma/Certificate of the traditional Universities/ institutions in the country.



(Vikram Sahay) 14/12/1
Director(Admn)

Tel: 011 2323 0405

Email: vikramsahay7@gmail.com

Encl: As above

Copy to:

1. Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110 001.
2. Secretary, All Indian Council for Technical Education, 7th Floor, Chandra Lok Building, Janpath, New Delhi.
3. Secretary, Association of Indian Universities, AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi-110002.



ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Phones : 3312305, 3313390
Gram : ASINGU
3310059, 3312429
Telex : 31 66180 AIU IN
Fax : 011-3315105
No. EV/II(449)/94/176915-177115

January 14, 1994

The Registrar(s)

Member Universities.

Subject : Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the flowing resolutions:

"Resolved that the examinations of one University should be recognized by another on reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university."

"Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university."

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking You,

Your faithfully,

Sd/-
(K.C.KALRA)
Joint Secretary



अखिल भारतीय तकनीकी शिक्षा परिषद्
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(भारत सरकार का एक सांविधिक संस्थान) (A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

DR. NAGIN CHAND
ADVISOR (PC/ACADEMIC)

F. No. AICTE/Academic/MOU-DEC/2005
May 13, 2005

To

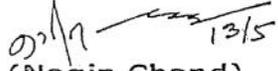
The Secretaries/Directors,
Technical Education,
All State Governments/Union Territories.

**Subject: Recognition of MBA, MCA programmes awarded by
Indira Gandhi National Open University, (IGNOU) New Delhi.**

IGNOU, New Delhi has been established by sub-section (2) of section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F.13-12/85-Desk(U) dated September 19, 1985 issued by the Department of Education, Ministry of HRD, Government of India, New Delhi.

I am directed to say that the Master of Business Administration (MBA) and Master of Computer Applications (MCA) degrees awarded by IGNOU are recognized by AICTE.

Yours faithfully,


(Nagin Chand)

Copy to:

All Regional Officers, AICTE.

इंदिरा गांधी खेल परिसर, इन्दप्रस्थ एस्टेट, नई दिल्ली - 110002
Indira Gandhi Sports Complex, I.P. Estate, New Delhi-110002
दूरभाष / Phone : 23392506, 63-65,68,71,73-75 फैक्स : Fax : 011-23392554

5. ADDRESSES & CODES OF REGIONAL CENTRES

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481, GUJARAT PH.OFF : 02717-242975, 241579, 242976 FAX : 02717-241580 E-MAIL : rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)
3	AIZWAL RC CODE : 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10, ROPIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWL - 796012, MIZORAM PH.OFF : 0389-2395260, 2391692 E-MAIL : rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT : AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTAR PRADESH PH.OFF : 0571-2700120,2701365 FAX : 0571-2402147 E-MAIL : rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P.NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR, HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR AND SAMBHAL)
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR, BANGALORE-560 070 KARNATAKA PH.OFF : 080-26654747/26657376 FAX : 080-26644848 E-MAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 RD FLOOR, SUMAN PLAZA, CENTRAL JAIL RD., TILKAMANJHI, BHAGALPUR-812001 BIHAR PH.OFF : 0641-2610055/2610066 E-MAIL : rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7.	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL-462 011 MADHYA PRADESH PH.OFF : 0755-2578455/ 2578452/ 2762524 FAX : 0755-2578454 E-MAIL : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR-751 013 ORISSA PH.OFF : 0674-2301348/2301250/2301352 FAX : 0674-2300349 E-MAIL : 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) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH)
9.	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ANANDA MAHAL, OLD ZP OFFICE, DR. B.R. AMBEDKAR CIRCLE, VIJAYAPURA-586101 KARNATAKA PH.OFF : 08352-252006 FAX : 08352-256005 E-MAIL : rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM AND DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA-134109 HARYANA PH. OFF : 0172-2590277, 2590278, 2590208 FAX : 0172-2590279 E-MAIL : rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11.	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 rd FLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI-600035 TAMILNADU PH.OFF : 044-24312766, 24312979 FAX : 044-24312799 E-MAIL : rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, PUDUCHERRY (U.T.))
12.	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF : 0484-2340203/2348189/2330891 FAX : 0484-2340204 E-MAIL : rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
13.	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK, DARBHANGA-846004, BIHAR PH.OFF : 06272-251833, 251862 FAX : 06272-253719 E-MAIL : rcdarbhangaa@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN, RAIPUR ROAD DEHRADUN - 248 008 UTTRAKHAND PH.OFF : 0135-2789200 FAX : 0135-2789190 E-MAIL : rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR) STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
15.	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK- B 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI - 110 044 PH.OFF : 011-26990082, 26990083 FAX : 011-26990084 E-MAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR) STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16.	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002 PH.OFF : 011-23392374/23392376, 23392737 FAX : 011-23392375 E-MAIL : rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17.	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION, SAHEED, RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 077 PH.OFF : 011-25088939, 25088944 FAX : 011-25088983 E-MAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18.	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD, DEOGHAR, JASIDIH, JHARKHAND- 814142 PH.OFF : 06432-34448 E-MAIL : rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, & GIRIDIH)
19.	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5 TH MILE TADONG, NH-10, BELOW CENTRAL REFERAL HOSPITAL, GANGTOK - 737102 SIKKIM PH.OFF : 03592-231102 FAX : 03592-231103 E-MAIL : rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC H ROAD, CHRISTIAN BASTI GUWAHATI-781005 ASSAM PH.OFF : 0361-2343771/2343785-86 FAX : 0361-2343784 E-MAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI, ANGLONG, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
21.	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS,JUBILEE HILLS (P.O.) HYDERABAD - 500 033 A.P. PH.OFF : 040-23117550-53 FAX : 040-23117554 E-MAIL : rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL-795001 MANIPUR PH.OFF : 0385-2421190/2421191 FAX : 0385-2421192 E-MAIL : rcimphal@ignou.ac.in, ignouimp@gmail.com	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23.	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HORNBILL COMPLEX, 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110, ARUNACHAL PRADESH PH.OFF : 0360-2247536, 0360-2351705 FAX : 0360-2350990 E-MAIL : 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)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 PH.OFF : 0761-2600411/2609896 /2600219 FAX : 0761-2609919 E-MAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATARPUR, REWA , SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN PH.OFF : 0141-2785730, 2396427 FAX : 0141-2784043 E-MAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAI MADHOPUR, SIKAR, SRI GANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE, PREMISES AUROBINDO BLOCK, 1ST FLOOR,CANAL ROAD, JAMMU - 180 001, JAMMU & KASHMIR PH.OFF : 0191-2579572/2546529 FAX : 0191-2585154 E-MAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE:88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439, OPP. PAL LINK ROAD, KAMLA NAGAR HOSPITAL, JODHPUR-342008 RAJASTHAN PH.OFF : 0291-2012987 E-MAIL : rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI, BUILDING, 1ST FLOOR, TULSI NARAYAN, SARMAH PATH, NEAR NEHRU PARK, JORHAT-785001 ASSAM PH.OFF : 0376-2371116, , 2371115 E-MAIL : rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI

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

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

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

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

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRES. K.P.V.V HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRA PRADESH PH.OFF : 0866-2565253/2565959 FAX : 0866-2565353 E-MAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: KRISHHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56.	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 nd 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)

Sub-Regional Centres

Sl. No.	SUB-RC	SRC Address	Operational Area
1	TIRUPATI Vijayawada	DR. B. PRASAD BABU ASSISTANT REGIONAL DDIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL
2	KANDHAMAL Bhubaneswar	DR. P. K. JENA ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3.	PITHORAGARH Dehradun	DR. RAJEEV KUMAR ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4.	DARJEELING Silliguri	DR. PRAVEEN PRALAYANKAR ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE C/O RAMESH GUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB-DIVISION

IGNOU-Army, Assam Rifle, Navy Recognized Regional Centres

Sl. No.	RC	RC Code	Address	Operational Area
1	IAEP – KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO - 908542 KOLKATA- 700021 WET BENGAL 033-22317556 rcarmy51@ignou.ac.in1	EASTERN COMMAND AREA IAEP – 5
2	IAEP – CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION (G.S. EDU. BRANCH) HQ WESTERN COMMAND CHANDIMANDIR-134107 HARYANA 0172-2589355, (CIVIL) 2670 (MILITARY) 0172-2589423 rcarmy52@ignou.ac.in	
3	IAEP – LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ CENTRAL COMMAND- GS (EDN) LUCKNOW – 226002, UTTAR PRADESH 0522-2482968 (CIVIL); 2670 (MIL) rcarmy53@ignou.ac.in	CENTRAL COMMAND AREA
4	IAEP – PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO – 908 791 020-20265568 rcarmy54@ignou.ac.in	SOUTHERN COMMAND AREA
5	IAEP–UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56 APO, HQ NORTHERN COMMAND UDHAMPUR, JAMMU & KASHMIR 01992-242486 rcarmy55@ignou.ac.in	NORTHERN COMMAND AREA
6	IAEP – JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) rcarmy56@ignou.ac.in	SOUTH WESTERN COMMAND
7	IAEP – SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENRAL ASSAM RIFLES (DGAR) LAITUMKHAH SHILLONG – 793 011 MEGHALAYA 0364-2705181 0364-2705184 iarrc81@ignou.ac.in	COMMAND AREA

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

Tentative List of B.Ed. Programme Study Centres

(The list of B.Ed. Programme Study Centres is tentative and liable to be changed after entrance test and learner has no right to claim for option of Study Centre provided in the tentative list, as it will be decided at the time of counseling/admission.)

Sl. No.	Name	RC Code	SC Code	Category	Name & Address
1.	BANGALORE	13	1341	P	DR. M.S. SHASHIKALA PROG I/C IGNOU PROG STUDY CENTRE NEW HORIZON COLLEGE OF EDUCATION, 100 FEET ROAD, INDIRANAGAR BANGALORE - 560 008, KARNATAKA nhceic@rediffmail.com ignoupvc@gmail.com 080-2526 1735 080-25261021
2.	BANGALORE	13	13138	P	MR. MAHANTESH B. PATTANSHETTI PROGRAMME IN- CHARGE IGNOU PROG STUDY CENTRE HASANAMBA COLLEGE OF EDUCATION, P.B.NO.68, VIDYANAGAR, HASSAN - 573 201, KARNATAKA ignou_13138p@gmail.com 08 172-26875 1
3.	BHOPAL	15	15105	P	DR. JOHNSON S. V PROG I/C IGNOU PROG STUDY CENTRE CHRIST B.ED COLLEGE, ST. PAUL CAMPUS, P. N. NO.7, ANAND NAGAR., BHOPAL - 462021, MADHYA PRADESH frjohnsonk@rediffmail.com 9425691997
4	BHUVANESWAR	21	2148	P	DR. NIRUPAMA BADAPANDA PROG I/C IGNOU PROG STUDY CENTRE DR PARSURAM MISHRA INSTITUTE OF ADVANCED STUDIES IN EDUCATION AT/PO: MOTIJHARAN DIST: SAMBALPUR; ODISHA - 768001 principalpriase@gmail.com 9437566130
5	BHUVANESWAR	21	2149	P	DR RAJKISHORE MISHRA PROG I/C IGNOU PROG STUDY CENTRE DIBAKAR PATNAIK INSTITUTE OF ADVANCED STUDIES IN EDUCATION AT- KANISI PO: BERHAMPUR DIST: GANJAM, ODISHA - 760003 ignousc2149@gmail.com 9437723505

Sl. No.	Name	RC Code	SC Code	Category	Name & Address
6	BHUBANES WAR	21	2150	P	DR. SOUDAMINI CHOUDHARY PROG I/C IGNOU PROG STUDY CENTRE RADHANATH INSTITUTE OF ADVANCED STUDIES IN EDUCATION SAHEBZADA BAZAR PO: CHANDNI CHOWK DIST: CUTTACK; ODISHA - 753002 ignousc2150@gmail.com 9437051549
7	BHUBANESWAR	21	2160	P	DR SMITA MISHRA PROG I/C IGNOU PROG STUDY CENTRE NALINIDEVI WOMENS COLLEGE OF TEACHER EDUCATION UNIT-3, BHUBANESWAR-75 1001 9338085544
8	BHUVANESWAR	21	2161	P	DR. GURU CHARAN CAHOO PROG I/C IGNOU PROG STUDY CENTRE COLLEGE OF TEACHER EDUCATION AT/PO/DIST: BALANGIR ODISHA - 767001 ctebalangir.balangir@gmail.com
9	BHUVANESWAR	21	2162	P	DR HAREKRUSHNA SAHOO PROG I/C IGNOU PROG STUDY CENTRE COLLEGE OF TEACHER EDUCATION AT/PO/DIST: BALASORE ODISHA - 756001 ignou.cte.bls@gmail.com 9437267453
10	BHUVANESWAR	21	2164	P	DR. PUSPALATA SAHOO PROG I/C IGNOU PROG STUDY CENTRE NABAKRUSHNA COLLEGE OF TEACHER EDUCATION AT/PO/DIST: ANGUL ODISHA -759143 ignousc2164@gmail.com 9438274355
11	BHUVANESWAR	21	2196	P	DR. BASANTA MANIARIRAY PROG I/C IGNOU PROG STUDY CENTRE COLLEGE OF TEACHER EDUCATION NAYA BAZAR, SECTOR- 21 IV ROURKELA, DIST: SUNDERGARH ODISHA - 769010 rkcte@Gmail.com 9437356991

Sl. No.	Name	RC Code	SC Code	Category	Name & Address
12	BIJAPUR	85	1352	P	SMT. V. P. HOSKERI PROG I/C IGNOU PROG STUDY CENTRE SHRI. BVV SANGH'S COLLEGE OF EDUCATION, BAGALKOT-587 101, KARNATAKA ignousci35@gmail.com 08354225136 19481981199
13	BIJAPUR	85	08013	P	SH. S. D. HIREMATH PROG I/C IGNOU PROG STUDY CENTRE JAIN MAHILA MANDAL'S S.B. PATILAPUR WOMEN COLLEGE OF EDUCATION, SUBHAS CHANDRANAGAR, TILAK WADI. BELGA VI- 590006, KARNATAKA ignou08013p@gmail.com 08312443061, 9483471520
14	BIJAPUR	85	08019	P	SH.K.D.KANAKAGAR PROG I/C IGNOU PROG STUDY ENTRE CHAUSON COLLEGE OF EDUCATION, CHAUGULE HILLS, NIPANI ROAD, CHIKODI-591201 BELGAVI, KARNATAKA ignouchauson@gmail.com 08338272367, 7353561980
15	BIJAPUR	85	13114	P	DR. VIKRAM PHIREMATH PROG I/C IGNOU PROG STUDY CENTRE KOTTURSWAMY COLLEGE OF TEACHER EDUCATION, NEAR KAPGAL ROAD, BALLARI-583 103, KARNATAKA ignousci3114@gmail.com 08392258434/35, 9513218166
16	CHANDIGARH	06	06016	P	DR. (MRS.) ANURADHAAGNIHOTRI PROG I/C IGNOU PROG STUDY CENTRE DEV SAMAJ COLLEGE OF EDUCATION FOR WOMEN, SECTOR 36-B, CHANDIGARH ignouchandigarh@gmail.com 9417406868
17.	CHENNAI	25	2566	P	DR.S. MALATHI PROG I/C IGNOU PROG STUDY CENTRE NKT COLLEGE OF EDUCATION FOR WOMEN, 41, DR. BESANT ROAD, TRIPPLICANE, CHENNAI - 600005 malathinkt@gmail.com 09841-172972
18	DEHRADUN	31	3732	P	DR S C PACHAURI PROG I/C IGNOU PROG STUDY CENTRE S.G.R.R. P.G COLLEGE, PATHRIBAGH. DEHRADUN. 248001, UTTARAKHAND drsuresh786@gmail.com 0135-2624001

Sl. No.	Name	RC Code	SC Code	Category	Name & Address
19	DELHI-1	07	0735	P	DR. MEHNAZ ANSARI PROG I/C IGNOU PROG STUDY CENTRE FACULTY OF EDUCATION JAMIA MILLIA ISLAMIA, JAMIA NAGAR, NEW DELHI-110025 ignou0735@rediffmail.com ansarimehnaz@gmail.com
20	DELHI-1	07	0739	P	DR. NIRANJANA SOPERNA PROG I/C IGNOU PROG STUDY CENTRE COMM-IT ACADEMY, FC-3 NEAR LIVER HOSPITAL, SHEIKH SARAI, PHASE II, NEW DELHI-110017 niranjana.soperna@gmail.com 9810165275
21	DELHI-3	38	0781	P	DR (MRS.) SUMAN NEHRA PROG I/C IGNOU PROG STUDY CENTRE RCIT, B BLOCK, GOPAL NAGAR, PREM NURSERY NAJAFGARH NEW DELHI-110043 011-28016191, 28015971, 9971800367
22	DELHI-3	38	0773	P	DR BHARATI DIMRI PROG I/C IGNOU PROG STUDY CENTRE PMC COLLEGE OF EDUCATION PRATAP VIHAR, KIRAVI EXTN. NANGLOI, NEW DELHI-110041 011-25473935 9811626662
23	GUWAHATI	04	0412	P	DR. MAHINDRA KAUR PROG I/C IGNOU PROG STUDY CENTRE GOVT BANIKANTA COLLEGE OF TEACHER'S EDUCATION LACHIT NAGAR GUWAHATI ASSAM 781007 9435195989
24	JAIPUR	23	2355	P	DR RITA SHARMA PROG I/C IGNOU PROG STUDY CENTRE SHRIAGRASEN P.G. COLLEGE OF EDU. (CTE), KESHAV VIDYAPEETH, JAM DOLI, JAIPUR-302003
25	JAIPUR	23	2366	P	DR SANJAYA KEDIA PROG I/C IGNOU PROG STUDY CENTRE ICG INSTITUTE OF EDUCATIONAL RESEARCH & DEVELOPMENT, GURUKUL MARG, SFS, MANSAROVAR, JAIPUR-302010 RAJASTHAN

Sl. No.	Name	RC Code	SC Code	Category	Name & Address
26	JAIPUR	23	2357	P	PROG I/C IGNOU PROG STUDY CENTRE MAHATMA JYOTI RAO PHULE WOMEN B.ED. COLLEGE, RAM NAGAR EXTENSION, SODALA, JAIPUR-302019 JAIPUR-302019 RAJASTHAN
27	JAIPUR	23	2319	P	PROG I/C IGNOU PROG STUDY CENTRE JIALAL INSTITUTE OF EDUCATION BEAWAR ROAD, AJMER-305001 RAJASTHAN
28	JAIPUR	23	23124	P	PROG I/C IGNOU PROG STUDY CENTRE MOHINI DEVI GOENKA GIRLS B.ED. COLLEGE, GHASSU, LAMANGARH, SIKAR- 332315 RAJASTHAN
29	JODHPUR	88	2349	P	DR. SUSHMA TALESRA PROG I/C IGNOU PROG STUDY CENTRE S.G V.B.GS.T.T. COLLEGE, FATHEPURA UDAIPUR-313004 vb_iase2@yahoo.co.in 0294-2451814
30	JODHPUR	88	2351	P	DR. SHIRISH BALYA PROG I/C IGNOU PROG STUDY CENTRE S.G KABRA T. T. COLLEGE, NEAR GEETA BHAWAN, UMMED HOSPITAL ROAD, JODHPUR - 342008 sgktc@yahoo.com 9460153977
31	JODHPUR	88	2380	P	SH. MOHAMMAD SALEEM, APIC PROG I/C IGNOU PROG STUDY CENTRE MAULANA AZAD MUSLIM TEACHERS TRAINING COLLEGE, PALLINK ROAD, JODHPUR-342008 ignou2380@gmail.com 9829231640
32	JORHAT	37	0428	P	MRS. ARUPA GOGOI DUTTA PROG I/C IGNOU PROG STUDY CENTRE POST GRADUATE TRAINING COLLEGE JORHAT ASSAM-785001 arupagdutta7@gmail.com 9435451140

Sl. No.	Name	RC Code	SC Code	Category	Name & Address
33	KARNAL	10	1051	P	DR SHALEEN KAMBOJ PROG I/C IGNOU PROG STUDY CENTRE NATIONAL COLLEGE OF EDUCATION, SES PARISAR, B-BLOCK, NEAR DURGA MANDIR, SIRSA-125055, HARYANA ncesirsa@gmail.com 9728627427
34	KORAPUT	44	2158	P	DR. KARUNAKAR PRADHAN PROG I/C IGNOU PROG STUDY CENTRE DAV COLLEGE OF TEACHER EDUCATION, PO/DIST. KORAPUT davcte1990@gmail.com 9438134260
35	LUCKNOW	27	27108	P	DR. RENU SRIVASTAVA. PROG I/C IGNOU PROG STUDY CENTRE JAI NARAYAN PG COLLEGE, STATION ROAD, CHARBAGH, LUCKNOW ignou27108@gmail.com 0522-263 5563
36	MADURAI	43	2516	P	DR. N. MUTHIAH PROG I/C IGNOU PROG STUDY CENTRE SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF EDUCATION PN PALAYAM, COIMBATORE-641 020 ignou2516@gmail.com 0422-2692441
37	MUMBAI	49	1623	P	BEENA S. KHEMCHANDANI PROG I/C IGNOU PROG STUDY CENTRE SEWASADAN COLLEGE OF EDUCATION SEWA SADAN MARG, ULHASNANAGAR-3 DIST- THANE MAHARASHTRA-421 003 ignoumumbai603@gmail.com 025 1-2712065
38	MUMBAI	49	4909	P	MR. BABHANI SHANKAR PANIGRAHI PROG I/C IGNOU PROG STUDY CENTRE RAHUL EDUCATION SOCIETY MOTHER MARY JUNIOR COLLEGE NAVGHARROA—BAYANDEREAS— THANE-40 1 105 ignoumumbai4909@gmail.com 022-28151 133 022-28151 122

Sl. No.	Name	RC Code	SC Code	Category	Name & Address
39	NAGPUR	36	1622	P	DR. KISHOR M. WATH PROG I/C IGNOU PROG. STUDY CENTRE BAR S. K. W. UNIVERSITY COLLEGE OF EDUCATION, LAW COLLEGE PREMISES, AMRAVATI ROAD, NAGPUR - 440010 (M.S.) ignoupvc1622@yahoo.com wath kishor@yahoo.com 0712-2520775
40	NAGPUR	36	36010	P	DR. KALPANA BHUJADE PROG I/C IGNOU PROGRAMME STUDY CENTRE, CHIRA YU K. C. BAJAJ COLLEGE OF EDUCATION, PLOT NO. 142, NEAR CMPDI, JARI PATKA, NAGPUR - 440014 (M.S.) chirayukcb@gmail.com ; sujataramteke13@gmail.com 0712-2646507
41	NAGPUR	36	36030	P	MR. B. K. SONWANE PROG I/C IGNOU PROGRAMME STUDY CENTRE, DR. RAM RODGE COLLEGE OF EDUCATION, VIDDYA VIHAR SANKUL, RAY ALGAON ROAD, SELU, DIST - PARBHANI- 431503 (M.S.) baban863@gmail.com 02451 - 223552
42	NAGPUR	36	36031	P	MRS. SEEMAL. BARGAT PROG I/C IGNOU PROGRAMME STUDY CENTRE, GUNWANTRAO DESHMUKH COLLEGE OF EDUCATION, KAWDIPUR, PUSAD, GUNVANT NAGAR, P.O. SOOT GIRANI, PUSAD - 445 215, DIST - YAVATMAL (M.S.) spbarghat@rediffmail.com 07233 - 246657, 247161
43	NAGPUR	36	36032	P	DR. SURESH T. KOTWANI PROG I/C IGNOU PROGRAMME STUDY CENTRE, SAVITRIBAI BHAGYASHRI COLONY, AKOT, AKOLA - 444 101 (M.S.) kotwani.suresh@yahoo.com 07258-223509
44	NAGPUR	36	36033	P	MR. RAVINDRAB. PAWAR PROG I/C IGNOU PROGRAMME STUDY CENTRE, LATE DR. SHANKAR RAO SATAVA, D.ED., B.ED. & M.ED. COLLEGE, KALAMNURI, HINGOLI - 431 702 (M.S.) ravindrapawar@gmail.com ; ravindrapawar99@gmail.com 02455-230037

Sl. No.	Name	RC Code	SC Code	Category	Name & Address
45	NOIDA	39	2783	P	DR. (MRS) SAROJ VYAS PROG I/C IGNOU PROG STUDY CENTRE SHIVA INSTITUTE OF MANAGEMENT STUDIES, 364-365, PANDA V NAGAR INDUSTRIAL AREA, NEAR REZAPUR RAILWAY CROSSING, NH-24 GHAZIABAD-201 002, U.P sarojvyas85@gmail.com 9868472404
46	PANAJI	08	0806	P	SH SUNIL KUMAR PROG I/C IGNOU PROG STUDY CENTRE G.V.M'S COLLEGE OF EDUCATION FARMAGUDI, PONDA GOA-403401 ignou0806p@gmail.com 09766446596
47	PATNA	05	0549	P	DR. (FR) THOMAS VARGHESE PROG I/C IGNOU PROG STUDY CENTRE ST. XAVIER'S COLLEGE OF EDUCATION, DIGHA GHAT, PATNA-800011 sxcepta_tna@gmail.com 0612-2262760, 2250253, 9431269234
48	PUNE	16	1630	P	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE MCES, H.G.M. AZAM COLLEGE OF EDUCATION, 2390/B, K.B. HIDAYATULLA ROAD AZAM CAMPUS CAMP, PUNE-411001 MAHARASHTRA PH. ; 020-5655907 ignou1630p@gmail.com WORKING : MON TO SAT 9 A.M. TO 5 P.M. CLOSED SUNDAY
49	PUNE	16	1645	P	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE MARATHWADA COLLEGE OF EDUCATION POST BOX NO. 117, DR. RAFIQ ZAKARIA MARG, RAUZA BAGH, AURANGABAD-431 001 0240-2381036, MOB-9225306141 ignou1635@gmail.com WORKING : MON TO SAT 11 A.M. TO 4 P.M. CLOSED SUNDAY
50	PUNE	16	1677	P	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE SWAMI SAHAJANAND BHARTI COLLEGE OF EDUCATION, SHRIRAMPUR AHMEDNAGAR-41 3709 02422-222487, MOB-9975295989 ignou1677@gmail.com WORKING : MON TO SAT 10 A.M. TO 5.30 P.M. CLOSED SUNDAY

Sl. No.	Name	RC Code	SC Code	Category	Name & Address
51	PUNE	16	1684	P	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE GOKHALE EDUCATION SOCIETY'S COLLEGE OF EDUCATION AKOLE BY-PASS ROAD SANGMNER - 422 605 02425-223244 MOB-942080 1396 ignou 1684p@gmail.com ; bedsangamner@rediffmail.com WORKING : MON TO SAT 9 A.M. TO 5 P.M. CLOSED SUNDAY
52	PUNE	16	16115	P	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE 'KHANDESH COLLEGE OF EDUCATION, SOCIETY'S, COLLEGE OF EDUCATION COLLEGE CAMPUS, JALGAON-425002 MAHARASHTRA 0257-2229387 ignou16115@gmail.com WORKING : MON TO SAT 11 A.M. TO 6 P.M. CLOSED SUNDAY
53	PUNE	16	16116	P	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE WOMEN'S COLLEGE OF EDUCATION, FAIZPUR TAPI VALLEY EDUCATION SOCIETY, NEHRU VIDYANAGAR, FAIZPUR, YAVAL, JALGAON - 425503 MAHARASHTRA 0257-2234187 ignou16116p@gmail.com WORKING : MON TO SAT 10 A.M. TO 5 P.M. CLOSED SUNDAY
54	PUNE	16	16127	P	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE CITIZEN WELFARE EDU. SOCIETY'S DR. MANZOOR HASAN AYYUBI COLLEGE OF EDU., SR. NO. 224, PLOT NO. 124, ISLAMNAGAR, GURUWAR WARD MALEGAON-423 203 MAHARASHTRA 02554-230348235348/230948 ignou16127p@gmail.com WORKING : MON TO SAT 8 A.M. TO 4 P.M. CLOSED SUNDAY
55	PUNE	16	16130	P	PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE RARESHWAR DONGARI VIKAS PARISHAD'S ADHYAPAK MAHA VIDYALAYA RAJGADDNY ANPEETH BLDG. OPP. DHANKA WADI POST OFFICE, NEAR PUNE SATARA ROAD, PUNE-41 1 043 020-24372115 ignou16130@gmail.com WORKING : MON TO SAT 11 A.M. TO 5 P.M. CLOSED SUNDAY

Sl. No.	Name	RC Code	SC Code	Category	Name & Address
56	PUNE	16	16151	P	DR. REKHA ANANT PROGRAMME IN-CHARGE IGNOU PROGRAMME STUDY CENTRE DR. D. Y. PATIL COLLEGE OF EDUCATION SANT TUKARAM NAGAR PIMPRI PUNE-41 1018 020-64102526, WORKING : MON TO SAT 11.45 A.M. TO 6.00 P.M. CLOSED SUNDAY
57	RAGHUNATHGANJ	50	2885	P	DR. BIMAN MITRA PROG I/C IGNOU PROG STUDY CENTRE GOVT TEACHERS TRAINING COLLEGE, MALDA, DISTRICT MALDA, WEST BENGAL. PIN CODE 732 101 0351-2252272
58	RAIPUR	35	3506	P	DR. ISHWAR SINGH BARGAH PROG I/C IGNOU PROG STUDY CENTRE KALYAN MAHAVIDYALAYA, BHILAI NAGAR, DURG (CG)- 490006 ishwarsinghbargah@ymail.com 9926139564
59	TRIVANDRUM	40	1466	P	SH. RIJU JOHN PROG I/C IGNOU PROGRAMME STUDY CENTRE RAMAVILASAM TRAINING COLLEGE VALAKOM PO, KOLLAM DISTRICT, PIN 691 532, KERALA rajuriju@gmail.com 9446174261/0474-2470121

INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)

(Student Registration & Evaluation Division)

Maidan Garhi, New Delhi-110 068

ENTRANCE TEST FOR B.ED PROGRAMME

INFORMATION HANDOUT FOR ENTRANCE EXAMINATION

Dear Candidate,

This booklet contains the sample question paper and other related information for Entrance Test for admission to B.Ed Programme of this University. You will be given a test booklet containing 100 objective type multiple choice question and a specifically designed OMR response sheet in the examination hall. You will notice from the sample test paper that it is different from the usual School/College examinations. It is, therefore, necessary for you to know in advance about the type of questions and the way in which you are required to answer them. This handout will help you in this respect.

STRUCTURE OF THE ENTRANCE TEST PAPER FOR B.ED.

The test paper will consist of two parts A & B. The total number of test items will be 100 of one mark each. Maximum Marks allotted to the test is 100. The composite time for the complete test is **Two Hours**.

	Aspects	No. of Questions	Marks
Part -A			
Section I	General English Comprehension	10	10
Section II	Logical & Analytical Reasoning	20	20
Section III	Educational & General Awareness	25	25
Section IV	Teaching-Learning & the School	25	25
Part - B	* Subject Competence (any one)	20	20
Section V	i) Science		
	ii) Mathematics		
	iii) Social Studies		
	iv) English		
	v) Hindi		

* **Note:** 1. Any one subject is to be attempted from Part-B.

2. The test items of Part-B i.e. Subject Competence will be based in the curriculum of IX/X classes prescribed by the NCERT/CBSE.

The number of questions in each section is indicative of general scope and design of the question paper. However, the actual question paper might some-what vary in its contents, their distribution and their level of difficulty.

All the above test items will be given in a composite test booklet, which will be printed in English and in Hindi. You may attempt the test in any order you like. Since the questions in the test Booklet are objective type, answers are not required to be written in words or sentences. For each question, there

are four answer choices suggested and only one of them is right. You have to select in right answer from amongst the given answer. **In case you find that non of the four alternatives is correct, you have to mark '0'.**

HOW TO FILL UP THE INFORMATION ON THE RESPONSE SHEET

At the end of this handout a sample response sheet is given. You may fill up your own information in this answer sheet so that you may correctly fill up the actual examination answer sheet in the examination hall. While filling up the OMR response sheet you should follow the following guidelines:

1. Write your complete enrolment no. in 9 digits. This should correspond to the enrolment number indicated as on your Hall Ticket. Also write your correct name, address with pin code in the space provided. Put your signatures on the response sheet with date in ink. Ensure that the Invigilator in your examination hall also puts his signatures with date on the OMR response sheet at the space provided. You should use only HB pencil to mark the answers to the questions on the OMR response sheet. **Do not use pen.**
2. Do not make any stray marks on the response sheet.
3. Write correct information in numerical digit in Enrolment No. and exam. centre code columns. The corresponding rectangle should be dark enough and should be filled in completely. For example, suppose your enrolment number is 145786159. Examination Centre Code is 0101. This information is indicated in sample answer sheet.
4. Each question is followed by four probable answers which are numbered 1,2,3 & 4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then by using HB pencil, blacken the rectangle bearing the correct answer number against the serial number of the question. If you find that answer to any question is none of the four alternatives given under the question you should darken the rectangle '0'.
5. If you wish to change your answer, ERASE completely the already darkened rectangle by using a good quality eraser and then blacken the rectangle bearing your revised answer number. If incorrect answer is not erased completely, smudges will be left on the eraser rectangle and the question will be read as having two answers by the Optical Mark Reader (OMR) and will be ignored for giving any credit.
6. No credit will be given if more than one answer is given for one question. Therefore, you should select most appropriate answers.
7. You should not spend too much time on anyone question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered ones.
8. There may be negative marking for wrong answers.

GENERAL INSTRUCTIONS

1. No calculators, books, slide-rules, foot-rules, note-books or written notes, etc. will be allowed inside the examination hall.
2. You should follow the instructions given by Centre Superintendent and by Invigilators at the examination venue. If you violate the instructions you will be disqualified.

3. Any candidate found copying or receiving or giving assistance in the examination will be disqualified.
4. The test booklet and the OMR response sheet would be supplied to you by the Invigilators. After the exam is over you should hand over the OMR response sheet as well as the test booklet to the Invigilator before leaving the examination hall. Any candidates who does not return the response sheet and the test booklet will be disqualified and the University may take further action against him/her.
5. Candidates arriving late will not be permitted to enter the examination hall. The reporting time is 1.15 pm. The examination will start at 2.00 pm & will be over at 4.00 pm.
6. All rough work is to be done on the test booklet itself and not on any other paper. Scrap paper is not permitted. For arriving at answers you may work in the margins, make some markings or underline in the test booklet itself.
7. University reserves the right to cancel scores of any candidate who impersonates or uses malpractices. The examination is conducted under uniform conditions. The University would also follow a procedure to verify the validity of scores of all examinees uniformly. If there is substantial indication that your performance is not genuine, University may cancel your score.
8. **Candidates should bring their hall tickets duly affixed with their latest photograph to appear in the test. The photograph should be attested by a Gazetted Officer, failing which they will not be allowed to take examinations. The hall ticket should be got signed by the Invigilator. In the event of his/her qualifying the Entrance Test, this hall ticket should be submitted to the Regional Director concerned with the Programme fee of Rs. 50,000/-for seeking admission in B.Ed Programme. The fee received at the Regional Centre without hall ticket in original will be summarily rejected. The hall ticket will be attached with your original application form submitted by you with the Regional Director after due verification.**

DECLARATION OF RESULT AND RESULT CARD

Result cards indicating qualifying/non qualifying status in the entrance test would be despatched from SED, Division, IGNOU, Maidan Garhi, New Delhi-110068 to all the candidates who appear for the examination. In case any candidate does not receive the Result Card, he may approach the Regional Director, IGNOU of his Region. Those who have qualifying status will submit their programme fee Rs. 50,000/- by means of Demand Draft drawn in favour of IGNOU, payable at the city where Regional Centre is situated. Such candidates will also submit the original call letter and the score card to the Regional Centre with the DD representing fee, latest by the last date intimated to them by Regional Centre concerned. The result will be available with IGNOU Regional Centre within 5 weeks from the date of examination.

Relaxed qualifying standards would be applied to SC/ST physically handicapped and female candidates. In case you have not indicated the category (SC/ST) you belong to, you will be considered as a general candidate. Similarly, if there is no indication regarding male/female no relaxation in qualifying standard if any will be admissible. You will be responsible for the accuracy in indications made by you in the B. Ed admission form and no review will be possible.

**SAMPLE QUESTION PAPER FOR B.ED.
ENTRANCE TEST**

HOW TO FILL UP THE INFORMATION ON THE OMR RESPONSE SHEET (EXAMINATION ANSWER SHEET)

1. Write your complete Enrolment No. in 9 digits. Also write your correct name, address with Pin Code in the space provided. Put your signatures on the OMR Response Sheet with date. Ensure that the Invigilator in your examination hall also puts his signatures with date on the OMR Response Sheet at the space provided. You should use HB Pencil.
2. All information is to be filled up with HB Pencil. The circles corresponding to the digit are to be darkened with an HB pencil.
3. Do not make any stray remarks on this OMR Response Sheet.
4. Write correct information in numerical digit in Enrolment No. and Examination Centre Code columns. The corresponding circles should be dark enough and should be filled in completely.
5. Each question is followed by four (or less) probable answers, which are numbered 1, 2, '3 and 4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then by using HE pencil, blacken the circle bearing the correct answer number against the serial number of the question. If you find that answer to any question is none of the four alternatives given under the question you should darken the circle '0'.
6. If you wish to change your answer, **ERASE** completely the already darkened circle using a good quality eraser and then blacken the circle bearing your revised answer number. If incorrect answer is not erased completely, smudges will be left on the eras circle and the question will be read as having two answers and will be ignored for giving any credit.
7. No credit will be given if more than one answer is given for one question. Therefore, you should select the most appropriate answer.
8. You should not spend too much time on anyone question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered ones.
9. Only one subject is to be attempted from PART 'B'

You will attempt the questions as under :

S1. No.	Subject	No. of Questions	
(i)	Science	Q. Nos.	81 to 100
(ii)	Mathematics	Q. Nos.	101 to 120
(iii)	Social Science	Q. Nos.	121 to 140
(iv)	English	Q. Nos.	141 to 160
(v)	Hindi	Q. Nos.	161 to 180

GENERAL INSTRUCTION

1. No cell phones, calculators, books, slide-rules, note-books or written notes, etc. will be allowed inside the examination hall.
2. You should follow the instructions given by the Centre Superintendent and by the Invigilator at the examination venue. If you violate the instructions you will be disqualified.
3. Any candidate found copying or receiving or giving assistance in the examination will be disqualified.
4. The Test Booklet and the **OMR** Response Sheet (Answer Sheet) would be supplied to you by the Invigilators. After the examination is over, you should hand over the **OMR** Response Sheet to the Invigilator before leaving the examination hall. Any candidate who does not return the **OMR** Response Sheet will be disqualified and the University may take further action against him/her.
5. All rough work is to be done on the test booklet itself and not on any other paper. Scrap paper is not permitted. For arriving at answers you may work in the margins, make some markings or underline in the test booklet itself.

PART-A

SECTION-I : GENERAL ENGLISH COMPREHENSION

Directions: Read the following passage carefully and choose the best answer out of the four choices given after each question that follows :

“The Tower” is a poem written by Yeats. It has three parts that correspond to three stages of life, or three modes of relating to the world, but not in a scheme as simple as youth, adulthood and old age. Rather, the first and third parts or the first and third poems in a three poem sequence chart the internal experiences of an accelerating mind within a decelerating body. The second part is a more external reminiscence, passing elegiacally over the lore of the land. The dying poet is taking a nostalgic survey of this work. The first and third parts take place within a dreaming mind, while the second takes place within the dream.

If we think of this poem as a ceremony, the first part senses that the end is near, but is not ready to face it; the second part is a preparation ritual, and the third arrives at readiness and passes into nothing. If this passing is to have any meaning, the poet must propel himself enthusiastically into the next world rather than fall, withered and bedraggled, out of this one. To do so, he must find the memories in which he was most alive, may be ones that still hurt the most. These moments were truly his, and so are truly his to leave behind.

3. The “three stages of life” refers to :
 - (1) youth, adulthood and old age
 - (2) baby, teenager, adult
 - (3) the life cycle of a poem
 - (4) three ways of being in the world

2. “The first and third poems” differ from the second in that:
 - (1) they are nostalgic
 - (2) they give an account of the poet’s inner experience
 - (3) they are part of a cremation ceremony
 - (4) they are enthusiastic

3. The phrase “passing elegiacally over the lore of the land indicates that the poet was:
 - (1) a slow runner
 - (2) speaking at a funeral
 - (3) narrating ancient tales
 - (4) taking stock of his life’s work

4. The poet must “find the memories in which he was most alive” in order to :
 - (1) keep away death
 - (2) become a poet
 - (3) regain memories
 - (4) leave this world with significance

5. The author compares the poem as a whole to :
- (1) folklore (2) a dying person
(3) a ceremony (4) a memory
6. "The Tower" is a poem written by Yeats. This is a:
- (1) simple sentence (2) complex sentence
(3) corresponsion sentence (4) Complex - compound sentence
7. 'The second part is a more external reminiscence passing elegically over the lore of the land.' This is a :
- (1) complex sentence (2) Compound sentence
(3) Complex - Compound sentence (4) simple sentence
8. 'Passing' in the sentence in question 7 is a :
- (1) Gerund (2) Present participle
(3) Past participle (4) None of the above
9. "Passing" in 'If this passing is to have any meaning' is a:
- (1) noun (2) finite verb
(3) non-finite verb (4) None of the above
10. "The next world" refers to:
- (1) the world of youth (2) the world of adulthood
(3) the world of old age (4) the world of death

PART-A

LOGICAL AND ANALYTICAL REASONING

Directions (11 - 15) :

A and B play Hockey and Football. Band C play Cricket and Football. C and E play Crick and Volleyball. D and E play tennis. A and C play Volleyball and Football. A and D pic Hockey and Football.

On he bass of above information answer the following questions:

11. Who does not play football?
(1) B (2) C (3) D (4) E
12. Who plays Hockey, Football and Tennis?
(1) E (2) D (3) C (4) A
13. Who plays, Hockey and Football?
(1) A (2) C (3) B (4) E
14. Who plays Cricket, Volleyball and Tennis?
(1) E (2) D (3) B (4) A
15. Who plays Hockey, Volleyball and Football?
(1) A (2) B (3) C (4) E
16. If 'clock' is coded as 36938 and 'leave' is coded as 12452, then 'cave' should be coded as:
(1) 4325 (2) 3451 (3) 3453 (4) 3452
17. If 'sky' is coded as TTMMXX, then 'Lie' will be coded as:
(1) MMLLDD (2) MMKKDD (3) MNOOCC (4) NNKKFF
18. If 'case' is coded as ECUG and 'Burn' is coded as CWTR. How 'earn' is encoded?
(1) GDTP (2) HCTP (3) GCTR (4) GDPT
19. For every correct answer, a student scores one mark but for every incorrect answer she/he loses 1/3 mark. She/He answered 108 questions but scored zero (0). How many questions she/he answered incorrectly?
(1) 81 (2) 78 (3) 87 (4) 72

Directions (20-23) :

Read the following paragraph to answer questions that follow:

A, B, C, D, E all have nine marbles. B gives two marbles to D, who gives one marble to E. C gives 5 marbles to E who gives two marbles to A. C gives two marbles to B who gives three marble to E. D gives three marbles to A who gives two marbles to B.

20. How many marbles A has?
 (1) 7 (2) 9 (3) 10 (4) 12
21. How many marbles B has?
 (1) 6 (2) 7 (3) 8 (4) 10
22. How many marbles C has?
 (1) 3 (2) 2 (3) 6 (4) 7
23. Now, who has got the maximum number of marbles?
 (1) B (2) C (3) D (4) E

Directions (24-27) :

A series of numbers is given, where one term is missing. Select the missing term from the given alternatives.

24. 0, 3, 8, 15, 24, 35,?.....
 (1) 48 (2) 46 (3) 49 (4) none of the above
25. 2, 9, 30, 93, 282,?.....
 (1) 746 (2) 846 (3) 849 (4) 843
26. 24, 39, 416, 525, 636,?.....
 (1) 736 (2) 749 (3) 864 (4) 849
27. 40, 29,?..... 13, 8
 (1) 20 (2) 18 (3) 22 (4) 17

Directions (28-30) :

In the following questions, Three words are given. First word is related to the second word. You have to select from the given alternatives, the fourth word which would be related to the third word in similar way.

28. Advocate : Law :: Cook : /
 (1) Cooking (2) Kitchen (3) Food (4) Recipes
29. Frame : Picture :: Water : ?
 (1) Lake (2) Island (3) Bay (4) Boundaries
30. Psychology : Mind :: Trigonometry : ?
 (1) Mathematics (2) Mensuration (3) Geometry (4) Triangles

40. Two shirts are warmer than one of the same material but of double thickness because:
- (1) Intervening air between two shirts prevents flow of heat from body to outside
 - (2) Specific heat of single shirt is more than that of two shirts
 - (3) Specific heat of two shirts is more than that of one shirt
 - (4) Air has large specific heat
41. The disease with high levels of uric acid in the blood is the characteristic of
- (1) Arthritis
 - (2) Rheumatism
 - (3) Gout
 - (4) Rheumatic heart
42. The most important uranium ore deposits occur in :
- (1) Canada
 - (2) Pakistan
 - (3) China
43. Where is the greatest variety of flowers found?
- (1) Sikkim
 - (2) Assam
 - (3) Uttarakhand hills
 - (4) Kerala
44. Education commission (1964-66) had focussed on :
- (1) Elementary Education
 - (2) Secondary Education
 - (3) Higher Education
 - (4) All the above
45. A committee headed by Ishwar Bhai Patil looked into various aspects of :
- (1) Higher Education
 - (2) Technical Education
 - (3) Medical Education
 - (4) General Education
46. Which of the following is the characteristic feature of the National Curriculum Framework (NCF 2005) ?
- (1) Learning while earning
 - (2) Learning without burden
 - (3) Learning with memorisation
 - (4) Learning for competition
47. Jawahar Navodaya Vidyalayas were recommended by :
- (1) Mudaliar Commission 1952-53
 - (2) National Policy on Education 1968
 - (3) National Policy on Education 1986
 - (4) National Knowledge Commission (2006-2009)
48. Continuous and comprehensive Evaluation (CCE) is :
- (1) Formative in nature
 - (2) Summative in nature
 - (3) Creative in nature
 - (4) Both Formative and Summative in
49. As per Right to Free and compulsory Education Act 2009, private schools will admit:
- (1) 25% children of Economically weaker, section
 - (2) 25% children of SCjST category
 - (3) 15% children of Economically weaker, section
 - (4) 15% children of SCjST category
50. Identification of learning gaps of children and plugging them is done through:
- (1) Reflective teaching
 - (2) Remedial teaching
 - (3) Team teaching
 - (4) Reteaching

51. Graphical representation of very high quality accomplishment happens to be ___
(1) Positively skewed (2) Laptokurtic
(3) Negatively skewed (4) Platykurtic
52. Monitoring the working of Elementary Schools is the responsibility of :
(1) Gram Panchayat (2) Mother Teacher Association
(3) School Management Committee (4) Parent Teachers Association
53. General Intelligence is :
(1) An innate capacity (2) Acquired ability
(3) A common attribute for all (4) A specific talent
54. Detailed recommendations about women education are available in the report of :
(1) Triguna Sen Committee (2) Harsha Mehta Committee
(3) Ram Murti Committee (4) Tara Chand Committee
55. Education Cess is being levied for supporting:
(1) Elementary Education (2) Secondary Education
(3) Both Elementary and Secondary Education (4) All levels of education

PART-A

SECTION-IV: TEACHING-LEARNING AND THE SCHOOL

56. Which of the following functions of schools justifies the statement that a school should pioneer of social upliftment ?
- (1) Normal function of school
 - (2) Progressive function of school
 - (3) Conservative function of school
 - (4) Reactionary function of school
57. Which of the following statements can't be accepted?
- (1) Schools are necessarily affected by changes in society.
 - (2) School can be powerful agents of social change.
 - (3) Schools are potential agents of disintegration.
 - (4) Schools are social agencies of cultural transmission
58. Which of the following goes against the spirit of equality of educational opportunity?
- (1) Public schools
 - (2) Government aided schools
 - (3) Ashram schools
 - (4) Navodaya Vidyalayas
59. Which of the following sequence is an appropriate order of learning a language?
Listening; R—tReading ; S—tSpeaking ; W—tWriting.
- (1) LSWR
 - (2) SLWR
 - (3) SLRW
 - (4) LSRW
60. The school through its programmes helps student:
- (1) assimilate culture
 - (2) ignore other cultures
 - (3) protest culture
 - (4) make them cultured
61. The main aim of class room teaching should be :
- (1) to develop self confidence among learners.
 - (2) to train learners for some vocation.
 - (3) to prepare them for higher classes.
 - (4) to facilitate learning.
62. Right to Education Act 2009 has banned:
- (1) Corporal punishment
 - (2) Mental Harassment
 - (3) Both corporal punishment and Mental harassment
 - (4) Extra classes
63. Teaching environment in the school can be adversely affected if :
- (1) Corporal punishment is always given.
 - (2) Learner is motivated to write for wall magazine.
 - (3) Teacher is given freedom to use innovative methods.
 - (4) There are frequent PTA meetings.

64. In your view play/activities in schools is :
- (1) necessary for psycho-motor development
 - (2) a simple waste of time
 - (3) not required because of heavy academic schedule
 - (4) all the above
65. A good class room discipline implies:
- (1) total silence with attention to teacher
 - (2) students to remain active in learning activities
 - (3) students do not ask any question
 - (4) students to be busy in self study.
66. Effective learning depends on :
- (1) interest of the child
 - (2) difficulty level of the learning
 - (3) either (1) or (2)
 - (4) both (1) and (2)
67. A teacher would become more effective if :
- (1) students score high marks
 - (2) teacher uses good instructional aids
 - (3) she/he helps learners to achieve mastery in learning
 - (4) she/he helps students to ask questions
68. In order to elicit the response “year 269 Be” while concluding a lesson on ‘Ashoka’, the following questions would be the best?
- (1) When did Ashoka succeed the throne ?
 - (2) After whom did Ashoka succeed the throne?
 - (3) In which year did Ashoka’s coronation take place?
 - (4) Any of the above questions
69. The best way to handle a wrong response of a student would be :
- (1) to explain the subject matter in detail again
 - (2) to tell the student that your answer is wrong
 - (3) to ask another student to give the correct answer
 - (4) to explain and give another chance to give answer
70. For developing an objective type class room test, which one of the following types VI most suited?
- (1) multiple choice type
 - (2) true - false type
 - (3) select the correct reason
 - (4) fill in the blank
71. A teacher in the class should keep his/her speech:
- (1) intonated
 - (2) low volume
 - (3) high volume
 - (4) moderate volume
72. Developing ‘Scientific attitude’ among learners can be best accomplished through:
- (1) teaching of sciences
 - (2) telling them to accept
 - (3) accepting what elders speak
 - (4) accepting facts only after examining and verifying

73. Which one of the following sequence to the process of the classroom teaching?
[D - Delivery; E - Evaluation; F - Feedback; K - Knowing the target learner; P - Plan]
- (1) PKDFE (2) KPDFE (3) KPDEF (4) PKDEF
74. In order to avoid unnecessary psychological problems arising out of annual exam system we should use:
- (1) periodical tests only
(2) periodical tests with corrective measures
(3) tests by teachers of other schools
(4) no testing at all
75. Mid - day Meal programme in Govt. schools meets which need of the child?
- (1) Safety (2) Physiological
(3) Love/belongingness (4) Self actualization
76. While asking a probing question in a class which of the following can effect the re, adversely?
- (1) clear intent (2) having no previous material to refer to
(3) use of double negatives (4) questions with one correct answer
77. A mentally challenged child:
- (1) can't attain mastery in tasks at all
(2) can attain mastery with alternative suitable environment and method
(3) can attain but would need more time
(4) can attain mastery like any other child
78. Aptitude tests are used to : (1) measure achievement (2) measure proficiency
(3) predict one's success in a profession (4) measure potentiality
79. Awarding grades in place of numerical marks is recommended because:
- (1) grades are easier to award
(2) teaching - learning will be facilitated (3) it will improve quality of education (4) it will reduce errors in judgement
- (1) sender uses the same coding system as his/her receiver decodes (2) sender proceeds slowly b~t systematically
(3) receiver is willing to receive
(4) being done in congenial environment

PART-B

SECTION- V (i): SCIENCE

81. What happens, when zinc metal is dipped in copper sulphate solution?
- (1) the solution becomes colorless and reddish brown copper metal gets deposited
 - (2) no reaction takes place
 - (3) the solution becomes green and copper metal gets deposited
 - (4) the solution remains blue and copper metal gets deposited
82. In binary fission of a cell :
- (1) Cytoplasm and nucleus divide at the same time.
 - (2) The division of nucleus is followed by the division of cytoplasm.
 - (3) The division of cytoplasm is followed by the division of nucleus
 - (4) The cytoplasm and nucleus do not divide
83. When a cell is kept in a hypotonic solution then water moves:
- (1) into the cell
 - (2) out of the cell
 - (3) no movement of water takes place
 - (4) none of these is correct
84. The isomers of C_6H_{14} are:
- (1) 4
 - (2) 5
 - (3) 6
 - (4) 3
85. Which among the following diseases is not sexually transmitted?
- (1) Syphilis
 - (2) Hepatitis
 - (3) HIV - AIDS
 - (4) Gonorrhoea
86. A full length image of a distant tall building can definitely be seen by using:
- (1) a concave mirror
 - (2) a convex mirror
 - (3) a plane mirror
 - (4) both concave as well as plane mirror
87. The human eye forms the image of an object at its:
- (1) cornea
 - (2) iris
 - (3) pupil
 - (4) retina
88. Which one of the following is an artificial ecosystem?
- (1) Pond
 - (2) Crop field
 - (3) Lake
 - (4) Forest
89. Extensive plantation of trees to increase forest cover is known as :
- (1) Agro - forestry
 - (2) Social forestry
 - (3) Afforestation
 - (4) Deforestation
90. Which of the following is an exothermic process ?
- (1) Reaction of water with quicklime

(2) Dilution of an acid

(3) Evaporation of water

(4) Sublimation of Camphor

91. Which among the following is not a base ?

- (1) NaOH (2) KOH (3) NH_4OH (4) $\text{C}_2\text{H}_5\text{OH}$

92. Blood bank of the body is :

- (1) spleen (2) heart (3) liver (4) bone marrow

93. Electrical resistivity of a given metallic wire depends upon:

- (1) its length (2) its thickness
(3) its shape (4) nature of material

94. Growth of the plant or plant parts towards the earth is called:

- (1) phototropism (2) hydrotropism (3) thigmotropism (4) geotropism

95. The unit of electric power may also be expressed as :

- (1) Volt ampere (2) Kilowatt hour (3) Watt second

96. Biogas is a better fuel as it has:

- (1) 75 % methane (2) higher calorific value
(3) residual manure (4) all of these

97. Which of the following is different from the other three?

- (1) petroleum (2) coal (3) natural gas (4) geothermal

98. The centre for controlling body temperature is :

- (1) Hypothalamus (2) Cerebellum (3) Central nervous system (4) Cerebrum

99. The ability of metals to be drawn into thin wire is known as :

- (1) ductility (2) malleability (3) sonorosity (4) conductivity

100. Galvanisation is a method of protecting iron from rusting by coating with a thin layer of :

- (1) Galium (2) Aluminium (3) Zinc (4) Silver

PART-B

SECTION-V (ii): MATHEMATICS

101. The value of $(a^{x-y})^{x+y}$, $(a^{y-z})^{y+z}$, $(a^{z-x})^{z+x}$ is :
- (1) 0 (2) 1 (3) -1 (4) $x + y + z$
102. The fifteenth part, the twelfth part and seventh part of a certain number when added together give 1353, the number is :
- (1) 6150 (2) 6420 (3) 6240 (4) 4620
103. The value of $\frac{(0.035)^2 - (.0045)^2}{.0395}$ is :
- (1) 0.0305 (2) 0.0395 (3) 0.0345 (4) 0.0345
104. An article which costs A ₹ 50 is sold to B at a profit of 20%; B sells it to C at a profit of 25%; C sells it to D at a profit of 40%. The price D paid for the article is :
- (1) ₹ 147 (2) ₹ 105 (3) ₹ 856 (4) ₹ 95
105. The number which must be subtracted from 11, 15, 21 each so that the middle num obtained is the mean proportional of the other two, is :
- (1) 6 (2) 5 (3) 4 (4) 3
106. A sum of money put at compound interest amounts in 2 years to ₹ 3380 and in 3 ye ₹ 3515.20. The money invested is :
- (1) ₹ 3125 (2) ₹ 3215 (3) ₹ 3512 (4) ₹ 3152
107. A pen is sold at ₹ 60.00 cash or ₹ 20.00 cash down payment and ₹ 8 per month for six months. The rate of interest is :
- (1) 80% (2) 100% (3) 110% (4) 120%
108. In an examination 77% candidates passed in English and 66% passed in Mathematics and 13% failed in both subjects. If 392 passed in both subjects the total number of candidates is
- (1) 500% (2) 600% (3) 700% (4) 800%
109. A can do as much work in 2 days as B can do in 3 days, and B as much in 4 days as C in 5 days. If A, B and C together can do a piece of work in 5 days then A alone will do it in:
- (1) 15 days (2) 12 days (3) 11 days (4) 10 days
110. The value of $(1+\cot\theta - \operatorname{cosec}\theta)(1+\tan\theta+\sec\theta)$ is :
- (1) 1 (2) -1 (3) 2 (4) -2
111. The value of $\sec 70^\circ \sin 20^\circ + \cos 20^\circ \operatorname{cosec} 70^\circ$ is :
- (1) 1 (2) -1 (3) 2 (4) -2

112. The angles of elevation of the top of tower from two points a and b from the base and in the same straight line with it are complementary. The height of the tower is :
- (1) \sqrt{ab} (2) $\sqrt{a/b}$ (3) ab (4) a/b
113. The difference between the sides at right angles in a right angled triangle is 14 cm. The area of the triangle is 120 cm^2 . The perimeter of the triangle is :
- (1) 26 cm (2) 36 cm (3) 54 cm (4) 60 cm
114. The area of a square is the same as the area of a circle. Their perimeters are in the ratio:
- (a) 1 : 1 (b) 2 : π (c) π : 2 (d) $\sqrt{\pi}$: 2
115. The radii of two cylinders are in the ratio 2 : 3 and their heights are in the ratio 5 : 3. The ratio of their volumes is :
- (1) 27 : 20 (2) 20 : 27 (3) 4 : 9 (4) 9 : 4
116. The circular ends of a bucket are of radii 35 cm and 14 cm and the height of the bucket is 40 cm. Its volume is :
- (1) 60060 cm^2 (2) 80080 cm^2 (3) 70040 cm^2 (4) 80160 cm^2
117. The height (in cm) of 15 students of a class are
141, 151, 146, 155, 148, 150, 158, 147, 159, 152, 153, 149, 150, 160, 161
The mean height is :
- (1) 152 (2) 153 (3) 152.5 (4) 151
118. A bag contains 3 white, 4 red and 5 black balls. One ball is drawn at random. The probability that the ball drawn is neither black nor white is :
- (1) $1/4$ (2) $1/2$ (3) $1/3$ (4) $2/3$
119. Two vertices of a $\triangle ABC$ are A(-1,4) and B(5, 2) and its centroid is G(O, - 3). The coordinates of C are:
- (1) (4, 3) (2) (4, 15) (3) (-4, -15) (4) (-15, -4)
120. The sum of all two digit odd positive integers is :
- (1) 2575 (2) 2574 (3) 2745 (4) 2457

PART-B

SECTION-V (iii): SOCIAL SCIENCE

Choose the correct answer out of the four for each of the following question:

121. Who was the Viceroy of India when Rowlatt Act was passed?
(1) Hardings II (2) Chelmsford (3) Simon (4) Minto II
122. The Vindhyan System of Rocks is important for the production of :
(1) precious stones and building material
(2) iron ore and manganese
(3) bauxite and mica
(4) copper and uranium
123. Which of the following acts gave representation to Indians for the first time in the legislature?
(1) Indian Council Act 1909 (2) Indian Council Act 1919
(3) Govt. of India Act 1935 (4) Govt. of India Act 1942
124. Which document was developed mentioning Samudragupta's Achievements?
(1) Kalinga Edict (3) Indica
(2) Hathigumpha Edict (4) Allahabad Prasasti
125. Which of the following Articles of the Directive Principles of State Policy deals with the promotion of International Peace and Security ?
(1) Article 51 (2) Article 48 A (3) Article 43 A (4) Article 41
126. In which of the following matters does Lok Sabha has supremacy?
(1) Railway Budget (2) Defence Budget
(3) Foreign Affairs (4) Financial Bill
127. As per existing law what is the minimum per day wages paid to a worker from unorganised sector in India ?
(1) ₹ 50 (2) ₹ 75 (3) ₹ 100 (4) ₹ 125
128. Who is the first law officer of the Govt. of India?
(1) The Chief justice of India (3) Attorney General of India
(2) Union law minister (4) Law Secretary
129. Many a times we see in financial Journals/Bulletins a term M_3 what does the term M_3 mean?
(1) Currency in circulation on a particular day
(2) Total value of the foreign Exchange on a particular day
(3) Total value of Export Credit on a given date
(4) Total value of the tax collected in a year

130. Many a times we read in the newspapers that RBI has changed or revised a particular ratio/rate by a few base points. What is meant by base point?
- (1) Ten percent of one hundredth point (2) One hundred of 1 %
(3) One hundred of 10% (4) Ten percent of 1000
131. Nagarjuna sagar Dam is built across the river :
- (1) Cauvery (2) Krishna (3) Narmada (4) Godavari
132. Firoz Shah founded many cities which of the following was not built by him?
- (1) Jaunpur (2) Fatehpur Sikri (3) Hisar (4) Fatehabad
133. The Red Sea is an example of a:
- (1) folded structure (2) faulted structure
(3) lava structure (4) residual structure
134. Isochrones are lines joining places with equal:
- (1) longitude (2) travelling time from a point
(3) rainfall (4) frost
135. The pepper plant is a :
- (1) tree (2) vine (3) shrub (4) small herb
136. Which kind of power accounts for the largest share of power generation in India ?
- (1) Hydro Electricity (2) Thermal (3) Nuclear (4) Solar
137. An image of dancing girl on the coins was found from:
- (1) Kalibangan (2) Harappa (3) Mohenjodara (4) Ropar
138. The Italian traveller who gave a very praise worthy account of the Vijaynagar Empire was:
- (1) Barbosa (2) Marco Polo (3) Nicolo Conti (4) Tome Pires
139. Iqtas were:
- (1) hereditary assignments
(2) the personal property of the nobles
(3) generally transferable revenue assignments
(4) orders passed by kings and queens
140. The number of languages listed in 8th schedule of the constitution of India is :
- (1) 15 (2) 18 (3) 22 (4) 14

PART-B

SECTION-V (iv): ENGLISH

Choose the most appropriate response out of the four choices given after every question. Each question carries one mark.

141. The phrase 'widow's walk' means:
(1) railed walkway atop a seaside house (2) an unsteady gait
(3) wreath - laying ceremony (4) none of the above
142. The phrase 'deadman's hand' means:
(1) a poker hand with two pairs
(2) an unseen force
(3) weakened leader
(4) none of the above
143. A doctor who specialises in the treatment of the heart is called:
(1) neurologist (2) cardiologist
(3) ophthalmologist (4) orthopaedist
144. Choose the correctly spelt word:
(1) Sykosis (2) Psykosis
145. Choose the correctly spelt word:
(1) ellegory (2) allegory
146. The indirect form of the sentence:
Aftabh asked his wife, "Where is my book ?" is :
(1) Aftabh asked his wife where is my book.
(2) Aftabh asked his ,,"vife where his book was.
(3) Aftabh asked his wife where his book is.
(4) Aftabh asked his wife where is his book.
147. The indirect form of the sentence :
Anita said, "I went to Australia last year" is :
(1) Anita said that I went to Australia last year.
(2) Anita said that she went to Australia last year.
(3) Anita said that she had gone to Australia last year.
(4) Anita said that I had gone to Australia last year.
148. The passive voice of "Labourers are making the road." is :
(1) The road is being made by labourers.
(2) The road is made by labourers.
(3) The road has been made by labourers.
(4) The road was being made by labourers.

149. The active voice of “Anil was fined by the police for not stopping at the red light”.
- (1) Anil fined the police for not stopping at the red light.
 - (2) Anil not stopping at the red light was fined by the police.
 - (3) The police fined Anil for not stopping at the red light.
 - (4) The police fined Anil not stopping at the red light.

In questions 150-152, choose the most appropriate words to fill in the blanks.

150. Charles..... go to Paris next month.
- (1) have
 - (2) will
 - (3) had
 - (4) has
151. My son has been living in Paris..... ten years.
- (1) since
 - (2) from
 - (3) for
 - (4) till
152. Friends often seek out Asha’sas she is known for her ability to listen carefully and offer unbiased advice.
- (1) concern
 - (2) trouble
 - (3) empathy
 - (4) counsel
153. In which of the following plays of Shakespeare Bertrice was the heroine?
- (1) Merchant of Venice
 - (2) Much ado about nothing
 - (3) Othello
 - (4) Midsummer Night’s Dream
154. Who wrote the poem ‘Ode to the West Wind’ ?
- (1) Keats
 - (2) Coleridge
 - (3) Wordsworth
155. Who wrote the novel ‘Return of the Native’ ?
- (1) George Eliot
 - (2) Thomas Hardy
 - (3) Emily Bronte
156. Who wrote the play ‘End Game’ ?
- (1) Samuel Beckett
 - (2) George Bernard Shaw
 - (3) Eugene O’ Neil
 - (4) Shakespeare
157. Who is the heroine in the novel ‘Return of the Native’ ?
- (1) Ursula
 - (2) Eustacia
 - (3) Catharine
 - (4) Tess
158. Which of the following is not a poet of the Victorian Age?
- (1) Browning
 - (2) Tennyson
 - (3) Shelley
 - (4) Arnold
159. In the sentence ‘I have read that book which is lying on the table’.
- Which is lying on the table is a :
- (1) Noun clause
 - (2) Adverb clause
 - (3) Adjective clause
 - (4) none of the above
160. In the sentence ‘Rashmi is the girl who has won the first prize’.
- Who has won the first prize is a :
- (1) Noun clause
 - (2) Adverb clause
 - (3) Adjective clause
 - (4) none of the above

ANNEXURES

Experience-cum-Employment Certificate

(To be submitted at the time of counseling)

(i) This is to certify that Mr./Ms. _____ has been teaching in this school from _____(DD)_____ (MM)_____ (YR) to _____(DD)_____ (MM)_____ (YR).

(ii) His/Her appointment in this school is on full time temporary/permanent basis and teaching the students of class from _____ to _____ in the subjects _____ etc.

(iii) This School is Govt./Govt. aided/unaided and is duly recognized by the central/state government/union territory by virtue of obtaining Registration No. _____ dated _____ from Directorate of Education, _____ (Name of the state) for a period _____/

I hereby undertake that all the information mentioned above are true and the University is empowered to take legal action against me for any wrong information.

Place :

Date :

Signature of Principal/Headmaster/Headmistress

Full Name :

Name of the School

Registration No. of the Institution:.....

Full Address

.....

(Seal /Stamp)

Telephone No.

Email ID of the the School

(To be submitted at the time of counselling)

CERTIFICATE TO PROVIDE FACILITATES FOR PRACTICAL WORK INCLUDING INTERNSHIP

I hereby undertake that the School will provide facilities to Mr./Mrs..... carrying practical work including internship for the B.Ed. Programme. This School Higher/Senior Secondary School.

Signature of Principal/Headmaster

Place :

Date :

Full Name:

Name of the School

Registration No. of the Institution

Full Address :

.....

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO SC/
ST CATEGORIES ALONG WITH APPLICATION FORM**

FORM OF CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimathi*/Kumari*.....Son/daughter* of
..... of village/town*.....in District/
Division*.....of the State/Union Territory*.....belongs to
the.....

Caste/Tribe* which is recognized as a Scheduled Caste Scheduled Tribe* Under:

The Constitution (Scheduled Castes) Order, 1950.

*The Constitution (Scheduled Tribes) Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North- Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.)

*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

*The constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970; *The Constitution (Sikkim) Scheduled Castes Order,

1978; *The Constitution (Sikkim) Scheduled Tribes Order, 1978; *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. *The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. *The Constitution

(Scheduled Tribes) Order Amendment Act, 1991. *The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi*.....father/mother* of Shri/Shrimathi/Kumari*.....of village/town*.....in District/Division*.....of the State/Union Territory*.....who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory*..... issued by thedated.....

3. Shri/Shrimathi*/Kumari*.....and /or* his/her* family ordinarily reside(s) in village/town*.....ofDistrict/Division* of the State/Union Territory* of

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

* Strike out whichever is not applicable

Note:- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

** Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).

FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC (NON CREAMY LAYER) CATEGORIES ALONG WITH APPLICATION FORM

This is to certify that, son/daughter of..... of village..... District/Division..... in the State..... belongs to the..... community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare*(i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India,

Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,

* (ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

* (iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

* (iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

* (v) Resolution No. 12011/96/94-BCC dated 9/03/96.

* (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

* (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

* (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.

* (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

* (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

* (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

* Shri.....and/or his/her family ordinarily reside(s) in the..... District/Division of the.....State. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

N.B.—

- (a) The above certificate should not be more than 3 years old from the date of issuance till the time of submission of application form
- (b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.
- (c) The authorities competent to issue caste certificates are indicated below:
 - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. (iii)Revenue Officer not below the rank of Tehsildar; and (iv)Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES(NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE, ADMISSION WILL BE CANCELLED WITH NO REFUND OF FEE AND DISCIPLINARY PROCEEDINGS WILL BE INITIATED BY THE UNIVERSITY.

**Employer Certificate for forwarding the application
for admission to IGNOU Programme under the
ODLPGE Scheme of DoPT**

(Note : it is mandatory to enclose an attested copy of Employee's Official Identity Card)

* This is to certify that Mr./Ms./Mrs. _____ is _____
holding the post of _____ in (name of the office)
_____ and his present pay
is _____. His/her post is equivalent to the post of Assistant/Section
Officer/Under Secretary/Deputy Secretary/Director/Joint Secretary in Government of India.

This Office has No. Objection for his/her enrolment to IGNOU program under the ODLPGE Scheme of DoPT.

* Strike off whichever is not applicable

Place : _____

Signature : _____

Date : _____

Name _____

(in Block Letters)

Designation : _____

(Not below the ranks of Under Secretary of the Government of India)

Name of the Organization/Office : _____

Full Post Address : _____

Official E-Mail Address of the Officer : _____

Office/Mobile Telephone Number : _____

(Seal/Stamp) : _____

Undertaking from Prospective Students with Disability

I,enrolled in
(name of Programme) admission cycle, certify that
I read and Empowerment, Govt. of India (www) regarding physical
requirement of various posts identified for persons with disabilities (PWD) enrolling in the this programme is my
informed decision.

Signature

Name in Capital Letter

Date :

Place :

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110068

Registration form for Fee exemption of SC/ST Students under SCSP and TSP
(Please submit duly completed Form along with enclosures to your Regional Centre)

(Exclusively for fresh students enrolled in BDP (BA; B.Com; B.Sc.); BTS, BSW and Fresh and 2nd semester of BCA in admission cycle July 2016/January 2017/ Re-registered students in aforesaid academic programmes who were freshly (first time) enrolled in July 2015/January 2016 admission Cycle).

- 1. Name:
- 2. Enrollment Number (only for re-registered students):
- 3. Category: Scheduled Caste (SC)/Scheduled Tribe (ST):
- 4. Programme of Study:
- 5. Regional Centre:
- 6. State:
- 7. Correspondence Address:
- 8. E-mail:
- 9. Mobile Number:
- 10. Aadhaar Number:
- 11. Family Income (Annually):
- 12. Bank Account No. :
- 13. Bank Name and Branch with City:
- 14. IFSC code of the Bank-Branch:

Declaration by the Candidate

I,son/daughter/wife of
have read, understand and abide by conditions for claim of fee exemption under SCSP and TSP. I also state that I belong to SC/ST category. I have also not availed any financial benefit by way of scholarship/fellowship of fee waiver for this programme of study from any other institute/centre/Social Welfare Departments of Respective State or other Government agencies for the financial year 2016-17. I have also enclosed self attested copy of my caste certificate (SC/ST) for making this claim for fee exemption.

I hereby state that above information is true to the best of my knowledge. If it is found false. I shall abide by any action taken against me by the University and immediately return the amount received as fee reimbursement in IGNOU's account along with penal interest (if any). I shall be liable to legal action against me in accordance with law in such a case.

(Signature)
Name (Capital Letter)

Date :
Place :

Documents needs to be submitted along with this form

- 1. Copy of IGNOU Student I card issued from the Regional Centre of IGNOU (only for Re-registered student)
- 2. Self attested copy of Caste Certificate (SC/ST) issued from the appropriate authority.

..... ✂ ✂

Verification/Information to be furnished by the Regional Centre

It is certified that the information mentioned above in respect of (He/She)
enrolment no. enrolled in academic programme in admission
cycle is correct as per information furnished by students in admission form.

Date :
Signature of Regional Director
(Name and Seal)

AFFIDAVIT BY THE STUDENT
(TO BE SUBMITTED ALONG WITH APPLICATION FORM)

I, _____ (full name of the student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____
 (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____
 (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

**AFFIDAVIT BY PARENT/GUARDIAN
(TO BE SUBMITTED ALONG WITH APPLICATION FORM)**

I, Mr./Mrs./Ms. _____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understand the provisions contained in the said Regulations.

- 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:
Address :
Telephone/Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER



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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Contact No: (Mobile No.)..... Landline No:.....

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

6. Total marks/Overall point grade obtained Percentage obtained

.....

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

7. Courses(s), in which improvement is sought: **COURSE CODE** **COURSE CODE**

1. _____ 4. _____

2. _____ 5. _____

3. _____

8. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of "IGNOU" payable at New Delhi)

No. of Course(s): × Rs. 750/- or..... = Total Amount:

Demand Draft No.: Date: Issuing Bank:.....

9. Term-end examination, in which you wish to appear : June/December, 20.....

10. Examination centre details, where you wish to appear in term-end examination:-

Exam. SCentre Code..... City/Town

.....

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in Division/Class

Date:.....

Signature.....

Place:

Name:.....

P.T.O.

RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes, who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/ Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided that the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS"**.
11. Application form must reach within the prescribed dates at the following address:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Block-12, Maidan Garhi,
New Delhi-110068**



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

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

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

1. Name :

2. Programme: Enrolment No:

3. Address:

..... Pin

4. Contact No. (Mobile No.) : Landline No.

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): × Rs. 1000/- or = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar-751013 Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/
MARKSHEET**

1. Name
2. Programme
3. Enrolment No.

--	--	--	--	--	--	--	--	--
4. Complete Address
.....
.....
..... Pin

--	--	--	--	--	--
5. Contact No.(Mobile No.) Landline No.
6. Month and Year of the Exam.
7. Centre from where appeared at last examination
8. Bank Draft/IPO No. Dated
for Rs. 200/- orin favour of "IGNOU" payable at New Delhi.

Date.....
Signature

Note : Fee for duplicate grade card is Rs. 200/- for Indian Students & Rs. 400/- for SAARC Countries Students and \$10 for Non-SAARC Countries Students. The duplicate grade card/mark sheet will be sent by Registered post by the University.

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

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

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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

1. Name
2. Programme: Enrolment No:
3. Address:.....
.....
..... Pin Code
4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - a) Term-end examination: June/December
 - b) Exam Centre Code:
 - c) Exam Centre Address:
 -
 -
 - d) Course(s):
5. **Fee details:**
(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)
No. of Course(s): × Rs. 100/- = Total Amount:
Demand Draft No.: Date:
Issuing Bank:
6. Self attested photocopy of the Identity Card : Attached/Not attached issued by the University

UNDERTAKING

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

Date: Signature

Place: Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Dlehi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. Name :

2. Programme: Enrolment No:

3. Address:
.....Pin

4. Contact No: (Mobile No.)..... Landline No:.....

5. Month and Year of the Examination:

6. Examination Centre Code:

7. Address of the Examination Centre:
.....

8. Courses, in which Re-evaluation is sought:	<u>COURSE CODE</u>	<u>MARKS/GRADE OBTAINED</u>
.....
.....
.....
.....
.....

9. Fee details:-
(The fee for Re-evaluation of answer script is Rs. 750/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$75 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): × Rs. 750/- or = Total Amount:
Demand Draft No. Date:
Issuing Bank:
Date:.....

(Signature of the student)

P.T.O.

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made within one month of declaration of his/her result.
2. The date of declaration of result will be calculated from the date on which the result(s) are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project / Dissertation / Practicals / Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, please mention 'APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS'
7. The application form duly filled-in may be sent to the following address except CPE* & DPE* programmers.
8. Application form must reach within the prescribed dates at the following address:-

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar-751013 Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deogarh.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.

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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE

1. Name :
2. Programme: Enrolment No:
3. Address:
Pin
4. Contact No: (Mobile No.)..... Landline No:
5. Purpose for which, transcript is required:.....

6. **FEE FOR THE OFFICIAL TRANSCRIPT:- (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):**

- (i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
- (ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.
- (iii) Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.
- (iv) \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT
 DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI)**

7. **No. of Transcript(s) required:** × Rs.300/- or Rs.500/- or = **Total Amount:** Rs.....
 Demand Draft No.: Date:..... Issuing Bank:
8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.
9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-

10. **If, the Transcript is required to collect Personally : Name**.....
Mobile No......(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

P.T.O.

INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

- (A) The filled in form duly signed by the student with the requisite fee & documents may be sent to:-
- The Registrar,
Student Evaluation Division, Indira Gandhi National Open University,
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**
- (B) The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.-6. Incomplete application will not be entertained.
- (C) If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No. 10, IGNOU, Maidan Garhi, New Delhi-110068 (India)** then He/She is required to mention such information & Mobile No. under Point No. 10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof. at the time of collecting their Transcripts.
- Note:-** If the student want to collect his/her transcript by-hand through any other person from the above Section then the receiver has to produce all above documents of the student alongwith “Authorization-Letter” of the concerned student. The person who want to receive the Transcript(s) on behalf of the student, has to produce his/her valid Original Identity Proof for signature/photograph/residence etc. like Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License etc.and he is also required to submit the copies of the same to this Section at the time of collecting the Transcript.
- (D) The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.
- (E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.
- (F) Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-
- i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.
 - ii) Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.
- (G) The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from **“Official Transcript Counter” Exam.-III Section of SED (Block-12, Room No. 10), IGNOU, Maidan Garhi, New Delhi-110068** personally or on **Telephone No. 011-29572210** between Monday to Friday during Office hours after 15 to 25 days of receiving the Application Form at this Section.

9. INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR ENTRANCE TEST CUM ADMISSION - 2018

Please read the following instructions carefully before filling in the application form for admission enclosed in the envelope.

- (A) **Submission of the Application for Entrance Test cum Admission form** : The candidates will be required to submit only the filled-in application form with all attested documents as mentioned in the Entrance cum Admission Form at the concerned Regional Centre. However, in case of downloaded forms. A fee of ₹ 1050/- in the form of demand draft payable at the city of concerned Regional Centre may please be submitted alongwith the application form.
- (B) Please write the relevant code in the boxes provided in the Application Form.
- (C) **For State code, Board code, refer pages 28 to 32.**
- (D) Please note that any request for change of category code shall not be entertained after the submission of Entrance Test cum Admission form at RC's.

Submission of Documents during Counselling

The learners are requested to submit the following **original Documents alongwith alongwith the offer letter for admission to the concerned Regional Centre** only at the time of counseling.

1. Higher Secondary/Sr. Secondary School Certificate indicating the date of birth, along with marksheet.
2. Original Hall Ticket
3. Degree and marksheet of graduation/post-graduation.
4. Mark Sheet and Certificate of NCTE Recognized Teaching Programme completed through Face to Face mode.
5. Certificate issued by the Institution where the candidate has pursued his/her teacher education programme stating that the institute is recognized for offering the teacher education programme through face to face mode by NCTE, along with a copy of recognition letter issued by NCTE to that institution. If the recognition letter is not available, then the Certificate issued by the institution should contain the details of letter no. and date of recognition to the institution granted by NCTE.
6. Original Certificate from the reconized Secondary/Senior Secondary schools to provide facilities for Practical Work including Internship, for per the format enclosed.
7. Category certificate, if applicable as mentioned in the Entrance cum Admission form..
8. Original Experience-cum-Employment certificate (if applicable) in a letterhead of a recognised school as per format given in Annexure 1.
9. Certificate to provide facilities for **B.Ed. practical Work including internship (Four weeks in B.Ed. First Year and Sixteen weeks in B.Ed. Second Year)** from a Secondary/Higher/ Sr. Secondary school in the format given in the prospectus at Annexure 1.
10. Affidavit by Student/Parents/Guardian (Annexure 7 & 8).

Address for Correspondence

Your address must be completed in all respects. The university will correspond with you at this address. If you change your address, you should inform the Regional Centre about your new contact address at once.

DECLARATION OF THE APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the B.Ed. programme for which I seek admission. **I fulfill the minimum eligibility criteria on last date of submission of this application form** and I have provided necessary information in this regard in the application form. I shall provide proof of my eligibility along with the original certificates in the event of qualifying for admission after Entrance Test at the time of counselling. I have carefully studied the rules of the University as printed in the prospectus and I accept them and shall not raise any dispute in future over the same rules. In the event of any information being found blank, incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

Date:

(Signature of Applicant)

FOR OFFICIAL USE

Mentioned at (i), (ii) & (iii)

Checked & Verified all necessary documents and the student is Eligible/not-eligible for appearing in the Entrance Examination in 2017.

Hall Ticket	
Issued	Not Issued

Signature of the Official

Name of the Official

Designation

Name of the Regional Centre/Division

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities. No Student shall be allowed to appear in any examination/practical without it.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 200/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station &
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.

To be filled in by the Student

Course Applied for :

DD/Challan No. :

DD/Challan Date :

Amount :

DD Drawn on :

For Office Use Only

Your Enrolment Number is

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's/Mother's Name _____

Address (in Capital Letters) _____

Pin Code _____

Full Signature of the Candidate _____

PASTE

LATEST PHOTOGRAPH TO
BE PASTED WHICH WILL
BE
ATTESTED BY
UNIVERSITY OFFICERS

ATTESTED BY
REGIONAL DIRECTOR _____
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Please mention your full postal address at the space allocated

Affix
Postage
stamp for
Rs 6/-

To

CITY: _____

STATE: _____

From
The Regional Director,
IGNOU Regional Centre

PIN:

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IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/ prohibit/ punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)		
Prof. Anju Sahgal Gupta, Chairperson, SOH	011-29572776	anjusgupta7@gmail.com
Ms. Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Kailash Saluja, A.R., MPDD	8800736002	kailashsaluja@ignou.ac.in
Prof. Jyantika Dutta, Lady Irwin College		
IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Uma Medury, Chairperson, SOSS	011-29572741	umamedury@ignou.ac.in
Dr. Gurmeet Kaur, Associate Professor, SOL	011-29572984	gurmeetkaur@ignou.ac.in
Dr. Neera Singh, Associate Professor, SOH	011-29572790	neerasingh@yahoo.com
Dr. Rakhi Sharma, Associate Professor, SOET	011-29572923	rakhis@ignou.ac.in
Mr. Raveendran P. T. , AR, F&A	011-29571211	
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rashmi Sarpal, PS, SOSS	011-29572702	rashmisarpal@ignou.ac.in
Ms. Parineeta, Assistant, SOTHSM	011-29571758	
Ms. Swati Pal, Ph.D in Chemistry		
Dr. Taisha Abraham, Associate Professor		
Ms. Naina Kapoor, Director (Sakshi, NGO)		
Regional Services Division Committee against Sexual Harassment (RSDCASH)		
Dr. Bini Toms, Chairperson, Dy. Director, RSD	011-29572407	binitoms@ignou.ac.in
Dr. G. Mythili, Dy. Director, STRIDE	011-29572614	gmythili@ignou.ac.in
Ms. Azra Arshad, Maintenance Engineer, EMPD		
Ms. Neeru Sayal, EA, RSD	011-29572417	neerusayal115@mail.com
Dr. Radhika Menon, Asst. Professor, Mata Sundari College, Delhi University		
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		