

PROGRAMME GUIDE

FOR

Post Graduate Certificate in Geoinformatics (PGCGI)



Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEE	TO SUBMIT THE FORM
1 st March to 31 st March	1 st Sep. to 30 th Sep.	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delhi-110068 or concerned Regional Centre)
1 st April to 20 th April	1 st Oct. to 20 th Oct.	Rs. 300/-	
21 st April to 30 th April	21 st Oct. to 31 st Oct.	Rs. 500/-	
1 st May to 15 th May	1 st Nov. to 15 th Nov.	Rs. 1000/-*	

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Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi - 110068.

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A Word With Learners

Dear Students,

Welcome to the **Post Graduate Certificate in Geoinformatics (Programme Code: PGCGI)**, offered by the Geology discipline of the School of Sciences, by a challenging distance teaching-learning process. This programme intends to cater to the needs of the working professional in Industries, National laboratories, Research & Development organisations and academic institutions but it may also be helpful for the graduates aspiring to develop skills and get employment in all these places. You would agree that having to combat competition at the national and international levels, the working professional in the industry and academia need to be familiarised and develop skills in using geoinformatics tools for creation, processing and visualisation of spatial data for studying natural resources, disasters, etc. and their planning and management. We hope this programme would be able to accomplish all these envisaged targets.

The programme comprises a total of four (3 theory and 1 practical) courses worth **16 credits**. Details of the three theory courses and one practical course are given in Sections 3 and 4.

The course materials and the assignments will reach you after you are registered for this programme. Your **registration** for this programme will be valid for two years from the date of initial registration.

The **Term End Examinations** have 70% weightage of marks and these can be taken only at the end of six months of registration.

In order to facilitate your learning, there is a provision of **extended contact programme for theory and practical counselling**, wherever applicable. Theory courses have about 4 counselling sessions each. Counselling for the practical course (**for select exercises**) will also be held. **Please note that the counselling schedules for the theory and practical courses will be provided by the coordinator of the Programme Study Centre. Therefore, it is advised to be in constant touch with the coordinator of your Study Centre.** Also note that some of the study centres may opt for web-based counselling in part or full instead of extended contact programme.

There is lot more information you will come across while pursuing your study for the programme. The information or the source is available in the Programme Guide.

You must read and keep this programme guide carefully as you will have to refer to it from time to time and you will have minimum doubts about the frequently asked queries.

VISIT OUR WEBSITE FOR INFORMATION ON ALL FRONTS:

<http://www.ignou.ac.in>

Wishing you all the very best during the programme.

- PGCGI Programme Team, School of Sciences
(pgcgi@ignou.ac.in)

IMPORTANT

IGNOU Degrees / Diplomas / Certificates are recognised 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.

PAY ATTENTION

Our course materials are prepared in such a way that you can study them on your own. If you do not understand any part, take help from your counsellor at your Study Centre or from us. **Please do not use any guides for studying the IGNOU courses or solving assignments.** Such guides will neither help you in understanding the subject matter nor in passing the examinations.

OUR TERMINOLOGY

In IGNOU we use different terms from the ones used in conventional Colleges or Universities. So do please learn them. We use the terms

- **Programme** for Course,
- **Course** for Paper, and
- **Discipline** for Subject.

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.

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 'GyanDarshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at Electronic Media Production Center (EMPC), IGNOU
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010
- Largest network of learning support system.

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.

2. POST GRADUATE CERTIFICATE IN GEOINFORMATICS (PGCGI) PROGRAMME

This programme emphasises on fundamental concepts of Geoinformatics, which has vast potential for applications in a number of fields such as natural resources studies and management, landuse and urban planning, e-governance, climate, agriculture, health, archaeology, business, environment and disaster related studies. This programme provides the opportunity to the learners so as to develop interest and basic skills, and generate an interest to go for higher studies in Geoinformatics. The programme is built around concepts and skills at the basic level to make it easy for a learner who wishes to understand how geoinformatics can be put to practical use by providing hands-on training, which will familiarise them with the applications of geoinformatics tools.

The programme intends to make the learners aware of the conceptual theoretical background and also applications of geoinformatics in a variety of areas. The P.G. certificate programme is targeted at working professionals who have little or no exposure to geoinformatics and are interested to initiate and develop skills in this field.

2.1 Background

Today, we live in an era that is characterised by technological advancements that are so dynamic that at times it goes beyond our imagination. In the rapidly changing world, geoinformatics has a special status. Use of geoinformatics for monitoring environment and human activities on the Earth's surface, with a view to improve Earth's environment began during the 1970s. The early weather images from India's own INSAT series of satellites brought the applications of space technology into the lives of the common man. While undoubtedly, we need a change in our attitudes and lifestyles to mitigate the human impact on environment, technology plays a crucial role in helping us make environmentally appropriate decisions. And, geoinformatics technologies provide appropriate methodologies to analyse spatial information about the Earth.

Geoinformatics technologies include Remote Sensing (RS), Photogrammetry, Cartography, Geographic Information Systems (GIS), Spatial Decision Support Systems (SDSS) and Global Navigation Satellite Systems (GNSS). The geoinformatics technologies have witnessed significant developments over the last few decades, which have led to widespread use of the technologies in different fields and disciplines. Geoinformatics is central to all the disciplines which use data recognised by their locations. It has now become an important tool for decision makers across a wide range of disciplines, researchers and academia and also for national survey and mapping organisations, industries, environmental agencies, and local and national governments.

With the widespread use of the geoinformatics technologies, need for professionals and researchers adept in the use of the technologies has prompted the introduction of the *Post Graduate Certificate in Geoinformatics (PGCGI) Programme*.

2.2 Objectives

The Post Graduate Certificate in Geoinformatics Programme is proposed with the following objectives:

- To provide conceptual knowledge and hands-on training in the basics of geoinformatics technologies
- To acquaint the learners with the use of technology in analysing the spatial data
- To widen opportunities of learners for study and developing a career in different sectors of employment involving fields related to geoinformatics.

2.3 Duration

The minimum duration of the programme is six months. The maximum period allowed for completion of the programme is 2 years.

2.4 Medium of Instruction

The medium of instruction is English.

2.5 Eligibility Criteria

Candidates having graduation in any discipline from a recognised university with science at higher secondary level are eligible to apply for this programme.

2.6 Fee Structure

At present, the programme fee for PGCGI is Rs. **5000/-**. As and when it is necessary, the University may revise the programme fee, therefore, please refer to the Student Handbook and Prospectus of your academic session for recent information related to fee.

2.7 Programme Structure

Studies in the six months P.G. certificate programme are offered in both the sessions *i.e.* January and July sessions of each year. To successfully complete this programme you will have to earn 16 credits over a period of 6 months to 2 years depending on your convenience. These 16 credits comprise the following:

- | | |
|--------------------------------|------------|
| 1. Theory courses (3 courses) | 12 credits |
| 2. Practical course (1 course) | 4 credits |

The details of the courses are given in Sections 3 and 4. All the courses are compulsory for all the candidates irrespective of their previous experiences.

2.7.1 Theory Courses

The first three theory courses are designed to provide conceptual knowledge of theory and techniques necessary for use in many application areas. First theory course MGY-001 will prepare you to study the second and third theory courses and the fourth practical course. You are advised to study the theory courses in the following order:

1. MGY-001: Introduction to Geoinformatics
2. MGY-002: Remote Sensing and Image Interpretation
3. MGY-003: Global Navigation Satellite System and Geographic Information System.

2.7.2 Duration of Theory Counselling

For the PG Certificate programme, theory counselling may be conducted for 4 sessions per course during the six months cycle. The counselling may be conducted either on weekdays or in weekends for each course depending upon the counsellors, study centre's and learner's convenience. Each session may be of 2 hours as per the requirement for theory counselling.

Note that some of the study centres may utilise web-based platforms for counselling sessions. In such case, learners may post their queries related to the course by the timeline given, which would be answered by the concerned counsellor(s).

2.7.3 Practical Course

The Post Graduate Certificate in Geoinformatics programme has practical course of 4 credits constituting 25% practical component of the programme. This course (MGYL-004) is designed with practical components related to the theory courses of the programme. Through this course, it is expected that learners would be exposed to two geoinformatics software *i.e.* ILWIS and Quantum GIS. Counselling for **select practical exercises** will be held at the programme study centres as per the course material.

It should be carefully noted that by taking admission in the programme you have made sure that you:

1. can come to the nearest study centre for attending practical sessions and making your own arrangement during your stay for the prescribed duration;
2. have access to a computer because the practical exercises require you to carry out / perform practical exercises at home prior to attending practical sessions at the study centre; and
3. have access to internet at home or internet café to download required software and data over the internet for performing the prescribed exercises.

You are strongly advised to carry out/ perform all the exercises at your home prior to coming to the study centre because number and duration of tutor guided practical sessions are limited. The limited number of hours allotted to complete the practical exercises for each session may not be sufficient for some learners to complete them in the prescribed time, if they have not carried out the same at home prior to coming to the study centre.

It is expected that after registration, it may take a learner to work for minimum ~72 hours for the practical which includes the time spent on practical work and also preparation of required records. This course will require full-time presence of the student at the practical laboratory for the prescribed schedule/ duration. Term-end practical examination for the practical course would be conducted on a separate day. Schedule for the practical work for the practical exercises deemed necessary may be held either in a span of few days continuously or in two/three spans depending upon the availability of counsellors and laboratory facilities at the concerned study / programme centres.

Attending practical sessions is compulsory for each student. It should be noted that minimum **70%** attendance in the scheduled practical counseling sessions qualifies a candidate to appear for the term-end practical examination of the practical course.

2.7.4 Scheme of Study

In order to enable yourself to complete PGCGI within the minimum period of six months you will have to study all the four courses (3 theory and 1 practical) worth 16 credits in one cycle of six months commencing either in January or July session. In case, you find this scheme does not suit your pace and you would like to spend more than six months to complete the PGCGI programme, you may concentrate your attention only on those courses in which you intend to take the examination. You may appear for the examination of the remaining courses later. Examinations are held in the month of June and December of each year. In this way, you can plan your studies for more than six months but not more than two years.

With proper planning, you can complete this programme according to your convenience. However, it is strongly advised that while completing the practical course MGYL-004, concepts discussed in the concerned theory courses should be understood first.

3. THEORY COURSES OF THE PROGRAMME

As mentioned in section 2.7 there are three theory courses and one practical course in this programme, which are worth 4 credits each. In this section, you will find a brief introduction of each of the course and get an insight of the courses. You will also find a list of units belonging to different blocks for an overall perception of the course.

MGY-001

Introduction to Geoinformatics

Credits : 4

This is the first course of the programme which would introduce you to the basic concepts, components and applications of geoinformatics. The course comprises four blocks each touching upon an aspect of the Geoinformatics technologies.

The first Block deals with overview of geoinformatics through which you would acquire understanding on the basic concepts and fundamentals of the geoinformatics and also recognise the national agencies and initiatives involved with geoinformatics related work.

After discussing the basic terminologies and related concepts in the first block, Block-2 introduces the basic concepts of geospatial data and data processing tools. After studying this block you would attain understanding of basic concepts of geospatial data, sources of data, data products and formats and data analysis tools.

Block-3 deals with the basics of maps, mapping, interpretation of topographical maps and also with how to choose a suitable map projection. After studying the basic concepts of Geoinformatics in the first three blocks, Block-4 provides you an overview of the scope and applications of geoinformatics in different fields such as natural resources studies and management, landuse and urban planning, e-governance, climate, agriculture, health, archaeology, business, environment and disaster related studies.

Aim of this course is to acquaint you with geoinformatics technologies and its application potential. After reading this course, you would be in a position to feel comfortable about usage of the basic terms such as geoinformatics, cartography, remote sensing, photogrammetry, GNSS, GPS, GIS, geodesy, map, spatial and non-spatial data, etc.

We hope that after studying this Course you will acquire basic understanding of the geoinformatics technologies and its application potential in different fields.

A number of acronyms and terms used throughout the self-learning material (SLM) have been listed at the end of each block for your ready reference. Details of the blocks dealt in the theory course are given here:

**Block-1:
Overview of
Geoinformatics**

Unit-1 : Geoinformatics: An Introduction
Unit-2 : Recent Trends in Geoinformatics
Unit-3 : Indian Scenario in Geoinformatics

**Block-2:
Concept of
Geospatial Data**

Unit-4 : Introduction to Geospatial Data
Unit-5 : Data Types and Sources
Unit-6 : Remote Sensing Data Products and Formats
Unit-7 : Data Analysis Tools

**Block-3:
Basics of
Mapping**

Unit-8 : Datums, Map Projections and Coordinate Systems
Unit-9 : Understanding Maps
Unit-10 : Map Reading

**Block-4:
Scope and
Applications of
Geoinformatics**

Unit-11 : Natural Resources Studies and Management
Unit-12 : Land Use Planning, Infrastructure and e-governance
Unit-13 : Climate, Environment and Disaster Management
Unit-14 : Other Applications

MGY-002

Remote Sensing and Image Interpretation

Credits : 4

While creating it we have assumed that you have already studied MGY-001. Therefore, you must study this course only after you have read the blocks of MGY-001.

In continuation of the conceptual overview of Geoinformatics technologies and its applications, basics of geospatial data and mapping, which are discussed in MGY- 001, the next step is to understand the fundamentals of data acquisition technology *i.e.* remote sensing and analysis of remote sensing data *i.e.* image interpretation. First two blocks of this course is devoted to the basic concepts of remote sensing and related terminologies.

Remote sensing, defined as a science and art of acquiring information about Earth materials without coming in direct contact with them is carried out with the help of cameras/ sensors mounted in the aircrafts or satellites. Through remote sensing technique we can acquire data about characteristics of the Earth in an almost continuous and two dimensional fashion. Remote sensors are designed in such a way that they record interaction between Earth materials and electromagnetic radiation (EMR). First block of this course deals with the principles which form basis of remote sensing. It begins with the concept and historical development of remote sensing and describes electromagnetic spectrum, properties of EMR and radiation laws. It also provides basic understanding of interaction of EMR with common Earth materials and spectral signature.

Block-2 discusses about remote sensing platforms and sensor systems, image resolution and major space programmes in separate units. The block provides information on the commonly used platforms and majority of the important sensors. It also discusses about image resolution. Further, it provides an overview of major space programmes of the world.

Remote sensing data are analysed either in visual mode or in digital mode. Both these methods have been dealt with in the third and fourth blocks, respectively. Information derived from image interpretation is useful to explore and manage natural resources of the planet Earth. Block-3 describes elements and keys of visual image interpretation alongwith the necessity of ground truth data collection and a brief introduction to the types of remote sensing images.

Block-4 deals with the concepts of digital images, their processing and interpretation. It first explains the errors that occur during the imaging and with the techniques used for their rectification. Further, it discusses image enhancement and transformation techniques, image classifications and accuracy assessment at the end each in separate units.

Aim of this course is to familiarise the learners with the physical principles of remote sensing, characteristics of sensors and digital images, and basic concepts of visual and digital modes of image interpretation.

Details of the blocks dealt in the theory course are as follows:

Block-1: Introduction to Remote Sensing	Unit-1: Principles of Remote Sensing Unit-2: Interaction of EMR with Earth and Atmosphere Unit-3: Spectral Signatures
Block 2: Sensors and Space Programmes	Unit-4: Types of Sensors Unit-5: Image Resolutions Unit-6: Major Space Programmes
Block 3: Image Interpretation	Unit-7: Visual Image Interpretation Unit-8: Visual Image Interpretation: Selected Examples Unit-9: Ground Truth Data Collection Unit-10: Characteristics of Digital Remote Sensing Images
Block 4: Processing and Classification of Remotely Sensed Images	Unit-11: Image Corrections Unit-12: Image Enhancement and Transformation Unit-13: Image Classification Unit-14: Accuracy Assessment

MGY-003

**Global Navigation Satellite System and
Geographic Information System**

Credits : 4

While developing it we have assumed that you have already studied MGY-001 and MGY-002. Therefore, you must study this course only after you have read the blocks of MGY-001 and MGY-002.

MGY-001 introduced the concepts of geoinformatics and its application potential. In MGY-002, you have studied the basic concepts of remote sensing technology and the approaches of image interpretation. As you know, the remote sensing, Global Navigation Satellite System (GNSS) and Geographic Information System (GIS) technologies have a special status in the world today. The remote sensing and GNSS are primarily data acquisition technologies. The maps generated after interpretation of remote sensing data and the GNSS derived data are better analysed in a GIS platform.

This course introduces two important components of geoinformatics *i.e.* GNSS and the GIS. GNSS have become essential part of all applications where mobility plays an important role such as in transportation systems *i.e.*, navigation and aviation, weather forecasting, environment management, *etc.* GNSS Technology has not only enhanced the ease and flexibility of spatial data acquisition but has also diversified the approaches

by which it is integrated with GIS and remote sensing. GIS allows us to view, understand, interpret and visualise data in many ways that reveal spatial relationships, patterns and trends in the form of maps, reports and charts. A GIS helps you answer questions and solve problems by looking at your data in a way that is quickly understood and easily shared.

This course comprises 4 blocks. First block introduces you with GNSS technology and the remaining three blocks deal with the fundamental concepts of GIS. Block-1 discusses the concepts and components of GNSS, principles of their operation and sources of errors in the derived data alongwith an overview of its applications in various fields.

Block-2 introduces GIS and its components alongwith its historical developments, basics of data models, alongwith concept of topology and status of database management system in GIS.

Block-3 deals with the methods of data input and database creation giving an account of digitisation process, data standards, methods of linking non-spatial data with spatial data and also about data conversion.

The heart of the GIS *i.e.* spatial analysis is discussed in the Block-4 which gives an account of different types of GIS outputs, Spatial Decision Support System (SDSS) and models of GIS design.

Details of the blocks dealt in the theory course are as follows:

<p>Block-1: Global Navigation Satellite System</p>	<p>Unit-1: Introduction to GNSS Unit-2: GNSS and its Components Unit-3: GPS Survey and Applications</p>
<p>Block-2: Fundamentals of Geographic Information System</p>	<p>Unit-4: Concept of GIS Unit-5: GIS Data Models and Spatial Data Structure Unit-6: Non-spatial Data Structure</p>
<p>Block-3: GIS Database Creation</p>	<p>Unit-7: Data Input Unit-8: Data standards and Topological Concepts Unit-9: Attribute Data Linkages and Data Conversion Unit-10: Data Quality Issues</p>
<p>Block-4: GIS Analysis, Output and Project Design</p>	<p>Unit-11: Spatial Analysis Unit-12: GIS Outputs Unit-13: GIS Project Design and Implementation</p>

4. PRACTICAL COURSE OF THE PROGRAMME

Practical courses are an integral component of any science programme. Geoinformatics being an application oriented subject, a separate practical course worth 4 credits has been specially designed for this programme. Details of the practical course is given here.

MGYL-004

Geoinformatics Practical

Credits : 4

While developing it we have assumed that you have already studied MGY-001, MGY-002 and MGY-003. Therefore, you must study this course only after you have read the blocks of MGY-001, MGY-002 and MGY-003.

This course is designed with the practical components related to the theory courses of the programme. Therefore, this course is designed in three parts *i.e.* practicals related to data creation, remote sensing data handling and the spatial analysis, and map composition.

Following is the list of 23 exercises for the practical course:

Part I: Spatial Database Creation	Exercise 1 : Using Google Earth Exercise 2 : Software Demonstration Exercise 3 : Data Importing and Visualisation Exercise 4 : Georeferencing Exercise 5 : Digitisation Exercise 6 : Editing Vector Data Exercise 7 : Attribute Data Management Exercise 8 : Checking Data Quality
Part II: Remote Sensing Data Handling	Exercise 9 : Geometric Correction Exercise 10 : Image Enhancement Exercise 11 : Image Transformation Exercise 12 : Aerial Photo Interpretation Exercise 13 : Visual Image Interpretation Exercise 14 : Digital Classification (Unsupervised) Exercise 15 : Digital Classification (Supervised) Exercise 16 : Ground Truthing and Accuracy Assessment
Part III: Spatial Analysis	Exercise 17 : Query and Retrieval Exercise 18 : Proximity Analysis Exercise 19 : Overlay Analysis Exercise 20 : DEM Generation Exercise 21 : Change Analysis Exercise 22 : Map Composition Exercise 23 : Case Study

We hope that you would enjoy reading the self-learning material.

5. PROGRAMME STUDY CENTRES

To provide effective student support, few Study Centres have been set up for this programme in different regions of the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each centre can handle only a limited number of students hence you may be assigned to a nearby Study Centre depending upon the seat availability. The particulars regarding the Study Centres to which you are assigned will be communicated to you. List of programme study centres is given in the **Appendix-I**. These study centres are administratively coordinated by Regional Centres. You can get list of Regional Centres from the website www.ignou.ac.in.

Each Study Centre will have the following:

- A Coordinator who will coordinate all the activities, academic as well as administrative, related to the programme and will be a guide / support to you at the centre
- Counsellors in different courses to provide counselling and guidance to you in that course
- A laboratory where you can carry out the geoinformatics practicals.

A study centre has six major functions as given below:

- i) Tutorial / Counselling for both the theory and laboratory courses
- ii) Evaluation of Assignments, if any
- iii) Library Facility
- iv) Information and Advice
- v) Audio-Video Facilities, wherever available
- vi) Interaction with Fellow Students.

6. INSTRUCTIONAL APPROACH

The methodology of instruction in Indira Gandhi National Open University is different from that in the conventional universities. The Open University system is more learner-oriented, and the student has to be an active participant in the teaching-learning process. The PGCGI programme instructional system includes self-learning print materials, assignment, counselling sessions and practical work at the program centres. As mentioned earlier the University follows a multi-channel approach for instruction. It comprises a suitable mix of the following:

- self-instructional printed material
- audio and video cassettes
- audio-video programmes transmitted through Radio and Doordarshan
- counselling at Study Centres by academic counsellors
- web based academic support
- assignments
- practicals, *etc.*

6.1 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 time, comprising all learning activities (*i.e.* reading and understanding the print material, listening to audio, watching video, attending counselling sessions, teleconferencing, EduSat, Interactive Radio Counselling (IRC) and writing assignment responses). Thus, a four-credit course, for instance, involves approximately 120 study hours. The course weightage is expressed in terms of credits. This helps the student to understand the academic effort one has to put into successfully complete a course. **Completion of the Programme requires successful completion of both assignments and the Term-end Examination of each course in the programme.**

6.2 Print Material

Printed materials are the primary form of instructional materials. The self learning print materials are specially designed and developed by in-house faculty along with a team of experts drawn from different institutions and universities all over the country. These materials are edited by content experts and language experts before they are finally printed. These are supplied to the participants in the form of several booklets. A block, which comes in the form of a booklet, comprises several units. The first page of each block indicates the numbers and titles of the units comprising the block. In the first block of each course we start with course introduction which is followed by a brief introduction to the block.

Please read the Course Introduction and the Block Introduction carefully as these will give you an overview of the Course / Block.

Each unit begins with an introduction in which we tell you about the contents of the unit. We also outline a list of objectives which we expected you to achieve after working through the units. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end each unit by summarising its contents. In each unit, there are several Self-Assessment Questions (SAQs) and Unit End Questions or Terminal Questions (TQs) exercise. These are meant to help you to assess your understanding of the subject contents. For all the course of the programmes, you will be receiving printed study materials in the form of booklets called blocks. The material prepared by us is properly planned and self instructional in nature. Lessons, which are called 'units' are structured to facilitate self-study. The printed material is delivered to you by hand or post.

6.3 Audio-Video Material

The audio and video programmes are supplementary to the print material, meant for clarification and enhancement of understanding. At present, only two video programmes on introduction and applications of geoinformatics are available in IGNOU SOS web page in www.youtube.com. There are other A/V programmes which are under development. In future too, there will be development of programmes based on the need and feedback from our learners.

6.4 Counselling Sessions

In distance education, most of your learning is to be done by you studying on your own hence, direct contact between the learners and their tutors / counsellors is relatively less. However, it is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide an opportunity for peer

interaction. There are experienced academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study.

Normally, these sessions will be held at the Study Centres during week-ends (***i.e.*** **Saturdays and Sundays**). However, it may be held on week days too depending upon availability of counsellors. Detailed schedule of counselling sessions for each of the courses will be available at your study Centre. Although attending theory counselling sessions is not compulsory, we recommend that you attend them regularly. These sessions may be very useful in certain respects such as: to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues, and get clarifications for many doubts which you would not otherwise try to raise.

You should note that the counselling sessions will be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help you to overcome difficulties which you face while studying the programme. In these sessions, you must try to resolve your subject based difficulties and any other related problem. Some of the study centres may conduct counselling through web based approaches.

Before going to attend the counselling sessions, please go through your course materials and make a plan of the points to be discussed. Unless you have gone through the units, there may not be much to discuss.

The detailed schedule of the counselling sessions for both theory and practical will be informed to you by the Coordinator of your Study Centre.

Theory Counselling

As mentioned earlier, generally, there will be 4 counselling sessions each of about two hours for a 4-credit course. The Programme Facilitator of your Programme Centre, will inform you about the schedule. Counsellors will be available at each study centre according to a schedule provided by the coordinator of the study centre. The counsellor is there to facilitate the learner's self-study. Thus, if there is a problem that a learner faces while studying, s/he can ask the counsellor for help in sorting it out. It may be noted that the counsellor will not give lectures. The sessions for theory counselling are not compulsory; however, it is recommended that you attend these sessions to clear doubts in the courses, if you have any. Please note here that some of the study centres may conduct the counselling through web-based platforms as mentioned earlier at sub-section 2.7.2.

Practical Counselling

Practical Counselling will normally be conducted at your study centre. **However, the University is not bound to do so and reserves the right to conduct the counselling at any study centre other than yours in case the situation so warrants.**

You should bear in mind that **attendance in the practical course is compulsory**. Every practical session is evaluated and is included for final evaluation, the weightage being 70%. These practicals are called the **Tutor Guided practicals** or **Guided practicals**. Hence, a student has to perform all the experiments in order to be able to secure good marks. The remaining 30% evaluation will be assigned for the **unguided practical** to be performed by the student at the end of the practical course. These practicals are assigned on the last day of the practical sessions and are to be performed without the assistance of a counsellor.

You are strongly advised to complete the practical course in the same session in which you register for them because the practical manual may be revised with time keeping in view the changes/upgradation in the software being used.

Please note the following:

- i) Since conduct of practical counseling sessions involves good amount of time for background work and also cost factor, practical counseling session(s) already scheduled may not be conducted, if minimum required number of learners are not present to attend the session(s).**
- ii) Each practical exercise is generally of 4 hours duration, however, some of the exercises are of 2 hours duration depending upon the tasks involved.**
- iii) About two sessions of four hours each or equivalent will be held each day depending upon the prescribed duration of the practicals.**
- iv) If part of a practical remains incomplete in a scheduled day for some reason, the remaining part should be completed in the next day.**
- v) Some duration of the first session of the practical counselling may also be utilised as introductory session.**

Please keep in touch with the Coordinator of your study centre to know schedule of the Practical counseling sessions.

6.5 Web Based Support

The learners can have access to IGNOU's website at the address (URL) www.ignou.ac.in.

This website provides relevant information to the general public and student support facilities to the learners through the Single Window Information and Student Support (SWISS). These include the following, wherever relevant and available:

Results of the term End Examinations

Downloadable prospectus / application forms of various programmes Catalogue of audio / video programmes

Schedule of GyanDarshan / GyanVani / EDUSAT programmes Admission announcements

Addresses of Regional and Study Centres

Update on the latest happenings at the University Checking of student's mailing address

Online submission of Term-End Examination Form Entrance test results

TEE date-sheet

Examination Hall Ticket

Course Completion Status

6.6 Student Support Services

In order to provide individualised support to its learners we have set a few numbers of Study Centres (**Appendix-I**) throughout the country for the PGCGI programme. These are administratively coordinated by the Regional Centres (**Appendix-II**).

The Study Centres are the contact points for the participants on all major aspects of the programme. These include counselling sessions, practical. The Study Centres are also equipped with some useful books on the subjects of this programmes these will be

accessible to the participants during their visits to the Centre. **The University may not always be able to communicate to all the students individually. All the important communications are sent to the Regional Directors.** The Coordinators would display a copy of such important circulars / notifications on the notice board of the Study Centre for the benefit of all the students. You are, therefore, advised to keep in touch with your Study Centre Coordinator on a more or less regular basis so as to get advance information about assignments, submission schedule (assignments and examination forms), list of students admitted to a particular examination, declaration of result, etc.

“The candidates are required to opt only such Study Centre as is activated for the programme. As far as possible, the University will allot the Study Centre opted by the candidate. However, the University may change the study Centre at its convenience without concurrence of the student at any time.”

6.7 Newsletter

IGNOU Newsletter is generally published twice in a year (April and October) in English and Hindi. This periodical communication is delivered by post to all the students of IGNOU along with course material. Information regarding Examination schedule, new courses to be launched, admissions, etc., is also provided through IGNOU newsletters. It covers various activities at IGNOU Headquarters, Regional Centres and Study Centres. It also carries important notifications from time to time.

6.8 Study Plan

The exact date of commencement of the programme will be notified separately by the respective Study Centres. On that day, the participants will assemble in their respective Study Centres. The coordinator will give a thorough briefing on the content, conduct and schedule of the programme and clarify the queries from the participants. The instructional counselling sessions will commence later as per the schedules.

7. EVALUATION

The evaluation of the performance of the students in each theory course will be based on two components: (i) continuous evaluation through one assignment, and (ii) term-end examination (TEE) for theory courses. **You must pass both in continuous evaluation as well as in the term-end examination (TEE) of a course to earn the credits assigned to that course.** In the final result, the assignment in each course carries 30% weightage while 70% weightage is given for the term-end examination. **You are required to score at least 35% marks separately in the continuous evaluation (assignment) and the term-end examination for each course.** In the overall computation also, you must get at least **35% marks** in each component of each course to earn the certification.

The practical course would also be evaluated based on two aspects: (i) continuous evaluation of tutor guided practicals, and (ii) term-end practical examination (*i.e.* unguided practical). Continuous evaluation of practicals is done at the programme study centre under the guidance of counsellors. Continuous evaluation of the practical exercises

carries a weightage of 70%. Term-end evaluation of performance in the practical exam carries a weightage of 30% for the course. Schedule of term-end practical examination will be notified to you by Coordinator of your study centre. You must get the print out of the output of practical related to each exercise checked and signed by your counsellor and maintain a file (Record Book) of the signed practicals. This file (Record Book) will be a part of your continuous assessment and you will be required to submit it to the practical counsellor before the term-end practical examination.

Qualifying Marks: The minimum qualifying score in both continuous evaluation (assignments) and term-end examination is 35% mark in each course. If you fail to score at least **35%** in the TEE of any course, you can appear in the subsequent TEE for that course up to two years, the period for which your registration is valid.

Overall Grading: The final score for each course is computed by combining continuous evaluation score and term-end examination score.

The University is following grading system for continuous evaluation as well as term-end examination. The evaluators are required to award numerical marks in assignments, practical, projects and term-end examination which are converted into five grades according to the weightage shown against each letter grade on a five point scale. The notional correlates of the letter grades and percentage of marks are as follows:

Division	Percentage of Marks
I st Division with Distinction (if applicable)	≥80%
I st Division	≥ 60% but less than 80%
II nd Division	≥ 50% but less than 60%
III rd Division	≥ 35% but less than 50%
Failed	Less than 35%

A student will be declared **successful if he/she scores at least 35% in theory and practical courses, separately.**

7.1 Assignments

Assignments constitute the continuous evaluation component of the courses. The marks that you get in your assignments carry 30% weightage and will be counted in your final result. Therefore, you are advised to take your assignments seriously.

There will be one assignment for each theory course. You have to complete the assignments in time.

Assignment Submission Deadlines are as follows:

Cycle	Course	Deadlines
January	MGY-001 to MGY-003	March 30 of the same year
July	MGY-001 to MGY-003	September 30 of the same year

Note that you will not be allowed to appear for the term-end examination for a course if you do not submit the assignment for the course within the deadline given above. If you appear in the term-end examination of a course without submitting its assignment, the result of the term-end examination is liable to be cancelled/withheld.

The main purpose of assignments is to test your comprehension of the learning material you receive from us. Whenever you receive a set of assignments, check them immediately and ask for missing pages, if any, from the concerned Regional Director or the Coordinator of your Study Centre. The assignment responses should be complete in all respects. Before submission, you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor grades.

The University/Coordinator of the Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

For your own record, retain a copy of all the assignment responses which you submit to the coordinator of your Study Centre. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments on your assignments by the evaluator within a month after submission, please try to get it from your study centre personally. This may help you to improve upon future assignments.

Generally, the University sends study materials and assignments, wherever prescribed to the students by registered post and if you do not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case you want to obtain a copy of the assignments, you can get it from the Study Centre or Regional Centre or download it from the IGNOU website: www.ignou.ac.in.

7.2 Term-End Examination

The term-end examination for each course is of 100 marks and three hours duration. To be eligible to appear in the Term-end Examination (TEE) of any course, you are required to fulfill the following conditions:

- You should have opted and pursued the prescribed programme and course
- You should have submitted the examination form in time along with the requisite fees
- Your registration for the programme should be valid, and
- Maximum time to pursue the programme is not elapsed.

For this programme, candidate may appear in the Term-end examination after the six months of registration. For example, if a candidate is registered for the programme in July cycle then he/she is eligible to appear in the term-end exam to be held in December of the same year.

The University conducts term-end examinations twice a year in **June and December**. Examination date schedule indicating the date and time of examination for each course is sent to all the Study Centers in advance. The same is also notified through IGNOU Newsletter from time to time and is displayed on the IGNOU's website also.

7.3 Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEE	TO SUBMIT THE FORM
1 st March to 31 st March	1 st Sep. to 30 th Sep.	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delhi-110068 or concerned Regional Centre)
1 st April to 20 th April	1 st Oct. to 20 th Oct.	Rs. 300/-	
21 st April to 30 th April	21 st Oct. to 31 st Oct.	Rs. 500/-	
1 st May to 15 th May	1 st Nov. to 15 th Nov.	Rs. 1000/-*	

*** Exam for these students will be conducted at Regional Centre city only.**

The examination form can be obtained from the concerned Regional Centre / Study Centre.

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

- i) remain in touch with your Study Centre / Regional Centre / SED Division for change in schedule of submission of examination form if any;
- ii) fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited, if not declared for some reason;
- iii) fill up all the particulars carefully and properly in the examination form to avoid rejection / delay in processing of the form;
- iv) retain a proof of mailing / submission of examination form till you receive examination hall ticket.

Before submission of the examination form alongwith the requisite fee at the concerned Regional Centre, a certificate from the coordinator programme study centre shall be obtained by the student after submission of assignments for the course they want to appear in the Term-End Examination, without the above certificate the examination form will not be accepted.

You are specifically instructed to send Examination Form (**Form No. 6**) to Registrar (SED) only and to no other place and also advised to submit the Registration/Re-registration Forms only at the respective Regional Centres and nowhere else. If you send the Registration/Re-registration Forms, Examination Forms at wrong places and thereby miss the scheduled date and consequently a semester/year, you will have no claim on the University for regularisation.

7.4 Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students at least two weeks before the commencement of Term-end Examination and it could also be downloaded from the University's website www.ignou.ac.in. In case you fail to receive the Examination Hall Ticket within one week before the commencement of the examination, you can download

the hall ticket from the website and approach the exam centre for appearing in the exam.

Your programme centre is normally your examination centre. Your enrollment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

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

Although all efforts are made to declare the result in time, there are times when the University cannot declare the results of the last examination before commencement of the next examination. You are, therefore, advised to fill up the form without waiting for the result.

Note that your Programme Study Centre is the contact point for you. The University cannot send communications to all the students individually. All the important communications are sent to the Facilitators of the Study Programme Centres. The facilitators would display a copy of such important circular / notification on the notice boards of the Programme Study Centre for the benefit of all the students. You are, therefore, advised to get in touch with your Facilitator for day-to-day happenings so as to get advance information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

If you have missed any term-end examination of a course for any reason, or failed in the examination, you may appear in the subsequent term-end examination. This facility will be available until you secure the minimum pass grade but only up to a period of two years from the date of registration of the first semester. **There is no provision to reappear in an examination of any course for improvement.**

While communicating with the University regarding examinations, please clearly write your enrollment number and complete address. In the absence of such details, we may not be able to attend to your problems.

7.5 Early Declaration of Result

If you have got offer of admission for higher study and or selected for employment, *etc.* and are required to produce statement of marks / grade cards by a specified given date, you may apply for early processing of your answer script and declaration of result. You are required to apply in prescribed application form with requisite fee per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi alongwith attested photocopy of offer of admission / employment. You can submit your request for early declaration before the commencement of the term-end examination *i.e.* before 1st June and 1st December, respectively. The University, in such cases, will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month time from the date of conduct of examination.

Early declaration of result is permissible in term-end examinations only and not in Practical/ Lab courses, Project, Workshop, Assignment and Seminar, *etc.*

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed as **Form No. 11** in the programme guide and is also available at University's website www.ignou.ac.in.

7.6 Re-evaluation of Answer Script(s)

If you are not satisfied with the marks/grade awarded to you in Term-end Examination you may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results, whichever is earlier on payment of requisite fee per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grade and marks/grades after re-evaluation will be considered and updated in student's record.

Re-evaluation is permissible in term-end examination only and not in Practicals/ Lab courses, Project, Workshop, Assignment and Seminar, etc.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed as **Form No. 7** in the programme guide and is also available at University's website www.ignou.ac.in.

7.7 Photocopy of the Evaluated Answer Script

The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form from 1st September to 15th October for June Term-end Examination and from 1st March to 15th April for December Term-end Examination alongwith the prescribed fee per course by means of demand draft drawn in favour of 'IGNOU' and payable at 'New Delhi'.

A sample prescribed application form with rules and regulations in detail for this purpose is given as **Form No.12** in the programme guide and also made available at University's website www.ignou.ac.in.

7.8 Issue of Official Transcript

The students may also obtain 'Official Transcript' for submission to the Overseas or Indian Institutes/Universities on request. They may apply in the prescribed form by paying the requisite fee by means of demand draft in favour of 'IGNOU' and payable at 'New Delhi'.

A sample prescribed application form with rules and regulations in detail for this purpose is given as **Form No. 13** in the programme guide and also made available at University's website www.ignou.ac.in.

8. OTHER USEFUL INFORMATION

8.1 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 awarding authority directly.

8.2 Change/Correction of Address and Study Centre

There is a printed performa for change/correction of address and change of Study Centre in the Programme Guide. In case there is any correction/change in the address, the learners are advised to make use of performa **Form No. 2** 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.

Note that requests received directly at SRD, New Delhi will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes about 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 performa and address it to the Regional Centre concerned. Since counseling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counseling 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 finalised.**

8.3 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 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

In case you are keen for transfer from Army / Navy / Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, you would have to pay the fee-share money to the Regional Centre. In case you seek 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.

8.4 Incomplete and Late Application

Incomplete Application Form(s) / Re-registration Form(s), received after due date or having wrong options of courses 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 certificates duly attested by a Gazetted Officer:

- a) a Member of Parliament or a State Legislature; or
- b) a Member of a District Council or a Metropolitan Council, a Municipal Corporation or Municipal Committee; or
- c) a Gazetted Officer of the Central or a State Government; or
- d) an officer of any banking company (including a co-operative bank) of the rank of manager).

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.

8.5 Refund of Fee

Fee once paid will not be refunded under any circumstance. It is also not adjustable against any programme of this University. However, in cases where University denies admission, the programme fee will be refunded through **A/c Payee Cheques only by concerned Regional Centre** after deduction of registration fee.

8.6 Issue of Duplicate Grade Card/Mark sheet

A duplicate Grade Card is issued after a request is made on the prescribed form (**Form No. 8**) along with a draft of prescribed fee is to be paid in favour of **IGNOU, New Delhi**. The form for this purpose is given in this programme guide.

8.7 Re-admission

The students who failed to complete the requirements in full or in part within the maximum duration (*i.e.* 2 years) can take re-admission for additional period of six months in continuation of the earlier period. Pro-rata fee paid for re-admission would be valid for a period of **six months** only.

The additional period indicated above will commence from the date of completion of the maximum duration of two years for the Programme for which the registration was done initially.

Students shall not be on rolls of the university beyond the additional period as indicated above. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.

For re-admission the student has to pay applicable pro-rata fee for each incomplete course. Note that **fee once paid will not be refunded under any circumstances.**

Pro-rata fee for Re-admission would be changed as and when the University revises the Programme fee for various Programmes. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same. The details of prorata fee and the Re-admission Form is available at the Regional Centres and also in the Website for the courses which they have not been able to completed. For further details, please see the website (www.ignou.ac.in>student zone).

The students who fail to pay the prescribed full programme fee during the maximum duration of the Programme shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

The Demand Draft for Re-admission fee should be drawn in favour of IGNOU and payable at New Delhi. Please write your **Enrollment Number, Name and Programme code** and also the words '**Re-admission**' on the reverse of the DD.

You should send the Re-admission Form (**Form No. 14**) along with the DD to Registrar, SRD, IGNOU, Maidan Garhi, New Delhi-110068. Kindly fill and submit it as per the instructions given.

8.8 Recognition

IGNOU Degrees/Diplomas/Certificates are recognised 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.

8.9 Disputes on Admission and Other University Matters

In case of any dispute, the place of jurisdiction for filling of a suit/ complaint/ petition, if necessary, will be only at New Delhi / Delhi.

Only those students who satisfy the eligibility criteria fixed by the University will be admitted. Students will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not get misled by the false promises of admission made by any private individuals or institution.

9. SOME USEFUL CONTACT ADDRESSES

WHOM TO CONTACT FOR WHAT

Sl. No.	Problems	Whom to write to
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	Schedule/Infomation regarding Exam Form, Entrance Test, Date-sheet, Hall Ticket	Assistant Registrar (Exam-II), SED, Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in Ph. : 29572202 , 29572209
4	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc.	Deputy Registrar (Exam-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : npsingh@ignou.ac.in Ph. :29536103, 29572210,29572212, 29572208
5	Non-reflection of Assignment Grades/Marks	Deputy Registrar (Assignment), SED, Block-3, Room No 12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : assignments@ignou.ac.in Ph. : 011-29571312, 011-29571319, 011-29571325
6	Original Degree/Diploma/Verification of Degree/Diploma	Assistant Registrar (Exam-I), SED, Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. E-mail : convocation@ignou.ac.in Ph. : 29535438, 2957 2224, 29572213
7	Student Grievances (SED)	Asstt. Registrar (Student Grievance), SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : sedgrievance@ignou.ac.in Ph. : 29532294, 29572218, 29571313
8	Academic Content	Director of the School concerned
9	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.: 29535714, 29572513, 29572514, 29533869, 29533870

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

You are also advised to get in touch with the Facilitator of your study centre for timely information. If you fail to get any response to your letters from the University, write to:

**The Director
School of Sciences
IGNOU, Maidan Garhi,
New Delhi-110068**

E-mail : sos@ignou.ac.in
Phone : 011-29532167, 29572832
Fax : 011-29532167

**ALWAYS KEEP A COPY OF YOUR COREESPONDENCE WITH THE UNIVERSITY WITH YOU.
PLEASE MENTION YOUR ENROLLMENT NUMBER ON ALL THE CORRESPONDENCE YOU
MAKE WITH THE UNIVERSITY.**

10. SOME FORMS FOR YOUR USE

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

- 1) Assignment Remittance-cum-Acknowledgement Form (Form No. 1)
- 2) Change/Correction of Address / Study Centre (Form No. 2)
- 3) Intimation of Non-receipt of Study Material and Assignments (Form No. 3)
- 4) Application Form for Issue of Provisional Certificate (Form No. 4)
- 5) Requisition for Fresh Set of Assignments (Form No. 5)
- 6) Exam Form (Form No. 6)
- 7) Application Form for Re-evaluation of Answer Script (Form No. 7)
- 8) Application Form for Obtaining Duplicate Grade Card/ Marksheet (Form No. 8)
- 9) Form of Application for Issue of a Duplicate Copy of University Diploma/ Degree/ Certificate (Form No. 9)
- 10) Application Form for Issue of Migration Certificate (Form No. 10)
- 11) Application Form for Early Declaration of Result of Term-End Examination (Form No. 11)
- 12) Application Form for Obtaining Photocopy of the Answer Script (Form No. 12)
- 13) Application Form for Issuance of Official Transcript (Form No. 13)
- 14) Re-admission Form for all Programmes (Form No. 14)

Whenever you have to correspond for any of the above listed subject, **it is better to retain the original form for reuse and get a photocopy of the relevant form**, fill it up carefully and send as per instruction therein.

**All forms are available on the IGNOU Website :
www.ignou.ac.in > Student Zone > Forms**

To

The Regional Director

Form No. 3

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

Sub : Non-receipt of Study Material & Assignments

Enrolment No.

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

Programme

--

Medium of Study

--

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

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

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

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

Signature :
Date :

For Official Use

Date of despatch of study material/assignments to students



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

Maidan Garhi, New Delhi-110068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

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

Date

.....

Signature

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110068
REQUISITION FOR FRESH SET OF ASSIGNMENTS

 Programme of Study

 Enrolment No.

 Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

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

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick () whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignment responses submitted after due dates were rejected by the Study Centre.

 Name and Address

 Signature
 Date

 PIN

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

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

Dates for Submission of Exam Form				
FORJUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

- Examination fee per course is - ₹ 60/- (Examination fee once paid will not be refunded/adjusted in any case)
 Examination form to be submitted at - Regional Centre under which your examination centre falls
 Demand draft to be made in favour of - IGNOU and payable at the city where submitting the exam form

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

Date _____ (Signature of the student)
 Phone No. (R) _____ Mobile No. _____ Email Id _____
 Phone No. (O) _____
 (with STD code)

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

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

Centre Code _____
 Date _____

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



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name :

Programme :

Enrolment No.

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

Address:.....
.....
.....

PIN :

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

Month and Year of the Exam :

Name of Exam Centre:

Centre Code :

Course, in which	COURSE CODE	TITLE OF THE COURSE
Re-evaluation is sought

Fee detail:

(The fee for Re-evaluation of answer script is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): ₹ × fee per course = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date: **Signature of the student**

(P.T.O)

RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

- 1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,

Please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'

- 7) Application form must reach within the prescribed dates at the following address:-

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



Control No.....

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD

Name

Enrolment No.

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

Address

.....

.....

.....

PIN

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

Programme

Month and Year of the Exam.

Centre from where appeared at last examination

Bank Draft / IPO No. Dated

in favour of IGNOU, New Delhi

.....
Signature

Dated

Note : Fee for issue of duplicate grade card as on date is given in Appendix 1, Section 1 of the Programme Guide. It is subject to change. The duplicate grade card will be sent by Registered post.

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

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110068
FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE

Note: For Instructions, please see reverse.

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

Sir,

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

The prescribed fee of _____ is submitted herewith.

The required particulars are given below:

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

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

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

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

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

Yours faithfully,

Signature of the Student

Postal Address _____

Date: _____

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

Signature of Regional Director
With Stamp

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

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

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

I _____ Son/Daughter of Shri _____ resident of

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

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

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

Deponent

Signature _____

Address _____

Verification

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

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

- 1. Name :
- 2. Father's/Husband's Name :
- 3. Address
- PIN

--	--	--	--	--	--
- 4. Particulars of last examination

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

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

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

(To be filled in by the Student Registration Division)

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

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

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

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

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

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

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

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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :

2. Programme: Enrolment No. :

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3. Address:

.....

..... PIN

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4. Purpose for which:
transcript is required

5. Fees detail:

The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi'.

No. of transcript(s): × ₹ per transcript = Total Amount: ₹required

Demand Draft No.: Date:

Issuing Bank:

6. Whether the transcripts to be posted by the University: Yes/No (please tick)

7. Name & address of the University/Institute/Employer in capital letters to whom transcript is required to be sent (attached a separate list, if required)

.....

Date:.....

(Signature of the student)

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

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

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Registration Division
RE-ADMISSION FORM FOR ALL PROGRAMMES
Dates for submission :
1st Aug. to 31st Oct.
 or
1st Feb. to 30th April

 1. Name & Address of the student _____

E-mail: _____ Mob.No. _____

 2. Programme Code :

 3. Enrolment No. :

 4. Regional Centre Code :

 5. Study Centre Code :

6. Details of course(s) not completed for which re-admission is sought (Enclose a separate Annexure if the Table below is insufficient).

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

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

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

 8. Total Fee (col.no.6+7) ₹ _____ enclosed vide Demand Draft No. _____ Date _____ of _____ (Name of Bank)
 (DD should be drawn in favour of "IGNOU" payable at New Delhi)=

Dated : _____

Signature of the student

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

Note: Please retain a copy of this form for any future reference.
(P.T.O.)

RULES & GUIDELINES FOR RE-ADMISSION

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

P.S.

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

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List of PGCGI Programme/Study/Work Centres

Sr. No.	RC CODE	REGIONAL CENTRE NAME	SC CODE	SC NAME	NAME & ADDRESS
1.	16	Pune	16136P	Bharati Vidyapeeth University	Prof. Shamita Kumar, Vice Principal, Bharati Vidyapeeth Institute of Environment Education and Research (BVIIEER), Bharati Vidyapeeth University, Dhankawadi, Pune-411043 Email: shamita@bvieer.edu.in, Ph.: 020-24375684
2.	04	Guwahati (Assam)	0401	Guwahati University	Dr. Kameshwar Shukla, Gauhati University, Guwahati-781014, Ph.: 0361-2670185, 09435406412
3.	30	Srinagar (Kashmir)	1209	S.P. College	Prof. Mustaq Ahmad Lone, Coordinator, S.P. College Maulana Azad Rd, Kothi Bagh, Srinagar, Jammu and Kashmir-190001, Ph. 09906541336
4	35	Raipur	1503	Govt. V.Y.T. P.G. (Autonomous) College	Prof. Anil Kashyap, P.G. Department of Chemistry Govt. V.Y.T. PG (Autonomous) College G.E. Road, Durg-491001, Chhattisgarh Ph.: (0788) 323688
5	07	Delhi-1	0750P	Pioneer Institute of Education and Computer Studies	Mr. Santosh Kumar, PIC, Pioneer Institute of Education and Computer Studies, F-322/A, Adarsh House, (Above PNB Bank), Lado Sarai, New Delhi-110030, Ph.: 011-41665888 Email: info@pioneergroupindia.com

List of Regional Centres

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
1	16	PUNE	IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
2	04	GUWAHATI	IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 781003 0361-2343786 / 2343783 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
3	30	SRINAGAR	IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-23112580194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
4	35	RAIPUR	IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 5056508 0771-24458390771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
5	07	DELHI 1	IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990090 / 26990091 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHO GAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)



IMPORTANT: PAY ATTENTION

YOU SHOULD NOT appear in the Term-End Examination of any course **without registering for the course** and **without submitting the assignment for the course**. Otherwise, your result will not be declared and the responsibility will be yours. **In such a case, do not fill the examination form** as it will not be accepted.

IMPORTANT

PLEASE RETAIN A COPY OF ALL YOUR COMMUNICATION WITH THE UNIVERSITY, THE STUDY CENTRE AND REGIONAL CENTRE INCLUDING TMA RESPONSES, IF POSSIBLE.

PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters Programme, the University has established the Campus Placement Cell (CPC). The mission and endeavor of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resumé/ biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

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.