

Programme Guide

Post Graduate Diploma in Animal Welfare (PGDAW)



School of Extension and Development Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi- 110068 (India)



"Education is a liberating force, and in our age it is also a democratizing force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances"
- Indira Gandhi

Programme Guide

For

**Post Graduate Diploma in Animal Welfare
(PGDAW)**



**School of Extension and Development Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi- 110068 (India)**

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Further information on the IGNOU courses may be obtained from the University's office at Maidan Garhi, New Delhi or the official website of IGNOU at www.ignou.ac.in

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Dear Learner,

Welcome to the academic programme - Post Graduate Diploma in Animal Welfare (PGDAW). IGNOU offers educational programmes through open and distance learning (ODL) and online modes. By enrolling into PGDAW programme in ODL mode, you have become a student of IGNOU, one of the the largest Universities in the world. It is quite likely that you are getting this first ever experience as a distance learner. We, as distance teachers are in fact physically at a distance from you. But as far as the teaching-learning activity is concerned, we are very close to you and always with you in the form of self-learning material (SLM) and through other student support services. To start with, read this 'Programme Guide' thoroughly, keep it handy and refer it as and when you get any doubt about progressing further in this programme. By following this Programme Guide you will not only feel comfortable but also be able to manage your programme related activities very easily.

In course of your journey, you will notice that IGNOU is a university with a difference. Unlike conventional Universities, where teaching and learning take place mostly through face-to-face mode, IGNOU adopts a multiple-media approach to facilitate teaching-learning activities. You will find that the printed SLM is the master medium of our instruction. The soft copies of SLM are also available in 'IGNOU eGyankosh' for your ready reference. It is supplemented with audio and video programmes, teleconferencing and interactive radio counseling sessions. Further, you will also benefit from the face-to-face mode of interaction during counseling sessions organised at the Learners Support Centres (LSCs). Also the assignments, check your progress exercises and activities provide diverse learning opportunities as well as facilitate your smooth progress through the programme.

The PGDAW programme would provide you comprehensive exposure to various theoretical and practical aspects related to welfare science, ethics, issues, laws and standards of all managed animals like cattle and buffaloes; sheep and goat; pigs; poultry; working, performing, pet, zoo and lab animals. The programme will equip you with necessary knowledge, understanding, skills, attitudes and competencies that will help you build your capacity in taking socially responsible decisions concerning animal welfare.

The information presented in this Programme Guide, will help you in organising and systematising your study in respect of various components and stages of the programme. This Programme Guide provides you important information about the programme as a whole, viz., its objectives, structure, mode of delivery, programme schedule, counseling sessions, assignments, evaluation, etc. It is expected that you will preserve this Programme Guide till you complete the programme as this Guide will help you clarify your doubts at different stages during the course of your academic journey through this programme.

With best wishes,

Programme Coordinator

Post Graduate Diploma in Animal Welfare (PGDAW)

1.1 ABOUT THE PROGRAMME

Post Graduate Diploma in Animal Welfare (PGDAW) is an innovative programme offered through ODL mode utilising multiple media such as SLM, information and communication technologies and personal contact sessions. The PGDAW programme is located in and launched by the School of Extension and Development Studies (SOEDS) in IGNOU. The programme aims at promoting professional development and capacity building in the area of animal welfare.

Animal welfare education is a multidisciplinary subject which is evolving rapidly with the core components of welfare science, ethics, laws and standards. In general, we are concerned about the welfare of all animals that are managed in some way by humans, where we have particular responsibilities for their care. In the past, greatest concern about animal welfare has been given to 'farm animal welfare'. Over time, welfare issues pertaining to working, performing, companion, zoo and lab animals have also received attention. Keeping all this in view, the PGDAW programme has covered welfare science, ethics, laws and standards of all managed animals like cattle and buffaloes; sheep and goat; pigs; poultry; working, performing, pet, zoo and lab animals.

1.2 PROGRAMME DETAILS

Offer and Coverage

- The PGDAW programme is offered in both January and July sessions of every year. It is offered through the established network of IGNOU Regional Centres.

Objectives

- To impart science based animal welfare education through open and distance learning.
- To build capacities of stakeholders in taking socially responsible decisions concerning animal welfare.

Eligibility

- Graduation in any discipline from a recognised University / Institute.

Medium

- English.

Duration

- Minimum duration to complete the programme is 1 year and the maximum duration is 3 years, i.e admission is valid for 3 years.

Fee

- The fee for the entire programme is Rs. 5400/- (University may revise the fee time to time. Please check with the advertisement or IGNOU admission portal).

1.3 WHO CAN TAKE ADMISSION?

- Faculty, researchers, technical staff & PG / PhD students in universities, research organizations and veterinary colleges.
- Veterinarians / para-veterinarians in state / central government / RVC & para-military forces.
- Members of state animal welfare boards / SPCAs.
- Members of CPCSEA / institutional animal ethics committees /animal house facilities.
- Civil servants, officials and researchers working in forest departments, zoos and wild life institutes
- Faculty and research scholars under zoological survey of India and zoology departments.
- Law professionals dealing with animal welfare laws.
- Employees &volunteers working in animal welfare organizations / NGOs / *gaushalas*.
- Animal lovers, pet owners & graduates seeking career as animal welfare professionals.

1.4 PROSPECTS

The criticality of the animal welfare issues has not been properly understood by the stakeholders due to less emphasis on animal welfare science, ethics, issues, laws and standards in the academic curriculum at the graduation and post-graduation levels. Therefore, the PGDAW programme in ODL mode will be useful for the animal welfare professionals and also to

fresh graduates interested in pursuing carrier in animal welfare field. Thus it is useful for both *in-service* and *pre-service* persons.

- The PGDAW holders will be equipped to serve various Government and non-government organizations (NGOs) dealing with animal welfare activities.
- Fresh graduates who complete this programme will be the potential candidates suitable for employment at the grassroots, supervisory and other middle level positions in the animal welfare organizations.
- The programme also strengthen the efficiency and effectiveness of in-service personnel working in government and NGOs, private or corporate sectors and handling various projects and programmes in animal welfare.
- In-service professionals with PGDAW will be more potential candidates suitable for higher level positions in the animal welfare filed. In addition, they can act as more resourceful persons in the field.
- The PGDAW also provides scope for those interested in establishing a local voluntary organization / NGO / animal resuce centre as part of their self-employment and greater involvement in welfare of animals.

1.5 PROGRAMME FRAMEWORK AND CONTENTS

The 32 credits PGDAW programme consists of total 04 courses of 8 credits each as detailed below:

Course Code	Title of the Course	Credits
MAW-001	Animal Welfare Science and Ethics	8
MAW-002	Animal Welfare Issues	8
MAW-003	Animal Welfare Laws, Policies and Organizations	8
MAW-004	Animal Welfare Practices, Economics and Livelihood	8
Total		32

The block and unit wise structure of the courses is given below:

1. MAW-001: Animal Welfare Science and Ethics

Volume - 1	
Block /Unit	Title
BLOCK 1	INTRODUCTION TO ANIMAL WELFARE AND BEHAVIOUR
Unit 1	Animal Welfare - An Overview
Unit 2	Scientific Understanding of Animal Welfare
Unit 3	Animal Behaviour
Unit 4	Human-Animal Interaction
Unit 5	Animal Welfare Evolution: History and Variation
BLOCK 2	CONCEPTS OF ANIMAL WELFARE
Unit 6	Concepts of Animal Welfare : An Overview
Unit 7	Overview of the Five Freedoms
BLOCK 3	FIVE FREEDOMS
Unit 8	Freedom from Hunger, Thirst and Malnutrition
Unit 9	Freedom from Thermal and Physical Discomfort
Unit 10	Freedom from Pain, Injury and Disease
Unit 11	Freedom to Express Normal Behaviour
Unit 12	Freedom from Fear and Distress
Volume – 2	
BLOCK 4	ANIMAL WELFARE - ASSESSMENT AND AUDIT
Unit 13	Animal Welfare Assessment
Unit 14	Animal Welfare Assessment Methods
Unit 15	Animal Welfare Auditing
BLOCK 5	IMPROVING ANIMAL WELFARE
Unit 16	Improving Animal Welfare Through Social Conditions
Unit 17	Improving Animal Welfare Through Human Contact
Unit 18	Improving Animal Welfare Through Genetic Selection
BLOCK 6	ETHICS AND ANIMAL WELFARE

Unit 19	Animal Ethics and Sentience
Unit 20	Animal Welfare Ethical Theories-1
Unit 21	Animal Welfare Ethical Theories-2
Unit 22	Role of Veterinarians in Animal Welfare

2. MAW – 002: Animal Welfare Issues

Volume 1	
Block /Unit	Title
BLOCK 1	ANIMAL WELFARE ISSUES IN DAIRY ANIMALS
Unit 1	Dairy Animals
Unit 2	Welfare Issues in Dairy Animals
BLOCK 2	ANIMAL WELFARE ISSUES IN SMALL RUMINANTS
Unit 3	Small Ruminants
Unit 4	Welfare Issues in Small Ruminants
BLOCK 3	ANIMAL WELFARE ISSUES IN PIGS
Unit 5	Pig Farming
Unit 6	Welfare Issues in Pigs
BLOCK 4	WELFARE ISSUES IN POULTRY
Unit 7	Poultry Farming
Unit 8	Systems of Poultry Farming
Unit 9	Welfare Issues in Commercial Broilers
Unit 10	Welfare Issues in Commercial Layers
BLOCK 5	POULTRY WELFARE – CASE STUDIES
Unit 11	Beak - Trimming in Poultry
Unit 12	Forced Moulting in Poultry
Volume 2	
BLOCK 6	WELFARE OF WORKING ANIMALS
Unit 13	Working Animals

Unit 14	Welfare Issues in Working Animals
BLOCK 7	WELFARE OF PERFORMING ANIMALS
Unit 15	Performing Animals
Unit 16	Welfare Issues in Performing Animals
BLOCK 8	WELFARE ISSUES IN COMPANION, ZOO AND LAB ANIMALS
Unit 17	Welfare Issues in Pet and Companion Animals
Unit 18	Zoo Animals
Unit 19	Welfare Issues in Zoo and Free Living Wild Animals
Unit 20	Welfare Issues in Laboratory Animals
BLOCK 9	ANIMAL WELFARE DURING SLAUGHTER AND DISASTERS
Unit 21	Slaughter of Animals
Unit 22	Disasters and Animal Welfare

3. MAW-003: Animal Welfare Laws, Policies and Organizations

Volume 1	
Block/Unit	Title
BLOCK 1	ANIMAL WELFARE LAWS
Unit 1	Animal Welfare Laws - An Overview
Unit 2	Prevention of Cruelty to Animals Act, 1960
Unit 3	Wild Life (Protection) Act, 1972
Unit 4	Prevention and Control of Infectious and Contagious Diseases in Animals Act, 2009
BLOCK 2	LEGAL PROCEDURES, JURISPRUDENCE AND ENFORCEMENT
Unit 5	Legal Procedures in Animal Welfare
Unit 6	Veterinary Jurisprudence – An Overview
Unit 7	Animal Welfare Laws and Enforcement Agencies
Unit 8	Enforcement of Animal Welfare Laws – Overloading Transportation and Slaughter

BLOCK 3	BIODIVERSITY, CONSERVATION AND INTERNATIONAL TREATIES
Unit 9	Biodiversity Convention and Conservation of Animals
Unit 10	International Treaties
BLOCK 4	ANIMAL WELFARE STATUTORY BODIES AND ORGANIZATIONS
Unit 11	Animal Welfare Organizations
Unit 12	CPCSEA
Volume 2	
BLOCK 5	Farriers, Registration, Fines, Capture, Societies and Case Property Rules
Unit 13	Licensing of Farriers, Registration of Cattle Premises, Application of Fines and Capture of Animals Rules
Unit 14	Establishment and Regulation of SPCA & Care and Maintenance of Case Property Animals Rules
BLOCK 6	Draught, Pack and Performing Animals Rules
Unit 15	Draught and Pack Animals Rules
Unit 16	Performing Animals Rules
BLOCK 7	Transport of Animals and Slaughter House Rules
Unit 17	Transport of Animals Rules
Unit 18	Transport of Animals on Foot Rules
Unit 19	Slaughter House Rules
BLOCK 8	Pet Animals Rules
Unit 20	Dog Breeding and Marketing Rules
Unit 21	Pet Shop Rules
Unit 22	Animal Birth Control (Dogs) Rules

MAW-004: Animal Welfare Practices, Economics and Livelihood

Volume 1	
Block /Unit	Title
BLOCK 1	WELFARE STANDARDS – DAIRY ANIMALS

Unit 1	Minimum Welfare Standards for Dairy Animals–Breeding and Husbandry
Unit 2	Minimum Welfare Standards for Dairy Animals–Housing
Unit 3	Minimum Welfare Standards for Dairy Animals–Feeding and Healthcare
Unit 4	<i>Gaushalas</i>
BLOCK 2	WELFARE STANDARDS – SMALL RUMINANTS AND PIGS
Unit 5	Minimum Welfare Standards for Small Ruminants
Unit 6	Minimum Welfare Standards for Pigs
Unit 7	Housing of Pigs Under Farrow to Finish Intensive System
BLOCK 3	POULTRY WELFARE STANDARDS
Unit 8	Minimum Welfare Standards for Commercial Broilers
Unit 9	Minimum Welfare Standards for Commercial Layers
BLOCK 4	WELFARE STANDARDS – WORKING, PERFORMING AND PET ANIMALS
Unit 10	Minimum Standards of Care for Working and Performing Animals
Unit 11	Animal Birth Control and Early Neutering in Dogs
Volume 2	
BLOCK 5	WELFARE STANDARDS FOR LABORATORY ANIMALS AND ALTERNATIVES TO ANIMAL USAGE
Unit 12	Minimum Welfare Standards for Laboratory Animals
Unit 13	Alternatives to Animal Usage in Teaching, Testing and Research
BLOCK 6	WELFARE STANDARDS - ZOO ANIMALS
Unit 14	Minimum Welfare Standards for Zoo Animals
Unit 15	Environmental Enrichment for Zoo Animals
Unit 16	Environmental Enrichment for Carnivores, Herbivores, Bears and Elephants in Captivity
BLOCK 7	WELFARE STANDARDS DURING SLAUGHTER AND CARE DURING DISASTERS
Unit 17	Welfare of Slaughtering Animals

Unit 18	Emergency Slaughter
Unit 19	Animal Care During Disasters
BLOCK 8	ANIMAL WELFARE RANKING
Unit 20	Animal Protection Index
Unit 21	Ranking of India in Animal Protection

1.6 INSTRUCTIONAL SYSTEM

The instructional system of IGNOU is more learner-oriented. In this, the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance mode of communication rather than face-to-face mode. The University follows a multiple-media approach for instruction i.e. self-instructional print material, audio-video programmes, assignments, activities, check your progress exercises, face-to-face counseling sessions / contact sessions, teleconferencing and interactive radio counselling, among others.

Self-instructional Print Material

The print materials are written in self-instructional style and are supplied to learners. Each course has a specific code number assigned to it (e.g. MAW-00; MAW-002; MAW-003 and MAW-004). The learner has to complete the assignment related to each course. The contents under each course are divided into blocks and each block is further divided into units. It is in the form of two volumes for each course. Each volume deals largely with the concepts in the block to which that volume relates. However, both the volumes are connected in such a way that after completing all the units, you will gain a better knowledge, understanding, practical and professional skills related to the theme of the course.

Audio-video Programmes

The learning package also contains audio-video programmes which are produced by the University for clarification, supplementing and enhancement of understanding of the course material given to the student. These programmes are normally of 25-30 minutes duration. These are used at the LSCs during counseling sessions which are duly scheduled and notified by

the Programme In-charge/Co-ordinator of Study Centre for the benefit of the students. The video programmes are also telecast on *Gyan Darshan*. Similarly, the audio programmes are also broadcast by *Gyan Vani / Gyandhara* radio channels.

Assignments

Assignments are an integral and compulsory component of the instructional system. There is one assignment for each course. Learners will have to work on these assignments and should submit the assignment responses to the Coordinator of the allotted Study Centre in accordance with the given assignments' submission schedule. **Assignments are to be downloaded from IGNOU website (www.ignou.ac.in) at student's zone.** Normally, the assignment marks are declared along with the term end exam results.

Counseling Sessions

Following the university norms, the counseling sessions are held at the LSC as per the schedule drawn and notified by the Coordinator/Programme In-charge of the LSC. They are mostly held on weekends (i.e. Saturdays and Sundays) as per the convenience of the host institution where the LSC is located. However, if the number of students for the programme at a study centre falls below 10 (ten), then the counselling and support services may be handled by the programme coordinator or the faculty of the School concerned or through an appropriate alternative arrangement. (*Note: University issue guidelines on counselling sessions from time to time which are to be adhered by the LSCs*).

Teleconferencing

Teleconferencing sessions are conducted via satellite through interactive *Gyan Darshan* Channel from the University studios as per the schedule made available to the Regional Centres and LSCs. Teleconferencing is an effective means of interaction between the learners, experts and others concerned with the programme. It provides an interesting opportunity to the students to interact with the faculty members at the headquarters, and other experts/eminent scholars in the field.

Interactive Radio Counseling / Internet Audio Counseling

Interactive Radio Counseling is a recent concept in distance learning in India. Live counseling is provided on radio by invited experts from different *Gyanvani* radio stations in the country.

Students can ask questions right from their homes through telephone by availing the facility of toll free telephone number provided for this purpose from selected cities.

Gyandhara is an internet audio counseling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts in the field on the topic of the day and interact with them through telephone and chat modes. Learners can access *Gyandhara* through mobile devices.

1.7 DELIVERY SYSTEM

The PGDAW programme is delivered as a continuous programme of one year duration starting from the beginning of the relevant academic session (July or January). Different divisions of the IGNOU are involved in delivering the programme – supplying/despaching the materials, providing student support services / facilities, conduct of examinations and certification. In case you face any problem/difficulty at any stage, you can contact the following support division / centre.

Whom to Contact for What?

- ❑ For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms (if applicable), non-receipt of study material contact the concerned Regional Centre.
- ❑ For assignments, you can download from IGNOU website: www.ignou.ac.in at students' zone.
- ❑ For non-reflection of assignment marks in your grade card, contact the Regional Director of the concerned Regional Centre and Asstt. Registrar (Assignments), Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: assignments@ignou.ac.in).
- ❑ For queries relating to examination, date-sheet, result, early declaration of results, transcripts, rechecking, grade card & provisional certificate (GCPC), you can contact Dy. Registrar (Examination-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068.

- ❓ For Original Degree/Diploma and Convocation, contact your Regional Centre.
- ❓ For student grievances, register your grievance in the 'IGNOU Grievance Redress and Management (iGRAM)' portal at <https://igram.ignou.ac.in/>
- ❓ For the schedules of counselling, feedback on assignment responses contact the Coordinator of the concerned learner support centre (LSC).
- ❓ Please check IGNOU website at frequent intervals for updates.

1.8 OPERATIONAL SCHEDULE

I. Operational Schedule for the Students enrolled for the July Session

- **September - October:** Dispatch of the self learning materials
- **31st March:** Submission of Term-end Examination Form (Online) and Assignments (at the study centre).
- **June:** Term-end Examinations – **Completion of the Programme.**
- Issue of grade card & provisional certificate (GCPC) (by post)
- Award of Original Diploma (In the Convocation)

II. Operational Schedule for the Students enrolled for the January Session

- **March - April:** Dispatch of the self learning materials to the students.
- **30th September:** Submission of Term-end Examination Form (Online) and Assignments (at the study centre).
- **December:** Term-end Examinations – **Completion of the Programme.**
- Issue of grade card & provisional certificate (GCPC) (by post)
- Award of Original Diploma (In the Convocation)

If you carefully follow and adhere to the relevant operational schedule given above, you will be able to complete the programme in one year. Due to any unavoidable reasons, if you are unable to complete the programme within the relevant schedule please do not feel tense and worry about it. If you could not complete assignments or examinations of any course in the particular session, then you can complete them in the next session. Thus, there is flexibility that

enables you to cope up with any such difficulty in completing it in the subsequent session(s), but within the maximum period of three years. However, we advise you to complete the programme within the minimum duration of one year.

1.9 EVALUATION

The evaluation comprises three aspects:

- a) Self-evaluation - check your progress and activity exercises (non-credit) within the study material.
- b) Continuous evaluation - one compulsory assignment for each course with a weightage of 30%.
- c) Term-End Examination (TEE) – one for each course with a weightage of 70%.

In order to successfully complete a course, the learner must obtain at least '40%' in the assignment and '40%' in the TEE separately in each course.

The grading system depending on the percentage of marks secured by the candidates in Assignments and TEE is as follows:

Letter Grade	Qualitative Level	Percentage Equivalent
A	Excellent	80% and above
B	Very Good	60% to 79.9%
C	Good	50% to 59.9%
D	Satisfactory	40% to 49.9%
E	Unsatisfactory	Below 40%

1.10 ASSIGNMENTS

The purpose of assignments is to provide you an opportunity of articulating your assimilated knowledge and understanding into written form and also to test your capacity of transferring the theoretical learning from the courses to practical situations. Thus, the assignments practically enhance your understanding as well as skills of articulation and expression in writing.

You will have to do one assignment for each course. Each assignment carries 100 marks and carry 30% weightage towards the final evaluation of the course. Irrespective of the year and session of the registration you need to submit the latest assignments uploaded on the website.

Instructions

- 1) The top of the first page of your response sheet should look like this:
 - Name:
 - Enrollment No.:
 - Course Title:
 - Course Code:
- 2) Use A-4 size plain or ruled paper for your responses, write on both sides with margin and tie all the pages carefully course wise.
- 3) Write the question number with each answer.
- 4) You should write in your own handwriting and only handwritten assignments are accepted.
- 5) Last date for submitting the assignments for July Session is 31st March of the next year and for January Session is 30th September.

Guidelines

- 1) **Planning:** Read the assignments carefully. Go through the self learning material on which they are based. Make some points regarding each question and then rearrange these in a logical order.
- 2) **Organization:** Be a little more selective and analytical. Give attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.
- 3) **Make sure that your answer:**
 - a) is around 600 to 800 words for each question;
 - b) is logical, coherent and has clear connections between sentences and paragraphs;
 - c) is written correctly giving adequate consideration to your expression, style and presentation;

- 4) **Presentations:** Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underline the points you wish to emphasize.
 - 5) **Submission:** You have to send the assignment-responses to the Study Centre you are attached to as per schedule. The instructions given in the assignments should be kept in mind while you prepare and submit the assignment responses.
 - 6) If you do not complete the assignments according to time schedule of the relevant academic session, then you have to attempt the new assignment questions of the next session and submit the assignment responses according to the schedule of that session.
-

1.11 TERM END EXAMINATIONS (TEE)

The TEE is another component of the evaluation system with 70% weightage for each course. The University conducts term-end examination (TEE) twice a year i.e. in June and in December of every year. **Please see the details of operational schedule given under section 5 to appear for TEE under each cycle.** In case you fail (less than 40%) in the TEE, you will be eligible to re-appear in the next TEE for that course, till the final span of the programme i. e. prior to completion by you of the maximum duration of 3 years.

Examination date-sheets (schedule which indicate the date and time of examination for each course) are notified through the IGNOU website.

It is a pre-requisite to submit the online examination form with prescribed fee (revised from time to time) per course. Only one form is to be submitted for all the courses you are appearing in TEE. **You can choose examination centre anywhere in India from the list of centres notified in the IGNOU website.** The code of your chosen centre is to be filled up as Examination Centre Code. The exam centre will be allotted on first come first serve basis. In case the sitting at the centre has exhausted you can select the alternate centre. However, if Examination Centre chosen by you is not activated, you will be allotted to any other Examination Centre under the

same Region. Change of Examination Centre, once allotted, is not permissible under any circumstances.

The dates for submission of examination forms are given below.

For June TEE	For December TEE	Late fee	Address	Remark
1st March to 31st March	1st September to 30th September	NIL	Online submission www.ignou.ac.in	Examination fee @ Rs.200/- per course (revised from time to time)
1st April to 20th April	1st October to 20th October	Rs.300/-		
21st April to 30th April	21 st October to 31 st October	Rs.500/-		
1 st May to 15 th May	1 st November to 15 th November	Rs.1000/-		

Please ensure:-

- Assignment(s) as applicable for the course(s) filled for appearing in the TEE has been submitted.
- Registration for the course(s) is valid and not time barred.
- Minimum duration (one year) for appearing in course(s) has been completed.

University uploads Hall Ticket / Examination Intimation Slip of the term-end examination on the University's website: www.ignou.ac.in. Students can download the same for the examination purpose from the website.

1.12 GENERAL INSTRUCTIONS

- A record of your progress is maintained at IGNOU, New Delhi.

- Please save all the information that University sends you and keep the Programme Guide handy.
- Do write to us if you have any difficulties while working through the programme. Remember to intimate the relevant authority sufficiently in advance, if there is any change of address. This will help the concerned authority to send you course material, any information and letters promptly, without any delay or the risk of their being lost.
- Please try to attend as many counselling sessions as possible so as to get the best out of the programme.
- When you receive the study materials, read the units carefully and note down the important points. **You can use the space in the broad margin of the printed pages for making notes and writing your comments.**
- Answer 'Check Your Progress' questions and complete 'Activities' given in the study materials. **Please remember, the answers to them are not to be sent to us.** The purpose is to enable you to evaluate your own performance and keep you on the right track. They will enhance your comprehension of the subject matter. You can compare your answers to Check Your Progress questions with those given at the end of the unit.

1.13 ONLINE FACILITIES

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

- Schools of Studies:** Where you will get the information about the programmes offered by different schools. The PGDAW programme is offered by the School of Extension and Development Studies (SOEDS).
- Students Support:** Results; download facilities for assignment, old question papers; queries about admission, registration, material despatch details, address checking, convocation; TEE date sheet; examination form; campus placement, prospectus etc.

- iii. **Divisions:** Under this section, there are links for Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
- iv. **Student Registration Division:** This link will give you information about admission.
- v. **Student Evaluation Division:** This link gives information about TEE and results.
- vi. **Electronic Media Production Centre:** You will get the information about the Interactive Radio Counselling and Teleconferencing schedules.

Annexure	I	: List of Regional Centres of IGNOU
Annexure	II	: Form for Change/Correction of Address
Annexure	III	: Form for Non-receipt of Materials
Annexure	IV	: Form for Early Declaration of Result of Term End Examination
Annexure	V	: Form for Obtaining Duplicate Grade Card/Mark sheet
Annexure	VI	: Form for Issue of Migration Certificate
Annexure	VII	: Form for issue of Provisional Certificate

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

Annexure -I**LIST OF REGIONAL CENTRES OF IGNOU**

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

S.NO	RCCODE	RCNAME	ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZWAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

5	13	BANGALORE	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BHAGALPUR	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR)
8	21	BHUBANESHWAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	06	CHANDIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590208, 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)

10	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd FLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI- 600035 TAMILNADU PH.OFF : 044-24312766, 24312979 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	14	COCHIN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHICODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
12	46	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)
13	31	DEHRADUN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
14	07	DELHI 1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082 / 26990083 011-26058354,011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA,

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

			Phone : 040-23117550, Mobile : 9492451812 Email : rchyderabad@ignou.ac.in	
20	52	IAEP - CHANDIMANDIR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND
22	51	IAEP - KOLKATA	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP - LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND-GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeppcc53@yahoo.co.in	CENTRAL COMMAND AREA
24	54	IAEP - PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102669, 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA

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

30	71	INEP - NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI – 110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	73	INEP - VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND
32	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247535, 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
33	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
34	23	JAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR,

			0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI)
35	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
36	37	JORHAT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
38	22	KHANNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632, 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
39	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)

			0370-2241968, 0370-2260216 rckohima@ignou.ac.in	
40	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
41	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535, 06852-252503 rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793, 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)
43	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
44	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD,	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)

			MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	
45	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
46	39	NOIDA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
47	08	PANAJI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315,0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
48	05	PATNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 repatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID,

			ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
51	50	RAGHUNATHGANJ	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
53	42	RAJKOT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR)
55	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS,

			NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271, 0364-2252252 0364-2521271 rcshillong@ignou.ac.in	JAINZIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
56	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612,0177-2620125 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
57	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C.BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258, 0194-2421506 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM - 695 017 0471-2590300 / 2590600 0471-2590700 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
60	48	VARANASI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR,

			0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
61	83	VATAKARA	IGNOU REGIONAL CENTRE VATAKARA KERALA	STATE OF KERALA (DISTRICT: CALICUT,KANNUR,KASARA GOD WAYANAND)
62	33	VIJAYAWADA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYAWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
63	84	VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR,VUDA COMPLEX SECTOR-12, MVP COLONY, USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM SRIKAKULAM, YANAM) (PUDUCHERRY, UT)

FORM FOR CHANGE/CORRECTION OF ADDRESS

(Through Concerned Regional Director)

Enrolment No. _____

Programme _____

Name (in caps) _____

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

City _____ Pin _____

City _____ Pin _____

State _____

State _____

Signature of Student

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

FORM FOR NON-RECEIPT OF MATERIALS

**The Regional Director
Concerned Regional Centre**

.....

Subject: Non-receipt of Study Material

Enrolment No.

Programme Medium of Study.....

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

<u>Sl.No.</u>	<u>Course Code</u>	<u>Blocks</u>
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I have remitted all the dues towards the course fee and there is no change in my address given as follows:

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

1. For Official Use

Date of dispatch of study material to student

Annexure - IV

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

FORM FOR EARLY DECLARATION OF RESULT OF TERM-END EXAMINATION

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

1. Name :

2. Programme Code:

Enrol.No.:

3. Address:.....

..... Pin

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

5. Reason for early declaration of result:

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

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

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

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

Exam. Centre Code:

Address of Exam. Centre:

8. **Fee detail:** - (The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

No. of Course(s): X Rs. 1000/- or = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

S.No.	Address of Evaluation Centre	Jurisdiction (All Examination centres under the following Regional centres)
1.	Regional Director / In-charge IGNOU Regional Evaluation Centre 3 rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal -462016 (Madhya Pradesh) Ph: 0755-2570517, 2578455, 2578452 evaluationbhopal@ignou.ac.in	Bhopal, Jabalpur, Raipur, Ahmadabad, Rajkot, Nagpur, Pune
2.	Regional Director / In-charge IGNOU Regional Evaluation Centre C/1 Institutional Area, Bhubaneswar-751013 (Odisha) Ph: 0674-2300650; evaluationbhubaneswar@ignou.ac.in	Kolkata, Koraput, Raghunathganj, Ranchi, Bhuvneshwar, Visakhapatnam and Deogarh
3.	Dy. Registrar IGNOU Evaluation Centre - Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068 Ph: 011-29533565, 011-29571501; evaluationdelhi@ignou.ac.in	Delhi-1, Delhi-2, Delhi-3, Noida, Jaipur, Jodhpur
4.	Regional Director / In-charge IGNOU Regional Evaluation Centre Kaloor, Kochi - 682 017 (Kerala) Ph: 0484-2337028, 2337038 evaluationkochi@ignou.ac.in	Vijayawada, Kochi, Bangalore, Chennai, Bijapur, Hyderabad, Madurai, Mumbai, Panaji, Port Blair, Tiruvananthapuram, Vatakara.

5.	Dy. Registrar IGNOU Regional Evaluation Centre 5-C/Ins-1, Sector-5, Vrindavan Yojna, Telibagh, Lucknow-226029 (U.P) Ph: 0522-2442898 evaluationlucknow@ignou.ac.in	Aligarh, Chandigarh, Dehradun, Jammu, Srinagar, Karnal, Khanna, Shimla, Lucknow, Varanasi
6.	Regional Director / In-charge IGNOU Regional Evaluation Centre NEHU Campus, Umshing Shillong – 793022 (Meghalaya) evaluationshillong@ignou.ac.in	Agartala, Aizwal, Gangtok, Guwahati, Itanagar, Imphal, Jorhat, Shilong, Kohima and Siliguri
7.	Regional Director / In-charge IGNOU Regional Evaluation Centre Institutional Area, Mithapur Patna-800 001(Bihar) evaluationpatna@ignou.ac.in	Patna, Darbhanga, Saharsa, Bhagalpur



Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the student:

Programme:

Enrolment No.

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Address (where grade card is to be sent)

.....

PIN:

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

.....

Date:

Signature of the student

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

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

Registrar (Student Evaluation Division)

Indira Gandhi National Open University

Maidan Garhi

New Delhi - 110 068.



Indira Gandhi National Open University
(To be submitted to the concerned Regional Director)

FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

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

5. Name of the Regional Centre and Study Centre to which the Candidate attached

6. Name of the University to which the candidate wants to migrate

Draft Details

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

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

Signature of the Applicant

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

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

Date _____ Dealing Assistant _____ Section Officer _____

Instructions

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi as the case may be.
2. At the time of submission of the application for issue of Migration Certificate the applicant should attach Xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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

Annexure -VII



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

FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme

Regional Centre.....

Name

Father's Name.....

Month and year of last examination

in which you have completed the Programme

Mailing Address

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

Registrar (SED)

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Date.....

.....

Signature