

PROGRAMME GUIDE

Diploma in Paralegal Practice (DIPP)



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

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Dear Student,

We welcome you to the Diploma in Paralegal Practice programme..

This 1 year diploma programme aims at developing basic understanding about law the programme mainly covers Constitutional Law, Criminal and Civil Procedure, Right to Information, Family Law, Business Law, Labour Law, Laws relating to Women and Children, Persons with Disabilities, Scheduled Castes and Scheduled Tribes, Local Self Governance etc. It is useful for those who want to study law but do not have the time to pursue full time professional law degree. The programme is also useful for those who are working in organizations where some knowledge of law is desirable or those who want to work as paralegal with lawyers or law firms.

With this programme guide, you will receive the course material in the form of small booklets. You should study these courses carefully and submit the assignments by the last dates mentioned therein. Questions in assignments are descriptive and analytical so that you can better understand the concepts. It will prepare you for the term end exams. The assignments will be available on the website. While writing assignments, you must study the material carefully and write answers in your own words. Verbatim reproduction from the material is discouraged.

You also need to write a project in about 4000 words and send it to the Project Cell IGNOU Maidangarhi New Delhi 110068. The topics of the projects are given at the end of assignments. You need to write on any one topic of your choice. The project should be based on your own research. The research can be based on the books, articles, reports websites etc or questionnaire, interview, case study etc. Please read the Project Guide (BLEP001) for more details.

You also need to take Term-End Examination at the end of session.e. **1 Year**. The date sheet and hall ticket will be communicated to you separately. It will also be available on the website.

IGNOU provide flexibility in learning.if you are not able to complete the programme in your due to other pre-occupaion or could not clear any exam, you can do it it within 3 years.

Your registration for this programme will be valid for **three years** from the date of initial registration.

To facilitate your learning, the University arranges course-wise counseling sessions, which you can attend at your Study Centre. The time schedule of these sessions will be communicated to you by your Regional Centre/Study Centre coordinator. Although attending these sessions is optional, these will help you interact with experts and clarify your doubts about any concept(s).

Please remember that it is mandatory to complete the assignments for each course and submit them within the prescribed time. You will not be allowed to appear for the Term-End Examination, if the assignments are not completed. The procedure for submission of assignments is detailed in the assignment booklet. You are advised to read and follow all the instructions carefully in order to facilitate the evaluation process. For future reference and guard

against unforeseen situations, you are advised to retain a photocopy of your assignment, as also any correspondence made with the University/Regional Centre/Study Centre.

We advise you to read this programme Guide carefully, which gives you important information about the programme structure and delivery. We have included some useful forms in this programme guide, you may need during the programme and hence we strongly recommend that you retain this programme guide carefully with you.

Our best wishes are with you.

Programme Coordinator

1. THE UNIVERSITY

IGNOU was established in 1985 by an Act of the Indian Parliament to democratize higher education. The University provides cost-effective quality education to large sections of our population. It adopts a learner-centric approach with a policy of openness and flexibility in terms of entry qualifications, duration, pace and place of learning for successful completion of a programme.

It ranks as one of the premier educational institutions in the world. It has contributed significantly to the development of higher education in India. It has been a world leader in open-distance education and that is why the ‘Centre of Excellence Award’ in distance education was conferred on it in 1993 by the Commonwealth of Learning (COL). It also received the ‘Award of Excellence for Distance Education Materials’ in 1999 from COL. The academic programmes of the University have multi-media support with state of art facilities for the production of audio/video programmes and their dissemination through radio and television. The University also uses interactive radio counseling as well as Tele-conferencing to provide interactivity in the teaching-learning process. The University has 24 hours educational TV channel and educational satellite, EDUSAT.

1.2 Features

IGNOU has certain unique features:

- National and international jurisdiction
- Flexible admission rules
- Need-based academic programmes at affordable costs
- Diversified learner groups
- Modular programmes and credit system
- Rigorous course development mechanisms
- Multi-lingual and multiple media instructional packages.
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- An effective and integrated student support services network
- Resource sharing, collaboration and networking with state open universities and distance education/correspondence course institutions.

1.3 Instructional Medium

The University provides multiple media teaching-learning packages for instruction and self-learning. Different components used for teaching/learning include self-instructional print material, audio-video material, radio and television broadcasts, face-to-face counseling/tutoring, hands-on experience, teleconferencing, videoconferencing, interactive radio counseling, interactive multimedia CD-ROM and internet-based learning. While the traditional distance education delivery through print and study centres support is being strengthened, the University

is gearing more towards interactive multimedia content and learner support through video-conferencing and web-based platforms by utilizing both the Edusat and the Internet. The design of the instructional system as well as teacher and learner capacity building are facilitated by the Staff Training and Research Institute and Electronic Media Production Centre.

Flexibility

In the tradition of Open Learning, IGNOU provides considerable flexibility in entry qualification, place, pace and duration of study to students. For example, a Bachelor's Degree Programme (i.e. BA/B.Com/B.Sc.) of 3 years duration can be completed in 6 years, if the student so desires.

Credit System

IGNOU follows a credit system that is based on the time factor involved in studying. Once credit is equivalent to 30 study hours inclusive of all learning activities: Different programmes have different credit requirements. Students have the right to collect credits at their own pace, convenience and according to their own capability. IGNOU also provides a credit transfer facility whereby credits may be transferred from any other University to IGNOU after fulfilling the necessary requirements.

1.4 Schools of Studies

With the view of developing interdisciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organize its academic programmes and courses in co-ordination with the faculty, School staff and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The Schools of Studies currently in operation are as follow:

- 1) School of Management Studies
- 2) School of Agriculture
- 3) School of Computer and Information Sciences
- 4) School of Continuing Education
- 5) School of Education
- 6) School of Engineering & Technology
- 7) School of Health Sciences
- 8) School of Humanities
- 9) School of Sciences
- 10) School of Social Sciences
- 11) School of Law
- 12) School of Journalism and New Media Studies
- 13) School of Gender and Development Studies
- 14) School of Tourism Hospitality Service Sectoral Management
- 15) School of Interdisciplinary and Trans-disciplinary Studies
- 16) School of Social work
- 17) School of Vocational Education and Training

- 18) School of Extension and Development Studies
- 19) School of Foreign Languages
- 20) School of Translation Studies and Training
- 21) School of Performing and Visual Arts

1.5 Academic Programmes

The University offers programmes leading to Certificate, Diploma or Degree, covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial survey of the demand of such studies. They are launched with a view to fulfill the student's needs for:

- Certification
- Improvement of skills
- Acquisition of professional qualifications
- Continuing education and professional development at work place
- Self-enrichment
- Diversification of knowledge.

1.6 Course Preparation

Learning materials are prepared for the courses by teams of experts drawn from conventional Universities, institutions and professionals from all over the country and in-house faculty. These materials are edited by the content experts and language experts at IGNOU before they are finally sent to the press. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. These materials are previewed and reviewed by the faculty as well as outside experts and edited or modified wherever necessary before they are dispatched to the Study Centres and Doordarshan. Print material is supplied directly to the students at the addresses supplied by them and their cost is covered in the programme fee. Audio/Video CDs are made available at the Study Centres where Audio/Video playing equipment is also available. Audio/Video programmes of the University are also broadcast as per a pre-arranged schedule. Print materials and audio/video tapes are available for a price. Interested persons/institutions may request for a catalogue from The Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi-110068.

1.7 Support Services

To provide effective student support, IGNOU has set up a number of Study Centres all over the Country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

Every Study Centre will have:

- A Coordinator who will coordinate different activities at the Centre.

- An Assitant Coordinator and other supporting staff appointed on a part-time basis.
- Counsellors in different courses to provide counseling and guidance to you in the courses you have chosen.

1.8 Programme Delivery

The University follows a multi-media approach in imparting instruction to its learners. It comprises of:

Self-Instructional Print Material

The Print material prepared by the University is self-instructional in nature. Each course has been divided into a number of **Block**, generally 8 Blocks for an 8 credit course and 4 or 5 Blocks for a 4credit course. Each Block consists of a number of **Units** (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block i.e., the number and titles of t he Units covered in that Block.

This is followed by a brief **introduction** to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in the Block. Each Unit is structured to facilitate self study. The section on **Objectives** briefly states what we expect you to attain when you have completed the Unit. In Introduction, there is an attempt to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and sub-section. In the main body, there are a few self-check exercises under the caption **Self-assessment Question**. Enough space is given for you to write your answers to the questions set in the self-check exercises. Answer to these exercises are given in the section **Answers and Hints** at the end of the Unit.

The section Summary summarises what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. Some books for additional reading are suggested in the section References and Suggested Readings. For your reference purpose some of these books may be available in the study centre.

The section Terminal Questions is intended to give you an idea about the nature of question that may be asked in term end examinations. The Terminal Questions and Self-assessment Questions are for your practice only, and you should not submit answers to these questions to the University for assessment.

Read the units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units, mark the words that you do not fully understand. Look for the meaning of such words in a dictionary. Read the Unit again and again untily you have understood the point. You may also try to find it in earlier Units are it may be explained there. However, if you still do not understand something, consult your counselor during the face-to-face sessions at the Study Centre for clarification.

Try to answer the Self-assessment Questions. These exercise will help you to reinforce the information/knowledge you gain through your first reading of the test. Proper comprehension of the units and the point/notes made by you while reading through the Units will help you in answering the Self-assessment Questions. Once you have written the answer in the blank space provided for each question, you can compare your answers with the answers given at the end of the unit.

2. SCHOOL OF LAW

The School of Law (SOL) was established in 2005 with an objective of imparting legal education through Open and Distance Learning System. The school aims to create awareness about legal rights and responsibilities in the emerging world order. The School strives to ensure high quality education and research through innovative, multi-media learning teaching packages with a focus on learning practical aspects of law, acquiring legal skills and scholarship.

Recognising the importance of legal education and demand for the programmes in Law, IGNOU constituted a five member Committee in 1994 under the Chairmanship of Prof. N.R. Madhava Menon an eminent legal educationist. Prof. Menon's Committee suggested developing professional programmes in Law including programmes in paralegal education, court administration, law office management, legal aid administration, occupation based and management oriented legal education for middle and top level personnel in government and industry. The UGC Curriculum Development Centre in Law (CDC) for middle and top level personnel in government and industry. The UGC Curriculum Development Centre in Law (CDC) setup in 1990 under the leadership of Prof. Upendra Baxi, an eminent jurist also underscored the importance of Distance Education in Law as inclusive legal education for wider participation in legal profession, judicial appointments and government law of offices.

The School of Law organized a Brainstorming Session on 4th June, 2007 to prepare a road map for legal education in India. Number of eminent legal experts, educationists attended the day long session. The important recommendations of the Brainstorming session enabled the School of Law to plan and develop a range of programmes in Law.

The following programmes are on offer at SOL.

Programmes on offer

1) Ph.D in Law (PHDLE)

IGNOU's School of Law is offering the Ph.D Programme since July, 2009. The essential qualification for Ph.D in Law is LL.M., with 55 per cent marks. The candidate has to appear in the Ph.D. Entrance Examination. The candidate seeking admission to Ph.D in law has to submit a research proposal along with the application. The Research proposal should specify the broad field of study, introduction to the specific problem, its importance and significance along with the survey of literature and analysis of Law, policy framework and methodology of the proposed research, etc. The learner can obtain the application form and other details from Research Unit, IGNOU.

Programme Structure

- RLE-005 Research Methodology
RLE-006 Constitutional Law (Part-A) and Jurisprudence (Part-B)

2) **PG Diploma in Intellectual Property Rights (PGDIPR)**

This programme has been revised completely by the School of Law and is offered from July, 2013. Student can take admission in this programme in January as well as July session. The detailed courses of this programmes are as follows:

Course Code	Course Title	Credit
MIP-101	General Introduction to IP Right	4
MIP-102	Patents	4
MIP-103	Industrial Designs and Layout Designs of Integrated Circuits and Utility Models	4
MIP-104	Trademarks, Domain names and Geographical Indications	4
MIP-105	Copyright and Related Rights	4
MIP-106	Plant Varieties Protection, Biotechnology and Traditional Knowledge	4
MIP-107	Trade Secrets, Competition Law and Protection of TCE	4
MIP-108	Management of IPRs	4

3) **PG Diploma in Criminal Justice (PGDCJ)**

The objective of the Programme is to keep pace with emerging thought and developments in criminal justice, both in India and in the global arena and to create well-informed citizens and professionals in the area of criminal justice. It also aims to enhance the competencies of the professions already working in the various areas of criminal justice system in India. This course is offered to graduates in law, criminology, social work and functionaries of Criminal Justice, Administration to upgrade their skills, knowledge and awareness. This PG Diploma Programme is offered from July, 2010

- MLE-011 Criminal Justice System
MLE-012 Indian Penal Code
MLE-013 Criminal Justice Process
MLE-014 Criminal Justice Administration
MLE-015 Challenges to Criminal Justice System
MLE-016 Criminal Justice Research and Advocacy
MLEP-017 Criminal Justice Clinic

4) Diploma in Paralegal Practice (DIPP)

Paralegal work entails providing assistance to aggrieved individual/groups in accessing legal procedures for seeking legal remedies. A paralegal is a person who assists in the delivery of legal services.

This programme aims to give basic knowledge and awareness on legal rights and to develop functional understanding of laws that affect individuals in their everyday life. It also aims to develop skills in accessing legal and judicial institutions and processes for public advocacy. The programme consists following courses.

BLE-001	Introduction to Indian Legal System
BLE-002	Introduction to Law
BLE-003	Law and Vulnerable Groups
BLE-004	Rural Local Self Governance
BLEP-001	Clinical Course (Research Project and Placement)

On successful completion of the programme, the student will be able to seek employment in any State/Non-state organization working in the field of protection of Human Rights, Legal Aid Centre, Government Departments responsible for enforcement of social legislation and NGOs working for realisations of socio-economic rights.

5) Post Graduate Certification in Cyber Law (PGCCL)

School of Law, is offering the Post Graduate Certificate in Cyber Law from July, 2008. The main objective of the programme is to enable learner to acquire critical understanding of cyber law and the emerging social and intellectual property issues. It also aims to give learners in depth knowledge of Cyber law and legal framework, Right to Privacy, Data Security and Protection.

The programme is of 16 credits and consists of four courses.

MIR-011	Cyberspace Technology and Social Issues
MIR-012	Regulation of Cyberspace
MIR-013	Commerce and Cyberspace
MIR-014	Privacy and Data Protection

6) PG Certificate in Patent Practice (PGCPP)

Patent is the most significant form of Intellectual Property to encourage creativity in science and technology, protect invention, development and creation of new technology and business expansion throughout the world.

The objective of the Programme is to provide learners in-depth knowledge of the Indian patent law, training in writing of patent application , and to develop expertise in patent search. This programme is offered in collaboration with Council of Scientific and Industrial Research (CSIR). It is of 16 credits and comprises of four courses. It consists the following courses:

MIR-021	Overview of Intellectual Property Rights
MIR-022	International Framework for Patent Protection
MIR-023	Indian Patent Law and Procedures
MIRP-001	Project

7) Certificate in Consumer Protection (CCP)

This certificate programme was developed by School of Social Sciences and recently relocated to School of Law. This 16-credit programme aims at creating an overall awareness and training on Consumer Affairs with special emphasis on Consumer Protection. After completing this programme, the learner can work as consumer activist in the industrial sector, with NGOs and government departments on consumer affairs. The programme consists of two courses and a project work. These are as follows:

ACS-01	Application oriented Course in Consumer Studies
CPI	Consumer Protection Issues
CCP	Project work in Consumer Protection.

8) Certification Programme in Human Rights (CHR)

This programme is meant to sensitise general students and professional groups, e.g. police and army, primary school teachers, NGO functionaries, etc. on issues relating to Human Rights. This 16 credit programme has the following two courses:

CHR-11	Human Rights: Evolution, Concepts and Concerns
CHR-12	Human Rights in India

9) Certificate in Anti Human Trafficking (CAHT)

A Certificate Programme in Anti Human Trafficking is offered from July, 2010. The objectives are to bring about awareness and provide comprehensive understanding to the learners in Anti Human Trafficking, develop functional understanding and coordination amongst learners about various stake holders/agencies associated with the process of Human Trafficking directly or indirectly, awareness building in the area of law, policies, rehabilitation and prevention aspects of Human Trafficking amongst the learners, develop practical skills for learners to engage with the process of understanding, Rehabilitation, prevention and reintegration of Human Trafficking and prepare well informed professionals, those working in the government agencies, civil society organizations and corporate sectors about the courses and depthness of Human Trafficking and the ways for prevention, rehabilitation, and reintegration.

BLE-031	Understanding Human Trafficking
BLE-032	Law Policies and Institutional Response to Human Trafficking
BLE-033	Rehabilitation and Prevention
BLEP-034	Field Based Project Work.

10) Certificate in International Humanitarian Law (CIHL)

A Certificate Programme in International Humanitarian Law will be offered in association with International Committee of Red Cross (ICRC), New Delhi. The main objective of the programme is develop knowledge and skills in the area of International Humanitarian Law, to provide specialists understanding on contemporary issues International Humanitarian Law in South Asian Region and to enhance the competencies of professionals already working in the area of IHL.

BLE-035	Understanding International Humanitarian Law.
BLE-036	Application of IHL
BLE-037	IHL Issues of Concern in South Asia
BLEP-038	Project

11) Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL)

The main objective of the programme have complete understanding and knowledge about the promotion and functioning of the small economic and business enterprise within cooperative framework, to acquire through knowledge about the cooperative legal framework within which the institutions have to function and to have an overview about various business laws governing the functioning of economic and business enterprises.

BLE-011	Cooperation: Genesis, Principles, Values, Growth and Development
BLE-012	Co-operative Law
BLE-013	Business Law as Applicable to Cooperative-I
BLE-014	Business Law as Applicable to Cooperative-II

Who are Paralegal?

This unique programme is the first of its kind offered by a Central University in India. This programme is designed to equip the learner with paralegal skills to enable him/her to use the legal system effectively. We enjoy rights under our Constitution and other laws which are necessary to live a life of dignity and full realisation of one's potential and aspirations. In recognition of the prevailing socio-economic inequalities, the constitutional guarantee of legal aid has been given due significance.

Employment Opportunities

Paralegals are also engaged by lawyers and law firms to assist them in various ways such as legal research drafting interviewing the clients etc. Various NGOs right based NGOs also employ them in their organization.

Objectives: The objectives of this programme are to:

- develop a functional understanding of the legal and judicial system and laws that affect individuals in everyday life;
- impart elementary skills in accessing legal and judicial institutions and processes;
- enable individuals to use public advocacy; and
- develop a cadre of ‘barefoot lawyers’ for preventive legal services to strengthen the legal aid delivery system by bridging the gap between people, especially the most vulnerable, and the legal system by demystifying the law, spreading awareness and facilitating access.

Instructional System

The programme will be offered in the open and distance learning (ODL) mode. The programme contains:

- self-instructional print material,
- audio-video programmes
- contact programmes
- teleconferencing and interactive radio counselling

Eligibility: 10+2 or equivalent or BPP from IGNOU

Duration: Minimum 1 year & Maximum 3 years

Evaluation System

The Evaluation System for DIPP consists of two components:

- a) Continuous evaluation through assignments (Tutor Marked Assignments).**
- b) Term-end examinations.**

In the final results, assignments carry 30% Weightage, while 70% Weightage is given for

Term-end- examinations. BLEP-001 requires the writing of a research project on any one of the topics given by the university with 100% weightage

Programme Fee: Rs. 8,400/-

Medium of Instruction: English and Hindi

Programme Structure

BLE-001 Introduction to the Indian Legal System

Block 1 Rule of Law: Principles and Concerns

Unit 1 Rule of Law

Unit 2 Constitutional Values

Unit 3 Democracy

Block 2 Rights and Duties

Unit 4 Fundamental Rights

Unit 5 Directive Principles of State Policy and Fundamental Duties

Unit 6 Constitutional Remedies

Block 3 Institutional Mechanisms

Unit 7 Legislature and Executive

Unit 8 Justice Delivery System

Unit 9 Human Rights Protection Mechanisms

Block 4 Access to Justice

Unit 10 Legal Aid

Unit 11 Public Interest Litigation

Unit 12 Informal Dispute Resolution Mechanisms

Unit 13 Right to Information

BLE- 002 Introduction to Law

Block 1 Principles of Civil, Criminal and Evidence Laws

Unit 1 Law of Civil Procedure

Unit 2 Principles of Criminal Law

Unit 3 Principles of Criminal Procedure

Unit 4 Principles of Evidence

Block 2 Criminal Justice System

Unit 5 Police

Unit 6 Courts

Unit 7 Prisons

Unit 8 Select Special Legislations

Block 3 Select Civil Laws

Unit 9 Family Law

Unit 10 Environmental Law

Unit 11 Law of Torts

Unit 12 Consumer Law

Block 4 Select Commercial Laws

Unit 13 Law of Business Enterprises

Unit 14 Law of Contracts

Unit 15 Property Law

Block 5 Labour Laws

Unit 16 Organised Sector

Unit 17 Unorganised Sector

Unit 18 Social Security

BLE-003 Law and Vulnerable Groups

Block 1 Women and the Law

Unit 1 Understanding Gender Based Discrimination

Unit 2 Violence against Women: Rape and Dowry

Unit 3 Domestic Violence

Unit 4 Sexual Harassment at the Workplace

Unit 5 Rights of Women Workers

Block 2 Child and the Law

Unit 6 Convention on the Rights of the Child

Unit 7 Right to Education

Unit 8 Child Labour

Unit 9 Juvenile Justice System

Block 3 Dalits and the Law

Unit 10 The Protection of Civil Rights Act, 1955 and Rules, 1977

Unit 11 The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 and Rules, 1995

Unit 12 The Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993

Unit 13 The Bonded Labour System (Abolition) Act, 1976

Block 4 Select Forms of Discrimination

Unit 14 Disability and Law-I

Unit 15 Disability and Law-II

Unit 16 HIV-Aids

BLE-004 Rural Local Self Governance**Block 1 Constitutional Framework**

Unit 1 Structure and Composition

Unit 2 Gram Sabha

Unit 3 Powers of Panchayats

Unit 4 Financial Powers

Block 2 Select Issues

Unit 5 Access to Justice: *Gram Nyayalayas*

Unit 6 Rural Credit and Microfinance

Unit 7 Disaster Management

Block 3 Realisation of Social and Economic Rights

Unit 8 Right to Food

Unit 9 Right to Work

Unit 10 Right to Health

Unit 11 Right to Housing

Block 4 Natural Resources and the Law

Unit 12 Land Rights

Unit 13 Land Acquisition

Unit 14 Water Rights

Unit 15 Forest Rights

For related information

Learner may please visit the below given links for required information:

Admission announcement and prospectus:

- <http://www.ignou.ac.in/ignou/studentzone/adminssionannouncement/1>

Study centre region wise details:

- <http://www.ignou.ac.in/ignou/aboutignou/studycentre/centre>

Regional centre List/website:

- <http://www.ignou.ac.in/ignou/aboutignou/regional/website>

How to take admission/Register in Programme

- <https://onlineadmission.ignou.ac.in/admission/>

Online Admissions Related Technical Problems

- Contact No. 011-29572514 between 9.30AM – 6.00 PM (Monday to Friday).

For further details contact:

Dr. Anand Gupta

Programme Coordinator

School of Law, IGNOU,

Maidan Garhi

New Delhi- 110068

Phone No. 011-29572983/29531115

3. EVALUATION SYSTEM

The evaluations system consists of two components: 1) continuous evaluation through assignment, and 2) term end examination. In the final result, assignment (continuous evaluation) carries 30% weightage, while term-end examination carries 70% weightage. The Project carries 100% weightage.

The following is the scheme of evaluation and warding divisions:

I Division	-	60% and above
II Division	-	50% and 59.9%
Pass	-	40% and 49.9%
Unsuccessful	-	Below 40%

3.1 Continuous Evaluation through Assignments

Continuous evaluation in the form of assignments carries 30% weightage in the final result. You must note that the submission of assignments is compulsory. There will be one Tutor Marked Assignment per course. You are required to write answers for all assignments.

The marks that you get in your assignments will count in your final result. Therefore, you are advised to take your assignments seriously.

You have to complete the assignments and submit them within the due dates specified in the assignments booklet. You will not be allowed to appear for the term-end examination for a course if you do not submit the assignment in time for that course. If you appear in term-end examination, without submitting the assignment, the result of term-end examination may be withheld.

Validity of the Assignments is one year. Beyond this period, you should obtain fresh assignments by writing to us or by downloading them from IGNOU website: www.ignou.ac.in

The assignment response should be submitted at your Study Centre.

The main purpose of the assignments is to test your comprehension of the learning material you receive from us and also to help you to pace your learning by providing feed-back. The information given in the printed course material should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to any other resource, you may use them. But the assignments are designed in such a way as to help you concentrate mainly on the printed course material and harness your personal experience. You must answer the assignment questions in your own words and refrain from copying the answers from provided text material as well as from your peers. You should be precise and brief in your answers.

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

marks. Please ensure that all the relevant detail like assignment and course code, your enrollment number, name, address etc. is provided on each assignments response. Once you get the pass marks in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any.

For your own record, retain a copy of all the assignment responses which you submit.

3.2 Term-End Examination (TEE)

The term-end examination is another component of the evaluation system. Term-end examination carries 70% weightage in the final result.

The term end examination for each course is for 100 marks and of three hour duration.

The University conducts term-end examination twice a year i.e. in June and in December.

To be eligible to appear at the term-end examination in any course, you are required to fulfil the following conditions:

1. You should have submitted the assignment for the respective courses.
2. You should have submitted the examination form in time.

Examination datesheet (schedule which indicates the date and time of examination for each course) is sent to all the Regional Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. Normally, the datesheet for June examination are sent in the month of January and for December examinations in the month of July. The date sheet is also available on the IGNOU website www.ignou.ac.in

It is essential pre-requisite for you to submit the Examination Form along with due exam fee for talking examination in any course. A sample copy of the examination form is enclosed here in this programme guide. The original examination form shall be available from the IGNOU Regional Centres and the Study Centres. Form can also be downloaded from the University website.

Examination fee @ Rs. 150/- per course in the form of demand draft drawn in favour of INGOU & payable at New Delhi is required to be sent along with the original examination form as per the appended schedule.

For June TEE	For December TEE
1 st March- 31 st March	1 st September- 30 th September
1 st April – 30 th April	1 st October- 31 st October
1 st May – 31 st May	1 st November – 30 th November

Your programme centre is normally your examination centre. However, you can opt for other centre as well. In unforeseen circumstances, you may be allotted another nearby Examination Centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to the Registrar SED at least one month before the commencement of examination, against payment of prescribed fee.

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

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

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

Important Information about Examinations

- Examinations are held in the months of June and December every year.
- The examination of PGDIPR programme will be held only after the completion of 1 year, you will be eligible to appear for all the eight courses of PGDIPR programme.
- Examination date sheets giving the date and time of examinations are sent to all Regional Centres.

For June Examinations	in January, and
For December Examinations	in July

The date sheet is also intimated through IGNOU Newsletter and IGNOU website from time to time.

- The examination forms are available at the Regional Centres, Study Centres and SED at IGNOU Headquarters. Only one form is to be submitted for all the courses registered for one TEE.
- You can also fill in the examination form online on the IGNOU website www.ignou.ac.in
- Intimation slip will be sent to you by the University, once your examination form is received. If you do not get the intimation slip 15 days before the examinations begin, contact your Regional Centre or Student Evaluation Division at the Headquarters.

If you do not get the intimation slip, check the list of students registered for examinations at the Examination Centre or on the IGNOU website www.ignou.ac.in. If your name is in that list, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent, along with the print out taken from website.

- A change of examination centre is allowed in exceptional cases. For this, you have to make a written request to The Registrar, Student Evaluation Division at least one month before the commencement of examinations.
- Although all efforts are made to declare the result in time, there will be no binding on the University to declare the result of the last examination before commencement of next examination. You are, therefore, advised to fill up the form without waiting for any previous result and get it cancelled at a later date if need be.
- If you are not satisfied with the marks secured, you can apply in the prescribed **Form 8** to **The Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068 for Re-evaluation of term end examination** result. For this, you will have to pay Rs. 750/- per course by means of Demand Draft from any nationalized bank drawn in favour of IGNOU, New Delhi. You must do this within one month of the date of declaration of result.
- You may apply for duplicate Grade Card/Mark Sheet using Form3 given in this P.G.
- A provisional certificate of completion of programme can be requested using form5 given in this P.G
- While communicating with the university regarding examinations please write your enrollment number and complete address. In the absence of such details, we may not be able to attend to your problems.

4 OTHER USEFUL INFORMATION

For change/correction of your address use a copy of the **Form1** given in this programme guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to The SED, IGNOU, Maidan Garhi, New Delhi-110068. Requests directly will not be entertained. The form for change of address can also be downloaded from IGNOU website www.ignou.ac.in Learners are advised not to write letters to any other officer in the University in this regard.

Normally it takes 4-6 weeks to effect the change. Therefore you should make your own arrangements to redirect the mail to the changed address during this period.

5.2 Change of Region

If you want a transfer from one region to another, you have to write to this effect to the Regional Centre from where you seek to transfer.

Send copies of your application to the Regional Centre where you would like to be transferred to and the Registrar, SED, IGNOU, Maidan Garhi, New Delhi-110068.

The Regional Director of the regional Centre from where you are seeking transfer will send all the related records including details of fee payment to the Regional Centre where you are going, under intimation to the Registrar, SED, IGNOU.

5.3 Non-receipt of Study Material

If you do not receive your study material within a month after admission fill up the **Form2** given in this programme guide and send it to address mentioned on it.

5.4 Simultaneous Registration

Students of PGDIPR may take simultaneous registration in any other certificate programme of IGNOU.

If there is any clash of dates of teleconferencing or examination schedule of the two programme, taken, the University will not be in a position to make adjustment.

5.5 Refund of Fee

Fee once paid will not be refunded under any circumstances.

In Cases, where the University denies admission, the programme fee will be refunded after deduction or registration fee.

5.6 Disputes on Admission and Other University Matters

The place of jurisdiction for filling of a lawsuit, if necessary, will be at New Delhi.