



**e-PROSPECTUS AND APPLICATION  
FORM FOR ADMISSION  
BACHELOR OF EDUCATION (B.Ed.)  
(Recognized by NCTE)  
2024**

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

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# 1. ABOUT THE UNIVERSITY

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## 1.1 Introduction

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

- democratizing higher education by taking it to the doorsteps of the learners,
- providing access to high quality education to all those who seek it irrespective of age, region, religion, and gender,
- offering need-based academic programmes by giving professional and vocational orientation to the courses, and
- promoting and developing open distance learning in India.

## 1.2 Prominent Features

IGNOU has certain unique features such as:

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

## 1.3 Important Achievements

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

## **1.4 The Schools of Studies**

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a director who arranges to plan, supervise, develop, and organize its academic programmes and courses in coordination with the school faculty and staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels.

The following Schools of Studies currently are in operation:

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

## **1.5 Academic Programmes**

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

- certification,
- improvement of skills,
- acquisition of professional qualifications,



- continuing education and professional development
- self-enrichment
- diversification and updating of knowledge, and empowerment.

## 1.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area spread throughout the country as well as inhouse faculty. The materials are scrutinized by the content experts, supervised by the instructors/unit designers, and edited by the language experts at IGNOU before these are finally sent for printing. Similarly, audio and videocassettes are produced in consultation with the course writers, inhouse faculty and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/modified, wherever necessary, before they are finally dispatched to the students, Study Centres and Telecast through Gyan Darshan.

## 1.7 Credit System

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

## 1.8 Support Services

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

## 1.9 Programme Delivery

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

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

- Self-Learning Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programme is provided to the learners in the form of a single print book and/or e-book, comprising blocks and units or in the form of separate printed blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

**Audio-Visual Materials:** The learning package contains audio and video programmes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration.

- b) The Video content is available on eGyan kosh ([www.egyankosh.ac.in](http://www.egyankosh.ac.in)) – the digital learning repository of the University.

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

- c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located.
- d) **Teleconferences:** Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously [webcast at www.ignou.ac.in](http://www.ignou.ac.in)
- e) **Practical's/Project Work:** Some Programmes have practical/project component also depending upon the requirement. Practical sessions are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practical sessions is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the learner along with the studymaterial.

### 1.10 Evaluation System

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

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

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking the term-end examination time to time to completion academic programme. A learner has to submit Tutor Marked Assignments (TMA) responses to the Coordinator of the Study Centre concerned to which s/he is attached. **Term-end examination is conducted at various examination centers spread all over the country and abroad in June and December every year.**

IGNOU uses the following system of “Grading” for evaluating learners’ achievement

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

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

### **Term-end Examination and Payment of Examination Fee through online mode.**

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

1. Registration for the courses is valid and not time barred.
2. Required number of assignments in the courses have been submitted by due date wherever applicable.
3. Minimum period required to appear in the term-end examination for the first time in this programme is one year from the registration.
4. Minimum time to pursue these courses as per the provision of the programme has been completed.
5. Examination fee for all the courses the learner is appearing in the examination has been paid. In the case of non compliance of any of the above conditions, the result of all such courses will not be declared.

### **Term-end Examination**

Examination forms are accepted online only. **The schedule of accepting the examination form commences from 1st March (for June TEE) and 1st September (for December TEE). For detailed schedule, the students are advised to visit the University website from time to time.**

### **Examination fee and Mode of Payment**

<b>Examination Fee</b>	<b>Payment Mode</b>
@ 200 per course theory	Credit Card/Debit Card/Net Banking

### **Notification dated 07th March 2023**

The Academic Council vide Item No. AC 79.24.1 in its 79th meeting held on 20th December 2022 approved the introduction of a new component of "Project Evaluation Fees" which is to be submitted by the students at the time of filling up the term-end examination form. As approved and communicated vide Notification bearing No. IG/P&D/Fee/2023/831 dated January 2, 2023, the slabs of the Project Evaluation Fees are as follows:

1. Upto 4 Credit project work : Rs. 300/-
2. Above 4 Credit project work : Rs. 500/-

The Academic Committee, vide the same Item, introduced a new component of "Practical Exam Fees" which is to be submitted by the students at the time of filling up the term-end examination form. The slabs of the Practical Examination Fees are as follow:

1. Upto 4 credit : Rs. 300/-
2. Above 4 credits : Rs. 500/-

The fees to be charged for evaluation of project work and practical exam will be applicable across all the academic programmes of the University having the project work and lab component respectively. The students will submit the copy of the online receipt of the practical exam fee paid at the time of appearing

in the practical exams and in case of Project Report, the online receipt of the Project fee will be submitted along with the project report. This aspect will be informed to the students by the respective Regional Centres. The payment of above fees by the students will be applicable from **January 2023 admission cycle**.

Examination fee once paid is neither refundable nor adjustable, even if the learner fails to appear in the examination. For every exam (June/December) a student has to apply afresh.

### **Hall Ticket for Term End Examination**

- Hall Tickets of all examinees are uploaded on the University Website ([www.ignou.ac.in](http://www.ignou.ac.in)) 7-10 days before the commencement of the Term End Examinations. No hall ticket shall be dispatched to the examinees/students.
- Students are advised to take the printout of the Hall Ticket from University website ([www.ignou.ac.in](http://www.ignou.ac.in)) after entering the enrolment number and name of programme of study and report at the examination centre along with the Identity Card issued by the Regional Centre/University. Examinees will not be permitted to appear in the examination without valid IGNOU Student ID Card issued by the RC/University.
- In case, any student has misplaced the Identify Card issued by the University, it is mandatory to apply for a duplicate Identity Card to the Regional Centre concerned and also can be downloaded from University website i.e. ([www.ignou.ac.in](http://www.ignou.ac.in)) well before the commencement of the examination so as to get a duplicate ID Card well on time/well before examination commences.

### **1.11 eGyanKosh**

The IGNOU eGyanKosh (<http://www.egyankosh.ac.in>) one of the world's largest repositories of educational resources in higher education-is available for the learners and teachers, and public at large for free. The eGyanKosh currently houses the self-learning material of over 2500 courses and an equal number of video programmes of IGNOU. The IGNOU learners are encouraged to make use of these resources for their learning.

### **1.12 Vidya Lakshmi Portal**

Vidya Lakshmi Portal is a first of its kind portal for students seeking Education Loan. Set up in August 2015, it is a single window electronic platform for students to access information and prepare applications for Educational Loans and Government Scholarships. The Portal has the facility of tracking the students right from the inception of loan application until the completion of sanction of loan or otherwise. Students can view, apply, and track their education loan applications to banks anytime, anywhere through the Portal. The portal has been developed and being maintained by NSDL e- Governance Infrastructure Limited.

Nearly 40 Banks have registered for over **70 Educational Loan Schemes** on the Vidya Lakshmi Portal and integrated their system with the Portal for providing loan processing status to students.

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## **2. UNIVERSITY RULES**

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

### **2.1 Educational Qualifications Awarded By Private Institutions**

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

## 2.2 Validity of Degree for Admission

Master's Degree awarded without a first degree of three-year duration is not recognized for purposes of admission to IGNOU's Academic Programmes. However, this condition is not applicable for the five-year Integrated Master's degree acquired from a recognized University/Institution.

Bachelor's Degree means, **Bachelor's Degree of not less than three-year duration.**

## 2.3 Acceptance of 'Two-year Bachelor's degree'

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

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

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

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

## 2.4 Incomplete and Late Applications

Incomplete Online Application Form(s)/Re-registration Form(s), received having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and provide clear/visible scanned copies of all the required self-attested certificates. If necessary, the University may seek applications from the learners in 'Offline Mode' in some specific programmes or due to some unforeseen circumstances. In all such situations, the application form sent through 'Offline Mode' to offices of the University, other than the one specified, will not be considered and the applicant will have no claim, whatsoever, on account of this.

## 2.5 Validity of Admission

Learners admitted have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they will have to apply afresh and go through the admission process again.

## 2.6 Simultaneous Registration

As per the University policy, a student is allowed to pursue two academic programmes simultaneously through ODL / Online mode, as per the illustration given below.

One Certificate Programme with any other Programme	Admission in both programmes can be taken in the same admission cycle
One UG + One PG Programme*	Admission has to be taken in two different admissions
Two UG Programmes*	Cycles
Two PG Programmes*	*Admission can be taken ONLY in specified
	Programmes. Details are available on the IGNOU
	Website

Students are advised to visit the following link for details:

<http://www.ignou.ac.in/userfiles/Notification%20Simultaneous%20programs%202-9-2022.pdf>

There will be no change in the counseling/assignment submission/examination schedule in case dates for the above clash in the programmes in which a student has taken admission.

### **2.7 Additional time for Learners with Disability**

- Learners with disability of 40% or more are given additional 2 (two) years beyond the maximum duration prescribed for all academic programmes.
- Learners with disability seeking benefit of the aforesaid facility should submit the 'Disability Certificate' issued by the competent authority at the Regional Centre concerned, which, in turn will verify it, make entry in the data base and transmit the data to SRD for updating in the Masterrecords.

### **2.8 Reservation**

The University provides reservation of seats for Scheduled Castes and Scheduled Tribes, non-creamy layer of OBC, Economically Weaker Sections, (as notified by MHRD vide OM 12-4/019-U1 dated January 2019), War Widows, Kashmiri Migrants and Persons with Disabilities, as per the Government of India rules, for admission to its programmes in which there are limited number of seats and admission is through a merit list. However, submission of forged certificate under any category shall make the student liable not only for cancellation of admission but also legal action as per Government of India rules.

### **2.9 Scholarships**

The learners enrolled in IGNOU are eligible for Government of India Scholarships. They are advised to visit the National Scholarship Portal of the Government of India <https://scholarships.gov.in/> and submit their application online. For further details students may contact their Regional Centre.

Students belonging to the Scheduled Caste category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at <http://socialjustice.nic.in/writereaddata/UploadFile/revised%20PMS%20scheme%20for%20SC-2018.pdf>

Students belonging to the Scheduled Tribe category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at <https://tribal.nic.in/writereaddata/Schemes/EDUPostMatricScholarshipPMSforSTstudents230513.pdf>

### **2.10 Refund of Fee**

A non-refundable Registration Fee of as prescribed time to time (unless specified otherwise) shall be charged along with the programme fee of first semester/year at the time of admission.



If a student applies for cancellation of admission and refund of fee, the refund request will be considered as per the University policy available on website:

For CBCS Based Bachelor's Degree Programme:

The registration of the students will be done year-wise though the courses of the programmes will be offered semester-wise. The students will pay the fee for the first and second semesters at the time of admission itself. No fee will be refunded if a student decides to withdraw mid-session.

### 2.11 Study Material and Assignments

The University has a provision to provide soft copy of the self-learning material in place of printed material. A learner opting for the soft copy will be given a discount of 15% in the Programme Fee. The Option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material.

The University sends study material to the students by Registered post/ Speed Post and if a student does not receive the same for any reason; whatsoever, the University shall not be held responsible for that.

Assignments for the current session are made available on the website. Students are advised to download the same.

For non-receipt of study material, learners are required to write to the Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi – 110 068

### 2.12 Change of Elective/Course

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material on payment of **Rs.350/- for a 2/4 credit course or part thereof, and Rs.700/- for a 6/8 credit course for undergraduate courses. For Master's Degree Programme, it is Rs.600/- for 2/4 credits and Rs.1200/- for 6/8 credits course.** Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Elective/ Course should be addressed to the concerned Regional Centre only as per schedule

### 2.13 Change of Medium

For CBCS Based Bachelor's Degree Programme, change of medium will be allowed as per current practice on payment of applicable fee.

For other Programmes Change of Medium is permitted within 30 days from the receipt of first set of course material **in the first year ONLY, on payment of Rs.350/- plus Rs.350/- per 2/4 credit course and Rs.700/- per 6/8 credit course for undergraduate courses. For Master 's Degree Programme it is Rs.350/- plus Rs.600/- per 2/4 credit course and Rs.1200/- per 6/8 credit course.** Payment should be made by way of a Demand Draft drawn in favour of —IGNOU payable at the place of concerned Regional Centre. All such requests for change of Medium should be **addressed to the concerned Regional Centre only**, as per schedule.

### 2.14 Counselling and Examination Centre

All Study Centres, Programme Study Centres, Special Study Centres are not Examination centres. Practical Examination need not necessarily be held at the Centre where the learner has undergone counselling or practical.

### 2.15 Change/Correction of Address

There is a printed proforma for change/correction of address provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of dispatch. In case there is any correction/change in the address, the learners are advised to make use of the

proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. **Requests received directly at SRD, New Delhi, or any other Office of the University will not be entertained. The form of change of address can also be downloaded from IGNOU Website [www.ignou.ac.in](http://www.ignou.ac.in)** Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. **Change of Study Centre is not permissible in programmes like B.Ed. where practical components are involved.**

## 2.16 Change of Region

**Change in the Regional Centre / Study Centre is not ordinarily permitted in the B. Ed. Programme.** However, when a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copy to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of region in practical oriented Programmes like computer programmes, B.Sc. etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/ Study Centre where the learner wishes his/her transfer.

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

## 2.17 Term-end Examination

The students seeking admission to Bachelor of Education (B.Ed.) Programme in Jan 2024 admission session will be allowed to appear for the term end examinations for all the courses of first year in Dec 2024 TEE only. Subsequently, as per the existing practices they will be allowed to appear in both December and June term end exam to complete their courses. Students can appear for the TEE for only those courses for which the student has opted and has submitted the assignment within the stipulated period.

## 2.18 Official Transcripts

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

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

- (i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
- (ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.



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

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

Format is available in the Programme Guide or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in). Also refer Annexure-II of this prospectus.

### **2.19 Improvement in Division/Class**

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programme, who have completed the programme. The eligibility is as under:

The students of bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.

The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.

2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grade provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time. The student may apply for improvement of their performance on the prescribed application format along with a fee of Rs.750/- per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, NewDelhi – 110068. Please refer Annexure-8 of this prospectus.

### **2.20 Early Declaration of Result**

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.1000/- per course for Indian Students Rs. 1200/- per course for SAARC countries and \$50 for per course Non-SAARC countries. **The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies.** The student must

compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website. The payment is to be made online through gateway in the portal with the help of debit card/credit card/netbanking.

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.

Application for early declaration, for the reasons such as to apply for recruitment / higher study / post and promotion purpose etc. will not be entertained.

Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.

Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Regional Director, IGNOU Regional Evaluation Centre, 3rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal-462016 Madhya Pradesh	All Examination Centres within Bhopal, Jabalpur, Raipur, Ranchi, Patna, Darbhanga, Bhagalpur, Jodhpur and Jaipur
2.	Regional Director, IGNOU Regional Evaluation Centre, C/1, Institutional Area Bhubaneswar-751013 Odisha	All Examination Centres within Bhubaneswar, Koraput, Kolkata, Deoghar, Siliguri, Raghunathganj, Vishkhapatnam, Vijayawada, Hyderabad
3.	Dy. Registrar IGNOU Regional Evaluation Centre-Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068, Ph. 011-29533565, 011-29571501	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centres/sources, if any.
4.	Deputy Registrar IGNOU Regional Evaluation Centre, IGNOU Complex, Kaloor PO Ernakulam Distt., Kochi-682017 Kerala Ph. 0484-2337028, 2337038	All Examination Centres within Kochi, Trivandrum, Vatakara, Chennai, Madurai, Banglore, Bijapur, Panaji, Port Blair, Mumbai, Pune, Nagpur, Rajkot, Ahmedabad
5.	Dy. Registrar IGNOU Regional Evaluation Centre Lucknow, IInd Floor, 5C/INS-1, Sector-5, Vrindavan Yojana, Telibagh, Lucknow-226029 Ph.: 0522-2442825	All Examination Centres within Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu, Srinagar
6.	In-Charge IGNOU Regional Evaluation Centre Shillong, IGNOU Regional Centre, NEHU Campus, Umshing, Mawkynroh, Shillong-793022, Meghalaya Ph.: 0364-2550130	All Examination Centres within Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/ Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final Semester year only. Please refer Annexure-9 of this prospectus.

### **2.21 Re-evaluation of Term-End-Examination**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Script(s) on payment of Rs.750/- per course. The request for re-evaluation by the student must be made within Forty (40) Days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.750/- per course. The payment is to be made online through gateway in the portal with the help of debit Card/Credit Card/netbanking in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in the Programme Guide or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

There is no provision for re-evaluation of other components such as Assignment, Project Report, Dissertation, answer scripts of practical examination, Field Work Journal, Internship, etc. There is also no provision for second re-evaluation of answer scripts of term-end theory examinations.

### **2.22 Obtaining Photocopy of Answer Scripts**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for supplying Photocopy of Answer Scripts on payment of Rs.100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made online in the re-evaluation portal within Thirty (30) days from the date of declaration of results. The payment is to be made online through gateway in the portal with the help of debit card/credit card/net-banking.

### **2.23 Duplicate Grade Card**

The learner can apply for duplicate Statement of Marks/Grade Card in case of loss/misplacement/damage on payment of Rs.200/- for Indian students, Rs. 400/- for SAARC countries and \$10 for Non-SAARC countries by making online payment in favour of IGNOU and or through challan at Punjab National Bank, IGNOU Branch, New Delhi or through online payment of miscellaneous fees through IGNOU website, [www.ignou.ac.in](http://www.ignou.ac.in) Format is available in the Programme Guide or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in). Please refer Annexure 10 of this prospectus.

### **2.24 Change of Category**

Please note that any request for change of category code shall not be entertained by the University specially for the programmes with entrance based after the submission of entrance- cum admission form.

### **2.25 Correction/Change of Name/Surname of Learner**

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

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

- (a) Original copy of Notification in a daily newspaper notifying the change of name.
- (b) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name.

- (c) Marriage Card/Marriage Certificate in case of women candidates for change in surname.
- (d) Gazette Notification, in original, reflecting the change of name/surname.
- (e) Demand Draft of Rs.500/- drawn in favour of IGNOU payable at New Delhi

Request for correction and/or change of Name / Surname will be entertained only before award of the Degree/Diploma/Certificate. For change/correction of name after completion of programme, but before award of degree please see the guidelines available at:

<http://www.ignou.ac.in/userfiles/Revised%20Notification%20and%20Guidelines%20for%20Name%20Change.pdf>

## **2.26 IGNOU IGRAM**

For any clarification/ Grievance write us at: <http://igram.ignou.ac.in>

## **2.27 Disputes on Admission & other University Matters**

Disputes on Admission and other University Matters

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

## **2.28 Recognition of IGNOU Programmes**

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000 (CPP-II) dated 5<sup>th</sup> May, 2004, AIU Circular No. EV/11(449/94/176915- 177115 dated January 14, 1994, AICTE Circular No. AICTE/Academic/ MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated **14.10.2013**. IGNOU's B.Ed. Programme is recognized by National Council for Teacher Education (NCTE) as per Letter No. F/NOF3/DL-83/99/7807-7812 dated 31.05.99 and F.NRC/NCTE/DL83 dated October 23, 2015. (See Page No. 40-41).

## **2.29 Pre-admission Counselling of Persons with Disabilities**

Persons with disabilities before opting for a programmes for admission may please go through the category of perspective jobs for persons with disabilities and the physical requirements of jobs by visiting the link (<http://www.disabilityaffair.gov.in/content/page/rules—and- regulations. php#ipd2013>) of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India. After having made this informed decision, the person with disability seeking admission must give an undertaking in the prescribed proforma available on IGNOU Website (Refer Annexure-5 of this Prospectus).

## **2.30 Reservation for Economically Weaker Sections (EWS) for admission in Central Educational Institutions**

Ministry of Human Resource Development, Department of Higher Education, Govt. of India, vide their Office Memorandum F.No. 12-4/2019-UI, dated 17th January, 2019, on the subject cited above, has conveyed that in accordance with the provisions of the Constitution (One Hundred and Third Amendment) Act 2019, and in reference of Ministry of Social Justice and Empowerment vide OM No. 20013/01/2018-BC-II dated 17th January, 2019, enabling provision of reservation for the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally backward Classes, it has been decided to provide reservation in admission to educational Institutions subject to a maximum of ten per cent of the total seats in each category. The provision of reservation to the Economically Weaker Sections shall be in accordance with the directions contained in the OM No.

20013/01/2018-8C-11 dated 17th January, 2019 of the Ministry of Social Justice & Empowerment subject to the condition mentioned in the Office Memorandum of MHRD.

Accordingly, the reservations shall be provided to EWSs for admission in the University from the academic year 2019-20 onwards beginning academic session 2019. The reservation shall be applicable only in Programmes having seat restriction.

### 2.31 Digital Study Material

The University has digitized the study material for different programmes. The digitized material is available on eGyankosh, the digital repository of the University.

The University encourages the use of digital study material. It has been decided that as an incentive **15% concession shall be given to the students who opt for digital study material in place of printed study material.**

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## 3. SCHOOL OF EDUCATION

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

- i) the various aspects of the practice of education as a profession, and
- ii) the various branches of education as an academic discipline. The school comprises the following disciplines/areas:
  - a) Education
  - b) Distance Education
  - c) Educational Technology
  - d) Adult Education

The academic programmes being offered by the school are Doctor of Philosophy (PhD)

- Master of Arts in Education M.A. (Education) Master of Arts in Adult Education (MAAE) Bachelor of Education (B.Ed.)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Diploma in School Leadership and Management (PGDSL) Post-graduate Diploma in Educational Technology (PGDET)
- Post-graduate Diploma in Educational Management and Administration (PGDEMA) Post-graduate Diploma in Pre-Primary Education (PGDPPED)
- Post-graduate Diploma in Adult Education (PGDAE) Post-graduate Certificate in Adult Education (PGCAE)
- Post-graduate Certificate in Information and Assistive Technologies for the Instructors of Visually Impaired (PGCIATIVI)
- Certificate in Guidance (CIG)



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

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### INTRODUCTION

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

### Programme Objectives

The B.Ed. programme will focus on:

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

### DURATION

The **minimum duration** of the programme is **two years**. However, the **maximum period allowed** for completing the programme is **five years**. **There is no provision of re-admission or extension in maximum duration in BEd. programme.**

### MEDIUM OF INSTRUCTION

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

## ELIGIBILITY

Candidates with:

- a) at least 50% percent marks either in the bachelor's degree and/or in the master's degree in Sciences/ Social Sciences/Commerce/Humanities. Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto,

**and**

- b) The following categories are eligible to be students of B.Ed. (ODL):
- (i) Trained in-service teachers in elementary education.
- (ii) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.

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

### Important Instructions

- a. **Only those candidates whose results are declared and qualified at the time of submitting the entrance form are eligible.** The applications would not be considered even though they appeared qualify in the entrance test if they are not fulfilling minimum eligibility at the time of submitting the application form for entrance test.
- b. The candidates are also advised to carefully read the instructions given under 2.1 and 2.2 in particular about the Educational Qualifications awarded by the Private and other Universities on the matters related territorial jurisdiction, duration of degree etc. and other rules before submitting the application form.
- c. **Trained Teacher:** As per NCTE, (Recognized Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at [www.ncte-india.org/ncte\\_new/pdf/faq\\_odl.pdf](http://www.ncte-india.org/ncte_new/pdf/faq_odl.pdf)), **'The trained teacher means a person who has completed NCTE recognized teacher education programme through face-to-face mode'**.
- d. **In-service Teacher:** As per NCTE, (Recognized Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at [www.ncte-india.org/ncte\\_new/pdf/faq\\_odl.pdf](http://www.ncte-india.org/ncte_new/pdf/faq_odl.pdf)), **'An in-service teacher means who is employed as a teacher in elementary school or elementary stage of education'**.
- e. Diploma in Elementary Education (DEIEd) Programme, Diploma in Primary Education (DPE) through Open and Distance Learning (ODL) or any other teacher education programme completed through ODL will not be considered as a teacher education programme for admission to B.Ed. (ODL). **NCTE has mandated completion of a teacher education programme through face-to-face mode only for admission to B.Ed. (ODL) Programme.**

- f. Along with other requisite certificates, a candidate should also submit Mark sheet and Certificate of completion of a teacher education programme through face-to-face mode duly recognized by NCTE.
- g. OBC (Non-Creamy Layer) Central List will be considered.
- h. At the time of counseling, the candidate needs to submit a certificate to provide facilities for Practical Work including the Internship as per the format given in Annexure 2 page no.66.

### **Admission**

Admission shall be done on the basis of the score obtained in the entrance test conducted by IGNOU all over India. The candidate will be required to submit online entrance form. The original documents are to be verified later after receiving offer letter for admission at the concerned regional centres.

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

### **Entrance Test**

The Entrance Test will be held on as per the schedule notified by IGNOU. Hall tickets will be uploaded on IGNOU website; [www.ignou.ac.in](http://www.ignou.ac.in) for appearing in the Entrance Test.

Mere allowing candidates to take Entrance Test would not amount to acceptance of their eligibility for admission to B.Ed. **The final admission to the programme shall be subject to their rank in the merit list in the Entrance Test and production of proof of their eligibility at the time of last date of submission of application for admission to B.Ed. programme along with original certificates and programme fee.** The number of seats of each PSC is limited to 50 only. The university reserves the right to conduct the examination at different centres/change the examination centre of the candidates without assigning any reason thereof.

### **Programme Fee**

Programme Fee is Rs. 55,000/- for the entire programme.

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

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

### **Programme Structure**

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



### **First Year**

<b>Core Courses</b>	:	16
creditsContent-based Methodology Courses (two)	:	08 credits
Workshop – I	:	04 credits
EPC I and II	:	04 credits
Internship – I	:	04 credits

### **Second Year**

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

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

### **First Year**

#### **CORE COURSES (16 CREDITS)**

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

#### **CONTENT-BASED METHODOLOGY COURSES (8 CREDITS)**

**(ANY TWO COURSES ARE TO BE OPTED)**

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

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

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

**EPC**

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

**Internship – I**

Course Code	Course Name	Credits
BESL-133	Internship I	4

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

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

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

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

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

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

**EPC**

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

## Internship – I

Course Code	Course Name	Credits
BESL-134	Internship II	12

### INTERNSHIP

Internship is a compulsory component of B.Ed. programme. In order to provide broader and meaningful engagement to the learners with the school; the Internship is spread over both years (See the following Table).

#### Durations of Internship during Year I & II

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

**Please note that you shall have to attend the Internship school's as per the school timings on daily basis. No leave shall be entertained during the Internship. You have to complete this component in upper primary/secondary/senior secondary schools chosen by you at the time of admission.**

#### Instructional System

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

#### Printed Material

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

#### Audio and Video Programmes

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

#### SWAYAM

Few B.Ed. courses of the school are offered on SWAYAM (An online MOOC portal of Govt. of India).

#### SWAYAM PRABHA

IGNOU is coordinating **Channel-20: SOUs & Teacher Education** in SWAYAM PRABHA project, which is 24×7 free DTH channel. At present, three hours video programme related to various courses of B.Ed. are being telecast on it. Learners with DD free dish, Dish TV or JIO TV app can access this channel.

#### Assignments

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

## Counselling Sessions

Generally, the counselling sessions will be held at the programmes centres during weekends (Saturdays and Sundays) and long holidays. Within the general schedule of the programme, the coordinators at the programme centres will decide on the conduct of these sessions. The programme centre coordinators will also provide the counselling schedule. The counselling sessions will include clarifications required in the print material and audio/video programmes through active interaction with students.

## Evaluation

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

**Theory:** For theory courses, evaluation comprises three aspects:

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

Term-end examinations will be held in June/December every year. But for the candidates of academic year Jan 2023, the first term-end examination will be held in Dec 2023 only for first year courses. The students will be permitted to appear in the Term-end Examination for the courses of 2nd year only in Dec 2024.

**Practical:** For Practical courses, evaluation comprises the following aspects:

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

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

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

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

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

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

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

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

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

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## LIST OF CODES

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### STATE CODE

Code	Description
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)03 Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Odisha
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal

- 29 Dadra & Nagar Haveli, Daman & Diu (UT)  
 30 Lakshadweep (UT)  
 31 Pondicherry (UT)  
 32 C/o 99 APO  
 33 Learners Abroad  
 34 Chattisgarh  
 35 Jharkhand  
 36 Uttarakhand  
 37 Telangana

### EDUCATIONAL QUALIFICATION CODE

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

### WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material and assignments	Concerned Regional Centre
3	Change of Elective/Medium/opting of left-over electives/ Deletion of excess credits	Concerned Regional Centre
4	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
5	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
6	Academic Content	Director of the School concerned
7	Approval of a Project Synopsis	Project Co-Ordinator in the Concerned School

8	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail: <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a> Tel.: 29572514
9.	International Students residing in India should contact	Director, International Division, IGNOU, Block-15, Section K, Maidan Garhi, New Delhi. Tel. Nos.: 29533987; 29571684 E-mail: <a href="mailto:internationaldivision@ignou.ac.in">internationaldivision@ignou.ac.in</a>

	Issues related	Contact No.	Controlling Officer & Telephone No.	E-mail ID
10	Issue of Degree/ Diploma Certificate/ Dispatch of returned Degrees/ Verification of Degrees/Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	<a href="mailto:convocation@ignou.ac.in">convocation@ignou.ac.in</a>
11	Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ non-receipt of hall tickets for term-end-examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Dy. Registrar 011-29572202	<a href="mailto:preexam@ignou.ac.in">preexam@ignou.ac.in</a> <a href="mailto:jitenderkr@ignou.ac.in">jitenderkr@ignou.ac.in</a>
12	Declaration of results of master's & Bachelor's degree level programme/ Issue of grade card and provisional certificate of master's and bachelor's degree level prog. / Practical marks of all programmes	011-29572212	Section Officer 011-29536103	<a href="mailto:mdresult@ignou.ac.in">mdresult@ignou.ac.in</a> <a href="mailto:bdresult@ignou.ac.in">bdresult@ignou.ac.in</a> <a href="mailto:practicalsed@ignou.ac.in">practicalsed@ignou.ac.in</a>
13	Declaration of results of Masters, Bachelor and Diploma programme/ Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	<a href="mailto:bdresult@ignou.ac.in">bdresult@ignou.ac.in</a> <a href="mailto:dpresult@ignou.ac.in">dpresult@ignou.ac.in</a>
14	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	<a href="mailto:cpresult@ignou.ac.in">cpresult@ignou.ac.in</a>
15	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	<a href="mailto:gcverification@ignou.ac.in">gcverification@ignou.ac.in</a>
16	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	<a href="mailto:ufmgroup@ignou.ac.in">ufmgroup@ignou.ac.in</a>



17	Status of Project Report of all Programmes/Dissertation and Viva marks	011-29571324 011-29571321	Asstt. Registrar 011-29532294	projects@ignou.ac.in
18	Queries related to Assignment Marks	011-29571325 011-29571319	Deputy Director 011-29571104	assignment@ignou.ac.in
19	Students' general enquiries and grievances/Issue of duplicate mark sheet	011-29572218 011-29571313	Deputy Registrar	sedgrievance@ignou.ac.in

## LIST OF BOARD CODES

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

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/ NIO	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	–	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi

28.	8888	DDDD	–	A recognized three/two-year Diploma/Certificate after 10th Class
29.	9999	XXXX	–	Not listed in this list.
<b>(FOR 10+2 Vocational Stream)</b>				
<b>Sl. No.</b>	<b>Code of Board</b>	<b>Board (Abbr)</b>	<b>Year from which 10+2in effect</b>	<b>Name of the Board</b>
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

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

**LIST OF UNRECOGNIZED SCHOOL BOARDS\***

**Appendix-XIIIc**

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

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

Sl. No.	Name of Board Remarks	Remarks
20.	Mahatma Gandhi Secondary and Higher Secondary Education Board Delhi	
21.	Board of Secondary and Higher Secondary Open Education West Bengal	
22.	The Council of Basic and Technical Education, Ludhiana	
23.	Madhyamik Shiksha Parishad, Gwalior, M.P.	
24.	Central Board of Education, Ajmer	
25.	Council of Higher Secondary Education, Delhi	
26.	Council of Higher and Senior Secondary Education, Delhi	
27.	Delhi Board of Senior Secondary Education	
28.	Board of Technical and Secondary Education, Delhi	<a href="http://www.technicalboard.org">www.technicalboard.org</a> <a href="http://www.technicalboard.org">http:// www.technicalboard.org</a> .
29.	Indian Council of Secondary Education, India (Uttar Pradesh) OR Bhartiya Madhyamik Shiksha Parishad, Bharat (Uttar Pradesh)	
30.	Board of Youth Education in India	
31.	Council of Secondary & Senior Secondary Education, Delhi	
32.	Indian Council of Open School Certificate Examination, Maharashtra	<a href="http://www.icosce.com">www.icosce.com</a>
33.	Mahakoshal Board of Secondary Education, Jabalpur, Madhya Pradesh	
34.	National Board of Higher Secondary Education, Delhi	
35.	National Board of Secondary Education, India	
36.	Board of Higher Secondary Open Education, Delhi	
37.	Board of School and Technical Education, Chhattisgarh	
38.	Board of Senior Secondary Education (BSSE), Delhi	<a href="http://www.bssedelhi.com">www.bssedelhi.com</a>
39.	Rural Institute of Open Schooling, Laxmi Nagar, Delhi	
40.	Nav Bharat Shiksha Parishad (NSP), India	
41.	Madhyamik Shiksha Parishad of U.P. and Delhi	Do not mistake with Madhyamik Shiksha Parishad, Allahabad (Board of High School and Intermediate Education, UP)

<b>Sl. No.</b>	<b>Name of Board Remarks</b>	<b>Remarks</b>
42.	Swami Vivekanand Board of Secondary Education, Delhi	
43.	Board of Education for Senior Secondary & Technology, New Delhi	
44.	Board of Open Learning School, Delhi	
45.	Board of Secondary & Higher Secondary Education, Delhi	
46.	Urdu Education Board, New Delhi	
47.	Jamia Urdu Hind, Begusari, Bihar	
48.	Uchtar Madhyamik Shiksha Mandal, Delhi	
49.	All India Council of Open Schooling (AICOS), Vill. & P.O. Barunhat, P.S. Hasnabad, Distt. 24 PGS(N), W.B.	
50.	Central Board of Senior Secondary Education	
51.	Intermediate Council of Secondary Education, Sewak Park Uttam Nagar, New Delhi-110059	
52.	Delhi Academic Council for Higher Education	
53.	All India Council of Secondary Education, New Delhi	
54.	Council of National Secondary Education, Delhi	
55.	Central Board of Secondary & Higher Secondary Education, Delhi	
56.	Delhi Board of Secondary and Senior Secondary Education	
57.	Rural Development Board of Secondary and Higher Secondary, Delhi	
58.	Council of Secondary Education, First Floor, Tarachand Complex Ramesh Market, East of Kailash, Near Sapna Cinema, Delhi-110065	
59.	Council of National Secondary Education, Tripura	
60.	Delhi Board of Secondary and Higher Secondary Open Education, Delhi	
61.	State Board of Secondary Education, Delhi, C.R. Park, Block K1/30 New Delhi	
62.	State Board of Secondary Education, Delhi	
63.	Dr. Bhimrao Ambedkar Intermediate Education, West Bengal	
64.	Indira Gandhi Higher Secondary & Open Education, Badarpur Border New Delhi	
65.	Central Board of High School & Intermediate Examination, Delhi	
66.	Bharatiya Council of Open Schooling	
67.	Akhil Bhartiya Shiksha Sansthan, New Delhi	
68.	All India Board of Secondary Education, Gazipur	

Sl. No.	Name of Board Remarks	Remarks
69.	Central Board of Higher Education, Delhi	
70.	Council of Secondary Education Board, Mohali	
71.	Rajkiya Institute of Open Schooling (RIOSUP) 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
72.	Central Institute of Open Schooling (CIOSUP) 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
73.	State Council of Secondary Education, Delhi	
74.	Ravindra Vishwa Vidyapeeth, New Delhi	
75.	Intermediate Council of Schooling Education, Delhi	
76.	Delhi Board of Higher Education	
77.	Indian Council of Senior Secondary Education, New Delhi	
78.	Council of Secondary and Higher Secondary Education, Delhi	
79.	Council of Secondary Education, Delhi	
80.	Dr. Bhimrao Intermediate Education, Delhi	
81.	Indira Gandhi Higher Secondary and Open Education, Badarpur Border New Dlehi	
82.	Indian Board of Higher School Certificate Examinations, Rajasthan	
83.	Bhartiya Shiksha Sansthan, Uttar Pradesh	
84.	The Council of Basic & Technical Education, India	
85.	Board of Open Distance Learning, West Bengal	
86.	Indian Institute of Schooling Education, Lucknow, Uttar Pradesh	
87.	Indian Board of School Education, Howrah	
88.	Board of Secondary Education, Maharashtra, Malkapur	
89.	Mahatama Gandhi Board of Open Distance Learning (MGBODL), Chennai	
90.	Grameen Mukt Vidyalayi Shiksha Sansthan (GMVSS), Delhi	
91.	Board of School Education, Hubli (Karnataka)*	
92.	Delhi Board of Secondary & Higher Secondary Education	
93.	Jharkhand State Open School, Ranchi	
94.	National Institute of Research & Development Council, New Delhi	
95.	Board of Secondary Education, Delhi	
96.	Central Board of Open School Education, New Delhi	
97.	Secondary Education of Bhiwani (Haryana)	
98.	Rashtriya Mukta Jana Shiksha Parishad, Chakdaha	
99.	Mahatma Gandhi Secondary and Sr. Secondary Education, <b>Delhi</b>	

100	Madhyamik Shiksha Parishad, Delhi	
101	North East National Board of School Education (NENBSE), Guwahati	
102	Akhil Bhartiya Open School, Rohtak	
103	Karnataka State Council of Intermediate and Higher Education, Mysore	
104	Board of Schooling, Paramedical and Technical Education, India	
105	National Board of Open School, India, Delhi NCR	
106	Uttar Pradesh State Open School, Jaunpur/Lucknow, U.P.	
	107 West India Council of Education, Maharashtra	
	108 Indira Gandhi National Open School, Madhya Pradesh	
	109 The Council of Basic and Technical Education, INDIA	
	110 Akhil Bhartiya Rashtriya Vidyapeeth, Karnataka	
	111 Board of Secondary Education, Kant, <b>Shahjahanpur, U.P.</b>	
112	Maharashtra Board of Higher Secondary Education, <b>Maharashtra</b>	Do not mistake with <b>Maharashtra State Board of Secondary &amp; Higher Sec. Education (MBSE), Pune.</b>
113	Haryana Council of Open Schooling	
114	Tripura Open Board of Secondary Education, <b>Agartala</b>	
115	Jharkhand Academic Open Board, <b>Bokaro</b>	
116	Madhyanchal Mukta Vidyalaya Shiksha Sansthan	
117	All India Open Schooling, Delhi	
118	The Central Board of Higher Secondary Education, New Delhi	
119	National Open School, New Delhi (other than the NIOS)	
120	Higher Secondary Education Board of Delhi	
121	Board of Higher Secondary Open Education	
122	Delhi Board of Secondary Education, Delhi	
123	Swami Satyanand Vidyapeeth, Thakurdwara, Moradabad, U.P.	
124	Punjabi Madhyamik Shiksha Mandal, Fateh-Ullah Ganj, Moradabad, U.P.	
125	Bhartiya Madhyamik Shiksha Parishad, Bharat, Thakurdwara Moradabad, U.P.	

\* Also refer to [www.ignou.ac.in](http://www.ignou.ac.in) for latest updated list.

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

## LIST OF VOLUNTARY HINDI INSTITUTIONS

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

पत्र रा./9-1/98 डी-1 (भाषाए)  
दिनांक 5 मई, 1998

### (हिन्दी परीक्षाओं की मान्यता का विवरण)

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



सं.	संस्था का नाम	मान्यता प्राप्त परीक्षा का नाम	बराबर की परीक्षा में हिंदी का निर्धारित स्तर	प्रेस विज्ञप्ति संख्या
13.	केरल हिंदी प्रचार सभा, त्रिवेन्द्रम	1. प्रदेश 2. भूषण 3. साहित्याचार्य	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प्रेस 9-6/84 डी. (भाषा) ता. 12 दिसंबर, 1986
14.	कर्नाटक हिंदी प्रचार समिति, बंगलोर	1. राजभाषा 2. राजभाषा प्रकाश 3. राजभाषा विद्वान	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प.सं. 9-6/84 डी. (भाषा) ता. 12 दिसंबर, 1986
15.	कर्नाटक महिला हिंदी सेवा समिति, बंगलोर	1. हिंदी उत्तमा 2. हिंदी भाषा भूषण 3. भाषा प्रवीण	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प.सं. 9-6/डी.-I (भाषा) ता. 12 दिसंबर, 1986
16.	उड़ीसा राष्ट्रभाषा परिषद्, पुरी	1. विनोद 2. प्रवीण 3. शास्त्री	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प.सं. 9-4/79 डी.-I (भाषा) ता. 26 जुलाई, 1979
17.	सौराष्ट्र हिंदी प्रचार समिति, राजकाटे	1. तीसरी	एस.एल.सी.	स्थायी मान्यता प.सं. एफ. 9-6/84 डी.-I (भाषा) ता. 12 दिसंबर, 1986
18.	प्रथम महिला विद्यापीठ, इलाहाबाद	1. विद्या विनोदिनी 2. विदुषी साधारण 3. सरस्वती	मैट्रिक इंटर बी.ए.	स्थाई मान्यता प.सं. 9-6/84 डी.-I (भाषा) ता. 12 दिसंबर, 1986
19.	मिजोरम हिंदी प्रचार सभा, आइजोल	1. प्रबोध 2. विशारद 3. प्रवीण	मैट्रिक इंटरमीडिएट बी.ए.	स्थायी मान्यता प.सं. 9-4/84 डी.-I (भा.) स्थायी मान्यता ता. 12 अप्रैल, 1988
20.	मुंबई हिंदी सभा, दादर, मुंबई	1. हिंदी विबोध	मैट्रिक (हिंदी)	फा.सं. 3-20/2000 डी. -II (एल) 30.8.2000 द्वारा स्थायी मान्यता
21.	बेलगांव विभागीय हिंदी सेवा शिक्षण समिति, हुबली (कर्नाटक)	1. राजभाषा प्रबोध	मैट्रिक (हिंदी)	फा.सं. 1-4/2003 हि.शि.स. दिनांक 25-5-2004 के द्वारा राजभाषा प्रबोध को जून, 2005 तक अस्थायी मान्यता
22.	हिंदी शिक्षा समिति, ओडिसा, कटक	प्रवेशिका हिंदी अभिज्ञ स्नातक	मैट्रिक (हिंदी) इंटर (हिंदी) बी.ए. (हिंदी)	फा.सं. 1-4-2003 हि.शि.स. दिनांक 25-5-2004 के द्वारा प्रवेशिका तथा हिंदी अभिज्ञ को जून, 2002 से स्थायी मान्यता तथा स्नातक को जून, 2005 तक अस्थायी मान्यता
23.	हिंदी प्रचार-प्रसार संस्थान, जयपुर	1. हिंदी कोविद 2. हिंदी प्रवीण 3. हिंदी साहित्य रत्न	मैट्रिक (हिंदी) इंटरमीडिएट (हिंदी) बी.ए. (हिंदी)	फा.सं. 1-4/2003 हि.शि.स. दिनांक 25-5-2004 के द्वारा हिंदी कोविद तथा हिंदी प्रवीण को दिनांक 31-3-2000 से स्थायी मान्यता। हिंदी साहित्य रत्न को जून, 2005 तक अस्थायी मान्यता।

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

# मानव संसाधन विकास मंत्रालय भारत सरकार

## प्रेस नोट

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

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

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

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

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

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

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

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

## IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

<b>Apex Committee Against Sexual Harassment (ACASH)</b>		
<b>I. Regional Services Division Committee against Sexual Harassment (RSDCASH)</b>		
Dr. Ranjita Panda Additional Director, SRD, Chairperson	011-29572404	<a href="mailto:drhemapant@ignou.ac.in">drhemapant@ignou.ac.in</a>
<b>Category: Academic Staff</b>		
Dr. Bijaya Lakshmi Mishra	011-29571998	<a href="mailto:bijayalakshmi@ignou.ac.in">bijayalakshmi@ignou.ac.in</a>
Dr. Moni Sahay, Assistant Director, RSD	011-29572403	<a href="mailto:monisahay@ignou.ac.in">monisahay@ignou.ac.in</a>
<b>Category: Non-Academic Staff</b>		
Ms. Jancy Srinivas, PS (Registrar, Admn.) Ms. Azra Arshad, EMPC (Member continuing from outgoing RSDCCASH)	011-29571401	<a href="mailto:jancys@ignou.ac.in">jancys@ignou.ac.in</a>
<b>Category: External co-opted women member</b>		
Dr. Radhika Menon, Asst. Professor Mata Sundari College, Delhi University		
<b>II. IGNOU Committee against Sexual Harassment (ICASH)</b>		
Prof. Madhu Parhar, STRIDE, Chairperson	011-29572626	<a href="mailto:mparhar@ignou.ac.in">mparhar@ignou.ac.in</a>
<b>Category: Academic Staff-3, Members</b>		
Prof. Neeti Agarwal, SOMS	011-29573020	<a href="mailto:neeti@ignou.ac.in">neeti@ignou.ac.in</a>
Dr. Paramita Sukla Baidya, Assistant Professor, SOTHSM	011-29571755	<a href="mailto:parmitas@ignou.ac.in">parmitas@ignou.ac.in</a>
Dr. Shubhangi Vaidya, Associate Professor, SOITS	011-29573377	<a href="mailto:svaidya@ignou.ac.in">svaidya@ignou.ac.in</a>
<b>Category: Non-teaching</b>		
Ms. Anita Dhall, Asst. Director, SRD	011-29571309	<a href="mailto:anitadhall@ignou.ac.in">anitadhall@ignou.ac.in</a>
Ms. Rajni Gupta, SO (Admn.) Ms. Vidya Anand, PS (SOHS)	011-29571422 011-29572802	<a href="mailto:rajnigupta@ignou.ac.in">rajnigupta@ignou.ac.in</a> <a href="mailto:vidyaanand@ignou.ac.in">vidyaanand@ignou.ac.in</a>
<b>Category: Committee Members</b>		
Dr. Gumeet Kaur, Assistant Professor, SOL (Continuing Member (Academic	011-29572984	<a href="mailto:gurmeetkaur@ignou.ac.in">gurmeetkaur@ignou.ac.in</a>

recommended) Mr. P.T. Raveendran, Deputy Registrar (F & A Div.) (Continuing Member (Academic recommended))	011-29571211	p <travindran@ignou.ac.in< td=""> </travindran@ignou.ac.in<>
<b>Category: Student Member</b> Ms. Bhavna Saroha, Ph.D. in Hindi		
<b>Category: External co-opted women member</b> Dr. Neerja Singh, Associate Professor in History Satyavati College, University of Delhi Dr. Bani Bora, (SADRAG) Social and Development Research and Action Group (SADRAG), Noida (U.P.)		
<b>Apex Committee Against Sexual Harassment (ACASH)</b> Prof. Anu Aneja, SOGDS, Chairperson	011-29571600	anuaneja@ignou.ac.in
<b>Category: Teaching Staff</b> Dr. Prem Eden Samdup, Associate Professor, (SOH)	011-29572770	psamdeup@ignou.ac.in
<b>Category: Non-teaching Staff</b> Ms. Lalita Sharma, AR (ACD)	011-29571825	lalitasharma@ignou.ac.in
<b>Category: External co-opted women members</b> Ms. Harshita Raghuvan, Advocate High Court Supreme Court of Delhi Prof. Jantika Dutta. Lady Irwin College (Continuing Member (Academic recommended))		
<b>RCCASH for Regional Centres</b>		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre and nominated by the Vice Chancellor.		

राष्ट्रीय शिक्षा परिषद  
(एक विधिक संस्था)  
उत्तर क्षेत्रीय समिति



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

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

F.No. F3/DL-83/99


28/12  
ORDER

Registered post  
Dated: 28-5-99

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

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

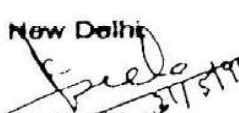
By order,

  
(Dr. Anil Shukla)  
Regional Director

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

CC

1. Education Secretary, Ministry of H.R.D., Shastri Bhawan, New Delhi-110001
2. Director, Distance Education Council, D-76, Hauz Khas, New Delhi-110016
3. The Director, School of Education, Maidan Garhi, New Delhi-68
4. The Registrar, IGNOU, Maidan Garhi, New Delhi-110068
5. The Member Secretary, National Council for Teacher Education, New Delhi
6. Office order file

  
(Dr. Anil Shukla)  
Regional Director

संस्था का पता: 110, जयपुर रोड, दिल्ली-110054

संस्था का पता: 110, जयपुर रोड, दिल्ली-110054

संस्था का पता: 110, जयपुर रोड, दिल्ली-110054

Office - A 46, Shastri Path, Indraprastha, Jaipur - 302 004

Jurisdiction: U.P., Bihar, Haryana, Punjab, Chandigarh, H.P., Rajasthan

संस्था का पता: 110, जयपुर रोड, दिल्ली-110054

F.NRC/NCTE/DL-83/

October 23, 2015

To

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


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

Sir,

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

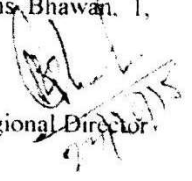
In view of the above, this clarification is issued that the University shall run its B.Ed. (ODL) programme as per the recognition order No. F-3/DL-83/99/7807-7817 dt. 28/31.06.1999 strictly adhering to the approved intake and study centres as stipulated in this letter.

Yours faithfully,

  
(Dr. S.K. Chauhan)  
Regional Director

Copy to :-

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

  
Regional Director



**NCTE (Recognition Norms & Procedure) Regulations, 2014**

**Frequently Asked Questions on ODL Programmes**

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

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

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

February, 1992

The Vice-Chancellors/Directors  
of all the Indian Universities/  
Deemed Universities/Institutions  
of National Importance.  
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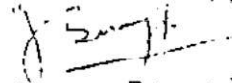
Sub: Recognition of Degrees/Diplomas awarded by  
Indira Gandhi National Open University, New Delhi.

Sir,

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

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

Yours faithfully,

  
(Gurcharan Singh)  
Under Secretary





कार क्रीमन्तु  
विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002

GRANTS UNIGRANTS  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

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

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

July, 1993

Dear Vice Chancellor,

28 JUL 1993

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

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

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

With regards,

Yours sincerely,

*R.P. Gangurde*

(R.P. Gangurde)



F1-52/2000(CPP-II)

April, 2004

5 MAY 2004

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

Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

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

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

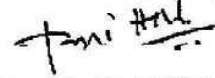
Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28<sup>th</sup> July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students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

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

Contd...../-

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

Yours faithfully,



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

**Encl : As above**

**Copy to: -**

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

वि. जामसवाल

(V.K. Jaiswal)  
Under Secretary

IGNOU Common Prospectus



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

F. No. UGC/DEB/ 2013  
Dated 14.10.2013

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

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

Sir/ Madam,

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

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

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

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

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

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



(Vikram Sahay) 14/12/1

Director(Admn)

Tel: 011 2323 0405

Email: [vikramsahay7@gmail.com](mailto:vikramsahay7@gmail.com)

Encl: As above

Copy to:

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





**ASSOCIATION OF INDIAN UNIVERSITIES**

**AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002**

Phones: 3312305, 3313390

Gram: ASINGU3310059, 3312429

Telex: 31 66180 AIU IN

Fax: 011-3315105No. EV/II (449)/94/176915-  
177115

January 14, 1994

The Registrar(s)  
Member Universities.

**Subject: Recognition of Degrees/Diplomas of Open Universities**

Dear Sir,

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

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

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

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

Thanking You,

Your faithfully,

Sd/-

**(K.C.KALRA)**

Joint Secretary



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

DR. NAGIN CHAND  
ADVISOR (PC/ACADEMIC)

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

To

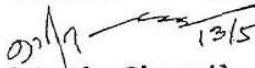
The Secretaries/Directors,  
Technical Education,  
All State Governments/Union Territories.

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

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

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

Yours faithfully,

  
(Nagin Chand)

Copy to:

All Regional Officers, AICTE.

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

**Indira Gandhi National Open University**  
**Regional Services Division**  
**List of Regional Centres**

S. N.	REGIONAL CENTRE, CODE AND NO OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1.	AGARTALA RC CODE: 26	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND P.O. AGARTALACOLLEGETILLA AGARTALA- 799 004 TRIPURA 0381-2519391 0381-2516714 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WESTTRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2.	AHMEDABAD RC CODE: 09	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD -382 481 GUJARAT 02717-242975-242976 02717-241579 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, ARAVALLI) DAMAN & DADRANAGAR HAVELI (U.T.)
3.	AIZWAL RC CODE: 19	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO. YC-10 ROPHIRA BUILDING CHALTLANG DAWRKAWN AIZAWL - 796 012 MIZORAM 0389-2391692/2395260 0389-2391789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARH RC CODE: 47	<b>LOCAL OFFICE</b> REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SRI TIKA RAM KANYA MAHAVIDYALAYA RAM GHAT ROAD, ALIGARH - 202001 MOBILE NO. 8869829838 <b>MAIN OFFICE</b> C-53 SECTOR 62, INSTITUTIONAL AREA, NOIDA-20305 (U.P.)	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI)



5.	ANGUL RC CODE : 89	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ANGUL PLOT NO.758-759, SIMILIPADA CHOWK ANGUL 759122 ODISHA PH.OFF: 06764 - 230016/17 (For Students Support Services) 230018 (RC Office: Administration & Finance) 230019 (RD Office) E- MAIL: rcangul.ignou.ac.in	STATE OF ODISHA (DISTRICT : SAMBALPUR, JHARSUGUDA, SUNDARGARH, BARGARH, DEBAGARH, SUBARNAPUR, BOUDH AND ANGUL)
6.	BANGALORE RC Code: 13	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, BTMC OLD DIVISION OFFICE(SOUTH) No. 70-46-31/11, WARD No.117 GROUND FLOOR, BELOWRTO (For Students support services whatsapp no. 9449337272	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA,

		(AUTORICKSHAW) 57 OFFICE, SHANTI NAGAR BANGALORE-560027, KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
7.	BHAGALPUR RC CODE: 82	<b>LOCAL OFFICE</b> IGNOU REGIONAL CENTRE, DEPARTMENT OF ECONOMICS BUILDING TNB COLLEGE CAMPUS BHAGALPUR-812007 (BIHAR), PH:0641-2610055 <b>MAIN OFFICE</b> ROOM NO. 305, INSTITUTIONAL AREA, MITHAPUR PATNA-800091 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
8.	BHOPAL RC CODE: 15	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 12, ARERA HILLS BHOPAL BHOPAL-462 011 MADHYAPRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOKNAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)

9.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 0674-2301348/2301250 0674-2301352 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA : BHA DRAK, BALASORE, CUTTACK, DHENKANAL, GANJAM, GAJAPATI, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ,NAYAGARH, PURI, SRCKANDHMAL
10.	BIJAPUR RC Code: 85	REGIONAL DIRECTOR, 1ST FLOOR, PLAZA-II TOURISM DEPARTMENT BUILDING (OPP. TO DR. B.R. AMBEDKAR STATION) INDIAROAD-VIJAYPURA KARNATAKA 08352-260006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG,BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DIS- TRICTSSOLAPUR, LATUR)
11.	CHANDIGARH RC Code: 06	<b>LOCAL OFFICE</b> CHAUDHARY DEVI LAL MEMORIAL CENTRE OF LEARNING (CDCL) PLOT NO. 5 MADHYA MARGH SECTOR 28B CHANDIGARH-160002 <b>MAIN OFFICE</b> IGNOU REGIONAL CENTRE PLOT NO. 5 SECTOR 12 (PART 1) URBAN ESTATE, KARNAL 132001 (HARYANA) PHONE 0184-2989777 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
12.	CHENNAI RC Code: 25	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PERIYAR THIDAL 84/1 EVK SAMPATHSALAI VEPERY CHENNAI-600007 rcchennai@ignou.ac.in044 044-26618438	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM), PUDUCHERRY(U.T.)
13.	COCHIN RC CODE: 14	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, KALOOR, ERNAKULAM DIST. COCHIN – 682017, KERALA Ph. Off-0484-2340203/2348189/2330891Fax: 0484-2340204 E-MAIL: rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI,KOTTAYAM, PALAKKAD, THRISSUR,LAKSHADWEEP(U.T.)

14.	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRALBANK DARBHANGA-846004 BIHAR 06272- 251862 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EASTCHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
15.	DEHRADUNRC CODE: 31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NANOOR KHERA, TAPOVAN RAIPURROAD DEHRADUN-248 008 UTTARAKHAND 0135- 2789200 0135-2789205 0135-2789190 0135-2789180 rcdehradun@ignou.ac.in	STATE OFUTTARAKHAND (DISTRICT:DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
16.	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PLOT NO J-2/1 BLOCK - B 1 MOHANCOOPERATIVEINDUSTRIAL ESTATE, MATHURAROAD NEW DELHI- 110 044 DELHI 011-26990082/26990082-83 011-26058354 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREASOF MEHRAULI, CHANAKYAPURI, LODHICOLONY, SOUTHEXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYANAGAR, BHO GAL, ASHRAM,HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT:FARIDABAD, PALWAL)
17.	DELHI 2 RC CODE – 29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, IAEA HOUSE 17-B, INDRAPRASTHA ESTATE, MAHATMA GANDHI MARG, NEW DELHI-110002, DELHI 011-23379373, 23379376,233/9377 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMAVIHAR,RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTBNAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVILLINES, YAMUNAVIHAR, NAND NAGRIBHR)

<p>18. DELHI 3 RC CODE: 38</p>	<p>REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, DELHI LIBRARY ASSOCIATION BUILDING RANGANATHAN BHAWAN, C BLOCK COMMUNITY CENTRE, NARAINA VIHAR, NEW DELHI- 110 028 DELHI 011-25774255 011-25774256 rcdelhi3@ignou.ac.in</p>	<p>STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERABAGH, MOTI NAGAR, TILAKNAGAR, TILANGPURKOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)</p>
<p>19. DEOGHAR RC CODE: 87</p>	<p>REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448, 9234455958-957-975 rcdeoghar@ignou.ac.in</p>	<p>STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA &amp; GIRIDIH)</p>
<p>20. GANGTOK RC CODE: 24</p>	<p>REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 5TH MILE TADONG EAST SIKKIM GANGTOK - 737 102 SIKKIM 0359-231102/270923, 0359-231103 rcgangtok@ignou.ac.in</p>	<p>STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)</p>
<p>21. GUWAHATI RC CODE: 04</p>	<p>REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI, GUWAHATI ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in</p>	<p>STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALSARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMAHASAO, CACHAR, HAILAKANDI, KARIMGANJ)</p>
<p>22. HYDERABAD RC CODE: 01</p>	<p>REGIONAL DIRECTOR, M-5 BLOCK, 1ST FLOOR MANORANJAN COMPLEX TELANGANA STATE HOUSING BOARD COMPLEX (Adjacent TO GANDHIBHAWAN METRO STATION) MJ ROAD NAMPALLY, HYDERABAD 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in</p>	<p>STATE OF TELANGANA (DISTRICT: ADILABAD, HYDERABAD, KARIMNAGAR, KHAMMAM, MEDAK, MAHABOBNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)</p>

23.	IMPHAL RC CODE: 17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX NORTHA.O.C. IMPHAL-795 001 MANIPUR 0385-2421190/2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHALEAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNUPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)
24.	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 'HORNHILLCOMPLEX' 'C'SECTOR(NEARCENTRALSCH.) NAHARLAGUN, PAPUM PARE ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2351705/2247536 0360-2247538 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWERSUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WESTKAMENG, WEST SIANG)
25.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 2ND FLOOR, RAJSHEKHAR BHAVAN RANIDURGAVATIVISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411/2609896 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
26.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 70/80, SECTOR - 7 PATELMARG, MANSAROVARJAIPUR - 302 020 RAJASTHAN 0141-2785730/2785427 0141-2396427,0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAUJI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
27.	JAMMU RC CODE: 12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GOVT. SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK, 1ST FLOOR CANALROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572/2546529 0191-2502921,0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

28.	JODHPUR RC CODE:88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439 PALLINK ROAD OPP. KAMALANAGARHOSPITAL JODHPUR RAJASTHAN 342008 0291-2755424,0291-2751524 0291-2756579 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
29.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYANSARMAHPATH NEARNEHRU PARK JORHAT - 785001 ASSAM 0376-2301116,0376-2301115/2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)
30.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEARHOMEGUARDOFFICE 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, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
31	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, G.T. ROAD 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)
32	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DONBOSCO HR. SECSCHOOLROADKENUOZOU KOHIMA - 797 001 NAGALAND 0370-2260366/2260167 0370-2241968,0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON,PEREN, PHEK)

33	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONALCENTRE BIKASH BHAWAN, 4TH FLOOR NORTHBLOCK SALT LAKE, BIDHAN NAGAR KOLKATA- 700091 WEST BENGAL 033-23349850 033-23592719/23589323 (RCL) 033-24739393,033-23347576 rckolkata@ignou.ac.in	STATEOFWESTBENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
34	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONALCENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAWAN AT/PO/ DISTT.-KORAPUT 764020 ODISHA 06852-251535 06852-251535,06852-252503 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR,BOUDH)
35	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONALCENTRE 5-C/INS-1, SECTOR - 5 VRINDAVANYOJNA, TELIBAGH LUCKNOW 226029 UTTARPRADESH 0522-2442832 relucknow@ignou.ac.in	STATEOFUTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPURURBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
36	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONALCENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI625018 TAMIL NADU 0452-2380775/2380733 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
37.	MUMBAI RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONALCENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING, M. G. ROAD OPP TO MULUND RLY. STATION MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA 022-25925540/25923159 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)

38.	NA GPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONALCENTRE “GYAN VATIKA” 14, HINDUSTANCOLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DIS-TRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
39.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONALCENTRE C-53 SECTOR 62 INSTITUTIONALAREA 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, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATEOFDELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARAENCLAVE, EAST DELHI)
40.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONALCENTREH. NO. 1576 NEAR P&T STAFF QUARTERS ALTOPORVORIMP.O. 403521 GOA 0832-2414553,0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARAKANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
41.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONALAREA MITHAPUR PATNA-800 001 BIHAR 0612-2219539/2219541 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATEOFBIHAR (DISTRICT: ARWAL,BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)
42.	PORT BLA IR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATEBANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR-744101 ANDAMAN & NICOBARISLANDS 03192-242888/230111,03192-230111 rportblair@ignou.ac.in n	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH& MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)



43.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867/25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
44.	RAGHUNATH GANJ RC CODE: 50	<b>LOCAL OFFICE</b> REGIONAL DIRECTOR, 1ST FLOOR, B-9 KARMATIRTHA COMPLEX, UMARPUR (NEAR UMARPUR CROSSING, HAAT BAZAR) RAGHUNATHGANJ P.O. GHORSALA, DIST. MURSHIDABAD-742235 (WEST BENGAL) <b>MAIN OFFICE</b> IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE BIDHAN NAGAR KOLKATA-700091 (WEST BENGAL)	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
45.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285/5056508 0771-2445839 0771-2583578, 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
46.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360005 GUJARAT 0281-2572988 0281-2561449, 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI, DIU (U.T.))
47.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KRISHNA MALL, 2ND FLOOR (OPP. GST BUILDING, ASHOK NAGARRANCHI, JHARKHAND- 834002 0651-2244688/2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)

48.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAXMI NIWAS, KOSHI CHOWK SAHARSA 852201 BIHAR 06478-219014,219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DIS- TRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNIA)
49.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING MAWKYNROH NEHU CAMPUS SHILLONG - 793022MEGHALAYA 0364-2550088/2550102/2550015 0364-2551010 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GAROHILLS, RIBHOI, SOUTHGARO HILLS, SOUTHWEST GARO HILLS, SOUTHWEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WESTKHASI HILLS)
50.	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA 171 002 HIMACHAL PRADESH 0177-2624612/2624613 18001808055(TOLLFREE) 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)
51.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD SUBHASPALLY SILIGURI SILIGURI-734001 WESTBENGAL 0353-2526818/2526819 0353-2526829,0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHINDINAJPUR, ALIPURDUAR)
52.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194- 2311251,0194-2311258 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)

53.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPPPRSHOSPITAL KILLIPALAM, KARAMANA P.O. THIRUVANANTHAPURAM - 695 002 KERALA 0471-2344113/2344120 0471-2344115,0471-2344121 retrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI, TIRUNELVELI, THOOTHUKUDI)
54.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368022/2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DIS- TRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, PRATAPGARH, SULTANPUR)
55.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, 2ND FLOOR NUT STREET (PO), VATAKARA KOZHIKODE 673104 KERALA 0496-2525281,0496-2516055 0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)]
56.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA 520001 ANDHRA PRADESH 0866-2565253/2565959 0866-2565253 0866-2565353	STATE OF ANDHRA PRADESH (DIS-TRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
57.	VISAKHAPATNAM RC CODE: 84	rcvijayawada@ignou.ac.in REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM), [YANAM-PUDUCHERRY(UT)]

**IGNOU Recognized Regional Centres**  
**IGNOU –Army Recognized Regional Centres**

Sl. No.	Recognized RC Name Area	Code	Address	Operational
01	IAEP-KOLKATA	51	REGIONALDIRECTOR IGNOUARMYRECOG.REG.CENTRE COL.EDUCATION,FORTWILLIAM HQ EASTERN COMMAND C/O 99APO KOLKATA-908 542 WESTBENGAL 033-22222668(CIVIL) 2670(MILITARY) 033-22222668 rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONALDIRECTOR IGNOUARMYRECOG.REG.CENTRE COL.EDUCATION(G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355, (CIVIL) 2670(MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONALDIRECTOR IGNOUARMYRECOG.REG.CENTRE IAEPHQ. CENTRALCOMMAND- GS(EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL);2670(MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONALDIRECTOR IGNOUARMYRECOG.REG.CENTRE COL.EDUCATION H Q SOUTHERN COMMAND HRDC-1BEG&CENTRE C/O 56APO - 908 791 020-20265568(CIVIL);3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA

05	IAEP-UDHAMPUR	55	REGIONALDIRECTOR IGNOUARMYRECOG.REG.CENTRE COL.EDUCATION UTTARKAMAN MUKHYALAYA908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486,01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
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06	IAEP-JAIPUR	56	REGIONAL DIRECTOR IGNOUARMYRECOG.REG.CENTRE EDUCATIONBRANCH HQ SOUTHERN WESTERN COMMANDC/O 56APO 908546 JAIPUR, RAJASTHAN 0141-6640(MILITARY) swciaep@gmail.com	SOUTHWE STERN COMMAND
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**IGNOU – Navy Recognized Regional Centres**

01	INEP-KOCHI	74	REGIONALDIRECTOR IGNOUNAVYRECOG.REG.CENTRE NAVALBASE HQ SOUTHERNNAVALCOMMAND KOCHI - 682 004 KERALA 0484-266210,2662515,0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
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02	INEP-MUMBAI	72	REGIONALDIRECTOR IGNOUNAVYRECOG.REG.CENTRE HQ. WESTERN NAVALCOMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245,022-22665458 inepm@rediffmail.com	HQ WESTERN COMMAND
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03	INEP-NEWDELHI	71	REGIONALDIRECTOR IGNOUNAVYRECOG.REG.CENTRE DIRECTORATEOFNAVALEDUCATION INTEGRATEDHQS.MINISTRYOFDEF WESTBLOCK.5, IINDFLR, WING-II RK PURAM, NEW DELHI - 110 066 DELHI 011-26194686,011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
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04	INEP- VISAKHAPATNAM	73	CAPTAINAG SELVAM REGIONALDIRECTOR IGNOUNAVYRECOG.REG.CENTRE HQ EASTERN NAVALCOMMAND VISAKHAPATNAM-530014 ANDHRA PRADESH 0891-2812669,0891-2515834 rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
<b>IGNOU – Assam Rifles Recognized Regional Centres</b>				
01	IAREP-SHILLONG	81	REGIONALDIRECTOR IGNOUASSAM-RIFLESRECOG. R.C. DIRECTORATEGENERALASSAM RIFLES(DGAR), LAITUMUKHRAH SHILLONG-793011 MEGHALAYA 0364-2705181,0364-2705184 iarcc_81@yahoo.com	COMMAND AREA

# *ANNEXURES*

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/ Street Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income of his/her "Family is below Rs.

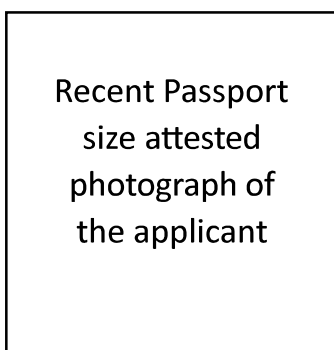
8 lakh (Rupees Eight Lakh only) for the financial year. His/her family does not own or possess any of the following assets\*\*\*\*

- i) 5 acres of agricultural land and above
  - i) Residential flat of 100 sq. ft. and above
  - ii) Residential plot of 100 sq. ft. yards and above in notified municipalities.
  - iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- 2) Shri/Smt./Kumari \_\_\_\_\_ belong to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note: 2 The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 16 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note: 3 The property held by a "Family" in different locations or different places/areas have been clubbed while applying

The land or property holding last to determine EWS status.



### Experience-cum-Employment Certificate

(To be submitted at the time of counseling) (if required)

(i) This is to certify that Mr./Ms. \_\_\_\_\_ has been teaching in this school from \_\_\_\_\_ (DD) \_\_\_\_\_ (MM) \_\_\_\_\_ (YR) to \_\_\_\_\_ (DD) \_\_\_\_\_ (MM) \_\_\_\_\_ (YR). His/her appointment in this school is on full time temporary/permanent basis and teaching the students of class from \_\_\_\_\_ to \_\_\_\_\_ in the subjects \_\_\_\_\_

etc.

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

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

Signature of Principal/Headmaster/Headmistress

Place: .....

Full Name: .....

Date: .....

Name of the School .....

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

Full Address .....

.....

(Seal /Stamp) .....

Telephone No. ....

Email ID of the School .....

(To be submitted at the time of counselling)

### CERTIFICATE TO PROVIDE FACILITIES FOR PRACTICAL WORK INCLUDING INTERNSHIP

I hereby undertake that the school will provide facilities to Mr./Ms. .... carrying practical work including internship (Four weeks in first year and Sixteen Weeks in second year) for the B.Ed. Programme. This School is a Government Recognized Upper Primary/ Higher/Senior Secondary School.

Signature of Principal/Headmaster

Place: .....

Full Name: .....

Date: .....

Name of the School .....

Registration No. of the Institution

Full Address: .....

.....

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

**FORM OF CASTE/TRIBE CERTIFICATE**

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

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

The Constitution (Scheduled Castes) Order, 1950.

\*The Constitution (Scheduled Tribes) Order, 1950.

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

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

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

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

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

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

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

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

\*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967.

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

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

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970; \*The Constitution (Sikkim) Scheduled Castes Order, 1978; \*The Constitution (Sikkim) Scheduled Tribes Order, 1978; \*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. \*The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. \*The Constitution (Scheduled Tribes) Order Amendment Act, 1991. \*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

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

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

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL \_\_\_\_\_

\* Strike out whichever is not applicable

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

\* Please delete the words which are not applicable.

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

**ANNEXURE-4**

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

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

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

- \* (ii) Resolution No.12011/9/94-BCC, dated the 19th of October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
- \* (iii) Resolution No.12011/7/95-BCC, dated the 24th of May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.
- \* (iv) Resolution No.12011/44/96-BCC, dated the 6th of December 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th of December 1996.
- \* (v) Resolution No. 12011/96/94-BCC dated 9/03/96.
- \* (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- \* (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- \* (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.
- \* (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- \* (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- \* (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- \*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- \*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- \*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- \*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

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

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL \_\_\_\_\_

\*Strike out whichever is not applicable

**N.B.—**

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

**NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES (NON-CREAMY LAYER) FOUND TO BE FAKE AT**

LATER STAGE, ADMISSION WILL BE CANCELLED WITH NO REFUND OF FEE AND DISCIPLINARY PROCEEDINGS WILL BE INITIATED BY THE UNIVERSITY.

*Annexure-5*

### **Undertaking from Prospective Students with Disability**

I, .....enrolled in .....

(Name of Programme) ..... admission cycle, certify that

I have read the guidelines of department of Empowerment of persons with disabilities of Govt. of India ([www disabilityaffairs.gov.in](http://www.disabilityaffairs.gov.in)) regarding physical requirement of various posts identified for persons with disabilities (PWD) enrolling in this programme is my informed decision.

Signature

Name in Capital Letter

Date :

Place :

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

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

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

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of deponent

Name:

**VERIFICATION**

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

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

Signature of deponent

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

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

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

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

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of deponent

Name:

Address:

Telephone/Mobile No.:

**VERIFICATION**

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

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

Signature of deponent

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

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

**MAIDAN GARHI, NEW DELHI-110068**

**APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS**

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

**Prescribed dates for submission of form: 1<sup>st</sup> to 30<sup>th</sup> April for June Term-end Exam.**

**1<sup>st</sup> to 31<sup>st</sup> October for December Term-end Exam.**

1. Name: .....

2. Programme: ..... Enrolment No: 

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3. Address:.....

..... Pin 

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

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

6. Total marks/Overall point grade obtained ..... Percentage obtained .....

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

7. Courses(s), in which improvement is sought:	<b>COURSE CODE</b>	<b>COURSE CODE</b>
	1. _____	4. _____
	2. _____	5. _____
	3. _____	

**8. Fee details:**

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

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

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

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

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

Exam. Centre Code..... City/Town .....

**UNDERTAKING**

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

Date: .....

Signature.....

Place: .....

Name:.....

## **RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS**

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

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



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

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

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

1. Name: .....

2. Programme: ..... Enrolment No: 

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3. Address: .....

.....

..... Pin 

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

5. Reason for early declaration of result: .....

.....

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

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

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

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

-Exam. Centre Code: 

--

Address of Exam. Centre: \_\_\_\_\_

**8. Fee detail:**

(The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through On-line portal.

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

Transaction Details: ..... 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:-

Sl. No.	Address of Evaluation centre	Jurisdiction of Evaluation Centre
1.	Regional Director, IGNOU, Regional Evaluation Centre, 3rd Floor, Sanchi Complex, Shivaji Nagar Bhopal-462016 Madhya Pradesh	All examination Centres within Bhopal, Jabalpur, Raipur, Ranchi, Patna, Darbhanga, Bhagalpur, Jodhpur and Jaipur
2.	Regional Director, IGNOU Regional Evaluation Centre, C/1, Institutional Area, Bhubaneswar-751013 Odisha	All Examination Centres within Bhubaneswar, Koraput, Kolkata, Deoghar, Siliguri, Raghunathganj, Vishkhapatnam, Vijayawada, Hyderabad
3.	Dy. Registrar IGNOU Regional Evaluation Centre-Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centres/sources, if any.
4.	Deputy Registrar IGNOU Regional Evaluation Centre, IGNOU Complex, Kaloor PO Emakulam Distt., Kochi-682017 Kerala, Ph.:0484-2337028, 2337038	All Examination Centres within Kochi, Trivandrum, Vatakara, Chennai, Madurai, banglore, Bijapur, Panaji, Port Blair, Mumbai, Pune, Nagpur, Rajkot, Ahmedabad
5.	Dy. Registrar IGNOU Regional Evaluation Centre, Lucknow, IInd Floor, 5C/INS-1, Sector-5, Vrindavan Yojana, Telibagh, Lucknow-226029, Ph: 0522-2442825	All Examination Centres within Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, jammu, Srinagar
6.	In-Charge IGNOU Regional Evaluation Centre-Shilong, IGNOU Regional Centre, NEHU Campus, Umshing, Mawknroh, Shillong-793022, Meghalaya Ph.: 0364-2550130	All Examination Centres within Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal



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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD**

**MARKSHEET**

1. Name .....
  2. Programme .....
  3. Enrolment No. 

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

--	--	--	--	--	--
  5. Contact No. (Mobile No.) ..... Landline No. ....
  6. Month and Year of the Exam. ....
  7. Centre from where appeared at last examination .....
  8. Transaction Details ..... Dated .....
- for Rs. 200/-.

Date.....

.....

Signature

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

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

**The Registrar**

**(Student Evaluation Division)**

**Indira Gandhi National Open University Block 12, Maidan Garhi**

**New Delhi-110 068**

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



**INDIRAGANDHI NATIONAL OPEN UNIVERSITY**  
**(STUDENT EVALUATION DIVISION)**

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

**IMPORTANT: - FOR INSTRUCTIONS: PLEASE SEE REVERSE**

1. Name: .....
2. Programme:      Enrolment No: 

--	--	--	--	--	--	--	--	--
3. Address: .....  
 .....Pin 

--	--	--	--	--	--
4. Contact No: (Mobile No.) ..... Landline No: .....
5. Purpose for which, transcript is required: .....

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

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

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

7. **No. of Transcript(s) required:** ..... × Rs.300/- or Rs.500/- or ..... = **Total Amount:** Rs....  
 Transaction Details: ..... Date: ..... Issuing Bank: .....
8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.
9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required): -  
 .....  
 .....  
 .....
10. **If, the Transcript is required to collect Personally: Name**.....  
 Mobile No... (Please see Instructions in back-side at Point-C)

Date: ..... (Signature of the student)

**P.T.O.**

## INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

A) The filled in form duly signed by the student with the requisite fee & documents may be sent to:-

**The Registrar,**

**Student Evaluation Division, Indira Gandhi National Open University,**

**Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**

- B) The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.-6. Incomplete application will not be entertained.
- C) If the Student/Applicant has applied for Official Transcript and wants to collect the same Personally or By Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No. 10, IGNOU, Maidan Garhi, New Delhi-110068 (India) then He /She is required to mention such information & Mobile No. under Point No. 10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Voter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof. at the time of collecting their Transcripts.

Note:- If the student wants to collect his/her transcript by-hand through any other person from the above Section then the receiver has to produce all above documents of the student along with "Authorization- Letter" of the concerned student. The person who wants to receive the Transcript(s) on behalf of the student, has to produce his/her valid Original Identity Proof for signature/photograph/residence etc. like Identity Card/Voter Card/Aadhar Card/PAN Card/Driving License etc. And he is also required to submit the copies of the same to this Section at the time of collecting the Transcript.

- D) The University has been sending/dispatching the "Official-Transcripts" under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the "Official Transcript(s)" after receiving the Application- Form of the student at this Section but "Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.
- E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.
- F) Under the existing procedure, the University issues the "Official Transcripts" on "University Letter- Head" duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein: -
- i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the "Programme" completed by the Student / Details of the Courses/ Scheme of Assessment of Student's Performance / Minimum Standard for Completion of the Courses and Programme/Scheme of Study/Duration of Programme/Year of Admission & Completion of Programme/Mode of study/Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.
- ii) Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the "Official Transcript" that the University does not issue Year-wise/Semester-wise Mark- sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.
- G) The inquiry about status of the "Official Transcript" submitted by the student/applicant can be obtained from "Official Transcript Counter" Exam. -III Section of SED (Block-12, Room No. 10), IGNOU, Maidan Garhi, New Delhi-110068 personally or on Telephone No. 011-29572210 between Monday to Friday during Office hours after 15 to 25 days of receiving the Application Form at this Section.

# INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR ADMISSION – 2024

**This application form is not for entrance test. Candidates are advised to fill online entrance form available at [www.ignou.ac.in](http://www.ignou.ac.in).**

**The candidates, who will qualify the entrance, are required to submit this dully filled application form at the Regional Centre at the time of admission counselling along with all necessary documents.**

Please read the following instructions carefully before filling in the application form:

- A) Submission of the Application for Admission form: The candidates will be required to submit only the filled-in application form with all self-attested documents as mentioned in the Admission Form only at concerned regional centres at the time of admission counselling.
- B) Please write the relevant code in the boxes provided in the Application Form.
- C) For State code, Board code, refer pages 28 to 37
- D) Please note that any request for change of category code shall not be entertained after the submission of online Entrance form
- E) In the Box related to Educational Qualification, use decimals up to two places only like 55.19% and don't round off your percentage to the next whole number.

## **Submission of Documents during Admission Counseling**

The learners are requested to submit the self-attested copies of the following Documents along with the offer letter for admission to the concerned Regional Centre only at the time of counseling. All documents will be verified with the original documents at the time of admission counselling at Regional Centres.

1. Higher Secondary/Sr. Secondary School Certificate indicating the date of birth, along with marksheet.
2. Original Hall Ticket
3. Degree and marksheet of graduation/post-graduation.
4. Mark Sheet and Certificate of NCTE Recognized Teaching Programme completed through Face-to-Face mode.
5. Certificate issued by the Institution where the candidate has pursued his/her teacher education programme stating that the institute is recognized for offering the teacher education programme through face-to-face mode by NCTE, along with a copy of recognition letter issued by NCTE to that institution. If the recognition letter is not available, then the Certificate issued by the institution should contain the details of letter no. and date of recognition to the institution granted by NCTE.
6. Original Certificate from the recognized Upper Primary/Secondary/Senior Secondary schools to provide facilities for Practical Work including Internship, as per the format enclosed.
7. Category certificate, if applicable as mentioned in the Entrance com Admission form.
8. Original Experience-cum-Employment certificate (if applicable) in a letterhead of a recognized school as per format given in Annexure 1.
9. Affidavit by Student/Parents/Guardian (Page No 71-72).

## **Address for Correspondence**

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







# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## APPLICATION FORM FOR B-ED ADMISSION 2024

To be submitted at the concerned Regional Centre

Application Number

Control Number

**at the time of admission counselling**

<b>1. Regional Centre Code</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>2. State Code</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>3. Medium Code</b> Write their level code in the box A1 English B2 Hindi <input style="width: 100%; height: 20px;" type="text"/>	<b>4a. Are you already registered with IGNOU</b> (Write the relevant code in the box) A1 Yes B2 No <input style="width: 100%; height: 20px;" type="text"/>
<b>4b. If yes write the Enrol. No. &amp; Program Code in the boxes below:</b> Enrolment No. <input style="width: 100%; height: 20px;" type="text"/>		Programme Code <input style="width: 100%; height: 20px;" type="text"/>	
<b>5. Date of Birth</b> Date <input style="width: 100%; height: 20px;" type="text"/>	<b>6. Nationality</b> <input style="width: 100%; height: 20px;" type="text"/>	A1 Indian B2 Others <input style="width: 100%; height: 20px;" type="text"/>	
<b>7. Sex:</b> (Write the relevant code in the box) A1 Male B2 Female C3 Transgender <input style="width: 100%; height: 20px;" type="text"/>	<b>8. Category</b> (Write the relevant code in the box) A1 General B2 SC C3 ST D4A OBC (Creamy) D4B OBC (Non-Creamy) E5 EWS (Economically Weaker Section) <input style="width: 100%; height: 20px;" type="text"/>	<b>9. Territory Code:</b> (Write the relevant code in the box) A1 Urban B2 Rural C3 Tribal <input style="width: 100%; height: 20px;" type="text"/>	
<b>10. Marital Status:</b> (Write the relevant code in the box) A1 Married B2 Unmarried <input style="width: 100%; height: 20px;" type="text"/>		<b>11. Religion:</b> <input style="width: 100%; height: 20px;" type="text"/>	
<b>12. Whether Minority:</b> (Write the relevant code in the box) A1 Yes B2 No <input style="width: 100%; height: 20px;" type="text"/>		<b>13. Social Status:</b> (Write the relevant code in the box) A1 Ex-serviceman B2 War widow C3 Not applicable <input style="width: 100%; height: 20px;" type="text"/>	
<b>14. Whether Kashmiri Migrant:</b> (Write the relevant code in the box) A1 Yes B2 No <input style="width: 100%; height: 20px;" type="text"/>		A1 Hindu B2 Muslim C3 Christian D4 Sikh E5 Jain F6 Buddhist G5 Parsi H8 Jews I9 Others <input style="width: 100%; height: 20px;" type="text"/>	

**PHOTOGRAPH**  
  
 Affix your latest passport size photograph (4 cm x 5 cm) duly attested by you.

Signature of Candidate

**15. Name of the Candidate** (Leave one box empty between First Name, Middle Name and Surname)

**16. Mother's Name**

**17. Father's/Husband's Name** (Strike out whichever is not applicable)

**18. Educational Qualifications:** (Which makes you eligible for the programme)

Qualification	Year	University	Institution Name	Percentage of Marks/CGPA	Division	Mode (Regular/ODL)
Graduation						
Post-Graduation						

**19. Professional Qualification:** (NCTE Recognised Teacher Education Programme through Face to Face Mode)

Programme	Year	Board/University	Institution/College	Percentage of Marks/CGPA	Division	Mode

**20. Address for Correspondence** (Do not give Post Box No. Leave a blank between each unit of address like House No., Street Name, P.O., etc.)

  
  
  
 City  District   
 State  Pin Code   
 Telephone No. (if any) with STD Code  Mobile No.   
 E-mail Address/ID

<b>21(a) Whether a person with disability:</b> (Write the relevant code in the box)  A1 Yes <input type="text"/> <input type="text"/> B2 No <input type="text"/> <input type="text"/>	<b>21(b). If yes, kindly provide details of disability:</b> (Write the relevant code in the box) A1 Speech and Hearing Impairment B2 Locomotor Impairment C3 Visual impairment D4 Low Vision  E5 Any other, please specify <input type="text"/>	<b>22. Employment Status:</b> (Write the relevant code in the box) A1 Unemployed C3 Employed B2 IGNOU Employee E5 KVS Employee <input type="text"/> <input type="text"/>  <input type="text"/> Leprosy Cured <input type="text"/> Mental Retardation <input type="text"/> Mental Illness
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**23. Details of Scholarship being received if any:**

(a) Annual Scholarship Amount

(b) Deptt. Offering (Write the relevant code in the box)

A1 Govt. Deptt.  
B2 Other

(c) Family income (yearly)

**24. In-service Teaching Experience as Trained Elementary Teacher (If applicable)**

Name of School with address	Nature of Post (Temporary/Permanent)	Type of School (Govt./Govt. aided/ unaided)	Registration No. of School	Post held	No of Years

**25. Content-based Methodology Courses (two)**

**26. Optional Course (anyone)**

(Please refer Page No 24 and 25 for Course Codes)

**27. Details of Programme Fes:** (with the relevant code in box)

A1 Demand Draft  
A2 Credit/Debit Card  
A3 Net banking

**Amount**

**DD/Challan No.**

**DD/Challan Date**

Bank Name:

**DECLARATION BY APPLICANT**

I hereby declare that I have read and understood the conditions of eligibility for the B.Ed programme for which I seek admission. I fulfil the minimum eligibility criteria on last date of submission of online entrance form and I have provided necessary information in this regard. I have provided proof of my eligibility along with original documents at the time of counseling. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as given in this e-Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date

**CHECKLIST**

Tick the relevant boxes

Affix photograph and enclose the following attested copies.

- (i) Demand Draft for Programme fee.
- (ii) Certificates in support of educational qualification(s) and professional qualifications.
- (iii) Experience Certificate (wherever required).
- (iv) Category Certificate for SC/ST/Non-creamy Layer of OBC/PH/Kashmiri Migrant/War Widow candidates (wherever required).
- (v) Age Certificate (wherever required).
- (vi) Student Card duly filed in along with photograph.
- (vii) Acknowledgement Card duly stamped.

Signature of Candidate

## INSTRUCTIONS

- 1 . This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities. No Student shall be allowed to appear in any examination/ practical without it.
- 2 . The facilities would be available only relating to the course or courses for which the student is actually registered.
- 3 . Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 250/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
- 4 . Loss of Identity Card is to be reported immediately to the nearest Police Station &
- 5 . Identity Card is to be submitted to the issuing authority after completion of the said programme.



## STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

## Indira Gandhi National Open University

### ACKNOWLEDGEMENT CARD

Dear Student,

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

#### To be filled in by the Student

Course Applied for : .....

DD /Challan No. : .....

DD /Challan Date : .....

Amount : .....

DD Drawn on : .....

#### For Office Use Only

Your Enrolment Number is

Enrolment No. \_\_\_\_\_

Name of the Programme \_\_\_\_\_

Name \_\_\_\_\_

Father's/Husband's/Mother's Name \_\_\_\_\_

Address (in Capital Letters) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

Full Signature of the Candidate \_\_\_\_\_

**PASTE**

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

ATTESTED BY  
REGIONAL DIRECTOR \_\_\_\_\_  
INDIRAGANDHINATIONAL OPEN UNIVERSITY

**Please mention your full postal address at the space allocated**

Affix  
Postage  
stamp for  
Rs 6/-

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

From  
The Regional Director,  
IGNOU Regional Centre

\_\_\_\_\_

\_\_\_\_\_

PIN:

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