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THE PEOPLE'S UNIVERSITY

Ministry of Health & Family Welfare
Government of India

LET US JOIN HANDS TO CREATE SKILLED HEALTH MANPOWER RESOURCES TO BUILD A HEALTHY NATION

Certificate in General Duty Assistance (CGDA)- Eligibility: 12th Pass

Certificate in Geriatric Care Assistance (CGCA)- Eligibility: 12th Pass with Science

Certificate in Phlebotomy Assistance (CPHA)- Eligibility: 12th Pass with Science

Certificate in Home Health Assistance (CHHA)- Eligibility: 12th Pass

The curriculum of all the four certificate courses are designed on the basis of National Skill Qualification Framework

(NSQF) guidelines. Admissions are available in both January & July cycle.

Skill Training Cell
School of Health Sciences (SOHS)
Indira Gandhi National Open University (IGNOU)

For more information please go to the prospectus
link: http://ignou.ac.in/userfiles/Prospectus%20for %20Skill%20Training%20Cell%2003-01-2019.pdf

online._admission

Web Portal
www.ignou.ac.in

For Enquiries Write to: stc.enquiry@ignou.ac.in or Call 011-29571116

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Ministry of Health & Family Welfare
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Information Brochure 2019

Skill Based Health Programmes

- **Certificate in General Duty Assistance (CGDA)**
- **Certificate in Geriatric Care Assistance (CGCA)**
- **Certificate in Phlebotomy Assistance (CPHA)**
- **Certificate in Home Health Assistance (CHHA)**

An IGNOU-MoHFW Collaboration

Skill Training Cell
School of Health Sciences (SOHS)
Indira Gandhi National Open University (IGNOU)

The Indira Gandhi National Open University (IGNOU)

The Indira Gandhi National Open University (IGNOU) was established by an Act of parliament in 1985 to advance and disseminate learning and knowledge by a diversity of means, including the use of any form of communication technology, to provide opportunities for higher education to a larger segment of the population and to promote the educational wellbeing of the community generally, to encourage the Open University and distance education systems in the educational pattern of the country and to coordinate and determine the standards in such systems.

The University has continuously striven to build knowledge through inclusive education. It has tried to make a mark in the higher education of the country by offering high quality teaching through the open and distance learning (ODL) mode. It has gained the distinction of world's largest university in terms of its enrollment strength.

Today, it serves the educational aspirations of over 3 million students in India and abroad through 21 Schools of Studies and a network of 67 regional centres(11 in defence establishments), around 3,250 learner support centres and 12 overseas partner institutions. The University offers about 257 certificate, diploma, degree and doctoral programmes with the help of about 40,000 academic counsellors from conventional institutions of higher learning, professional organisations, and industry among others.

School of Health Sciences (SOHS)

The School of Health Sciences was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, allied and healthcare professionals through the distance education mode. The School is a pioneer in developing competency-based programmes in various disciplines of Health Sciences.

Practicing blended learning for more than two decades, it has successfully developed and launched more than two dozens of academic programmes in medical, nursing, dental and allied and healthcare streams at certificate, diploma, graduation, post-graduation, doctorate and post doctorate level. In all such programmes, hands-on-training is imparted for about 50% of total credit hours.

IGNOU-MOHFW Collaboration

An MOU has been signed between IGNOU and MoHFW to develop and launch a series of skill based health programmes to create trained health workers for improving health care delivery across the Country. For this purpose, a Skill training cell has been created in IGNOU to develop, implement and certify the skill based health programmes in the Country.

The programmes will be implemented through a nation-wide support services framework. A supervision and monitoring network at State and District level is being created in collaboration with MOHFW, IGNOU and other institutions as identified by MOHFW.

Implementation Plan

At least 1-2 Learner Support Centre (also known as study centre) will be established in each of the 56 regional centres of IGNOU for the January, 2019 session. In a phased manner, depending upon the market demand, the number of study centres could go beyond 1000. This would mean establishment of a study centre in all the government medical colleges and all the district hospitals, thus ensuring at least one study centre in each of the districts across the country.

The implementation of skill training will be done through a three tier hands-on-training system following a pedagogic model that would include demonstration and return demonstration at study centres established in medical colleges/district hospitals, practice of skills under supervision at Skill Development Centres established in small hospitals and self-practice of skills for confidence building in resource constrained environment which would be carried out with a reasonable flexibility and to be documented through recordings in logbooks designed for the purpose. At every stage, teacher student ratio would be maintained with a learner-centric approach.

A model teaching schedule will be followed across the country. Monitoring will be done at national, state and district level through a designated three-tier monitoring network developed for the purpose which would be reinforced through a student linked tracking process. The students will undergo continuous and term-end assessment both in the theory and practical component separately. One Regional Consultant for every state will be identified who would be the link between district level, state level and national level monitoring system.

The programme package

The package would include text material, practical manual, logbook, audio-video material, web-board discussion, teleconferencing, assignments, etc. The teaching schedule will include initial briefing in respective regional centres followed by posting in medical colleges in two to three spells of one to two weeks each. The posting of medical colleges (study centre) will be followed by posting in small hospitals (Skill Development centre) at sub-division/ block level for a period of about two weeks after every contact spell in medical college. There would be self-activities to be carried out in home setting in neighboring health centres. It is expected that each of the programmes will have about 30 hours of theory teaching/interaction, about 80 hours of demonstration/return demonstration at medical colleges, about one month of posting in smaller hospital and self-activities to be carried out in a hospital setting. The details will be provided to students and trainers through the programme guide.

1. Certificate in General Duty Assistance (CGDA)

The General Duty Assistant (GDA) program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed by hospitals and healthcare facilities to provide support to nurses, doctors as well as other healthcare team members in ensuring quality care to the patients. This program focuses on the acquisition of skills necessary to provide support by undertaking non-clinical tasks or the activities that have been directed by the healthcare team members.

Outcome Objective

The program aims at making a student competent to perform the following skills:

- Demonstrate skills in patient positions and use of assistive devices, Preparation of Patient care unit ,skills in transporting a patient, handling of samples , drugs and linen and use and after care of equipments

- Demonstrate skills General Hygiene and Grooming, bathing procedures and guidelines, mouth, Eye, Ear, Skin, hair , nail and foot care, feeding the patient , taking care of elimination needs and Procedures

- Practice infection control measures, promote safety and demonstrate right methods of bio medical waste management

Eligibility: 12th Pass (Those having 12th Science with Biology could have an option for clinical career progression)

Medium of instructions: English (Additionally in major regional languages from July 2019 session)

Duration: 6 months (The student can complete the course in a maximum of 2 years)

Session: Admission in both January & July cycle.

Credits: 18

Program Fee: Rs.6,000/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits*
BHT-001	Foundation of General Duty Assistance	Theory	4
BHT-002	Basic Needs of Patient Care	Theory	2
BHTL-003	Fundamental Skills for General Duty Assistance	Practical	12

*1 Credit : 30 learning hours

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: Every healthcare setting big or small, needs GDAs to undertake and manage non-clinical activities within a healthcare setting (e.g. patient sample transportation, documentation, infection control and cleanliness).

The GDA program is thus a platform for gaining knowledge, understand the operations and types of services provided by a healthcare setting. The GDAs can progress to take up similar profiles such as Home Health Aide, Nursing aides and assistants, or can also have vertical progression by taking up more responsibilities such as GDA supervisor, Floor supervisor etc. after adequate experience.

2. Certificate in Geriatric Care Assistance (CGCA)

A Geriatric Care Assistant (GCA) can be defined as a trained and certified health-care worker who usually works in a hospital, home or Old Age home environment and

provide care to the elderly or old age patients. Internationally they may be called by similar names such as Elderly Care Attendants, Geriatric Nursing Aides or Patient Care Assistants.

The Geriatric Care Assistant (GCA) program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed to provide support to old age patients and assist other healthcare providers majorly in home/ old age home (including assisted living facilities) settings, rehabilitation facilities or otherwise in hospitals as well. This program focuses on the acquisition of skills necessary to provide support by undertaking non-clinical tasks or the activities that have been prescribed for the patient by the healthcare team members.

Outcome Objective

The program aims at making a student competent to perform the following skills:

- Demonstrate skills in basic geriatrics care such as assessment, patient positions, movements, preparation of facilities/environment of the patient, feeding, hygiene, grooming, dressing, bathing and elimination needs of the geriatrics patients, oral care, hair care, eye and ear care, skin, nail and foot care of geriatrics patients.
- Demonstrate skills in management of positions & pressure points, disabilities and well being of geriatric patient, including counseling skills and management of mental health issues in geriatrics patients as well as Basic Life Support (BLS) measures & first aid in the event of emergencies.

Eligibility: 12th Pass with Science (Those having 12th Science with Biology could have an option for clinical career progression).

Medium of instructions: English (Additionally in major regional languages from July 2019 session)

Duration: 6 months (The student can complete the course in a maximum of 2 years)

Session: Admission in both January & July cycle.

Credits: 20

Program Fee: Rs.6,500/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits*
BHT-006	Foundation for Geriatric Care Assistance	Theory	4
BHT-007	Special Needs of Geriatric Patients	Theory	4
BHTL-008	Skills for Geriatric Care Assistance	Practical	12

*1 Credit : 30 learning hours

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: With the increase in geriatric population as well as social limitations such as nuclear families, there is greater evidence of requirement of Geriatric Care Assistants.

The GCA program is thus a platform for gaining knowledge, to understand the activities and variety of care interventions that are required by an elderly patient.

3. Certificate in Phlebotomy Assistance (CPHA)

The Phlebotomy Assistant program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed by diagnostic/ healthcare service providers to assist medical laboratory technologist/pathologist. This program focuses on the acquisition of skills necessary to draw quality blood samples from patients, storage & transport to laboratory for medical testing.

Outcome Objective

The program aims at making a student competent to perform the following skills:

- Demonstrate the ability to collect. Storage, transport, receive, accept or reject and store blood, etc.;
- Practice infection control measures including collection, segregation, storage , transportation and disposal of the Biomedical Waste in the lab/unit , techniques to maintain the personal hygiene & use of the Personal Protective Equipment (PPE) at work place
- Demonstrate Basic Life Support (BLS) measures & first aid in the event of emergencies,

Eligibility: 12th Pass with Science (Those having 12th Science with Biology could have an option for clinical career progression).

Medium of instructions: English (Additionally in major regional languages from July 2019 session)

Duration: 6 months (The student can complete the course in a maximum of 2 years) \

Session: Admission in both January & July cycle.

Credits: 20

Program Fee: Rs.7,500/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits*
BHT-011	Basic Phlebotomy Assistance	Theory	4
BHT-012	Handling of Blood Samples	Theory	4
BHTL-013	Skills for Phlebotomy Assistance	Practical	12

*1 Credit : 30 learning hours

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: With the fastest growing market of diagnostics and laboratory chains, the demand for Phlebotomists is incremental. Phlebotomy can also be the entry point for candidates who may be interested in undertaking Medical Laboratory Sciences as their profession, however, to get streamlined in the medical laboratory field, the phlebotomist will be expected to undergo desired higher level qualification.

4. Certificate in Home Health Assistance (CHHA)

A Home Health Assistant (HHA) can be defined as a trained and certified health-care worker who provides assistance to a patient in the home with personal care (as hygiene and exercise) and light household duties (as meal preparation) and one who monitors the patient's condition.

The Home Health Assistance (HHA) is a short duration skill based training program, with an objective to develop a pool of trained workforce who can be employed to provide patient support and assist other health care providers in home settings. This program focuses on the acquisition of skills necessary to provide support by undertaking non-clinical tasks or the activities that have been prescribed for the patient by the healthcare team members.

Outcome Objective:

The program aims at making a student competent to perform the following skills:

- Demonstrate Skills of general hygiene and grooming, bathing procedures and guidelines, mouth, Eye, Ear, Skin, hair, nail and foot care.
- Demonstrate Skills of feeding the patient, taking care of elimination needs and procedures.
- Demonstrate skills to enable geriatric/paralytic/immobile patient to cope with changes to their health and environment including preventing risk of falls
- Demonstrate Basic Life Support, Cardio Pulmonary Resuscitation and other actions in the event of medical and facility emergencies.
- Practice infection control measures, promote safety, list usage of protective devices and right methods of bio medical waste management at home level.

Eligibility: 12th Pass (Those having 12th Science with Biology could have an option for clinical career progression) .

Medium of instructions: English (Additionally in major regional languages from July 2019 session)

Duration: 6 months (The student can complete the course in a maximum of 2 years)

Session: Admission in both January & July cycle.

Credits: 18

Program Fee: Rs.6,000/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits*
BHT-016	Basic Home Health Assistance	Theory	4
BHT-017	Applied Home Health Assistance	Theory	2
BHTL-018	Skills for Home Health Assistance	Practical	12

*1 Credit : 30 learning hours

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: With the increase in non-communicable diseases, critically ill patients and accidental cases there is greater evidence of requirement of home based assistance. Many home health assistants also work in assisted living facilities, which provide independent living in a homelike group environment, with professional care available as needed.

Further Information

Programme Title	Course Coordinator	Email Id
Certificate in General Duty Assistance	Ms Laxmi	cgda@ignou.ac.in
Certificate in Geriatric Care Assistance	Dr. Biplab Jamatia	cgca@ignou.ac.in
Certificate in Phlebotomy Assistance	Dr. Biplab Jamatia	cpha@ignou.ac.in
Certificate in Home Health Assistance	Dr. Reeta Devi	chha@ignou.ac.in

Student Enquiry
Skill Training Cell
Block 1A, IGNOU Campus
Maidan Garhi, New Delhi-110068
stc.enquiry@ignou.ac.in
Phone: 011-29571116

Web Portal
www.ignou.ac.in

Link for prospectus
http://ignou.ac.in/userfiles/Prospectus%20for%20Skill%20Training%20Cell%2003-01-2019.pdf

Link for Online Admission
https://onlineadmission.ignou.ac.in/admission/

Project Director

Prof. T. K. Jena
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Let us join hands to create skilled health manpower resources to build a healthy nation

PROSPECTUS

2019

Certificate in General Duty Assistance (CGDA)

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School of Health Sciences
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Maidan Garhi, New Delhi - 110068

PROSPECTUS 2019

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Skill Training Cell
School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

The last date for application will be same as for the other programmes of IGNOU being offered in January, 2019 session.

Important Contact Details

Student Enquiry

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stc.enquiry@ignou.ac.in
Phone: 011-29571116

Project Director

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Phone: 011-29571116, 29572849

Contents

1. THE UNIVERSITY

1.1 Introduction

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

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

1.2 Prominent Features

IGNOU has certain unique features such as:

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

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to around 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

1.4 The Schools of Studies

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

The following Schools of Studies currently are in operation:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)

- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism & New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing & Visual Arts (SOPVA)

1.5 Academic Programmes

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

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

1.6 Course Preparation

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

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, 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 co-ordinated by 67 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counselors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres is given in this handbook. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

1.9 Programme Delivery

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

as per the requirement.

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

a) Self Instructional Written Material: The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners in batches of blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

b) Audio-Visual Material Aids: The learning package contains audio and video CDs which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

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

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

d) Teleconferences: Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simulcasted on 'Edusat' channel from the University studios at EMPC, the schedule of which is made available at the study centres.

e) Practicals/Project Work: Some Programmes have practical/project component also. Practicals are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practicals is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the student alongwith the study materials.

1.10 Evaluation System

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

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

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

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

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

1. 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 time to pursue these courses as per the provision of the programme has been completed.
4. 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.

Examination Fee

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

Examination fee @ Rs. 120/per course is required to be paid on-line through IGNOU website at www.ignou.ac.in during submission of examination schedule and payment can done by credit/debit card of any nationalized banks.

Submission of Examination Form

Dates for submission

For June TEE	Late Fee	For December TEE	Late Fee
1st March to 30th April	NIL	1st September to 31st October	NIL
1st May to 10th May	Rs.1000/- (The exam centre will be the city where RC is located)	1st November to 10th November	Rs. 1000/- (The exam centre will be the city where RC is located)

Examination fee and Mode of Payment

Examination Fee	Payment Mode
@ 120 per course theory	Credit Card/Debit Card/Net Banking
@ 120 per course practical	

Examination fee once paid is not refundable, nor adjustable.

For every exam (June/December) a student has to apply afresh.

Hall Ticket for Term End Examination

No hall ticket shall be dispatched to the examiner/students. Hall Tickets of all examiners are uploaded on the University. Website (www.ignou.ac.in) 7-10 days before the commencement of the T.E. Eaminations.

Students are advised to take the print out of the Hall Ticket from University website (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. Student/Examiner will not be permitted to appear in the examination without valid IGNOU ID Card issued to be the RC/University

In case, any student has misplaced the Identify Card issued by the University, it is mansions to apply for a duplicate Identity Card to the Regional Centre concerned well before the commencement of the examination to as to get a duplicate ID Card well on time/well before examination commences.

1.11 Associate Studentship

The University has a scheme of **'Associate Studentship'** which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only one course or a limited number of courses, subject to a minimum of 8 credits and maximum of 32 credits. An Associate Student is attached to a Study Centre for counselling, assignment evaluation, library facility, etc. The application form provided at the end of the Prospectus at Annexure VIII on page 193 can be used for registration. A fee of **Rs.850/- per 8 credit course, or part thereof**, is charged for admission to course(s) under B.A, B.Com, B.Sc., BSW and BTS programmes. The **fee is irrespective**

of whether the course is of 2 credits, 4 credits, 6 credits or 8 credits. For rest of the programmes, the fee will be charged on **pro-rata basis**, i.e. by dividing the programme fee by the number of credits of the programme = **fee for 1 credit, multiplied by the credit assigned to the specific course** (**rounded off to the next Fifty Rs.**). Associate students choosing courses of B.A. can exercise their option for 'one course' only from a Group. If a student wants to opt four courses of 8 credits each, he/she can opt one each from Group-1 to 6 as per his/her choice. Grouping of courses are given in the Prospectus under B.A. (General).

The minimum and maximum period allowed to Associate students for completion of their course(s) would be **six months** and **two years**, respectively. There will be no separate counselling or lab work schedule for the associate students. They will have to be in touch with the Study Centre concerned in order to know the schedule and participate in the sessions accordingly. **Minimum period of six months would be allowed, if the courses opted by the students are up to 16 credits. If the option exceeds 16 credits, the minimum period should be one year.**

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

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

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

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

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

1.12 International Students Residing in India

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

1.13 Provisional Admission

The University has a provision for Provisional Admission to the programmes offered through Common Prospectus (except Certificate programmes of six month duration, Awareness programmes, non-credit programmes and Merit-based/Entrance Test based programmes). Those candidates who otherwise fulfil the prescribed eligibility criteria, but are unable to apply for want of declaration of result of the qualifying examination and/or for want of final Mark-sheet and Provisional Certificate, but desirous of seeking admission in July/January) admission cycle, as the case may be, can submit the prescribed admission form with requisite fee, as per schedule. Such candidates are also required to submit the '**Undertaking**' given Annexure II on page 184.

Other terms and conditions for seeking Provisional Admission are :

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

ii) Failure to submit the Final Mark-sheet and Provisional Certificate/Degree Certificate will attract cancellation of admission and **forfeiture of 25% of fee paid.**

iii) Self-learning material will be issued to all the candidates seeking 'Provisional admission' on remittance of the programme fee, as in the case of other students

iv) Regional Directors will confirm the final admission only on fulfilment of the condition at (i) above.

v)   Admission will not be offered in a Programme if the programme is not activated in a particular Regional Centre.

1.14 Online Admission System

The Admission Forms can be submitted online through Onlie Admission System at http://onlineadmission.ignou.ac.in. Currently, the facility is available for the programmes offered through Common Prospectus except merit-based and entrance test based programmes. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. There is no need to send the printed copy of the Admission Form to the Regional Centre. The programme fee can be paid online using payment Gateway. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the System once admission confirmed.

The Online Admission System follows the same schedule for receipt of admission forms during the academic cycle as is prepared for the offline system of receipt of Amdission Forms. The prospective learners submitting the Admission Form through this System can download the Prospectus free from IGNOU website http://www.ignou.ac.in. However, an amount of **Rs. 200/- is charged** as processing fee along with the programme fee in this case.

1.15 eGyanKosh

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

1.16 Vidya Lakshmi Portal

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

2. UNIVERSITY RULES

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

2.1 **Educational Qualifications Awarded By Private Institutions**

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

2.2 **Validity of Degree for Admission**

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

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

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

2.2.4 **Acceptance of 'Two year Bachelor's degree'**

Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students

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

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

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

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

2.3   **Incomplete and Late Applications**

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

2.4   **Validity of Admission**

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

2.5   **Simultaneous Registration**

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

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

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

Schedule for Re-Registration

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

2.7 **Re-admission**

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

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

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

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

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

2.8 **Additional chance in Differently-abled students**

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

ii) Disabled students seeking benefit of the aforesaid facility should submit the **'Disability Certificate'** issued by the competent authority at the Regional Centre concerned, which in turn verify it, make entry in the database and transmit the data to SRD for updating in the Master records.

iii) Re-admission facility to disabled students will be extended without charging any pro-rata fee, i.e. further extending the duration beyond the maximum duration, by six months/ one year/ two year, as the case may be. However, disabled students ae required to submit Re-admission Form, as per schedule, without any pro-rata fee.

2.9 **Reservation**

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

2.10   **Scholarships and Reimbursement of Fee**

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

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

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

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

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

Fee Concession

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

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

a) all the candidates from **rural areas** shall be entitled for 50% fee concession subject to production of domicile certificate;

b) the urban students **below the poverty line** (**BPL**) may be given a 50% fee concession subject to production of an income certificate.

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

The scheme of fee exemption is applicable for students belonging to Scheduled Castes/Scheduled Tribes, enrolled for July 2016/January 2017 admission cycles under the SCSP and TSP components of plan grants in the Financial Year 2016-17 in compliance of guidelines issued by the Ministry of Human Resource Development, Govt. of India (GOI). The following students are eligible for the fee exemption:

a. Freshly registered for Bachelor Degree Programmes (BDP: BA, B.Com., B.Sc.);

b. Freshly registered for B.S.W., B.T.S. programme;

c. Fresh and Second Semester re-registered students of BCA programme;

d. Re-registered students in programmes mentioned above at a, b or c who were freshly (first time) enrolled in July 2015 or January 2016 admission cycle.

The exemption of fee is confined to Programme Fee mentioned in this Admission Prospectus. The shceme will not exempt late fee. Term-end-Exam fee, Convocation fee etc. The Scheme of fee exemption is introduced on pilot basis for July 2016 and January 2017 admission cycles only. Eligible and interested students may apply on Performa published at **Annexure IV.** The Regional Centre will verify documents of students applying for fee exemption. Details of the scheme and notification are uploaded on www.ignou.ac.in

2.12   **Refund of Fee**

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

2.13 **Waiver of IGNOU Programme fee to Inmates Lodged in Prisons**

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

2.14 ***Study Material and Assignments***

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

2.15 **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, 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.

2.16 **Change of Medium**

Change of Medium is permitted within 30 days from the receipt of first set of course material **in the first year ONLY, on payment of Rs.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.

2.17 **Change of Programme**

Change of programme from B.A. to B.Com./BTS/BSW or vice-versa or B.Com to B.A./BTS/BSW or vice-versa or B.Sc. to B.A./B.Com/BTS/BSW is **permitted only in the first year of study within 30 days from the receipt of first set of course material on payment of Rs.600/- plus Rs.350/ - per 2/4 credits course and Rs.700/- per 6/8 credit course** by way of Demand Draft drawn in favour of IGNOU payable at the place of concerned Regional Centre. For change of Programme from B.A./B.Com to BTS/BSW, the student will be required to pay the difference of fee in addition to Rs.500/ - stated above. No change is permitted from B.A./B.Com/BTS/BSW to B.Sc.

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

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

2.18 **Counselling and Examination Centre**

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

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

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of despatch. In case there is any correction/change in the address, the learners are advised to make use of the proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to

Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. **Requests received directly at SRD, New Delhi, or any other Office of the University will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in** . Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the Proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the Centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Study Centre is not permissible in programmes where practical components are involved**.

2.20 **Change of Region**

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

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

2.21 **Foreign Students**

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

2.22 **Guidelines for Admission in Respect of International Students Residing in India**

(i) Download the Admission form for the respective Programme from IGNOU's website www.ignou.ac.in

(ii) Fill up all the columns of the Admission forms and attach the relevant documents (as mentioned in the Prospectus) along with Programme fee and cost of Prospectus.

(iii) Submit the hard copy of the form along with documents, fees and submit the same at the following address

Director, International Division, IGNOU, Block No.15. Section K, Maidan Garhi. New Delhi.

The complete applications should reach at the above address not later than the last date of submission of forms

(iv) The learner may apply only for those courses for which International fees have been prescribed.

(v) The learner will have to produce the valid STUDY VISA for the minimum duration of the programme. Presently, the students from Nepal and Bhutan are not required to submit the Study Visa.

(vi) The learner will have to remit the International Fees of Programme.

(vii) The fee has to be remitted through Bank Draft favouring **"IGNOU"** payable at **"New Delhi".**

(viii) The learner should possess the minimum qualification specified for the Programme. However, for equivalence of the qualification of the candidate reference may be made to Booklet "Equivalence of Foreign Degrees" published by Association of Indian University. In case the Degree/ Certificate possessed by the candidate is in a language other than English or Hindi, a translated copy duly verified by the concerned Embassy should be submitted.

(ix) Before forwarding the Admission form to International Division, the learner must fill all the Columns of the Admission Form, failing which the admission form will not be processed for admission.

(x) The fees once paid will neither be refunded nor transferred. However, in case where University denies admission, the programme fee will be refunded through A/c Payee Cheque only.

(xi) The student needs to submit NO OBJECTIION CERTIFICATE from the concerned embassy. In the letter it should be clearly written that the Embassy has no objection regarding study of the concerned student in IGNOU as well as extension of visa from time to time. PIO / OCI Card holders are not required to submit the NOC from concerned Embassy.

(xii) PIO/ OCI card holders and also Refugees (UNCHR) Card Holders will pay the fee applicable to International Students.

(xiii) For further details you may visit:

http:www.ignou.ac.oin/ignou/aboutignou/division/id/introduction

2.23 Term-end Examination

The learner are instructed to **refer to para 1.10** Evaluation System sub-head **'Term-end Examination and Payment of Examination Fee'** before submitting Examination Form for appearing in the June as well as December Term-end examination. A learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting re-registered/sought readmission for the same. Otherwise, the result would be withheld in such cases.

2.24 Official Transcripts

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

For Indian Students:

1) Rs. 300/- for each transcript, if to be sent to the Student/Institute **within India**

2) Rs. 500/- for each transcript, if to be sent to the Student/Institute **out of India**

For SAARC Countries Students:

Rs. 1200/- for each transcript, if to be sent to the Student/Institute of **SAARC Countries.**

For Non-SAARC Countries Students:

$ 120 for each transcript, if to be sent to the Student/Institute of **Non-SAARC Countries.**

Format is available in the Programme Guide or IGNOU website: **www.ignou.ac.in**

2.25 Improvement in Division/Class

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

2.26 Early Declaration of Result

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

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

2.27 Re-evaluation of Term-End-Examination

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

2.28 Obtaining Photocopy of Answer Scripts

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

2.29 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs.250/- in favour of IGNOU payable at "New Delhi". Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

2.30 Change of Category

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

2.31 Correction/Change of Name/Surname of Learner

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

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

(i) Original copy of Notification in a daily newspaper notifying the change of name;

(ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;

(iii) Marriage Card/ Marriage Certificate in case of women candidates for change in surname;

(iv) Gazette Notification, in original, reflecting the change of name/surname;

(v) Demand Draft of Rs.500/- drawn in favour of IGNOU payable at New Delhi.

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

2.32 **KVS Employees**

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

2.33 **Disputes on Admission & other University Matters**

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

2.34 **Recognition**

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/ Institutions, as per UGC Circular letter No. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11/449/94/176915-177115 dated January 14, 1994, AICTE Circular No.AICTE/Academic/ MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated 14.10.2013**.**

2.35 **Pre-admission Counselling of Persons with Disabilities**

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

3. SCHOOL OF HEALTH SCIENCES

The School of Health Sciences (SOHS) was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The School is pioneer in developing competency-based programmes in various disciplines of Health Sciences. Innovative approach in Nursing and Medical programmes include hands-on training which is provided through diversified approach of a network of medical colleges, nursing colleges and district level hospitals. The programmes in nursing and health sciences are being developed so as to revolutionise career opportunities available to nursing and medical personnel.

To achieve this, the School is collaborating and exchanging ideas with various national and international organisations like World Health Organisation (WHO), Ministry of Health and Family Welfare (MoHFW), Indian Nursing Council (INC) and Ministry of Environment and Forest (MoEF).

4. IGNOU-MOHFW COLLABORATION

An MOU has been signed between IGNOU and MoHFW to develop and launch a series of skill based health programmes to create trained health workers for improving health care delivery across the Country. For this purpose, a Skill training cell has been created in IGNOU to develop, implement and certify the skill based health programmes in the Country.

The programmes will be implemented through a nation-wide support services frame-work. A supervision and monitoring network at State and District level is being created in collaboration with MOHFW, IGNOU and other institutions as identified by MOHFW.

Implementation Plan

At least 1-2 Learner Support Centre (also known as study centre) will be established in each of the 56 regional centres of IGNOU for the January, 2019 session. In a phased manner, depending upon the market demand, the number of study centres could go beyond 1000. This would mean establishment of a study centre in all the government medical colleges and all the district hospitals, thus ensuring at least one study centre in each of the districts across the country.

The implementation of skill training will be done through a three tier hands-on-training system following a pedagogic model that would include demonstration and return demonstration at study centres established in medical colleges/district hospitals, practice of skills under supervision at Skill Development Centres established in small hospitals and self-practice of skills for confidence building in resource constrained environment which would be carried out with a reasonable flexibility and to be documented through recordings in logbooks designed for the purpose. At every stage, teacher student ratio would be maintained with a learner-centric approach.

A model teaching schedule will be followed across the country. Monitoring will be done at national, state and district level through a designated three-tier monitoring network developed for the purpose which would be reinforced through a student linked tracking process. The students will undergo continuous and term-end assessment both in the theory and practical component separately. One Regional Consultant for every state will be identified who would be the link between district level, state level and national level monitoring system.

The programme package

The package would include text material, practical manual, logbook, audio-video material, web-board discussion, teleconferencing, assignments, etc. The teaching schedule will include initial briefing in respective regional centres followed by posting in medical colleges in two to three spells of one to two weeks each. The posting of medical colleges (study centre) will be followed by posting in small hospitals (Skill Development centre) at sub-division/ block level for a period of about two weeks after every contact spell in medical college. There would be self-activities to be carried out in home setting in neighboring health centres. It is expected that each of the programmes will have about 30 hours of theory teaching/ interaction, about 80 hours of demonstration/return demonstration at medical colleges, about one month of posting in smaller hospital and self-activities to be carried out in a hospital setting. The details will be provided to students and trainers through the programme guide.

5. PROGRAMME DETAILS

5.1 Programmes on Offer

Programme Name	Programme Code
Certificate in General Duty Assistance	**CGDA**
Certificate in Geriatric Care Assistance	**CGCA**
Certificate in Phlebotomy Assistance	**CPHA**
Certificate in Home Health Assistance	**CHHA**

5.2 Certificate in General Duty Assistance (CGDA)

The General Duty Assistant (GDA) program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed by hospitals and healthcare facilities to provide support to nurses, doctors as well as other healthcare team members in ensuring

quality care to the patients. This program focuses on the acquisition of skills necessary to provide support by undertaking non-clinical tasks or the activities that have been directed by the healthcare team members.

Outcome Objective:

The program aims at making a student competent to perform the following skills:

- Demonstrate skills in patient positions and use of assistive devices, Preparation of Patient care unit ,skills in transporting a patient, handling of samples , drugs and linen and use and after care of equipments

- Demonstrate skills General Hygiene and Grooming, bathing procedures and guidelines, mouth, Eye, Ear, Skin, hair , nail and foot care, feeding the patient , taking care of elimination needs and Procedures

- Practice infection control measures, promote safety and demonstrate right methods of bio medical waste management

Eligibility: 12th Pass (those having 12th Science with Biology could have an option for clinical career progression)

Medium of instructions: English (additionally in major regional languages from July 2019 session)

Duration: 6 months (the student can complete the course in a maximum of 2 years) Session: Admission in both January & July cycle.

Credits: 18

Program Fee: Rs.6,000/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: Every healthcare setting big or small, needs GDAs to undertake and manage non-clinical activities within a healthcare setting (e.g. patient sample transportation, documentation, infection control and cleanliness).

The GDA program is thus a platform for gaining knowledge, understand the operations and types of services provided by a healthcare setting. The GDAs can progress to take up similar profiles such as Home Health Aide, Nursing aides and assistants, or can also have vertical progression by taking up more responsibilities such as GDA supervisor, Floor supervisor etc. after adequate experience.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits
BHT-001	Foundation of General Duty Assistance	Theory	4
BHT-002	Basic Needs of Patient Care	Theory	2
BHTL-003	Fundamental Skills for General Duty Assistance	Practical	12

COURSE STRUCTURE

THEORY COURSE 1: FOUNDATION OF GENERAL DUTY ASSISTANCE (CGDA)

Block-1 Introduction to Health Care Services

Unit 1- Healthcare system in India-

Unit-2- Hospital as an Organization

Unit 3- Qualities ,Values and ethics in   General Duty Assistance

Unit 4- Communicating with various stakeholders

Block-2 Fundamentals of Patient Care

Unit-5 Human Body :Structure and functions

Unit-6 Patient positions and use of assistive devices

Unit-7 Preparation of Patient care unit

Unit -8 Patient assessment and Reporting

Unit -9, Emergency care

Block-3 Prevention and control of Infections

Unit-10 Infection and Diseases

Unit-11 Infection Control: Principles and practices

Unit-12 Healthcare Associated Infections

Unit -13 Bio-medical waste Management (BMW)

Block-4 Transfers of patient and handling of supplies

Unit 14- Transporting a patient

Unit 15- Handling of samples , drugs and linen

Unit 16-Use and after care of equipments

THEORY COURSE 2: BASIC NEEDS OF PATIENT CARE

Block-1 Patient Hygiene

Unit-1General Hygiene and Grooming.

Unit-2 Bathing procedures and guidelines.

Unit 3: Mouth Care.

Unit 4- Eye, Ear Care, Skin, nail and foot care

Unit 5-Care of Scalp and Hair

Block-2 Special Needs and care

Unit 6- Feeding the patient

Unit 7- Elimination Needs and Procedures

Unit 8; Special   procedures

Unit-9- Working in Special Units

Practical Course 1: FUNDAMENTAL SKILLS FOR GENERAL DUTY ASSISTANCE

Block-1 Practical Manual

Unit 1-Organizing health care in Hospital:

Unit-2 Human Body and Positions (SA)

Unit-3 Basic procedures of Patient care

Unit-4   Prevention and control of Infections

Unit -5 Transfer of patients and handling of supplies

Unit-6 Basic Needs of Patient care

Unit-7; Providing care in Special situations

Block-2 Checklist Manual

Block-3 Log Book

Contact Person : Ms Laxmi; E-mail : cgda@ignou.ac.in

5.3 Certificate in Geriatric Care Assistance (CGCA)

A Geriatric Care Assistant (GCA) can be defined as a trained and certified health-care worker who usually works in a hospital, home or Old Age home environment and provide care to the elderly or old age patients. Internationally they may be called by similar names such as Elderly Care Attendants, Geriatric Nursing Aides or Patient Care Assistants.

The Geriatric Care Assistant (GCA) program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed to provide support to old age patients and assist other healthcare providers majorly in home/ old age home (including assisted living facilities) settings, rehabilitation facilities or otherwise in hospitals as well. This program focuses on the acquisition of skills necessary to provide support by undertaking non-clinical tasks or the activities that have been prescribed for the patient by the healthcare team members.

Outcome Objective:

The program aims at making a student competent to perform the following skills:

● Demonstrate skills in basic geriatrics care such as assessment, patient positions, movements, preparation of facilities/environment of the patient, feeding, hygiene, grooming, dressing, bathing and elimination needs of the geriatrics patients, oral care, hair care, eye and ear care, skin, nail and foot care of geriatrics patients.

● Demonstrate skills General Hygiene and Grooming, bathing procedures and guidelines, mouth, Eye, Ear, Skin, hair , nail and foot care, feeding the patient , taking care of elimination needs and Procedures

Eligibility: 12th Pass with Science (those having 12th Science with Biology could have an option for clinical career progression) .

Medium of instructions: English (additionally in major regional languages from July 2019 session)

Duration: 6 months (the student can complete the course in a maximum of 2 years)

Session: Admission in both January & July cycle.

Credits: 20

Program Fee: Rs.6,500/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: With the increase in geriatric population as well as social limitations such as nuclear families, there is greater evidence of requirement of Geriatric Care Assistants.

The GCA program is thus a platform for gaining knowledge, to understand the activities and variety of care interventions that are required by an elderly patient.

PROGRAMME STRUCTURE

Course Code	Course Title	Nature of Course	Credits
BHT-006	Foundation for Geriatric Care Assistance	Theory	4
BHT-007	Special Needs of Geriatric Patients	Theory	4
BHTL-008	Skills for Geriatric Care Assistance	Practical	12

COURSE STRUCTURE

THEORY COURSE 1: FOUNDATION FOR GERIATRIC CARE ASSISTANCE

Block 1: Basics concepts for Geriatric Care Assistants

Unit 1: Overview of the Healthcare and Hospital systems

Unit 2: Role, responsibilities, Ethics and professional behavior of Geriatric Care Assistant

Unit 3: Communication, Interpersonal skills and Therapeutic Relationship

Unit 4 Computer and Information Technology

Unit 5: Basic Life Support (BLS) measures & first aid in the event of emergencies

Block 2: Basic Geriatric Care

Unit-6: Basic human anatomy and Physiology

Unit 7: Preparation of facilities & Environmental modification

Unit 8 : Patient assessment and Reporting

Unit-9: Patient Positions

Unit 10: Transferring Geriatric patients

Block 3: Care of Geriatric patient

Unit 11: Role of the Geriatric Care Assistant in various procedures

Unit-12 : Assessment for Patient's Medical Care

Unit-1 3 : Giving Medicines to Geriatric patient

Unit 14: Handling of samples, drugs and linen

Unit 15: Feeding the Geriatric patient

Unit 16: Elimination Needs and Procedures in Geriatric patient

Block 4: Prevention and control of Infections

Unit-17 Infection and Diseases

Unit 18- Universal Safe Precautions and use of Personal Protective Equipment (PPE) at work place

Unit 19- Healthcare Associated Infections

Unit 20- Bio-medical waste Management (BMW)

THEORY COURSE 2: SPECIAL NEEDS OF GERIATRIC PATIENTS

Block 1: Hygienic Need of the Geriatric patient I

Unit 1: General Hygiene

Unit 2: Bathing guidelines

Unit 3: Grooming and Principles of dressing

Block 2: Hygienic Need of the Geriatric patient II

Unit 4: Oral Care

Unit 5: Hair care

Unit 6: Eye and Ear care

Unit 7: Skin, nail and foot care

Block 3: Environmental Manoeuvres and Assistive devices

Unit 9: Environmental modifications for Geriatric patient for home setting

Unit 10 : Patient safety

Unit 11: Use of assistive devices

Block 4: Advance Geriatric Care

Units 12: Management of positions & pressure points

Unit 13: Management of Disabilities (Blind, Deaf, Locomotor and dementia)

Unit 14: Management of well being of geriatric patient and Mental Health issues

Unit 15: Wellbeing of the care providers

PRACTICAL COURSE : SKILLS FOR GERIATRIC CARE ASSISTANCE

Block 1 : Practical Manual

Unit 1: Organizing health care in Hospital

Unit 2: Human Body and Positions (SA)

Unit 3: Basic procedures of Patient care

Unit 4: Transfer of patients and handling of supplies

Unit 5: Basic Needs of Patient care

Unit 6: Assisting for Meeting personal Hygienic Need of Geriatric Care

Unit 7: Care and management of geriatric patients with pressure sores

Unit 8: Enable geriatric, paralytic & immobile patients to cope with changes to their health and well being

Unit 9: Prevention and Control of Infection

Block 2: Checklist Manual

Block 3: Log Book

Contact Person : Dr. Biplab Jamatia; E-mail : cgca@ignou.ac.in

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5.4   Certificate in Phlebotomy Assistance (CPHA)

The Phlebotomy Assistant program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed by diagnostic/healthcare service providers to assist medical laboratory technologist/pathologist. This program focuses on the acquisition of skills necessary to draw quality blood samples from patients, storage & transport to laboratory for medical testing.

Outcome Objective:

The program aims at making a student competent to perform the following skills:

● Demonstrate the ability to collect. Storage, transport, receive, accept or reject and store blood, etc.;

● Practice infection control measures including collection, segregation, storage , transportation and disposal of the Biomedical Waste in the lab/unit , techniques to maintain the personal hygiene & use of the Personal Protective Equipment (PPE) at work place

● Demonstrate Basic Life Support (BLS) measures & first aid in the event of emergencies,

Eligibility: 12th Pass with Science (those having 12th Science with Biology could have an option for clinical career progression).

Medium of instructions: English (additionally in major regional languages from July 2019 session)

Duration: 6 months (the student can complete the course in a maximum of 2 years) Session: Admission in both January & July cycle.

Credits: 20

Program Fee: Rs.7,500/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: With the fastest growing market of diagnostics and laboratory chains, the demand for Phlebotomists is incremental. Phlebotomy can also be the entry point for candidates who may be interested in undertaking Medical Laboratory Sciences as their profession, however, to get streamlined in the medical laboratory field, the phlebotomist will be expected to undergo desired higher level qualification.

COURSE STRUCTURE

Course Code	Course Title	Nature of Course	Credits
BHT-011	Basic Phlebotomy Assistance	Theory	4
BHT-012	Handling of Blood Samples	Theory	4
BHTL-013	Skills for Phlebotomy Assistance	Practical	12

THEORY COURSE 1: BASIC PHLEBOTOMY ASSISTANCE

Block 1: Introduction to the Phlebotomy Assistant Programme

Unit 1: Introduction to Healthcare and Hospital

Unit 2: Introduction to the Phlebotomy Assistant Programme

Unit 3: Ethics and Professionalisms

Block 2: Communication and Emergency Care

Unit 4: Communication skills

Unit 5: Basic Emergency care and Life support Skills

Unit 6: Disaster Preparedness and Management

Block 3 Requisites for Sample Collection

Unit 7: Relevant Anatomy and physiology for Blood Collection sites

Unit 8: Recording & reporting formats

Unit 9: Blood Collection Process

Block 4: Technique of Blood Collection

Unit 10: Techniques for collection of Blood Specimens

Unit 11: Site selection and venipuncture

Unit 12: Patient preparation for venipuncture

Unit 13: Blood collection in special cases and sites

THEORY COURSE 2: HANDLING OF BLOOD SAMPLES

Block 1: Labeling and Transport

Unit 1: Prepare and Label the Blood Samples for Test, Procedures And Identification Purposes

Unit 2: Transport the Blood Samples to the Laboratory

Unit 3: Assist the Patient During and after Collection of the Specimen

Block 2: Pre analytic and post analytic information

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Unit 4: Adverse Event Management during sampling

Unit 5: Collate and communicate patient information

Unit 6: Planning and Organization of Work station

Block 3: Principle and Practices of infection control

Unit 1: Infection Control practices

Unit 2: Universal/ Standard Precautions

Unit 3: Healthcare Associated Infections

Block-4 Management of Bio Medical Waste

Unit 4: Introduction of Bio-medical waste

Unit 5: Treatment and disposal methods of biomedical waste

Unit 6: Use and after care of equipments

PRACTICAL COURSE 1 : SKILLS FOR PHLEBOTOMY ASSISTANCE

Block 1: Practical Manual

Unit 1: Basic skills for phlebotomy Assistance

Unit 2: Preparation for sample collection

Unit 3: Collection, storage and transportation of blood samples

Unit 4: Post collection procedures

Unit 5: Prevention of Infection

Block 2: Checklist Manual

Block 3: Log Book

Contact Person : Dr. Biplab Jamatia; E-mail : cpha@ignou.ac.in

5.5 Certificate in Home Health Assistance (CHHA)

A Home Health Assistant (HHA) can be defined as a trained and certified health-care worker who provides assistance to a patient in the home with personal care (as hygiene and exercise) and light household duties (as meal preparation) and one who monitors the patient's condition.

The Home Health Assistance (HHA) is a short duration skill based training program, with an objective to develop a pool of trained workforce who can be employed to provide patient support and assist other health care providers in home settings. This program focuses on the acquisition of skills necessary to provide support by undertaking non-clinical tasks or the activities that have been prescribed for the patient by the healthcare team members.

Outcome Objective:

The program aims at making a student competent to perform the following skills:

- Demonstrate Skills of general hygiene and grooming, bathing procedures and guidelines, mouth, Eye, Ear, Skin, hair, nail and foot care.

- Demonstrate Skills of feeding the patient, taking care of elimination needs and procedures.

- Demonstrate skills to enable geriatric/paralytic/immobile patient to cope with changes to their health and environment including preventing risk of falls

- Demonstrate Basic Life Support, Cardio Pulmonary Resuscitation and other actions in the event of medical and facility emergencies.

- Practice infection control measures, promote safety, list usage of protective devices and right methods of bio medical waste management at home level.

Eligibility: 12th Pass (those having 12th Science with Biology could have an option for clinical career progression) .

Medium of instructions: English (additionally in major regional languages from July 2019 session)

Duration: 6 months (the student can complete the course in a maximum of 2 years) Session: Admission in both January & July cycle.

Credits: 18

Program Fee: Rs.6,000/-

No. of Seats: 20-30 in each Study Centre. There would be about 100 study centres across the country for January, 2019 session.

NSQF: The curriculum is designed on the basis of National Skill Qualification Framework (NSQF) guidelines.

Job Market: With the increase in non-communicable diseases, critically ill patients and accidental cases there is greater evidence of requirement of home based assistance. Many home health assistants also work in assisted living facilities, which provide independent living in a homelike group environment, with professional care available as needed.

COURSE STRUCTURE

Course Code	Course Title	Nature of Course	Credits*
BHT-016	Basic Home Health Assistance	Theory	4
BHT-017	Applied Home Health Assistance	Theory	2
BHTL-018	Skills for Home Health Assistance	Practical	12

THEORY COURSE 1: BASIC HOME HEALTH ASSISTANCE

Block-1 Foundation to Home Health Assistance Programme

Unit-1   : Introduction to Home Health Assistance Programme

Unit 2   : Communication, Interpersonal relationship and Therapeutic Relationship

Unit-3   : Communication with elderly and their care-givers

Unit -4   : Computer and Information Technology

Block-2 :Basics of Emergency Care and life support

Unit -5   : Disaster preparedness and management

Unit -6 : Comfort and Assistive devices and Safety Measures

Unit -7 : Care for Healthy Elderly person

Unit -8 : Family as a Health Care Unit

Block-3: Nutritional and Elimination Needs

Unit- 9 : Introduction to Diet

Unit -10 : Special Dietary Practices

Unit- 11 : Giving Medicines

Unit- 12   : Meeting Elimination Needs

Block-4: Interventions in Home Setting

Unit -13: First Aid at Home

Unit -14: Basic Life Support and CPR

Unit -15 : Infection, Prevention and Control

Unit- 16 : Home Based Services under National Health Programmes

THEORY COURSE 2: APPLIED HOME HEALTH ASSISTANCE

Block-1: Human Health and Hygienic Needs

Unit -1 : Introduction to Human Body Systems

Unit -2 : Physical Assessment

Unit -3: Environmental Health and Sanitation

Unit -4: Hygienic Measures-1

Unit -5 : Hygienic Measures-2

Block-2: Health Conditions requiring Home Care

Unit -6: Problem based Health Care -1

Unit -7 : Problem based Health Care -2

Unit-8 : Caring for Individual with Disabilities

Unit-9: Mental Health and Mental illness

Unit -10 : Palliative care

PRACTICAL COURSE 1 : SKILLS FOR HOME HEALTH ASSISTANCE

Block 1: Practical Manual

Unit-1 : Communication & Counselling Skills

Unit 2   : Physical Assessment Skills

Unit-3   : Personal Hygiene & Grooming Skills

Unit-4   : Medication & Nutritional Needs

Unit-5   : House Keeping Skills

Unit-6   : Care of Bed ridden Individuals

Unit-7   : Care for differently abled persons

Unit-8   : Basic Life Support

Unit-9   : Information Technology Skills

Unit-10 : Observational Visits

Block 2: Checklist Manual

Block 3: Log Book

Contact Person : Dr. Reeta Devi, E-mail : chha@ignou.ac.in

6. PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2953 2118, 2957 2404)
4. Registrar, SED (Tele: 2953 5828, 2957 2204)
5. Registrar, SRD (Tele: 2953 2741)
6. Registrar, MPDD (Tele: 2953 4521)
7. Deputy Registrar, F&A (Tele: 2953 4934)
8. Deputy Registrar (SRD) (Tele: 2957 1112)

Alternatively complaints may be faxed on 29532312.

Email : ignouregistrar@ignou.ac.in

Website: http://www.ignou.ac.in

Note : Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

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

7. PLACEMENT SERVICES

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

8. 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	Project Director of the Skill Training Cell
7	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Tel.Nos.: 29572514

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

9. ADDRESSES & CODES OF REGIONAL CENTRES

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481, GUJARAT PH.OFF : 02717-242975, 241579, 242976 FAX : 02717-241580 E-MAIL : rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)
3	AIZWAL RC CODE : 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10, ROPIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWL - 796012, MIZORAM PH.OFF : 0389-2395260, 2311692 E-MAIL : rcaIzwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT : AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTAR PRADESH PH.OFF : 0571-2700120,2701365 FAX : 0571-2402147 E-MAIL : rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P.NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR, HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR AND SAMBHAL)
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR, BANGALORE-560 070 KARNATAKA PH.OFF : 080-26654747/26657376 FAX : 080-26644848 E-MAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA, CENTRAL JAIL RD., TILKAMANJHI, BHAGALPUR-812001 BIHAR PH.OFF : 0641-2610055/2610066 E-MAIL : rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7.	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL-462 011 MADHYA PRADESH PH.OFF : 0755-2578455/ 2578452/ 2762524 FAX : 0755-2578454 E-MAIL : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)

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

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

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
21.	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS,JUBILEE HILLS (P.O.) HYDERABAD - 500 033 A.P. PH.OFF : 040-23117550-53 FAX : 040-23117554 E-MAIL : rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL-795001 MANIPUR PH.OFF : 0385-2421190/2421191 FAX : 0385-2421192 E-MAIL : rcimphal@ignou.ac.in, ignouimp@gmail.com	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23.	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HORNBILL COMPLEX, 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110, ARUNACHAL PRADESH PH.OFF : 0360-2247536, 0360-2351705 FAX : 0360-2350990 E-MAIL : rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 PH.OFF : 0761-2600411/2609896 /2600219 FAX : 0761-2609919 E-MAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATARPUR, REWA , SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN PH.OFF : 0141-2785730, 2396427 FAX : 0141-2784043 E-MAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAI MADHOPUR, SIKAR, SRI GANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE, PREMISES AUROBINDO BLOCK, 1ST FLOOR,CANAL ROAD, JAMMU - 180 001, JAMMU & KASHMIR PH.OFF : 0191-2579572/2546529 FAX : 0191-2585154 E-MAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE:88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439, OPP. PAL LINK ROAD, KAMLA NAGAR HOSPITAL, JODHPUR-342008 RAJASTHAN PH.OFF : 0291-2012987 E-MAIL : rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI, BUILDING, 1ST FLOOR, TULSI NARAYAN, SARMAH PATH, NEAR NEHRU PARK, JORHAT-785001 ASSAM PH.OFF : 0376-2301116, 2301115 E-MAIL : rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI

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

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

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

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

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRES. K.P.V.V HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRA PRADESH PH.OFF : 0866-2565253/2565959 FAX : 0866-2565353 E-MAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: KRISHHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56.	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR,VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM, YANAM) (PUDUCHERRY, UT)

Sub-Regional Centres

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

IGNOU-Army, Assam Rifle, Navy Recognized Regional Centres

Sl. No.	RC Code	RC	Address	Operational Area
1	IAEP – KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO - 908542 KOLKATA- 700021 WET BENGAL 033-22317556 rcarmy51@ignou.ac.in1	EASTERN COMMAND AREA IAEP – 5
2	IAEP – CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION (G.S. EDU. BRANCH) HQ WESTERN COMMAND CHANDIMANDIR-134107 HARYANA 0172-2589355, (CIVIL) 2670 (MILITARY) 0172-2589423 rcarmy52@ignou.ac.in	
3	IAEP – LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ CENTRAL COMMAND- GS (EDN) LUCKNOW – 226002, UTTAR PRADESH 0522-2482968 (CIVIL); 2670 (MIL) rcarmy53@ignou.ac.in	CENTRAL COMMAND AREA
4	IAEP – PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ SOUTHERN COMMAND GS (EDN) BRANCH, PIN-908541 C/O 56 APO 020-26331033 (CIVIL) 2437 (ARMY) rcarmy54@ignou.ac.in	SOUTHERN COMMAND AREA
5	IAEP–UDHAMPUR	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56 APO, HQ NORTHERN COMMAND UDHAMPUR, JAMMU & KASHMIR 01992-242486 rcarmy55@ignou.ac.in	NORTHERN COMMAND AREA
6	IAEP – JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) rcarmy56@ignou.ac.in	SOUTH WESTERN COMMAND
7	IAEP – SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENRAL ASSAM RIFLES (DGAR), LAITUMKHRAH SHILLONG – 793 011 MEGHALAYA 0364-2705181 0364-2705184 iarrc81@ignou.ac.in	COMMAND AREA

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

10. LIST OF CODES

10.1 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

10.2 EDUCATIONAL QUALIFICATION CODE

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

10.3   LIST OF BOARD CODES

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

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

(FOR 10+2 Vocational Stream)

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

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

10.4 LIST OF UNRECOGNIZED SCHOOL BOARDS*

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

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

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

Sl. No.	Name of Board	Remarks
1.	2.	3.
64.	Indira Gandhi Higher Secondary & Open Education, Badarpur Border, New Delhi	
65.	Central Board of High School & Intermediate Examination, Delhi	
66.	Bharatiya Council of Open Schooling	
67.	Akhil Bhartiya Shiksha Sansthan, New Delhi	
68.	All India Board of Secondary Education, Gazipur	
69.	Central Board of Higher Education, Delhi	
70.	Council of Secondary Education Board, Mohali	
71.	Rajkiya Institute of Open Schooling (RIOSUP),176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
72.	Central Institute of Open Schooling (CIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
73.	State Council of Secondary Education, Delhi	
74.	Ravindra Vishwa Vidyapeeth, New Delhi	
75.	Intermediate Council of Schooling Education, Delhi	
76.	Delhi Boad 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	

*Also refer to www.ignou.ac.in for latest updated list.
** The matter is subjudice before the District Judge, Lucknow.

LIST OF VOLUNTARY HINDI INSTITUTIONS

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

पत्र रा. 9–1/98 डी–1 (भाषाएं)
दिनांक 5 मई, 1988

(हिंदी) परीक्षाओं की मान्यता का विवरण

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

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..ぺ(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..ぺ(भाषा) ता. 26 जुलाई, 1979
17.	सौराष्ट्र हिंदी प्रचार समिति, राजकोट	1. तीसरी	एस.एल.सी.	स्थायी मान्यता प.सं. एफ. 9–6/84 डी..ぺ(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..ぺ(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..ぺ(भा.) स्थायी मान्यता ता. 12 अप्रैल, 1988
20.	मुंबई हिंदी सभा, दादर, मुंबई	1. हिंदी विबोध	मैट्रिक (हिंदी)	फा.सं. 3–20/2000 डी. .ぺ(एल) 30.8.2000 द्वारा स्थायी मान्यता
21.	बेलगांव विभागीय हिंदी सेवा शिक्षण समिति, हुबली (कर्नाटक)	राजभाषा प्रबोध	मैट्रिक (हिंदी)	फा.सं. 1–4/2003 हि.शि.स. दिनांक 25–5–2004 के द्वारा राजभाषा प्रबोध को जून, 2005 तक अस्थायी मान्यता
22.	हिंदी शिक्षा समिति, ओडिसा, कटक	प्रवेशिका हिंदी अभिज्ञ स्नातक	मैट्रिक (हिंदी) इंटर (हिंदी) बी.ए. (हिंदी)	फा.सं. 1–4–2003 हि.शि.स. दिनांक 25–5–2004 के द्वारा प्रवेशिका तथा हिंदी अभिज्ञ को जून, 2002 से स्थायी मान्यता तथा स्नातक को जून, 2005 तक अस्थायी मान्यता
23.	हिंदी प्रचार–प्रसार संस्थान, जयपुर	1. हिंदी कोविद 2. हिंदी प्रवीण 3. हिंदी साहित्य रत्न	मैट्रिक (हिंदी) इंटरमीडिएट (हिंदी) बी.ए. (हिंदी)	फा.सं. 1–4/2003 हि.शि.स. दिनांक 25–5–2004 के द्वारा हिंदी कोविद तथा हिंदी प्रवीण को दिनांक 31–3–2000 से स्थायी मान्यता। हिंदी साहित्य रत्न को जून, 2005 तक अस्थायी मान्यता।

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

प्रेस नोट

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

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

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

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

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

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

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

11. IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)

Prof. Anju Sahgal Gupta, Chairperson, SOH	011-29572776	anjusgupta7@gmail.com
Ms. Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Kailash Saluja, A.R., MPDD	011-29572006	kailashsaluja@ignou.ac.in
Prof. Jyantika Dutta, Lady Irwin College		
IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Uma Medury, Chairperson, SOSS	011-29572741	umamedury@ignou.ac.in
Dr. Gurmeet Kaur, Associate Professor, SOL	011-29572984	gurmeetkaur@ignou.ac.in
Dr. Neera Singh, Associate Professor, SOH	011-29572790	neerasingh@yahoo.com
Dr. Rakhi Sharma, Associate Professor, SOET	011-29572923	rakhis@ignou.ac.in
Mr. Raveendran P. T. , AR, F&A	011-29571211	
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rashmi Sarpal, PS, SOSS	011-29572702	rashmisarpal@ignou.ac.in
Ms. Parineeta, Assistant, SOTHSM	011-29571758	
Ms. Swati Pal, Ph.D in Chemistry		
Dr. Taisha Abraham, Associate Professor		
Ms. Naina Kapoor, Director (Sakshi, NGO)		
Regional Services Division Committee against Sexual Harassment (RSDCASH)		
Dr. Bini Toms, Chairperson, Dy. Director, RSD	011-29572407	binitoms@ignou.ac.in
Dr. G. Mythili, Dy. Director, STRIDE	011-29572614	gmythili@ignou.ac.in
Ms. Azra Arshad, Maintenance Engineer, EMPD		
Ms. Neeru Sayal, EA, RSD	011-29572417	neerusayal115@mail.com
Dr. Radhika Menon, Asst. Professor, Mata Sundari College, Delhi University		
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		

PLEASE NOTE:

1. **The next pages comprise the admission application form.**

2. **Before you start filling in the form make sure that you have read the Sections and the instructions for filling up the form very carefully. Please note that change of category code shall not be entertained after the submission of application form.**

3. **Remember that making wrong entries in the application form will lead to rejection.**

4. **An electronic version of the Prospectus is also available on the internet at: http://www.ignou.ac.in**

5. **Please fill the online application form as per instruction mentioned in the next section.**

Online Admission System

The Admission Forms can be submitted online (except for International Students) through Online Admission System at http://onlineadmission.ignou.ac.in. Currently, the facility is available for the programmes offered through Common Prospectus except merit-based and entrance test based programmes. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. There is no need to send the printed copy of the Admission Form to the Regional Centre. The programme fee can be paid online using payment Gateway. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the System once admission confirmed. The prospective learners submitting the Admission Form through this System can download the Prospectus free from IGNOU website http://www.ignou.ac.in. However, an amount of Rs. 200/- is charged as registration fee along with the programme fee.

[http://ignou.ac.in/ => https://onlineadmission.ignou.ac.in/admission/ => New User Register Yourself => Create your account]

12. APPLICATION FORM : INSTRUCTIONS AND CODES

Please fill up the form and mail or submit in person the same along with copies of attested certificates to your concerned Regional Centre within stipulated dates mentioned in the Advertisement notification in the newspaper and website of IGNOU.

GUIDELINES FOR FILLING IN THE APPLICATION FORM

Some instructions for filling-up of application form are given below:

1. For Name of the Programme Applied for refer section 5 of this prospectus

2. For Programme Code, refer to section 5 of this Prospectus.

3. Please fill the relevant code for medium of instruction in the boxes provided. For example if you are choosing Hindi medium then write B2 as shown below

B	2

4. Code of Regional Centres is given at section 9. You have to write the code of that Regional Centre in which your Study Centre falls. List of Study Centres is attached in separate booklet.

5. For Study Centre Code leave it blank.

6. For State Code, refer sub-section 10.1

7. (a) and (b) if you are already registered or have done a programme with IGNOU, please write the relevant code in the boxes, if A1 then write the Enrol No. & Programme Code. This field is mandatory for those who are applying for lateral entry to M.Com., MCA, MAGD Programmes.

8. If your name is VIRENDER KUMAR HASIZA, then write as following in the boxes provided for

V	I	R	E	N	D	E	R		K	U	M	A	R		H	A	S	I	Z	A					

   Please Note: Name of the candidate should be as mentioned in the High School/ +2 Certificate. In case the name is written other than the one mentioned in the High School/ +2 Certificate, then legal evidence be submitted along with the Admission Form.

9. Please write your Father's/Husband's/Guardian name. If the name is KEDAR NATH HASIZA, then write it as follows

	/o		K	E	D	A	R		N	A	T	H		H	A	S	I	Z	A

10. Fill in your address for correspondence where you would like to receive your study material and all other correspondence. Do not give post box no. as address. Leave a box blank between each unit of address like house No. street name, P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid.

11. Write down your landline telephone No., Fax No., Mobile No. and E-mail Address, if any. **(Provision of Mobile No. or E-mail Address, one of them is mandatory.**

12. Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as

0	5		0	6		1	9	7	6

13. For 13-22, write the relevant code in the appropriate box. For example, if you are male, put (A1) in the box, for female it is B2 and C3 for others who do not want to disclose their Gender (like Transgenders etc.). Please fill up category code carefully. No request for change of category code shall be entertained afterwards. **All fields are mandatory.**

23. Furnish the details of scholarship, if any received by you.

24. For (a) and (b), write the relevant code in the box. If A1, then fill the column 24(b) also. Supporting documents are to be enclosed.

25. Note that

    (a) Qualification code is in three digits e.g. 000, 001, 002, 003, 004, 005, 006, 007, 008, 009 and 010. You have to write only highest qualification code which could be found on sub-section 10.2.

(b) Write your main subjects in short form.

(c) Fill in the year of passing.

(d) Write division - 01, 02 or 03. If you have simply passed the examination without containing any of three Divisions, write 04.

(e) Write down aggregate percentage obtained by you at the highest level of your qualification and round off to the nearest integer (i.e. 61.3 should be of 61 and 65.7 should be of 66) while filling in the form.

(f) Fill the Board Code from the list given on sub-section 10.3.

26. For fee details, refer sub-section 5.2 - 5.5 of this Prospectus and make a draft in favour of IGNOU payable at the city where your Regional Centre is situated, and fill the relevant columns. (In case you are submitting the form during the time slot with late fee, please submit the late fee of Rs. 300/- with amount of DD.

27. Not relevant for the above mentione programmes (sub-section 5.2 - 5.5)

28. Not relevant for the above mentione programmes (sub-section 5.2 - 5.5)

CHECKLIST

Before sending the filled-in application form to concerned Regional Centre, please check whether you have enclosed 'Self Attested' :

(a) i) Photograph

ii) Certificates in support of your educational qualification(s) i.e. semester-wise/year wise mark-sheets and Provisional/Degree Certificat(s), Besides, if you are applying for MCA and have studied Mathematics at 10+2/graduation level, attach marks sheet as proof.

iii) Experience certificate wherever required.

iv) Category certificate (for SC/ST/PH/OBC (non-creamy layer) Minority candidates).

v) Age certificate wherever required.

vi) Student Card duly filled in along with photograph.

vii) Acknowledgement Card duly affixed with the postage stamp for Rs 6/-.

viii) Copy of Passport (for International Students)

ix) Copy of Visa (for International Students)

x) No Objection Certificate from the concerned Embassy in India (for International Students)

xi) Proof of resident of the candidate in India (for International Students)

xii) Translated copy of educational certificates wherever the same are other than in English/Hindi, duly attested by concerned Embassy. (for International Students)

(b) Attached a Pay Order/Demand Draft for the Programme Fee/Fee for the first year/Semester and have written your name, programme code and application No. on the reverse of the Demand Draft, issued by the bank.

(c) Attached documentary proof (photocopy of BPL ration card), in case of below poverty line students.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

ignou THE PEOPLE'S UNIVERSITY

MAIDAN GARHI, NEW DELHI 110068

APPLICATION FORM

to be submitted only at the concerned REGIONAL CENTRE

Application Number

1. Please read the instruction before filling up the Application Form.
2. Please use Black/Blue Ball point pen in the boxes using English CAPITAL LETTERS or English Numerals.
3. Write in CAPITAL LETTERS only within box. Leave blank between words as shown in the example below:

A B C D E F G | I J K L | N O P Q R S T U V | X Y Z 0 1 2 3 4 5 6 7 8 9

Enrolment No. (For Office use)

1. Name of the Programme Applied:

2. Programme Code:

3. Medium of Study: (Write CODE in the Box)
   A1 English
   B2 Hindi
   C3 Others, Pl specify

4. Regional Centre Code:

5. Study Centre Code:

6. State Code:

PHOTOGRAPH

Kindly affix your latest passport size (4 cm X 5 cm) photograph duly attested by you

7. a) Are you already registered with IGNOU:
   (Please write relevant code in the BOX)
   A1 YES
   B2 NO

   If yes, Prog. Code:

   Enrol. No.:

8. Name of the Candidate:
   (Please refer Instruction Page on NAME)

9. Father/Husband Name:
   (Please write S/o or D/o for Father/Mother's Name and W/o for Husband's Name)
   /o

Signature of the Applicant

10. Address for Correspondence: (Please do not give POST-BOX Number. Use Capital Letters and give space between words)

   a) House No.:   b) Street Name:

   c) Locality/Mohalla:

   d) Tehsil/District:

   e) City: f) PIN Code:

   g) State:

11(A). Contact Details: a) Landline No: b) e-mail ID:

   STD Code   Phone Number

11(B). Aadhar No.   c) Mobile No.:

12. Date of Birth:
   Date Month Year

13. Nationality:
   A1 Indian
   B2 Others, Pl specify

14. Gender:
   (Please write relevant code in the BOX)
   A1 Male
   B2 Female
   C3 Others

15. Category:
   (Please write relevant code in the BOX)
   A1 General
   B2 SC
   C3 ST
   D4A OBC (Creamy)
   D4B OBC (Non-Creamy)

16. Area:
   (Please write relevant code in the BOX)
   A1 Urban
   B2 Rural
   C3 Tribal

17. Marital Status:
   (Please write relevant code in the BOX)
   A1 Married
   B2 Single

18. Religion:
   (Please write relevant code in the BOX)
   A1 Hindu
   B2 Muslim
   C3 Christian
   D4 Sikh
   E5 Jain
   F6 Buddhist
   G7 Parsi
   H8 Jews
   I9 Others

19. Whether Minority:
   (Please write relevant code in the BOX)
   A1 Yes
   B2 No

20. Social Status:
   (Please write relevant code in the BOX)
   A1 Ex-Serviceman
   B2 War Widows
   C3 Not Applicable

21. Whether Kashmiri Migrant:
   (Please write relevant code in the BOX)
   A1 Yes
   B2 No

22. Employment Status:
   (Please write relevant code in the BOX)
   A1 Unemployed
   B2 IGNOU Employee
   C3 Employed
   D4 KVS Employee

23. Details of Scholarship being received, if any
   a) Annual Scholarship Amount: Rs.
   b) Deptt offering Scholarship: A1 Government B2 Others
   c) Family Income (annual): Rs.
   d) Below Poverty Line: A1 Yes B2 No
   e) Jail Inmates: A1 Yes B2 No

24. a) Whether a person with Disability:
   (Please write relevant code in the BOX)
   A1 Yes
   B2 No

   b) If yes, kindly provide details of disability:
   (Please write relevant code in the BOX. If E5, tick relevant box as well)
   A1 Speech and Hearing Impairment
   B2 Locomotor Impairment
   C3 Visual Impairment
   D4 Low Vision
   E5 Any other, please specify

   Leprosy Cured
   Mental Retardation
   Mental Illness

25. Relevant Qualifications (which make you eligible for application to the programme):

a) Qualification:	b) Main Subjects:	c) Year of passing	d) Division	e) %age of Marks	f) Board code/University
☐☐☐ CODE	1._____ 2._____ 3._____ 4._____	☐☐ Last two digits of the Year	☐☐ 01, 02, 03 or 04 for pass	☐☐☐ Without decimal	☐☐☐☐ Wherever required

26. Details of Fee remittance

a) Mode of payment:
(Please write relevant code in the BOX)
A1 Cash Challan
B2 Demand Draft ☐☐

b) Amount: Rs. ☐☐☐☐☐   Please add Rs. 300/- in case of Late Fee

c) DD/Challan Number: ☐☐☐☐☐☐☐☐

d) Date of DD/Challan No.: ☐☐☐☐☐☐☐☐

e) Bank Name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

27. Simultaneous Programme/Course Options: MSCDFS/MTTM/DDT/DMT/DPVCPO/DFPT/DWM/DPVAPFV applicants only):

MSCDFSM applicants:
(Please write relevant code in the BOX)
A1 CFN
B2 CNCC ☐☐

MTTM applicants:
(Please write relevant code in the BOX)
A1 Category 1
B2 Category 2 ☐☐

DDT/DMT/DPVCPO/DFPT/DWM/DPVAPFV applicants
Willing to pursue BPP
(In case of YES, please take Optional courses under BPP)
(Please write relevant code in the BOX)
A1 Yes
B2 No ☐☐

28. Elective/Optional Courses:

1 year Semester	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2 year Semester	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3 year Semester	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4 year Semester	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5 year Semester	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
6 year Semester	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

BPP Applicants: (✓ any two courses)
- OMT101 ☐
- OSS101 ☐
- PCO1 ☐

BA/BCOM/BSC/BSW/BTS applicants: please refer Annexure 1 (a) for selecting courses:

FOUNDATION COURSES of 8 credits
a) BEGF1 or FHD2 ☐
   (BEGF1 is compulsory for BTS)
b) Any one course from list at Annexure 1 (a) ☐

ELECTIVE COURSES of 16 credits (No option for BTS/BSW)
☐ ☐ ☐
☐ ☐ ☐

MA (EDU) applicants:
Any ONE from A1/A2/A3/A4/A5 ☐
(Details given at Annexure 1 (b))

MLIS applicants:
Any TWO courses from Annexure 1 (c) ☐ ☐

MAPY applicants:
Any SIX courses from Annexure 1 (d) ☐ ☐ ☐ / ☐ ☐ ☐

MCA applicants:
(✓ for opting BCS12) ☐
For non-maths stream

PGDBP/CAFÉ/DAQ applications :
Any TWO courses from Annexure 1 (e) ☐ ☐

PGDDM/PGDEMA/ PGDUPDL/PGDRD applicants:
Annexure 1 (f) ☐

DTS applicants:
Any TWO courses from one Group TS4 and PTS4 OR TS5 and PTS5 OR TS6 and PTS6 ☐ ☐

DCE applicants:
Any THREE courses DCE2/DCE3/DCE4/DCE5 ☐ ☐ ☐

CHCWM
(any four courses) from appendix 1 (g) ☐ ☐ / ☐ ☐

29. Declaration and Undertaking:

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfill the minimum eligibility criteria and I have provided necessary information and relevant self-attested documents with this application. I further undertake that I have not concealed or distorted any information and in the event of any information or self-attested documents is found to be incorrect, false or misleading, my candidature shall be liable for cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as printed in the Prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the University can amend or change any rules without advance intimation and I will be abiding by them.

Place: _____

Date: _____

Signature of the Applicant

(FOR OFFICE USE ONLY)

| ADMITTED | NOT-ADMITTED |

Reason for NOT-Admitting
_____
_____

Signature with Date
of Admission In-charge,
Regional Centre

APPLICATION FORM FOR PROVISIONAL ADMISSION

1. Name

2. Programme for which admission is being sought

3. RC Code

4. Qualifications

5. Details of **Qualifying Examination**, the result of which is awaited OR the result has been declared, but **final mark-sheet and Provisional Certificate** awaited.

   a) Examination

   b) Board/University

   c) Expected date of issue of final
      mark-sheet/Provisional certificate

(Signature of the candidate)

UNDERTAKING

Mr/Ms …………………………………………………… son/daughter/Wife of ……………………………………………… .

………………………………………………, understand that my admission to …. ……………………………… ....programme

commencing July/January …………………………………… admission cycle is **provisional and is subject to my**

qualifying ………………………………………………………… **Examination** and production of proof of the same (Mark-

sheet and Provisional Certificate/Degree Certificate) by **30th September** (for **July admission cycle) / 31st March (for January admission cycle).**

Further. I hereby accept the conditions that if I fail to successfully complete the qualifying examination or fail to produce the proof thereof by the prescribed date. **the provisional admission given to me will be cancelled, 25% of the programme fee forfeited and I will have no claim to pursue the programme in July…………/ January……………………… Admission cycle.**

(Signature of the candidate)

Place :

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

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

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

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

*   *Strike off whichever is not applicable*

Place : _____   **Signature :** _____

Date : _____   **Name** _____

(in Block Letters)

Designation : _____

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

Name of the Organization/Office : _____

Full Post Address : _____

_____

_____

Official E-Mail Address of the Officer : _____

Office/Mobile Telephone Number : _____

(Seal/Stamp) : _____

Undertaking from Prospective Students with Disability

I, ...enrolled in ....

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

I read and Empowerment, Govt. of India (www ....) ragarding physical

requirement of various posts identified for persons with disabilities (PWD) enrolling in the this programme is my

informed decision.

Signature

Name in Capital Letter

Date :

Place :

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

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

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

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

Declaration by the Candidate

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

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

)Signature)
Name (Capital Letter)

Date :

Place :

Documents needs to be submitted along with this form

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

....

Verification/Information to be furnished by the Regional Centre

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

Date :   Signature of Regional Director
(Name and Seal)

FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO SC/ST CATEGORIES ALONGWITH APPLICATION FORM
FORM OF CASTE/TRIBE CERTIFICATE

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

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

The Constitution (Scheduled Castes)Order, 1950.

   *The Constitution (Scheduled Tribes) Order, 1950.

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

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

(As amended by the Scheduled Castes and 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/ Shrimathi*..................................father/mother*of Shri/Shrimathi/Kumari*...................................of village/ town*..............................in District/Division*................................of the State/Union Territory*.............................who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory*..issued by 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).

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

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

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

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

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

Part-I, Section I, No.88, dated the 25th May, 1995.

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

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

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

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

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

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

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

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

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

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

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

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

* Shri...and/or his/her family ordinarily reside(s) in the.. District/Division of the...............................State. This is also to certify that he/she does not belong to the

persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

N.B.—

(a) The above certificate should not be more than 3 years old from the date of issuance till the time of submission of application form

(b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the   People's Act, 1950.

(c) The authorities competent to issue caste certificates are indicated below:

   (i) District Magistrate/Additional Magistrate/Collector/Deputy Commisioner/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.

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Indira Gandhi National Open University

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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	: ....
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DD/Challan Date	: ....
Amount	: ....
DD Drawn on	: ....

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Your Enrolment Number is

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Name _____

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Address (in Capital Letters) _____

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