

# **PROGRAMME GUIDE**

## **Certificate in Co-operation, Co-operative Law and Business Laws (CCLBL)**



**School of Law  
Indira Gandhi National Open University  
New Delhi**

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“शिक्षा मानव को बन्धनों से मुक्त करती है और आज के युग में तो यह लोकतंत्र की भावना का आधार भी है। जन्म तथा अन्य कारणों से उत्पन्न जाति एवं वर्गगत विषमताओं को दूर करते हुए मनुष्य को इन सबसे ऊपर उठाती है।”

- इंदिरा गाँधी

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

*- Indira Gandhi*

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**New Delhi**

The University reserves the right to change the rules and procedures described in this Programme Guide. Please check from time to time with the University to get updates. Also read IGNOU Newsletter in which updates are given.

### **Recognition**

IGNOU is a Central University established by an act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degree/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and at par with Degree/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F. 1-52/2000 (CPP-II) dated May 5, 2004 & AIU Circular No. EV/B (449)/94/176915-177115 dated January 14, 1994.

**Print Production**

: Mr. Yashpal

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*Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at [www.ignou.ac.in](http://www.ignou.ac.in)*

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# 1. THE UNIVERSITY

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## 1.1 Introduction

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

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

## 1.2 Features

IGNOU has certain unique features:

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

## 1.3 Instructional Medium

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

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

### **Flexibility**

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

### **Credit System**

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

## **1.4 Schools of Studies**

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

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

- 15) School of Interdisciplinary and Trans-disciplinary Studies
- 16) School of Social Work
- 17) School of Vocational Education and Training
- 18) School of Extension and Development Studies
- 19) School of Foreign Languages
- 20) School of Translation Studies and Training
- 21) School of Performing and Visual Arts

## **1.5 Academic Programmes**

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

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

## **1.6 Course Preparation**

Learning materials are prepared for the courses by teams of experts drawn from conventional universities, institutions and professionals from all over the country and in-house faculty. These materials are edited by the content experts and language experts at IGNOU before they are finally sent to the press. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. These materials are previewed and reviewed by the faculty as well as outside experts and edited or modified wherever necessary before they are dispatched to the Study Centres and *Doordarshan*. Print material is supplied directly to the students at the addresses supplied by them and their cost is covered in the programme fee. Audio/Video cassettes are made available at the Study Centres where Audio/Video playing equipment is also available. Audio/Video programmes of the University are also broadcast as per a pre-arranged schedule. Print materials and audio/video tapes are available for a price. Interested persons/institutions may request for a catalogue from The Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi 110 068.

## **1.7 Support Services**

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

choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

Every Study Centre will have:

- a Coordinator who will coordinate different activities at the Centre.
- an Assistant Coordinator and other supporting staff appointed on a part-time basis.
- counsellors in different courses to provide counselling and guidance to you in the courses you have chosen.

## 1.8 Programme Delivery

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

### Self-Instructional Print Material

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

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

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

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

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

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

### **Audio-Visual Aids**

In addition to the print material, audio and video tapes have been prepared for each course. The audio-video material is supplementary to the print material. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are normally of 25–30 minutes duration. The audio tapes are run and video cassettes are screened at the Study Centres during specific sessions. The video programmes are transmitted by *Doordarshan* and *Gyan Darshan*. Audio programmes are broadcast in some select states through radio stations viz. *All India Radio* (AIR) and *Gyan Vani FM Radio Channels*. Information about these would be available at your Regional Centre/ Study Centres. The schedule of transmission is communicated to you through the IGNOU Newsletter/ Monthly Booklet. Audio-video material will not be supplied individually but will be available to you at the Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from:

**Director,  
Electronic Media Production Centre,  
IGNOU,  
Maidan Garhi, New Delhi- 110 068.**

### **Interactive Radio Counselling**

The University has started interactive counselling through AIR network all over India. You can participate in it by tuning in to your area radio station. Experts from various disciplines are available for this counselling. Students can put across their questions to these experts by using the telephone. The telephone numbers are announced by the respective radio stations. This counselling is available on every Sunday between 4 and 5 in the evening.

### ***Gyan Darshan***

IGNOU is the nodal agency for coordinating a bouquet of educational TV channels under the banner of *Gyan Darshan* (GD). Of these, GD-1 is a 24-hour exclusive National Educational channel. The *Gyan Darshan* channel uses C Band transponder of INSAT 3C. In addition, IGNOU also coordinates the functioning of GD-2, GD-3, and GD-4. GD-2 channel is being used as an interactive channel by the University for tele-counselling, tele-lecturing, tele-training and virtual convocation. Live address by teachers/resource persons is telecast from EMPC studio through video and audio satellite links to student groups assembled at various centres across the country. It is also used to interact with Regional Centre and Study Centre functionaries on various operational aspects. GD-3, called *Ekalavya* channel, is exclusively devoted to technology education for the benefit of students of IITs and other engineering colleges in India. GD-4, called *Vyas* channel, is to telecast high quality higher education programmes to bridge the knowledge and information gap between different areas and institutions in the country. You should try to get access to it through your cable operator. The schedule of programmes with time and date is sent to all study centres one month in advance. Please obtain it from there.

## **Gyan Vani**

*Gyan Vani* is a 'Radio Cooperative' devoted exclusively to education and community development. Its main objective is to bridge the gap between the educationally privileged and the deprived. As of now, 26 FM radio stations are fully operational. These interactive, participatory educational stations are aimed at greater empowerment of the people, particularly the disadvantaged. Local resource persons conduct the sessions in English, Hindi and the regional languages/dialects.

### **Teleconferencing**

To reach our students spread in different parts of the country we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the regional centres and specified study centres of IGNOU. It is a one way video and two way audio facility. You will be sent a schedule with topics in advance through your study centres. The faculty at Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone available at the receiving centres. These will help in resolving your queries related to courses and other general information pertaining to programmes of study.

### **Counselling**

In distance education, face-to-face contact between the learners and their tutors/counsellors is an important activity. The purpose of such contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. Generally there will be 10 counselling sessions for an 8 credit course and 5 sessions for a 4 credit course. The counselling sessions are not compulsory. However, they may be very useful in certain respects, such as to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues, get clarifications for many doubts which you would not otherwise try to raise, and consult academic counsellors for selecting courses of study.

You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal), which you face while studying for your programme. In these sessions you must look into the subject based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and videocassettes that are available at that time will be played in the counselling sessions.

Before you go to attend the counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. Also try to understand each other's points of view.

## **1.9 Evaluation System**

- 1) The Evaluation System for IGNOU courses consists of two components:
  - a) Continuous evaluation through assignments (Tutor Marked Assignments).
  - b) Term-end examinations.

In the final results, assignments carry 30% weightage, while 70% weightage is given for term-end examinations.

- 2) All the assignments and term-end examinations will be scored as a numerical marking scheme.

### **Continuous Evaluation through Assignments**

Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously.

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks which will help you in your study and help in improving it. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them.

There is one Tutor Marked Assignment (TMA) per course, which is evaluated by the counsellor. Thus, you have to attempt one assignment for each course. You have to complete and submit the assignments at the study centre within the due date specified in the assignments booklet or within one month of the date of receipt of assignments, whichever is later. The University/ Coordinator of the Study Centre has the right to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator of study centre. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your study centre.

Try to maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises. If you do not get pass marks in any assignment, you have to submit it again. To get fresh assignments you should write to Registrar, MPDD, IGNOU, Maidan Garhi, New Delhi - 110068. You may also download from IGNOU web site [www.ignou.ac.in](http://www.ignou.ac.in). However, once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments on your record. In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the coordinator of your study centre with a request to forward the correct award list to the Student Evaluation Division at the Headquarters.

### **Submission of Assignments**

You have to submit your assignment response sheets to the Coordinator of the Study Centre assigned to you. In case there is no study centre activated in the region the assignment can be directly submitted to the Programme Coordinator, School of Law, IGNOU, Maidan Garhi, New Delhi. Submission of assignments is compulsory. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignments in time for that

course. If you appear in term-end examination without submitting the assignments, the result of term-end examination would be liable to be cancelled.

**Specific Instructions for Tutor Marked Assignments (TMAs)**

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet. Course Code and Assignment Code may be reproduced from the assignment. The top of the first page of your response sheet should look like this:

---

	Enrolment No. ....
Programme Title .....	Name .....
Course Code .....	Address .....
Course Title .....	.....
Assignment Code .....	.....
Study Centre .....	Signature .....
(Name and Code)	Date .....

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- 3) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 4) Write the responses in your own hand. Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
- 5) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 6) Write each assignment separately. All the assignments should not be written in continuity.
- 7) Write the question number with each answer.
- 8) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Evaluation Division at Head Quarters for evaluation.
- 9) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 10) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.

## Term-end Examinations

As stated earlier, for all IGNOU courses term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result.

The University conducts Term-end examination twice a year i.e., in June and December. You can take the examination only after completion of the course. In the first year, you can take the examinations in June, failing which you can take the same subsequently in December or June. In case you fail to get a pass score in the Term-end Examination, you will be eligible to reappear at the next Term-end Examination for that course as and when it is held, within the total span of the programme.

**Eligibility for Examination:** To be eligible to appear at the Term-end Examination in any course, you should:

- 1) Submit the assignments for the respective course in the prescribed time.
- 2) Submit the examination form in time (which is explained later).

**Examination Date Sheet:** Examination date sheet (Schedule which indicates the date and time of examination for each course) is sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. This is also available on IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in)

**Examination Form:** It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. The examination forms are available at Study Centres/Regional Centres/Student Evaluation Division at Headquarters and you may also download from the University website. A copy is also printed here in this Programme Guide. Only one form is to be submitted for all the courses in one term-end examination.

**The Examination Fee @ Rs. 50/- per course** in the form of Demand Draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the original Examination Form as per appended Schedule:

For June TEE	For December TEE	Late Fine	Form to be submitted to
1 <sup>st</sup> March – 31 <sup>st</sup> March 1 <sup>st</sup> April – 20 <sup>th</sup> April	1 <sup>st</sup> September – 30 <sup>th</sup> September 1 <sup>st</sup> October – 20 <sup>th</sup> October	Nil Rs.300	The Registrar (SED) IGNOU, Block 12, Maidan Garhi, New Delhi – 110068
21 <sup>st</sup> April – 15 <sup>th</sup> May 16 <sup>th</sup> May – 28 <sup>th</sup> May	21 <sup>st</sup> October – 15 <sup>th</sup> November 16 <sup>th</sup> November – 28 <sup>th</sup> November	Rs. 500 Rs. 1000	Concerned Regional Centres (For Outside Delhi)  For Delhi Submit to Registrar (SED)

Please write your correct enrolment number, programme code and name at the back of the Demand Draft/IPO drawn in favour of IGNOU, New Delhi for Rs. 300/500/1000, representing late fee and properly tag with your examination form to avoid its misplacement. The examination form received after due dates without late fee, wherever applicable, shall be rejected.

## Admit Card

After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received admit card or misplaced it, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

Every student must bring identity card for appearing in term end examination along with the admit card.

**Examination Centre:** Your Study Centre is normally your examination centre. The University at its discretion may allot you any examination centre other than your study centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered. For this, students should apply one month in advance to Registrar, SED at IGNOU. Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non declaration of your result.

**Declaration of Result:** It is your duty to check whether you are registered for that course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled. Although all efforts are made to declare the result in time, it will not be binding on the University to declare the results of the last examination before commencement of next examination. You are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required. Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication is sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc. While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.

## Re-evaluation of Result

If you are not satisfied with the marks secured, you can apply in the prescribed form to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi – 110068 for re-evaluation of term end examination result. For this you will have to pay Rs.500/- per course by means of Demand Draft from any nationalised bank drawn in favour of IGNOU, New Delhi. You must do this within one month of the date of declaration of result.

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## 2. SCHOOL OF LAW

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

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

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

The following programmes are on offer at SOL.

#### **I) Programmes on offer**

**The following programmes are on offer at School of Law.**

##### **1) Post Graduate Diploma in Intellectual Property Rights (PGDIPR)**

The Post Graduate Diploma in Intellectual Property Rights has been developed by the School of Sciences in collaboration with the World Intellectual Property Organisation (WIPO), Geneva. Currently this programme is shifted to School of Law. The objectives of this programme are to disseminate information on national and international IPR issues, create IPR consciousness among scientists, professionals, academicians, government officials, entrepreneurs and other members of the society, and familiarise the learners about the documentation and administrative procedures relating to IPR in India. This Diploma of one year duration comprises 8 courses with total worth of 32 credits.

- MIP-001 General Overview of Intellectual Property
- MIP-002 Industrial Property: Patents, Designs, Plant Varieties
- MIP-003 Industrial Property: Trademarks, Geographical Indications, Trade Secrets and Unfair Competition
- MIP-004 Copyrights and Related Rights
- MIP-005 Protection of Industrial Property at the National Level
- MIP-006 Protection of Copyright and Related Rights
- MIP-007 Enforcement of Intellectual Property Rights
- MIP-008 Contemporary Intellectual Property Issues

##### **2) PG Diploma in Legal Process Outsourcing**

The PG Diploma in Legal Process Outsourcing is developed in association with Rainmaker, Mumbai. The programme aims to train law graduates in the existing legal practices predominantly useful for LPO industry in India. It aims to satisfy needs at two levels: at the employee level, to aid law graduates, to enhance their employability and the industry level, to assure quality of

prospective recruits. The LPO industry requires law graduates those who are familiar with the conventional and emerging areas of laws.

The courses are:

- MLEI-1 Legal Education and Proficiency (LEAP)-I
- MLEI-2 Skills, Personal Effectiveness and Enterprise Development (SPEED)-I
- MLEI-3 Professional English Proficiency (PEP)-I
- MLEI-4 Virtual Intelligence Methods (VIM)-I
- MLEI-5 Legal Education and Proficiency (LEAP)-II
- MLEI-6 Skills, Personal Effectiveness and Enterprise Development (SPEED)-II
- MLEI-7 Professional English Proficiency (PEP)-II
- MLEI-8 Virtual Intelligence Methods (VIM)-II

### **3) Post Graduate Certificate in Cyber Law (PGCCL)**

School of Law, is offering the Post Graduate Certificate in Cyber Law from July, 2008 through two modes Virtual Education in Law (VEL) & Open Distance Learning (ODL). The main objective of the programme is to enable learner to acquire critical understanding of cyber law and the emerging social and intellectual property issues. It also aims to give learners in depth knowledge of Cyber law and legal framework, Right to Privacy, Data Security and Protection.

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

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

### **4) PG Certificate in Patent Practice (PGCPP)**

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

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

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

### **5) Certificate Programme in Human Rights (CHR)**

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

CHR-11 Human Rights: Evolution, Concepts and Concerns

CHR-12 Human Rights in India

### **6) Certificate in Consumer Protection (CCP)**

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

ACS-01 Application oriented Course in Consumer Studies

CPI Consumer Protection Issues

CCP Project work in Consumer Protection

### **7) Diploma in Paralegal Practice**

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

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

BLE-001 Introduction to the Indian Legal System

BLE-002 Introduction to Law

BLE-003 Law and Vulnerable Groups

BLE-004 Rural Local Self Governance

BLEP-001 Clinical Course (Research Project and Placement)

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

### **8) Masters in Intellectual Property**

The two years Masters Programme is a unique programme and first of its kind in India to develop knowledge, awareness and practical skills in Intellectual Property Rights. The objective of this programme is to develop new brand of Intellectual Property Lawyers and supporting professionals. This is a joint Degree Programme of IGNOU and Queensland University of Technology (QUT), Australia. Students who pass the first year of the Masters Programme at IGNOU have an option to study the second year at QUT. Those who study at QUT will obtain both IGNOU & QUT degrees and others will get IGNOU degree.

In case, the students wish to study in Australia, they need to clear the English Language test and pay the requisite fee including travel and living expenses. It is open to Law/Science/Engineering graduate students. It comprises the following courses:

- MIR-030 Introduction to Law
- MIR-031 Overview of Intellectual Property
- MIR-032 Copyright and Design Law
- MIR-033 Trademarks, Passing off and Geographical Indications
- MIR-034 Patents
- MIR-035 Traditional Knowledge and Biodiversity
- MIR-036 Advanced IP issues
- MIR-037 IPLitigation
- MIR-038 Commercialisation of IP and Licensing
- MIR-039 Plant Breeders Rights
- MIR-040 International and Comparative IP Law
- MIRP-003 Research Project

### **9) PG Diploma in Criminal Justice**

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

#### **Programme Structure**

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

### **10) Certificate in Anti Human Trafficking (CAHT)**

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

### **Programme Structure**

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

### **11) PG Diploma in Environmental Law (PGDENLW)**

A Joint P.G.Diploma in Environmental Law is offered from July 2010 in association with Centre for Environmental Law, WWF, New Delhi. The main objectives of the programme are to provide comprehensive knowledge to the learners in Environmental Law. Enable the learners to develop functional understanding of working of the Central and State Boards. Develop practical skills to facilitate effective engagement with the Environmental Law. Prepare well-informed professionals in Environmental Law and to upgrade the professional competencies by augmenting the Environmental Law awareness.

### **Programme Structure**

- MLE-021 Introduction to Environment
- MLE-022 Introduction to Environmental Law and Policy
- MLE-023 International Environmental Law and Policy
- MLE-024 National Environmental Law and Policy
- MLE-025 National Legal Frameworks and Processes
- MLE-026 Environment Protection Mechanisms
- MLEP-027 Project & Practical Training

### **12) Certificate in International Humanitarian Law (CIHL)**

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

### **Programme Structure**

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

### **13) Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL)**

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

## Programme Structure

BLE-011 - Cooperation: Genesis, Principles, Values, Growth and Development

BLE-012 - Co-operative Law

BLE-013 - Business Law as Applicable to Cooperative - I

BLE-014 - Business Law as Applicable to Cooperative - II

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## 3. CERTIFICATE IN CO-OPERATION, CO-OPERATIVE LAW AND BUSINESS LAWS

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### 3.1 What is Co-operation?

The term co-operation refers to the act of people, persons or institutions coming together to carry out legally recognised or acceptable activity beneficial to all members which otherwise is neither desirable nor possible to be carried out by an individual. Co-operation is regarded as an economic system with a social content. (**Prof. P.H. Casselman**). Co-operation transforms human life from a conflict of classes struggling for opposite interest to a friendly rivalry in the pursuit of the common good of all (**J.S. Mill**). Competition is essentially a kind of warfare which means the triumph of the strong and the ruin of the weak, while co-operation means nothing less than an economic system destined to supersede capitalism by mutual aid (**Mr. Charles Gide**). Co-operation is a vast movement which promotes voluntary associations of individuals having common needs who combine towards the achievement of common economic ends. (**Mr. Vaikunth Mehta**). When individualism was of the order of the day, co-operation presented a defensive act of association on the part of individual citizens. But with the adoption of the principle of social regulation, the co-operative societies came to occupy a more positive role. The co-operative form of organisation can no longer be treated as only a species within the private sector (**First Five Year Plan**). In a country whose economic life has its roots in the villagers, co-operation is something more than a series of activities organised on co-operative lines, basically, its purpose is to evolve a system of co-operative community organisation which touches upon all aspects of life. (**Second Five Year Plan**).

### 3.2 What Constitute Co-operative?

The term Co-operate refers to the intention to work or operate together for a common purpose, effect etc. The term Co-operative refers to the act of working together or inclined to work together or pertaining to or set up as a co-operative. Co-operative is a form of organisation, wherein persons voluntarily associate together as human beings on the basis of equality, for the promotion of economic interests of themselves. (**Mr. H. Clavert**). Co-operative society is an enterprise formed and directed by an association of users, applying itself the rules of democracy and directly intended to serve both its own members and community as a whole (**Prof. Paul Lambert**). Co-operative is a system of social organisation based on the principles of unity economy, democracy, equity and liberty (**Mr. Warkiris**). Co-operative refers to self-help made effective by organisation through better farming, better business and better living. (**Sir Horace Plunkett**)

### 3.3 What is Co-operative Law?

The law governing the formation, regulation and functioning of Co-operative Institutions is called Co-operative law.

The subject Co-operation is covered under list-II or State list (entry 32) and list I or Union list entry 43 & 44 under 7<sup>th</sup> schedule of the constitution of India, the state as well as central government have power to enact law on this subject.

The Co-operative law broadly deals with the procedure for formation of Co-operative institutions, the amalgamation and division of these institutions at point of need, the Rights and Liabilities of Members, management of Co-operative institutions by recognising the democratic principles, legal regulation of Co-operative institutions, mobilisation of funds, machinery for settlement of disputes and closure of Co-operative institutions.

### **3.4 What are Business Laws?**

The laws dealing with promotion, formation regulation and closure of business enterprises are called business laws. Co-operative institutions are also regarded as business enterprises, hence, a basic knowledge on business law is necessary. Business Law covers nearly 24 legislations dealing with business enterprises.

### **3.5 Who can Study this Certificate Course?**

This Programme is very useful to persons already engaged in Co-operative institutions, promoters of Co-operative institutions, members of Co-operative institutions and management committees official in the Co-operation department of central and state governments etc. and fresh entrants who describe to be associated with Co-operative institutions and movement.

### **3.6 Objective**

To enable the aspiring Students

- a) To have complete understanding and knowledge about the promotion and functioning of the small economic and business enterprise within Co-operative framework.
- b) To acquire thorough knowledge about the Co-operative legal framework within which the institutions have to function.
- c) To have an overview about various business laws governing the functioning of economic and business enterprises.

### **3.7 Programme Details**

**BLE-011** - Co-operation: Genesis, Principles, Values, Growth and Development

**BLE-012** - Co-operative Law

**BLE-013** - Business Law as Applicable to Co-operative-I

**BLE-014** - Business Law as Applicable to Co-operative-II

### **3.8 Methodology**

The Programme will be taught with the help of self learning materials and multi media audio-visual aids. The Programme will be taught in English, to begin with, and will be subsequently taught in Hindi and other regional languages, depending on the demand. The Regional/Institute of Co-operative Management working under the umbrella of National Council for Co-operative Training (NCCT) throughout the country have been identified to function as Programme study centres.

The special focus of the Programme is to familiarise students with the fundamentals of Co-operation, Co-operative Principles and values, benefits arising out of Co-operative forum of business enterprises, Co-operative legal system, frameworks and business law principles. You may also be expected to visit the Co-operative institutions in and around your locality so as to understand its functioning and working.

### 3.9 Evaluation Methodology

Minimum duration of the Programme is **six months** and the maximum duration is **two years**.

Evaluation will be based on:

- a) Weight age for continuous evaluation through assignments (Tutor Marked Assignments) - 30 per cent.
- b) Weight age for term-end examinations- 70 per cent.

Evaluation will be done under the system of 'Numerical Marketing'. Minimum marks required for completion of assignments and term-end exams is 40 per cent in each component. The minimum overall marks required to complete a course is 40 per cent.

The overall percentage-wise division is as follows:

Ist Division – 60% and above

IInd Division – 0% to 60%

IIIrd Division – 40% to 50%

Failed – Less than 40%

#### Programme Highlights

<b>Name of the Course</b>	: Co-operation, Co-operative Law and Business Laws
<b>Duration</b>	: Minimum 6 Months Maximum 2 Years
<b>Eligibility</b>	: 10+2 for in service personal a minimum of three years experience Degree for Freshers
<b>Course Fee</b>	: Rs. 6000/-
<b>Evaluation Method</b>	: Written examination (70%) Assignment (30%)

### 3.10 Details of Courses

**BLE-011 Co-operation: Genesis, Principles, Values, Growth and Development**

**Block 1 : Co-operation: Genesis and Principles**

Unit 1 : Genesis of Co-operative Movement in India and Few Selected Countries

Unit 2 : Development of Co-operative Principles and Values including ICA Restated Principles, 1995

- Unit 3 : Co-operative Autonomy, Distinctive Features of Democratic Management in Co-operatives vis-à-vis Companies
- Unit 4 : Co-operative Policy and Support at Centre and States (After 1990)
- Block 2 : Co-operation Under Five Year Plans**
- Unit 5 : Phase - I: First to Third Five Year Plan
- Unit 6 : Phase - II: Fourth to Eighth Five Year Plan
- Unit 7 : Phase - III: Ninth to Eleventh Five Year Plan
- Unit 8 : Present Status of Co-operative Movement: Problems, Issues/Challenges
- Block 3 : Co-operatives: Types and Structures**
- Unit 9 : Types of Co-operatives – Functional and Sectoral Basis, Co-operative Structure – Unitary and Federal
- Unit 10 : Study of Co-operative Credit Institutions
- Unit 11 : Study of Marketing, Consumer, Processing, Co-operatives
- Unit 12 : Study of Co-operatives for Weaker Section: Labour, Tribal, Fishery, Weavers, Women
- Unit 13 : Study of other Types of Co-operatives: Housing, Fertilizer
- Block 4 : Important Committees and Commissions Relating to Co-operative Development**
- Unit 14 : Findings and Recommendations of Important Committees (1954-1989)
- Unit 15 : Findings and Recommendations of Important Committees (1991-2010)
- Unit 16 : Role of Regulatory and Development Institutions for Co-operative Movement
- Unit 17 : Co-operative Training and Education
- BLE-012 Co-operative Law**
- Block 1 : Co-operative Law, Genesis, Objectives, Features and Development**
- Unit 1 : Co-operative Law: Genesis, Distinctive Features, Evaluation and Sources
- Unit 2 : Evolution of Co-operative Law in India (1904 to 2009)
- Unit 3 : Model Bill 1957 and Model Co-operative Act, 1991
- Unit 4 : Self Reliant Co-operative Societies Acts – A Comparative Study
- Block 2 : Registration, Amendment of Bye-laws – Membership and Management of Co-operatives**
- Unit 5 : Condition and Procedure for Registration of a Co-operative Society and Amendment of Bye-laws
- Unit 6 : Membership in Co-operatives – Rights, Duties and Liabilities
- Unit 7 : Management of Co-operative Societies
- Unit 8 : Legal Aspects of Management of Funds

**Block 3: Regulative Framework of Co-operatives**

- Unit 9 : Audit, Inquiry, Inspection and Supervision
- Unit 10 : Supersession and Surcharge
- Unit 11 : Election Process and Procedures in Co-operatives
- Unit 12 : Amalgamation and Division of Co-operative Society

**Block 4: Dispute Settlement, Dissolution, Offences and Penalties**

- Unit 13 : Settlement of Co-operative Disputes
- Unit 14 : Appeal, Review and Revision
- Unit 15 : Dissolution (Winding up) of Co-operative Societies
- Unit 16 : Offences and Penalties

**BLE-013 Business Law as Applicable to Co-operative-I**

**Block 1: Essential Business Laws**

- Unit 1 : Indian Contract Act, 1972
- Unit 2 : The Transfer of Property Act, 1882
- Unit 3 : The Sale of Goods Act, 1930
- Unit 4 : Civil Procedure Code, 1908

**Block 2 : Tax Laws, Penal Laws and other Related Laws**

- Unit 5 : Income Tax Law
- Unit 6 : Other Tax-Laws: i) VAT/GST, ii) Service Tax, iii) Stamp Act (Central and State)
- Unit 7 : Indian Penal Code, 1860

**Block 3 : Food and Consumer Related Laws**

- Unit 8 : The Prevention of Food Adulteration Act, 1954
- Unit 9 : The Essential Commodities Act, 1955
- Unit 10 : The Consumer Protection Act, 1986, Weights and Measurement Act, 1976

**Block 4 : Law of Evidence, Limitation, ICT and RTI**

- Unit 11 : The Limitation Act, 1963
- Unit 12 : The Indian Evidence Act, 1872
- Unit 13 : Information and Technology Act, 2002
- Unit 14 : Right to Information Act, 2005

**BLE-014 Business Law as Applicable to Co-operative-II**

**Block 1 : Industrial and Labour Laws (Salient Features)**

- Unit 1 : Trade Union Act, 1926 and Industrial Disputes Act, 1947
- Unit 2 : Standing Order Act, 1946
- Unit 3 : Domestic Enquiry – Proceedings and Principles
- Unit 4 : Other Labour Welfare Acts (Provident Fund, Gratuity, Bonus, Pension, Minimum Wages, Employees State Insurance)

- Block 2 : Selected Banking Laws General Framework-I (Salient Features)**  
Unit 5 : Reserve Bank of India Act, 1934 and NABARD Act, 1982  
Unit 6 : Banking Regulation Act, 1949 (As Applicable to Co-operative Societies Section 56)  
Unit 7 : Negotiable Instrument Act, 1881: (Including Section 138)
- Block 3 : Selected Banking Laws General Framework-II (Salient Features)**  
Unit 8 : Recovery of Debts due to Banks and Financial Institutions Act, 1993 and SARFAESI Act, 2002  
Unit 9 : Prevention of Money Laundering Act, 2002  
Unit 10 : Other/Misc. Laws: i) Partnership Act, 1932, ii) Payment and Settlement Act, 2007; iii) Bankers Book of Evidence Act, 1891  
Unit 11 : Grievances Redressal Forums in Banking Sectors, Banking Ombudsman Scheme, One Time Settlement, MOU Etc.

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## **4. OTHER USEFUL INFORMATION**

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### **4.1 Change/Correction of Address**

There is a printed card for the change/correction of address. This card is normally sent to you along with the study material a copy of the same is given in this Programme Guide. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to Director, SED, IGNOU, Maidan Garhi, New Delhi-110068. You are advised not to write letter to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make own arrangements to redirect the mail to the changed address during this period.

### **4.2 Change of Regional Centre**

When you want transfer from one Region to another Region, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to Director (SED), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Director (SED). The records are normally sent by Registered Post to guard against loss in the postal transit.

### **4.3 Change of Study Centre**

The candidates are required to opt only such study centres which are activated for the programme. As far as possible the university will allot the study centre opted by the candidate. However, the university may change the study centre at its convenience without concurrence of the student at any time. For the purpose of change of Study Centre you have to send request to the Director of your Regional Centre. A copy of the same may be sent to Student Evaluation Division at the headquarters. Counselling facilities for a programme may not be available at all the Centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible the request for change of Study Centre is considered favourably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

#### **4.4 Non-receipt of Study Material**

If you do not receive your study material within a month after admission, fill up the form and send it to the address mentioned on it.

#### **4.5 Issue of Grade Card/Mark Sheet**

A Duplicate Grade Card is issued after a request is made on the prescribed form along with a demand draft of Rs. 150/- to be paid in favour of IGNOU & payable at New Delhi. The requisition may be sent to the Registrar (SED), IGNOU, New Delhi - 68. The form for the purpose is given in this Programme Guide.

#### **4.6 Re-admission**

If you are not able to complete the programme in a maximum of 2 years, University has made a special provision for re-admission. You have to fill and submit a suitable form as per instructions.

#### **4.7 Simultaneous Registration**

Student of PGCCL may take simultaneous registration in any other certificate programme of IGNOU, however, if there is any clash of dates of teleconferencing or examination schedule of the two programmes taken the University will not be in position to make adjustment.

#### **4.8 Refund of Fees**

Fee once paid will not be refunded under any circumstances programme fee may however be refunded if admission is not offered by IGNOU for any reason.

#### **4.9 Disputes on Admission and other University Matters**

The place of jurisdiction for filing of a Suit, if necessary, will be only at New Delhi/Delhi.

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### **5. USEFUL FORMS**

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



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

To

The Registrar,  
Materials Production & Distribution Division  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110068

**Sub: NON-RECEIPT/WRONG RECEIPT OF STUDY MATERIAL**

Enrolment No. 

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Programme 

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

S.No.	Course Code	Course Title	Block Nos.

I have remitted all the dues towards the course fee and there is NO CHANGE in address which is given as follows:

Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send me the above study materials.

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

**Signature**

**For Office Use**

\_\_\_\_\_  
Date of despatch of study material to students.



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

**CHANGE/CORRECTION OF ADDRESS**

I request that all correspondence to be sent at the following address:

Enrolment No.

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Date of change effective from

--

Write in BLOCK LETTERS only

Name	Mr./Ms.
------	---------

New Address

Programme of Study

Town	
State	Pin

--

Date : .....

**Signature**

The filled up form should be mailed to:

**The Regional Director Concerned who  
will forward the request after verifying  
your signature to The Registrar,  
SED, IGNOU, Maidan Garhi, New Delhi-110068**

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



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

**APPLICATION FORM OBTAINING DUPLICATE GRADE CARD/MARK-SHEET**

Name : .....

Enrolment No.

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Address:.....

.....  
.....

PIN :

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

Programme .....

Month and Year of the Exam : .....

Centre from where appeared at  
last examination : .....

Bank Draft/IPO No. .... dated .....  
for Rs.150/- in favour of IGNOU, New Delhi .....

.....

**Signature**

Date : .....

**Note:** Fee for duplicate grade card is Rs.150/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

**Registrar (SED)  
Indira Gandhi National Open University  
Block 12, Maidan Garhi  
New Delhi-110 068**

Dates for submission:  
1st Aug. to 31st Oct.  
1st Feb. to 30th April



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

**COURSE RE-ADMISSION FORM**

1. Name & Address of the Student : .....

.....

.....

2. Programme Code : 

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3. Enrol No. 

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

4. Regional Centre Code: 

--	--

5. Study Centre Code: 

--	--	--

6. Details of the Bank

i) Name of the Bank ..... Place .....

ii) Bank Draft No. .... Dated .....

iii) Amount Rs. .... (Rupees .....)

.....)

The students are advised to fill the boxes provided by indicating the details of courses they would like to re-register for:

S.No.	Course Code	Title of the Course	Fee
<b>Total Rs.</b>			

Please send the Course Re-admission Form to **Registrar SED** along with a fee of Rs. 775/- per course. The fee is to be paid through demand draft drawn from any nationalised bank in favour of Indira Gandhi National Open University, New Delhi.

**Signature of the student**

Enrolment No.:           Programme:

Name: \_\_\_\_\_

Course Code: \_\_\_\_\_ Medium:  English/Hindi

S.No.	Assignment No.	For Office Use only
		Sr. No. _____
		Date of Receipt: _____
		Name of Evaluator: _____
		Date of despatch to the Evaluator: _____
		Date of receipt from Evaluator: _____
Sig. of dealing Accountant Date: _____		

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
ASSIGNMENT REMITTANCE-CUM-ACKNOWLEDGEMENT FORM**

Enrolment No.:           Programme:

Name: \_\_\_\_\_

Course Code: \_\_\_\_\_ Medium:  English/Hindi

S. No. Assignment No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Student \_\_\_\_\_

FOR OFFICE USE ONLY	
Sr. No.: _____	
Signature of receiver	
Date: _____	Seal

Notes: 1. Submit this form to the coordinator of your study centre alongwith the assignment.  
2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

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**CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE**

If you change your address please complete the form using block capitals and indicating

Programme of Study  
Enrolment Number  
Name  
New or Corrected Address including Pin  
New Study Centre Code  
Choice for Medium of Study  
Date of Change

For change/correction of address and or change of study centre the form should be mailed to the Director of your concerned Regional Centre.

**Note: Two Forms Are Presented in This Page, Use The Relevant Form only.**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
ASSIGNMENT REMITTANCE-CUM-ACKNOWLEDGEMENT FORM**

Programme Code

Enrolment Number           Date of Change effective from

Name

New Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing Study Centre Code

Town \_\_\_\_\_

State \_\_\_\_\_ Pin

Sate Code   (See Code List 2 of Guide to Applicant)

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

New Study Centre Code:



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

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT**

Name : .....

Programme : .....

Enrolment No. 

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

PIN : 

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Month and Year of the Exam : .....

Name of Exam Centre: .....

Centre Code : .....

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

Total amount paid Rs. ....  
(Rs.500/- per course/paper)

Bank Draft No. .... (Issuing Bank) .....

Date: .....

**Signature of the student**

(P.T.O)

**Note:**

*The request for re-evaluation by the students must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.*

*After re-evaluation, the better of the two scores of original marks/grade and re-evaluated marks will be considered.*

*The revised marks after the re-evaluation shall be incorporated in the student record and the revised Grade card/Marks sheet shall be sent to the students within one month from the receipt of the application.*

*Re-evaluation is not permissible for the Projects, Practicals, Assignments, Seminar etc.*

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

**Dy. Registrar (Exam-III)**

**(Student Evaluation Division)**

**Indira Gandhi National Open University**

**Maidan Garhi, New Delhi-110068**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

(To be submitted at the concerned Regional Centre)

**Application Form for Issue of Migration Certificate**

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

- 1. Name : .....
- 2. Father's/Husband's Name : .....
- 3. Address .....  
.....Pin .....
- 4. Particulars of last examination .....

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

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

<b>Draft Details</b> Amount Rs. _____ D.D. No. _____ Date _____ Bank Name _____ Place of Issue _____
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(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_

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

Signature of the Applicant

# INSTRUCTIONS

1. A fee of Rs. 300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 300/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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



### DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: .....

(Signature of the Student)

#### **Dates for Submission of Exam Forms**

<b>FOR JUNE TEE</b>	<b>LATE FEE</b>	<b>FOR DEC TEE</b>	<b>LATE FEE</b>
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-
21 April to 15 May *	Rs. 500/-	21 Oct. to 15 Nov. *	Rs. 500/-
16 May to 28 May *	Rs. 1000/-	16 Nov. to 28 Nov. *	Rs. 1000/-

\* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SED), Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft) at SE Division, IGNOU, Maidan Garhi, New Delhi - 110 068 or at the concerned Regional Centre within the stipulated dates.

#### **INSTRUCTION FOR FILLING UP THE EXAM FORM**

1. Please send the examination form by Registered Post/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. **It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.**
5. Term-end Examination result is also available on the university website i.e. [www.ignou.ac.in](http://www.ignou.ac.in) Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website [www.ignou.ac.in](http://www.ignou.ac.in) and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre may be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02).
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student of BA/B.Com/BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.

## IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

### **Apex Committee Against Sexual Harassment (ACASH)**

Prof. Parvin Sinclair Chairperson	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in

### ***Regional Services Division Committee against Sexual Harassment (RSDCASH)***

Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, SSC	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library	sur.mittimani@gmail.com

### ***IGNOU Committee against Sexual Harassment (ICASH)***

Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	maltimathur@ignou.ac.in
Ms. Vidya Sonal DR. Admin Div.	vsonal@ignou.ac.in
Mr. K. K. Kutty DR. SRD	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasingh@ignou.ac.in

**Kind Attention: All Past and Present Students of IGNOU!**

**Now you rank our Performance...**

*Dear Student,*

*As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to [www.ignou.ac.in](http://www.ignou.ac.in). Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.*

Vice-Chancellor, IGNOU.

Enrolment No. .... Name .....

Gender :  M  F

Age Group :  Below 30  31-40  41-50  Above 51

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

Regional Centre ..... State ..... Study Centre .....

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School/0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*After filling cut out this questionnaire and mail it to:*  
 STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068

