

PROGRAMME GUIDE

M.Sc. (Environmental Science) (MSCENV)



School of Interdisciplinary and Trans-disciplinary Studies
Indira Gandhi National Open University
Maidan Garhi, NewDelhi-110068(India)

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RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/ Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/Certificates of all Indian Universities/Deemed Universities/ Institutions.

An electronic version of the Prospectus and online Application Form is also available on the IGNOU website: <http://www.ignou.ac.in>

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Further information about the School of Health Sciences and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068, India or its website <http://www.ignou.ac.in>

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Dear learner,

Welcome to the Master of Science (Environmental Science) programme. Through your admission into this programme, you have become the student of IGNOU, which is one of the largest mega Universities in the world. IGNOU offers educational programmes through open and distance learning (ODL) mode. The striking feature of this mode of education is that you will find the teacher in the self-learning materials and also you would be provided with constant support from student support services division of IGNOU.

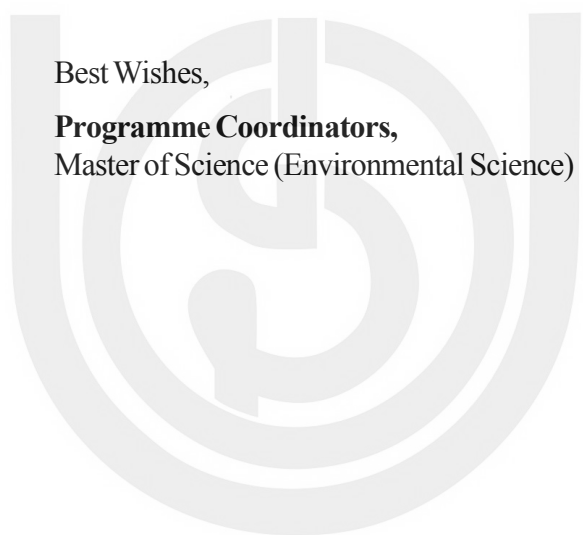
Master of Science (Environmental Science) programme endeavours to provide you with the comprehensive outlook on different aspects of environmental Science. This programme guide indeed helps you to gauge the learning outcomes, peruse the course material, and dissect the instructional and delivery system and understands the evaluation strategy. You will find that the University adopts a multi-media approach to facilitate teaching-learning activities. The teaching-learning activities include self-learning materials, audio and video programmes, teleconferencing and Interactive Radio Counselling and counselling sessions at the study centres.

Please read and keep this Programme Guide very carefully and you will have minimum doubts about the frequently asked queries.

Wishing you Good Luck for the completion of the programme.

Best Wishes,

Programme Coordinators,
Master of Science (Environmental Science)



ignou
THE PEOPLE'S
UNIVERSITY

1. THE UNIVERSITY

The Indira Gandhi National Open University, established by an Act of Parliament in 1985, has emerged as the largest Mega University in the democratic world. IGNOU has been awarded A Plus Plus grade by NAAC. To achieve the objective of widening access for all sections of society and providing continual professional development and training to all sectors of the economy, the University uses a variety of media and latest technology in imparting education.

The mandate of the University is to:

- provide access to higher education to all segments of society;
- offer high quality, innovative and need-based programmes at different levels, to all those who require them;
- reach out to the disadvantaged by offering programmes in all parts of the country at affordable costs; and
- promote, coordinate and regulate the standards of education offered through open and distance learning in the country.

IGNOU has following unique features:

- National and international reach
- Flexible entry qualifications
- Wide range of academic programmes at affordable costs
- Diverse learner groups
- Modular programmes based on a credit system
- Rigorous course development mechanisms to ensure quality
- Multi-lingual and multiple media instructional packages
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies for blended learning
- An effective and integrated student support services network
- Resource sharing, collaboration and networking with state open universities and distance education/ correspondence course institutions
- Joint course offerings with a number of formal institutions of higher learning
- Collaboration with faculty and professionals in formal institutions of higher learning and industry for the design, development and delivery of courses.
- Walk-in admissions and examinations

The University provides multi-channel, multiple media teaching-learning packages for instruction and self-learning. The different components used for teaching-learning include self-instructional print and audio-video materials, radio and television broadcasts, face-to-face counselling/tutoring, laboratory and hands-on experience, teleconferencing, videoconferencing, interactive radio counselling, interactive multimedia CD-ROM and internet-based learning, and the use of mobile phones for instant messaging. For courses in Sciences, Computers, Nursing, Medical Sciences, Teacher Training and Engineering Technology, arrangements have been made to enable students to undertake practical classes/practice teaching at select study centres /work centres / Programme Study Centres.

2. MSCENV PROGRAMME

2.1 Background of the Programme

Undoubtedly, the earth is finding itself difficult to sustain a growing human population. The issues concerned with the environment are many and are interconnected so much so that a holistic, scientific and sustainable environmental management strategy is the need of the hour. Master of Science (Environmental Science) Programme aims at generating skilled man power to tackle the growing environmental and developmental problems and changes arising from the transition to a sustainable society. This programme will give an insight into the socio-economic causes and the characteristics of pollution and degradation of the natural environment, including the effects on human beings, the atmosphere, ecosystem and the other organisms. The programme will provide learners with the necessary means to develop the capacity to carry out independent assessments on environmental issues. In addition, learners will be well equipped to analyze and assess environmental systems and problems; be able to propose sustainable solutions to environmental problems; and contribute to the development of policies and strategies for environmental planning. Being an interdisciplinary field of knowledge, environmental science includes specializations with multidisciplinary scope in which the students will learn to address the challenges of maintenance of environmental integrity for sustainable development in relation to human activities.

2.2 Objectives of the Programme

- To equip the learners with knowledge and understanding of the physical, chemical and biological processes of the environment
- To expose the learners with theoretical principles involved in air, water and soil pollution and monitoring systems
- To emphasize the principles and practices involved in sustainable natural resources management and environmental management
- To impart knowledge and understanding in impact assessment, environmental audit and laws

2.3 Programme Offer and Coverage

- Master of Science (Environmental Science) will be offered in both January and July sessions every year. It is offered throughout the country through the established network of IGNOU Regional Centres.

2.4 Target Group

The target group of this programme includes, amongst others:

1. The Master of Science (Environmental Science) Programme, aims at attracting qualified B.Sc. graduates
2. The persons holding at least a Bachelor's Degree and working in any sector, including those employed or involved in the field of Environmental science such as mid-career professionals from Government Departments, agencies, NGOs, local self-governments, media resource personnel who wish to follow a career in different sectors of environmental science.
3. The target group includes school and college level teachers, environmental executives, policy makers, who are employed in natural resources and environmental management sectors, environmental laws, environment impact assessment & audit, green technology, training institutes, journalists and other mid-career professionals.

2.5 Eligibility Criteria

Graduation in Science from a recognized University.

2.6 Medium of Instruction

The medium of instruction for this programme is English.

2.7 Duration of the Programme

The minimum duration is 2 years and the maximum duration for completion of the programme is 4 years.

2.8 Fee Structure

The fee for the entire programme is Rupees. 15000/- (University may revise the programme fee from time to time. Kindly check the IGNOU website or newspaper advertisements.

2.9 Prospects

Scientific study of the environment with a penchant for identifying the causes of the environmental problems and ecological and sustainable solutions to environmental management forms the pervasive learning activity during the Master of Science (Environmental Science). This categorically paves way for higher learning directed exclusively on in-depth analysis of the environmental issues, scientific inquiry about the root cause of the problem, comprehensive impact assessment and pragmatic solutions with socio-ecological and economic feasibility for pursuing higher education for research and development. Environmental science graduates have multiple career options. They can work with different Ministries, government departments and agencies working on air, water, forest, climate change, waste management, Pollution Control Boards, Urban planning, Industries, Water resources and Agriculture ZSI, BSI, etc. Private industries and firms also absorb a large number of environmental scientists to suggest proper methods and processes. Waste treatment industries, refineries, distilleries, mines, fertilizer plants, food processing industries and textile mills employ environmental scientists. Environmental scientists also can be involved in research activities in public and private sector institutions. Environmental scientists also can seek employment in media as environment journalists. Teaching in colleges and universities is also a good option available for environmental scientists.

3. PROGRAMME FRAMEWORK

The Programme is of 72 credits. The Programme consists of Core Courses and Elective Courses. All courses are distributed over the 4 semesters.

Core Courses

- There are 13 Core Courses which are compulsory. Out of 13 core courses 9 are theory courses, 3 are lab courses and one is project/ dissertation. Each course is of 4 credits. The project/dissertation is of 8 credits. One credit amount to 30 hours of self-study. These 13 courses cover 56 credits out of total 72 credits.

Elective Courses

- There are 9 elective courses. The learners can choose any 4 courses from 9 elective courses. Each course is of 4 credits.

The MSCENV programme details is detailed below:

Course Code	Title of the Course	Credits
First Year		
I Semester		
MEV-011	Fundamentals of Environmental Science and Ecology	4
MEV-012	Earth Processes	4
MEV-013	Environmental Chemistry	4
MEVL-011	Environmental Science Lab Course – 1	4
II Semester		
MEV-014	Sustainable Natural Resource Management	4
MEV-015	Environmental pollution, Control and Management	4
MEV-016	Environmental Impact Assessment	4
MEVL-012	Environmental Science Lab Course - 2	4
	Elective Course	4
Second Year		
III Semester		
MEV-017	Environmental Legislations	4
MEV-018	Environmental Health and Eco-toxicology	4
MEV- 019	Research Methodology for Environmental Science	4
MEVL-013	Environmental Science Lab Course - 3	4
	Elective Course	4
IV Semester		
MEVP-011	Dissertation/Project	8
	Elective Course	4
	Elective Course	4
Electives Courses (Choose any four of the following)		
MEVE 011	Global Climate Change	4
MEVE 012	Environmental Management	4
MEVE 013	Environmental Biotechnology	4
MEVE 014	Biodiversity Conservation and Management	4
MEVE 015	Disaster Management	4
MEVE 016	Urban Environment	4
MEVE 017	Environment and Society	4
MEVE 018	Instrumentation Techniques for Environmental Monitoring	4
MEVE 019	Environmental Issues	4
Total Credits	72	

4. INSTRUCTIONAL SYSTEM

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

4.1 Self-instructional Print Material

The print material is written in self-instructional style. It is in the form of blocks (booklets) specially prepared for theory courses of the programme. Each course has a specific code number assigned to it. They are supplied to each learner along with a set of assignment questions. The learner has to complete the required assignments related to each course. Each course may have 3-4 blocks and each block may have 3-4 units.

4.2 Audio-video Programmes

The learning package also contains audio-video programmes which are produced by the University for supplementing and enhancement of understanding of the course material given to the learner. These programmes are normally of 25-30 minutes duration. These are used at the Study Centres during counseling sessions which are duly scheduled and notified by the programme in-charge/coordinator of study centre for the benefit of the students. The video programmes are also telecast on Gyan Darshan and Swayam Prabha channel. Similarly, the audio programmes when produced are also broadcast by Gyan Vani and selected stations of All India Radio. Learners can contact study centres for further information.

4.3 Assignments

Assignments are an integral and compulsory component to the instructional system. There is one tutor-marked assignment for each theory course. Students will have to work on these assignments. Each student should submit the assignment responses to the Coordinator/Programme In-charge of the Study Centre in accordance with the given assignments' submission schedule. **Students can download the assignments from IGNOU website (www.ignou.ac.in) at student's zone or at SOITS webpage.**

4.4 Counseling Sessions

Up to six counseling sessions per course are held at the study centres as per the schedule drawn and notified by the coordinator/programme in-charge of the concerned centre. They are mostly held on weekends (i.e. Saturday and Sundays) as per the convenience of the host institution where the study centre is located. However, if the number of students for the programme at a programme study centre falls below 10 (ten), then the counseling and support services may be handled by a Distance Learning Facilitator or the programme coordinator or the faculty of the School concerned or through an appropriate alternative arrangement.

Lab courses

Laboratory courses are an integral component of the M.Sc. (Environmental Programme) programme. You should bear in mind that the attendance in the Laboratory course is compulsory. Every experiment is evaluated and is included for final evaluation, the weightage being 70%. Hence, a student has to perform all the experiments in order to be able to secure maximum marks. The remaining 30% will be assigned for the unguided experiments to be performed by the student at the end of the Lab course. You are advised to pace your laboratory courses. As far as possible, you should complete the laboratory courses in the year in which you register for them.

4.5 Teleconferencing

Tele conferencing sessions are conducted through interactive Gyan Darshan Channel from the University studios as per the schedule made available to the Regional and Study Centres. Tele conferencing is an effective means of interaction between the learners, experts and others concerned with the programme. It provides an interesting opportunity to the students to interact with the faculty members at the head quarters, and other experts/eminant scholars in the field. The learners' will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

4.6 Interactive Radio Counseling

Interactive Radio Counseling is an important component of distance learning in IGNOU. Live counseling is provided on radio by invited experts for an hour from different radio stations in the country. Students can ask questions right from their homes through telephone by availing the facility of toll-free telephone number 1600112345 provided for this purpose from selected cities.

5. DELIVERY SYSTEM

The MSCENV programme is delivered as a continuous programme of two-year duration. Different divisions of the IGNOU system are involved in delivering the programme -supplying/dispatching the materials, providing student support services/facilities, etc. to you. In case, if you face any problem/difficulty at any stage, you can contact the following persons.

Whom to Contact for What?

- For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms, non-receipt to study material and assignments, contact the concerned Regional Centre.
- For assignments, you can obtain it from the concerned Study Centre or the Regional Centre. Or, you can download the same from IGNOU website: www.ignou.ac.in; or, send an e-mail to the school <soits@ignou.ac.in>.
- For non-reflection of assignment grades/marks in your grade card, contact the Regional Director of the concerned Regional Centre and Assistant Registrar (Assignments), Student Evaluation Division (SED), Block-3, Room No.12, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: assignments@ignou.ac.in; Phone:29535924/Extn.1312,1319,1325) Or, send an e-mail to the school <soits@ignou.ac.in>.
- For queries relating to examinations, date-sheets, result, early declaration of results, transcripts, rechecking, grade card, provisional certificate you can contact Dy. Registrar (Examination-III), SED, Block-12, Room No.1, IGNOU, Maidan Garhi, New Delhi-110068(Phone:29536103,29535924-32/ Extn.2201,2211,1316) Or, send an e-mail to the school<soits@ignou.ac.in>.
- For Original Degree/Diploma/Verification of Degree/Diploma, Convocation, contact the DR (Exam-I) SED, IGNOU, Block-9, Maidan Garhi, New Delhi-110068. (Phone: 29532294, 29535924/Extn.1313).
- For student grievances (SED) contact the Assistant Registrar (Student Grievances), SED, Block-3, RoomNo.13, IGNOU, Maidan Garhi, New Delhi-110068(E-mail: sregrievances@ignou.ac.in; Phone:29532234, 29535924/Extn.1313).
- For purchase of Audio/Video Tapes contact the Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068.

For the schedule so counseling, feedback on assignment responses contact the Coordinator/Programme In-charge of the concerned Programme Study Centre.

6. EVALUATION

Theory Courses

The evaluation of the performance of the students will be based on two aspects: (i) continuous evaluation through assignments with a weightage of 30% and (ii) term-end examination having a weightage of 70%. In order to successfully complete the course, a student is required to submit one assignment for each course.

Qualifying Marks: In order to successfully complete a theory course, the student must obtain at least '40%' in the assignment and '40%' in the Term-End Examination (TEE) separately in each course.

Overall Grading: The final score for each course is computed by combining continuous evaluation score and term-end examination score.

Lab Courses

For the practical courses, evaluation comprises of two aspects:

- Continuous Evaluation: As part of continuous evaluation, the learner will have to perform guided experiments and the weightage for guided experiments is 70%.
- Term-End Examination: Remaining 30% will be assigned for the unguided experiments to be performed by the student at the end of the Lab course.

The grading system depending on the percentage of marks secured by the candidates in TEE.

Letter Grade	Qualitative Level	Grade Points	Average Grade Point Range	Percentage Equivalent
A	Excellent	5	4.50 & above	80% and above
B	Very Good	4	3.50 to 4.49	60% to 79.9%
C	Good	3	2.50 to 3.49	50% to 59.9%
D	Satisfactory	2	1.50 to 2.49	40% to 49.9%
E	Unsatisfactory	1	1.49 & below	Below 40%

ASSIGNMENTS

The purpose to work on the assignments is to provide you an opportunity of articulating your assimilated knowledge and understanding in to written form and also to test your capacity of transferring the theoretical learning from the courses to practical situations. Thus, the assignments practically enhance your understanding as well as skill to articulate and express in writing. There is one assignment for each theory course. The answers to assignment questions are to be based on your own judgment and experiences as a student. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and any other sources of information for ready reference. But the answer should be in your own words and should reflect your own ideas. Please note that your assignment responses carry 30% weightage towards the final evaluation of each theory course. If you do not complete the assignments according to time schedule of assignments of the relevant academic session, then you have to attempt the assignment questions of the next session and submit the assignment responses according to the schedule of that session. You have to send the assignment-responses to the Study Centre you are attached to as per schedule. The instructions given in the assignments should be kept in mind while you prepare and submit the assignment responses.

TERM-END EXAMINATION (TEE)

The TEE is another component to evaluation system with 70% weightage for each theory course. The University conducts term-end examination (TEE) twice a year i.e. in June and in December of every year. In case you fail to get a pass score in the TEE, you will be eligible to re-appear in the next TEE for that course, till the final span of the programme i.e. prior to completion by you of the maximum duration of four years from the date of your admission/registration to the programme.

Examination date-sheets (schedule which indicates the date and time of examination for each course) are sent to all the study centres and the same is also notified through the IGNOU website.

It is a pre-requisite to submit the Examination Form with a fee of Rs.120/- (revised from time to time) per course in the form of demand draft drawn in favor of IGNOU and payable at New Delhi or at the city where the concerned Regional Centre to which you are submitting your form is located (Copy of the examination form is given in Annexure-IV). They are also available at Study Centres, Regional Centres, and Student Evaluation Division at the Headquarters at New Delhi. The form can also be downloaded from IGNOU website: www.ignou.ac.in. Only one form is to be submitted for all the courses you are appearing in TEE.

- Normally your Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre is to be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted to any other Examination Centre under the same region.
- Change of Examination Centre, once allotted, is not permissible under any circumstances.

The filled-in examination form is to be submitted to the concerned Regional Centre under which your examination centre falls. The dates for submission of Examination Forms are given below.

For June TEE	For December TEE	Late Fee	Address, where Exam Form is to be sent/Submitted	Remark
1 st March to 31 st March	1 st September to 30 th September	NIL	Regional Director of the concerned Regional Centre under which your examination centre falls.	Examination fee@Rs.120/per course in the form of DD drawn in favour of IGNOU and payable at the city of the concerned Regional Centre to which you are submitting your application form.
1 st April to 20 th April	1 st October to 20 th October	Rs.300/-		
21 st April to 30 th April	21 st October to 31 st October	Rs.500/-		
1 st May to 15 th May	1 st November to 15 th November	Rs.1000/-		

The student is required to mention his/her name, enrollment number and programme code on the back side of the demand draft.

Issue of Examination Intimation Slip: University issues Examination Intimation Slip to the students at least 2 weeks before commencement of the term-end examination and also uploads the information at the University's website: www.ignou.ac.in. If they do not receive Examination Intimation Slip within a week before commencement of the examination, they may download the Examination Intimation Slip for the examination from the website.

7. GENERAL INSTRUCTIONS

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

8. ONLINE FACILITIES

IGNOU web site is www.ignou.ac.in. A few important links under the site are enlisted here.

- Schools:** Where you will get the information about the programmes offered by different schools.
- For students:** Results; catalogue for print media and audio video; download facilities for assignment, question papers; queries about admission, registration, material dispatch detail, address checking, convocation; TEE date sheet; examination form; campus placement and prospectus and application form. Here you will get the electronic version of the prospectus and application form, information about the admission data, hall ticket and result.
- Division:** Under this section, there are links of Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
- Student Registration Division:** This link will give you information about admission and re-admission.
- Student Evaluation Division:** This link gives information about TEE, results, assignment, etc.
- Electronic Media:** You will get the information about the Gyan Darshan schedule, Gyan Vani schedule, Interactive Radio Counseling, Tele conferencing schedule and feed back form.

Note: IGNOU is providing an incentive in the form of fee concession of 15% of the Programme Fee to the students' who opt for study material in digital form in place of printed form from July, 2018 admission cycle on wards.

Student may use photo copies of the following forms given as annexure. These forms are also available in the IGNOU web site (www.ignou.ac.in). Please check the web site for modifications if any in the form, fee, addresses, etc.

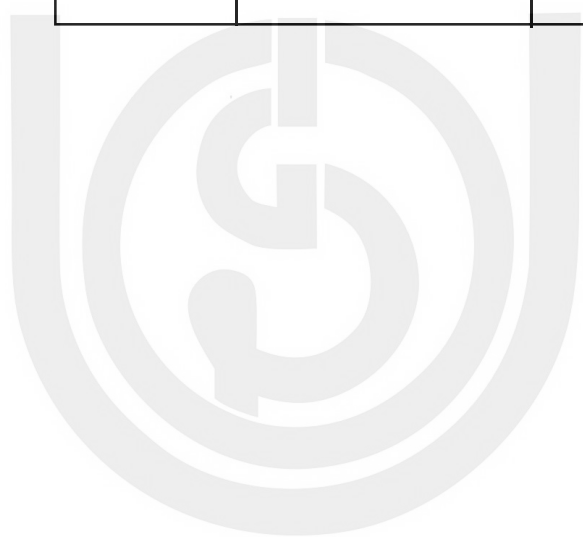
Annexure I Tentative List of Examination Centres Annexure II List of Regional Centres of IGNOU.

TENTATIVE LIST OF EXAMINATION CENTRES

Sl. No.	Centre	RC Code	Exam City
1.	0103	33	Vijayawada
2.	0109	84	Visakhapatnam
3.	01131	01	Hyderabad
4.	0159	33	Tirupati
5.	0301	03	Itanagar
6.	0401	04	Guwahati
7.	0410	37	Jorhat
8.	0505	82	Bhagalpur
9.	0513	32	Ranchi
10.	0516P	05	Patna
11.	0522	46	Darbhanga
12.	0601	06	Chandigarh
13.	07102	07	South Extn. Delhi
14.	0769	29	Shandara
15.	0775P	38	Naraina Vihar
16.	0801	08	Comba
17.	0901	09	Navranpura, Ahmedabad
18.	1007	07	Faridabad
19.	1064P	10	Kamal
20.	1101	11	Shimla
21.	1104	11	Hamirpur
22.	1105	11	Dharamshala
23.	1201	12	Jammu
24.	1209	30	Srinagar
25.	1301	13	Bangalore
26.	1302	13	Mangalore
27.	1305	13	Mysore

Sl.No.	Centre	RC Code	Exam City
28.	1310	85	Bellary
29.	1402	14	Cochin
30.	1403	83	Kozhikode
31.	1441	40	Thiruvananthapuram
32.	1501	15	Bhopal
33.	1502	41	Jabalpur
34.	1504	15	Gwalior
35.	1505	35	Bilaspur
36.	1529P	15	Indore
37.	1601	49	Vidyavihar, Mumbai
38.	1603	49	Vileparle-E
39.	1605	16	Satara
40.	1607	36	Nagpur
41.	1608	16	Nasik
42.	1609A	36	Amravati
43.	1610	16	Aurangabad
44.	1638	16	Pune
45.	1701	17	Imphal
46.	1801	18	Shillong
47.	1901	19	Aizawl
48.	2101	21	Bhubaneswar
49.	2103	21	Rourkela
50.	2110	44	Koraput
51.	2205	22	Amritsar
52.	2206	22	Ludhiana
53.	2320	23	Jaipur
54.	2321	88	Jodhpur
55.	2501	25	Chennai
56.	2636	26	Agartala

Sl.No.	Centre	RC Code	Exam City
57.	2702	47	Agra
58.	2705	31	Dehradun
59.	2706	27	Kanpur
60.	2708	48	Varanasi
61.	2711	31	Haldwani
62.	2718	39	Ghaziabad
63.	2720	27	Lucknow
64.	2739	39	Noida
65.	2804	28	ParkSt.Kolkata
66.	3603	32	Dhanbad
67.	38027	38	Gurgaon



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List of Regional Centres

S. N.	REGIONAL CENTRE, CODE AND NO OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1.	AGARTALA RC CODE : 26	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND P.O. AGARTALACOLLEGE TILLA AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516714 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2.	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI) DAMAN & DADRANAGAR HAVELI (U.T.)
3.	AIZWAL RC CODE : 19	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HOUSE NO. YC-10 ROPHIRA BUILDING CHALTLANG DAWRKAWN AIZAWL - 796 012 MIZORAM 0389-2391692/2395260 0389-2391789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	ALIGARH RC CODE : 47	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 3/310, MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120/2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI)
5.	BANGALORE RC Code: 13	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, BTMC OLD DIVISION OFFICE (SOUTH) No. 70-46-31/11, WARD No.117 GROUND FLOOR, BELOW RTO	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA,

		(AUTORICKSHAW) 57 OFFICE, SHANTI NAGAR BANGALORE - 560 027, KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	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 ROAD, TILKAMANJHI BHAGALPUR BHAGALPUR BIHAR 812001 0641-2610055/2610066 0641-2610077 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 BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 0674-2301348 / 2301250 0674-2301352 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9.	BIJAPUR RC Code : 85	REGIONAL DIRECTOR, 1ST FLOOR, PLAZA-II TOURISM DEPARTMENT BUILDING (OPP. TO DR. B.R. AMBEDKAR STATION) INDIA ROAD- VIJAYPURA KARNATAKA 08352-260006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM, DHARWAD) STATE OF MAHARASHTRA (DIS- TRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC Code : 06	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SCO 208, 1st FLOOR SECTOR 14 PANCHKULA - 134 109 HARYANA 0172-2590277, 2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)

11.	CHENNAI RC Code : 25	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI-600007 rcchennai@ignou.ac.in 044-26618438	STATE OF TAMILNADU (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, ERNAKULAM DIST. COCHIN – 682017, KERALA Ph. Off-0484-2340203/2348189/2330891 Fax: 0484-2340204 E-MAIL : rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T.)
13.	DARBHANGA RC CODE : 46	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE : 31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 0135-2789190 0135-2789180 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
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 DELHI 011-26990082 /26990082-83 011-26058354 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, 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 DELHI 011-23392374 /23392376 23392377 /23392 737 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, 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 SHAHEED RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 077 DELHI 011-25088964 011-25088939 011-25088944 011-25088983 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, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
18.	DEOGHAR RC CODE : 87	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, BASUWADIH, ROHINI ROAD DEOGHAR, JASIDIH JHARKHAND 814142 06432-34448, 9234455958-957-975 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 EAST SIKKIM GANKTOK - 737 102 SIKKIM 0359-231102/270923, 0359-231103 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, GMCH ROAD CHRISTIAN BASTI, GUWAHATI GUWAHATI, ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBIANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ)
21.	HYDERABAD RC CODE : 01	REGIONAL DIRECTOR, M-5 BLOCK, 1ST FLOOR MANORANJAN COMPLEX TELANGANA STATE HOUSING BOARD COMPLEX (aDJACENT TO GANDHI BHAWAN METRO STATION) MJ ROAD NAMPALLY, HYDERABAD 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGAREDDY, WARANGAL)
22.	IMPHAL RC CODE : 17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385-2421190/2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUNPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)

23.	ITANAGAR RC CODE : 03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN, PAPUM PARE ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2351705/2247536 0360-2247538 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KARADADI, LONGDING LOHIT, LOWER DIBANG VALLEY, 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 - 482 001 MADHYA PRADESH 0761-2600411 /2609896 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 70/80, SECTOR - 7 PATEL MARG, MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 /2785427 0141-2396427, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GOVT. SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK, 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 /2546529 0191-2502921, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE:88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439 PAL LINK ROAD OPP. KAMALANAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2755424, 0291-2751524 0291-2756579 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATH NEAR NEHRU PARK JORHAT - 785001 ASSAM 0376-2301116, 0376-2301115/2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)

29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514/2260075 0184-2254621,0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, G.T. ROAD BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632, 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
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 033-23349850 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAWAN AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852-251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH 0522-2442832 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHAICH, 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, SIDHARTHANAGAR, SITAPUR, UNNAO)

35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR,ARIYALUR)
36.	MUMBAI I RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING, M. G ROAD OPP TO MULUND RLY. STATION MULUND (WEST), MUMBAI- 400 080 MAHARASHTRA 022-25925540 / 25923159 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37.	NA GPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O. 403 521 GOA 0832-2414553, 0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONAL AREA MITHAPUR PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)

41.	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111, 03192-230111 rportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DIS- TRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATH GANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666, 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 / 5056508 0771-2445839 0771-2583578, 0771-2445839 reraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT 0281-2572988 0281-2561449, 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)
46.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KRISHNA MALL, 2ND FLOOR (OPP. GST BUILDING, ASHOK NAGAR RANCHI, JHARKHAND-834002 0651-2244688 / 2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAİKELA, KHARASAWAN, EAST SINGBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)

47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAXMI NIWAS, KOSHI CHOWK SAHARSA 852201 BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DIS- TRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIA, KISHANGANJ & PURNIA)
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING MAWKYNROH NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364-2550088/2550102/2550015 0364-2551010 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RIBHOI, 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 0177-2624612/2624613 18001808055 (TOLL FREE) 0177-2620125, 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD SUBHAS PALLY SILIGURI SILIGURI - 734 001 WEST BENGAL 0353-2526818/2526819 0353-2526829, 0353-2526829 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 IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251, 0194-2311258 0194-2421506, 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPALAM, KARAMANA P.O. THIRUVANANTHAPURAM - 695 002 KERALA 0471-2344113/2344120 0471-2344115, 0471-2344121 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMILNADU (DISTRICTS: KANYAKUMARI, TIRUNELVELI, THOOTHUKUDI)

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

IGNOU Recognized Regional Centres

IGNOU – Army Recognized Regional Centres

Sl. No.	Recognized RC Name Area	Code	Address	Operational
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 (CIVIL) 2670(MILITARY) 033-22222668 rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	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) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	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) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486, 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

06	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) swciaep@gmail.com	SOUTH WESTERN COMMAND
IGNOU – Navy Recognized Regional Centres				
01	INEP - KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-266210,2662515,0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
02	INEP - MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN COMMAND
03	INEP - NEW DELHI	71	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF WEST BLOCK.5, IIND FLR, WING-II RK PURAM, NEW DELHI - 110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
04	INEP - VISAKHAPATNAM	73	CAPTAIN A G SELVAM REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
IGNOU – Assam Rifles Recognized Regional Centres				
01	IAREP - SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR), LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarre_81@yahoo.com	COMMAND AREA



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin Code

4. Contact No

5. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

(a) Term-end examination: June/December

(b) Exam Centre Code:

(c) Exam Centre Address:

.....

.....

(d) Course(s):

6. Fee details:-

(The fee for this purpose is ₹ 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)

No. of Course(s):..... × ₹ 100/- = Total Amount:

Demand Draft No.: Date

Issuing Bank:

7. Self attested photocopy of the Identity Card : Attached/Not attached
issued by the University

UNDERTAKING

I hereby undertake that the answer script(s), for which photocopy(ies), applied for, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date:

Signature:

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. The fee for photocopy of answer script shall be Rs. 100/- (Rupees One Hundred only) per course. Fee should be paid in the form of Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below in the last Para) along with the prescribed fee within 45 days from the date of declaration of results i.e., the date on which the result are placed on the IGNOU website.
4. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
5. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
6. Application form duly filled-in may be sent to the following address except CPE* & DPE* programmes:

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma Univesity Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujrat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla Chandigarh, Khanna, Dehradun, Jammu, Srinagar



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

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

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

1. Name :
2. Programme: Enrolment No:
3. Address:
-
- Contact No. Pin

4. Reason for early declaration of result:
-

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

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

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

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

Exam. Centre Code: Address of Exam. Centre: _____

7. **Fee detail:**

(The fee for early declaration of result is ₹ 1000/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

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

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma Univesity Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujrat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

1. Name :

 2. Programme : Enrolment No.

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 3. Address:

 PIN:

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4. Month and Year of the Exam :

 5. Examination Centre Code :

 6. Address of Examination Centre:

 7. Courses, in which
 Re-evaluation is sought

COURSE CODE	MARKS/ GRADE OBTAINED
.....
.....
.....
.....
.....

8. Fee detail:

(The fee for Re-evaluation of answer script is ₹ 750/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

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

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student
(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

- 1) The request for re-evaluation by the student must be made within one month of declaration of his/ her results.
- 2) The date of declaration of result will be calculated from the date on which the result(s) are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,
Please mention ‘**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**’
- 7) The application form duly filled-in may be sent to the following address except CPE* &DPE* programmes.
- 8) **Application form must reach within the prescribed dates at the following address:**

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma University Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujarat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE

1. Name :
2. Programme: Enrolment No:
3. Address:
- Pin
4. Contact No: (Mobile No.) Landline No:
5. Purpose for which, transcript is required :
-

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

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

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

7. **No. of Transcript(s) required:** × Rs.300/- or Rs.500/- or = **Total Amount:** Rs.....
 Demand Draft No.: Date: Issuing Bank:
8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.
9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-

10. **If, the Transcript is required to collect Personally : Name**
Mobile No......(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

P.T.O.

INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

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

The Registrar,

**Student Evaluation Division, Indira Gandhi National Open University,
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**

B) The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.-6. Incomplete application will be entertained.

C) If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By-Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No.-10, IGNOU, Maidan Garhi, New Delhi-110068 (India)** then He/She is required to mention such information & Mobile No. under Point No.-10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/ photograph/residential Id. Proof. at the time of collecting their Transcripts.

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

D) The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.

E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.

F) Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-

i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.

ii) Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.

G) The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from “Official Transcript Counter” Exam.-III Section of SED (Block-12, Room No.-10), IGNOU, Maidan Garhi, New Delhi-110068 personally or on Telephone No. 011-29572210 between Monday to Friday during Office hours after 15 to 25 days of receiving the Application-Form at this Section.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division
Maidan Garhi, New Delhi-110068**

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

1. Name.....

2. Programme.....

3. Enrolment No.

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

4. Complete Address:.....

.....
.....

Pin:

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

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

6. Month and Year of the Exam

7. Centre from where appeared at last examination:

.....

8. Bank Draft/IPO No. Dated

for Rs. 200/- or in favour of "IGNOU" payable at New Delhi

.....
Signature

Date :

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

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

**The Registrar
(Student Evaluation Division)
Indira Gandhi National Open University
Block 12, Maidan Garhi
New Delhi-110 068**

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



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Please read the instructions overleaf before filling up this form :

**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

Please indicate course, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

Sl. No.	Course Code	Assignments Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address

Signature

.....

Date

.....

.....PIN

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/title, Name of Semester/year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.
4. Submission of assignment within due dates is pre-requisite for appearing in the term end examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. You can appear in term end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different study Centres for evaluation.

Please mail this form to the Regional Director of your Regional Centre

To,
 The Registrar
 Material Production & Distribution Division
 Indira Gandhi National Open University
 Maidan Garhi, New Delhi - 110 068

SUB. : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENTS

Enrolment No.

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Programme Medium of Study

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

Sl.No.	Course Code	Blocks	Assignments
--------	-------------	--------	-------------

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

Name and Address _____ Signature : _____
 _____ Date : _____

(For Office Use only)

Date of despatch of study material/assignments to students _____

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

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF ADDRESS**

All correspondence to be sent at the following address and change in address be recorded.

Enrolment Number

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

Date of Change effective from

--	--	--	--

Write in BLOCK LETTERS only

Name: Shri/Smt./Km.	
---------------------	--

New Address

Town								
State	Pin							
State Code				(See Appendix-4)				

Medium of Study

--

Programme of Study

--

Signature _____

Date _____

The filled-up form should be mailed to :

**The Regional Director concerned with
a copy to Registrar, Studen Registration Division
IGNOU, Maidan Garhi, New Delhi-110068.**

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



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INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(To be submitted to the concerned Regional Director)
APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE
(To be filled-in by the Applicant. Before filling in the form see instructions on reverse)

1. Name
2. Father's Name
3. Address
 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 to which the Candidate is attached

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

Draft Details	
Amount Rs. 500/-	D.D. No. _____
Date _____	_____
Bank Name _____	& Place of Issue _____

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

 Signatute of the Applicant

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

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

Dated _____ Dealing Assistant _____ Section Officer _____

INSTRUCTIONS

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

“I, son/daughter of..... resident of

..... hereby solemnly declare that the

Migration Certificate No. dated issued

to me by the to enable me to join University has been lost and

did not join any other University on the basis of the same nor have I submitted the Migration Certificate for joining any other University”.

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)		
1. Regional Services Division Committee against Sexual Harassment (RSDCASH)		
Dr. Hema Pant, Dy. Director, RSD, Chairperson	011-29572404	drhemapant@ignou.ac.in
Category: Academic Staff Dr. Bijaya Lakshmi Mishra Dr. Moni Sahay, Assistant Director, RSD	011-29571998 011-29572403	bijayalakshmi@ignou.ac.in monisahay@ignou.ac.in
Category: Non-Academic Staff Ms. Jancy Srinivas, PS (Registrar, Admn.) Ms. Azra Arshad, EMPC (Member continuing from outgoing RSDCCASH)	011-29571401	jancys@ignou.ac.in
Category: External co-opted women member Dr. Radhika Menon, Asst. Professor Mata Sundari College, Delhi University		
II. IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Madhu Parhar, STRIDE, Chairperson	011-29572626	mparhar@ignou.ac.in
Category : Academic Staff-3, Members Prof. Neeti Agarwal, SOMS Dr. Paramita Sukla Baidya, Assistant Professor, SOTHSM Dr. Shubhangi Vaidya, Associate Professor, SOITS	011-29573020 011-29571755 011-29573377	neeti@ignou.ac.in parmitas@ignou.ac.in svaidya@ignou.ac.in
Category: Non-teaching Ms. Anita Dhall, Asst. Director, SRD Ms. Rajni Gupta, SO (Admn.) Ms. Vidya Anand, PS (SOHS)	011-29571309 011-29571422 011-29572802	anitadhall@ignou.ac.in rajnigupta@ignou.ac.in vidyaanand@ignou.ac.in
Category: Committee Members Dr. Gumeet Kaur, Assistant Professor, SOL (Continuing Member (Academic recommended)) Mr. P.T. Raveendran, Deputy Registrar (F & A Div.) (Continuing Member (Academic recommended))	011-29572984 011-29571211	gurmeetkaur@ignou.ac.in ptravindran@ignou.ac.in
Category: Student Member Ms. Bhavna Saroha, Ph.D. in Hindi		
Category: External co-opted women member Dr. Neerja Singh, Associate Professor in History Satyavati College, University of Delhi Dr. Bani Bora, (SADRAG) Social and Development Research and Action Group (SADRAG), Noida (U.P.)		
Apex Committee Against Sexual Harassment (ACASH)		
Prof. Anu Aneja, SOGDS, Chairperson	011-29571600	anuananja@ignou.ac.in
Category: Teaching Staff Dr. Prem Eden Samdup, Associate Professor, (SOH)	011-29572770	psamdeup@ignou.ac.in
Category: Non-teaching Staff Ms. Lalita Sharma, AR (ACD)	011-29571825	lalitasharma@ignou.ac.in
Category: External co-opted women members Ms. Harshita Raghuvan, Advocate High Court Supreme Court of Delhi Prof. Jantika Dutta, Lady Irwin College (Continuing Member (Academic recommended))		
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.		



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