



**e-PROSPECTUS AND APPLICATION  
FORM FOR ADMISSION  
BACHELOR OF EDUCATION (B.Ed.)  
(Recognized by NCTE)  
2026**

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

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## PRINT PRODUCTION

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

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# 1. ABOUT THE UNIVERSITY

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## 1.1 Introduction

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

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

## 1.2 Prominent Features

IGNOU has certain unique features such as:

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

## 1.3 Important Achievements

- Ranked No. 1 under the Open University Category in the NIRF rankings.
- Accredited with A++ by NAAC.
- INGOU has emerged as the largest Open University in the world in terms of enrollment.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24-hour Educational Channels ‘Gyan Darshan’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has reached to around 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010. Largest network of learning support system.
- Declaration of Term-end result within 45 days.

## 1.4 The Schools of Studies

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

The following Schools of Studies currently are in operation:

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

## 1.5 Academic Programmes

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

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

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

## 1.6 Course Preparation

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

## 1.7 Credit System

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

## 1.8 Support Services

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

## 1.9 Programme Delivery

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

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

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

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

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

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

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

### 1.10 Evaluation System

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

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

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

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

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

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

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

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

### **Term-end Examination**

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

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

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

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

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

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

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

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

The fees to be charged for evaluation of project work and practical exam will be applicable across all the academic programmes of the University having the project work and lab component respectively. The students will submit the copy of the online receipt of the practical exam fee paid at the time of appearing in the practical exams and in case of Project Report, the online receipt of the Project fee will be submitted along with the project report. This aspect will be informed to the students by the respective Regional Centres. The payment of above fees by the students will be applicable from **January 2023 admission cycle.**

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

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

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

### **1.11 eGyanKosh**

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

### **1.12 Vidya Lakshmi Portal**

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

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

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## **2. UNIVERSITY RULES**

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

### **2.1 Validity of Degree for Admission**

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

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

### **2.2 Acceptance of 'Two-year Bachelor's degree'**

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

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

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

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

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

### 2.3 Incomplete and Late Applications

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

### 2.4 Additional time for Learners with Disability

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

### 2.5 Reservation

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

### 2.6 Scholarships

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



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

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

## 2.7 Refund of Fee

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

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

## 2.8 Study Material and Assignments

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

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

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

## 2.9 Change of Elective/Course

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

## 2.10 Counselling and Examination Centre

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

## 2.11 Change/Correction of Address

There is a printed proforma for change/correction of address provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of dispatch. In case there is any correction/change in the address, the learners are advised to make use of the proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. **Requests received directly at**



**SRD, New Delhi, or any other Office of the University will not be entertained. The form of change of address can also be downloaded from IGNOU Website [www.ignou.ac.in](http://www.ignou.ac.in)** Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. **Change** of Study Centre is not permissible in programmes like B.Ed. where practical components are involved.

## 2.12 Change of Region

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

## 2.13 Term-end Examination

The students seeking admission to Bachelor of Education (B.Ed.) Programme in Jan 2026 admission session will be allowed to appear for the term end examinations for all the courses of first year in Dec 2026 TEE only. Subsequently, as per the existing practices they will be allowed to appear in both December and June term end exam to complete their courses. Students can appear for the TEE for only those courses for which the student has opted and has submitted the assignment within the stipulated period.

## 2.14 Official Transcripts

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

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

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

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



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

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')**
7. **No. of Transcript(s) required:** ..... X 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.

## 2.15 Improvement in Division/Class

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

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

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

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



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

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

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

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

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

1. Name: \_\_\_\_\_
2. Programme:  Enrolment No:
3. Address: .....  
..... Pin
4. Contact No: (Mobile No.)..... Landline No:.....
5. Term-end examination, in which programme completed (June and December & year):.....
6. Total marks/Overall point grade obtained: ..... Percentage obtained: .....  
.....  
(Please enclosed photocopy of the statement of marks/grades card)
7. Courses(s), in which Improvement is sought:
 

<u>COURSE CODE</u>	<u>COURSE CODE</u>
1. ....	4. ....
2. ....	5. ....
3. ....	
8. **Fee details:-**  
(The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of "IGNOU" payable at New Delhi)  
  
No. of Course(s): ..... X Rs. 750/- or ..... = Total Amount: .....  
Demand Draft No.: ..... Date:..... Issuing Bank: .....
9. Term-end examination, in which you wish to appear:- June/December, 20.....
10. Examination centre details, where you wish to appear in term-end examination:-  
  
Exam. Centre Code..... City/Town.....

**UNDERTAKING**

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

Date:.....

Signature.....

Place: .....

Name:.....

**P.T.O.**



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

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

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

## 2.16 Early Declaration of Result

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.1000/- per course for Indian Students Rs. 1200/- per course for SAARC countries and \$50 for per course Non-SAARC countries. **The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies.** The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website. The payment is to be made online through gateway in the portal with the help of debit card/credit card/netbanking.

Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:

- (i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
- (ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.

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

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

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Regional Director, IGNOU Regional Evaluation Centre, 3rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal-462016 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ahmedabad, Rajkot, Nagpur, Pune, Jaipur, Jodhpur Saharsa and Mumbai
2.	Regional Director, IGNOU Regional Evaluation Centre, C/1, Institutional Area Bhubaneswar-751013 Odisha	Kolkata, Koraput, Raghunathganj, Ranchi, Bhubaneswar, Angul, Siliguri, Vijaywada, Hyderabad, Guwahati, Vishakhapatnam and Deoghar
3.	Dy. Registrar IGNOU Regional Evaluation Centre-Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068, Ph. 011-29533565, 011-29571501	Delhi-1, Delhi-2, Delhi-3, Noida, Jammu, Srinagar and International Division  Guyana (GOAL), Online Programme, E-Vidya Bharti etc.
4.	Deputy Registrar IGNOU Regional Evaluation Centre, IGNOU Complex, Kaloor PO Ernakulam Distt., Kochi-682017 Kerala Ph. 0484-2337028, 2337038	Kochi (Cochin), Bangalore, Bijapur, Chennai, Madurai, Panaji, Portblair, Trivandrum and Vatakara
5.	Dy. Registrar IGNOU Regional Evaluation Centre Lucknow, IInd Floor, 5C/INS-1, Sector-5, Vrindavan Yojana, Telibagh, Lucknow-226029 Ph.: 0522-2442825	Chandigarh, Dehradun, Karnal, Khanna, Shimla, Varanasi & Lucknow

6.	In-Charge IGNOU Regional Evaluation Centre Shillong, IGNOU Regional Centre, NEHU Campus, Umshing, Mawkynroh, Shillong-793022, Meghalaya Ph.: 0364-2550130	Gangtok, Impha, Itanagar, Jorhat, Agartala, Aizwal, Kohim and Shillong
7.	Dr. Abhilash Nayak Assistant Regional Director/In-charge IGNOU Regional Evaluation Centre, Institutional Area, Mithapur, Patna-800001 Mob. No.: 9438036660	Patna, Bhagalpur and Dharbhanga

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





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

**DIRECTIONS FOR OBTAINING VERIFICATION REPORT FOR THE CERTIFICATES OF THE  
IGNOU STUDENT FOR THEIR MARK-SHEET/GRADE CARD/PROVISIONAL CERTIFICATE /  
DEGREE & DIPLOMA CERTIFICATES ETC.**

1. As per the existing provision, the Verification Report of Mark-Sheet/Grade Card/Provisional Certificate /Degree/Diploma Certificates etc. can be provided to the Government and Non-Government Offices only. Hence, under the provision, the Verification Report can not be provided to any person or individual concerned.

2. **THE REQUISITE FEES FOR VERIFICATION OF CERTIFICATES:-**

- i) - Rs.400/- for Non-Govt. Offices and Rs.200/- for State Govt. Offices for the verification of the certificates related to Indian Students
- ii) - Rs.1200/- for Govt. and Non-Govt. Offices for the verification of the certificates related to SAARC Countries Students.
- iii) - \$100 for Govt. and Non-Govt. Offices for the verification of the certificates related to Non-SAARC Countries Students.

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

3. All the Government/Non-Government Offices, who want to seek the Verification Report of the certificates of the IGNOU Students are required to send the request letter in their "Office Letter-Head" duly signed by the authorized Officer along with following information / documents:-

- i) Photocopies of the certificates for which verification/genuineness is required. The contents of the photocopies should be legible / readable. Incomplete/illegible documents will be rejected.
- ii) Requisite fees should be given as per the prescribed rates given at Point-2 above.
- iii) Details of the student should be clearly mentioned in request letter i.e. "Official Letter-Head" of the Govt. or Non-Govt. Offices. These Offices are also requested to send the details of the Student like:  
(a) Student's Name, (b) Programme, (c) Enrolment No., (d) Year of completion of the Programme, (e) Division / Percentage etc. including (f) reason for which the verification is required.
- iv) Name & Designation of the Officer and Complete Official Address of the Department, where Verification Report is required to be sent by the University may be given to avoid the delay in case.
- v) Request for Verification Cases will be accepted in **"Hindi or English" version** only. The cases, received other than these Languages will not be entertained.
- vi) As the Verification / Genuineness of certificate is a top confidential issue of two Departments (IGNOU & Verification Seeker), hence, due to its confidentiality, such correspondence should be made strictly & directly in "Sealed Confidential Cover" only, therefore, student concerned Or third person will not be allowed to intervene in the Verification case.
- vii) 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.

4. The request letter for Verification/Genuineness of Certificates is to be sent to:-

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



**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/On-line (www.ignou.ac.in)..... 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)*



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

**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:.....  
.....  
..... Pin
4. Contact No: (Mobile No.)..... Landline No:.....
5. Reason for early declaration of result:  
\_\_\_\_\_  
\_\_\_\_\_

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

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

<u>S. No.</u>	<u>Course Code</u>	<u>Date of Examination</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

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

Exam. Centre Code:

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

P.T.O.

8. **Fee detail: -**

(The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

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

Demand Draft No.: ..... Date: .....

Issuing Bank: .....

Date:.....

(Signature of the student)

**RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Regional Director, IGNOU Regional Evaluation Centre, 3rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal-462016 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ahmedabad, Rajkot, Nagpur, Pune, Jaipur, Jodhpur Saharsa and Mumbai
2.	Regional Director, IGNOU Regional Evaluation Centre, C/1, Institutional Area Bhubaneswar-751013 Odisha	Kolkata, Koraput, Raghunathganj, Ranchi, Bhubaneswar, Angul, Siliguri, Vijaywada, Hyderabad, Guwahati, Vishakhapatnam and Deoghar
3.	Dy. Registrar IGNOU Regional Evaluation Centre-Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068, Ph. 011-29533565, 011-29571501	Delhi-1, Delhi-2, Delhi-3, Noida, Jammu, Srinagar and International Division  Guyana (GOAL), Online Programme, E-Vidya Bharti etc.

4.	Deputy Registrar IGNOU Regional Evaluation Centre, IGNOU Complex, Kaloor PO Ernakulam Distt., Kochi-682017 Kerala Ph. 0484-2337028, 2337038	Kochi (Cochin), Bangalore, Bijapur, Chennai, Madurai, Panaji, Portblair, Trivandrum and Vatakara
5.	Dy. Registrar IGNOU Regional Evaluation Centre Lucknow, IInd Floor, 5C/INS-1, Sector-5, Vrindavan Yojana, Telibagh, Lucknow-226029 Ph.: 0522-2442825	Chandigarh, Dehradun, Karnal, Khanna, Shimla, Varanasi & Lucknow
6.	In-Charge IGNOU Regional Evaluation Centre Shillong, IGNOU Regional Centre, NEHU Campus, Umshing, Mawkyntroh, Shillong-793022, Meghalaya Ph.: 0364-2550130	Gangtok, Impha, Itanagar, Jorhat, Agartala, Aizwal, Kohim and Shillong
7.	Dr. Abhilash Nayak Assistant Regional Director/In-charge IGNOU Regional Evaluation Centre, Institutional Area, Mithapur, Patna-800001 Mob. No.: 9438036660	Patna, Bhagalpur and Dharbhanga

## 2.17 Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Script(s) on payment of Rs.750/- per course. The application of re-evaluation will be accepted through online portal only. No hard copy of the re-evaluation request will be considered. The online request for re-evaluation by the student must be made with Forty (40) Days from the date of declaration of result along with the fee of Rs. 750/- per course through re-evaluation portal. The payment is to be made online through gateway in the portal with the help of Debit Card/Credit Card/net banking in favour of IGNOU payable at the city where submitting the Re-evaluation form. Portal is available in the IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

There is no provision for re-evaluation of other components such as Assignment, Project Report, Dissertation, answer scripts of practical examination, Field Work Journal, Internship, etc. There is also no provision for second re-evaluation of answer scripts of term-end theory examinations hence, no request for second re-evaluation will be entertained. The result of re-evaluation will also made available on the IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in). After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.

## 2.18 Obtaining Photocopy of Answer Scripts

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

## 2.19 Duplicate Grade Card

The learner can apply for duplicate Statement of Marks/Grade Card in case of loss/misplacement/damage on payment of Rs.200/- for Indian students, Rs. 400/- for SAARC countries and \$10 for

Non-SAARC countries by making online payment in favour of IGNOU and or through challan at Punjab National Bank, IGNOU Branch, New Delhi or through online payment of miscellaneous fees through IGNOU website, [www.ignou.ac.in](http://www.ignou.ac.in) Format is available in the Programme Guide or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in). Please refer Annexure 10 of this prospectus.

## **2.20 Change of Category**

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

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

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

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

- (a) Original copy of Notification in a daily newspaper notifying the change of name.
- (b) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name.
- (c) Marriage Card/Marriage Certificate in case of women candidates for change in surname.
- (d) Gazette Notification, in original, reflecting the change of name/surname.
- (e) Demand Draft of Rs.500/- drawn in favour of IGNOU payable at New Delhi

Request for correction and/or change of Name / Surname will be entertained only before award of the Degree/Diploma/Certificate. For change/correction of name after completion of programme, but before award of degree please see the guidelines available at: IGNOU website : [www.ignou.ac.in](http://www.ignou.ac.in).

<http://www.ignou.ac.in/userfiles/Revised%20Notification%20and%20Guidelines%20for%20Name%20Change.pdf> (Annexure-9)

## **2.22 IGNOU IGRAM**

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

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

Disputes on Admission and other University Matters

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

## **2.24 Recognition of IGNOU Programmes**

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian

Universities/Institutions, as per UGC Circular letter No. F.1-52/2000 (CPP-II) dated 5<sup>th</sup> May, 2004, AIU Circular No. EV/11(449/94/176915- 177115 dated January 14, 1994, AICTE Circular No. AICTE/ Academic/ MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated **14.10.2013**. IGNOU's B.Ed. Programme is recognized by National Council for Teacher Education (NCTE) as per Letter No. F/NOF3/DL-83/99/7807-7812 dated 31.05.99 and F.NRC/NCTE/DL83 dated October 23, 2015. and letter No. F.NRC/NCTE/DEL-83/2018/196265 dated 20 Aug, 2018





INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION

## APPLICATION FORM FOR CORRECTION/CHANGE IN NAME ETC.

(Guidelines are given overleaf. Please go through them carefully before filling up the form)

- |    |           |  |    |                  |  |  |  |            |  |  |  |  |  |  |
|----|-----------|--|----|------------------|--|--|--|------------|--|--|--|--|--|--|
| 1. | Name      |  |    |                  |  |  |  |            |  |  |  |  |  |  |
| 2. | Programme |  | 3. | Enrolment Number |  |  |  |            |  |  |  |  |  |  |
| 4. | Address   |  |    |                  |  |  |  |            |  |  |  |  |  |  |
|    | E-mail    |  |    |                  |  |  |  |            |  |  |  |  |  |  |
|    | Pin Code  |  |    |                  |  |  |  | Mobile No. |  |  |  |  |  |  |

5. Month & year of completion of Programme..... 6. Whether Degree Certificate has been awarded (Yes/No)
7. Details of correction/change required in Grade Card (Please fill up the relevant box)

(a) Minor correction in spelling of the Student's name/Father's name/Guardian's name

Name reflected in Grade Card	Correct name (in Block letters)

(b) Change in full name

Name reflected in Grade Card	Correct name (in Block letters)

(c) Change in 1<sup>st</sup>/Middle/Last name (Partial change in name)

Name reflected in Grade Card	Correct name (in Block letters)

(d) Addition/deletion of surname

Surname reflected in Grade Card	Surname to be printed in Grade Card (in Block letters)

(e) Change in surname after marriage

Surname reflected in Grade Card	Surname to be printed in Grade Card (in Block letters)

(f) Change of Address

Address reflected in Grade Card	Correct address (in Block letters)

8. Fee, if applicable, as mentioned overleaf to be paid through DD in favour of 'IGNOU' & payable at 'New Delhi'

Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_ Issuing Bank \_\_\_\_\_ Amount: \_\_\_\_\_

(Signature of the Student)

Enclosures:

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

The duly filled application form with requisite fee & necessary documents is to be sent to Registrar, SED, IGNOU, Maidan Garhi, New Delhi-110068

**REVISED GUIDELINES: CHANGE IN NAME, ETC.**
**Types of request for change in name, etc. :-**

1. Minor correction in spelling of the student's name/father's name/guardian's name
2. Change in full name
3. Change in 1<sup>st</sup> /Middle/Last name (Partial change in name)
4. Addition/deletion of surname
5. Change in surname after marriage
6. Change in address

Terms and conditions for entertaining the request for change in name in all types as mentioned above:

1. The student will have to apply in the prescribed application form for this purpose.
2. The requisite fee for entertaining such requests will be as under:

Statement of Marks/Grade Cards & Provisional Certificate issued for:	Prescribed Fee
31 <sup>st</sup> Convocation onwards	Rs. 500/-
1 <sup>st</sup> to 30 <sup>th</sup> Convocation	Rs. 1500/-

However, if it is established that there is mistake in name, etc. on the part of the University, no fee for this purpose will be charged from the students.

3. The student will have to return the grade card/provisional certificate and degree certificate, if issued earlier with previous name.

The following documents are required to be submitted by the student along with the application for this purpose:

S.No	Type of request	Document required
1.	Minor correction in spelling of the student's name/father's name/guardian's name.	Self attested copy of Class 10 <sup>th</sup> certificate issued by recognised Board of Education/Aadhar Card
2.	Change in full name	Newspaper cuttings (in original) as proof of the advertisement published with regard to change in name in at least two Indian leading daily newspapers.  Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name.  Gazette Notification, in original, reflecting the change of name.
3.	Change in 1 <sup>st</sup> /Middle/Last name (Partial change in name)	Newspaper cuttings (in original) as proof of the advertisement published with regard to change in name in at least two Indian leading daily newspapers/Aadhar Card
4.	Addition/deletion of surname	Self attested copy of Class 10 <sup>th</sup> certificate issued by recognised Board of Education/Aadhar Card
5.	Change in surname after marriage	Proof of marriage i.e. a self attested copy of marriage registration certificate issued by the competent authority in case of female student applying for change in surname due to marriage/Aadhar card
6.	Change in address	Aadhar Card/any other document issued by Govt. /Govt. organisation

*The duly filled application form with requisite fee & necessary documents is to be sent to Registrar, SED, IGNOU, Maidan Garhi, New Delhi-110068*



Types of request for change in name, etc.:-

1. Minor correction in spelling of the student's name/father's name/guardian's name
2. Change in full name
3. Change in 1<sup>st</sup>/Middle/Last name (Partial change in name)
4. Addition/deletion of surname
5. Change in surname after marriage.
6. Change in address

Terms and conditions for entertaining the request for change in name in all types as mentioned above.

1. The student will have to apply in the prescribed application form for this purpose.
2. The requisite fee for entertaining such requests will be as under:

Statement of Marks/Grade Cards & Provisional Certificate issued for	Prescribed Fee
31 <sup>st</sup> Convocation onwards	Rs. 500/-
1 <sup>st</sup> to 30 <sup>th</sup> Convocation	Rs. 1500/-

However, if it is established that there is mistake in name, etc. on the part of the University, no fee for this purpose will be charged from the students.

3. The student will have to return the grade card/provisional certificate and degree certificate, if issued earlier with previous name.

The following documents are required to be submitted by the student along with the application for this purpose:-

S.No	Type of request	Document required
1.	Minor correction in spelling of the student's name/father's name/guardian's name.	Self attested copy of Class 10 <sup>th</sup> certificate issued by recognised Board of Education/Aadhar Card
2.	Change in full name	Newspaper cuttings (in original) as proof of the advertisement published with regard to change in name in at least two Indian leading daily newspapers.  Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name.  Gazette Notification, in original, reflecting the change of name.
3.	Change in 1 <sup>st</sup> /Middle/Last name (Partial change in name)	Newspaper cuttings (in original) as proof of the advertisement published with regard to change in name in at least two Indian leading daily newspapers/Aadhar Card.
4.	Addition/deletion of surname	Self attested copy of Class 10 <sup>th</sup> certificate issued by recognised Board of Education/Aadhar Card
5.	Change in surname after marriage	Proof of marriage i.e. a self attested copy of marriage registration certificate issued by the competent authority in case of female student applying for change in surname due to marriage/Aadhar card.
6.	Change in address	Aadhar Card/any other document issued by Govt. /Govt. organisation

*The duly filled application form with requisite fee & necessary documents is to be sent to Registrar, SED, IGNOU, Maidan Garhi, New Delhi-110068*

F.NRC/NCTE/DL-83/2018/ 196265

August 20, 2018

To,

Prof. Saroj Pandey,  
Director, School of Education,  
IGNOU,  
Maidan Garhi, New Delhi-68.

20 AUG 2018

**Sub: Status of recognition of IGNOU's B.Ed. (ODL) programme - reg.**

Sir,

With reference to the above cited subject and in continuation of this office letter F.NRC/NCTE/DL-83/ dt. 23.10.2015 and F.NRC/NCTE/DL-83/ dt. 10.11.2015, it is to inform that NRC in its 29<sup>th</sup> meeting held on 18<sup>th</sup> September 2000 under Agenda item No. 29.18 considered the case of IGNOU. The NRC after due consideration of all aspects decided to fix the intake.

In view of the above, the approved intake of B.Ed. ODL Programme to IGNOU is 2500 students. The institution stands recognized till date.

Yours faithfully,

  
(Sush Gupta)  
Regional Director-4/c

## 2.26 Pre-admission Counselling for Persons with Disabilities

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

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

Ministry of Human Resource Development, Department of Higher Education, Govt. of India, vide their Office Memorandum F.No. 12-4/2019-UI, dated 17th January, 2019, on the subject cited above, has conveyed that in accordance with the provisions of the Constitution (One Hundred and Third Amendment) Act 2019, and in reference of Ministry of Social Justice and Empowerment vide OM No. 20013/01/2018-BC-II dated 17th January, 2019, enabling provision of reservation for the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally backward Classes, it has been decided to provide reservation in admission to educational Institutions subject to a maximum of ten per cent of the total seats in each category. The provision of reservation to the Economically Weaker Sections shall be in accordance with the directions contained in the OM No. 20013/01/2018-8C-11 dated 17th January, 2019 of the Ministry of Social Justice & Empowerment subject to the condition mentioned in the Office Memorandum of MHRD.

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

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## 3. SCHOOL OF EDUCATION

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

the various aspects of the practice of education as a profession, and

the various branches of education as an academic discipline. The school comprises the following disciplines/areas:

- a) Education
- b) Distance Education
- c) Educational Technology
- d) Adult Education

The academic programmes offered by the school are

- Doctor of Philosophy (Education) (PHDES)
- Master of Arts (Education) (MAEDU)
- Master of Arts (Adult Education) (MAAE)
- Bachelor of Education (B.Ed.)

- Bachelor of Arts (Education) (BAFEDU)
- Integrated Teachers Education Programme (ITEP)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Diploma in School Leadership and Management (PGDSLM)
- Post-graduate Diploma in Educational Technology (PGDET)
- Post-graduate Diploma in Educational Management and Administration (PGDEMA)
- Post-graduate Diploma in Pre-Primary Education (PGDPPED)
- Post-graduate Certificate in Information and Assistive Technologies for the Instructors of the Visually Impaired (PGCIATIVI)
- Certificate in Guidance (CIG)
- Certificate in Professional Development of Teachers (CPDT)

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

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### INTRODUCTION

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

### Programme Objectives

The B.Ed. programme will focus on:

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

## DURATION

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

## MEDIUM OF INSTRUCTION

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

## ELIGIBILITY

Candidates with:

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

**and**

- b) The following categories are eligible to be students of B.Ed. (ODL):
  - (i) Trained in-service teachers in elementary education.
  - (ii) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.
- The reservation and relaxation of 5% marks in minimum eligibility will be provided to SC/ST/OBC (Non creamy layer)/PWD candidates as per the rules of the Central Government. EWS reservation as per the rules of Central Government.
- Reservation to Kashmiri Migrants and war widow candidates will be provided as per the University Rules.
- Masters' Degree awarded without a first degree is not accepted for purpose of Academic Studies in IGNOU.

## Important Instructions

- a. **Only those candidates, whose results are declared and are otherwise qualified at the time of submitting the entrance form, are eligible to appear in the entrance test.** The applications of other candidates would not be considered, even though they appeared by suppression of facts and subsequently qualify in the entrance test, if they are not fulfilling the eligibility criteria at the time of submitting the application form for entrance test.
- b. **The students who have done their DELED programme simultaneously with their Graduation or Masters degree through whatever combination of modes, are not eligible for admission to IGNOU's B.Ed programme.** If a certain period of one programme coincides / overlaps with the other programme, it will be regarded as the "two programmes having been done simultaneously" and thus, will not be eligible for admission to IGNOU's B.Ed Programme.
- c. The candidates are also advised to carefully read the instructions given under 2.1 in particular about the Educational Qualifications awarded by the Private and other Universities on the matters related to territorial jurisdiction, duration of degree etc. and other rules before submitting the application form



- d. UGC has vide its letter F.No. 1-2/2009(CPP-II) dated August 2014 and Public Notice F.No. 1-6/2007 (CPP-II) dated 15.01.2016 clarified that UGC has not framed any policy / norms on pursuing two degrees / diplomas / certificates simultaneously either through regular / distance mode / part-time mode from the same university or different university. Further, UGC had also clarified that it does not endorse the idea of allowing the students to pursue two degrees simultaneously.
- e. Pursuant to the UGC's policy on simultaneously pursuing two academic courses on 13.04.2022, IGNOU had framed its comprehensive policy on pursuing two academic programmes simultaneously which was notified on 02.09.2022. The said notification is available on IGNOU's website at the following link: <http://www.ignou.ac.in/userfiles/Dual%20degree%20notification.pdf>. and also available in the common prospectus.
- f. IGNOU's notification dated - 02.09.2022 makes it clear that simultaneous admission/registration in two academic programmes will not be applicable for the programmes coming under the regulatory bodies like NCTE or AICTE.
- g. The applicants, who have completed one year of diploma through face to face mode and second year through ODL mode or vice-a-versa, will not be considered eligible for admission.
- h. If an applicant has not got his admission cancelled and has taken a gap year from graduation or post graduation to complete the Diploma (DELED), technically he/she simultaneously pursued the programmes and will not be considered for admission in IGNOU's B.Ed programme.
- i. **Both in-service and pre-service candidates fulfilling the eligibility criteria are eligible for admission.**
- j. **Trained Teacher:** As per NCTE, (Recognized Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at [www.ncte-india.org/ncte\\_new/pdf/faq\\_odl.pdf](http://www.ncte-india.org/ncte_new/pdf/faq_odl.pdf)), 'The trained teacher means a person who has completed NCTE recognized teacher education programme through face-to- face mode'.
- k. **In-service Teacher:** As per NCTE, (Recognized Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at [www.ncte-india.org/ncte\\_new/pdf/faq\\_odl.pdf](http://www.ncte-india.org/ncte_new/pdf/faq_odl.pdf)), 'An in-service teacher means who is employed as a teacher in elementary school or elementary stage of education'.
- l. Diploma in Elementary Education (DEIEd) Programme, Diploma in Primary Education (DPE) through Open and Distance Learning (ODL) or any other teacher education programme completed through ODL will not be considered as a teacher education programme for admission to B.Ed. (ODL). **NCTE has mandated completion of a teacher education programme through face-to-face mode only for admission to B.Ed. (ODL) Programme.**
- m. Along with other requisite certificates, a candidate should also submit Mark sheet and Certificate of completion of a teacher education programme through face-to-face mode duly recognized by NCTE.
- n. For consideration of OBC (Non-Creamy Layer), **ONLY the Central List will be considered.**
- o. At the time of counselling, the candidate needs to submit a certificate to provide facilities for Practical Work including the Internship as per the format given in Annexure 2.
- p. The candidates of reserved categories, if they qualify under the general merit list on the basis of their merit, **will not be considered in the list of reserved category at all.** They will be given admission as per the general merit list only.

## Admission

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

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

## Entrance Test

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

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

## Programme Fee

Programme Fee is Rs. 60,000/- for the entire programme.

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

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

## Programme Structure

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

### **First Year**

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

### **Second Year**

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

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

### **First Year**

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

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

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

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

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



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

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

**EPC**

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

**Internship – I**

Course Code	Course Name	Credits
BESL-133	Internship I	4

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

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

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

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

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

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

**EPC**

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

## Internship – I

Course Code	Course Name	Credits
BESL-134	Internship II	12

### INTERNSHIP

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

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

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

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

#### Instructional System

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

#### Printed Material

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

#### Audio and Video Programmes

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

#### SWAYAM

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

#### SWAYAM PRABHA

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

#### Assignments

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

## Counselling Sessions

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

## Evaluation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## LIST OF CODES

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### STATE CODE

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

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

### **EDUCATIONAL QUALIFICATION CODE**

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



## WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material and assignments	Concerned Regional Centre
3	Change of Elective/Medium/opting of left-over electives/ Deletion of excess credits	Concerned Regional Centre
4	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3,IGNOU, Maidan Garhi, New Delhi-110068
5	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
6	Academic Content	Director of the School concerned
7	Approval of a Project Synopsis	Project Co-Ordinator in the Concerned School
8	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail: <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a> Tel.: 29572514
9.	International Students residing in India should contact	Director, International Division, IGNOU, Block-15, Section K, Maidan Garhi, New Delhi. Tel. Nos.: 29533987; 29571684 E-mail: <a href="mailto:internationaldivision@ignou.ac.in">internationaldivision@ignou.ac.in</a>

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

13	Declaration of results of Master's, Bachelor and Diploma programme/ Issue of grade card and provisional certificate of Master's, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	bdpresult@ignou.ac.in dpresult@ignou.ac.in
14	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
15	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gverification@ignou.ac.in
16	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
17	Status of Project Report of all Programmes/Dissertation and Viva marks	011-29571324 011-29571321	Asstt. Registrar 011-29532294	projects@ignou.ac.in
18	Queries related to Assignment Marks	011-29571325 011-29571319	Deputy Director 011-29571104	assignment@ignou.ac.in
19	Students' general enquiries and grievances/Issue of duplicate mark sheet	011-29572218 011-29571313	Deputy Registrar	sedgrievance@ignou.ac.in

## IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

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



F.NRC/NCTE/DL-83

October 23, 2015

To

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

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

Sir,

I am to refer to your letter F.No. SOE/B.Ed./2015 dt. 18.08.2015 and to say that the issue regarding revised recognition order to the B.Ed. (ODL) programme was examined by the Northern Regional Committee in its 343<sup>rd</sup> meeting held from 28<sup>th</sup> to 30<sup>th</sup> September, 2015. It was observed that as per the guidelines issued by the NCTE Hqrs. the NRC has been issuing revised recognition orders only to those programmes whose duration has been extended from 1 year to 2 years in NCTE Regulations, 2014. The B.Ed. (ODL) programme was of 2 year duration from its inception, therefore, as per policy decision there is no requirement of issuance of revised recognition order to the B.Ed. (ODL) programme.

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

Yours faithfully,

(Dr. S.K.Chauhan)  
Regional Director

Copy to :-

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

Regional Director

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

**Frequently Asked Questions on ODL Programmes**

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



UNIVERSITY GRANTS COMMISSION  
BAHAUUR SHAH ZAFAR MARG  
NEW DELHI-110 002  
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No.F.1-8/92(CPP)

February, 1992

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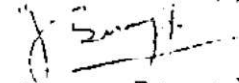
Sub: Recognition of Degrees/Diplomas awarded by  
Indira Gandhi National Open University, New Delhi.

Sir,

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

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

Yours faithfully,

  
(Gurcharan Singh)  
Under Secretary



कार्गुर्दे  
विश्वविद्यालय अनुदान आयोग  
एडुकेटिव जवाग  
नई दिल्ली-११० ००२

GRANT'S UNIGRANTS  
UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MA  
NEW DELHI-110 002

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

D.O.No.F.1-25/03(CPF-11)

July, 1993

Dear Vice Chancellor,

28 JUL 1993

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

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

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

With regards,

Yours sincerely,

*R.P. Gangurde*

(R.P. Gangurde)



F1-52/2000(CPP-II)

April, 2004

5 MAY 2004

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

Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

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

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

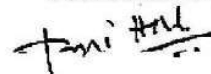
Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28<sup>th</sup> July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students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

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

Contd...../-

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

Yours faithfully,



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

**Encl : As above**

**Copy to: -**

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



(V.K. Jaiswal)  
Under Secretary

-----IGNOU Common Prospectus 2



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

F. No. UGC/DEB/ 2013  
Dated 14.10.2013

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

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

Sir/ Madam,

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

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

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



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

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

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



(Vikram Sahay) 14/12/1

Director(Admn)


Tel: 011 2323 0405

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

Encl: As above

Copy to:

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

 <p>The Registrar(s) Member Universities.</p>	<p><b>ASSOCIATION OF INDIAN UNIVERSITIES</b>  <b>AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002</b></p> <p>Phones: 3312305, 3313390  Gram: ASINGU3310059, 3312429  Telex: 31 66180 AIU IN  Fax: 011-3315105No. EV/II (449)/94/176915-177115</p> <p>January 14, 1994</p>
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**Subject: Recognition of Degrees/Diplomas of Open Universities**

Dear Sir,

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

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

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

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

Thanking You,

Your faithfully,  
Sd/-  
**(K.C.KALRA)**  
Joint Secretary





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

DR. NAGIN CHAND  
ADVISOR (PC/ACADEMIC)

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

To

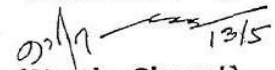
**The Secretaries/Directors,**  
Technical Education,  
All State Governments/Union Territories.

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

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

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

Yours faithfully,

  
(Nagin Chand)

Copy to:

All Regional Officers, AICTE.

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

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

Sl. No.	RC Name	Address	Operational Area
1	AGARTALA RC CODE: 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MALAY NAGAR P.O. RENTERS COLONY AGARTALA-799 004 TRIPURA 0381- 251 6714 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 02717-242976, 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, MAHISAGAR AND CHHOTA UDAIPUR) DAMAN & DADRA NAGAR HAVELI (U.T.)
3	AIZAWL RC CODE: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, SELESIH (A-S ROAD), AIZAWL, MIZORAM PIN- 796014 0389-2391692 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI, SAITUAL, HNAHTHIAL, KHAWZAWL)
4	ANGUL RC CODE: 89	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 758/759 SIMILIPADA CHOWK Near PTC High School ANGUL – 759122; ODISHA 06764 - 230016/17: Students Support Services 06764 - 230018 : Office Administration rcangul@ignou.ac.in	STATE OF ODISHA (DISTRICT: SAMBALPUR, SUNDERGARH, BARAGARH, DEOGARH, SUBARNAPUR , BOUDH, ANGUL, JHARSUGUDA)
5	BANGALORE RC CODE: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NO. 222, SINGENA AGRAHARA VILLAGE SARJAPUR HOBLI, ANEKAL TALUK, BANGALORE – 560 099 PHONE NO.: 080-29607272 WHATSAPP NO.: 9449337272 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE URBAN, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIVAMOGA, TUMAKURU, CHAMARAJANAGAR & CHIKKAMAGALURU DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSURU, UDUPI)

6	BHAGALPUR RC CODE: 82	<p>LOCAL OFFICE</p> <p>IGNOU REGIONAL CENTRE, DEPARTMENT OF ECONOMICS BUILDING TNB COLLEGE CAMPUS BHAGALPUR-812007 (BIHAR) Ph: 0641-2610055</p> <p>MAIN OFFICE IGNOU REGIONAL CENTRE ROOM NO 305, INSTITUTIONAL AREA, MITHAPUR PATNA - 800001 BIHAR rcbhagalpur@ignou.ac.in</p>	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
7	BHOPAL RC CODE: 15	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2570517 rcbhopal@ignou.ac.in</p>	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BARWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8	BHUBANESWAR RC CODE: 21	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-1, INSTITUTIONAL AREA BHUBANESWAR ODISHA-751013 0674-2301348 0674-2301352 rcbhubaneswar@ignou.ac.in</p>	STATE OF ODISHA (DISTRICT: KHURDA, PURI, NAYAGARH, KEONJHAR, MAYURBHANJ, DHENKANAL, CUTTACK, JAGATSINGHPUR, KENDRAPARA, GAJAPATI, KANDHAMAL, BHADRAK, BALASORE, JAJPUR, GANJAM)
9	BIJAPUR RC CODE: 85	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st FLOOR, PLAZA II TOURISM DEPARTMENT BUILDING OPP. DR.B.R. AMBEDKAR STADIUM INDI ROAD, VIJAYAPURA - 586101 KARNATAKA 08352-252006/9482311006 rcbijapur@ignou.ac.in</p>	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, VIJAYAPURA, BIDAR, KALABURAGI, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELAGAVI, DHARWAD, VIJAYANAGAR) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)

10	CHANDIGARH RC CODE: 06	<p>LOCAL OFFICE</p> <p>CHAUDHARY DEVI LAL MEMORIAL CENTRE OF LEARNING (CDCL) PLOT NO-5 MADHYA MARG SECTOR-28 B CHANDIGARH-160002 0172-2997699 (CHANDIGARH)</p> <p>MAIN OFFICE</p> <p>IGNOU REGIONAL CENTRE PLOT NO. 5, SECTOR 12 (PART I) URBAN ESTATE, KARNAL 132001 (HARYANA) PHONE: 0184-2989777 (KARNAL) rcchandigarh@ignou.ac.in</p>	STATE OF PUNJAB (DISTRICT: PATIALA, SAS NAGAR (MOHALI), RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI RC CODE: 25	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI - 600 007 TAMILNADU 044-26618040 044-26618489 rcchennai@ignou.ac.in</p>	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, CHENGALPATTU, TIRUPATTUR, KALLAKURUCHI, MAYILADUTHURAI, RANIPET) PUDUCHERRY (U.T.) [PUDUCHERRY & KARAIKAL]
12	COCHIN RC CODE: 14	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR P.O. COCHIN - 682 017 ERNAKULAM DISTRICT KERALA 0484-2340203 / 2348189 2345650 rccochin@ignou.ac.in</p>	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR) LAKSHADWEEP (U.T.)
13	DARBHANGA RC CODE: 46	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR NEAR CENTRAL BANK OF INDIA DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 Mobile no: 9431691933 rcdarbhanga@ignou.ac.in</p>	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN RC CODE: 31	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 rcdehradun@ignou.ac.in</p>	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 011-46552431 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 IAEA HOUSE 17-B, INDRAPRASTHA ESTATE, MAHATMA GANDHI MARG, NEW DELHI – 110 002 DELHI 011-23379373, 23379376, 23379377 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUDH VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJARA, 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 DELHI LIBRARY ASSOCIATION BUILDING RANGANATHAN BHAWAN, C BLOCK, NEAR COMMUNITY CENTRE, NARAINA VIHAR NEW DELHI - 110 028 DELHI 011-25774255 011-25774256 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, KAPASHERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, NUH)
18	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU Regional Centre Mandakini Sadan, Basuwadih Rohini Road, PO Jasidih Deoghar-814142, Jharkhand Ph:+91-9848423053, 8986613424	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 6TH MILE, TADONG PO. TADONG NH-10- BELOW HOLY CROSS SCHOOL, EAST SIKKIM DISTRICT -GANGTOK SIKKIM - 737102 03592-231102/270923/231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: GANGTOK, GYALSHING, MANGAN, NAMCHI, PAKYONG, SORENG)

20	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361- 2343785 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA-MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ, BAJALI, TAMULPUR)
21	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE FIRST FLOOR, M-5 BLOCK MANORANJAN COMPLEX, TELANGANA STATE HOUSING BOARD COMPLEX M.J. ROAD, NAMPALLY, HYDERABAD TELANGANA - 500 001 040-23117550 Mobile : 9492451812 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, BHADRADRI KOTHAGUDEM, HYDERABAD, JAGTIAL, JANGAON, JAYASHANKAR BHUPALAPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEM ASIFABAD, MAHABUBABAD, MAHABUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL MALKAJGIRI, NAGAR KURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGAREDDY, SANGAREDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL, HANUMAKONDA, YADADRI BHUVANAGIRI, MULUGU, NARAYANPET)
22	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385- 2953462 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 HMCT BUILDING RAJIV GANDHI GOVT. POLYTECHNIC VIVEK VIHAR ITANAGAR - 791113 ARUNACHAL PRADESH 0360-2954805 0360-2954806 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KRA DAADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, DIBANG VALLEY, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG, KAMLE, LEPARADA, LOWER SIANG, NAMSAI, PAKKE KESSANG, SHIYOMI, SIANG)

24	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGA VATI VISHVA VIDYALAYA CAMPUS, PACHPEDI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411/2609896 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANUPPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGHPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, NIWARI, TIKAMGARH, PANDHURNA, MAUGANJ, MAIHAR)
25	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79-84, SECTOR - 7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN 0141-2785730 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMANGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAI MADHOPUR, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJINDER VIHAR, PHASE-1, BANTALAB, JAMMU. JAMMU & KASHMIR-181123  0191-2503153 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICTS: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR NIFT CAMPUS NAGAU ROAD NH-62 KARWAR, JODHPUR -342037 (RAJASTHAN) 0291-2755424/2756579 0291-2751424 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGAU, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE P/O KOROKATOLY, BALIGAON, JORHAT-785015 ASSAM 0376- 2951116/2951114 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 PLOT NO. 5 SECTOR-12 (PART-1) URBAN ESTATE KARNAL 132001 HARYANA 0184-2271514 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR AND CHARKHI DADRI)



30	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR, KHANNA - 141401 DISTRICT: LUDHIANA PUNJAB 01628-229993 / 237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, SRI MUKTSAR SAHIB, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT, MALERKOTLA)
31	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU COLONY KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK, NOKLAK, Tseminyü, Chümoukedima, Niuland, Shamator,
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 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, PASCHIM BARDHAMAN, PURBA BARDHAMAN, NADIA, JHARGRAM)
33	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852- 252982 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BALANGIR)
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, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, AYODHYA, FARRUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBARELI, SHAHJAHANPUR, SHRAVASTI, SIDDHARTH NAGAR, SITAPUR, UNNAO)
35	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD (BEHIND JEEVA THEATRE) MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, THE NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGAI, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR, TIRUNELVELI, TENKASI, THOOTHUKUDI)

36	MUMBAI RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st,2nd & 3rd FLOOR, MAHATMA BUILDING -03, PLOT NO.43 SECTOR 09, OPP DAV PUB. SCHOOL NEW PANVEL EAST TALUKA PANVEL, DISTT. RAIGAD MAHARASHTRA 410206 022- 27489764 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)
37	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE “GYAN VATIKA” 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999, 2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, NAGPUR, WARDHA, WASHIM, YAVATMAL, NANDED, PARBHANI, HINGOLI, )
38	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 88, VILLAGE-TUSYANA KNOWLEDGE PARK 5, GREATER NOIDA, GAUTAM BUDDHA NAGAR (U.P.) - 201306 0120-2405012 / 2405014 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDHHA 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 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA), STATE OF MAHARASHTRA (DISTRICT: SINGDHURG)
40	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONAL AREA MITHAPUR PATNA PATNA - 800 001 BIHAR 0612-2365039, 2360080 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 rcportblair@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 BEHIND VITTHAL MANDIR NEAR TO PALAK PARK SOCIETY, BALEWADI GAON, BALEWADI PUNE-411 045 (MAHARSHTRA) PHONE NUMBERS :- 020- 29911579,020-29912364, 020-29910886	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, CHHATRAPATI SAMBHAJI NAGAR (AURANGABAD), NASHIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX ANNANDAM ROAD HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 0771-2283285/2971322 rcraipur@ignou.ac.in RC Raipur Website: ignourcraipur.ac.in RC Facebook: ignouraipur.raipureg RC Twitter Handle: @IGNOURaipurRc	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, SARANGARH-BILAIGARH, MOHLA MANPUR, SAKTI, MANENDRAGARH-CHIRMIRI- BHARATPUR, KHAIRAGARH- CHHUIKHANDAN-GANDAI, GAURELA-PENDRA-MARWAHI.
44	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANKOT MAIN ROAD, OFF KALAWAD ROAD, OPP. ADARSH NIVASI BOY'S SCHOOL, RAJKOT - 360 005 GUJARAT Email id: 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.)
45	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KRISHNA MALL 2ND FLOOR OPPOSITE GST BUILDING ASHOK NAGAR, RANCHI - 834 002 JHARKHAND 0651-2244688/2244699 0651-2244677 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SERAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, BOKARO, DHANBAD, GARHWA, PALAMU, RAMGARH)
46	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KOSHI CHOWK SAHARSA-852201 BIHAR 06478-219015, 219019, 295252 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNEA)

47	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING -MAWKYNROH NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364- 2950669 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS, EASTERN- WEST KHASI HILLS)
48	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLOCK NO. 9, SDA COMPLEX, KASUMPTI SHIMLA 171 009 HIMACHAL PRADESH 0177-2624612 / 2624613 0177 - 2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHAUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
49	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI - 734 001 WEST BENGAL 0353-2526818 resiliguri@ignou.ac.in resiligurihelpdesk@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR. KALIMPONG)
50	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAIDA KADAL, RAINAWARI, SRINAGAR - 190003 0194-3102400 0194-3102384 e-mail: rcsrinagar@ignou.ac.in website: rcsrinagar.ignou.ac.in	DISTRICTS: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KULGAM, KUPWARA, PULWAMA, SHOPIAN, SRINAGAR, LEH, KARGIL)
51	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMPUS MUTTATHARA, VALIYATHURA P.O THIRUVANANTHAPURAM, KERALA- 695 008 PHONE: 0471-2344113, 9447044132 retrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI)
52	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368622 / 2369629 0542-2368448 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, BHADOHI, SONEBHADRA, VARANASI, PRAYAGRAJ, PRATAPGARH, SULTANPUR)

53	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 14/329, B-E (Adj. to 110KV KSEB Sub-Station) PUTHOOR PO, VATAKARA, 673104 KERALA 0496-2525281 <a href="mailto:rcvatakara@ignou.ac.in">rcvatakara@ignou.ac.in</a>	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY(UT)]
54	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 9-76-18, S.K.P.V.V. HINDU HIGH SCHOOL PREMISES KOTHAPETA, 1- TOWN VIJAYAWADA - 520 001 ANDHRA PRADESH 0866-2565253 / 2565959 <a href="mailto:rcvijayawada@ignou.ac.in">rcvijayawada@ignou.ac.in</a>	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, NTR, GUNTUR, PALNADU, BAPATLA, PRAKASHAM, SPSR NELLORE, TIRUPATI, CHITTOOR, ANNAMAYYA, Y.S.R.(KADAPA), KURNOOL, NANDYAL, ANANTAPUR, SRI SATHYA SAI)
55	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200 <a href="mailto:rcvisakhapatnam@ignou.ac.in">rcvisakhapatnam@ignou.ac.in</a>	STATE OF ANDHRA PRADESH COVERING DISTRICTS: (SRIKAKULAM, PARVATHIPURAM MANYAM, VIZIANAGARAM, VISAKHAPATNAM, ALLURI SITHARAMA RAJU, ANAKAPALLI, KAKINADA, DR. B. R. AMBEDKAR KONASEEMA, EAST GODAVARI, ELURU, WEST GODAVARI) & YANAM OF PUDUCHERRY UT

**IGNOU – ARMY, NAVY, ASSAM RIFLES RECOGNIZED REGIONAL CENTRES**

S. No.	Recognized RC Name	Code	Address	Operational Area
<b>IGNOU – ARMY RECOGNIZED REGIONAL CENTRES</b>				
1.	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 <a href="mailto:rcarmy51@ignou.ac.in">rcarmy51@ignou.ac.in</a>	EASTERN COMMAND AREA
2.	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL.EDUCATION(G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 <a href="mailto:rcarmy52@ignou.ac.in">rcarmy52@ignou.ac.in</a>	WESTERN COMMAND AREA
3.	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) <a href="mailto:rcarmy53@ignou.ac.in">rcarmy53@ignou.ac.in</a>	CENTRAL COMMAND AREA
4.	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 <a href="mailto:rcarmy54@ignou.ac.in">rcarmy54@ignou.ac.in</a>	SOUTHERN COMMAND AREA
5.	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 <a href="mailto:rcarmy55@ignou.ac.in">rcarmy55@ignou.ac.in</a>	NORTHERN COMMAND AREA

6.	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-6640 (MILITARY) <a href="mailto:rcarmy56@ignou.ac.in">rcarmy56@ignou.ac.in</a>	SOUTH WESTERN COMMAND
7.	IAEP IHQ	57	ARMY FOREIGN LANGUAGE SCHOOL (AFLC), DELHI CANTT.	IHQ of MOD
<b>IGNOU – NAVY RECOGNIZED REGIONAL CENTRES</b>				
8.	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 <a href="mailto:rcnavy71@ignou.ac.in">rcnavy71@ignou.ac.in</a>	NAVAL HQS
9.	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 <a href="mailto:rcnavy72@ignou.ac.in">rcnavy72@ignou.ac.in</a>	HQ WESTERN NAVAL COMMAND
10.	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 <a href="mailto:rcnavy73@ignou.ac.in">rcnavy73@ignou.ac.in</a>	HQ EASTERN NAVAL COMMAND
11.	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 <a href="mailto:rcnavy74@ignou.ac.in">rcnavy74@ignou.ac.in</a>	HQ SOUTHERN NAVAL COMMAND
<b>IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES</b>				
12.	IAREP - SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (D GAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA-0364-2705181 0364-2705184 <a href="mailto:iarrc_81@rediffmail.com">iarrc_81@rediffmail.com</a>	COMMAND AREA



# INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR ADMISSION – 2026

- The students who have done their DELED programme simultaneously with their Graduation or Masters degree through whatever combination of modes, are not eligible for admission to IGNOU's B.Ed programme.
- This application form is not for entrance test. Candidates are advised to fill online entrance form available at [www.ignou.ac.in](http://www.ignou.ac.in).
- The candidates, who will qualify the entrance, are required to submit this dully filled application form at the Regional Centre at the time of admission counselling along with all necessary documents

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

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

## Submission of Documents during Admission Counseling

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

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

## Address for Correspondence

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