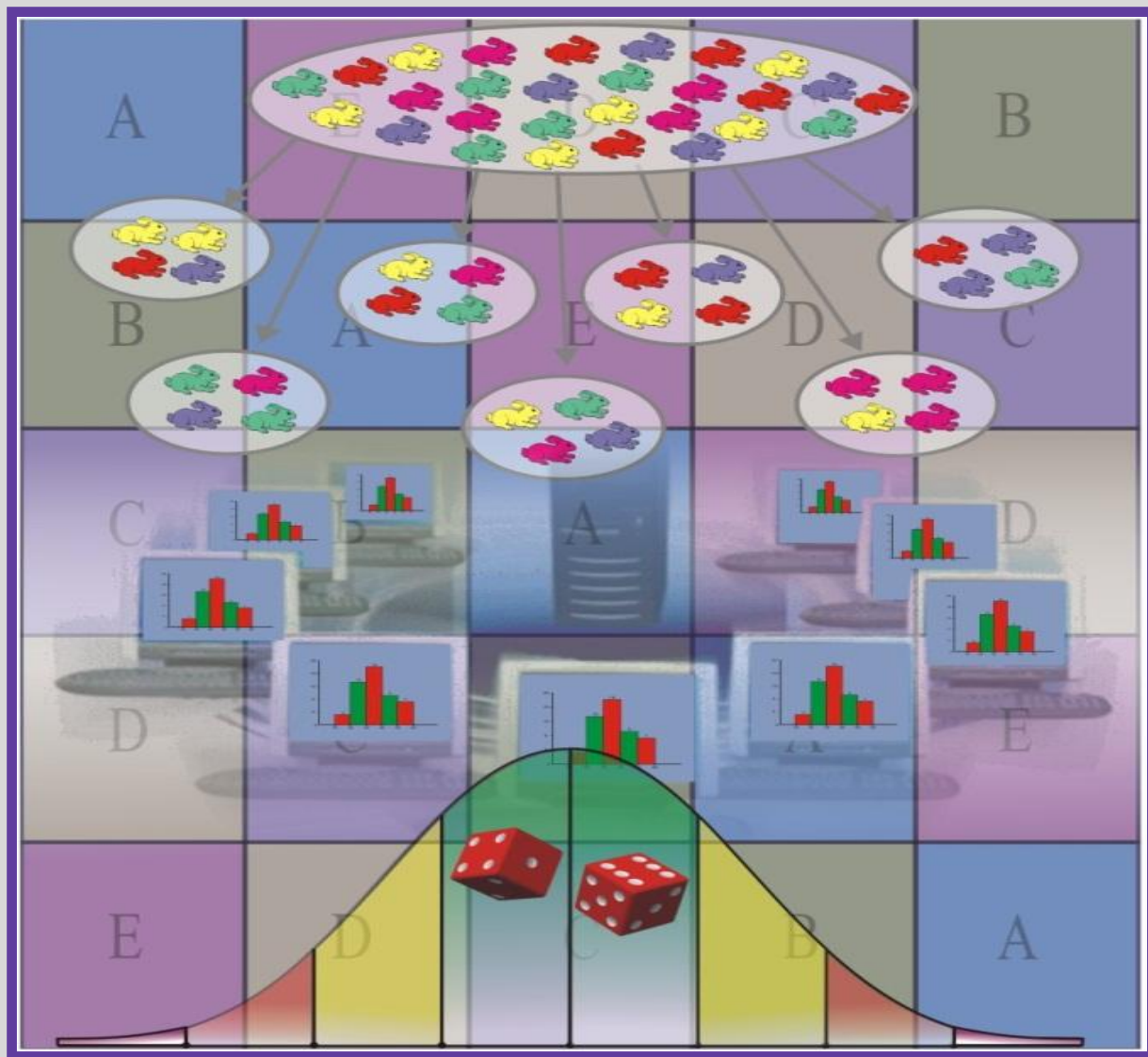


# PROGRAMME GUIDE

FOR

## Post Graduate Diploma in Applied Statistics (PGDAST)



**School of Sciences**

Indira Gandhi National Open University

# **PROGRAMME GUIDE**

**FOR**

## **Post Graduate Diploma in Applied Statistics (PGDAST)**

### **IMPORTANT**

**The Programme Guide** contains key information about the Programme including the details of courses on offer, the syllabi of courses, advice on choice of courses and how to study the courses, assessment methods, rules and regulations, important forms, lists of Study Centres/Regional Centres of IGNOU. It will help you study the Programme and progress in it.

So keep the Programme Guide safe, read it carefully before studying the courses, refer to it for rules and procedures and let it guide you throughout this phase of your student life in IGNOU.



**School of Sciences**  
**Indira Gandhi National Open University**  
**New Delhi - 110068**

### **IMPORTANT**

Our course materials are prepared in such a way that you can study them on your own. If you do not understand any part, take help from your counsellor at your Study Centre or from us. **Please do not use any guides for studying the IGNOU PGDAST courses or solving assignments.** Such guides will neither help you in understanding the subject matter nor in passing the examinations.

### **OUR TERMINOLOGY**

**In IGNOU we use different terms from the ones used in conventional Colleges or Universities. So do please learn them. We use the terms**

- **Programme for Course,**
- **Course for Paper, and**
- **Discipline for Subject.**

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January, 2015

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Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi - 110068.

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# WELCOME TO THE PROGRAMME

Dear Student,

Welcome to the **Post Graduate Diploma in Applied Statistics (PGDAST)**, offered by the School of Sciences. If you are working in an Industry, National laboratory, R&D organisation or an Academic Institution or are a graduate aspiring to get employment in any of the organisations, studying this programme will be useful for you. If you are a working professional in software or core industry or business, management, etc., you need to academically revitalised yourself in using statistical tools for efficient data handling, testing of drugs and other analytical techniques. We hope that through this programme you would be able to accomplish these objectives.

The programme comprises nine courses worth a total of **32 credits**. It has 4 credits for the practical component. Of the 9 courses, 5 theory courses and one lab course are compulsory whereas two theory courses and one lab course are elective courses for the specialisation in Industrial Statistics. The details of the courses are given in Section 2.

The course material will reach you after you get registered in this programme. Your **registration** for this programme will be valid for three years from the date of initial registration.

You should be very careful about finishing and submitting your assignments on time as these are the continuous assessment tools carrying 30% weightage and you will not be allowed to take the Term-End Exam unless the assignments have been submitted. All the details pertaining to the assignments will be given in the assignment booklet itself.

The **Term End Examination** has 70% weightage in the final score. These can be taken only after six months of registration in the programme for the first four courses. After another six months, you can appear in the examinations for all courses.

In order to facilitate you in studying well, there is a provision of **face-to-face counselling**. Each theory course has 5 sessions and each 2 credit lab course has 12 sessions which will be held at the programme/study centre. *Please note that the counselling schedules for the theory as well as lab courses will be given by the coordinator of the Programme/Study Centre. Therefore, you are advised to be in constant touch with the Coordinator. We can also provide you online counselling through e-mail or web-mediated resources.*

More information about the programme is given in this Programme Guide.

**Please read this Programme Guide very carefully and keep it handy. If you still have doubts, you can mail to us at the following email ids:**

**Dr. Manish Trivedi :** [manish\\_trivedi@ignou.ac.in](mailto:manish_trivedi@ignou.ac.in)

**Dr. Neha Garg :** [nehagarg@ignou.ac.in](mailto:nehagarg@ignou.ac.in)

**Mr. Rajesh Kaliraman :** [rajesh.sos@ignou.ac.in](mailto:rajesh.sos@ignou.ac.in)

**Mr. Prabhat Kumar Sangal :** [prabhat.sangal@ignou.ac.in](mailto:prabhat.sangal@ignou.ac.in)

**VISIT OUR WEBSITE FOR INFORMATION ON ALL FRONTS:**

***<http://www.ignou.ac.in>***

We wish you success in the programme.

# THE UNIVERSITY

The Indira Gandhi National Open University was established in September 1985 by an Act of Parliament to provide opportunities of higher education to large segments of population, vocations and professions. The primary emphasis is on innovation, flexibility and cost-effectiveness. It is a university with a difference!

**The major objectives of the university are to:**

- promote the educational well-being of the community;
- democratise higher education by providing equitable access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote rural areas;
- disseminate knowledge through an innovative multiple media instructional package for self-learning; and
- provide high quality education at all levels.

**In IGNOU, you can study:**

- at your own pace and convenience;
- at your own chosen place; and
- courses of your choice from a wide range of Disciplines.

The University uses a variety of communication technologies for teaching-learning. **Student Support services** are provided at **Study Centres** located all over the country. These Centres are located in educational institutions and function on all holidays and Sundays. Some Study Centres open in the evenings on working days and Saturdays. Each Study Centre is supervised by a **Coordinator**. The functioning of Study Centres is monitored by **IGNOU Regional Centres**.

## **YOUR STUDY CENTRE**

**At your Study Centre, you get:**

- all **information and learning support**;
- **face-to-face counselling** for every course by a senior and experienced teacher engaged as Academic Counsellor who will solve your difficulties for that course;
- **library** to read books, **facilities to listen/watch audio/video programmes provided**; and
- **labs to do your practical work.**

**IMPORTANT: The Assistant Coordinator for B.Sc. Programme will help you with all your problems.** If you face any problems in your Study Centre, please e-mail to your Regional Centre with a copy to [sos@ignou.ac.in](mailto:sos@ignou.ac.in) quoting your enrolment number, SC Code and RC code. Or write to us at the address: **Director, School of Sciences, Block D, Raman Bhawan, IGNOU, Maidan Garhi, New Delhi-110 068**



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# 1. THE PGDAST PROGRAMME

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The PGDAST programme emphasises on the courses which have vast potential for applications of statistical tools in Industrial, Business and Commercial fields. This programme has been built around detailed concepts/skills/processes at the basic level to make it easy for you to understand how Statistics can be put to practical use. The programme has been designed to make you aware of the theories and applications of Statistics in Industries, Business, Management and Commerce. Hands-on training is provided in the lab courses to, familiarise you with the applications of statistical tools. The programme offers specialisation in Industrial Statistics with core knowledge of Statistics. This programme is especially useful for the working professionals in R&D and Quality Control divisions in Industries, Commerce and Management departments of various Universities/Institutes, who are interested in updating their knowledge in Statistics. It would also help fresh Graduates, who wish to continue their education and are interested in getting into the field of Applied Statistics.

## Objectives

The objectives of the Post Graduate Diploma in Applied Statistics are to:

- equip learners with the core statistical knowledge from an application point of view;
- help learners in exploring the applications of statistics in Applied Sciences and Industries;
- provide opportunities for continuing education and develop human resources in emerging disciplines;
- widen the scope of the learners for careers in different sectors of employment;
- provide the knowledge and hands-on training in selected areas of statistics; and
- emphasise the relevance and usefulness of statistics in many application areas.

**Duration:** Minimum – One year; Maximum – Three years.

**Medium of Instruction:** English

**Eligibility:** Graduate in any discipline from any recognised University/Institution/Organisation is eligible for this programme.

**Programme Fee:** ₹6000/-

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# 2. PROGRAMME STRUCTURE AND DETAILS

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This is a one year post graduate diploma programme with specialisation in Industrial Statistics, which is offered in both January and July cycles of admissions. This programme comprises 5 core and compulsory theory courses worth 4 credits each and 1 core and compulsory lab course worth 2 credits. There are 3 elective courses in the specialisation Industrial Statistics (2 theory courses worth 4 credits each and 1 lab course worth 2 credits). To successfully complete this programme, you will have to earn 32 credits over a period of 1 to 3 years depending on your convenience. These 32 credits comprise:

- |                              |            |
|------------------------------|------------|
| 1. Core Courses (Theory)     | 20 credits |
| 2. Core Course (Lab)         | 2 credits  |
| 3. Elective Courses (Theory) | 8 credits  |
| 4. Elective Course (Lab)     | 2 credits  |

The detailed structure of the programme is given in Sec.2.3. After successfully completing the programme, you will be awarded the PG Diploma in Applied Statistics with specialisation in Industrial Statistics.



## 2.1 Core Courses

The core courses are designed to provide the basic knowledge and techniques of statistics, which are necessary for applications in various areas. These core courses will help you in studying the specialisation courses well. You are advised to study the core courses in the same order as given below:

1. MST-001: Foundation in Mathematics and Statistics (4 credits)
2. MST-002: Descriptive Statistics (4 credits)
3. MST-003: Probability Theory (4 credits)
4. MST-004: Statistical Inference (4 credits)
5. MST-005: Statistical Techniques (4 credits)

## 2.2 Elective Courses

The programme offers specialisation only in Industrial Statistics at present. Later, one more specialisation “Bio-Statistics” is likely to be added in the programme. The specialisation courses are offered in a group of three elective (2 theory and 1 lab) courses. For completing this programme with specialisation in Industrial Statistics, you have to opt for the group of two theory elective courses and one lab elective course along with the 5<sup>th</sup> core theory course and 1 core lab course. You are advised to study all core courses before studying the elective courses. The theory electives for specialisation in Industrial Statistics are:

1. MSTE-001: Industrial Statistics-I (4 credits)
2. MSTE-002: Industrial Statistics-II (4 credits)

## 2.3 Lab Courses

Two lab courses have been designed in this programme separately, of which one is a core compulsory course worth 2 credits and the other is the lab course in Industrial Statistics worth 2 credits. You will have to opt for one specialisation lab component worth 2 credits along with the core component of 2 credits as follows:

1. MSTL-001: Basic Statistics Lab (2 credits) – Core Course
2. MSTL-002: Industrial Statistics Lab (2 credits) – Elective Course

## Programme Structure

Sl. No.	Course Title	Compulsory / Optional	Credits	Code
1	Foundation in Mathematics and Statistics	Compulsory	4	MST-001
2	Descriptive Statistics	Compulsory	4	MST-002
3	Probability Theory	Compulsory	4	MST-003
4	Statistical Inference	Compulsory	4	MST-004
5	Statistical Techniques	Compulsory	4	MST-005
6	Basic Statistics Lab	Compulsory	2	MSTL-001
<b>Courses for Industrial Statistics Specialisation</b>				
7	Industrial Statistics-I	Optional & To be taken Together	4	MSTE-001
8	Industrial Statistics-II		4	MSTE-002
9	Industrial Statistics Lab		2	MSTL-002

## 2.4 Scheme of Study

In order to complete the PG Diploma in Applied Statistics with specialisation in Industrial Statistics within the minimum period of one year, you may like to study first four core courses (i.e. MST-001 to MST-004) worth 16 credits and take the examinations which are held in June and December every year. If you register in July/January cycle, you can sit for these examinations in December/June. If you would like to spend more than one year but not more than three years in completing PGDAST programme, you can concentrate your attention only on those courses in which you intend to take the examination. By properly planning your studies, you can complete this programme according to your convenience. The details of the courses of PGDAST programme are as follows:

## 2.5 Details of Core Courses

In this section, a brief introduction of each of the core courses is given which provides an overview of the core courses. A list of units belonging to different blocks is given for an overall perception of the course.

### **MST-001: FOUNDATION IN MATHEMATICS AND STATISTICS**

This is the first course of the Applied Statistics programme and presents the fundamentals of elementary mathematical tools and basics of statistics. The first 10 units of this course are devoted to certain mathematical concepts which are useful in understanding the numerical and derivations in the remaining courses of this programme. Most mathematical terms are explained with the help of some practical/real life situations followed by a number of examples. We have tried to avoid derivations of mathematical results unless necessary. The last six units of this course are devoted to laying the foundation for all other courses of the programme, defining statistics, development stages, concepts of measurement of scales, methods of collection of data, classification, tabulation, diagrammatic and graphical representation of data.

#### **Block 1: Fundamentals of Mathematics-I**

Unit 1: Introduction to Sets

Unit 2: Functions

Unit 3: Progressions

Unit 4: Techniques of Counting

#### **Block 2: Fundamentals of Mathematics-II**

Unit 5: Limit and Continuity

Unit 6: Differentiation

Unit 7: Indefinite Integration

Unit 8: Definite Integration

#### **Block 3: Matrices, Determinants and Collection of Data**

Unit 9: Matrices and Determinants

Unit 10: Applications of Matrices and Determinants

Unit 11: Introduction to Statistics

Unit 12: Collection and Scrutiny of Data

#### **Block 4: Presentation of Data**

Unit 13: Classification and Tabulation of Data

Unit 14: Diagrammatic Presentation of Data

Unit 15: Graphical Presentation of Data-I

Unit 16: Graphical Presentation of Data-II

### **MST-002: DESCRIPTIVE STATISTICS**

This course has been designed to make you familiar with some of the basic methods of analysis of both univariate and bivariate data. It describes some measures based on central tendency, dispersion, skewness and kurtosis which are used to explore the properties of a distribution. Such types of measures are also used to analyse the univariate distribution and to compare two or more distributions. The

concept of statistical relationship between two variables is then introduced and quantitative measures of relationship between two variables for determining the strength of relationship are also discussed. Next, we elaborate the average relationship between two variables in terms of regression analysis and also discuss the multiple and partial correlation.

Finally, we discuss the qualitative characteristics and analysis of qualitative data which arises when a sample from the same population is classified with respect to two or more qualitative variables. The aim of this course is to make you aware of the quantitative and qualitative techniques of statistics and their applications.

### **Block 1: Analysis of Quantitative Data**

Unit 1: Measures of Central Tendency

Unit 2: Measures of Dispersion

Unit 3: Moments

Unit 4: Skewness and Kurtosis

### **Block 2: Correlation of Bivariate Data**

Unit 5: Fitting of Curves

Unit 6: Correlation Coefficient

Unit 7: Rank Correlation

Unit 8: Intra-Class Correlation

### **Block 3: Regression and Multiple Correlations**

Unit 9 : Linear Regression

Unit 10: Plane of Regression

Unit 11: Multiple Correlation

Unit 12: Partial Correlation

### **Block 4: Theory of Attributes**

Unit 13: Classification of Attributes

Unit 14: Independence of Attributes

Unit 15: Association of Attributes

Unit 16: Association of Attributes for  $r \times s$  Contingency Table

## **MST-003: PROBABILITY THEORY**

This course is designed to introduce the concepts of the probability, an important branch of statistics. Random experiments and computation of probabilities for events are discussed in detail along with basic concepts of probability with various approaches and the laws of probability. Univariate discrete and continuous random variables with their probability and distribution functions are discussed along with the bivariate random variables in discrete as well as continuous cases with their probability, marginal and conditional functions. Mathematical expectation of a random variable is also defined with its various properties and applications.

You will also study some discrete probability distributions such as Bernoulli, Binomial, Poisson, Discrete Uniform, Hypergeometric, Geometric and Negative Binomial distributions, their properties and applications. Finally, standard continuous distributions such as Normal, Continuous Uniform, Exponential, Gamma, Beta distributions and their important properties are discussed.

### **Block 1: Basic Concepts in Probability**

Unit 1: Introduction to Probability

Unit 2: Different Approaches to Probability Theory

Unit 3: Laws of Probability

Unit 4: Bayes' Theorem

### **Block 2: Random Variables and Expectation**

Unit 5: Random Variables

Unit 6: Bivariate Discrete Random Variables

Unit 7: Bivariate Continuous Random Variables

Unit 8: Mathematical Expectation

### **Block 3: Discrete Probability Distributions**

Unit 9: Binomial Distribution

Unit 10: Poisson Distribution

Unit 11: Discrete Uniform and Hypergeometric Distributions

Unit 12: Geometric and Negative Binomial Distributions

### **Block 4: Continuous Probability Distributions**

Unit 13: Normal Distribution

Unit 14: Area Property of Normal Distribution

Unit 15: Continuous Uniform and Exponential Distributions

Unit 16: Gamma and Beta Distributions

## **MST-004: STATISTICAL INFERENCE**

This course will help you understand some useful techniques of statistics to draw inferences about the population on the basis of sample(s). It consists of the basic concepts and methodologies of sampling distributions with their applications, estimation theory, parametric and non-parametric testing of hypothesis.

This course also explores the basic concepts and methods of point and interval estimation, the concepts and terminologies of Testing of Hypothesis and the methodologies and applications of non-parametric tests.

### **Block 1: Sampling Distributions**

Unit 1: Introduction to Sampling Distribution

Unit 2: Sampling Distribution(s) of Statistic(s)

Unit 3: Standard Sampling Distributions-I

Unit 4: Standard Sampling Distributions-II

### **Block 2: Estimation**

Unit 5: Introduction to Estimation

Unit 6: Point Estimation

Unit 7: Interval Estimation for One Population

Unit 8: Interval Estimation for Two Populations

### **Block 3: Testing of Hypothesis**

Unit 9: Concepts of Testing of Hypothesis

Unit 10: Large Sample Tests

Unit 11: Small Sample Tests

Unit 12: Chi-Square and F-Tests

### **Block 4: Non-parametric Tests**

Unit 13: One-Sample Tests

Unit 14: Two-Sample Tests

Unit 15: k-Sample Tests

Unit 16: Analysis of Frequencies

## **MST-005: STATISTICAL TECHNIQUES**

This course is designed to acquaint the learners with the statistical techniques used for Sample surveys and their analysis, ANOVA, design of experiments and some useful methods of generation of random numbers and applications of simulation techniques.

We discuss some frequently used methods of sampling methods with their characteristics and applications, methodologies and applications of one-way and two-way analysis of variance techniques, different kinds of designs with their layout and analysis, concepts of factorial experiments and various kinds of systems and methods of generation of the random numbers of discrete and continuous variables.

### **Block 1: Sampling Designs**

Unit 1: Introduction to Sample Surveys

Unit 2: Simple Random Sampling

Unit 3: Stratified Random Sampling  
Unit 4: Some Other Sampling Schemes

### **Block 2: Analysis of Variance**

Unit 5: Introduction to Analysis of Variance  
Unit 6: One-way Analysis of Variance  
Unit 7: Two-way Analysis of Variance  
Unit 8: Two-way Analysis of Variance with m Observations per Cell

### **Block 3: Design of Experiments**

Unit 9: Completely Randomised Design  
Unit 10: Randomised Block Design  
Unit 11: Latin Square Design  
Unit 12: Factorial Experiments

### **Block 4: Random Numbers Generation and Simulation Techniques**

Unit 13: Random Number Generation for Discrete Variables  
Unit 14: Random Number Generation for Continuous Variables  
Unit 15: Simulation Techniques  
Unit 16: Applications of Simulation

## **2.6 Details of Elective Courses**

The PGDAST programme currently offers one specialisation, i.e., Industrial Statistics. It has 2 theory courses, MSTE-001, MSTE-002 of 4 credits each and one lab course MSTL-002 of 2 credits.

### **MSTE-001: INDUSTRIAL STATISTICS-I**

The course is designed to develop the skills of learner in applying the techniques and tools of statistics to industrial and business data. It describes the concepts of quality control and the methods of process control by using the different kinds of quality control charts for variables as well as for attributes along with the methods for product control.

You will study the concepts of decision theory and decision making rules along with the concepts of game theory and methods of solutions to two person zero sum games along with the concept of reliability and different methods of calculating reliability of a system.

#### **Block 1: Process Control**

Unit 1: Introduction to Statistical Quality Control  
Unit 2: Control Charts for Variables  
Unit 3: Control Charts for Attributes  
Unit 4: Control Chart for Defects

#### **Block 2: Product Control**

Unit 5: Acceptance Sampling Plans  
Unit 6: Rectifying Sampling Plans  
Unit 7: Single Sampling Plans  
Unit 8: Double Sampling Plans

#### **Block 3: Decision and Game Theory**

Unit 9: Introduction to Decision Theory  
Unit 10: Decision Making Processes  
Unit 11: Two-Person Zero-Sum Games with Saddle Point  
Unit 12: Two-Person Zero-Sum Games without Saddle Point

#### **Block 4: Reliability Theory**

Unit 13: Introduction to Reliability  
Unit 14: Reliability Evaluation of Simple System  
Unit 15: Reliability Evaluation of k-out-of-n and Standby System  
Unit 16: Reliability Evaluation of Complex System

## **MSTE-002: INDUSTRIAL STATISTICS-II**

This course discusses the concepts and techniques of operational research, such as the linear programming problem, the simplex method of solving linear programming problems, transportation problem, assignment problem, queueing theory, sequential problems and inventory models.

You will also be studying the concepts of regression modelling and time series analysis and forecasting techniques.

### **Block 1: Optimisation Techniques-I**

Unit 1: Introduction to Operations Research

Unit 2: Linear Programming Problems

Unit 3: Simplex Method

Unit 4: Transportation Problem

### **Block 2: Optimisation Techniques-II**

Unit 5: Assignment Problem

Unit 6: Queueing Theory

Unit 7: Sequencing Problems

Unit 8: Inventory Models

### **Block 3: Regression Modelling**

Unit 9: Simple Linear Regression

Unit 10: Statistical Inference in Simple Linear Regression

Unit 11: Multiple Linear Regression

Unit 12: Selection of Variables and Testing Model Assumptions

### **Block 4: Time Series Modelling**

Unit 13: Trend Component Analysis

Unit 14: Seasonal Component Analysis

Unit 15: Stationary Processes

Unit 16: Time Series Models

## **2.7 Details of Lab Courses**

There are two lab courses worth 2 credits in this programme. These courses are based on the techniques discussed in the theory courses of the programme.

### **MSTL-001: BASIC STATISTICS LAB**

This course is designed with the lab components based on the contents discussed in the core courses of the programme. Lab exercises based on the core courses would be worth of 2 credits and compulsory core component for all the learners.

#### **List of Lab Sessions based on Core Courses (2-Credits)**

**Session 1:** Introduction to MS Excel 2007

**Session 2:** Classification and Tabulation of Data

**Session 3:** Diagrammatic Presentation of Data

**Session 4:** Graphical Presentation of Data

**Session 5:** Graphical Presentation of Time Series Data

**Session 6:** Measures of Central Tendency

**Session 7:** Measures of Dispersion Moments, Skewness and Kurtosis

**Session 8:** Correlation Analysis

**Session 9:** One Sample Tests

**Session 10:** Two Sample Tests

**Session 11:** Analysis of Variance

**Session 12:** Design of Experiments

## MSTL-002: INDUSTRIAL STATISTICS LAB

This lab course is designed with the exercises based on the theory courses in Industrial Statistics specialisation.

### List of Lab Sessions based on Electives Industrial Statistics (2-Credits)

**Session 1:** Control Charts for Mean

**Session 2:** Control Charts for Mean using Range

**Session 3:** Control Charts for Mean using Standard Deviation

**Session 4:** Control Charts for Range

**Session 5:** Control Charts for Standard Deviation

**Session 6:** Control Charts for Fraction Defective

**Session 7:** Control Charts for Fraction Defective with Variable Sample Size

**Session 8:** Control Charts for Number of Defectives

**Session 9:** Control Charts for Number of Defects

**Session 10:** Control Charts for Number of Defects per Unit

**Session 11:** Simple Linear Regression

**Session 12:** Multiple Linear Regression

**Session 13:** Regression with Dummy Variable

**Session 14:** Variable Selection Methods

**Session 15:** Estimation of Trend by Curve Fitting

**Session 16:** Smoothing or Filtering the Time Series

**Session 17:** Seasonal Component Analysis

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## 3. INSTRUCTIONAL SYSTEM

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The methodology of instruction in Indira Gandhi National Open University is different from that in the conventional universities. The Open University system is more learner-oriented, and the learner has to be an active participant in the teaching-learning process. The PGDAST programme instructional system includes self-learning print materials, assignments and counselling sessions at the programme/study centres.

The IGNOU follows the 'Credit System' for its programmes. Each credit is of 30 hours of study comprising all learning activities. Thus, a four-credit course involves 120 study hours. This helps learners to understand the academic effort he/she has to put into successfully completing a course. **Completion of the Programme requires successful completion of both assignments and the Term - End Examination of each course in the programme.**

### 3.1 Print Material

Printed materials are the primary form of instructional materials. These are supplied to the learners in the form of several booklets called blocks. A block, which comes in the form of a booklet, comprises several units. The first page of each block indicates the numbers and titles of the units comprising the block. In the first block of each course, we start with course introduction. This is followed by a brief introduction to the block.

**Please read the Course Introduction and the Block Introduction carefully as these will give you an overview of the Course and Block, respectively.**

Each unit begins with an introduction in which we tell the learners about the contents of the unit. We also outline a list of objectives which we expected from learners to achieve after working through the units. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We finish each unit by summarising its contents. In each unit, there are several examples and

exercises. These are meant to help the learner to assess his/her understanding of the subject contents. For all the courses of the programme, he/she will be receiving printed study materials in the form of booklets called blocks. The material prepared by us is properly planned and self instructional in nature. The lessons which called units, are structured to facilitate self-study. The printed material is sent to the learners by registered post at their residential address provided by you.

### 3.2 Audio-Video Material

The audio and video CDs are supplementary to the print material, meant for clarification and enhancement of understanding. At present the audio-video programs are under development of the courses of this programme. It will be sent to the learners, once developed, the learners can watch these programs during counselling sessions.

### 3.3 Counselling Sessions

In distance education, fact-to-face contact between the learners and their tutors/counsellors is relatively less and, therefore, is an important activity. The purpose of such contacts is to answer some of learners' questions and clarify his/her doubts which may not be possible through any other means of communication. There are academic counsellors at the Study Centres to provide counselling and guidance to the learner in the courses that they have chosen for study. Normally, these sessions will be held at the Study Centres during weekends (**Saturdays and Sundays**).

The candidates should note that the counselling sessions will be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help the learners to overcome difficulties which they face while studying. In these sessions, the learner must try to resolve his/her subject-based difficulties and any other related problems.

**Before going to attend the counselling sessions, please go through the course materials and make a plan of the points to be discussed. Unless you have gone through the units, there may not be much to discuss.**

**The detailed schedule of the counselling sessions for both theory and lab courses will be informed to the learners by the Coordinator of their Study Centre.**

- **Theory Counselling**

Each of all the theory courses of this programme will have 4-5 counselling sessions each of two hours. The sessions for theory counselling are not compulsory to attend.

- **Lab Counselling**

For each lab course 6 counselling sessions each of 4 hours (3 days) will be held at the study centre. However, if the candidate is capable of doing each and every exercises given at the end of each lab sessions in the lab manuals of the lab courses, he or she may be allowed to attend one day out of the scheduled 3 days of counseling sessions with condition that he or she has to submit the record book consists of printout of the solved lab exercises in MS Excel 2007 and demonstrate his or her capabilities before the counsellor, i.e., the maximum number of Lab sessions should be 6 sessions (3 days) for each lab course and compulsory attendance of learners should be 2 sessions (1 day) at the Study Centre for demonstrating their capabilities and for continuous assessment of their work. You should bear in mind that **if the counselor before whom the candidate will demonstrate, does not find satisfactory performance then candidate has to attend all the counseling sessions and solve all the lab exercises under the guidance of the counsellor.**

The students are advised to pace their lab course. As far as possible, candidate should complete the practical course in the year in which you register for them.

**Please note the followings:**

- i) Each practical session is of four hours duration**
- ii) Two sessions of four hours each will be held each day.**
- iii) First session of practical course will be utilised as Introductory Session.**



### 3.4 Web Based Supports

The learners can have access to IGNOU's website at the following address (URL): [www.ignou.ac.in](http://www.ignou.ac.in)

**This website gives relevant information to the general public and student support facilities to the learners. These include:**

- Results of the term End Examinations
- Downloadable prospectus/application forms of various programmes
- Catalogue of audio/video programmes
- Schedule of Gyan Darshan/ Gyan Vani/ EDUSAT programmes
- Admission announcements
- Addresses of Regional and Study Centres
- Update on the latest happenings at the University
- Checking of student's mailing address
- Online submission of Term-End Examination Form
- TEE date-sheet
- Examination Hall Ticket
- Course Completion Status

The learners access **e-Gyankosh** using this website to download their course material. Programme Guide and Assignments are also available at the IGNOU website.

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## 4. EVALUATION

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

**Theory Evaluation:** 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 compulsory tutor marked assignments. This carries a weightage of 30% for each course. The scores of the tutor marked assignment will be considered for declaring the students successful in that course.
- c) The **term-end evaluation** has a weightage of 70% in every theory course.

**Practical Evaluation:** Evaluation of the practical course comprises of the following two aspects:

- a) **Continuous evaluation** of lab exercises is done at the programme/study centre by the counsellor. Evaluation of lab exercises which learners do throughout the semester under the guidance of their counsellor(s) at the programme/study centre constitutes continuous evaluation and carries 30% weightage. The candidates must get the print out of the excel file of the solution related to each exercise checked and signed by their counsellor and maintain a record book of these signed lab exercises. This record book will be a part of their continuous assessment and will be required to submit before the term-end lab examination to the Programme Coordinator/Counsellor at Study Centre.

Every lab exercise is evaluated and is included for final evaluation, the weightage for the continuous assessment is 30%, out of which 10% for the record book and 20% for the assignments. These lab exercises are to be performed under the guidance of a counsellor. Hence, a student has to perform all the lab exercises in order to be able to secure good marks.

- b) **Term-End evaluation** of performance in the lab exam carries a weightage of 70% for each lab course. The evaluation of lab exercises assigned to the learner in Term-end practical exam on the scheduled day at the Programme/Study centre constitutes term-end evaluation and carries 70% weightage out of which 50% is allotted for term-end exam and 20% for Viva-voce. The schedule of term-end lab examination will be notified to the learners by the Coordinator of their Programme/Study Centre and intimated to the eligible candidates by the Regional centre.

**Qualifying Marks:** You will have to obtain at least 40% marks in each course (both in theory and lab) in both continuous and term end evaluation separately. However, the overall average should also be at least 40% for the successful completion of a course.

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

The University is following numerical marking system for continuous evaluation as well as term-end examination. The evaluators are required to award numerical marks in assignments, lab activities and term-end examination. The notional correlates of the letter grades and percentage of marks are as follows:

Letter Grade	Qualitative Value	Division	Equivalent percentage Range of numerical marks
A	Excellent	First division with Distinction	80% and above
B	Very good	First division	60% but less than 80%
C	Good	Second division	50% but less than 60%
D	Satisfactory	Third division	40% but less than 50%
E	Unsatisfactory	Fail	Less than 40%

**In order to be able to appear for the Term-End examination, it is pre-requisite that the students submit all the assignments according to the prescribed schedule. The students are required to give an undertaking to this effect in the examination form** and it should not be later found that they had, in fact, not submitted the assignments as prescribed, otherwise the results of the term-end examination will be treated as cancelled.

#### 4.1 Assignments

Assignments are a **compulsory** component of the courses. Assignments are uploaded in the IGNOU website or sent to the study centres.

The main purpose of the assignments is to test learner's comprehension of the learning material which they will receive from us and also to help them get through the course by providing feedback to them. These assignments will be checked by their counsellors, who will also explain the candidate, where and how he/she can improve his/her understanding. The information given in the printed course material is sufficient for answering the assignments. However, to take the learner a little further, he/she can always refer to other books assessable to him/her.

These assignments are to be submitted at the programme study centre, according to the submission schedule provided in the assignments booklet. Before submission, a candidate should ensure that he/she has answered all the questions in all assignments. Incomplete answer sheets bring their poor grades.

**The assignments are valid for one year. This means that assignments dispatched to the candidate or uploaded in the website for the semester beginning January is valid up to December of the same year. Similarly, the assignments of the July semester dispatched to the candidate or uploaded in the website in the month of July is valid up to the June of the next year. In any case, they have to submit assignments before appearing in the examination for any course.**

**The candidates have to complete the assignments on time. He/She will not be allowed to appear in the term-end examination for a course if he/she does not submit the assignments in time for that**

course. If he/she appears in term-end examination without submitting the assignments, then the result of term-end examination is liable to be cancelled.

For your own record, please keep a copy of all the assignment responses which you submit to the programme coordinator of your study centre. If you do not get back your duly evaluated tutor marked assignments along with a copy of the assessment sheet containing comments on your assignments by the evaluator within a month after submission, please try to get it from your programme/study centre personally.

### SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS

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

---

ENROLLMENT NO. : .....

NAME : .....

ADDRESS : .....

.....  
.....

PROGRAMME CODE: .....

COURSE CODE: .....

COURSE TITLE: .....

ASSIGNMENT CODE: .....

STUDY CENTRE CODE: ..... DATE: .....

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3. Read the assignments carefully and follow the specific instructions, if any, given in the assignment itself.
4. Use only A4 size paper for the responses and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
5. Write the response in own handwriting. Do not print or type the answers.
6. Do not copy from the response sheets of the other students. If someone is caught copying, your assignment will be rejected.
7. Write an assignment for each course separately. Do not write the assignments in continuity.
8. Write the question number with each answer.
9. **The completed assignments should be sent to the Coordinator of the Programme/Centre allotted to learners. Under no circumstance the tutor marked response sheets should be sent to the Students Evaluation Division at Headquarters for evaluation.**

For your own record, candidates should retain a copy of all the assignment responses, which submitted to the **Coordinator of their Study Centre**.

<b>Please remember that Continuous evaluation in the form of an Assignment carries 30% weightage in the final result.</b>
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## 4.2 Term-End Examination (TEE)

The University conducts Term-end examinations twice a year in the month of June and December every year. The candidate will be permitted to appear in Term-end examination subject to the condition that registration for the courses in which he/she wishes to appear is valid, maximum time to pursue the programme is not over and he/she has also submitted the required number of assignments, if any, in those courses by the due date. In this programme, candidate may appear in the Term-end examination after the six months of registration for the first four courses, i.e., MST-001 to MST-004. For example, if a candidate registered for the programme in January cycle, then he/she is eligible to appear in the Term end exam to be held in June for the courses MST-001 to MST-004. For rest of the courses, i.e., MST-005 to MSTL-002, he/she has to appear in Term end examinations to be held in December of the same year.

### Examination Centre

Examination fee of ₹ 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form given as **Form No. 7** as per the guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in).

### Date of Submission of Examination Form

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 <sup>st</sup> March to 31 <sup>st</sup> March	1 <sup>st</sup> Sept to 30 <sup>th</sup> Sept	NIL	At the concerned Regional Centre under which your Examination Centre falls.
1 <sup>st</sup> April to 20 <sup>th</sup> April	1 <sup>st</sup> Oct to 20 <sup>th</sup> Oct	₹ 300/-	
21 <sup>st</sup> April to 30 <sup>th</sup> April	21 <sup>st</sup> Oct to 30 <sup>th</sup> Oct	₹ 500/-	
1 <sup>st</sup> May to 15 <sup>th</sup> May	1 <sup>st</sup> Nov to 15 <sup>th</sup> Nov	₹ 1000/-	

To avoid discrepancies in filling up examination form/hardship in appearing in the Term-and examination you are advised to:

1. remain in touch with the Coordinator of the Study Centre/Regional Centre/SRD & SED for change in schedule of submission of examination form, if any;
2. fill up the examination form for next Term-end examination without waiting for the result of the previous Term-end examination and also filling up the courses, for which result is awaited;
3. fill up all the particulars carefully and properly in the examination to avoid rejection and delay in processing of the form;
4. retain a proof of mailing/submission of examination form till you receive examination hall ticket;

### Issue of Examination Hall Ticket

University issues Examination hall Ticket to the student's at least two weeks before the commencement of Term-End Examination and it could also be downloaded from the University's website [www.ignou.ac.in](http://www.ignou.ac.in). In case you fail to receive the Examination Hall Ticket within one week before the commencement of the examination. You can download the hall ticket from the website and approach the exam centre for appearing in the exam.

The enrolment number is the Roll number for examinations of the candidate. Be careful in writing it. Any mistake in writing the Roll number will result in non-declaration of the result.

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

While communicating with the University regarding examinations please clearly write the enrolment number and complete address. In the absence of such details, we may not be able to attend the learner's problems.

### Early Declaration of Result

If candidate has got offer of admission for higher study and or selected for employment etc. and are required to produce statement of marks/grade cards by a specified given date, he/she may apply through the application form given as **Form No. 6**, for early processing of his/her answer script and declaration of result. The candidates are required to apply in prescribed application form with fee of ₹ 700/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi along with attested photocopy of offer of admission/employment. He/she can submit his/her request for early declaration before the commencement of the term-end examination i.e. before 1<sup>st</sup> June and 1<sup>st</sup> December respectively. The University, in such cases, will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month time from the date of conduct of examination.

### Re-Evaluation of Answer Script(s)

If learners are not satisfied with marks/grade awarded to them in Term-End Examination they may apply for re-evaluation before 31<sup>st</sup> March for result of December term-end examination and 30<sup>th</sup> September for result of June term-end examination or within one month from the date of declaration of results, i.e., the date on which the results are made available on the University's website, on payment of ₹ 500/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grade and marks/grades after re-evaluation will be considered and updated in student's record.

Re-evaluation is permissible in term-end examination only and not in Practical courses, Project Workshop and an Assignment.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed as **Form No. 3** in the programme guide and is also available at University's website [www.ignou.ac.in](http://www.ignou.ac.in).

### Photocopy of the Evaluated Answer Script

The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form given as **Form No. 11**, from 1<sup>st</sup> September to 15<sup>th</sup> October for June Term-end Examination and from 1<sup>st</sup> March to 15<sup>th</sup> April for December Term-end Examination along with the requisite fee of ₹ 100/- per course by means of demand draft drawn in favour of 'IGNOU' and payable at 'New delhi'.

### Issue of Official Transcript

The students may also obtain 'Official Transcript' for submission to the Overseas or Indian Institute/Universities on request. They may apply in the prescribed form by paying the requisite fee as under by mean of demand draft in favour of 'IGNOU' and payable at 'New Delhi':-

1. ₹ 200/- per transcript, if it is to be sent to the students/institute in India.
2. ₹ 400/- per transcript, if required to be sent to be Institutes outside India by the University.

A sample prescribed application form with rules and regulations in detail for this purpose is given as **Form No. 5** in the programme guide and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in).

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## 5. OTHER USEFUL INFORMATION

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### Newsletter

IGNOU Newsletter is published twice in a year (April and October) in English and Hindi. This periodical communication is delivered by post to all the students of IGNOU along with course material. Information regarding Examination schedule, new courses to be launched, admissions etc., is also provided through IGNOU newsletters. It covers various activities at IGNOU Headquarters, Regional Centres and Study Centres. It also carries important notifications from time to time.

## Reservation of Seats

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes and Physically Handicapped students as per the Government of India rules.

## Scholarships and Reimbursement of Fee

Reserved Categories, viz., Scheduled Castes, Scheduled Tribes and Physically Handicapped students etc. have to pay the fee at the time of admission to the University along with other students.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them **through the concerned Regional Director of IGNOU**. Similarly, SC/ST students have to submit their scholarship forms to the respective State Directorate of Social Welfare or Office of the social Welfare Officer, **through the concerned Regional Director of IGNOU for suitable reimbursement**.

## Change/Correction of Address

There is a printed form for change/correction of address which is given as **Form No. 2** in the programme guide. In case there is any correction/change in the address, the students are directed to make use of the printed form address to Registrar (SRD), Maidan Garhi, New Delhi-110068. The duly filled in form is to be sent to the concerned Regional Director, who will forward it to the Registrar (SRD), Maidan Garhi, New Delhi, after verification of student's signature. Request for change of address through e-mail or letters will not be entertained. Normally, it takes 4-6 weeks the change. Therefore, the students are advised to make their own arrangements to redirect the mail to the changed address during this period.

## Change of Regional and Study Centre

Counselling facilities are not available for all Programmes at all the centres. As such, students are advised to make sure that counselling facilities are available, for the subject she/he has chosen, at the new centre opted for. Request for change of Student Centre are acceded to subject to availability of seats for the programme at the new centre asked for only on compelling grounds.

When a student wants transfer from one region to another, s/he has to write to that effect to the Regional Centre from where she/he is seeking a transfer, marking copies to the Regional Centre where she/he would like to be transferred to and also to Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110068. Further, she/he has to obtain a certificate from the Coordinator of the Study Centre from where she/he is seeking transfer, regarding the number of assignments submitted. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SRD) and the student. The transfer will be permitted only if seats are available at the new Study Centre.

## Incomplete and Late Application

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or fast information, will be summarily rejected without any intimation to the learners. You are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. **The form is to be submitted to the Regional Director concerned ONLY on or before the due date.** The applications form sent to other offices of the University will not be considered and the application will have no claim whatsoever on account of this.

## Refund of Fee

**Fee once** paid will not be refunded under any circumstance. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded deduction of registration fee through **A/c Payee Cheque only by Regional Centre concerned**.

## Study Plan

The exact date of commencement of the programme will be notified separately by the respective Study Centres. On that day, the participants will assemble in their respective Study Centres. The coordinator will give a through briefing on the content, conduct and schedule of the programme and clarify the queries from the participants. The instructional counselling sessions will commence during the following week.

## Associate Studentship

The Associate Studentship is permissible for any course(s) of any Programme, subject to the minimum and maximum credits specified. It is further submitted that only those candidates who **fulfill the minimum eligibility requirements for the programme**, under which the course(s) is/are offered, are admitted under 'Associate Studentship Scheme'. However, candidates are **not eligible** for admission under 'Associate Studentship Scheme' to the Course(s) of the Programme(s) where clearance of '**entrance test**' is **mandatory** and also to the programmes where the intake is to a limited number of seats. For details please see the **Student Handbook and Prospectus**.

## Disputes on Admission and Other University Matters

In case of any dispute, the place of jurisdiction for filling of a suit/complaint/petition, if necessary, will be only at New Delhi/Delhi.

## Issue of Duplicate Grade Card/ Mark sheet

A duplicate Grade Card is issued after a request is made on the prescribed form (**Form No. 1**) along with a draft of ₹ 150/- to be in favour of IGNOU, New Delhi. The form for this purpose is given in this programme guide.

## Re-admission

If you are not able to complete the programme in a maximum of 3 years, the University has made a special provision for re-admission. The re-admission period of Master degree programme is 1 years. The form and the guidelines are available in the Programme Guide (**Form No. 10**). Kindly submit it as per instructions.

## Recognition

IGNOU Degrees/Diplomas/Certificates are recognised by all member Universities of Association of Indian University (AIU) and are at par with Degrees/Diplomas/Certificates of all Universities/Institutions, as per UGC Circular letter No. F.1-52/2000 (CPP-II) dated May 5, 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.

**ALWAYS KEEP A COPY OF YOUR CORRESPONDENCE  
WITH THE UNIVERSITY, ASSIGNMENT, ETC. WITH YOU.  
PLEASE MENTION YOUR ENROLMENT NUMBER ON ALL  
THE CORRESPONDENCE YOU MAKE WITH THE**

## 6. SOME USEFUL ADDRESSES

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship forms, Change of Programme/ Medium / Courses / Elective / Opting of left over electives / Project query after submission of Projects	Concerned Regional Centre. The demand Draft should be drawn in favour of 'IGNOU' payable at city of the Regional Centre.
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, Hall Ticket	Asst. Registrar (Exam.II), SED, Block-12, Room No. 02, IGNOU, Maidan Garhi, New Delhi-110068 Ph. 011-29536743, 29572202, 29572209
4.	Result, Re-evaluation, Grade Card. Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam.III), SED, Block-12, Room No. 01, IGNOU, Maidan Garhi, New Delhi-110068 Ph. 011-29536103, 29572201, 29571316
5.	Non-reflection of Assignment Grades/marks	Assistant Registrar (Assignment), SED, Block-03, IGNOU, Maidan Garhi, New Delhi-110068, <a href="mailto:assignment@ignou.ac.in">assignment@ignou.ac.in</a> . Ph. 011-29571312, 29571319, 29571325
6.	Deletion of excess credits/Project query after submission	Asst. Registrar (Project), SED, Block-03, IGNOU, Maidan Garhi, New Delhi-110068, Ph. 29571312
7.	Original Degree/Diploma/verification degree/diploma	Deputy Registrar (Exam.I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110068 Ph. 011-29535438, 29572224, 29572213
8.	Student Grievance (SED)	Asst. Registrar (Student Grievance), SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110068 Ph. 011-29532294, 29571313
9.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068 Ph. 011-29532167
10	Academic Content	Director, School of Sciences, IGNOU, Maidan Garhi, New Delhi-110068 <a href="mailto:sos@ignou.ac.in">sos@ignou.ac.in</a> Ph: 011-29532167; 011-29572832
11	Approval of Project Synopsis	Project Coordinator in the Concerned School
12	Submission of Project Reports	Deputy Registrar, SED, Block-12, Room No. 01, IGNOU, Maidan Garhi, New Delhi-110068, Ph. 29572216
13	Student Support Services and Student Grievances, pre-admission. Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068, <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a> , Ph. 011-29535714, 29533869, 2953380, Fax: 011-29533129



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## 7. SOME USEFUL FORMS

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We are enclosing the samples of the following forms for your use.

1. Application Form for obtaining Duplicate Grade/Mark-sheet (Form No. 1).
2. Application for Change/Correction of Address and Programme Centre (Form No. 2)
3. Application Form for Re-Evaluation of Answer Script (Form No. 3)
4. Intimation of Non-receipt/wrong-receipt of Study Material (Form No. 4)
5. Application Form for Issue of Official Transcript (Form No. 5)
6. Application Form for Early Declaration of Result of Term-End Examination (Form No. 6).
7. Examination Form (Form No. 7)
8. Provisional Certificate (Form No. 8)
9. Migration Certificate (Form No. 9)
10. Re-admission Form (Form No. 10)
11. Form for photocopy of the Evaluated answer script (Form No. 11)
12. Improvement in Division/Class (Form No. 12)
13. Assignment Remittance-Cum-Acknowledgement Card (Form No.13)

Whenever you have to correspond for any of the above listed subject, **it is better to retain the original form for reuse and get a photocopy of the relevant form**, fill it carefully and send as per instruction therein.





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

**APPLICATION FORM FOR ISSUE OF DUPLICATE GRADE CARD / MARK-SHEET**

1. Name of the Candidate: .....

2. Programme:  Enrollment No: 

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

3. Address: .....  
.....

..... Pin 

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

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

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

6. Fee details:

(Note: Fee for duplicate grade card is ₹ 150/-, which is to be paid through demand draft drawn in favour of 'IGNOU' and payable at 'New Delhi')

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

Issuing Bank .....

Date: .....

(Signature of the student)

**Note: The duplicate grade card / mark-sheet will be sent by registered post.**

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

The Registrar,  
Student Evaluation Division,  
Indira Gandhi National Open University,  
Maidan Garhi,  
New Delhi-110 068





## INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

### APPLICATION FOR CHANGE OF ADDRESS AND PROGRAMME STUDY CENTRE

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

To,  
Regional Director concerned

Enrollment No. \_\_\_\_\_

Programme \_\_\_\_\_

Name (in caps) \_\_\_\_\_

#### DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

##### New Address

##### Old Address

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

City \_\_\_\_\_ Pin \_\_\_\_\_

State \_\_\_\_\_

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

City \_\_\_\_\_ Pin \_\_\_\_\_

State \_\_\_\_\_

#### DETAILS FOR CHANGE OF PROGRAMME STUDY CENTRE

New Programme Centre	Old Programme Centre
Programme Centre Code _____	Programme Centre Code _____
_____ _____	_____ _____
City _____ Pin _____	City _____ Pin _____
State _____	State _____

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

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

## APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

**Prescribed date for submission of form: within one month of declaration of result.**

1. Name: \_\_\_\_\_

2. Programme:  Enrolment No: 

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3. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Pin 

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

4. Contact No: \_\_\_\_\_

5. Month and Year of the Examination: \_\_\_\_\_

6. Examination Centre Code:

7. Address of the Examination Centre: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Courses, in which re-evaluation is sought	COURSE CODE	MARKS/GRADE OBTAINED
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

9. Fee detail:  
 (The fee for Re-evaluation of answer script is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): ..... X ₹ 500/- = Total Amount: .....

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

Issuing Bank: .....

Date: .....

(Signature of Student)

P.T.O.

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

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad. Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunayganj.
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar.
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road Pune – 411 016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No. 71, GMC Road Christian Basti Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre "Mangolik", H/H-19/1, Baguipara PO – Aswini Nagar, VIP Road Baguiati, Kolkata – 700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

\* For the photocopy (ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



## Indira Gandhi National Open University

### Intimation of Non-receipt/wrong receipt of Study Material

To,

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

#### Sub: Non-receipt / Wrong Receipt of Study Material

Enrollment No.

Programme

Medium of Study

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

Sr. No.	Course Code	Course Title	Blocks	Nos.
---------	-------------	--------------	--------	------

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

Name and Address: .....  
 .....  
 .....  
 .....  
 .....

Please send me the above study materials.

Date: .....

Signature: .....

**For Official Use**

Date of dispatch of study material to students .....





## INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

### APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name: .....
2. Programme:  Enrollment No: 

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

--	--	--	--	--	--
4. Purpose for which transcript is required: .....  
.....
5. Fee details:  
Fee for the official transcript:  
₹ 200/- per transcript, if to be sent to the student/institute within India.  
₹ 400/- per transcript, if required to be sent to the Institute outside India by the University.  
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')  
No. of transcript(s): ..... × ₹ 200 or ₹ 400/- = Total Amount: ₹ ..... Required  
Demand Draft No. .... Date .....  
Issuing Bank .....
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attach a separate list, if required)  
.....  
.....  
.....

Date: .....

(Signature of the student)

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

The Registrar  
Student Evaluation Division  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi – 110 068

**Note:** The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.



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

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

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

1. Name: \_\_\_\_\_

2. Programme:  Enrolment No: 

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

3. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Pin 

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

4. Reason for early declaration of result: \_\_\_\_\_  
 \_\_\_\_\_

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

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

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

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

Exam. Centre Code:

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

7. Fee detail:-

(The fee for early declaration of result is ₹ 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): ..... X ₹ 700/- = Total Amount: .....

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

Issuing Bank: .....

Date: .....

(Signature of the student)

**RULES & REGULATIONS****RATION 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.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi, New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Division at Hqs.
2.	Dy. Registrar Evaluation Centre Periyar Thidal, No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub- RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chadigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road Pune – 411 016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	IGNOU Regional Evaluation Centre “Mangolik” H/H-19/1, Baguipara Baguiati, PO-Aswininagar VIP Road, KOLKATA-700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

## EXAM FORM

Serial No.

Control No.

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals

## Programme Code

Study Centre Code

Enrollment No.

Exam Centre Code

(where you wish to appear in Exam)

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

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

City

District

State

Pin Code

**Course codes for which appearing for  
the First time OR failed in the earlier TEEs including  
Practical Courses for BCA, MCA, BIT/ADIT/PGDLAN/BLIS Programme  
FEE @ Rs.50/- PER COURSE**

Course codes (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site [www.ignou.ac.in](http://www.ignou.ac.in)) NO EXAM FEE TO BE PAID

S. No.	Course Code	S. No.	Course Code	S. No.	Course Code
1.		9.		1.	
2.		10.		2.	
3.		11.		3.	
4.		12.		4.	
5.		13.		5.	
6.		14.		6.	
7.		15.		7.	
8.		16.		8.	

**FEE DETAILS** (Please write you Name & Enrollment No. at the back of the Draft)

<b>Total No. of</b>			<b>Total Amt.</b>				<b>1. Draft No.</b>											
Courses		<b>0</b>					<b>Amount</b>											
Practical Courses		<b>0</b>					<b>2. Draft No.</b>											
Late Fee							<b>Amount</b>											
<b>Total</b>							<b>Date</b>											
SIGNAUTURE OF THE STUDENTS (within the Box only)							<b>Issuing Branch</b>											
							<b>Payable at</b>											

ISSUING BANK

### **DECLARATION**

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

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

(Signature of the Students)

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

FOR JUNE TEE	LATE FEE	FOR DEC. TEE	LATE FEE
1 <sup>st</sup> March to 31 <sup>st</sup> March	NIL	1 <sup>st</sup> Sept. to 30 <sup>th</sup> Sept.	NIL
1 <sup>st</sup> April to 20 <sup>th</sup> April	₹ 300/-	1 <sup>st</sup> Oct. to 20 <sup>th</sup> Oct.	₹ 300/-
21 <sup>st</sup> April to 30 <sup>th</sup> April *	₹ 500/-	21 <sup>st</sup> Oct. to 30 <sup>th</sup> Oct.*	₹ 500/-
1 <sup>st</sup> May to 15 <sup>th</sup> May*	₹ 1000/-	1 <sup>st</sup> Nov. to 15 <sup>th</sup> Nov.*	₹ 1000/-

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

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

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

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



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

**APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrollment No.

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

Programme Title .....

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

Father's name: \_\_\_\_\_

Month and year of last  
examination in which you  
have completed the Programme .....

Mailing address .....

.....

.....

.....

Please write the names of the course(s)  
successfully completed and enclose  
a copy of your complete grade card.

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

.....  
Signature

Date: .....

**The filled in form is to be sent to:**

**The Registrar  
Student Evaluation Division  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110 068**





# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the Regional Centre Concerned)

Received ₹ \_\_\_\_\_  
 D.D. No. \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Bank Name \_\_\_\_\_  
 Place of Issue \_\_\_\_\_

## **FORM OF APPLICATION FOR ISSUE OF MIGRATION CERTIFICATE**

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

1. Name and address of the Applicant:				
2. Father's Name:				
3. Particulars of last Examination:				
Examination Passed (Programme)	Year of Passing	Enrollment No.	Marks Obtained	Grade Obtained
4. Name of the Regional Centre and Study Centre to which the Candidate is attached				
5. Name of the University to which the Candidate wants to migrate				

.....  
 (To be filled in by the Regional Centre)

1. The information furnished by Shri/Smt./Kum. \_\_\_\_\_  
is correct as per the scholar register.
2. He/She may be issued the Migration Certificate applied for.

Date \_\_\_\_\_

Dealing Assistant

Section Officer

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

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

Dated: \_\_\_\_\_

Signature of the Applicant



**S**

A fee of ₹ 300/- should be remitted by way of \_\_\_\_\_  
Regional Centre concerned.

\_\_\_\_\_ drawn in favour of IGNOU and payable at the

At the time of submission of the application for issue of Migration Certificate, the applicant should attach a xerox copy of the consolidated Statement of Marks or Provisional Certificate issued by this University (duly attested) for verification.

Duplicate Migration Certificate can be issued on payment of ₹200/- only in case the same has been lost, destroyed or mutilated, on admission of an Affidavit drawn upon a non-judicial stamp paper of the value of Rs.2/- to be sworn before a Magistrate on the following format:

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



**STUDENTS REGISTRATION DIVISION  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI – 110 068**

Date for  
Submission 1<sup>st</sup>  
August to 30<sup>th</sup>  
September.

**RE-ADMISSION FORM**

(For PGDAST)

1. Name & Address of the student \_\_\_\_\_  
\_\_\_\_\_
2. Programme Code: 

--	--	--	--	--
3. Enrollment No. 

--	--	--	--	--	--	--	--
4. Programme Centre (Name the city) 

--	--	--	--	--	--	--	--	--
5. Course Fee: ₹ 6000/-
6. Details of course(s) not completed for which re-admission is sought.

S.No.	Course Code	Title of the Course	Credits	Course Fee (₹)
<b>Total ₹</b>				

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s)/semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration Fee (₹)

8. Total Fee (Col. No. 6, 7) ₹ \_\_\_\_\_ enclosed vide Demand Draft No. \_\_\_\_\_

Date \_\_\_\_\_ of \_\_\_\_\_ (Name of Bank)

(DD Should be drawn in favour of "IGNOU" payable at New Delhi)

Dated: \_\_\_\_\_

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

**Mail this "Re-admission" form along with DD to Registrar, SRD, IGNOU, Maidan Garhi,**

**(Please retain a copy of this form for any future reference)**

## **GUIDELINES FOR RE-ADMISSION**

1. Re-admission is permissible in the following cases:
  - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
  - (b) Students who failed to complete the requirement of attendance in practical as prescribed in programme curriculum within the maximum span period prescribed.
2. Students shall not be on rolls of the university beyond the extended period as stated at (3) below.
3. The extended period of two years will commence from the date of completion of the maximum duration of the programme for which the registration was done initially.
4. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period.
5. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
6. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
7. For the Programme containing practical component, the norms of the fee payable will be as decided by the respective Schools.
8. Students are required to pay the pro-rata re-admission fee in lump sum for all the courses they failed to successfully complete earlier.
9. Pro-rata fee for re-admission would be changed as and when the University revises the Programme fee for various programmes.
10. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
11. The Demand Draft for Re-admission fee should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code on the reverse of the Demand Draft.



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

### APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name \_\_\_\_\_

2. Programme:  Enrolment No:

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

3. Address: .....

.....

..... Pin

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

4. Contact No. ....

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

(a) Term-end examination: June/December.....

(b) Exam Centre Code:.....

(c) Exam Centre Address: .....

.....

.....

(d) Course(s): .....

6. Fee details:-

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

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

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

Issuing Bank: .....

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

### UNDERTAKING

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

Date: .....

Signature.....

Place: .....

Name:.....

P.T.O.

## **RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad. Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunayganj.
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar.
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road Pune – 411 016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No. 71, GMC Road Christian Basti Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre "Mangolik", H/H-19/1, Baguipara PO – Aswini Nagar, VIP Road Baguiati, Kolkata – 700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

\* For the photocopy (ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

### 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:

Enrollment No:

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

3. Address: .....

.....

..... Pin

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

4. Term-end examination, in which programme completed June/December .....

Total marks/Overall point grade obtained

Percentage obtained

.....

.....

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

5. Course(s), in which improvement is sought:

Course Code

1. ....

2. ....

3. ....

6. Fee details:

(The fee for Improvement in Division is ₹ 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s) ..... × ₹ 500/- Total Amount .....

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

Issuing Bank .....

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

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

Exam. Centre Code: .....

City/Town .....

### UNDERTAKING

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

Date: .....

Signature .....

Place: .....


Name: .....

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

1. The improvement of marks/grade is applicable only for the Bachelor's/Master's Degree Programme, who have complete the programme. The eligibility is as under:
  - i) 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.
  - ii) 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.
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. In such cases, the improved marks/grade can be incorporated only on surrender of the Statement of Marks/Grade Card., Provisional Certificate and Degree Certificate already issued to the student.
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 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  
Maidan Garhi  
New Delhi – 110 068**

## Assignments Remittance-Cum-Acknowledgement Card

Enrol. No. _____ Programme Title _____ Name: _____ Course Code: _____ Medium: _____			 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <b>ignou</b>  <small>THE PEOPLE'S UNIVERSITY</small> </div> <p style="margin-top: 10px;"><b>INDIRA GANDHI NATIONAL OPEN UNIVERSITY</b></p> <p><b>ASSIGNMENTS REMITTANCE-CUM ACKNOWLEDGEMENT CARD</b></p>												
S.No.	Assignment	For Office Use Only	Enrol No. _____ Name: _____ Course Code: _____		Programme Title: _____ Medium: _____										
		S. No. _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">S.No.</td> <td style="width: 50%; padding: 5px;">Assignment</td> </tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </table>		S.No.	Assignment									<u>For Office Use Only</u>  S.No. _____ Signature of the receiver _____ Date: _____ <div style="text-align: right; margin-top: 20px;">Seal</div>
S.No.	Assignment														
		Date of Receipt: _____													
		Name of Evaluator: _____													
Signature of the Student _____ Date: _____ Date of dispatch to the Evaluator: _____ Date of receipt from the Evaluator: _____			Signature of the student _____ Name: _____ Address of the Student: _____ Date: _____												

**Affix  
Stamp  
Here**

From:

The Coordinator  
Study Centre concerned

To

(ADDRESS OF THE STUDENT)

.....  
 .....  
 .....





## LIST OF STUDY CENTRES

Sl. No.	RC CODE	REGIONAL CENTRE	SC CODE	SC NAME	NAME & ADDRESS
1.	48	Varanasi	2709	Department of Commerce, DDU University, Gorakhpur - 273009	Dr. Himanshu Pandey Department of Commerce, Faculty Campus, DDU Gorakhpur University, Gorakhpur – 273009 Mob: 09415282207, Res: 0551-2321613 Email: himanshu_pandey62@yahoo.com
2.	48	Varanasi	2708	U P College, Varanasi (UP)-273009	Dr. Padmakar Singh, IGNOU Study Centre, Uday Pratap College, Varanasi (UP)-273009 Off: 2284961; Res: 2282037 Mob: 9415353752
3.	39	Noida	2728	Meerut College, Meerut	Dr. Neeraj Saxena IGNOU Study Centre Meerut College, Meerut (UP) -250001 Office: +91-121-2657744
4.	39	Noida	2707	M M (PG) College, Modinagar, Gaziabad	Dr. Vinay Kumar Tyagi M M (PG) College, Modinagar, Gaziabad (UP) Mob: 09412574153 Email: <a href="mailto:vinaytyagi@gmail.com">vinaytyagi@gmail.com</a>
5.	43	Madurai	43071	Saraswati Narayanan College, Madurai	Dr. P. Thangaraju Dep'tt. of Statistics, Saraswati Narayanan College, Madurai-625022 Ph. 0452-2690635; Mob: 9442405823
6.	31	Dehradun	2705	D.A.V. (P.G.) College, Dehradun	Dr. Peeyush Misra Department of Statistics, DAV (PG) College, Dehradun -248001. Mob.: 09415765287; 09917468797 Email: dr.pmisra.dav@gmail.com
7.	07	Delhi-1	0750	Poioneer Institute of Education & Computer Studies, Lado Sarai, New Delhi	Mr. Santosh Kumar Poioneer Institute of Education & Computer Studies, F 322/A, Adarsh House, Lado Sarai, New Delhi Phone: +91-11-6969589 / 6529959
8.	05	Patna	0516P	Xavier Centre for Computer Studies, Patna	Md. Shams Raza, Coordinator IGNOU Programme Study Centre, Xavier Centre for Computer Studies, St. Xaviers School Campus, West Gandhi Maidan, Patna (Bihar)-800001 Off: 0612-2232635 Email: 0516@ignoupatna.ac.in
9.	21	Bhubaneswar	2111	BJB (A) College, Bhubaneswar	Dr. Hrushikesh Mohanty, Coordinator IGNOU Study Centre, BJB Autonomous College, Bhubaneswar, Orissa- 751013 Off: 0674-2430148, Email: <a href="mailto:sc2111@hotmail.com">sc2111@hotmail.com</a>

10.	47	Aligarh	2714	Hindu College, Moradabad (UP)	DR. V.K. VATSA, Coordinator, IGNOU Study Centre, Hindu College, Station Road, Moradabad (UP) - 244001 Off: 0591-2315999; Mob.: 9837049414 Email: ignou2714@gmail.com
11	13	Bangalore	1320 R	Govt. Science College Nrupathunga Road, Bangalore	Prof D Doddaiiah Coordinator,IGNOU Study Centre,Govt. Science College,Nrupathunga Road, Bangalore Office: 91-80-22212924
12	84	Vishakhapatnam	0109	Dr. L. Bullaiah College, Vishakhapatnam	Coordinator, IGNOU Study Centre, Dr. L. Bullaiah College, Resapuvanipalem, Vishakhapatnam(AP)- 530013
13	15	Bhopal	1501	Motilal Vigyan Mahavidyalaya, Bhopal	Dr. S. R. Nayak Coordinator, IGNOU Study Centre, Motilal Vigyan Mahavidyalaya, Near Old Vidhan Sabha Bhawan, Bhopal (MP)- 462011 Ph. 0755-2766800, 9425378401
14	16	Pune	1606	CHH. Shahu Institute of Business Edu.& Research, Kolhapur	DR. C. S. Dalvi, Coordinator IGNOU Study Centre CHH. Shahu Institute of Business Edu.& Research, Siber, University Road, Kolhapur(MH) – 416004, PH : 0231-2520652/662557/662558 Email: ignou1606@gmail.com
15	09	Ahmedabad	0901	L.D. Arts College, Navrangpura, Ahmedabad (GUJ)	Dr. M. D. Chavda, Coordinator, IGNOU Study Centre, L.D. Arts College, Navrangpura, Ahmedabad (GUJ) Phone: 079-26306155 Email: ignou0901@ignougujarat.org

# ADDRESS OF REGIONAL CENTRES

## List of Regional Centres with their Operational Areas

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
1	31	Dehradun	Regional Director, IGNOU Regional Centre, Nanor Khera, Tapovan, Raipur Road, Dehradun - 248 001 UTTARANCHAL Phone: 0135-2789205/2789190 Email: rcdehradun@ignou.ac.in	State of Uttaranchal (District: Dehradun, Pauri, Chamoli, Tehri, Uttarakashi, Rudraprayag, Haridwar, Nainital, Almora, Pithoragarh, Us Nagar, Champawat, Bageshwar), State of Uttar Pradesh (District: Saharanpur, Muzaffar Nagar, Bijnore)
2	07	Delhi 1	Regional Director, IGNOU Regional Centre, Plot No J-2/1, Block - B1 Mohan Cooperative Industrial Estate, Mathura Road, New Delhi - 110 044, DELHI Phone: 011-26990090-91/ 26990084 Email: 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, Okhla, Munirika, Sangam Vihar, Friends Colony, Badarpur), State of Haryana (District: Faridabad)
3	43	Madurai	Regional Director, IGNOU Regional Centre, Sikkandar Chavadi, Alanganallur Road, Madurai -625018, TAMIL NADU Phone: 0452-2380387-88 / 2380733 Email: rcmadurai@ignou.ac.in	State of Tamil Nadu (District: Coimbatore, Dindigul, Erode, Karur, Madurai, Nilgiris, Pudukkottai, Ramanathapuram, Sivaganga, Thanjavur, Theni, Thiruvaroor, Tiruchirappalli, Tirunelveli, Tirupur, Tuticorin, Virudhunagar)
4	39	Noida	IGNOU Regional Centre, C-53 Sector 62, Institutional Area, Noida - 201 305, UTTAR PRADESH Phone: 0120-2405012 / 2405014 /2405013 Email: rcnoida@ignou.ac.in	State of Uttar Pradesh (District: Gautam Budh Nagar, Ghaziabad, Meerut, Baghpat, Baraut, Ghazipur, Bulandshahr) State of Delhi (Mayur Vihar PH-I & II, Mayur Vihar Extn., Vasundhara Enclave)
5	48	Varanasi	Regional Director IGNOU Regional Centre Gandhi Bhawan, B.H.U. Campus, Varanasi-221005, UTTAR PRADESH Phone: 0542-2368022 / 2368622/ 2364893/2369629 Email: rcvaranasi@ignou.ac.in	State of Uttar Pradesh (District: Ambedkar Nagar, Azamgarh, Ballia, Chandauli, Deoria, Ghazipur, Gorakhpur, Jaunpur, Kushinagar, Maharajganj, Mau, Mirzapur, Sant Kabir Nagar, Sant Ravidas Nagar, Sonebhadra, Varanasi)
8.	05	Patna	Regional Director IGNOU Regional Centre 2nd Floor, Bismaun Tower, West Gandhi Maidan, Patna-800 001 BIHAR 0612-2219539/221954/ 0612-2687042/ 0612-2219538	State of Bihar (District: Arwal, Aurangabad, Bhojpur, Buxar, Gaya, Jamui, Jehanabad, Kaimur, Lakshisarari, Nalanda, Nawada, Patna, Rohtas, Sheikhpuri, Vaishali, Siwan, Chappra)
9.	21	Bhubaneswar	Regional Director, IGNOU Regional Centre, C-1, Institutional Area, Bhubneshwar- 751 013, 0370, Orissa Phone: 0674-2301348 /2301250	State of Orisaa (District: Angul, Bhadrak, Baragarh, Balasore, Cuttack, Deogarh, Dhenkanal, Ganjam, Gajapati, Jharsuguda, Jajpur, Jagatsinghpur, Khordha,

			/2301352/2300349 Email:rcbhubaneswar@ignou.ac.in	Keonjhar, Kandhamal, Kendrapara, Mayurabhanj, Nayagarh, Puri, Sambalpur, Sundergarh)
10.	47	Aligarh	Regional Director I/C, IGNOU Regional Centre, 3/310, Marris Road, Aligarh-202001, UTTAR PRADESH Phone: 0571-2700120, 2701365 Email: rcaligarh@ignou.ac.in	District of Uttar Pradesh Etah,Kasganj,Firozabar,Rampur, Aligarh, Hathras, Badaun, Agra, Bulandsahar,Moradabad,Manpuri, Etawah,Mathura & J P Nagar
11	13	Bangalore	Regional Director , IGNOU Regional Centre, NSS Kalyana Kendra, 293, 39 <sup>th</sup> Cross, 8 <sup>th</sup> Block, Jayanagar, Bangalore-560070, KARNATAKA 080-26654747/26657376, 080- 26639711 Email: ignourcbir@gmail.com, Email: rebangalore@ignou.ac.in	State of Karnataka (District: Bangalore, Bangalore Rural, Chikaballapur, Chitradurga, Davanagere, Kolar, Ramanagara, Shimoga, Tumkur, Ramanagara, Shimoga, Tumkur, Ramanagara, Chamarajanagar & Chikmagalur Dakshina Kannada, Hassan, Kodagu, Mandya, Mysore, Udupi)
12	84	Vishakhapatnam	Regional Director (I/C), IGNOU Regional Centre, 2 <sup>nd</sup> Floor MVP, Sector-12, Complex Ushodaya Junction, Visakhapatnam-530017 ANDHRA PRADESH 0891-2511200, 0891-2511300 Email: rcvisakhapatnam@ignou.ac.in	State of Andhra Pradesh Covering (Districts East Godavari, West Godavari, Visakhapatnam, Vizianagaram & Srikakulam)
13	15	Bhopal	Regional Director, IGNOU Regional Centre, Sanchi Complex, 3 <sup>rd</sup> Floor, Opp. Board of Secondary Edn, Shivaji Nagar, Bhopal-462 016, MADHYA PRADESH 0755-2578455, 0755-2762524 0755-2578452, Email:ignoubhopal@rediffmail.com Email: rcbhopal@ignou.ac.in	State of Madhya Pradesh- Alirajpur, Bhind, Datis, Harda, Khandwa, Mandsaur, Neemuch, Rajgarh, Shajapur, Bawani, Bhopal, Dewas, Guna, Hoshangabad, Jhabua, Khargone, Morena, Ratlam, Sheopur, Vidisha, Ashok nagar, Betul, Burhanpur, Dhar, Gwalior, Indore, Raisen, Sehore, Shivpuri, Ujjain)
14	16	Pune	Regional Director, IGNOU Regional Centre, 1 <sup>ST</sup> Floor, MSFC Building, 270, Senapati Bapat Road Pune – 411 016, MAHARASHTRA 020-256671867, 020-25671864 Email: ignourepune42@vsnl.net, Email: <a href="mailto:rcpune@ignou.ac.in">rcpune@ignou.ac.in</a>	State of Maharashtra-Nandurbar, Dhule, Jalgaon, Aurangabad, Nasik, Jalna, Ahmadnagar, Bid, Pune, Osmanabad, Sangli, Satara & Kolhapur (14 District)
15	09	Ahmedabad	Regional Director , IGNOU Regional Centre, Opp. Nirmainstt of Technology, Sarkhej-Gandhinagar Highway, Chharodi,Ahmdabad-382481, GUJARAT Phone: 02717-242975, 02717- 241579, 02717-241580 Email:rcahmedabad@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)