

Programme Guide



PG Diploma in Information Security (PGDIS)
(With an exit option of PG Certificate in Information Security
(PGCIS) after successfully completion of first semester)
&
Advanced Certificate in Information Security (ACISE)
(With an exit option of Certificate in Information Security (CISE)
after successfully completion of first three courses of 12 Credits)



School of Vocational Education and Training
Indira Gandhi National Open University
Maidan Garhi, New Delhi 110 068

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

— *Indira Gandhi*



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

**Application Form for Applicants
for
PG Diploma in Information Security (PGDIS)
(With an exit option of PG Certificate in Information Security
(PGCIS) after successfully completion of first semester)
&
Advanced Certificate in Information Security (ACISE)
(With an exit option of Certificate in Information Security (CISE)
after successfully completion of first three courses of 12 Credits)
January 2012**

**The application form is available in common prospectus
which can be purchased from Headquarter, Maidan
Garhi, New Delhi and regional centres of IGNOU and the
same duly completed along with programme fee in the
form of Demand Draft i.e Rs. 8000/- for Ist semester of
PGDIS and Rs. 4000/- for ACISE and attested marksheets
and certificates in support of your educational
qualifications can be submitted to concerned Regional
Centre**

**Last Date of submission of application form is 30th November, 2011 for January
2012 session.**

Electronic version of the prospectus is available
for download at:
<http://www.ignou.ac.in>

RECOGNITION

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

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Further information on the Indira Gandhi National Open University Programmes may be obtained from the University's office at Maidan Garhi, New Delhi-110068 or its website <http://www.ignou.ac.in>

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1. ABOUT THE UNIVERSITY

1.1 Introduction

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

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

1.2 Prominent Features

IGNOU has certain unique features such as:

- International jurisdiction
- Flexible admission rules
- Individualised study: flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- Nationwide student support services network
- Cost-effective programmes
- Modular approach to programmes
- Resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations
- Socially and academically relevant programmes based on students need analysis
- Convergence of open and conventional education systems

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Taking IGNOU programmes to African and West Asian countries including Maldives, Mauritius, Nepal and Seychelles in all to 35 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Launch of 'Edusat' videoconferencing channel (2 way video, 2 way audio)
- Launch of Gyan Vani and other dedicated educational FM channels.

1.4 The Schools of Studies

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

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

1.5 Academic Programmes

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

- Certification,
- Improvement of skills,
- Acquisition of professional qualifications,
- Continuing education and professional development at work place,
- Self-enrichment,
- Empowerment

MESSAGE FROM PROGRAMME COORDINATOR

Dear Student,

We welcome you to these programmes in the area of Information Security leading to Certificate, Advanced Certificate, PG Certificate and PG Diploma through integrated mode. In integrated mode, you will receive support from IGNOU through Internet as well as through the network of our Regional and Study Centres. You will be attached to a Study Centre which will offer counselling sessions (Both Theory and Practical). You will receive printed course material in accordance with our dispatch schedule. You are advised to attend theory and practical counselling sessions regularly. You need to have a minimum of 75% attendance for practical counselling sessions to appear for Term End Practical Examinations. You need to submit requisite assignments before the due dates to become eligible to appear for Term End Theory Examinations.

Also, students are requested to take note of the following:

The material and assignments are distributed (by post/by hand) to the student at regional centres/study centres and programme study centres

“The University sends study materials and assignments, wherever prescribed, to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.”

“In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website-<http://www.ignou.ac.in>.”

“The students are specifically instructed to send Examination Forms to the respective Regional Centres only and to no other place and they are also advised to submit the Registration/Re-registration Forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularisation.”

Programme Guide is a very important document for you, as a distance learner you may have several queries, many of them would be answered by this booklet. Preserve it until you successfully complete these Programmes.

Some useful addresses are given on page number 30 to 31 in this Programme Guide. In case of any difficulty, communicate to the listed address for fast action. You are advised to visit **IGNOU website-<http://www.ignou.ac.in>, and your study center regularly for latest information if any.** We wish you success in pursuing these programmes.

Wishing you all the best,

Ms. Urshla Kant
(Programme Coordinator)
Email ID: urshlakant@ignou.ac.in

2. BASIC INFORMATION ABOUT PROGRAMMES

2.1 Introduction

This **PG Diploma in Information Security (PGDIS)** (With an exit option of PG Certificate in Information Security (PGCIS) after successfully completion of first semester) programme has been designed to bridge the gap in the awareness and competency required by various categories of people as the users of Internet and various IT enabled services about deeper aspects of Information Security, responsible use and management of IT services. This is a PG Diploma level programme with an exit option of PG Certificate in Information Security (PGCIS) after successfully completion of first semester and 32 credits of worth. Student can complete this programme in minimum period of one year or the maximum period of three years.

The programme aims at imparting:

- To spread awareness of information security and protection.
- To provide protection and security to personal data and to built data oriented infrastructure in the companies.
- To raise high professional ethics in the individuals and students towards providing information security.
- To experiment and learn the skills and techniques needed for providing protection and security to our information.

This **Advanced Certificate in Information Security (ACISE)** (With an exit option of Certificate in Information Security (CISE) after successfully completion of first three courses of 12 Credits) programme has been designed to prepare the youth to experiment and learn the skills and techniques needed for providing protection and security to our information available in the virtual environment and to make learners both responsible and smart netism. This is an Advanced Certificate level programme with an exit option of Certificate in Information Security (CISE) after successfully completion of first three courses of 12 Credits and total 18 Credits of worth. Student can complete this programme in minimum period of six months or the maximum period of two years.

This programme emphasized and specifically stressed on the User's Security Awareness and Needs as follows:

1. Securing one's own desktop.
2. Securing one's own data.
3. Securing one's connectivity.
4. Secure browsing. (E-mail, Internet application)
5. Secure Internet transaction.
6. W3C Compliance. (What is W3C(World Wide Web Consortium), Practices)
7. Employee perspective of ISO 27000
8. Securing Web servers/ services.
9. Cyber Forensics.
10. Securing in the mobile world
11. Govt. rules in IT Security

This programme also brought out the issues of Authentication, Confidentiality, Privacy, Unique ID and Digital Certification in relation to Security. It will be useful to any serious internet user including home makers or any individual users of the computers.

2.2 Programme Codes

PG Diploma in Information Security: PGDIS (With an exit option of PG Certificate in Information Security (PGCIS) after successfully completion of first semester)

Advanced Certificate in Information Security: ACISE (With an exit option of Certificate in Information Security (CISE) after successfully completion of first three courses of 12 Credits)

2.3 Credit System

The University 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 the student to understand the academic effort one has to put into successfully complete a course. **Completion of the Programme requires successful completion of both assignments and the Term-end Examination of each course in the programme. Every course of PGDIS/PGCIS programme contains four credits and overall programme credit is 32. Three courses of ACISE/CISE programme contains four credits each and one course contains six credits and overall programme credit is 18.**

2.4 Student Support Services

In order to provide individualised support to its learners the University has created a number of Study Centres throughout the country for these programmes. These are administratively coordinated by the Regional Centres.

The Study Centres are the contact points for the participants on all major aspects of the programme. These include counselling sessions, practicals, library facilities, disseminating information and advice and facilities for audio-visual training aids. The Study Centres are also equipped with some useful books on the subjects of this programme. These will be accessible to the participants during their visits to the Study Centre. **The University may not always be able to communicate to all the students individually. All the important communications are sent to the Regional Directors.** The Coordinators would display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. **You are, therefore, advised to keep in touch with your Study Centre Coordinator on a more or less regular basis so as to get advance information about assignments, submission schedule (assignments & examination forms), list of students admitted to a particular examination, declaration of results, etc.** "The candidates are required to opt for only such Study Centre as is activated for the programme. As far as possible, the University will allot the Study Centre opted by the candidate. However, the University may change the Study Centre at its convenience without concurrence of the student at any time".

2.5 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 newsletter. It covers various activities at IGNOU Headquarters, Regional Centres and Study Centres. It also carries important notifications from time to time.

2.6 Duration of the Programme

To fulfill the requirements for acquiring the PG Diploma in Information Security (PGDIS), a student may clear all the courses in one year. If a student fails to clear all the requirements of courses in one year, he/she may be permitted to stretch it over a period of another 2 year. In case the student is unable to pass all the courses of this programme in 3 years, he/she has to seek readmission as per 'Re-admission' rules and pay the requisite fee. Please refer to **Form No. 13** for further information on Re-admission.

To fulfill the requirements for acquiring the Advanced Certificate in Information Security (ACISE), a student may clear all the courses in six months. If a student fails to clear all the requirements of courses in six months he/she may be permitted to stretch it over a period of another 1 year six months. In case the student is unable to pass all the courses of this programme in 2 years, he/she has to seek readmission as per 'Re-admission' rules and pay the requisite fee. Please refer to **Form No. 13** for further information on Re-admission.

You may contact the Regional Centre for further information about the same. But, you are advised to pass all the courses successfully in minimum duration.

2.7 Medium of Instruction – English

The medium of instruction is English only. The course material is also printed in English.

2.8 Fee Structure

At present the programme fee for PGDIS/PGCIS is Rs. 8,000/-per semester and the programme fee for ACISE/CISE is Rs. 4,000/-. As and when it is necessary, the University can revise the programme fee, therefore, please refer to the Programme Guide and Prospectus of your academic session for recent information related to fee.

2.9 Eligibility

For PG Diploma in Information Security (PGDIS)(With an exit option of PG Certificate in Information Security (PGCIS) after successfully completion of first semester)

Eligibility :

A. B.Sc (Computer Science)/ B.C.A/ B.Tech (Computer Sc.)/ B.Tech (IT) or its equivalent

B. Bachelor Degree in any discipline or its equivalent from the recognized University/ Institute with CIT/CIC from IGNOU

C. Bachelor Degree in any discipline or its equivalent from the recognized University/ Institute with 1 year working experience in Computer application/IT.

For Advanced Certificate in Information Security (ACISE) (With an exit option of Certificate in Information Security (CISE) after successfully completion of first three courses of 12 Credits)

Eligibility : 10th or its equivalent

3. INSTRUCTIONAL SYSTEM

The methodology of instruction in this university is different from that in the conventional universities. The Open University system is more learner-oriented, and the student has to be an active participant in the teaching-learning process. Most of the instructions are imparted through distance rather than face-to-face communication.

The University follows a multi-channel approach for instruction. It comprises a suitable mix of:

- self-instructional printed material (SIM/SLM)
- audio and video cassettes (A/V)
- audio-video programmes transmitted through Radio and Doordarshan
- face-to-face counselling at Study Centres by academic counsellors
- web based academic support
- assignments
- practicals
- Gyan Darshan Channel, EDUSAT
- Gyan Vani



Figure 1: Home page of IGNOU website-<http://www.ignou.ac.in>

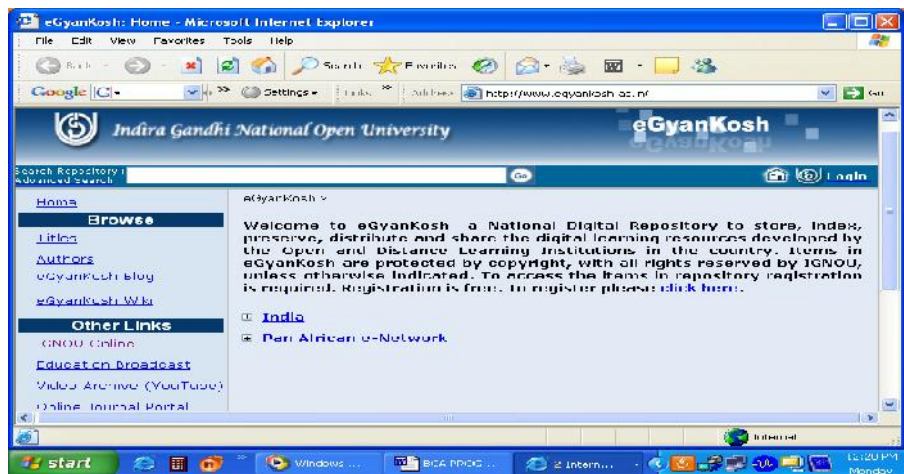


Figure 2: Home page of eGyanKosh-<http://www.egyankosh.ac.in>

3.1 Print Material

Printed materials are the primary form of instructional materials. These are supplied to the participants in the form of several booklets. A course, which comes in the form of a booklet comprises several units. The size of a unit is such that the material given therein may be expected to be studied by a student in a session of about 2 to 6 hours of study. Therefore, you have to concentrate mainly on the print materials, which we send to you. However, the fast pace of computer industry necessitates that students must do some additional readings. Students are advised to study reference books without fail. Studying the printed material alone may not be sufficient to write assignments and prepare for the term-end Examinations. It may not be sufficient to just study course material that is received by you from university to pass all the courses. You are hereby advised to study the Reference books also.

3.2 Audio-Video Material

There are video-cassettes or CDs (ppt.,pdf files etc.) meant for clarification and enhancement of understanding. The audio-video material is supplementary to print material. Hence, we advise you to make use of it as that will help you to understand the subject better. However, audio-video material will normally not be supplied to the students individually but will be made available at the Programme Study Centres. You can watch these programmes during counselling sessions. The schedule for screening these films has been synchronised with the progress of relevant written material. Students desirous of buying the audio-video tapes can procure them from: The Director, EMPC, Sanchar Kendra, Maidan Garhi, New Delhi-110068.

The programmes of IGNOU are also telecast on DD-1(National Channel). The telecast schedule of transmission of programmes is communicated through a monthly booklet called **Gyan Darshan**. You can contact your Programme Study Centre Coordinator to browse through it. You may write to the above mentioned address for a copy of the same.

3.3 Counselling Sessions

In distance education, face-to-face contact between the learners and their tutors/counsellors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It also intends to provide you an opportunity to meet your fellow students. There are academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. Normally, these sessions will be held at the Study Centres during week-ends (**Saturdays and Sundays**).

You 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 you to overcome difficulties which you face while studying for the programme. In these sessions, you must try to resolve your subject-based difficulties and any other related problems.

Before you go to attend the counselling sessions, please go through your 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 will be made known to you by the Coordinator of your Programme Study Centre.

3.4 Practical

These programmes has practical component also.

3.5 Web Based Support

The learners can have access to IGNOU's website at the following address (URL):

www.ignou.ac.in . **This website offers relevant information to the general public and student support facilities to the learners through the Single Window Information and Student Support (SWISS). 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
- Access-eGyanKosh: using this web site you can download your course material and view video related to your courses. **You can download Programme Guide and Assignments from website.**

4. PROGRAMMES-OBJECTIVES, STRUCTURE & CONTENTS

4.1 Programme Objectives

The programme **PG Diploma in Information Security** (PGDIS) aims at imparting:

- To spread awareness of information security and protection.
- To provide protection and security to personal data and to built data oriented infrastructure in the companies.
- To raise high professional ethics in the individuals and students towards providing information security.
- To experiment and learn the skills and techniques needed for providing protection and security to our information.

The programme **Advanced Certificate in Information Security** (ACISE) emphasized and specifically stressed on the User's Security Awareness and Needs as follows:

- 1) Securing one's own desktop.
- 2) Securing one's own data.
- 3) Securing one's connectivity.
- 4) Secure browsing. (E-mail, Internet application)
- 5) Secure Internet transaction.
- 6) W3C Compliance. (What is W3C(World Wide Web Consortium), Practices)
- 7) Employee perspective of ISO 27000
- 8) Securing Web servers/ services.
- 9) Cyber Forensics.
- 10) Securing in the mobile world
- 11) Govt. rules in IT Security

This programme also brought out the issues of Authentication, Confidentiality, Privacy, Unique ID and Digital Certification in relation to Security. It will be useful to any serious internet user including home makers or any individual users of the computers.

4.2 Programme Structure

The University follows the credit system for these Programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a four credit course includes 120 study hours. To successfully complete PG Diploma in Information Security (PGDIS) programme, the student will have to earn 32 credits over a period of 1 year to 3 years by passing all the prescribed courses. To successfully complete Advanced Certificate in Information Security (ACISE) programme, the student will have to earn 18 credits over a period of 6 month to 2 years by passing all the prescribed courses. **The basic structures of the programmes are as follows:**

Programme Structure

PG Diploma in Information Security (PGDIS) (With an exit option of PG Certificate in Information Security (PGCIS) after successfully completion of first semester)

Semester one:

Sl.No.	Course Code	Title of the course	Type of course compulsory/optional	Credits	Theory/Practical/Project
1.	MSEI-021	Introduction to Information Security	Compulsory	4	Integrated (Theory & Practical)
2.	MSEI-022	Network Security	Compulsory	4	Integrated (Theory & Practical)
3.	MSEI-023	Cyber Security	Compulsory	4	Integrated (Theory & Practical)
4.	MSEI-024	Policy, Standards and Laws	Compulsory	4	Theory
Total				16	

Semester Two:

Sl.No.	Course Code	Title of the course	Type of course compulsory/optional	Credits	Theory/Practical/Project
5.	MSEI-025	Application and Business Security Developments	Compulsory	4	Integrated (Theory & Practical)
6.	MSEI-026	BCP, DR Planning and Audit	Compulsory	4	Integrated (Theory & Practical)
7.	MSEI-027	Digital Forensics	Compulsory	4	Integrated (Theory & Practical)
8.	MSEP-028	Project	Compulsory	4	Project
Total				16	

Advanced Certificate in Information Security (ACISE) (With an exit option of Certificate in Information Security (CISE) after successfully completion of first three courses of 12 Credits)

Sl.No.	Course Code	Title of the course	Type of course compulsory/optional	Credits	Theory/Practical/Project
1.	OSEI-041	Information Security	Compulsory	4	Integrated (Theory & Practical)
2.	OSEI-042	Securing Internet Access	Compulsory	4	Integrated (Theory & Practical)
3.	OSE-043	Information Technology Security	Compulsory	4	Theory
4.	OSEI-044	Server Security	Compulsory	6	Integrated (Theory & Practical)
Total				18	

4.3 Contents

Brief descriptions of the individual courses are given below:

PG Diploma in Information Security (PGDIS) (With an exit option of PG Certificate in Information Security (PGCIS) after successfully completion of first semester)

Duration : 1Year Semester: 2 Semesters No. of Credits: 32

1st Semester

Course 1: Introduction to Information Security– (4 Credits, Compulsory, Theory and Practical) : MSEI-021

Block 1: Business Needs and Security Awareness

Unit 1. Information Technology Concept and Application

Unit 2. Security Awareness

Unit 3. Information Security: Overview

Unit 4. Legal and Ethical Issues

Block 2: Security Threat and Vulnerability.

Unit 1. Introduction to Security threats and Vulnerability

(Computer as a target, as a mean of resource or as a mean of attack)

Unit 2. Malware

(Viruses, Worms, Trojan horses)

Unit 3. Hacking: Issues and Techniques

Unit 4. Security Counter Measures

Block 3: Networking Concepts and Attacks.

Unit 1. Introduction to Data Communication and Transmission Media

Unit 2. Overview of Networking technologies

(Topologies)

Unit 3. Network Management and Protocol

Unit 4. Network Attacks

Block 4: Operating System Concepts

Unit 1. Introduction to Operating System

Unit 2. Operating System Security: An Overview

(Authentication, Access controls, Security models, Updates, Patches, Integrity checks, Antivirus software)

Unit 3. Operating System Hardening and Controls

Unit 4. ADC/SAMBA

(File servers)

Course 2: Network Security–(4 Credits, Compulsory, Theory and Practical): MSEI-022

Block 1: Introduction to Network Security

Unit 1. Network Security Concepts

(Threats, Mechanism)

Unit 2. Network Security Techniques

(Digital Water marking, ATC)

Unit 3. Identity Management

(Biometrics, All Physical Security, login, Finger Printing)

Unit 4. Security Issues in Wireless and next generation networks

Block 2: Secure Protocols

Unit 1. Introduction to Secure Protocols

Unit 2. Specific Protocol-I

(at network level eg. IPSec, VPN, SHCN, SSL)

Unit 3. Specific Protocol-II

(at Application level eg. PGP, SHTTP, SSH etc)

Block 3: Cryptography Techniques

Unit 1. Introduction to Cryptography

Unit 2. Symmetric Key Cryptography

Unit 3. Asymmetric Key Cryptography

(Hash function)

Unit 4. Applications of cryptography

(Steganography, PK(Public key infrastructure), DH(Diffe-Hellman key), Electronic Signatures)

Block 4: Network Security Technology

(Firewalls, Routers etc)

Unit 1. Firewalls

(Network, Application and Host based Firewalls, Proxy)

Unit 2. IDS/IPS/Honey Pots

Unit 3. Scanning and Analysis Tools

Course 3: Cyber Security– (4 Credits, Compulsory, Theory and Practical): MSEI-023

Block 1: Information Gathering

Unit 1. Social Engineering

Unit 2. E-mail Crime and Investigation

Unit 3. Reverse Engineering

Unit 4. Cracking Methodology

Block 2: Database Security

Unit 1. Introduction to Database Concepts

Unit 2. Handon Database usage and Hacking Attempt

Unit 3. Database Security-I

(Distributed Databases, Security aspects related to centralized Distributed Database)

Unit 4. Database Security-II

(Concurrence, Failure recovery, Fault tolerance, Transaction theory)

Block 3: WEB Technology

Unit 1. Introduction to WEB Architecture

(W3C)

Unit 2. Client Site Scripts

Unit 3. Server Site Scripts

Unit 4. Attacks on WEB Application

Block 4: Internet Technology

Unit 1. Internet Architecture

Unit 2. Social Networking Sites

Unit 3. Advanced Searching Techniques

(Search engines like Google etc)

Unit 4. Latest trend in Internet Securities

(Web 2.0)

Course 4: Policy, Standards and Laws–(4 Credits, Compulsory, Theory): MSE-024

Block 1: Security Standards

Unit 1. Introduction to Security Policies and Standards

(Need, Methods, Various Standards: ISO 27001, HIPA, Vertical)

Unit 2. Security Framework Standards

(ISO Standards-all)

Unit 3. Security Mechanism Standards

(Encryption, Digital Signatures, Techniques, Algorithm)

Unit 4. Security Protocol Standards

(Entity authentication protocol, Key establishment, Time stamping)

Block 2: ISO Standards

Unit 1. Study of ISO Standards: A complete Case Study

Block 3: Cyber Laws

Unit 1. International Treaties, Conventions and Protocols concerning cyberspace

(Guidelines issued by various ministries, Alternative Dispute Resolution, Online Dispute Resolution)

Unit 2. Information Technology Amendment Act 2008-I

(In Introduction: Criminal Law & Constitutional Law in brief)

Unit 3. Information Technology Amendment Act 2008-II

(Limitations)

Unit 4. Cyberspace and IPR

(Search engines, Web crawling, Indexing, searching, Ranking of web pages, Spamdexing)

Block 4: Cyber Crimes and Regulation

Unit 1. Introduction to Computer Crimes

Unit 2. Conventional Crimes through Computer

Unit 3. Crimes and Torts committed on a Computer Network

Unit 4. Crimes relating to Data Alteration/ Destruction/ Theft of source code and Database

(Online Dispute Resolution, theft of source code; a case study)

2nd Semester

Course 5: Application and Business Security Developments– (4 Credits, Compulsory, Theory and Practical) : MSEI-025

Block 1: Application Development Life Cycle

- Unit 1. Application Design
- Unit 2. Application Coding
- Unit 3. Application Testing
- Unit 4. Application Production and Maintenance

Block 2: Secure Application Development-I

- Unit 1. Critical Application Security Concepts
- Unit 2. Input Validation and Encoding
- Unit 3. Authentication, Authorization and Session Management
- Unit 4. Encryption, Confidentiality and Data Protection

Block 3: Secure Application Development -II

- Unit 1. Data Access
- Unit 2. Error Handling and Logging
- Unit 3. Server Configuration and Code Management
- Unit 4. Application Threat Modeling

Block 4: Application Testing and Ethical Hacking

- Unit 1. Assessment Methodologies and Tools
- Unit 2. Application Security Assessments
- Unit 3. WEB Application Scanning and Vulnerability Assessment
- Unit 4. WEB Application Ethical Hacking

Course 6: BCP, DR Planning and Audit– (4 Credits, Compulsory, Theory and Practical) : MSEI-026

Block 1: Risk Analysis

- Unit 1. Introduction to Risk Analysis
- Unit 2. Risk Assessment
- Unit 3. Risk Analysis Techniques and Methodologies
- Unit 4. Risk Mitigation

Block 2: Business Continuity

- Unit 1. Need for a Business Continuity Program
- Unit 2. Overview of Business Continuity Management Life Cycle
- Unit 3. Defining Organization's Business Continuity Requirements
- Unit 4. Identifying and Selecting Business Continuity Strategies

Block 3: DR Strategies

- Unit 1. Developing Plans for Computer System Recovery
- Unit 2. Developing Plans for Business Resumption
- Unit 3. Plan Templates and Software Tools
- Unit 4. Implementing Crisis Management Framework

Block 4: BCM Program Management

Unit 1. Maintaining and Administering BCM Plans

Unit 2. Auditing and Evaluating BCM plans

Unit 3. Developing and Implementing a BCM Response

Unit 4. Disaster Simulation Exercise

Course 7: Digital Forensics– (4 Credits, Compulsory, Theory and Practical) : **MSEI-027**

Block 1: Cyber Crime and Cyber Forensics

Unit 1. Various Types of Cyber Crimes

Unit 2. Banking and Financial Crimes

Unit 3. Identify Thefts and Data Thefts/ Source Code Thefts

Unit 4. SPAM and BOTNETS

(1 Case Study on Nigerian Letter Fraud)

Block 2: Digital Forensics

Unit 1. Digital Investigation

Unit 2. Data Acquisition and Information Gathering

Unit 3. Forensic Examination of Systems

(Keyword, Data recovery, Various tools NKS)

Unit 4. Forensic Examination of Network Devices

(Routers, Firewalls, IDS/IPS etc)

Block 3: Mobile Forensics

Unit 1. Introduction to Mobile Forensics and Technologies

Unit 2. Analysis of CDR's

Unit 3. Application of SIM Card Reader's

Unit 4. Forensic Examination of Mobile Devices

(Mobile Frauds)

Block 4: Security Issues in Wireless Technologies

Unit 1. Introduction to Wireless Technologies

Unit 2. Wireless Devices

Unit 3. Securing Wireless Network

Unit 4. Ethical Hacking- Wireless Security

Course 8: MSEP-028 Project– 4 Credits

Advanced Certificate in Information Security (ACISE) (With an exit option of Certificate in Information Security (CISE) after successfully completion of first three courses of 12 Credits)

Duration : 6 Months

No. of Credits: 18

Course 1: Information Security– (4 Credits, Compulsory) : OSEI-041

Block 1: Overview of Information Security

Unit 1. Information Security Concepts

(How to Secure Software)

Unit 2. User Habits

Unit 3. Threats, Vulnerability and Malware

(Viruses, Worms, Trojan horses)

Unit 4. Impact of Hardware and Software Protocols with Preventive Measures

Block 2: Securing Desktop

Unit 1. Securing Desktop Concerns

Unit 2. Securing Files and Folders with Password

(Poweron Password, Login Password)

Unit 3. User Restricted Data, Sharing of Files and Secure Downloading from Internet

Unit 4. Security Threats due to Software Piracy

Block 3: Securing Data

Unit 1. Securing, Backup and Restore Strategies for Data

Unit 2. Concepts of PC auditing

Unit 3. Snapshot Utility

Unit 4. Defragmentation

Block 4: Securing Connectivity

Unit 1. Secure Network Connectivity

Unit 2. Firewalls

Unit 3. Encryption

Unit 4. Using some secure protocols

Course 2: Securing Internet Access–(4 Credits, Compulsory) : OSEI-042

Block 1: Secure Browsing

Unit 1. Browsing History

Unit 2. Cookies, E-mail and Internet Applications

Unit 3. Log Files, Plug-ins and Scripts

Unit 4. Protecting from Fake Websites

Block 2: Internet Transaction Security

Unit 1. Secure Protocols

Unit 2. Privacy policies

Unit 3. How Identity Theft Works and its Prevention

Unit 4. Credit Card Fraud

Block 3: Securing Web Services

- Unit 1. Security Challenges Specific to Web Services**
- Unit 2. Web Application Security Testing**
- Unit 3. Cyber Forensics, Digital Certificates and Digital Watermarking**
- Unit 4. Threat Profile, Risk Analysis and Defence Against Threats**

Block 4: Securing during Mobility

- Unit 1. Security in Wireless Environment**
- Unit 2. Wi-fi, Blue tooth, LAN**
- Unit 3. Digital Incident Response**
- Unit 4. Industry Perspective**

Course 3: Information Technology Security– (4 Credits-Theory, Compulsory) : OSE-043

Block 1: W3C Compliance

- Unit 1. Introduction to W3C**
- Unit 2. Recommendations and certifications of W3C**
- Unit 3. W3C Standards and Practices**
- Unit 4. How do we Improve Internet Privacy using W3C**

Block 2: Introduction to ISO 27000

- Unit 1. Need of Certification**
- Unit 2. ISO/IEC 27000 family of Information Security Management Systems (ISMS) standards**
- Unit 3. Cyber Security Standards**
- Unit 4. Employee perspective of ISO 27000**

Block 3: Information Technology Act

- Unit 1. Introduction to Information Technology Amendment Act 2008**
(Unique ID (UID), Limitations of Information Technology Amendment Act 2008)
- Unit 2. Legal Implications of Personal Security**
- Unit 3. Common Cyber Crimes and Government Laws and Rules in Information security**

Course 4:– Server Security (6 Credits , Compulsory): OSEI-044

Block 1: Email Security

- Unit 1. Email Servers**
- Unit 2. Email Forgery and Spamming**
- Unit 3. Password Attack Vectors**
- Unit 4. Account Security**

Block 2: Windows Security

- Unit 1. Windows System Architecture**
- Unit 2. Windows System Security**
- Unit 3. Hacking Windows**

Block 3: Linux Security

- Unit 1. Linux System Architecture**

Unit 2. Linux System Security

Unit 3. Hacking Linux

Block 4: Webserver Security

Unit 1. Understanding Web Technologies

Unit 2. Web Application Attacks

Block 5: Wireless Network Security

Unit 1. Wireless Network Concepts

Unit 2. Wireless Attacks

Unit 3. Wireless Security Measures

Block 6: Software Security

Unit 1. Recovering Software Codes

Unit 2. Understanding Software Code

Unit 3. Developing Software Patches and Code

5. CONDUCT OF PRACTICAL SESSIONS

Practicals are essential components of these programmes. The number of available computers restricts the number of participants per Study Centre. It is, therefore, imperative that the allotted practical sessions on computers are put to the best use. For successful completion of the programme, a participant is required to have a minimum of **75% attendance in the practical sessions. A participant will not be eligible to appear in the term-end practical examinations if the percentage of attendance in practical sessions falls below 75%. He/she can, however, appear for the theory papers.** In order to make up deficiency of attendance in practical sessions, the student will be required to pay the requisite fee as per directions issued by the University from time to time.

6. EVALUATION

PG Diploma in Information Security (PGDIS) (With an exit option of PG Certificate in Information Security (PGCIS) after successfully completion of first semester)

- | | |
|--|---|
| 01. Weight age for Continuous Evaluation | : For Theory 10% (Course MSEI-021, MSEI-022, MSEI-023, MSEI-025, MSEI-026, MSEI-027), 30% (Course MSE-024) |
| 02. Weightage for Term-end Examination | : For Theory 30% (Course MSEI-021, MSEI-022, MSEI-023, MSEI-025, MSEI-026, MSEI-027), 70% (Course MSE-024)

: For Practical 60% (Course MSEI-021, MSEI-022, MSEI-023, MSEI-025, MSEI-026, MSEI-027) |
| 03. Weightage for practical / Lab courses (if any) 60% as indicated above. | : Term End Evaluation with weight age of |

A. Number of components contains in a practical/ Lab course : 02

B. If number of component is more than one, whether each component is required to be completed separately **OR**

comprehensive score is required to complete a course : comprehensive score

04. Whether any project Report/ Dissertation is prescribed : Yes (course MSEP-028)

If yes, weightage for Project Report/Dissertation : 100%

Project Report 75%	Viva-Voce 25%
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05. Whether evaluation is under 'Numeric Marking' or 'Letter Grading' system
: **Numerical Marking**

06. Minimum marks/grade required for completion of various components & overall marks/grade in a course

A. Where assignment (continuous evaluation) & term end examination are components: (Course MSE-024)

Continuous Evaluation 50%	Term-end Examination 50%	Overall Marks 50%
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B. Where assignment, term end examination & practical are components: (Course MSEI-021, MSEI-022, MSEI-023, MSEI-025, MSEI-026, MSEI-027)

Continuous Evaluation 50%	Term-end Examination 50%	Overall Marks 50%
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C. Where practical examination is the only components : Not applicable

D. Where project report is the only components : (Course MSEP-028)

Project Report 50%	Viva-Voce 50%	Overall Marks 50%
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07 Overall percentage wise division of the program :

Division	Percentage of Marks
01 st Division with Distinction	75% & Above
01 st Division	60 – 74%
02 nd Division	50 – 59%
Failed	< 50%

A student needs to secure at least 50% marks in continuous assessment and term end examination separately in a course to be declared successful in that particular course. This requirement is applicable for all the courses of PGCIS/PGDIS.

For Course MSEI-021, MSEI-022, MSEI-023, MSEI-025, MSEI-026, MSEI-027only (theory and practical)

1. Term end theory examination : Max marks: 50 (weightage: 30%)

Duration of TEE: 2 hours

Pattern of TEE:

10 objective type questions (1x 10 = 10 marks)

5 very short answer type questions (5 x 2 = 10 marks)

2 out of 3 short answer type questions (2 x 5 = 10 marks)

2 out of 3 long questions (2 x 10 = 20 marks)

2. Assignment (continuous assessment): Max marks 20 (weightage: 10%)

3. Term end practical examination: Max marks: 100 (weightage: 60%)

Duration : 3 hours

Pattern: 2 out of 3 questions : Max marks 80 Viva voca : Max marks 20

(A student needs 75% attendance in Lab sessions to appear for term end examination for all courses)

For course MSE-024 only (theory)

1. Term end theory examination : Max marks: 70

Duration of TEE: 3hours

Pattern of TEE:

5 very short type questions (5 x 3 = 15 marks)

5 short answer type questions (5 x 5 = 25 marks)

3 out of 4 long questions (3 x 10 = 30 marks)

2. Assignment (continuous assessment): max marks 30

For course MSEP-028 only (project)

1. Project work : Max marks 150

2. viva voca : Max marks 50

Advanced Certificate in Information Security (ACISE) (With an exit option of Certificate in Information Security (CISE) after successfully completion of first three courses of 12 Credits)

- | | | |
|-----|---|---|
| 01. | Weight age for Continuous Evaluation | : For Theory 10% (Course OSEI-041, OSEI-042 and OSEI-044), 30% (Course OSE-043) |
| 02. | Weightage for Term-end Examination | : For Theory 30% (Course OSEI-041, OSEI-042 and OSEI-044), 70% (Course OSE-043)

: For Practical 60% (Course OSEI-041, OSEI-042 and OSEI-044) |
| 03. | Weightage for practical / Lab courses (if any) | : Term End Evaluation with weight age of 60% as indicated above.

A. Number of components contains in a practical/ Lab course : 02

B. If number of component is more than one, whether each component is required to be completed separately OR
comprehensive score is required to complete a course : comprehensive score |
| 04. | Whether any project Report/ Dissertation is prescribed | : No

If yes, weightage for Project Report/Dissertation : Not applicable |
| 05. | Whether evaluation is under 'Numeric Marking' or 'Letter Grading' system | : Numerical Marking |
| 06. | Minimum marks/grade required for completion of various components & overall marks/grade in a course | |

- A. Where assignment (continuous evaluation) & term end examination are components: (Course OSE-043)

Continuous Evaluation	Term-end Examination	Overall Marks
50%	50%	50%

- B. Where assignment, term end examination & practical are components: (Course OSEI-041, OSEI-042 and OSEI-044)

Continuous Evaluation	Term-end Examination	Overall Marks
50%	50%	50%

- C. Where practical examination is the only components : Not applicable

- D. Where project report is the only components : Not applicable

07 Overall percentage wise division of the program :

Division	Percentage of Marks
01 st Division with Distinction	75% & Above
01 st Division	60 – 74%
02 nd Division	50 – 59%
Failed	< 50%

A student of Advanced Certificate in Information Security needs to secure at least 50% marks in continuous assessment and term end examination separately in a course to be declared successful in that particular course. This requirement is applicable for all the courses of Advanced Certificate in Information Security.

For Course OSEI-041, OSEI-042 and OSEI-044 only (theory and practical)

- 1. Term end theory examination :** Max marks: 50 (weightage: 30%)

Duration of TEE: 2 hours

Pattern of TEE:

10 objective type questions (1x 10 = 10 marks)

5 very short answer type questions (5 x 2 = 10 marks)

2 out of 3 short answer type questions (2 x 5 = 10 marks)

2 out of 3 long questions (2 x 10 = 20 marks)

- 2. Assignment (continuous assessment):** Max marks: 20 (weightage: 10%)

- 3. Term end practical examination:** Max marks: 100 (weightage: 60%)

Duration : 3 hours

Pattern: 2 out of 3 questions: Max marks 80 Viva voca : Max marks 20

(A student needs 75% attendance in Lab sessions to appear for term end examination for all courses)

For course OSE-043 only (theory)

- 1. Term end theory examination :** Max marks: 70

Duration of TEE: 3hours

Pattern of TEE:

5 very short type questions (5 x 3 = 15 marks)

5 short answer type questions (5 x 5 = 25 marks)

3 out of 4 long questions (3 x 10 = 30 marks)

2. Assignment (continuous assessment): max marks 30

In order to be able to appear for the Term-end examination, it is a 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 should it be later found that they had in fact not submitted the assignments as prescribed, the results for the Term-end examination will be treated as cancelled.

6.1 Assignments

The main purpose of assignments is to test students' comprehension of the learning materials and reference books for the courses and also to help them before to comprehend the courses by providing feed-back to them. If the students have easy access to other books, they should make use of them. But the assignments are designed in such a way as to help them concentrate on the printed course material, reference books and exploit their personal experience with some additional readings.

6.2 (a) Guidelines regarding submission of assignments

1. It is compulsory for the students to submit all the prescribed assignments. They will not be allowed to appear for the term-end examination of a course if they do not submit the specified number of assignments in time for that course.
2. Whenever the students receive a set of assignments, they should check them immediately and ask for missing pages, if any, from the concerned Regional Director or the Co-ordinator of their study centre.
3. The assignment responses should be complete in all respects. Before submission, the students should ensure that they have answered all the questions in all assignments. Incomplete answer sheets bring poor grades.
4. The University/Co-ordinator of the Study Centre has the right to reject the assignments received after the due date. Therefore, the students are advised to submit their assignments before the due date.
5. Students should enclose a self-addressed stamped assignment remittance-cum-acknowledgement card (**Form No. 1**) with each assignment response to ensure the delivery of assignments before the last dates prescribed for submission of assignments.
6. In case the students have already done some assignments prescribed in a course, they are required to do the **left-over assignments before taking the Term-end Examination**. If they have qualified in a course on the basis of lesser number of assignments and Term-end Examination, they will **not be eligible to re-do the assignments** with a view to improve the overall qualifying score of that course.
7. In case any student fails to submit the assignments or fails to score minimum qualifying marks, s/he has to wait for fresh assignments meant for the current batch of students. The request for the new assignments in the prescribed form (**Form No. 2**) is to be addressed to then concerned

Regional Centre or Registrar (MPDD), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.

8. For their own record, students should retain a copy of all the assignment responses, which they submit to the Co-ordinator of their Study Centre. If they do not get back their duly evaluated assignment within a month after submission, they should try to get it from their Study Centre personally. This may help them to improve upon future assignments.
9. Once the students get the pass marks in an assignment, they can not re-submit it for improvement of marks. If the student secured requisite marks in Term-End Examination and Assignments, but did not get requisite overall percentage, then the student can either resubmit the assignment or reappear for the term-end examination for securing the requisite overall percentage.
10. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by the students in the evaluated assignments should be brought to the notice of the Co-ordinator of the Study Centre, so that the correct score is forwarded by him to the SR&E Division at the Headquarters.

The students should not enclose or express doubts for clarification, if any, along with the assignments. They should send their doubts in a separate cover to the Registrar (Students Evaluation Division), Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110 068. While doing so they should give their complete enrolment number, name, address, programme code.

6.2 (b) Instructions for Doing Assignments

While answering Assignments, the following guidelines are required to be observed:

1. The student should write their Complete correct Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of the response sheet.
2. The students should write the Programme Title, Course Code, Course Title, Assignment Code and Name of the Study Centre on the left hand corner of the first page of their response sheet. Course code and assignment code may be reproduced from the assignment.
The top of the first page of your response sheet for each assignment should look like this:

PROGRAMME TITLE:	ENROLMENT No.:
COURSE CODE:	NAME :
COURSE TITLE:	
ADDRESS:.....	
ASSIGNMENT CODE:	SIGNATURE:
STUDY CENTRE:	DATE:

3. The students should write the responses in their own hand. **They should not print or type the answers. They should not reproduce their answers from the units sent to them by the University. If they reproduce from units, they will get poor marks for the respective question.**
4. The students should write each assignment separately. All the assignments should not be written in continuity.
5. The students should write the question number with each answer.

6. The students should use only foolscap size paper for their response and tie all the pages carefully. Avoid using very thin paper. They should 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 margins at appropriate places.
7. The students should not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected, and disciplinary action can be taken against the students as per rules of the University.
8. **The completed assignment should be sent to the Coordinator of the Study Centre** allotted to the student. **Under no circumstances should they be sent to the (SED) or the School at Headquarters**, for evaluation. After submitting the assignment at the Study Centre in person, the students should get the acknowledgement from the Co-ordinator on the prescribed assignment-cum-acknowledgement card (**Form No. 1**) otherwise, the assignment should be sent under certificate of posting through post. They should get back evaluated assignments from their study centres within one month of its submission for their future guidance.
9. In case the student has requested for a change of Study Centre, s/he should submit her/his Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is effected by the University.

6.3 General Guidelines Regarding the Term-End Examination

1. To be eligible to appear the Term-end Examination in any course, the students are required to fulfil the following conditions:
 - (a) they should have opted and pursued the prescribed course
 - (b) they should have submitted the examination form in time along with the requisite fees.
 - (c) they should have submitted the required number of assignments within due dates before taking the examination
 - (d) their registration for the programme should be valid.
2. The University conducts term-end examinations twice a year, in June and December. The student can take the examination only after the minimum period prescribed for the course of study has elapsed.
3. Examination date schedule indicating the date and time of examination for each course is sent to all the study centres in advance. The same is also notified through IGNOU Newsletter from time to time and also will be displayed on the IGNOU's website also.
4. **The examination form can be obtained from the concerned Regional Centre/Study Centre.** Also the student can submit the **on-line examination form** as per guidelines through IGNOU website at www.ignou.ac.in . The fees and the guidelines are given below:

Guidelines and instructions for submission of examination form

- **Examination Fee**

Examination fee of Rs.60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi.

- **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, examination centre chosen by a student if is not activated, the university will allot another examination centre under the same Region.

- **Date of Submission of Examination Forms**

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 st April to 20 th April	1 st Oct to 20 th Oct	Rs.300/-	
21 st April to 30 th April	21 st Oct to 31 st Oct	Rs.500/-	
1 st May to 15 th May	1 st Nov to 15 th Nov	Rs.1000/-	

To avoid discrepancies in filling up examination form/hardship in appearing in the term-end examination students are advised to:

- remain in touch with your Study Centre/Regional Centre/SED for change in schedule of submission of examination form fee if any;
- 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;
- fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- retain 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 week before the commencement of Term-end Examination the same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam.

5. No Examination Fee is required to be paid for the courses, where results of Term-end examination are awaited on the date of submission of examination form. Results of Term-end examination are available on University website www.ignou.ac.in. Please see result status before filling up the examination form.
6. If you wish to submit on-line form and make payment through Credit Card, please note the auto generated control No. for reference.
7. Students will be allowed to appear in Term-end Examination for those courses only whose registration is valid and have completed the prescribed minimum duration of study.

8. Students should carry their **Identity Card and intimation slip** (received from SED indicating Centre & Date of Examination) to the Examination Centre.
9. In case a student fails to receive the intimation slip 15 days before the commencement of the examination, they should get in touch with the Study Centre/Regional Centre/SR&E at Headquarters indicating their enrolment no., name, address and programme.
10. The students will be entitled to appear for the examination only at the study centre **OR** at the examination centre allotted to them and **NOT** at any other centre without specific permission from the University. The Examination Centre once opted for in a form shall not be changed.
11. All the Study Centres/Regional Centres concerned will get a copy of the term-end examination result and also you can download it from our website under the “Student Support” Option.
12. Although all efforts will be made to declare the results in time, there will be no binding on the University to declare the results of the last examination before the commencement of next examination. The students may, therefore, fill up the examination form without necessarily waiting for the result and get it cancelled at a later date, if so desired. In case the student gets result after filling up the exam form, s/he should not re-appear in the course qualified by her/him with a view to improve the qualified score.
13. Duplicate Grade Card/marks sheet will be issued on a request from the students in prescribed form (**Form No. 3**) against payment of Rs. 100/- by Demand Draft drawn on IGNOU, New Delhi. The duplicate grade card will be sent by Post to the student.
14. Students who fail to complete the minimum required number of course(s) prescribed for the Programme within the allotted period of study shall cease to be on the rolls of this University for that programme till they re-enroll themselves, if they wish to do so. For completing re-registration and readmission formalities students are advised to get in touch with the Regional Director concerned or the Registrar,(SED) at the Headquarters.

Prescribed form and rules & regulation in this regard (Form No. 13) are given in this programme guide.

15. **Early Declaration of Results**

If you are in the final year of your programme and have specific reason for early declaration of result, you can request to the Registrar (SED) with prescribe fee for Rs. 500/ per course in the form of demand draft issued in favour of IGNOU and payable at New Delhi.

Prescribed form and other information in this regard are given in this programme guide (Form No. 10).

16. **Re-evaluation of Answer-script(s)**

IGNOU has a provision for re-evaluation. The request should be made on the prescribed form along with a draft of Rs.300/- per course payable at IGNOU, New Delhi. Application form for this purpose will be entertained before 31st March for December TEE or 30th September for June TEE or within one month of declaration of results, whichever is later.

Prescribed form and rules and regulation in this regard (Form No. 6) are given in this programme guide

7. UNIVERSITY RULES

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

7.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the “Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapane Aur Viniyaman), Adhiniyam, 2002” are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

7.2 Incomplete and Late Applications

Incomplete application forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer.

7.3 Validity of Admission

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

7.4 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes.

7.5 Scholarships and Reimbursement of Fee

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

SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State’s Directorate of Social Welfare or Office of the Social Welfare Officer, through the Director School of Vocational Education and Training, IGNOU for reimbursement of programme fee.

Similarly, Physically Handicapped learners admitted to IGNOU Programmes 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 Director, School of Vocational Education and Training, IGNOU.

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

7.6 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies

admission, the programme fee will be refunded after deduction of registration fee through A/c Payee Cheque only through Director, School of Vocational Education and Training, IGNOU.

7.7 Change/Correction of Address

There is a printed form for change/correction of address that will be despatched along with the study material. In case there is any correction/change in the address the students are directed to make use of the printed form addressed to the Regional Director of your region. 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 signatures. Request for change of address through e-mail or letters will not be entertained. Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to redirect the mail to the changed address during this period.

7.8 Change of Region and Programme 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 s/he has chosen, at the new centre opted for. Request for change of Programme Study 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 s/he is seeking a transfer marking copies to the Regional Centre where s/he would like to be transferred to and also to Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110 068. Further, s/he has to obtain a certificate from the Co-ordinator of the Programme Study Centre from where s/he is seeking transfer from, 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 Programme Study Centre.

7.9 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar (SRE), IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs.100/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs.250/- in case of request for sending transcript outside India.

7.10 Disputes on Admission & other University matters

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

7.11 Recognition

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

7.12 PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

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

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

1. Prof. Kapil Kumar (Tele: 2953 6342)
2. Prof. Anu Aneja, SOCE (Tele: 2953 6347)
3. Dr. S.B. Arora, Director, SOHS (Tele: 2953 2965)
4. Prof Sunita Malthorta, SOS (Tele: 2953 2167)
5. Registrar (Admn.) (Tele: 2953 2098)
6. Registrar (SED) (Tele:2953 5828)

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

7.13 PRE-ADMISSION ENQUIRY ON THESE ACADEMIC PROGRAMMES

If you have any queries on academic aspects of these programmes please contact the Programme Coordinator as indicated below on the address of the University.

For further information, contact:
Ms. Urshla Kant
Programme Coordinator
School of Vocational Education and Training
R.No. 19, Block-1
Indira Gandhi National Open University
Maidan Garhi New Delhi- 110068
Ph: 011-29571123,
Fax: 011 – 29532993,
Email: urshlakant@ignou.ac.in.

For any further detail please visit our website: <http://www.ignou.ac.in>

8. ADDRESSES

8.1 Some Useful Addresses

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms/Change of Programme/Medium/Course/Elective/Opting of left over electives /	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..	Assitant Registrar (Exam.II), SED, Block-12, Room No.-2 IGNOU, Maidan Garhi New

		Delhi-110068 sgoswami@ignou.ac.in . Ph. 29536743 29535924-32/Extn. 2202, 2209
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript.	Deputy Registrar (Exam-III), SED, Block-12, Room No.-1 IGNOU, Maidan Garhi, New Delhi-110068 kramesh@ignou.ac.in Ph. 29536103, 29535924-32/Extn. 2201, 2211, 1316
5.	Non-reflection of Assignment Grades/marks	Asstt. Registrar, (Assignment) SED, Block-3, Room No.12, IGNOU, Maidan Garhi, New Delhi – 110068 assignments@ignou.ac.in or njha@ignou.ac.in Ph.29535924/Extn. 1312, 1319, 1325
6.	Original Degree/ Diploma/ verification of degree/diploma	Deputy Registrar (Exam.I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi – 110068 opbangia@ignou.ac.in Ph. 29535438, 29535924-32/Extn. 2224, 2213
7.	Student Grievance (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No.13, IGNOU Maidan Garhi, New Delhi-110 068 sregrievance@ignou.ac.in Ph 29532294, 29535924-32/Extn. 1313
8.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
9.	Academic Content	Director , School Vocational Education and Training, IGNOU, Maidan Garhi, New Delhi 110068 Ph 011-29571118
10.	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 E-mail: ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

8.2 LIST OF REGIONAL CENTRES

S.NO	RCNAME	RCCODE	NAME & ADDRESS	OPERATION AREA
1	AGARTALA	26	DR. K.S. CHAKRABORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	AHMEDABAD	09	DR SRIKANT MOHAPATRA REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA,

			SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-79 02717-241370 02717-241580 rcahmedbad@ignou.ac.in	PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	AIZWAL	19	DR. S.R. ZONUNTHARA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001 MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH	47	DR.A.N.TRIPATHI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)
5	BANGALORE	13	DR.B.M.AGARWAL REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR,
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	BHOPAL	15	DR. K.S. TIWARI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR,
8	BHUBANESHWAR	21	DR. S.K. TRIPATHY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352 0674-2300349	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL,

			rcbhubaneswar@ignou.ac.in	KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	CHANDIGARH	06	DR. ASHA SHARMA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 07172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	CHENNAI	25	DR. S. MOHANAN REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727 044-22542121 044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	COCHIN	14	DR. K.S.D. NAIR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALoor COCHIN - 682 017 KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
12	DARBHANGA	46	DR. S.S. SINGH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATI HAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)
13	DEHRADUN	31	DR. ANIL KUMAR DIMRI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205 0135-2789190 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)
14	DELHI 1	07	DR. SANJEEV PANDEY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 / 26990083 011-26990084 rcdelhil@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY,

15	DELHI 2	29	DR.(MRS) NEETA KAPI REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 / 23392376 / 23392377 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAL, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR,
16	DELHI 3	38	DR. M.K. Dash REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088939 / 25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM,
17	GANGTOK	24	DR. ILA DAS REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102 SIKKIM 0359-2270923 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	GUWAHATI	04	DR.(MRS)VARDHINI BHATTACHARJEE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 0361-2343785 / 2343786 / 2343783 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR,
19	HYDERABAD	01	DR. B. RAJAGOPAL REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	IAEP - CHANDIMANDIR	52	COL. DEBASHISH ROY REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR -908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA

21	IAEP - JAIPUR	56	COL. KAMLAKAR MUKHERJEE REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND
22	IAEP - KOLKATA	51	COL. JASWINDER SINGH REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	IAEP - LUCKNOW	53	BRIG. K.K. SUNNY REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
24	IAEP - PUNE	54	COL. G.K. CHOPRA REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
25	IAEP - UDHAMPUR	55	LT. COL. ANAND SWAROOP PAUL REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
26	IAREP - SHILLONG	81	MAJOR N.S. INGLE REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA

27	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
28	INEP - KOCHI	74	CAPTAIN S.R. SRIDHAR REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	INEP - MUMBAI	72	CAPTAIN V.S.BABELEY REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
30	INEP - NEW DELHI	71	CAPTAIN ROHTAS SINGH REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5, IIND FLR, WING- II RK PURAM, NEW DELHI - 110 066 DELHI 011-26194686 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	INEP - VISAKHAPATNAM	73	CAPTAIN M. GHANASYAM OJHA REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND
32	ITANAGAR	03	DR. MANOJ TIKRY REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)

33	JABALPUR	41	DR.MASOOD PARVEEZ REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
34	JAIPUR	23	DR. S.N. AMBEDKAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTOORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI,
35	JAMMU	12	ER. K.K.BHAT REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
36	JORHAT	37	DR. MAGUNI CH BEHRA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	KARNAL	10	DR. ASHOK SHARMA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KATHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
38	KHANNA	22	DR. SANTOSH KUMARI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
39	KOHIMA	20	DR. T. IRALU REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG,

			ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2260216 rckohima@ignou.ac.in	KIPHIRE, MON, PEREN, PHEK)
40	KOLKATA	28	DR. SUJIT KUMAR GHOSH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 033-23592719 / 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
41	KORAPUT	44	DR. ABHILASH NAYAK REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	LUCKNOW	27	DR. AMIT CHATURVEDI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI,
43	MADURAI	43	DR. M. SHANMUGHAM REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018 TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
44	MUMBAI	49	DR. M. RAJESH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	NAGPUR	36	DR. P. SIVASWAROOP REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR,

			NAGPUR - 440 033 0712-2022000 rcnagpur@ignou.ac.in	NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
46	NOIDA	39	DR. GULAB JHA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
47	PANAJI	08	DR. M.S. PARTHASARATHY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521 GOA 0832-2462315 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
48	PATNA	05	DR. Q. HAIDER REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	PORT BLAIR	02	SH.S.SRINIVAS REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	PUNE	16	DR. KAMESHWARI MOORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
51	RAGHUNATHGANJ	50	DR. S. RAJA RAO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	RAIPUR	35	DR. H. SANGEETA MAJHI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON,

			RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839 0771-2445839 rcraipur@ignou.ac.in	SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
53	RAJKOT	42	DR. P. ASHOK. KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	RANCHI	32	DR. G.N. SHIV KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAİKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR,
55	SHILLONG	18	DR. (MRS) DIDCY LALOO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
56	SHIMLA	11	DR. D.B. NEGI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
57	SILIGURI	45	DR. YONAH BHUTIA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI - 734 001 WEST BENGAL 0353-2526818 0353-2526829 0353-2526819 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	SRINAGAR	30	DR. MIRZA NEHAL AHMED BAIG REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA,

			SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258 0194-2311259 rcsrinaragar@ignou.ac.in	LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	TRIVANDRUM	40	DR. B. SUKUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM - 695 017 0471-2590300 / 2590600 0471-2590700 rcrtrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
60	VARANASI	48	DR. MANORMA SINGH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
61	VATAKARA	83	DR S J NEETHIRAJAN REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFF:SH M RAMACHANDRAN,MP VATAKARA KOZHIKODE DISTT. 673101 KERALA 0496-2517077	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAGOD WAYANAND)
62	VIJAYAWADA	33	DR. M. KRISHNAIAH REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYAWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)

8.3 LIST OF PROGRAMME STUDY CENTRES

Sl. No.	Name of Regional Center	Study Centre Code	Address
01	DELHI-1	0742D	MR. TANVIR AHMAD COORDINATOR, IGNOU SPL STUDY CENTRE-M AL AMEEN EDNL & WELFARE TRUST, (NORTH INDIA), NEW HORIZON, SCH. COMPLEX, NIZAMUDDIN EAST, NEW DELHI-110013

02	DELHI-1	0750P	MR. SANTOSH KUMAR PROG. I/C, IGNOU PROG. STUDY CENTRE P.I. OF EDN & COMP. STUDIES, F 322/A ADARSH HOUSE LADO SARAI, NEW DELHI-110030
03	DELHI-02	0731	MR. ANIL AGARWAL COORDINATOR, IGNOU PROG. STUDY CENTRE PC TRAINING INSTITUTE, PCTI HOUSE, UU-11, NORTH, PITAMPURA, DELHI-110034
04	DEHRADUN	2746P	MR. VIPIN KUMAR SAINI PROG. I/C, IGNOU PROG. STUDY CENTRE, CIM 2463/2, GILL COLONY SAHARANPUR-247001
05	LUCKNOW	2732P	MR. AMIT KUMAR BAJPAI PROG. I/C, IGNOU PROG. STUDY CENTRE UPTEC COMPUTER CONSULTANCY LTD LUCKNOW, UTTAR PRADESH-226001
06	NOIDA	2770P	MS. RUCHI PROG. I/C, IGNOU PROG. STUDY CENTRE MICI COMPUTER EDUCATION, MEERUT, UP
07	SRINAGAR	1253P	PROG. I/C, IGNOU PROG. STUDY CENTRE DOEACC CENTRE, RANGRETH, SRINAGAR
08	BHUBANESWAR	2101	SH. J.R. MOHANTY COORDINATOR, IGNOU STUDY CENTRE KALINGA INSTT OF INDL. TECH, PATIA, BHUBANESHWAR ORISSA-751024
09	PATNA	0516P	MD. SHAMS RAZA PROG. I/C, IGNOU PROG. STUDY CENTRE XAVIER CENTRE FOR COMP STUDIES ST. XAVIER'S SCHOOL WEST GANDHI MAIDAN PATNA, BIHAR-800001
10	THIRUVANANTHAPURAM	1418P	MRS. T. MAHALAKSHMI PROG. I/C, IGNOU PROG. STUDY CENTRE NATIONAL INSTT OF COMPUTER TEC SHINES COMPLEX, HOSPITAL ROAD KOLLAM KERALA-691001
11	VIJAYAWADA	0148	MR. V. DEVENDAR COORDINATOR, IGNOU STUDY CENTRE KAVITHA MEMORIAL DEG. COLLEGE N.S.T. ROAD, KHAMMAM ANDHRA PRADESH- 507002
12	JAIPUR	23AO	COORDINATOR, IGNOU STUDY CENTRE B.T.T.I, PILANI, RAJESTHAN-333031
13	JAIPUR	2320D	COORDINATOR, IGNOU STUDY CENTRE INTERNATIONAL SCHOOL OF INFORMATICS AND

			MANAGEMENT SECTOR-12, MAHAVEER MARG, MANSAROVER, JAIPUR-302020
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Note: More study centres are likely to be added shortly in other states also.

9. FORMS AND ENCLOSURES

Note: You may use the photocopies of these forms.

FORM NO. 1

Enrol. No. _____ Programme Title: _____ Name : _____ Course Code: _____ Medium: _____ _____	INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE -CUM-ACKNOWLEDGEMENT CARD															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">S.No.</th> <th style="width: 15%;">Assignment No.</th> <th style="width: 70%;"></th> </tr> <tr> <td> </td> <td> </td> <td>For Office Use Only</td> </tr> <tr> <td> </td> <td> </td> <td>S .No. _____</td> </tr> <tr> <td> </td> <td> </td> <td>Date of Receipt: ____</td> </tr> <tr> <td> </td> <td> </td> <td>Name of Evaluator: _</td> </tr> </table>	S.No.	Assignment No.				For Office Use Only			S .No. _____			Date of Receipt: ____			Name of Evaluator: _	Enrol. No. _____ Programme Title: _____ Name : _____ Medium : _____ Course Code: _____
S.No.	Assignment No.															
		For Office Use Only														
		S .No. _____														
		Date of Receipt: ____														
		Name of Evaluator: _														
Signature of the Student Date : _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">S.No.</th> <th style="width: 15%;">Assignment No.</th> <th style="width: 70%;">For Office Use Only</th> </tr> <tr> <td> </td> <td> </td> <td>S.No. _____</td> </tr> <tr> <td> </td> <td> </td> <td>Signature of the receiver _____</td> </tr> <tr> <td> </td> <td> </td> <td>Date : _____</td> </tr> </table>	S.No.	Assignment No.	For Office Use Only			S.No. _____			Signature of the receiver _____			Date : _____			
S.No.	Assignment No.	For Office Use Only														
		S.No. _____														
		Signature of the receiver _____														
		Date : _____														
Date of despatch to the Evaluator: _____ Date of receipt from the Evaluator: _____	Signature of the Student Name : _____ Address of the Student : _____ Date : _____ (Please write your complete address and affix adequate postal stamp on reverse)															

Affix
Stamp
Here

From:

The Coordinator
Study Centre concerned

To

(ADDRESS OF THE STUDENT)

.....
.....

Please read the instruction overleaf before filling up this form:

FORM: 02



**Indira Gandhi National Open University
New Delhi
Requisition for Fresh set of Assignments**

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name: Shri/Smt./Kum

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

<i>Sl.No.</i>	<i>Course Code</i>	<i>Assignment code</i>	<i>Course Title</i>	<i>Medium</i>
1				
2				
3				
4				
5				
6				
7				
8				

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS: (Tick () whichever is applicable)

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

Complete Address
.....
.....
Pin Code:

Signature
Date

For Office Use Only:
Date of Dispatch of Assignment to student:

INSTRUCTION FOR DOING ASSIGNMENTS

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

Please mail this form to:
The Regional Director
Indira Gandhi National Open University
.....
.....

Please retain a photocopy of any matter that you submit to the University.



Form No. 3

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

Application Form for obtaining Duplicate Grade Card/Mark-sheet

Name of the Candidate

Enrolment No.

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

Address

.....

.....

Pin Code :

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

Programme

Month and Year of the Exam

Centre from where
appeared at the last
examination:

Bank Draft/IPO No. dated for Rs.100/- in favour of IGNOU,
New Delhi

Date:

.....
Signature

Note: Fee for duplicate, grade card is Rs. 150/-. The duplicate grade card/mark list will be sent by Registered Post.

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

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



(For Change of Address, send it duly filled-in to the concerned Regional Director, who will forward it to the Registrar (SED) and Registrar (SRD), Maidan Garhi, New Delhi after verification)

Application for Change of Address

Date: _____

To

The Registrar, SR & ED
IGNOU
Maidan Garhi
New Delhi-110 068.

THROUGH THE REGIONAL DIRECTOR CONCERNED

Enrolment No. _____

Programme _____

Name (in caps) _____

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

City _____ Pin _____

City _____ Pin _____

State _____

State _____

Signature of the Student

Please retain a photocopy of any matter that you submit to the University.



Send this filled-in form
along with fee to:

The Regional Director
of your Regional Centre

* as per schedule

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RE-REGISTRATION/COURSE OPTION FORM FOR PGDIS**

Session: July _____ / January _____

Session: July _____ / January _____

I register for the semester ticked below () and enclose a Demand Draft towards the course fee as per details given in the box:

1. Name of Student : _____
in block letters
2. Enrolment Number :

--	--	--	--	--	--	--	--	--	--
3. Region Code :

--	--
4. Study Centre Code :

--	--	--	--	--	--
5. Programme Code :

--	--	--	--	--	--
6. Semester for which
Re-registration is sought: Ind Semester of PGDIS

Draft No. :	_____
Issuing Bank and Branch Payable at :	_____
Date :	_____
Amount Rs. :	_____

Signature of the Student with date _____

Address: _____

Phone No. _____

E-mail Id : _____

*** Schedule for submission of Re-registration form at the Regional Centre only:**

S. No.	July Session	January Session	Late Fee
1.	1 st February to 31 st March	1 st August to 1 st October	Nil
2.	1 st April to 30 th April	3 rd October to 31 st October	Rs.200/-
3.	1 st May to 31 st May	1 st November to 30 th November	Rs.500/-
4.	1 st June to 20 th June	1 st December to 20 th December	Rs.1000/-



Form No.6

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI NEW DELHI – 110 068**

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name:

Programme
Enrolment No.

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

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

Pincode :

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

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

Name of Exam Centre:.....

Centre Code:.....

Courses, in which Re-evaluation is ought	COURSE CODE	TITLE OF THE COURSE
.....
.....
.....
.....

Total amount paid Rs:.....
(Rs.300/- per course/paper)

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

Date:.....

Signature of the student

NOTE:

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

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

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

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

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

Dy. Registrar (Exam-III)

(S. E. Division)

Indira Gandhi National Open University

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/ CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes.
2. The students, who fall short of 2% marks for securing 1st Division or 2nd Division only, are eligible for applying for improvement.
3. Only one opportunity will be given to improve the marks/grade.
4. The improvement is permissible only in theory papers. No improvement is permissible in Practicals / Lab courses, Projects, Workshops and Assignments etc.
5. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
6. 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.
7. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
8. 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.
9. 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.
10. 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.
11. Students wishing to improve their performance should submit the application in the prescribed format along with fee @ Rs. 300/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-

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

12. On the top of the envelope containing the prescribed application form, Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS".



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110068.

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Prescribed dates for submission of form: -1st March to 15th April for June Term-end Exam.
1st September to 15th October for December Term-end Exam.

1.Name.....

2. Programme: Enrolment No:

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3.Address:

..... Pin Code

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4. Details 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:

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(c) Exam-Center-Address
.....
.....
.....

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

5. Fee details:-

(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU and payable at New Delhi)

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

Demand Draft No.: Date:

Issuing Bank:

6. 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:

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December – 2008 term – end examination (TEE), onwards.
2. The fee for photocopy of the answer scripts shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever is later.
5. 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.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

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

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



**INDIRA GANDHINATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110068
TERM-END EXAM JUNE/DECEMBER-20**

EXAM FORM

Form No.9

Serial No.

Control No.

INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English Capital Letters or English numerals.
2. Write in CAPITAL LETTERS only within the box, without touching the lines as shown in the sample below:

1	2	3	4	5	6	7	8	9	0	A	B	C	D	E	F	G	H	I	J	K	L	M
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Programme Code	<input type="text"/>	Study Centre Code	<input type="text"/>
Enrolment No.	<input type="text"/>	Exam Centre code	<input type="text"/>
Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)			
<input type="text"/>			
Address for Correspondence (Do not give Post Box No. Leave a blank between each unit of address like House No., Street Name, P.O., etc.)			
<input type="text"/>			
<input type="text"/>			
City	<input type="text"/>	District	<input type="text"/>
State	<input type="text"/>	Pin Code	<input type="text"/>

COURSE OPTION:

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		Course Code (Exam already taken in last TEE but result awaited on the date of submission of the exam form) NO EXAM FEE TO BE PAID	
Programme Fee @ Rs. 60/- PER COURSE			
S.No	<input type="text"/>	S.No	<input type="text"/>
1.	<input type="text"/>	7.	<input type="text"/>
2.	<input type="text"/>	8.	<input type="text"/>
3.	<input type="text"/>	9.	<input type="text"/>
4.	<input type="text"/>	10.	<input type="text"/>
5.	<input type="text"/>	11.	<input type="text"/>
6.	<input type="text"/>	12.	<input type="text"/>
		13.	<input type="text"/>
		14.	<input type="text"/>
		15.	<input type="text"/>
		16.	<input type="text"/>
		17.	<input type="text"/>
		18.	<input type="text"/>

FEE DETAILS (Please write your Name and Enrolment No. at the Back of the Draft)

Total No. of	Total Amt.	1. Draft No.	<input type="text"/>
Courses	X 60	Amount	<input type="text"/>
Practical Courses	X 60	2. Draft No.	<input type="text"/>
Late Fee		Amount	<input type="text"/>
Total		Date	<input type="text"/>
SIGNATURE OF THE STUDENT (within the Box Only)	<input type="text"/>	Issuing Branch	
		Payable at	<input type="text"/>
ISSUING BANK			
<input type="text"/>			

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 prescribe by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 March to 31 March	Nil	1 Sept. to 30 Sept.	Nil
1 April to 20 April	Rs.300/-	1 Oct. to 20 Oct.	Rs.300/-
21 April to 30 April	Rs.500/-	21 Oct to 31 Oct.	Rs.500/-
1 May to 15 May	Rs.1000/-	1 Nov to 15 Nov	Rs.1000/-

Examination form without or with late fee can be submitted by Regd. Post/Speed Post along with the requisite fee (in the form of demand draft) 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 @ Rs. 60/- per course in the form of demand draft drawn in favour of IGNOU and payable at the Regional centre where you are submitting your Examination Form.
4. It is advisable that student fill-up the examination form with out 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 .Please see the result status before filling examination.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your identify.
7. Normally the Study Centre is the Examination centre. In case you wish to take examination at a particular centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Center 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 your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01 MS-02.)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
11. Students are advised to enclose/forward only the Examination fee along with 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 curses 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 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 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: nt No:

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

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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 Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s): X Rs. 700/-

Total Amount:

Demand Draft No.:

Date:.....

Issuing Bank:

Date:..... (Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name : _____

2. Programme: Enrolment No:

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

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4. Purpose for which:
transcript is required

5. Fee detail:-

Fee for the official transcript:-
Rs. 200/- per transcript, if to be sent to the student/institute in India.
Rs. 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): X Rs. 200/ Rs. 400/- = Total
Amount: Rs.....
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 (attached 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-110068.

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

(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name.....

2. Father's Name.....

3. Particulars of last examination.....

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

5. Name of the Regional Centre and Study Centre to which the candidate attached

.....

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

.....

Amount Rs. D.D. No. Date.....	<u>Draft Details</u>
Bank Name &..... Place of Issue.....	

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

Signature of the Applicant

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

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

Date.....Dealing Assitant.....Section
Officer.....

INSTRUCTION

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

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

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002**

No.F.1-52/2000(CPP-II) 5th May, 2004

The Registrar
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

Sub: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES

Sir/Madam,

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

A circular was earlier issued vide UGC letter N.F. 1-8/92(CPP) dated February, 1992 mentioning that the Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country. Attention is further invited to UGC circular No. F1-25/93(CPP-II) dated 28th July, 1993(copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of Universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

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

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

Yours faithfully

Sd/-
(Dr. [Mrs.] Pankaj Mittal)
Joint Secretary

Encl: As above

**ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG , NEW DELHI-110002**

Phone: 3312305, 3313390 Gram: ASINGU
3310059, 3312429 Telex: 31 66180 AIU IN
Fax: 011-3315105

No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)
Member Universities

Subject: Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

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

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

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

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

Thanking you,

Yours faithfully,

Sd/-

(K.C. KALRA)
Joint Secretary