# Post Basic B.Sc. Nursing

# Student Handbook and Prospectus 2024

ENSURE THAT YOU FILL THE APPROPRIATE BOX IN THE ONLINE APPLICATION FORM FOR THE FOLLOWING CORRECTLY

A) PSC CODE OF YOUR CHOICE FOR ADMISSION (APPENDIX-VIII)

B) EXAMINATION CENTRE CODE WHICH YOU OPT AS EXAMINATION CENTRE FOR ENTRANCE TEST

C) LSC(P) CODE FOR 2ND AND 3RD CHOICE (2 PSCS) FOR THE USE OF UNIVERSITY IN CASE PSC OF YOUR 1ST CHOICE GET DEACTIVATED DUE TO ANY ADMINISTRATIVE EXIGENCY

**REFER THE FOLLOWING:**
**IGNOU WEBSITE**
http:/www.ignou.ac.in/
**POST BASIC BSC NURSING ADMISSION LINK AND INSTRUCTIONS**
https:/ignounursing.samarth.edu.in/
**POST BASIC BSC NURSING FREQUENTLY ASKED QUESTIONS**
https://ignounursing.samarth.edu.in/index.php/site/faq

**Last date Submission of Online Entrance Test Form -As per advertisment**


***School of Health Sciences***
**Indira Gandhi National Open University**
**Maidan Garhi, New Delhi 110 068**

## RECOGNITION

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

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

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October, 2023

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

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**Price : ₹ 1000.00**

# IMPORTANT DATES

| | | |
|---|---|---|
| 1. | Last date of submission of online Entrance Test Form | As per advertisment |
| 2. | Tentative date of Entrance Test (OPENNET XII) | As per advertisment |
| 3. | Tentative date of declaration of result | As per advertisment |
| 4. | Tentative date of Region-wise counseling | As per tentative schedule |
| 5. | Final admission (Tentative) | As per tentative schedule |
| 6. | Visit IGNOU website www.ignou.ac.in regularly for admission/counseling related information to avoid any delay. Admission will be done on the basis of Region-wise Merit-list. Hence, opt only those Regional Centres where there is programme study centre for Post Basic B.Sc. Nursing for the purpose of admission. | |

# IMPORTANT POINTS TO REMEMBER

1. Submit your entrance examination form through online portal.
2. Visit IGNOU website www.ignou.ac.in
3. Click Post Basic B.Sc. Nursing Entrance Examination on home page
4. In the beginning click new registration on left side corner.
5. Fill user name, email id, password, mobile number correctly and captcha verification.
6. Remember your email id and password. You will receive user name and password in your mail automatically.
7. Use the same user name and password for submitting online application.
8. Fill up programme study centre code (PSC code) correctly in which you wish/opt to take admission.
9. You are instructed to fill up your 2ND AND 3RD CHOICE i.e. 2 more PSCs (CODES) FOR THE USE OF UNIVERSITY IN CASE 1ST CHOICE OF PSC GET DEACTIVATED DUE TO ANY ADMINISTRATIVE EXIGENCY Reasons for the purpose of preparing the merit list.
10. Select the entrance examination centre code of your choice as per instruction in online application.
11. Comply with all the instructions while filling the online application form.
12. Submit payment online towards entrance test fee. Print your form and payment receipt at the end for record.
13. No TA/DA is admissible for appearing in the OPENNET and later for counseling.
14. All the correspondence with the candidate will be done only through e-mails and IGNOU website i.e. www.ignou.ac.in. You may therefore ensure that your e-mail is functional and written correctly and legibly while filing online application form. Always remember your user name and password.
15. Experience will be calculated / counted only from the date of registration of RNRM. If RM certificate is obtained after RN certificate, experience will be counted only from the date of registration as RM.
16. In male candidates, the experience will be counted after (RN) . However, the candidates must have completed the INC approved course in lieu of midwifery before submitting the online application form.
17. **In case a candidate has furnished any false information or is found to have withheld any information intentionally or unintentionally (By mistake) while submitting his/her online application, during counseling, his/her candidature/result/admission will be cancelled and any fee, if deposited will be forfeited.**
18. Your Ranking in the entrance test is **based on merit, experience, GNM Marks, Date of Birth and Caste Category.** If any information related to the above parameters (experience, date of birth, marks and category etc.) are found to be **incorrect** in **application form at any point of time including counseling** and do not match with your documents despite fulfilling eligibility for admission and having a good rank, your application/admission will be rejected without assigning any reasons.
19. The experience **before RNRM registration** will not be considered for admission to Post Basic B.Sc. Nursing Programme.
20. The OBC certificate of non-creamy layer should be valid (See details as in 3.8.3 on page 24).
21. Admission will be confirmed on the basis of Region - wise Merit list followed by the verification of original certificates during couseling and receipt of fee.

22. If you fail to produce any original documents listed in 3.8.2 (page 23) during counseling, your admission will be cancelled without any further clarification.
23. Counseling will be organized by respective Regional Centre/s.
24. Admission will be done on the basis of **Region-wise Merit List.**

**Instructions to Candidates**

- Read the selection procedure given in this prospectus.
- Submit your Entrance Test Form through online portal.
- Fill Programme Study Centre Code (PSC code) of Post Basic B.Sc. Nursing correctly. Refer appendix-VIII
- Select only that Regional Centre where you wish for admission under whose jurisdicion Programme Study Centre of Post Basic B.Sc. Nursing is located (List of PSCs).
- If you fill up a Regional Centre Code where PSC of Post Basic B.Sc. Nursing is not located, your form is liable to get rejected.
- If there is more than one PSC under a particular Regional Centre then the PSC will be allotted on the basis of 1st Choice filled by you and Regional based merit list, during counseling at concerned Regional Centre or as per decision of counselling committee and feasibility.
- You can **select/opt any one of the Entrance Examination Centres as per your convenience and instructions in application.**
- You are instructed to fill up your 2ND AND 3RD CHOICE i.e. 2 more PSCs (CODES) FOR THE USE OF UNIVERSITY IN CASE 1ST CHOICE OF PSC GET DEACTIVATED DUE TO ANY ADMINISTRATIVE EXIGENCY Reasons for the purpose of preparing the merit list.
- Admit card will be uploaded on IGNOU website, so keep visiting the website of the university.
- The **Regional Centre wise merit list** will be prepared by SED, IGNOU Head Quarters, New Delhi as per the data and information filled by the candidate in online Entrance Examination form. This will be intimated by Respective Regional Centre.
- You will be entitled to get the **seat only in PSC opted as 1st choice by you in online application** and as per merit list.
- If a candidate in a particular PSC opted by him/her **having high rank/merit** does not get admission in that PSC due to fixed number of seats, he/she **cannot claim admission** in any other PSC where the candidates with comparatively lower rank gets admission as seat allotment is done on the basis OF REGION-WISE MERIT LIST.
- You **cannot** claim admission as per National Merit List.
- **Remember that the experience will be calculated from date of registration as RNRM up to last date of submission of Entrance Examination Form.**
- Ensure that you are In-service Nurse currently working in hospital / community etc.

**Processing of Application Form**

- Entrance Examination forms will be received through online portal at IGNOU Headquarter. Data will be transferred to Student Evaluation Division (SED).
- Student Evaluation Division will conduct Entrance Examination, process the result and declare the result. Prepare Region-wise merit list/rank after **tie-break** and forward to concerned Regional Centre.
- Ensure that only eligible candidates (those who fulfill eligibility criteria) appear in the entrance examination.
- Accept forms of all those candidates and provide hall tickets to those who:
  a) Fulfill eligibility criteria for admission i.e. 10+2 with RNRM having GNM with Two years of work experience after date of registration as RNRM upto last date of submission of entrance examination form and / or 10th with RNRM having GNM with five years of work experience after the date of registration as RNRM upto last date of submission of entrance examination form (see Page 22-25 for details)
  b) Are currently working.

**Instructions for Regional Centres**

- Constitute a counseling committee with two local external nursing experts from the same region.
- Coordinate with Student Registration Division, IGNOU, HQ (SRD)/Programme Coordinator.
- Prepare Counselling Schedule and inform the candidates in advance.
- Prepare the merit list.
- Conduct counseling and admit the student.
- Send offer letters.

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# 1. 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:

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

## 1.2 Prominent Features

IGNOU has certain unique features such as:

- national jurisdiction with international presence
- 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, and
- 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).
- Award of Excellence for Distance Education Material 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 studios at Electronic Media Production Centre (EMPC), IGNOU.
- Regular educational broadcast with facility for live interaction
- Student enrolment has reached 3 million.
- UNESCO has declared IGNOU as the largest institution of higher learning in the world in 2010.

- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

## 1.4 The Schools of Studies

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

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

## 1.5 Academic Programmes

The University offers both short-term and long-term programmes leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees and Doctoral 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. These are launched with a view to fulfil the learner's needs for :

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

## 1.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area as well as by in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally despatched to the Programme Study Centres and Telecast through Gyan Darshan.

## 1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions,teleconference and writing assignment responses). Thus, a 6-credit course involves 180 hours of study. This helps the learner to know the academic efforts he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals, projects and the term-end examination of each course in a programme.

## 1.8 Programme Delivery

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

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

a) **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programmes is supplied to the learners for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

b) **Audio-Visual Material Aids:** The learning package contains audio and video cassettes/CD's which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

   The video programmes are telecasted on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcating curriculum based audio programmes. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers.

c) **Counselling Sessions:** Normally Counselling sessions for theory are held as per schedule drawn by the Programme Study Centres.These are mostly held outside the regular working hours of the host institutions where the study centres are located. **75% attendance is compulsory in theory counselling sessions of Post Basic B.Sc. Nursing Programme**.

d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios at Electronic Media Production Centre (EMPC), the schedule of which is made available at the Programme Study Centres and IGNOU website.

e) **Practicals/Project Work:** Some Programmes have practical components also. Practicals are held at designated institutions for which schedule is provided by the Programme Study Centres. **90% attendance for practicals is compulsory which are conducted in the specialized fields in hospitals and community under the supervision of Academic Counsellors/ Clinical Supervisors**.

## 1.9 Support Services

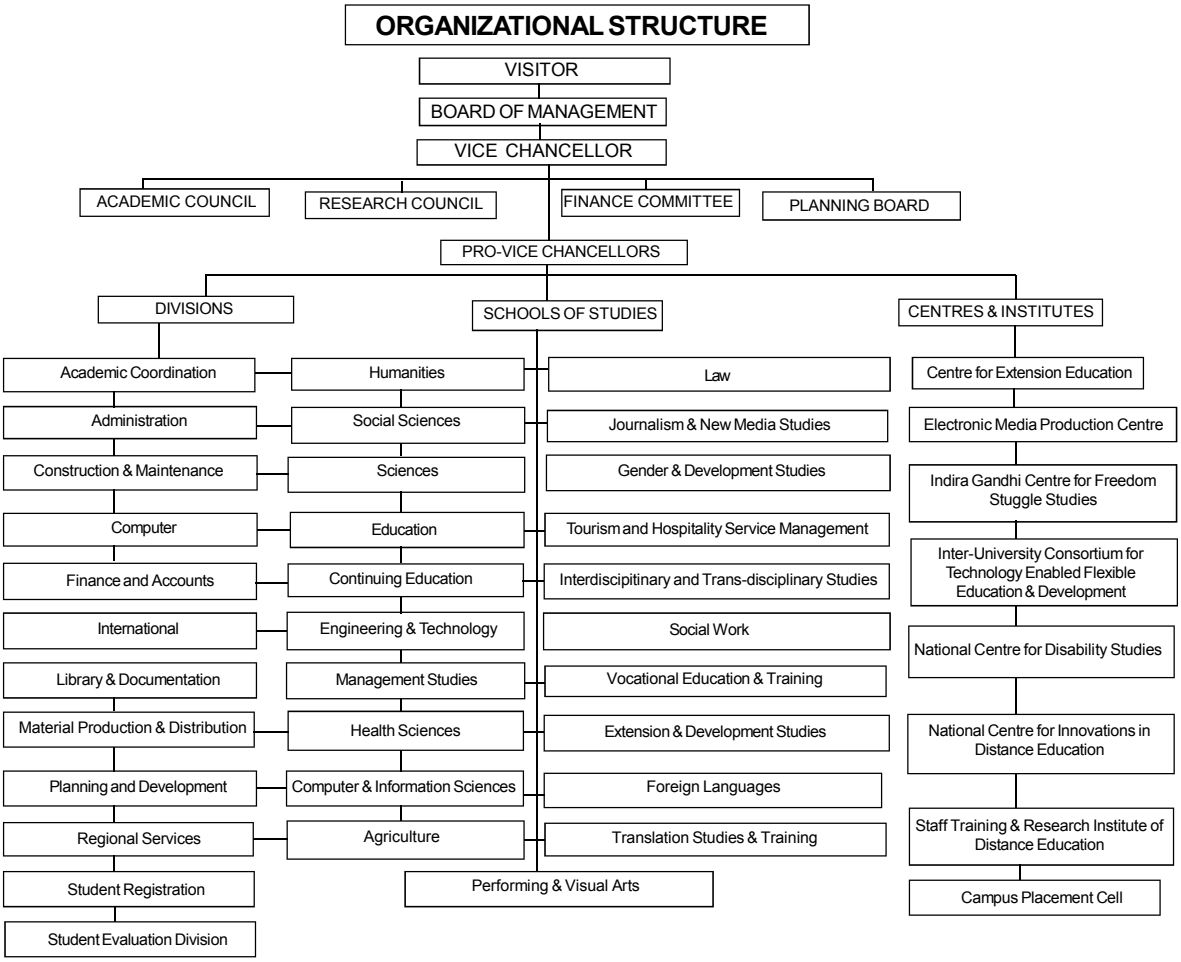
In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 67 Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer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

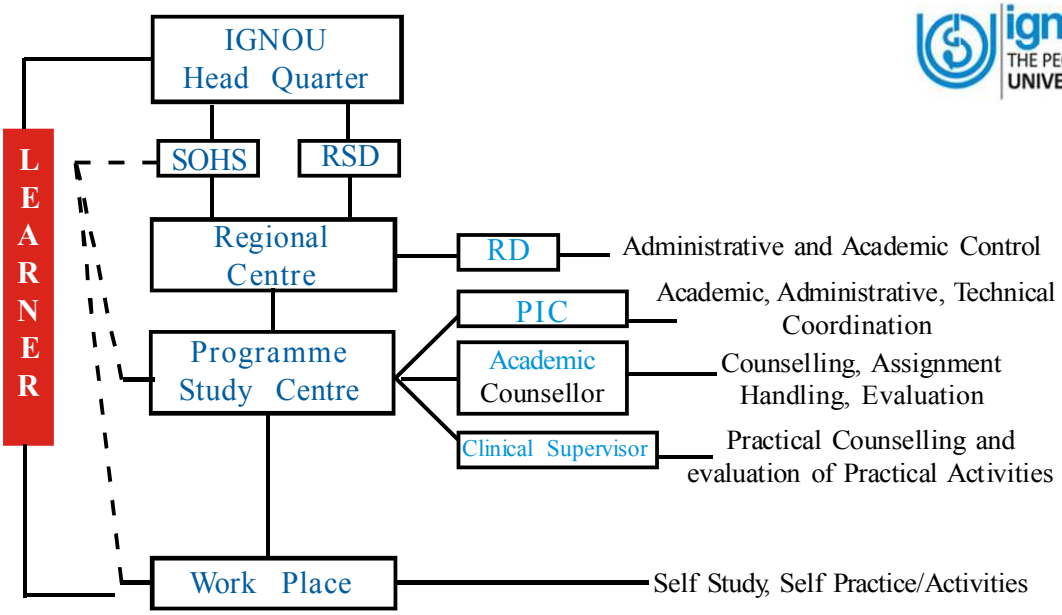
**IGNOU Website**

At Website: http://ignou.ac.in, the following useful information is available:

Web page of IGNOU Website

- Details of programmes on offer.
- Downloadable prospectus/application forms of various programmes.
- Address checking.
- Material dispatch details.
- Assignment of current years.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- Previous years question papers.
- An update on the latest happenings at the University.
- Programme schedules of Gyan Darshan, Gyan Vani.
- List of Study Centres and Regional Centres.




Infrastructure for Implementation

## 1.10 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multi-tier system of evaluation as follows:

1) Self-assessment exercises within each unit of study

2) Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes etc.

3) Term-End-Examinations (TEE)

4) Project Work/Term end Practical — Examination

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination (TEE) from time to time to complete an academic programme. A learner has to submit Tutor Marked Assignment (TMA) responses to the coordinator of the Study Centre concerned to which s/he is attached. **A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand**. Term-end examination is conducted at various examination centers spread all over the country and abroad in June and December.

IGNOU uses the following system of "Grading" for evaluating learner's achievement

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

For Bachelor's and Master's degree programmes, normally the **system of numerical marking is followed**, and the marks secured in assignments, TEE, etc. are later converted into grades as per the five-point grading scale given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass).

**Term-End Examination (TEE) and Payment of examination fee**

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

1. Your registration for these courses is valid and not time barred.
2. You have submitted the required number of assignments in the courses by due date wherever applicable.
3. You have completed the minimum time to pursue these courses as per the provision of your programme. In case of Post basic B.Sc. (N), it is 1 year. You can appear for TEE only after completion of one year. e.g. student registered for Jan 2024 session can appear in the Term End examination Dec. 2024.

4. You have paid the examination fee for all the courses you are appearing for in the examination.
5. You have attended compulsory counselling sessions.

In the case of non compliance of any of the above conditions, the result of all such courses will not be declared.

## Examination Fee (For Theory and Practical Courses)

It is an essential pre-requisite for you to submit the Examination Form through online mode for taking examination in any course(s).

Examination fee of ₹200/-per Theory course(s) and Practical Fees for Practical course(s) upto 4 credits ₹300/-per course and above 4 credits ₹500/-per course are required to be paid through Debit/Credit Card/Internet Banking through **online mode.** The student must submit **On-line examination form** as per guidelines through IGNOU website at **www.ignou.ac.in** as per submission schedule and payment can done by credit/debit card of any nationalized banks/internet banking.

**Submission of Examination Form**

**Tentative Dates of Submission of Term-End Examination Form online (please check the website for the schedule)**

| For June TEE | For December TEE |
|---|---|
| 1st March on ward | 1st September on ward |

**Where to submit**

Examination form must be submitted **only in online mode as per guidelines available on IGNOU website (www.ignou.ac.in)**

The examination form submitted after due dates or without late fee, wherever applicable, shall be rejected unless last date is extended by University. Please read instructions/guidelines carefully before submitting your examination form through online mode.

**Issue of Examination Hall Ticket**

The Hall tickets are uploaded on University website approximately 10 days before the commencement of examination. For appearing in the exam the students are required to download the hall ticket and appear in the examination. The students are required to carry their I Card or any valid photo ID Card issued by Govt. of India to the examination centre.

## 1.11 eGyanKosh

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

## 1.12 IGNOU e-Content Mobile App

IGNOU-e-Content Mobile App is an official mobile app of Indira Gandhi National Open University (IGNOU), New Delhi. This app is an ICT initiative of IGNOU to provide Digital Learning Environment to IGNOU learners and extending Technology Enhanced Learner Support Services to them. The aim of this initiative is to disseminate the digitised course material to IGNOU Learners.IGNOU learners can use this app to access their course material through their hand held devices such as Mobile Phones and Tablets.

## 1.13 Vidya Lakshmi Portal

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

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

# 2. SCHOOL OF HEALTH SCIENCES

The School of Health Sciences (SOHS) was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied health personnel through the distance education mode.

The School is pioneer in developing competency-based programmes in various disciplines of Health Sciences. Innovative approach in Nursing and Medical programmes is provided through diversified approach of a network of colleges and district level hospitals. The programmes in nursing and health sciences are being developed so as to revolutionize career opportunities available to nursing and medical personnel.

To achieve this, the School is collaborating with various national and international organizations like World Health Organization (WHO), United Nations Children's Emergency Fund (UNICEF), Ministry of Health and Family Welfare (MoHFW), Voluntary Organization like Narayana Hrudayalaya, Trained Nurses Association of India (TNAI), Nepal Nursing Council and Partner Institute of DOHA.

**Ongoing Programmes (Nursing Discipline)**

- Doctor of Philosophy in Nursing PhD (NN)
- Bachelor of Science in Post Basic BSc Nursing(BScN(PB))
- Diploma in Critical Care Nursing (DCCN)
- Diploma in Nursing Administration (DNA)
- Certificate in Maternal and Child Health Nursing (CMCHN)
- Certificate in Newborn and Infant Nursing (CNIN)

- Certificate in Home Based Health Care (CHBHC)
- Certificate in Community Health (CCH)
- Certificate in First AID (CFAID)
- Certificate in Adolescent Health and Counseling (CAHC)

**Programmes (Health Sciences Discipline)**

- Post-Graduate Diploma in Maternal and Child Health (PGDMCH )
- Post-Graduate Diploma in Hospital and Health Management (PGDHHM)
- Post-Graduate Diploma in Geriatric Medicine (PGDGM)
- Post-Graduate Diploma in HIV Medicine (PGDHIVM)
- Certificate in Health Care Waste Management (CHCWM)
- Certificate in Yoga (CPY)
- Certificate in General Duty Assistance (CGDA)
- Certificate in Geriatric Care Health Assistance (CGCA)
- Certificate in Phlebotomy Health Assistance (CPHA)
- Certificate in Home Health Assistance (CHHA)

# 3. POST BASIC B.SC. NURSING

The preparation and launching of Post Basic B.Sc. Nursing degree programme has been agreed upon by IGNOU, at the request of Indian Nursing Council. The need for this was felt as the pace of providing higher education to working nurses was very slow due to shortage of Colleges of Nursing and paucity of seats available in each at that time. As per the New National Policy of Education, the emphasis is on the need for making higher education available within the reach of all. Launching of Post Basic B.Sc. Nursing Programme through Open University will meet such objectives. Further, it will also contribute towards the growth of nursing profession, promote Nation's idea of accelerating women's education and uplifting the expanded and extended role of the nursing personnel. The development of this programme has been undertaken with the involvement of nursing experts, scientists and educationists from related disciplines all over the country.

From this session onwards, the Post Basic BSc.Nursing programme of IGNOU being offered with integration of CCH programme Practical Manual & Log Book in its curriculum. IGNOU had launched Certificate in Community Health (CCH) programme in January 2017 as a part of Ayushman Bharat. The Programme was developed in collaboration with National Health Mission, Ministry of Health and Family Welfare, GoI with the objective of creating a cadre of Mid-Level Health Providers (MLHP)/Community Health Officers (CHO) to be posted in Health and Wellness Centres all over the country after successful completion of Certificate programme in Community Health (CCH). The Post Basic B.Sc. N programme of IGNOU being offered with integration of CCH Practical Manual & Log Book would allow the students to be employed as CHO's ML HP after successful completion of the programme.

**Programme Objectives**

The main objectives of the programme are as follows:

- Provide opportunity to a large segment of in-service nurses to upgrade their knowledge and skills to respond to the changing health needs of the society.
- Motivate nurses to maintain clinical competence to provide quality care.
- Develop teaching, administration and research skills.
- Promote personal and professional growth for better opportunities.

**Programme Structure**

The University follows the credit system for its various Degree programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus a four credit course involves 120 study hours and an eight credit course involves 240 study hours. To complete the Post Basic B.Sc. Nursing Programme successfully, student will have to earn 112 credits over a period of 3 to 6 years depending on her/his convenience.

The Post Basic Bachelor of Science in Nursing is a three year Degree programme. This course has two major components: theory and practicals. It is divided into 22 courses; 11 theory and 10 practical.

| 1) | **Theory Courses** | **42 Credits** | 2) | **Practical Courses** | **70 Credits** |
|---|---|---|---|---|---|
| | First Year | 18 | | First Year | 16 |
| | Second Year | 12 | | Second Year | 26 |
| | Third Year | 12 | | Third Year | 28 |

All the courses are compulsory for the students who want to obtain Post Basic B.Sc. Nursing Degree. One Credit = 30 Study hours or 30 learning hours = one Credit.

**List of Theory Courses**

| Year | Title | Course Code | Credits | No.of Blocks | No.of Assign-ments | Counselling Sessions (Hours) | Self Study (Hours) |
|---|---|---|---|---|---|---|---|
| 1st Year | Nursing Foundation | BNS-201 | 4 | 4 | 2 | 24 | 96 |
| | Applied Sciences | BNS-202 | 4 | 5 | 2 | 15 | 105 |
| | Maternal Nursing | BNS-203 | 2 | 2 | 1 | 12 | 48 |
| | Communicative English | BNS-204 | 4 | 4 | 2 | 12 | 108 |
| | Behavioural Sciences | BNS-205 | 4 | 4 | 2 | 24 | 96 |
| | **Total** | | **18** | **19** | **9** | **87** | **453** |
| 2nd Year | Medical Surgical Nursing | BNS-206 | 4 | 5 | 2 | 24 | 96 |
| | Paediatric Nursing | BNS-207 | 4 | 4 | 2 | 24 | 96 |
| | Mental Health Nursing | BNS-208 | 4 | 4 | 2 | 24 | 96 |
| | **Total** | | **12** | **13** | **6** | **72** | **288** |
| 3rd Year | Community Health Nursing | BNS-209 | 4 | 5 | 2 | 24 | 96 |
| | Nursing Administration | BNS-210 | 4 | 4 | 2 | 24 | 96 |
| | Nursing Education and Research | BNS-211 | 4 | 4 | 2 | 24 | 96 |
| | **Total** | | **12** | **13** | **6** | **72** | **288** |
| | **Grand Total** | | **42** | **45** | **20** | **231** | **1029** |

***Total Hours of Theory and Self Study: 231+1029=1260***

**List of Practical Courses**

| Year | Title | Course Code | Credits | No.of Blocks | Practical Contact Sessions (Hours) | Self Study Activities (Hours) |
|---|---|---|---|---|---|---|
| | Nursing Foundation | BNSL-201 | 4 | 1 | 60 | 60 |
| **1st** | Applied Sciences | BNSL-202 | 4 | 4 | 112 | 08 |
| **Year** | Maternal Nursing | BNSL-203 | 8 | 3 | 120 | 120 |
| | **Total** | | **16** | **8** | **292** | **188** |
| **2nd** | Medical Surgical Nursing | BNSL-206 | 10 | 3 | 150 | 150 |
| **Year** | Paediatric Nursing | BNSL-207 | 8 | 3 | 120 | 120 |
| | Mental Health Nursing | BNSL-208 | 8 | 3 | 120 | 120 |
| | **Total** | | **26** | **9** | **390** | **390** |
| **3rd** | Community Health Nursing | BNSL-209 | 12 | 2 | 180 | 180 |
| **Year** | Nursing Administration | BNSL-210 | 6 | 2 | 90 | 90 |
| | Nursing Education and Research | BNSL-211 | 8 | 4 | 120 | 120 |
| | Computer in Nursing | BNSL-212 | 2 | 2 | 30 | 30 |
| | **Total** | | **28** | **10** | **420** | **420** |
| | **Grand Total** | | **70** | **27** | **1,102** | **998** |

***Total Hours of Self Activities and Practical Contact Sessions : 998+1,102=2100***

**The practical contact sessions will be held in hospital and community in respective areas under the supervision of Clinical Teachers/Academic Counsellors.**

***Note : One credit is 30 study hours.***

## 3.1 Academic Session

The Programme commences from January of every year.

## 3.2 Admission

**The admission will be made once in a year for in-service nurses**. The applications should be submitted in prescribed form (OPENNET-XII) through online portal at www.ignou.ac.in.

## 3.3 Eligibility

In-service Nurses i.e. Registered Nurses and Registered Midwives (RNRM) having 10+2 with three years Diploma in General Nursing and Midwifery (GNM) with a minimum of two years of experience (after registration as RNRM) in the profession. (For male nurses who have not done midwifery in the GNM programme, should have a certificate in any of the Nursing courses of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery).

OR

In-service Nurses (RNRM) having 10th class (Matriculation) or its equivalent with three years Diploma in General Nursing and Midwifery (GNM) with a minimum of five years of experience (after registration as RNRM) in the profession. (For males nurses who have not done midwifery in the GNM programme, should have a certificate in any of the nursing courses of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery).

**Note: Candidates with 10+2 and GNM must not apply if experience after RNRM is less than two years. Candidates with 10th class and GNM must not apply if having less than 5 years experience after RNRM.**

## 3.4 Age of Admission:-There is no maximum age limit.

## 3.5 Duration of Programme

The minimum duration of the programme is three years. However, the students are given a maximum period of six years to complete the programme.

## 3.6 Medium of Instruction

English

## 3.7 Number of Seats

**The number of seats as approved by INC for admission to IGNOU** Post Basic B.Sc. Nursing Programme varies from PSC to PSC. The approved list of **Programme Study Centres (PSCs)** for Post Basic B.Sc. Nursing along with PSCs Code and RCs Code and number of seats is given in **Appendix VIII**. The list includes active PSCs where Post Basic BSc Nursing students will be admitted.The number of Programme Study Centres may be added as and when more PSCs are inspected and approved by INC. The information for the same will be displayed in the IGNOU website as and when it gets approved by INC.

## 3.8 Admission/Selection Procedure

Admission for Post Basic B.Sc. Nursing Programme for January, 2024 session will be done region wise on the basis of merit in common entrance test. Regional Centres where **Post Basic B. Sc (N)** Programme Study Centres are established will do the counseling and admissions. Candidates from any Region/State can opt PSCs for Post Basic BSc. Nursing Programme as their 1st choice. (However, your are requested to give your option for two more PSCs as 2nd & 3rd choice for the use of university in case of any administrative exigency reason if the PSC of your 1st choice gets deactivated). Application forms will be submitted through online portal (visit IGNOU website www.ignou.ac.in and check Post Basic B.Sc. Nursing entrance examination and follow the online instruction). Entrance Test will be conducted by SED. Result will be processed by SED. Region based merit list will be prepared **after tie-break by SED**. Counselling will be conducted by the Regional Centres (RCs).

**Kindly note that in case after counselling any seat remains vacant in each Regional Centre, University will have the right to decide the procedure for filling up the vacancy in each Programme Study centre which will be communicated to the concerned.**

Counselling Committee will be constituted at all the concerned RCs with at least two external nursing experts, from the same state/region.

### 3.8.1 Entrance Test

Candidates will be required to apply/submit their Entrance Test Form through online portal at www.ignou.ac.in.

- Entrance test will be conducted on a scheduled date as decided by the university, in the centres identified from all over the country. Information will be available on IGNOU website.
- Admit card for the Entrance test will be uploaded on IGNOU website or portal where you registered for entrance test.
- Entrance test will comprise 120 multiple choice questions (comprising section A,B,C,D,E,F,G,H) (bearing one mark each) drawn from various subjects taught in GNM. A model Question paper for the entrance examination is provided in **Appendix-XIIa**.
- The candidates will be provided OMR Sheet for marking the responses. A sample of OMR sheet is attached at **Appendix XIIb**.
- Duration of the test will be two and a half hours.

### 3.8.2 Declaration of result and counselling

- Result of entrance test, which will be uploaded on the IGNOU website www.ignou.ac.in. Information about next step of admission process will be communicated by concerned Regional Centre. So, contact the Regional Centre for further information.
- Candidates will be required to submit self attested copy of the following certificates at the time of Counseling/Admission along with original copies of all the documents for verification during counselling which will be conducted at concerned regional centre:
  - Original admit card for entrance test.
  - Certificate of date of birth (10th class certificate).
  - 10+2 pass certificate/10th class certificate as applicable.
  - Valid RNRM Registration Certificate (In case of registration from more than one state nursing council, produce all the certificates at the time of admission counselling).
  - Experience Certificate/s (On Letter Head of the competent authority with full name, date and signature with stamp). Experience will be counted after RNRM registration till the last date of receipt of application form by University.
  - GNM Mark sheet (Overall and marksheet of all years).
  - Certificate from the organization, where you are currently working, clearly indicating that you are presently working and in service.
  - Category Certificate indicating reservation status for SC/ST/Non Creamy layer of OBC /PH/Kashmiri Migrant/War Widow/EWS etc.
  - Income certificate in case of Non creamy layer of OBC/EWS.
  - Two (2) passport size photographs.

- Photocopy of application form submitted online.
- Demand draft of ₹23,000/- towards 1st year admission fees in favour of IGNOU, payable at the city of concerned regional centre (can vary from time to time).

- The admission will be made **Region wise, strictly on the basis of merit** from the list of eligible candidates in each category after verification of the documents. The reservation policy will be followed as per Government of India rules.

### 3.8.3 Selection Procedure

- **Region wise merit list for admission to** Post Basic B.Sc. Nursing January, 2024 session will be prepared on the basis of marks obtained in the OPENNET – XII (Entrance Test) and will be displayed in the IGNOU website/regional centre website after the declaration of results.
- In case two or more candidates obtain equal marks in the OPENNET – XII (Entrance Test), the inter-se ranking of such candidates shall be determined on the basis of the following **criteria for tie break**.

  **a. Length of relevant experience** : Experience will be counted from the date of registration as RNRM upto the last date of receipt of application form as mentioned in the advertisement. In case of Female candidates who have registered as RN & RM separately, the experience will be counted from the date of RM registration. However, in male candidates, it will be calculated from the date of RN registration upto the last date of receipt of the application form subject to the completion of the INC recognized course in lieu of midwifery before applying for the entrance test.

  **b. Over all percentage of marks secured in GNM examination** : If the tie does not get resolved, aggregate marks of GNM in all the three years will be considered for calculating the percentage/merit.

  **c. Date of Birth:** If the tie between the candidates still does not get resolved, date of birth will be considered. Candidates born earlier will have higher rank than those born later.

  **d. Draw of Lot:** If there is a tie even after applying all the above criteria, then the rank will be decided through a draw of lot.

**NOTE**: **The OBC certificate of non creamy layer should be valid. Income certificate also needs to be produced along with OBC(NC) certificate whenever required. The duration of experience, percentage of marks and the date of birth are being used for tie break. Information about all these three parameters mentioned in application form should match with the information available in the documents provided by you. In case, it does not match, the application form will be rejected. Rules related to EWS certificate must be followed properly.**

**Important points to be noted:**

- **The candidates who are offered admission are required to deposit the programme fee. Admission will be confirmed only after verification of original documents and receipt of Programme Fee. The fee once deposited will not be refunded and is subject to change from time to time.**
- **Students must mention their email ID and mobile phone number in the application form. Otherwise it will be their responsibility to collect updated information related to counseling. IGNOU will not be responsible for non-receipt of information in time.**
- **All the communication with candidates will be made only through the email ID and IGNOU website. Therefore, you should ensure that your email ID is functional, written correctly and legibly.**
- **Programme Study Centre once allotted will not be changed through out the period of study.**

## 3.9 Programme Fees

**Programme Fee — ₹ 23,000/- per annum**.

Candidates seeking admission to Post Basic B.Sc. Nursing Programme are advised **not to pay** the fees along with the filled-in application form of entrance test. They will get a separate communication about their admission and for payment of programme fee.

The programme fee should be paid only by demand draft drawn in favour of IGNOU. On the back of demand draft write your name, address and telephone number to ensure proper credit to your account. The details regarding deposition of programme fee will be informed during notification for counselling and is subject to change.

## 3.10 Counseling procedures for qualified students of OPENNET-XII for admission to Post Basic B.Sc. Nursing Programme January, 2024 session

**1) Category-wise Availability of Seats**

A total of 460 seats in 17 Programme Study Centres (PSC) approved by INC are available for admission to Post Basic B.Sc. Nursing programme of IGNOU for January 2024 session. Reservation Policy as per Government of India rules will be followed for various categories.

- Check the merit list put up on the web site of IGNOU/regional centres after declaration of result.
- Check **your merit/rank as per the category**. Wherever there is a tie in the marks/rank, it will be resolved as per following criteria for resolving Tie cases.

**2) Resolving the Tie Cases**

The marks and rank of candidates will be put on IGNOU website **www.ignou.ac.in**. In case of tie in the marks/rank, the following criteria will be followed as given in 3.8.3 of this student handbook and prospectus in chronological order:

**i) Length of relevant experience:** Counted after registration as RNRM till last date of receipt of application by the University.

**ii) Over all percentage of marks secured in GNM examination:** If the tie does not get resolved with application of length of experience, aggregate of GNM marks in all the three years will be considered for calculating merit/ rank.

**iii) Date of Birth:** If the tie still does not get resolved Date of Birth will be considered (Candidates born earlier will have higher rank than those born later).

**iv) Draw of Lot:** If there is a tie after applying all the above criteria, then rank will be decided through a draw of lot.

**3) Counselling Process**

- Counselling will be done at the respective IGNOU Regional Centres as per Region wise merit list drawn.
- Counselling will be done at the respective Regional Centre/s where PSC for Post Basic BSc Nursing programme is located as per the 1st option only given by the learner in the Entrance Test Form.
- Counselling Committee comprising of Regional Directors/ representatives from concerned Regional Centre/s and two local Nursing Experts from that region will be constituted to conduct counseling at the venue.

- In case, there is more than one PSC under a Regional Centre, candidates will be asked to give their options(s) for all the Programme Study Centres as listed/available in that region & also strictly in order of preference. This option will be treated as final for the purpose of counseling & allocation of PSC will be done on region wise merit basis.
- Number of applicants called for counseling may be more than the total number of seats available in order to make an effort to fill the seats.
- However, in case any seat remains vacant after 1st counseling, additional counseling session(s) will be conducted as may be required by the concerned Regional Centres.

**4) Important Instructions**

Keep the following points in mind before selecting a Programme Study Center (PSC):

- Please go through page no. 21-26 and 66-68 of this Student handbook and Prospectus. You are required to take 48, 58 and 62 days leave in first , second and third year to attend theory and practical counselling of Post Basic B.Sc. Nursing Programme which is compulsory respectively.
- There will be intensive theory and practical counseling for each course in each year, which would require frequent travelling to PSC.
- In theory 75% and in practical 90% of attendance in counselling session is compulsory in each course.
- You should be comfortable with the language of region/PSC you are selecting as many supervised practical activities need interaction with clients and community.
- The PSC will be allotted by the counseling committee at the Regional Centre.
- Send all your queries through e-mail to concerned RC as all the correspondence will be made through e-mail and IGNOU website as mentioned in page 37 of this prospectus.

**5) Document Verification**

The check list provided below is to ensure that you bring Original Certificates and a photocopy of all the following documents for verification during counseling.

- Original admit card for entrance test
- 10+2 certificate/10th certificate as applicable
- Valid RNRM Registration Certificate from all previous and current state nursing council.
- Experience Certificate (to be counted after RNRM registration till last date of receipt of application form by the University) on letter head of institution with valid signature, date, name and stamp.
- GNM Mark Sheet (Overall and all years)
- Certificate of date of birth (10th Certificate)
- Certificate from the organization where you are working as proof or working/service.
- Category Certificate for SC/ST / Non Creamy layer of OBC (validity not more than three years after issuance till the last date of submission of application form)/ PH/ Kashmiri Migrant/War Widow candidates/EWS wherever required.
- Income certificate in case of Non-creamy layer of OBC/EWS
- Two (2) passport size photographs
- Photocopy of application form submitted through on line portal.
- Demand draft for ₹23,000/- towards 1st year admission fee infour of IGNOU, and payable at concerned regional centre.

## 3.11 Programme Delivery

The programme is implemented through a network of Programme Study Centres (PSCs) all over the country. These PSCs are located in Colleges of Nursing recognized by Indian Nursing Council (INC) and State Nursing Council. Appendix-VIII

Face-to-face Academic Counseling is conducted at PSC by Academic Counselors and Practicals are supervised by Academic Counselors attached to the PSC in the clinical area and community field (Academic Counselors and Clinical Supervisors are teachers who teach in Colleges of Nursing). In addition to theory, students also carry on self-activities at their workplace and maintain records as given in practical blocks.

For the practical hands on training, the students will be posted in the hospital and community field attached with a Programme Study Centre. A maximum of 30 students will be attached to a programme study centre. The students are required to undergo compulsory contact sessions. Theory Counseling and Practical Sessions are held 8 hours per day and self activities are also performed @ 8 hours/day. **Supervised activities need to be completed under the supervision of clinical supervisors, whereas self activities are carried out at work place of the student.**

There are 48 days (379 hours) of theory counseling and practical contact sessions in the first year to be conducted at colleges of nursing, hospital and community under supervision. However, for 80 days (641 hours) student would be required to do the self activities as per guidelines which will be part of continuous evaluation.There are 58 days (462 hours) of theory counseling and practical contact sessions in the second year to be conducted at colleges of nursing, hospitals and community under supervision. However, for 85 days (678 hours) student would be required to do the self activities as per guidelines which will be part of continuous evaluation.

There are 62 days (492 hours) of theory counseling and practical contact sessions in the third year to be conducted at colleges of nursing, hospitals and community under supervision. However, for 88 days (678 hours) student would be required to do the self activities as per guidelines which will be part of continuous evaluation. The spells for practicals are given in **Appendix IX, X and XI**.

# 4. 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 their registration.

## 4.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the *"Chhattisgarh NijiKshetra Vishwavidyalaya (Sathapana Aur Viniyaman), Adhiniyam, 2002"* are non-existent and cannot be considered for admission to any Academic Programme in IGNOU.

## 4.2 Validity of Degree for Admission

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

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

## 4.3 Acceptance of 'Two year Bachelor's degree'

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

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

Degrees acquired from an 'Off Campus' Centre

Degrees acquired from an 'Off Campus' Centre of Private Universities outside the territorial jurisdiction of the State concerned are not recognized for purposes of admission to IGNOU's academic programmes unless it has specific approval of the University GrantsCommission. Similarly, Degrees acquired through an 'Off Campus' Centre/ 'Off-shore' Campus of Central/State/ Deemed to be Universities/Institutions of National Importance offered through Open and Distance learning (ODL) mode will be accepted for purposes of higher studies in IGNOU; provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities/Institutions of National Importance prescribed by the University Grants Commission from time totime.

## 4.4 Validity of Admission (Merit base/Entrance Test based)

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 will have to apply afresh and go through the admission process again.

## 4.5 Simultaneous Registration

As per the University policy, a student is allowed to pursue two academic programmes simultaneously through ODL/Online mode, as per the illustration given below.

<table>
<tr><td>One Certificate Programme with any other Programme</td><td>Admission in both programmes can be taken in the same admission cycle</td></tr>
<tr><td>One UG + One PG Programme*</td><td rowspan="3">Admission has to be taken in two different admission cycles<br>* Admission can be taken ONLY in specified Programmes. Details are available on the IGNOU website.</td></tr>
<tr><td>Two UG Programme*</td></tr>
<tr><td>Two PG Programme*</td></tr>
</table>

Certain programmes are not allowed under the simultaneous registration. Student are advised to visit the following link for details: http://www.ignou.ac.in/userfiles/Notification% 20Simultaneous%20programs%202-9-2022.pdf

There will be no change in the counseling/assignment submission/examination schedule in case dates for the above clash in the programmes in which a student has taken admission.

## 4.6 Re-Registration

"Re-registration" means registration in the next semester/year of a programme, wherever applicable. Learners are advised to submit the Re-Registration (RR) forms 'Online' on the web portal www.ignou.ac.in. as per schedule being notified by the University from time to time, irrespective of the fact that whether the

learners appeared in the examination or not or whether they arepassed or not in the course(s) registered in the current academic session. If the Re-Registration in any of the programme is not available online or for any other reason as specified by the University, Learners should submit their RR forms at the respective Regional Centre ONLY and nowhere else. If any student submits the 'Offline' Re-Registration Form at any other Regional Centre than the allocated Regional Centre, and consequently misses the scheduled date and a semester/ year, he/she will have no claim on the University for regularization.

International students of the University pursuing their programme from India are also advised to submit re- registrations form online. Offline forms, if any, may be submitted to the International Division of the University.

## 4.7 Additional time for Learners with Disability

a) Learners with disability of 40% or more are given additional 2(two) years beyond the maximum duration prescribed for all academic programmes.

b) Learners with disability seeking benefit of the aforesaid facility should submit the 'Disability Certificate' issued by the competent authority at the Regional Centre concerned, which, in turn will verify it, make entry in the data base and transmit the data to SRD for updating in the Master records.

   1) The students with disabilities having valid disability certificate are allowed to submit typed assignment.

   2) Two year extra time is provided to students with disabilties to complete a programme (Information may be sought from SED).

   3) Provision for Scribe during examinations.

   4) Provision for extra time during examinations.

## 4.8 Reservation for Scheduled Castes and Scheduled Tribes, non-creamy layer of OBC, Economically Weaker Sections (EWS) for admission in Central Educational Institutions

The University provides reservation of seats for Scheduled Castes and Scheduled Tribes, non-creamy layer of OBC, Economically Weaker Sections, (as notified by MHRD vide OM 12-4/019-U1 dated January 2019),War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its programmes in whch there are limited number of seats and admission is through a merit lst.However, submission of forged certificate under any categoryshallmake the studentliable not only forcancellation of admission but also legalactionas per Government of Indiarules.

Ministry of Human Resource Development, Department of Higher Education, Govt. of India, vide their Office Memorandum F.No. 12-4/2019-Ul, dated 17th January, 2019, on the subject cited above, has conveyed that in accordance with the provisions of the Constitution (One Hundred and Third Amendment) Act 2019, and inreference of Ministry of Social Justice and Empowerment vide OM No. 20013/01/2018-BC-II dated 17th January,2019, enabling provision of reservation for the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally backward Classes, it has been decided to provide reservation in admission to educational Institutions subject to a

maximum of ten per cent of the total seats in each category. The provision of reservations to the Economically Weaker Sections shallbe in accordance with the directions contained in the OM No. 20013/01/2018-8C-11 dated 17th January, 2019 of the Ministry of Social Justice & Empowerment subject tothe condition mentioned in the Office Memorandum of MHRD.

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

## 4.9 Scholarships

The learners enrolled in IGNOU are eligible for Government of India Scholarships. They are advised visit the National Scholarship Portal of the Government of India https://scholarships.gov.in/and submit their application online. For further details students may contactat the headquarters, Student Service Centre can be contactedfor details.

Students belonging to the Scheduled Caste category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at

https://scholarships.gov.in/public/schemeGuidelines/Postmatric_SC.pdf

Students belonging to the ScheduledTribecategory may apply for financial assistance under the CentrallySponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at

(1) https://scholarships.gov.in/public/schemeGuidelines/Goa/Goa_3004_G.pdf

(2) https://scholarships.gov.in/public/schemeGuidelines/tribalfellowshipguideline.pdf

## 4.10 Registration fee, Cancellation of Admission and Refund of Fee paid for Re-Registration to a programme will not be refunded in any case.

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

If a student applies for cancellation of admission and refund off ee, the refund request will be considered as per the University policy available on website:www.ignou.ac.in

The refund request will be considered as under:-

| Grounds for refund | Modified policy |
|---|---|
| Double/multiple payments by the student for the same programme due to failure of online transaction | Fee of ONE programme will be retained. Programme fee for remaining attempts will be refunded including the registration fee. |
| Payments by thestudent for more than one non–permissible programme in the same session. | Fee of ONE programme will be retained asper the choice of the student. Fee forremaining programme(s) will be refundedafter deduction of registration fee. |
| Rejection/cancellation ofadmission form by the University due to non-fulfillment of minimum eligibility criteria/non-recognition of qualification or its equivalence/ due to commission of mistake/concealment of information or otherwise by the student. | Full programme fee will berefunded after deduction of the registration fee. |
| Cases where the University decides to withdraw the programme due to any reason. | Full programme fee will be refunded including the registration fee. |

<table>
<tr><td rowspan="4">In cases where the studentdoes not want to continuewith the programme andseeks cancellation ofapplication and refund ofprogramme fee.</td><td>Before confirmation of admission</td><td>After confirmation of admission</td></tr>
<tr><td rowspan="3">a) Full Programme feeshall be refunded.<br><br>The Registration feeshall not be refunded</td><td>b) Within 15 daysafterconfirmation ofadmission<br>– Refund shall be made after deduction ofRs. 500/fromProgramme fee. Registration fee shall not berefunded.</td></tr>
<tr><td>c) Within 16-90 days afterconfirmation ofadmission<br>Refund shall be made after deduction of Rs. 1000/-Registration fee shall not be refunded.</td></tr>
<tr><td>d) Beyond 90 days after confirmation of admission<br>No refund shall be made.</td></tr>
</table>

**Notes:**

1) While counting the period, the date on which request for cancellation of admission is received from thecandidate, shall be taken into account.
2) The date on which admission is confirmed, shall be excluded while counting the period.
3) The refund will be reverted to the same Debit/Credit Card/ Net Banking Account from where thepayment has been received.However, where the validity of the Debit/Credit Card expires in between, andthe bank accepts the refund in spite of expiry of validity of the card, the user will be responsible for gettingthe money of refunded from such bank. In cases where the refund is not accepted by the bank under thesaid Debit/ Credit Card account, or the closure of the payment gateway through which the payment wasinitially received, the refund of fee will be made through NEFT after obtaining the account details from thestudent.In cases of (a) to (c) above, the candidate will make a written/email request to the Registrar, SRDfor such a refund.

## 4.11 Study Material and Assignments

The University has a provision to provide soft copy of the self-learning material in place of printed material. A learner opting for the soft copy will be given a discount of 15% in the Programme Fee. The Option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material.

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

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

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

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

Ministry of Human Resource Development, Department of Higher Education, Govt. of India, vide their Office Memorandum F.No. 12-4/2019-Ul, dated 17th January, 2019, on the subject cited above, has conveyed that in

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

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

## 4.13 Term-End Examination

The University conducts Term-end Examination (TEE) twice a year in the months of June & December. A learner is permitted to appear in TEE subject to the following conditions:

1) Registration for the courses is valid and not time barred.

2) Required number of assignments in the courses have been submitted by due date wherever applicable.

3) Minimum time to pursue these courses as per the provision of the programme has been completed.

4) Examination fee for all the courses the learner is appearing in the examination has been paid.

In the case of non-compliance of any of the above conditions, the result of all such courses is liable to be with held by the University.

**Term End Examination Form**

The learners are required to fill in the online Examination form to appear in the TEE each time i.e. for every exam (June/December) a learner has to apply afresh. The examination Forms are accepted online only as per the schedule available at IGNOU website for each session of June/December in due course of time.

Dates for submission of Examination Form will be available at IGNOU website for each session

| **For June TEE** | **Prescribed Fee for Student admitted till June 2022 admission cycle** | **For December TEE** | **Prescribed Fee for Student admitted till December 2022 admission cycle** |
|---|---|---|---|
| 1st March, 2024 onwards (upto 6 PM) | Rs. 200/- per course (Theory courses and Practical/lab courses) | 1st September 2024 onwards (upto 6 PM) | Rs. 200/- per course (Theory courses and Practical/lab courses) |
| 1st April, 2024 onwards (upto 6 PM) | Rs. 200/- per course (Theory courses and Practical/lab courses) with Late fee of Rs. 500/-) | 1st October, 2024 onwards (upto 6 PM) | Rs. 200/- per course (Theory courses and Practical/lab courses) with Late fee of Rs. 500/-) |
| April, 2024 onwards (upto 6 PM) | Rs. 200/- per course (Theory courses and Practical/lab courses) Rs. 200/- per course with Late fee of Rs. 1100/-) | 1st October, 2024 onwards (upto 6 PM) | Rs. 200/- per course (Theory courses and Practical/lab courses) Rs. 200/- per course with Late fee of Rs. 1100/-) |

| Exam/Practical/Project Fees from the January 2023 Admission Cycle onwards | ALLOTMENT OF THE EXAM CENTRE |
|---|---|
| i) **Examination** Fee Rs. 200/- per theory course<br>ii) **Practical Fee**<br>• Upto 4 Credit Rs. 300/- per course<br>• Above 4 Credit Rs. 500/per course<br>iii) **Project Fees**<br>• Upto 4 Credit Rs. 300/- per course<br>• Above 4 Credit Rs. 500/- per course<br>The late fee will be remain same | The **University** will try to accommodate the students in the examination centre opted by them. (In case, the sitting at the centre has exhausted, student may choose the nearest/ alternate exam centre under the Jurisdiction of the same Regional Centre).<br>**However, the University reserves the right to shift the students from one exam centre to another exam centre.** |

Examination fee once paid is neither refundable nor adjustable.

**NOTE:** The University reserves the right to reschedule/cancel examinations/papers at any time in all the Examination Centre across the Country or in any perticular Examination Centre/State due to any exigency or any other reason.

## 4.14 Official Transcripts

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

**For Indian Students:**

1) Rs. 300/- per credential for each transcript, if to be sent to the Student/Institute **within India**
2) Rs. 500/- per credential for each transcript, if to be sent to the Student/Institute **out of India**

However, this is subject to change and must be ascertained before applying.

**For SAARC Countries Students:**

Rs.1200/- per credential for each transcript, if to be sent to the Student/Institute of SAARC Countries.

**For Non-SAARC Countries Students:**

$120 for each transcript, if to be sent to the Student/Institute of Non-SAARC Countries. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in (Payments through online)

## 4.15 Early Declaration of Result

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.1000/- per course. The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/ Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year (**Appendix XIV**). The mode of submission of form for early declaration of result is offline only.

## 4.16 Re-evaluation of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.750/- per course. The request for re-evaluation by the student must be made **within 40 days** from the date of declaration of result. The form may be filled with payment done online at www.ignou.ac.in website. There is no provision for second re-evaluation of TEE answer scripts. There is no provision for re-evaluation of Assignments, Project reports, practical exam answer scripts etc.

## 4.17 Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for providing Photocopy of Answer Scripts on payment of Rs.100/-per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 30 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.100/- per course which has to be done online through payment gateway at www.ignou.ac.in.

## 4.18 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through Online/Challan for Rs.200/- in favour of IGNOU payable at "New Delhi". Format is available in this Prospectus (Appendix **XVI**) or IGNOU website: **www.ignou.ac.in (Misc)**

## 4.19 Change of Category

Please note that any request for change of category code shall not be entertained by the University after finalization of admissions. Similarly, for the entrance test based and merit based programmes, request for change of category will not be entertained once the Forms are finally submitted by the prospective learners.

## 4.20 Correction/Change of Name/Surname of Learner

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

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

a) Original copy of Notification in a daily newspaper notifying the change of name;

b) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;

c) Marriage Card/Marriage Certificate in case of women candidates for change in surname;

d) Gazette Notification, in original, reflecting the change ofname/surname;

e) Demand Draft of Rs.500/- drawn in favour of IGNOU payable at New Delhi.

Request for correction and/or change of Name / Surname will be entertained only before award of the Degree/Diploma/Certificate. For change/correction of name after completion of programme Fee Rs. 1500/- (01st to 30th Convocation) (Fee Rs. 500/- (31st convocation onwards) but before award of degree please see the guidelines available at: http://www.ignou.ac.in/userfiles/Revised%20Notification%20and%20Guidelines%20forr%20Name%20Change.pdf

### 4.21 Disputes on Admission & other University Matters

The University takes appropriate administrative and disciplinary measures for smooth functioning of its day-to-day operationsin accordance with the prevailing rules and guidelines. In case of disputes on Admission and other University Matters, the place of jurisdiction of filing of law suit, if necessary, will be New Delhi/Delhi ONLY.

### 4.22 Recognition of IGNOU Programmes

The degrees awarded by IGNOU are recognized by UGC. The details are available at http://ignou.ac.in/ignou/aboutignou/division/srd/Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/ Institutions, as per UGC Circular letter No.F.1-52/2000(CPP-II) dated 5thMay,2004.

## 5. 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 or Regional Centres of IGNOU only. 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. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2953 2118) and (29572412)
4. Registrar (SRD) (Tele: 2953 2741)
5. Registrar (SED) (Tele: 2953 5828) and (29572204)
6. Registrar, MPDD (Tele: 2953 4521)
7. Deputy Registrar, F&A (Tele: 2953 4934)

Alternatively complaints may be faxed on 29532312.
Email : ignouregistrar@ignou.ac.in
Website: http://www.ignou.ac.in

**Note:** Except the above mentioned complaints, no other queries will be entertained at the above phone numbers. As per directions of Hon'ble Supreme Court of lndia **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 explanation is not found satisfactory, authority would expel him from the University.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the university will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institutions.

# 6. GUIDELINES FOR FILLING UP THE ONLINE FORM OF POST BASIC BSCN

The online form for Post Basic BSc Nursing is available at https://ignounursing.samarth.edu.in/. On this web page you will find few instructions to fill up your form on the left hand side along-with link for new registration. On this webpage you will also find information about Regional Centres, Admission FAQ, helpdesk. This will help to solve your queries and provide information to your about the programme. And you will find the space to fill in user ID and password to log in to account on right hand side. Follow the following steps to fill in the form:

**Step 1**

Kindly click on the "click here for new registration" and create new registration by filling the following:

- Choose a User name and remember it
- Fillin your full name as per your educational documents
- Fill your Email ID which you continuously check. Since most of the communication will be made through Emails.
- Re-enter the Email ID again as filled in the previous step
- Create a Password which you can remember
- Re-enter the same password in the next box
- Provide your Phone Number in the next box
- In the next box, type the text shown in the image
- Now press on "Register".

Your registration in now complete. You must remember your User name and password for future log-in. It is better to record it in your dairy or phone.

**Step 2**

Now after registering you will be directed back to https://ignounursing.samarth.edu.in/ where you have to log into your account by using the user name and password as created in step 1. After entering user name and password, enter the text shown in the image and click on "LOGIN". You will log into your account after this step.

**Step 3**

On the next page, please read the instructions carefully and click in the box"I have read the important information" and then click "Submit".

**Step 4**

This is the first step of filling the form. In this step you need to fill your personal details correctly as follows:

- Full Name of the Applicant (should be as per Educational Documents)
- Guardian Name
- Guardian Relationship (whether the Guardian is father, mother, husband and so on)
- Date of Birth as per 10$^{th}$ Certificate
- Gender

- Whether you are kashmiri Migrant or not
- Nationality (Indian)
- Territory/area (Urban, Rural or Tribal)
- Category (General/Un-reserved, SC, ST, OBC C, OBC NC or EWS )
- Whether belong to Minority Group or not.
- Religion
- Marital status (Married or Single/Un-married)
- Social Status
- Applicant Email (enter the email with which you have registered and frequently check)
- Alternate Email
- Your phone number with which you registered
- Any alternate phone number
- Fill in details of any disability or not.
- Fill in employment status.

After this step click on "submit" to submit the details. In case you notice any mistake and want to edit it, click on "edit". If everything is OK proceed to next page by clicking on "Next".

**Step 5**

Now you will come to the page of filling in the Programme details. Please fill all the details in the boxes correctly as follows:

- Choose the programme type as Bachelors if asked. It may be already be filled for you.
- Choose the programme for enrolment as Bachelor of Science Nursing (Post Basic) if asked.It may be already be filled for you.
- Choose the exam centre city code where you will sit/give your entrance examination. It can be city where you are currently located. List of IGNOU Regional Centres – Refer Annexure-VII
- Choose the Region code for admission where you want to take admission. It is the regional centre code (RC Code) under which the programme study centre where you want to take admission is present. This information is present in Appendix VIII of your Student handbook & prospectus.
- Choose the Programme Study centre as 1st choice for admission where you want to take admission. It is the programme study centre (PSC code) under the RC where you want to take admission is present. PSC Code for 2nd and 3rd choice (2 PSCs) for the use of University in case PSC of your 1st choice get deactivated due to any administrative exigency reason. Refer Appendix VIII for list of Programme Study Centres (PSCs).
- Choose the State code. It is the state where the RC/PSC is located. The state code are also present in Appendix XIII a of your Student handbook & prospectus.
- Choose the Medium as English.
- Choose the Mode of Study as ODL.
- Indicate if you are already student of IGNOU for other programme by choosing yes or no.

After this step click on "submit" to submit the details. In case you notice any mistake and want to edit it, click on "edit". If everything is OK proceed to next page by clicking on "Next".

**Step 6**

After this you will come to the page of filling in the your Qualification details. Please fill all the details in the boxes correctly as follows:

- Choose the Relevant Qualification. Put a tick only in ONE box relevant to your study (Matriculation or 10+2).
- Now choose your main subjects. Choose only one subject. If you choose "Others" please specify the subject.
- Now choose the year of passing your Qualification (Matriculation or 10+2).
- Choose the division obtained for your Qualification (Matriculation or 10+2).
- Choose the percentage of marks obtained for your Qualification (Matriculation or 10+2).
- Choose the Board code for this Qualification. The list of board code has been given in Appendix XIII b of your Student handbook & prospectus.

After this step click on "submit" to submit the details. In case you notice any mistake and want to edit it, click on "edit". If everything is OK proceed to next page by clicking on "Next".

**Step 7**

Now you will be directed towards the course details. Please fill in the following:

- Firstly Fill in your professional Qualification General Nursing and Midwifery (GNM). Fill in the following details:
    a. Year of completion of state board/council examination for GNM and percentage of marks obtained.
    b. Year of completion of General Nursing and percentage of marks obtained. This is the date of completion of your state board/council examinationfor GNM as also filled in previous step i.e., a (given above).

       If general nursing has been completed before midwifery nursing, then the date of passing general nursing is to be given.
    c. Year of completion of Midwifery Nursing and percentage of marks obtained. This is the date of completion of your state board/council examinationof GNM as also filled in previous step i.e., a (given above).

       If midwifery nursing has been completed after general nursing, then the date of passing general nursing is to be given.
    d. Fill in the Name of the registration council from which GNM was passed/registered. If you have changed the State registration council due to job, then write the name of the State Nursing council you are currently registered with.
    e. Write the date of registration for RN and/ or RNRM with registration number in the next box as per your registration certificate. If you changed registration with State Nursing council due to job or otherwise, and your RN RM has changed, please write the new RN and RM number currently active and this registration must be active at the time of offer of admission, in case selected.
    f. Write the date of registration for RM with its registration number in the next box. If the registration number and date are same as RN, then fill in the same date and number. If the date or number of RM is different than RN, fill in the correct details as per your Registration certificate in the requisite boxes. If you changed registration with State Nursing council due to job or otherwise, and your RN RM has changed, please write the new RN and RM number currently active and this registration must be active at the time of offer of admission, in case selected.

- Now fill in Marks obtained in GNM. Fill in the following details:
  - ➢ First fill the details of GNM First Year as total marks obtained, total maximum marks and the percentage will get automatically calculated.
  - ➢ Fill the details of GNM Second Year as total marks obtained, total maximum marks and the percentage will get automatically calculated.
  - ➢ Fill the details of GNM Third Year as total marks obtained, total maximum marks and the percentage will get automatically calculated.
  - ➢ Fill the details of GNM Fourth Year, if you have done the same as total marks obtained, total maximum marks and the percentage will get automatically calculated.

Your GNM overall total marks obtained, total maximum marks and the percentage will get automatically calculated.

- Male nurses need to fill in the next details. Please fill up the course details you have done in place of Midwifery Nursing. If you have done regular GNM, you need not fill this. If you have done General Nursing and then attended separate course in place of Midwifery nursing like Psychiatric nursing, then fill in the course name, council under which it was done, period start and end dates as per the certificates that you have.
- Now fill in your years of work experience after registration as RN RM till last date of receipt of entrance examination. You need to fill only the total work experience after the date you obtained your first RN RM certificate of registration. Fill the following:
  - a) Years of service after RN RM in years, months and days format.
  - b) Years of service after RN (if done separately from RM) in years, months and days format.
  - c) Years of service after RM(if done separately from RM) in years, months and days format.
- After this, fill in the Details of working experience after registration as RN RM upto last date of submission of entrance test form.

➢ Click on the "Add experience" tab

➢ Add name of organization, designation, date of service from and to, and then, the total experience will get calculated. The, you click on "Save" to save the details.

➢ In order to add more experiences, just click of "Add experience" tab and fill in the details as asked. Your total experience will get calculated.

Fill in the experience only after the date of RN RM. Write in chronological order i.e. first job to present job.

- After this, fill in the Details of presently working:

➢ Write Yes or No for currently working. However, remember that you need to be currently working for pursuing this course.

➢ Enter the name of organization of presently working

➢ Enter the place where the organisation of present Working is located.

After this step click on "submit" to submit the details. In case you notice any mistake and want to edit it, click on "edit". If everything is OK proceed to next page by clicking on "Next".

**Step 8**

Fill in your correspondence details where any written communication can be sent. This is also required for posting study material in case you are selected. After this step click on "submit" to submit the details. In case you notice any mistake and want to edit it, click on "edit". If everything is OK proceed to next page by clicking on "Next".

**Step 9**

Now upload the documents. The size of documents should be between 10 kb to 100 kb. Kindly compress the PDF or JPG images before uploading. The photograph and signature must be compulsorily uploaded in JPG format only. Other documents that need to be uploaded are 10th Certificate, GNM Diploma certificate, GNM final mark sheet certificate, Currentregistration certificate, Experience certificate if available and Category certificate in PDF format.

After this step click on "submit" to submit the details. In case you notice any mistake and want to edit it, click on "edit". If everything is OK proceed to next page by clicking on "Next".

**Step 10**

Now you will be able to preview your form. Check it thoroughly at this point and edit anything that you wish to **becauseafter this point once submission has been done editing is not possible. If you wish to wait, STOP HERE and do not click on anything. You can come back later to complete the form.**

**Once you are satisfied that everything is in order, then only proceed the ahead. Click on "I agree" and then click on "Accept and proceed for payment". Your form is now submitted and you will enter the payment portal.**

**Step 11**

The entrance examination fees is Rs. 1000/-. If you wish to pay, click on Go to payment gateway and you will be redirected towards payment gateway. You need to pay digitally i.e., Debit/Credit card/Net banking/ UPI. Make the payment by any of these modes.

**In case you pay once and form is not completed, please wait for 24 to 48 hours for completion of payment. Do not "Retry" the payment or pay again at that point because any extra money will not be refunded.**

**After 24 to 48 hours recheck your form by logging into the admission portal by using your user name and password. In case the status is still not complete, retry the payment again. The previous payment which is not completed, will be reverted to your account in 7 to 14 days.**

**Once payment is completed you will be able to download your complete form after login into your account.**

**All communication of any sort will be made through email after completion of the admission form.**

# 7. PRE-ADMISSION ENQUIRY

If you have any queries on academic aspects of the programme please contact:

**Programme Coordinators**
Post Basic (BScN)

Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068 e-mail : bscnursingpb@ignou.ac.in

**If you have any query regarding admission procedures please write to Regional Director of your region.**

**IGNOU admissions are made strictly on the basis of merit.** Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

## 8. WHOM TO CONTACT FOR WHAT

| | | |
|---|---|---|
| 1 | Identity Card, Fee Receipt,Bonafide Certificate, Migration Certificate, Scholarship Forms, Change of name, Correction of name/address | Concerned Regional Centre |
| 2 | Non-receipt of study material and assignments | Registrar MPDD |
| 3 | Change of Elective/Medium/opting of left over electives/ Deletion of excess credits | Concerned Regional Centre |
| 4 | Re-admission and Credit Transfer | Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068 |
| 5 | Purchase of Audio/Video Tapes | Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068 |
| 6 | Academic Content | Director of the School concerned |
| 7 | Approval of a Project Synopsis | Project Co-ordinator in the Concerned School |
| 8 | Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU | Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Tel.Nos.: 29572513, 29572514, 29535714, 29533869, 29533870 |
| 9. | International Students | Director International Division IGNOU |

| | Issues related | Contact No. | Controlling Officer & Telephone No. | E-mail ID |
|---|---|---|---|---|
| 10 | Issue of Degree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation | 011-29572213<br>011-29535438 | Asstt. Registrar<br>011-29572224 | convocation@ignou.ac.in |
| 11 | Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ Non-receipt of hall tickets for term-end examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees/writer etc. | 011-29572209<br>011-29572202 | Section Officer<br>011-29535064 | preexam@ignou.ac.in |
| 12 | Declaration of results of Masters & Bachelors degree level programme/ Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes | 011-29572212 | Section Officer<br>011-29536103 | bdresult@ignou.ac.in<br>practicalsed@ignou.ac.in |
| 13 | Declaration of results of Masters, Bachelor and Diploma programme/Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme | 011-29572211 | Section Officer<br>011-29536743 | bdresult@ignou.ac.in<br>dpresult@ignou.ac.in |
| 14 | Verification of genuineness of provisional certificate and grade card/ Issue of Transcript | 011-29572210 | Section Officer<br>011-29536405 | gcverification@ignou.ac.in |
| 15 | Queries related to UFM cases | 011-29572208<br>011-29576405 | Section Officer | ufmgroup@ignou.ac.in |
| 16 | Status of Project Report of all Programmes/ Dissertation and Viva marks | 011-29571324<br>011-29571321 | Asstt.Registrar<br>011-29532294 | projects@ignou.ac.in |
| 17 | Queries related to Assignment Marks | 011-29571325<br>011-29571319 | Asstt.Registrar<br>011-29571313 | assignment@ignou.ac.in |
| 18 | Students general enquiries and grievances/ Issue of duplicate mark sheet | 011-29572218<br>011-29571313 | Asstt. Registrar | sedgrievance@ignou.ac.in |
| 19 | Discrepancy in grade card, non updation of grade/marks programmes wise in the grade card etc. | 011-29572206<br>011-29572215<br>011-29572219 | Dy. Director/<br>Asstt.Director | garora@ignou.ac.in |

# Appendices

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

No.F.1-8/92(CPP) February, 1992

The Vice-Chancellors/Director's
of all the Indian Universities/
Deemed Universities/Institutions
of National Importance.

Sub: Recognition of Degrees/Diplomas awarded by Indira Gandhi National Open University, New Delhi.

Sir,

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

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

Yours faithfully,

(Gurcharan Singh)
Under Secretary

**Appendix-II**


GRANTS UNIGRANTS
UNIVERSITY GRANTS COMM
BAHADURSHAH ZAFAR M
NEW DELHI-110 002

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


D.O.No.F.1-26/93(CPP-II) July, 1993

28 JUL 1993

Dear Vice Chancellor,

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

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-92 also aims at promoting the mobility of students among open universities and among the traditional universities. This can be made possible only when there is a workable understanding between open universities and traditional universities for recognition of each other's degrees on reciprocal basis. A Memorandum of Understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangements so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

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

With regards,

Yours sincerely,

(R.P. Gangurde)

**Appendix-III**

23236351, 23232701, 23237731, 23234116
23230783, 23232317, 23236739, 23230437

ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F1-52/2000(CPP-II)

April, 2004

5 MAY 2004

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

Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

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

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

Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 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

Contd...../-

No.F.1-52/2000(CPP-II)

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

Yours faithfully,

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

**Encl : As above**

**Copy to: -**

1. The Secretary. Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001.
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002.
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi110068.
6. The Vice-chancellor Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
7. The Vice-chancellor Dr. B.R. Ambedkar Open University, Road No.46, Jubilee Hills, Hyderabad-500033(Andhra Pradesh)
8. The Vice-chancellor Nalanda Open University, West Gandhi Maidan,Patna-800001(Bihar)
9. The Vice-chancellor Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380003(Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006(Karnataka)
11. The Vice-chancellor Yashwant Rao Chavan Maharashtra Open University, Nashik-422222(Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010(Rajasthan.
13. The Vice-chancellor Netaji Subhash Open University, Kolkata - 700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj(Open) University, Bhopal-462016 (M.P.)

**(V.K. Jaiswal)**
Under Secretary

**Appendix-IV**

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

F. No. UGC/DEB/2013
Dated 14.10.2013

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

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

Sir/Madam,

There are a dumber of Open and Distance Learning Institutions (ODLIs) in the country offering Degree/ Diploma/Certificate programmes through the mode of non formal education. These comprise Open Universities, Distance Education Institutions (either single mode or dual mode) of Central Universities, State Universities, Deemed to be Universities, Institutions of National Importance or any other Institution of Higher learning recognized by Central/State/Statutory Council/Societies registered under the Society Registration Act t 860.

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

3. Attention is also invited to UGC circular No F -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! institutions is ensured without any difficulty.

4. The Government of India, in exercise of its power conferred under section 20(1) of UGC Act 19561 issued directions dated 29th December 2012 entrusting UGC with the responsibility of regulating higher education programme in open and distance learning (ODL) mode. Consequently, Universities/ Institutions desirous of offering any programme through distance mode would require recognition of UGC.

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

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

(Vikram Sahay) 14/12
Director(Admn)

Tel: 011 2323 0405
Email: vikramsahay7@.gmail.com

End: As above

Copy to:

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

Appendix-V


**ASSOCIATION OF INDIAN UNIVERSITIES**
**AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002**

Phones : 3312305, 3313390
Gram : ASINGU
3310059, 3312429
Telex : 3166100 AJU 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 Anrual Session of the AIU and in December,1993 at the University of Delhi have decided in prindple that the Degrees of the Open Universities be recogrized in terms of the flowing resolutions:

"Resolved that the examinations of one University should be recognized by another on redprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recogrized university:

"Further resolved that in case of Degrees awarded by Open Universities, the condtions regarding entrance qualifications and d.ntion of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university:

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

Thanking You,

Your faithfuly,

Sd/-

**(K.C.KALRA)**
Joint Secretary

**Appendix-VI**

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

DR. NAGIN CHAND
ADVISOR (PC/ACADEMIC)

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

To

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

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

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

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

Yours faithfully,

(Nagin Chand)

Copy to:

All Regional Officers, AICTE.

इंदिरा गांधी खेल परिसर, इन्द्रप्रस्थ एस्टेट, नई दिल्ली – 110002
Indira Gandhi Sports Complex, I.P. Estate, New Delhi-110002
दूरभाष / Phone : 23382508, 63-65,68,71,73-75 फैक्स Fax 011-23324354

# LIST OF REGIONAL CENTRES

| Sl. No. | RC Name | Address | Operational Area |
|---|---|---|---|
| **1** | AGARTALA<br>RC CODE: 26 | SENIOR REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>M.B.B. COLLEGE COMPOUND<br>P.O. AGARTALA<br>AGARTALA - 799 004<br>TRIPURA<br>0381-2516714<br>rcagartala@ignou.ac.in | STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI) |
| **2** | AHMEDABAD<br>RC CODE: 09 | SENIOR REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>OPP. NIRMA UNIVERSITY<br>SARKHEJ-GANDHINAGAR HIGHWAY<br>CHHARODI<br>AHMEDABAD - 382 481<br>GUJARAT<br>02717-242975-242976<br>rcahmedbad@ignou.ac.in | STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI, MAHISAGAR AND CHHOTA UDAIPUR)<br>DAMAN & DADRA NAGAR HAVELI (U.T.) |
| **3** | AIZAWL<br>RC CODE: 19 | REGIONAL DIRECTOR<br>GNOU REGIONAL CENTRE,<br>SELESIH (A-S ROAD),<br>AIZAWL, MIZORAM<br>PIN- 796014<br>0389-2391692<br>rcaizwal@ignou.ac.in | STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI, SAITUAL, HNAHTHIAL, KHAWZAWL) |
| **4** | ALIGARH<br>RC CODE: 47 | **LOCAL OFFICE**<br>REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>SRI TIKA RAM KANYA MAHAVIDYALAYA<br>RAM GHAT ROAD,<br>ALIGARH (UP)– 202001<br>MOBILE NO. 8869829838<br><br>**MAIN OFFICE**<br>IGNOU REGIONAL CENTRE<br>UNIVERSAL INSTITUTE OF COMPUTER AND TECHNOLOGY (UICT)<br>A-18, SECTOR 62,<br>NOIDA<br>UTTAR PRADESH - 201301 | (STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, HATHRAS, MAINPURI) |

| | | | |
|---|---|---|---|
| **5** | ANGUL<br>RC CODE: 89 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>PLOT NO. 758/759<br>SIMILIPADA CHOWK<br>Near PTC High School<br>ANGUL – 759122<br>ODISHA<br>06764 - 230016/230017<br>**(For Students Support Services) 230018**<br>rcangul@ignou.ac.in | STATE OF ODISHA<br>(DISTRICT:SAMBALPUR, SUNDERGARH, BARAGARH, DEOGARH, SUBARNAPUR , BOUDH, ANGUL,JHARSUGUDA) |
| **6** | BANGALORE<br>RC CODE: 13 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NO.70-46-30/11, WARD NO. 117<br>BTS BUS DEPOT ROAD,<br>SHANTHI NAGAR,<br>BANGALORE-560027<br>KARNATAKA<br>080- *29607272*<br>***(For Students Support Services - Whatsapp No. 9449337272 - only for sending message)***<br>rcbangalore@ignou.ac.in | STATE OF KARNATAKA<br>(DISTRICT: BANGALORE URBAN, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIVAMOGA, TUMAKURU, CHAMARAJANAGAR & CHIKKAMAGALURU DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSURU, UDUPI) |
| **7** | BHAGALPUR<br>RC CODE: 82 | **LOCAL OFFICE**<br><br>IGNOU REGIONAL CENTRE,<br>DEPARTMENT OF ECONOMICS BUILDING<br>TNB COLLEGE CAMPUS<br>BHAGALPUR-812007<br>(BIHAR)<br>Ph: 0641-2610055<br><br>**MAIN OFFICE**<br><br>ROOM NO 305,<br>INSTITUTIONAL AREA,<br>MITHAPUR PATNA - 800001<br>rcbhagalpur@ignou.ac.in | STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER) |
| **8** | BHOPAL<br>RC CODE: 15 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>12, ARERA HILLS<br>BHOPAL<br>BHOPAL - 462 011<br>MADHYA PRADESH<br>0755-2578455/2578452<br>0755-2570517<br>rcbhopal@ignou.ac.in | STATE OF MADHYA PRADESH<br>(DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BARWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR,<br>VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA) |

| | | | |
|---|---|---|---|
| **9** | BHUBANESHWAR<br>RC CODE: 21 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>C - 1, INSTITUTIONAL AREA<br>BHUBANESHWAR - DIST-KHURDA ,751 013<br>ODISHA<br>0674-2301348 / 2301250<br>0674-2301352<br>rcbhubaneswar@ignou.ac.in | STATE OF ODISHA (DISTRICT: BHADRAK, BALASORE, CUTTACK, DHENKANAL, GANJAM, GAJAPATI, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI ) |
| **10** | BIJAPUR<br>RC CODE: 85 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>1st FLOOR, PLAZA II<br>TOURISM DEPARTMENT BUILDING<br>OPP. DR.B.R. AMBEDKAR STADIUM<br>INDI ROAD, VIJAYAPURA - 586101<br>KARNATAKA<br>08352-252006<br>08352-260006<br>rcbijapur@ignou.ac.in | STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, VIJAYAPURA, BIDAR, KALABURAGI, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELAGAVI, DHARWAD, VIJAYANAGAR)<br>STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR) |
| **11** | CHANDIGARH<br>RC CODE: 06 | **LOCAL OFFICE**<br><br>CHAUDHARY DEVI LAL MEMORIAL CENTRE OF LEARNING (CDCL)<br>PLONT NO-5<br>MADHYA MARG<br>SECTOR-28 B<br>CHANDIGARH-160002<br>0172-2997699<br>(CHANDIGARH)<br><br>**MAIN OFFICE**<br><br>IGNOU REGIONAL CENTRE<br>PLOT NO. 5, SECTOR 12 (PART I)<br>URBAN ESTATE, KARNAL 132001 (HARYANA)<br>PHONE: 0184-2989777 (KARNAL)<br>rcchandigarh@ignou.ac.in | STATE OF PUNJAB (DISTRICT: PATIALA, SAS NAGAR (MOHALI), RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.) |
| **12** | CHENNAI<br>RC CODE: 25 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>PERIYAR THIDAL<br>84/1 EVK SAMPATH SALAI<br>VEPERY<br>CHENNAI - 600 007<br>TAMILNADU<br>044-26618040 | STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, CHENGALPATTU, TIRUPATTUR, |

| | | | |
|---|---|---|---|
| | | 044-26618489<br>rcchennai@ignou.ac.in | KALLAKURUCHI,<br>MAYILADUTHURAI,<br>RANIPET)<br>PUDUCHERRY (U.T.)<br>[PUDUCHERRY & KARAIKAL] |
| **13** | COCHIN<br>RC CODE: 14 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>KALOOR P.O.<br>COCHIN - 682 017<br>ERNAKULAM DISTRICT<br>KERALA<br>0484-2340203 / 2348189<br>2345650<br>rccochin@ignou.ac.in | STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR)<br>LAKSHADWEEP (U.T.) |
| **14** | DARBHANGA<br>RC CODE: 46 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>LALIT NARAYAN MITHILA<br>UNIV. CAMPUS,<br>KAMESHWAR NAGAR<br>NEAR CENTRAL BANK OF INDIA<br>DARBHANGA - 846 004<br>BIHAR<br>06272-251862<br>06272-251833<br>Mobile no: 9431691933<br>rcdarbhanga@ignou.ac.in | STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN) |
| **15** | DEHRADUN<br>RC CODE: 31 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NANOOR KHERA,<br>TAPOVAN<br>RAIPUR ROAD<br>DEHRADUN - 248 008<br>UTTARAKHAND<br>0135-2789200<br>0135-2789205<br>rcdehradun@ignou.ac.in | STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR) |
| **16** | DELHI 1<br>RC CODE: 07 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>PLOT NO J-2/1 BLOCK - B 1<br>MOHAN COOPERATIVE INDUSTRIAL<br>ESTATE, MATHURA ROAD<br>NEW DELHI - 110 044<br>DELHI<br>011-26990089 /26990085<br>rcdelhi1@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL) |

| | | | |
|---|---|---|---|
| **17** | DELHI 2<br>RC CODE: 29 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>IAEA HOUSE<br>17-B, INDRAPRASTHA ESTATE, MAHATMA GANDHI MARG, NEW DELHI – 110 002<br>DELHI<br>**011-23379373, 23379376, 23379377**<br>rcdelhi2@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUDH VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJARA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR,<br>ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR) |
| **18** | DELHI 3<br>RC CODE: 38 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>DELHI LIBRARY ASSOCIATION BUILDING<br>RANGANATHAN BHAWAN, C BLOCK COMMUNITY CENTRE, NARAINA VIHAR<br>NEW DELHI - 110 028<br>DELHI<br>011-25774255<br>011-25774256<br>rcdelhi3@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM,<br>PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, NUH) |
| **19** | DEOGHAR<br>RC CODE: 87 | REGIONAL DIRECTOR<br>Regional Director(I/C)<br>IGNOU Regional Centre<br>MandakiniSadan, Basuwadih<br>Rohini Road, PO Jasidih<br>Deoghar-814142, Jharkhand<br>Ph:+91-8986646561, 8986613424 | STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH) |
| **20** | GANGTOK<br>RC CODE: 24 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>5TH MILE, TADONG<br>PO. TADONG<br>NH-10-A BELOW CENTRAL REFERRAL HOSPITAL, EAST SIKKIM<br>GANGTOK - 737 102<br>SIKKIM<br>03592-231102/270923/231103<br>rcgangtok@ignou.ac.in | STATE OF SIKKIM (DISTRICT: GANGTOK, GYALSHING, MANGAN, NAMCHI, PAKYONG, SORENG) |
| **21** | GUWAHATI<br>RC CODE: 04 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>HOUSE NO 71, GMCH ROAD<br>CHRISTIAN BASTI<br>GUWAHATI | STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- |

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| | | GUWAHATI<br>ASSAM 781005<br>**0361- 2343785**<br>rcguwahati@ignou.ac.in | MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ, BAJALI, TAMULPUR) |
| **22** | HYDERABAD<br>RC CODE: 01 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>FIRST FLOOR, M-5 BLOCK<br>MANORANJAN COMPLEX, TELANGANA<br>STATE HOUSING BOARD COMPLEX<br>M.J. ROAD, NAMPALLY, HYDERABAD<br>TELANGANA - 500 001<br>040-23117550<br>Mobile : 9492451812<br>rchyderabad@ignou.ac.in | STATE OF TELANGANA (DISTRICT: ADILABAD, BHADRADRI KOTHAGUDEM, HYDERABAD, JAGTIAL, JANGAON, JAYASHANKAR BHUPALAPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEM ASIFABAD, MAHABUBABAD, MAHABUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL MALKAJGIRI, NAGAR KURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGAREDDY, SANGAREDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL, HANUMAKONDA, YADADRI BHUANAGIRI, MULUGU, NARAYANPET) |
| **23** | IMPHAL<br>RC CODE: 17 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>ASHA JINA COMPLEX<br>NORTH A.O.C.<br>IMPHAL - 795 001<br>MANIPUR<br>0385-**2953462**<br>rcimphal@ignou.ac.in | STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL) |
| **24** | ITANAGAR<br>RC CODE: 03 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>HMCT BUILDING<br>RAJIV GANDHI GOVT. POLYTECHNIC<br>VIVEK VIHAR<br>ITANAGAR - 791113<br>ARUNACHAL PRADESH<br>0360-2954805<br>0360-2954806<br>rcitanagar@ignou.ac.in | STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KRA DAADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, DIBANG VALLEY, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG, KAMLE, LEPARADA, LOWER SIANG, NAMSAI, PAKKE KESSANG, SHIYOMI, SIANG) |

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| **25** | JABALPUR<br>RC CODE: 41 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>2ND FLOOR, RAJSHEKHAR BHAVAN<br>RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDI<br>JABALPUR - 482 001<br>MADHYA PRADESH<br>0761-2600411/2609896<br>rcjabalpur@ignou.ac.in | STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGHPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, NIWARI, TIKAMGARH) |
| **26** | JAIPUR<br>RC CODE: 23 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>70/79-84, SECTOR – 7,<br>PATEL MARG,<br>MANSAROVAR,<br>JAIPUR - 302 020<br>RAJASTHAN<br>0141-2785730<br>rcjaipur@ignou.ac.in | STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMANGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAI MADHOPUR, SIKAR, SRIGANGANAGAR & TONK) |
| **27** | JAMMU<br>RC CODE: 12 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>GOVT. SPMR COLLEGE OF COMMERCE PREMISES<br>AUROBINDO BLOCK, 1ST FLOOR<br>CANAL ROAD<br>JAMMU - 180 001<br>0191-2579572 / 2546529<br>rcjammu@ignou.ac.in | (DISTRICTS: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR) |
| **28** | JODHPUR<br>RC CODE: 88 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NEAR NIFT CAMPUS<br>NAGAUR ROAD<br>NH-62 KARWAR,<br>JODHPUR -342037<br>(RAJASTHAN)<br>0291-2755424/2756579<br>0291-2751424<br>rcjodhpur@ignou.ac.in<br>studentsrcjodhpur@ignou.ac.in | STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGAUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA) |
| **29** | JORHAT<br>RC CODE: 37 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>P/O KOROKATOLY,<br>BALIGAON, JORHAT-785015<br>ASSAM<br>0376-***2951116***<br>rcjorhat@ignou.ac.in | STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI) |

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| **30** | KARNAL<br>RC CODE: 10 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>PLOT NO. 5<br>SECTOR-12 (PART-1)<br>URBAN ESTATE<br>KARNAL<br>HARYANA<br>0184-2271514<br>rckarnal@ignou.ac.in | STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR AND CHARKHIDADRI) |
| **31** | KHANNA<br>RC CODE: 22 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>I.T.I. BUILDING,<br>BULEPUR,<br>KHANNA - 141401<br>DISTRICT: LUDHIANA<br>PUNJAB<br>01628-229993 / 237361<br>rckhanna@ignou.ac.in | STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, SRI MUKTSAR SAHIB, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT, MALERKOTLA) |
| **32** | KOHIMA<br>RC CODE: 20 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NEAR MOUNT HERMON SCHOOL<br>DON BOSCO HR.SEC SCHOOL ROAD<br>KENUOZOU COLONY<br>KOHIMA - 797 001<br>NAGALAND<br>0370-2260366 / 2260167<br>rckohima@ignou.ac.in | STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK, NOKLAK,Tseminyü, Chümoukedima, Niuland, Shamator |
| **33** | KOLKATA<br>RC CODE: 28 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>BIKASH BHAWAN, 4TH FLOOR<br>NORTH BLOCK<br>SALT LAKE, BIDHAN NAGAR<br>KOLKATA - 700 091<br>WEST BENGAL<br>033-23349850<br>033-23592719 / 23589323<br>rckolkata@ignou.ac.in | STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, PASCHIM BARDHAMAN, PURBA BARDHAMAN, NADIA, JHARGRAM) |
| **34** | KORAPUT<br>RC CODE: 44 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>DISTRICT AGRICULTURE OFFICE ROAD<br>BEHIND WOMEN'S COLLEGE<br>AT/PO/DISTT.-KORAPUT<br>764 020, ODISHA<br>06852- 252982<br>rckoraput@ignou.ac.in | STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BALANGIR) |

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| **35** | LUCKNOW<br>RC CODE: 27 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>5-C/INS-1, SECTOR - 5<br>VRINDAVAN YOJNA,<br>TELIBAGH<br>LUCKNOW<br>226 029<br>UTTAR PRADESH<br>0522-2442832<br>rclucknow@ignou.ac.in | STATE OF UTTAR PRADESH<br>(DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, AYODHYA, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN,<br>KAUSHAMBI,<br>LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHNAGAR, SITAPUR, UNNAO) |
| **36** | MADURAI<br>RC CODE: 43 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>SIKKANDAR CHAVADI<br>ALANGANALLUR ROAD<br>(BEHIND JEEVA THEATRE)<br>MADURAI 625 018<br>TAMIL NADU<br>0452-2380775 / 2380733<br>rcmadurai@ignou.ac.in | STATE OF TAMIL NADU<br>(DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, THE NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR, TIRUNELVELI, TENKASI, THOOTHUKUDI(TUTICORIN) |
| **37** | MUMBAI<br>RC CODE: 49 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>1st,2nd & 3rd FLOOR,<br>MAHATMA BUILDING -03,<br>PLOT NO.43<br>SECTOR 09, OPP DAV PUB. SCHOOL<br>NEW PANVEL EAST<br>TALUKA PANVEL, DISTT. RAIGAD<br>MAHARASHTRA 410206<br>022-**27489764**<br>rcmumbai@ignou.ac.in | STATE OF MAHARASHTRA<br>(DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN) |
| **38** | NAGPUR<br>RC CODE: 36 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>"GYAN VATIKA"<br>14, HINDUSTAN COLONY<br>AMARAVATI ROAD<br>NAGPUR - 440 033<br>MAHARASHTRA<br>0712-2536999,2537999, 2538999<br>rcnagpur@ignou.ac.in | STATE OF MAHARASHTRA<br>(DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL) |

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| **39** | NOIDA<br>RC CODE: 39 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>UNIVERSAL INSTITUTE OF COMPUTER AND TECHNOLOGY (UICT)<br>A-18, SECTOR 62,<br>NOIDA<br>UTTAR PRADESH - 201301<br>0120-2405012 / 2405014<br>rcnoida@ignou.ac.in | STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA)<br>STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI) |
| **40** | PANAJI<br>RC CODE: 08 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>H. NO. 1576<br>NEAR P&T STAFF QUARTERS<br>ALTO PORVORIM P.O.<br>403 521<br>GOA<br>0832-2414553<br>rcpanaji@ignou.ac.in | STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA),<br>STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA),<br>STATE OF MAHARASHTRA (DISTRICT: SINGDHUDURG) |
| **41** | PATNA<br>RC CODE: 05 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>INSTITUTIONAL AREA<br>MITHAPUR<br>PATNA<br>PATNA - 800 001<br>BIHAR<br>0612-2365039, 2360080<br>rcpatna@ignou.ac.in | STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI) |
| **42** | PORT BLAIR<br>RC CODE: 02 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>KANNADA SANGHA BUILDING<br>NEAR SYNDICATE BANK<br>18, TAGORE ROAD,<br>MOHANPURA<br>PORT BLAIR - 744 101<br>ANDAMAN & NICOBAR ISLANDS<br>03192-242888 / 230111<br>rcportblair@ignou.ac.in | ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR) |
| **43** | PUNE<br>RC CODE: 16 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>MSFC BUILDING, 1ST FLOOR<br>270, SENAPATI BAPAT ROAD, PUNE - 411 016<br>MAHARASHTRA<br>**020-25671867/ 25651124**<br>**rcpune@ignou.ac.**in | STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR) |

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| **44** | RAGHUNATHGANJ | **LOCAL OFFICE**<br><br>1ST FLOOR, B-9<br>KARMATIRTHA<br>COMPLEX, UMARPUR,<br>(NEAR UMARPUR<br>CROSSING, HAAT BAZAR)<br>RAGHUNATHGANJ, P.O-<br>GHORSALA,<br>DIST. MURSHIDABAD –<br>742235 (WEST BENGAL)<br><br>**<u>MAIN OFFICE</u>**<br><br>REGIONAL DIRECTOR<br>IGNOU REGIONAL<br>CENTRE<br>BIKASH BHAWAN, 4TH<br>FLOOR<br>NORTH BLOCK<br>SALT LAKE, BIDHAN<br>NAGAR<br>KOLKATA - 700 091<br>(WEST BENGAL | STATE OF WEST BENGAL<br>(DISTRICT: MURSHIDABAD,<br>BIRBHUM, MALDA)) |
| **45** | RAIPUR<br>RC CODE: 35 | REGIONAL DIRECTOR<br>IGNOU REGIONAL<br>CENTRE<br>IGNOU COMPLEX<br>ANNANDAM ROAD<br>HOUSING BOARD<br>COLONY, KACHNA<br>POST: SADDU<br>RAIPUR - 492 014<br>CHHATTISGARH<br>0771-2428285<br>0771-2283285/2971322<br>rcraipur@ignou.ac.in | STATE OF CHHATTISGARH<br>(DISTRICT: BILASPUR,<br>DHAMTARI, DURG, JANJGIR-<br>CHAMPA, JASHPUR, KANKER,<br>KABIRDHAM, KORBA, KOREA,<br>MAHASAMUND, RAIGARH,<br>RAIPUR, RAJNANDGAON,<br>SURAJPUR, SARGUJA, BALOD,<br>BALODBAZAR, BALRAMPUR,<br>BEMETARA, GARIABANDH,<br>MUNGELI, DANTEWADA,<br>BASTAR, KONDAGAON,<br>NARAYANPUR, BIJAPUR,<br>SUKMA, GAURELA PENDRA<br>MARWAHI) |
| **46** | RAJKOT<br>RC CODE: 42 | REGIONAL DIRECTOR<br>IGNOU REGIONAL<br>CENTRE<br>KANKOT ROAD,<br>OFF KALAWAD ROAD,<br>OPP. ADARSH NIVASI<br>BOY'S SCHOOL,<br>RAJKOT - 360 005<br>GUJARAT<br>0281 - 2572988<br>rcrajkot@ignou.ac.in | STATE OF GUJARAT (DISTRICT:<br>RAJKOT, KACHCHH, JAMNAGAR,<br>PORBANDAR, JUNAGADH,<br>AMRELI, BHAVNAGAR,<br>SURENDRANAGAR, DEV-<br>BHOOMI DWARKA, GIR-<br>SOMNATH, BOTAD, MORBI), DIU<br>(U.T.) |
| **47** | RANCHI<br>RC CODE: 32 | REGIONAL DIRECTOR<br>IGNOU REGIONAL<br>CENTRE<br>KRISHNA MALL<br>2ND FLOOR<br>OPPOSITE GST BUILDING | STATE OF JHARKHAND<br>(DISTRICT: RANCHI,<br>LOHARDAGA, GUMLA,<br>SIMDEGA, LATEHAR, WEST<br>SINGHBHUM, SERAIKELA<br>KHARSAWAN, EAST |

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| | | ASHOK NAGAR, RANCHI - 834 022<br>JHARKHAND<br>0651-2244688/2244699<br>0651-2244677<br>rcranchi@ignou.ac.in | SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, BOKARO, DHANBAD, GARHWA, PALAMU, RAMGARH) |
| **48** | SAHARSA<br>RC CODE: 86 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>LAXMI NIWAS<br>KOSHI CHOWK<br>SAHARSA<br>852201<br>BIHAR<br>06478-219015, 219019, 295252<br>rcsaharsa@ignou.ac.in | STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNIA) |
| **49** | SHILLONG<br>RC CODE: 18 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>UMSHING -MAWKYNROH<br>NEHU CAMPUS<br>SHILLONG - 793 022<br>MEGHALAYA<br>0364- 2950669<br>rcshillong@ignou.ac.in | STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS, EASTERN- WEST KHASI HILLS) |
| **50** | SHIMLA<br>RC CODE: 11 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>BLOCK NO. 9, SDA COMPLEX, KASUMPTI<br>SHIMLA<br>171 009<br>HIMACHAL PRADESH<br>0177-2624612 / 2624613<br>0177 - 2624611<br>rcshimla@ignou.ac.in | STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHAUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA) |
| **51** | SILIGURI<br>RC CODE: 45 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>17/12 J C BOSE ROAD<br>SUBHAS PALLY<br>SILIGURI - 734 001<br>WEST BENGAL<br>0353-2526818<br>rcsiliguri@ignou.ac.in<br>rcsiligurihelpdesk@ignou.ac.in | STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR. KALIMPONG) |
| **52** | SRINAGAR<br>RC CODE: 30 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>SAIDA KADAL,<br>RAINAWARI,<br>SRINAGAR - 190003 | DISTRICTS: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KULGAM, KUPWARA, PULWAMA, SHOPIAN, SRINAGAR, **LEH, KARGIL**) |

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|---|---|---|---|
| | | **0194-3102400/401**<br>**0194-3102402**<br>**0194-3102384**<br>**e-mail:**<br>rcsrinagar@ignou.ac.in<br>website: rcsrinagar.ignou.ac.in | |
| **53** | TRIVANDRUM<br>RC CODE: 40 | REGIONAL DIRECTOR<br>REGIONAL CENTRE<br>NEAR CAPE<br>ENGINEERING COLLEGE<br>MUTTATHARA,<br>VALIYATHURA P.O<br>TRIVANDRUM, KERALA-<br>695 008<br>PHONE: 0471-2344113,<br>9447044132<br>rctrivandrum@ignou.ac.in | STATE OF KERALA (DISTRICTS:<br>PATHANAMTHITTA, KOLLAM,<br>THIRUVANANTHAPURAM),<br>STATE OF TAMIL NADU<br>(DISTRICTS: KANYAKUMARI) |
| **54** | VARANASI<br>RC CODE: 48 | REGIONAL DIRECTOR<br>IGNOU REGIONAL<br>CENTRE<br>GANDHI BHAWAN<br>B.H.U. CAMPUS<br>VARANASI<br>221005<br>UTTAR PRADESH<br>0542-2368622 / 2369629<br>**0542-2368448**<br>rcvaranasi@ignou.ac.in | STATE OF UTTAR PRADESH<br>(DISTRICT: AMBEDKAR NAGAR,<br>AZAMGARH, BALLIA,<br>CHANDAULI, DEORIA,<br>GHAZIPUR, GORAKHPUR,<br>JAUNPUR, KUSHINAGAR,<br>MAHARAJGANJ, MAU,<br>MIRZAPUR, SANT KABIR NAGAR,<br>BHADOHI, SONEBHADRA,<br>VARANASI, PRAYAGRAJ,<br>PRATAPGARH,<br>SULTANPUR) |
| **55** | VATAKARA<br>RC CODE: 83 | REGIONAL DIRECTOR<br>IGNOU REGIONAL<br>CENTRE<br>14/329, B-E<br>ADJ. TO 110KV KSEB SUB-<br>STATION<br>PUTHOOR PO,<br>VATAKARA, 673104<br>KERALA<br>0496-2525281<br>0496-2516055<br>rcvatakara@ignou.ac.in | STATE OF KERALA (DISTRICT:<br>KANNUR, KASARAGOD,<br>WAYANAD, KOZHIKODE,<br>MALAPPURAM), [MAHE-<br>PUDUCHERRY(UT)] |
| **56** | VIJAYAWADA<br>RC CODE: 33 | REGIONAL DIRECTOR<br>IGNOU REGIONAL<br>CENTRE<br>9-76-18,<br>S.K.P.V.V. HINDU HIGH<br>SCHOOL PREMISES<br>1- TOWN, KOTHAPETA<br>VIJAYAWADA 520 001<br>ANDHRA PRADESH<br>0866-2565253 / 2565959<br>Mob: 8891850816<br>rcvijayawada@ignou.ac.in | STATE OF ANDHRA PRADESH<br>(DISTRICT: KRISHNA, GUNTUR,<br>PRAKASHAM, SPSR NELLORE,<br>CHITTOOR, Y.S.R.(KADAPA),<br>KURNOOL, ANANTAPUR,<br>ANNAMAYYA, BAPATLA,<br>NANDYAL, NTR, PALNADU, SRI<br>SATHYA SAI, TIRUPATI) |

| | | | |
|---|---|---|---|
| **57** | VISAKHAPATNAM<br>RC CODE: 84 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>2ND FLOOR VUDA COMPLEX<br>SECTOR-12, MVP COLONY<br>USHODAYA JUNCTION<br>VISAKHAPATNAM - 530017<br>ANDHRA PRADESH<br>0891-2511200<br>rcvisakhapatnam@ignou.ac.in | **STATE OF ANDHRA PRADESH COVERING DISTRICTS: (SRIKAKULAM, PARVATHIPURAM MANYAM, VIZIANAGARAM, VISAKHAPATNAM, ALLURI SITHARAMA RAJU, ANAKAPALLI, KAKINADA, DR. B. R. AMBEDKAR KONASEEMA, EAST GODAVARI, ELURU, WEST GODAVARI) & YANAM OF PUDUCHERRY UT** |

**Appendix-VIII**

## LIST OF PROGRAMME STUDY CENTRES (PSC)
## POST BASIC B.Sc. NURSING
(Inspected and Approved by INC)

| Sl. No. | PSC Code | Name & Address of PSC | RC Code | No. of Seats |
|---|---|---|---|---|
| 1. | 0183P | Govt. College of Nursing, King George Hospital Campus, Maharani Peta, Visakhapatnam - 530002, Andhra Pradesh | 84 | 30 |
| 2. | 33009P | St Ann's College of Nursing , Vijayawada, Andhra Pradesh- 520001 | 33 | 30 |
| 3. | 01129P | KIMS College of Nursing, Survey - 130, Annapoorna Comp. Babujinagar, Bownplly, Secunderabad - Telangana - 500011 | 01 | 20 |
| 4. | 0426P | Regional College of Nursing, P.O.,Indrapur Guwahati - 781032 | 04 | 30 |
| 5. | 29006P | Ahilya Bai College of Nursing, Delhi - 110001 | 29 | 25 |
| 6. | 0723P | RAK college of Nursing Lajpat nagar, New Delhi-110024 | 07 | 30 |
| 7. | 0901 | College of Nursing, New Civil Hospital Campus, Asarwa, Ahmedabad - 380016 | 09 | 30 |
| 8. | 1263P | Bibi Halima College of Nursing & Medical Technology, All J & K Muslim Wakf Board, Zero Bridge, Srinagar - 190010 | 30 | 20 |
| 9. | 1326P | K L E S Institue of Nursing Sciences, Nehru Nagar, Belgaum - 590010,Karnataka | 85 | 30 |
| 10. | 1346P | Narayana Hrudayala College of Nursing, Bangalore | 13 | 20 |
| 11. | 1621P | Institute of Nursing Education, Sir J J Group of Hospital Compund, Byculla, Mumbai - 400 008 | 49 | 30 |
| 12. | 1661P | Temi Grant Institute of Nursing Education, Ruby Hall, Clinical Grant Medical Foundation 13, Tadiwala Road, Pune - 411001 | 16 | 30 |
| 13. | 1917P | RIPAN, College of Nursing, Mizoram, Aizwal | 19 | 15 |
| 14. | 2209P | Christian Medical College & Hospital, College of Nursing, Ludhiana - 141008, Punjab | 22 | 30 |
| 15. | 2316P | Govt College of Nursing, J L N Marg, Jaipur - 302004 | 23 | 30 |
| 16. | 2740P | College of Nursing, Kanpur - 214879 UP | 27 | 30 |
| 17. | 2851P | College of Nursing, SSKM Hospital, Kolkatta | 28 | 30 |
| | | **Total** | | **460** |

* Admission will only be made subject to approval of programme study centre
* In addition 10% seats will be allotted for EWS over and above seats approved.

**Post Basic B. Sc. Nursing** **Appendix-IX**

**Tentative Counselling Schedule for Theory and Practical (Number of Hours & Days)**

**1st Year Courses**

| 1st Year | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | May – June | | | | Sept. – Oct. | | | |
| Hours | | | Spell-I | | | | Spell-II | | | |
| | Theory | Practical | Theory | | Practical | | Theory | | Practical | |
| BNS-201<br>BNSL-201 | 24 | 60 | 8 Sessions – 16hrs | 2 Days | 40 hrs | 5 days | 4 Session – 8 hrs | 1 Days | 20 hrs | 2½ days |
| BNS-202<br>BNSL-202 | 15 | 112 | 4 sessions – 8 hrs<br>Micro 1 B<br>BP. 1 B<br>N&D 1 B | 1 Day | 56 hrs | 7 days<br>[3½ days (micro)<br>3½ days (Biophy)] | 3 sessions – 7 hrs<br>Micro Block 2<br>Biochemistry 1 | 1 Day | 56 hrs<br>BC<br>N & D | 7 days<br>[3½ days (BC)<br>3½ days (N&D)] |
| BNS-203<br>BNSL-203 | 12 | 120 | 4 sessions – 8 hrs | 1 day | 64 hrs | 8 days | 2 session– 4 hrs | ½ day | 56 hrs | 7 days |
| BNS-204 | 12 | - | 6 sessions – 12 hrs | 1½ day | - | - | - | - | - | - |
| BNS-205 | 24 | - | 6 sessions – 12 hrs<br>Gen Psycho<br>Sociology | 1½ days | - | - | 6 sessions – 12hrs<br>Edu. Psychology<br>Sociology | 1½ days | - | - |
| **Total** | **87 hrs** | **292 hrs** | **56 hrs** | **7 days** | **160 hrs** | **20 days** | **31 hrs** | **4 days** | **132 hrs** | **16½ days** |

Theory = 7 + 4 = 11 days
Practical = 20 + 16½ = 36 ½ days
Total = 11 + 36½ = 48 days

BC – Biochemistry
N & D – Nutrition and Dietetics
BP - Biophysics
Micro-Microbiology

**Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes**

**Appendix-X**

## Post Basic B. Sc. Nursing

## Tentative Counselling Schedule for Theory and Practical (Number of Hours & Days)

## 2nd Year Courses

| 2nd Year | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | May – June | | | | Sept. – Oct. | | | |
| Hours | | | Spell-I | | | | Spell-II | | | |
| | Theory | Practical | Theory | | Practical | | Theory | | Practical | |
| BNS-206<br>BNSL-206 | 24 | 150 | 8 Sessions – 16 hrs | 2 Days | 80 hrs | 10 days | 4 Sessions – 8 hrs | 1 Day | 70 hrs | 9 days |
| BNS-207<br>BNSL-207 | 24 | 120 | 8 sessions – 16 hrs | 2 Days | 80 hrs | 10 days | 4 sessions – 8 hrs | 1 Day | 40 hrs | 5 days |
| BNS-208<br>BNSL-208 | 24 | 120 | 8 sessions – 16 hrs | 2 days | 80 hrs | 10 days | 4 session– 8 hrs | 1 Day | 40 hrs | 5 days |
| **Total** | **72 hrs** | **390 hrs** | **48 hrs** | **6 days** | **240 hrs** | **30 days** | **24 hrs** | **3 days** | **150 hrs** | **19 days** |

Theory = 6 + 3 = 9 days

Practical = 30 + 19 = 49 days

Total = 9 + 49 = 58 days

**Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes**

**Post Basic B. Sc. Nursing**

**Tentative Counselling Schedule for Theory and Practical (Number of Hours & Days)**

**Appendix-XI**

**3rd Year Courses**

| 3rd Year | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | May – June | | | | Sept. – Oct. | | | |
| Hours | | | Spell-I | | | | Spell-II | | | |
| | Theory | Practical | Theory | | Practical | | Theory | | Practical | |
| BNS-209<br>BNSL-209 | 24 | 180 | 8 Sessions – 16 hrs | 2 Days | 90 hrs | 11 days | 4 Sessions – 8 hrs | 1 Day | 90 hrs | 11 days |
| BNS-210<br>BNSL-210 | 24 | 90 | 8 sessions – 16 hrs | 2 Days | 64 hrs | 8 days | 4 sessions – 8 hrs | 1 Day | 26 hrs | 4 days |
| BNS-211<br>BNSL-211 | 24 | 120 | 8 sessions – 16 hrs | 2 days | 80 hrs | 10 days | 4 session– 8 hrs | 1 Day | 40 hrs | 5 days |
| BNSL-212 | - | 420 hrs | - | - | 15 hrs | 2 days | - | - | 15 hrs | 2 days |
| **Total** | **72 hrs** | **420 hrs** | **48 hrs** | **6 days** | **249 hrs** | **31 days** | **24 hrs** | **3 days** | **171 hrs** | **22 days** |

Theory = 6 + 3 = 9 days

Practical = 31 + 22 = 53 days

Total = 9 + 53 = 62 days

**Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes**

**Appendix-XIIa**

# A Model Question Paper for Entrance Test

**Place tick mark (✓) against the most appropriate answer given under each statement. You will be given OMR Sheet to write the responses/answers to questions asked separately.**

1) Sociology can be defined as:

   I. Systematic Study of human society

   II. Study of Psychology of human being

   III. Study of human events correlated in time

   IV. Study of man and his culture developed in past

2) Pregnant women feels tingling, numbness and pain in the thumb and finger during:

   I. Neurities

   II. Carpal tunnel syndrome

   III. Korsakoff's syndrome

   IV. Down's syndrome

3) The most effective position for a women in labour with cord prolapsed is:

   I. Sim's

   II. Lithotomy

   III. Knee chest

   IV. Fowlers'

4) The treatment of choice for rheumatoid arthritis is:

   I. Penicillin

   II. Erythromycin

   III. Indomethicine

   IV. Paraffin dip

5) Non bilious projectile vomiting is characteristic feature of :

   I. Hischprung's disease

   II. Congenital hyper trophic Pyloric stenosis.

   III. Intussusception

   IV. Anorectal malformation

6) Intense elation accompanied by an attitude of grandeur is referred as:

I. Euphoria

II. Elation

III. Exhalation

IV. Ecstasy

7) All of the following are positive signs of pregnancy **except:**

I. Fetal heart sound are heard

II. Fetal parts are palpable

III. Fetal movements are palpable

IV. Breast changes are observed

8) Functional nursing refers to:

I. team centered nursing

II. completion of routine tasks

III. concerned with specific nursing routines

IV. patient centered care

9) BCG Vaccine protects against:

I. Beri -Beri

II. Rubella

III. Tuberculosis

IV. Whooping cough

10) Purposes of research are all **except:**

I. Evaluation

II. Description

III. Exploration

IV. Prediction

# How to fill up the information on the OMR Response Sheet (Examination Answer Sheet)

1. Write your complete enrolment no. in 9 digits. This should correspond to the enrolment number indicated by you on the OMR Response Sheet. Also write your correct name, address with pin code in the space provided. Put your signatures on the OMR Response Sheet with date. Ensure that the Invigilator in your examination hall also puts his signatures with date on the OMR Response Sheet at the space provided.
2. On the OMR Response Sheet student's particulars and other informations are to be filled in by pen including blackening the circle bearing the correct answer number against the serial number of the question.
3. Do not make any stray remarks on this sheet.
4. Write correct information in numerical digit in Enrolment No. and Examination Centre Code Columns. The corresponding circle should be dark enough and should be filled in completely.
5. Each question is followed by four probable answers which are numbered 1, 2, 3 and 4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then by using pen, blacken the circle bearing the correct answer number against the serial number of the question. If you find that answer to any question is none of the four alternatives given under the question, you should darken the circle with '0'.
6. No credit will be given if more than one answer is given for one question. Therefore, you should select the most appropriate answer.
7. You should not spend too much time on anyone question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered ones. There is no negative marking for wrong answers.

**Appendix-XIIb**

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
ओ.एम.आर. परीक्षा उत्तर पृष्ठ

Indira Gandhi National Open University
OMR RESPONSE SHEET

**B**

SHEET NUMBER

| निम्नलिखित विवरण केवल स्याही से भरें | Fill up the following particulars with ink only |
|---|---|
| **Course Particulars / पाठ्यक्रम विवरण**<br>Programme / कार्यक्रम .....<br>Course Name / पाठ्यक्रम नाम ..... | परीक्षा पत्र भरने से पहले कृपया निम्नलिखित निर्देशों को अवश्य पढ़ लें।<br>प्रश्नोत्तर चिन्ह इस प्रकार बनायें ■ न कि [×] [✓] [\] ■ [•] |
| **Student's Particulars / विद्यार्थी विवरण**<br>Enrolment No. / अनुक्रमांक संख्या .....<br>Name / नाम .....<br>Address / पता .....<br>.....<br>City / शहर .....<br>Pin Code / पिन कोड ..... | **Plaese read relevant instructions given below carefully before completing this form.**<br>**Make like ■ Not like [×] [✓] [\] ■ [•]**<br>Candidate's Signature / विद्यार्थी के हस्ताक्षर .....<br>Signature of Invigilator / अनुवीक्षक के हस्ताक्षर .....<br>Date / दिनांक ..... |

## चिन्हित करने के लिए निर्देश

1. उत्तर पृष्ठ को भरते समय केवल पेन का प्रयोग करें।
2. उत्तर पृष्ठ को मोड़ना/फाड़ना नहीं चाहिए।
3. केवल निर्धारित कालम में ही उत्तर चिन्हित करें।
4. पाठ्यक्रम का सही कोड प्रयोग करें। (प्रवेश परीक्षा परीक्षार्थियों के लिए पाठ्यक्रम कोड भरने की आवश्यकता नहीं है)।
5. पाठ्यक्रम कोड इस प्रकार है।
6. प्रवेश परीक्षार्थियों के लिए कार्यक्रम कोड इस प्रकार है।

| Course Code / Computer Code | PMT 1111 | PSS 1112 | PCO 1113 | CIC1 2221 | CIC2 2222 | CIC3 2223 | CIC4 2224 | CIC5 2225 |
|---|---|---|---|---|---|---|---|---|

| Programme Code / Computer Code | OPENMAT 555 | B.ED. 666 |
|---|---|---|

7. प्रत्येक प्रश्न के चार विकल्प दिये गये हैं और उनमें से एक उत्तर विकल्प सही है जिसे आप उपयुक्त कालम में चिन्हित करें और काले किये गये बबल की संख्या को ऊपर बने कालम में लिखें। यदि आप समझते हैं कि दिए गये प्रश्न में कोई भी विकल्प सही नहीं है तो उसका उत्तर "0" कालम में चिन्हित करें।
8. अपना अनुक्रमांक, कार्यक्रम कोड (केवल प्रवेश परीक्षार्थियों के लिये), परीक्षा केन्द्र कोड, पाठ्यक्रम कोड, माह एवं वर्ष चिन्हित करने के लिए निम्नलिखित उदाहरण का अनुकरण करें।

## INSTRUCTIONS FOR MARKING

1. Use only Pen for marking responses.
2. Do not mutilate / tear this response sheet.
3. Mark your answer in proper column.
4. **Use correct course Code (Entrance Test Candidates need not fill up Course Code).**
5. Course Codes are given below.
6. Programme Codes for Entrance Test Candidates are given below.
7. Four choices are given for a question, out of which one option is correct. Mark the correct answer in the relevant coulmn and also write your answer choice in numeral in the rectangle above. If you find that none of the options given in a question is correct mark in column "0".
8. Please follow the examples given below to mark your Enrolment Number, Programme Code **(For Entrance Test Candidates only)**, Exam Centre Code, Course Code, Month and Year.

| Enrolment Numbr अनुक्रमांक | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | 4 | 5 | 7 | 8 | 6 | 1 | 5 | 9 |
| [0] | [0] | [0] | [0] | [0] | [0] | [0] | [0] | [0] |
| ■ | [1] | [1] | [1] | [1] | [1] | ■ | [1] | [1] |
| [2] | [2] | [2] | [2] | [2] | [2] | [2] | [2] | [2] |
| [3] | [3] | [3] | [3] | [3] | [3] | [3] | [3] | [3] |
| [4] | ■ | [4] | [4] | [4] | [4] | [4] | [4] | [4] |
| [5] | [5] | ■ | [5] | [5] | [5] | [5] | ■ | [5] |
| [6] | [6] | [6] | [6] | [6] | ■ | [6] | [6] | [6] |
| [7] | [7] | [7] | ■ | [7] | [7] | [7] | [7] | [7] |
| [8] | [8] | [8] | [8] | ■ | [8] | [8] | [8] | [8] |
| [9] | [9] | [9] | [9] | [9] | [9] | [9] | [9] | ■ |

| Course Code पाठ्यक्रम कोड | | | |
|---|---|---|---|
| 1 | 1 | 1 | 2 |
| [0] | [0] | [0] | [0] |
| ■ | ■ | ■ | [1] |
| [2] | [2] | [2] | ■ |
| [3] | [3] | [3] | [3] |
| [4] | [4] | [4] | [4] |
| [5] | [5] | [5] | [5] |
| [6] | [6] | [6] | [6] |
| [7] | [7] | [7] | [7] |
| [8] | [8] | [8] | [8] |
| [9] | [9] | [9] | [9] |

| Examination Centre Code परीक्षा केन्द्र कोड | | | |
|---|---|---|---|
| 1 | 2 | 4 | 6 |
| [0] | [0] | [0] | [0] |
| ■ | [1] | [1] | [1] |
| [2] | ■ | [2] | [2] |
| [3] | [3] | [3] | [3] |
| [4] | [4] | ■ | [4] |
| [5] | [5] | [5] | [5] |
| [6] | [6] | [6] | ■ |
| [7] | [7] | [7] | [7] |
| [8] | [8] | [8] | [8] |
| [9] | [9] | [9] | [9] |

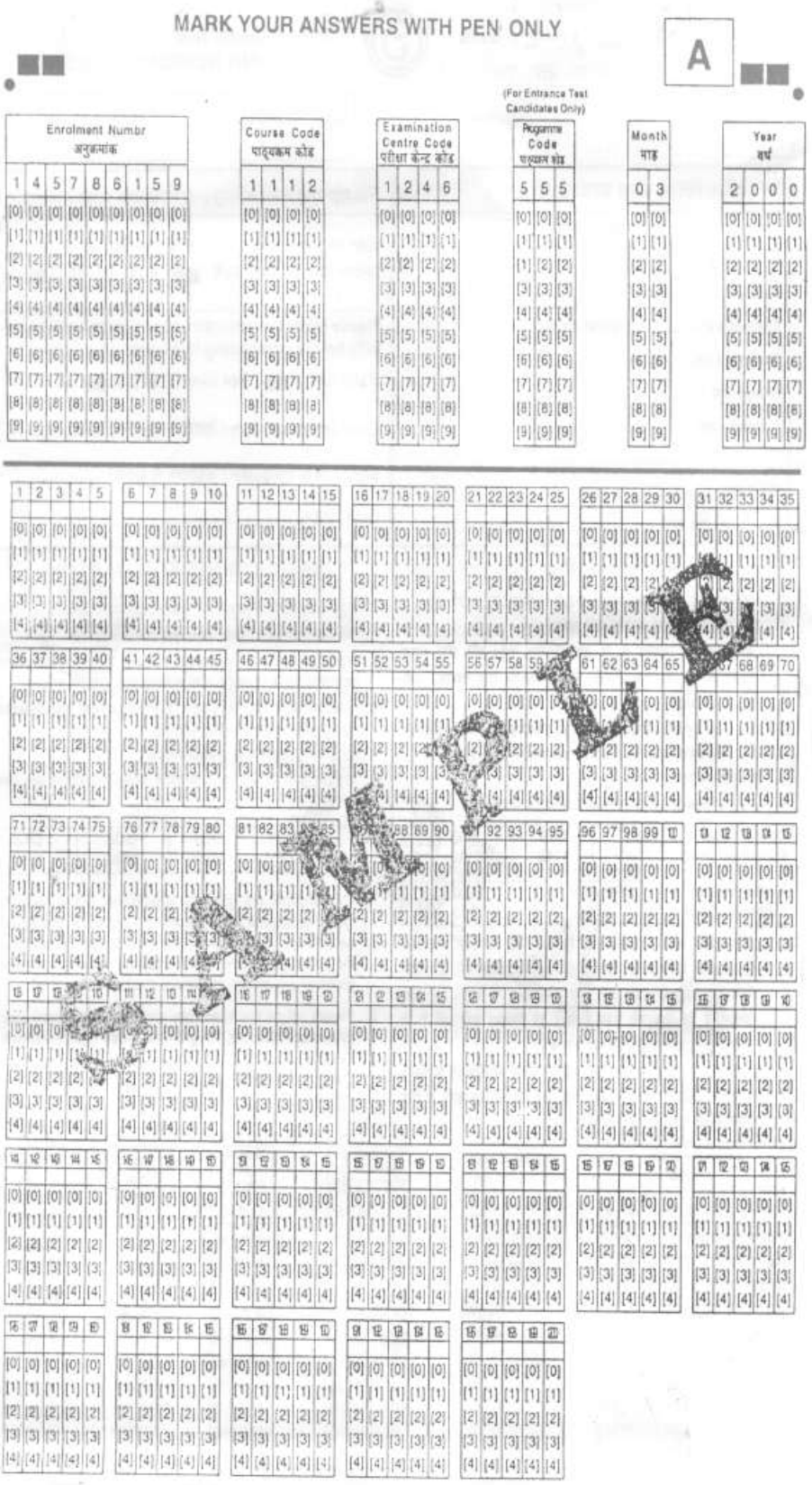
| Pogamme Code पाठ्यक्रम कोड | | |
|---|---|---|
| 5 | 5 | 5 |
| [0] | [0] | [0] |
| [1] | [1] | [1] |
| [2] | [2] | [2] |
| [3] | [3] | [3] |
| [4] | [4] | [4] |
| ■ | ■ | ■ |
| [6] | [6] | [6] |
| [7] | [7] | [7] |
| [8] | [8] | [8] |
| [9] | [9] | [9] |

| Month माह | |
|---|---|
| 0 | 3 |
| ■ | [0] |
| [1] | [1] |
| [2] | [2] |
| [3] | ■ |
| [4] | [4] |
| [5] | [5] |
| [6] | [6] |
| [7] | [7] |
| [8] | [8] |
| [9] | [9] |

| Year वर्ष | | | |
|---|---|---|---|
| 2 | 0 | 0 | 0 |
| [0] | ■ | ■ | ■ |
| [1] | [1] | [1] | [1] |
| ■ | [2] | [2] | [2] |
| [3] | [3] | [3] | [3] |
| [4] | [4] | [4] | [4] |
| [5] | [5] | [5] | [5] |
| [6] | [6] | [6] | [6] |
| [7] | [7] | [7] | [7] |
| [8] | [8] | [8] | [8] |
| [9] | [9] | [9] | [9] |

कृपया जानिये कि उपर्युक्त अंक और कोड केवल उदाहरण के लिए है। आप अपना विवरण ठीक प्रकार लिखिये।
PLEASE NOTE THAT THE NUMBERS AND CODES GIVEN IN THE RESPECTIVE FIELDS ARE ONLY EXAMPLES.

**Appendix-XIIb**



# LIST OF STATE CODES

**Appendix-XIIIa**

| **State Code** | |
|---|---|
| **Code** | **Description** |
| 01. | Andhra Pradesh |
| 02. | Andaman & Nicobar Islands (UT) |
| 03. | Arunachal Pradesh |
| 04. | Assam |
| 05. | Bihar |
| 06. | Chandigarh (UT) |
| 07. | Delhi |
| 08. | Goa |
| 09. | Gujarat |
| 10. | Haryana |
| 11. | Himachal Pradesh |
| 12. | Jammu & Kashmir |
| 13. | Karnataka |
| 14. | Kerala |
| 15. | Madhya Pradesh |
| 16. | Maharashtra |
| 17. | Manipur |
| 18. | Meghalaya |
| 19. | Mizoram |
| 20. | Nagaland |
| 21. | Odisha |
| 22. | Punjab |
| 23. | Rajasthan |
| 24. | Sikkim |
| 25. | Tamil Nadu |
| 26. | Tripura |
| 27. | Uttar Pradesh |
| 28. | West Bengal |
| 29. | Dadra & Nagar Haveli, Daman & Diu (UT) |
| 30. | Lakshadweep (UT) |
| 31. | Pandicherry (UT) |
| 32. | C/o 99 APO |
| 33. | Learners Abroad |
| 34. | Chattisgarh |
| 35. | Jharkhand |
| 36. | Uttarakhand |
| 37. | Telengana |
| **Educational Qualification Code** | |
| Code | Description |
| 000 | Below Matriculation, SSC/No Formal Education |
| 001 | Matriculation/SSC |
| 002 | 10+2 or equivalent |
| 003 | Diploma in Engineering |
| 004 | Graduation in Engineering |
| 005 | Graduation or Equivalent |
| 006 | Post Graduation or Equivalent |
| 007 | Doctoral or Equivalent |
| 008 | BPP from IGNOU |
| 009 | Bachelor of Library Information Science |
| 010 | Master of Library & Information Science |

**Appendix-XIIIb**

# LIST OF BOARD CODES

**(FOR 10 +2) with pass in minimum five core subjects***

| Sl. No. | Code of Board | Board (Abbr) | Year from which 10+2 in effect | Name of the Board |
|---|---|---|---|---|
| 1. | 0101 | ABIE | ALWAYS | Board of Intermediate Education, Andhra Pradesh |
| 2. | 0401 | AHSL | 1986 | Assam Higher Secondary Education Council |
| 3. | 0501 | BIEC | ALWAYS | Bihar Intermediate Education Council |
| 4. | 0701 | CBSE | 1979 | Central Board of Secondary Education, New Delhi |
| 5. | 0702 | ICSE | 1979 | Council for the Indian School (Certificate Exam), New Delhi |
| 6. | 0703 | NOS/NIOS | 1991 | National Insititute of Open Schooling, Delhi (Passed with five subjects) |
| 7. | 0801 | GBSE | 1978 | Goa, Daman & Diu Board of Sec. & Higher Sec. Ed. |
| 8. | 0901 | GSEB | 1978 | Gujarat Secondary Education Board |
| 9. | 1001 | HBSE | 1987 | Haryana Board of School Education |
| 10. | 1101 | HPBE | 1988 | Himachal Pradesh Board of School Education |
| 11. | 1201 | JKSS | 1980 | J&K State Board of School Education (Summer) |
| 12. | 1202 | JKSW | 1980 | J&K State Board of School Education (Winter) |
| 13. | 1301 | KBPE | 1971 | Board of Pre-University Education, Karnataka |
| 14. | 1401 | KU | 1966 | University of Kerala |
| 15. | 1501 | BSMP | 1988-89 | Board of Secondary Education, MP |
| 16. | 1601 | MSBE | 1978 | Maharashtra State Board of Secondary Education & Higher Secondary Board |
| 17. | 1701 | MBSE | 1980 | Board of Secondary Education, Manipur |
| 18. | 1901 | MZSE | 1980 | Mizoram Board of Secondary Education |
| 19. | 2001 | NBSE | 1980 | Nagaland Board of Secondary Education |
| 20. | 2101 | CHSE | 1980 | Council of Higher Secondary Education, Orissa |
| 21. | 2201 | PSEB | 1988 | Punjab School Education Board |
| 22. | 2301 | RBSE | 1986 | Rajasthan Board of Secondary Education |
| 23. | 2501 | TNSB | 1978 | Board of Secondary & Higher Secondary Exam., Tamil Nadu |
| 24. | 2601 | TBSE | – | Tripura Board of Secondary Education |
| 25. | 2701 | BHSI | ALWAYS | Board of High School & Intermediate Edu., U.P. |
| 26. | 2802 | WBSE | 1978 | West Bengal Council of Higher Secondary Education |
| 27. | 3601 | JAC | 2006 | Jharkhand Academic Council, Ranchi |
| 28. | 8888 | DDDD | – | A recognised three/two year Diploma/Certificate after 10th Class |
| 29. | 9999 | XXXX | – | Not listed in this list. |
| **(FOR 10+2 Vocational Stream)** | | | | |
| **Sl. No.** | **Code of Board** | **Board (Abbr)** | **Year from which 10+2 in effect** | **Name of the Board** |
| 1. | 1901 | MZSE | 2001 | Mizoram Board of Secondary Education |

* Candidates passed with four core subjects, in addition to Socially Useful Produtive Work & Community Service (SUPW), need to pursue Sr. Secondary level Examination from NIOS/SOSs in order to fulfil the condition of passing in **minimum five core subjects**.

**Appendix-XIIIc**

# LIST OF UNRECOGNIZED SCHOOL BOARDS*

**Examinations conducted by the following Boards are not accepted for higher studies in IGNOU.**

| Sl. No. | Name of Board Remarks | Remarks |
|---|---|---|
| 1. | Board of Higher Secondary Education, Delhi | |
| 2. | Indian Council of Secondary Education, India Fatehullaganj, NH-74, Thakurdwara, Muradabad, UP | Do not mistake with ICSE, New Delhi |
| 3. | Indian Council of Secondary Education, India Village: Haldua Shahu, P.O. Shivrajpur Patti, Jaspur-244712, Uttarakhand. | Do not mistake with ICSE, New Delhi |
| 4. | All India Board for Education Training, Delhi (operated by Dr. Ambedkar Chintan Samajik Sodh Sansthan Ward No. 23 Eidgah Mohalla, P.O. Dehri-on-Sone, District Rohtas, Bihar) OR All India Board of Secondary Education, Delhi. Bhawan No. 700, Gali No. 17 Gopalpur, Vill. Timarpur, P.O. Azadpur, Delhi-110009 | |
| 5. | Intermediate Council for Open Education, Jalandhar, Punjab | |
| 6. | All India Council for Open Education, New Delhi | |
| 7. | Board of Adult Education & Training, Delhi Office : 1 Aliganj, Kasturba Nagar, Kotla Mubarakpur, New Delhi-110003. Campus : R.X. 295, Brahampuri Nangal Raya Rly, Crossing, Pankha Road, New Delhi. | |
| 8. | Central Board of Higher Education, East Patel Nagar, New Delhi. | |
| 9. | Central Board of Higher Education, Uttam Nagar, New Delhi. | |
| 10. | Gurukul Vishvavidyalaya, Vrindaban (Mathura) Gurukul Complex, Village Ranchi Bangar, P.O. Mathura District Mathura, Uttar Pradesh | |
| 11. | Council of Secondary Education, Mohali, Punjab | |
| 12. | Mahashakti Sanskrit Vidyapeeth, Karn Part, Delhi-110041 | |
| 13. | Council for the Indian Certificate Examination, New Delhi | Not ICSE |
| 14. | Bhartiya Shiksha Parishad, Uttar Pradesh, Lucknow-227105** | |
| 15. | Board of Secondary Sanskrit Education, Uttar Pradesh, Lucknow | |
| 16. | The Central Board of Higher Education, New Delhi. | |
| 17. | Dr. Ramgopalacharya Sanskrit Mahavidalaya, Nayabas, Etah, Uttar Pradesh | |
| 18. | Board of Secondary Education, Madhya Bharat, Gwalior. | |
| 19. | Board of Secondary, Higher Secondary & Vocational Education Mangal Bazar Road, Laxmi Nagar, Delhi. | |

| Sl. No. | Name of Board Remarks | Remarks |
|---|---|---|
| 20. | Mahatma Gandhi Secondary and Higher Secondary Education Board Delhi | |
| 21. | Board of Secondary and Higher Secondary Open Education West Bengal | |
| 22. | The Council of Basic and Technical Education, Ludhiana | |
| 23. | Madhyamik Shiksha Parishad, Gwalior, M.P. | |
| 24. | Central Board of Education, Ajmer | |
| 25. | Council of Higher Secondary Education, Delhi | |
| 26. | Council of Higher and Senior Secondary Education, Delhi | |
| 27. | Delhi Board of Senior Secondary Education | |
| 28. | Boad of Technical and Secondary Education, Delhi | www.technicalboard.org http://www.technicalboard.org. |
| 29. | Indian Council of Secondary Education, India (Uttar Pradesh)<br>OR<br>Bhartiya Madhyamik Shiksha Parishad, Bharat (Uttar Pradesh) | |
| 30. | Board of Youth Education in India | |
| 31. | Council of Secondary & Senior Secondary Education, Delhi | |
| 32. | Indian Council of Open School Certificate Examination, Maharasthra | www.icosce.com |
| 33. | Mahakoshal Board of Secondary Education, Jabalpur, Madhya Pradesh | |
| 34. | National Board of Higher Secondary Education, Delhi | |
| 35. | National Board of Secondary Education, India | |
| 36. | Board of Higher Secondary Open Education, Delhi | |
| 37. | Board of School and Technical Education, Chhattisgarh | |
| 38. | Board of Senior Secondary Education (BSSE), Delhi | www.bssedelhi.com |
| 39. | Rural Institute of Open Schooling, Laxmi Nagar, Delhi | |
| 40. | Nav Bharat Shiksha Parishad (NSP), India | |
| 41. | Madhyamik Shiksha Parishad of U.P. and Delhi | Do not mistake with Madhyamik Shiksha Parishad, Allahabad (Board of High School and Intermediate Education,UP) |

| Sl. No. | Name of Board Remarks | Remarks |
|---|---|---|
| 42. | Swami Vivekanand Board of Secondary Education, Delhi | |
| 43. | Board of Education for Senior Secondary & Technology, New Delhi | |
| 44. | Board of Open Learning School, Delhi | |
| 45. | Board of Secondary & Higher Secondary Education, Delhi | |
| 46. | Urdu Education Board, New Delhi | |
| 47. | Jamia Urdu Hind, Begusari, Bihar | |
| 48. | Ucchtar Madhyamik Shiksha Mandal, Delhi | |
| 49. | All India Council of Open Schooling (AICOS), Vill. & P.O. Barunhat, P.S. Hasnabad, Distt. 24 PGS(N), W.B. | |
| 50. | Central Board of Senior Secondary Education | |
| 51. | Intermediate Council of Secondary Education, Sewak Park Uttam Nagar, New Delhi-110059 | |
| 52. | Delhi Academic Council for Higher Education | |
| 53. | All India Council of Secondary Education, New Delhi | |
| 54. | Council of National Secondary Education, Delhi | |
| 55. | Central Board of Secondary & Higher Secondary Education, Delhi | |
| 56. | Delhi Board of Secondary and Senior Secondary Education | |
| 57. | Rural Development Board of Secondary and Higher Secondary, Delhi | |
| 58. | Council of Secondary Education, First Floor, Tarachand Complex Ramesh Market, East of Kailash, Near Sapna Cinema, Delhi-110065 | |
| 59. | Council of National Secondary Education, Tripura | |
| 60. | Delhi Board of Secondary and Higher Secondary Open Education, Delhi | |
| 61. | State Board of Secondary Education, Delhi, C.R. Park, Block K1/30 New Delhi | |
| 62. | State Board of Secondary Education, Delhi | |
| 63. | Dr. Bhimrao Ambedkar Intermediate Education, West Bengal | |
| 64. | Indira Gandhi Higher Secondary & Open Education, Badarpur Border New Delhi | |
| 65. | Central Board of High School & Intermediate Examination, Delhi | |
| 66. | Bharatiya Council of Open Schooling | |
| 67. | Akhil Bhartiya Shiksha Sansthan, New Delhi | |
| 68. | All India Board of Secondary Education, Gazipur | |

| Sl. No. | Name of Board Remarks | Remarks |
|---|---|---|
| 69. | Central Board of Higher Education, Delhi | |
| 70. | Council of Secondary Education Board, Mohali | |
| 71. | Rajkiya Institute of Open Schooling (RIOSUP)<br>176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P. | |
| 72. | Central Institute of Open Schooling (CIOSUP)<br>176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P. | |
| 73. | State Council of Secondary Education, Delhi | |
| 74. | Ravindra Vishwa Vidyapeeth, New Delhi | |
| 75. | Intermediate Council of Schooling Education, Delhi | |
| 76. | Delhi Boad of Higher Education | |
| 77. | Indian Council of Senior Secondary Education, New Delhi | |
| 78. | Council of Secondary and Higher Secondary Education, Delhi | |
| 79. | Council of Secondary Education, Delhi | |
| 80. | Dr. Bhimrao Intermediate Education, Delhi | |
| 81. | Indira Gandhi Higher Secondary and Open Education, Badarpur Border New Dlehi | |
| 82. | Indian Board of Higher School Certificate Examinations, Rajasthan | |
| 83. | Bhartiya Shiksha Sansthan, Uttar Pradesh | |
| 84. | The Council of Basic & Technical Education, India | |
| 85. | Board of Open Distance Learning, West Bengal | |
| 86. | Indian Institute of Schooling Education, Lucknow, Uttar Pradesh | |
| 87. | Indian Board of School Education, Howrah | |
| 88. | Board of Secondary Education, Maharashtra, Malkapur | |
| 89. | Mahatama Gandhi Board of Open Distance Learning (MGBODL), Chennai | |
| 90. | Grameen Mukt Vidyalayi Shiksha Sansthan (GMVSS), Delhi | |
| 91. | Board of School Education, Hubli (Karnataka)* | |
| 92. | Delhi Board of Secondary & Higher Secondary Education | |
| 93. | Jharkhand State Open School, Ranchi | |
| 94. | National Institute of Research & Development Council, New Delhi | |
| 95. | Board of Secondary Education, Delhi | |
| 96. | Central Board of Open School Education, New Delhi | |
| 97. | Secondary Education of Bhiwani (Haryana) | |

| | | |
|---|---|---|
| 98. | Rashtriya Mukta Jana Shiksha Parishad, Chakdaha | |
| 99. | Mahatma Gandhi Secondary and Sr. Secondary Education, **Delhi** | |
| 100. | Madhyamik Shiksha Parishad, Delhi | |
| 101 | North East National Board of School Education (NENBSE), Guwahati | |
| 102 | Akhil Bhartiya Open School, Rohtak | |
| 103 | Karnataka State Council of Intermediate and Higher Education, Mysore | |
| 104 | Board of Schooling, Paramedical and Technical Education, India | |
| 105 | National Board of Open School, India, Delhi NCR | |
| 106 | Uttar Pradesh State Open School, Jaunpur/Lucknow, U.P. | |
| 107 | West India Council of Education, Maharashtra | |
| 108 | Indira Gandhi National Open School, Madhya Pradesh | |
| 109 | The Council of Basic and Technical Education, INDIA | |
| 110 | Akhil Bhartiya Rashtriya Vidyapeeth, Karnataka | |
| 111 | Board of Secondary Education, Kant, **Shahjahanpur, U.P**. | |
| 112 | Maharashtra Board of Higher Secondary Education, **Maharashtra** | Do not mistake with **Maharashtra State Board of Secondary & Higher Sec. Education (MBSE), Pune.** |
| 113 | Haryana Council of Open Schooling | |
| 114 | Tripura Open Board of Secondary Education, **Agartala** | |
| 115 | Jharkhand Academic Open Board, **Bokaro** | |
| 116 | Madhyanchal Mukt Vidhyalay Shiksha Sansthan | |
| 117 | All India Open Schooling, Delhi | |
| 118 | The Central Board of Higher Secondary Education, New Delhi | |
| 119 | National Open School, New Delhi (other than the NIOS) | |
| 120 | Higher Secondary Education Board of Delhi | |
| 121 | Board of Higher Secondary Open Education | |
| 122 | Delhi Board of Secondary Education, Delhi | |
| 123 | Swami Satyanand Vidyapith, Thakurdwara, Moradabad, U.P. | |
| 124 | Punjabi Madhyamik Shiksha Mandal, Fateh-Ullah Ganj, Moradabad, U.P. | |
| 125 | Bhartiya Madhyamik Shiksha Parishad, Bharat, Thakurdwara Moradabad, U.P. | |

* Also refer to www.ignou.ac.in for latest updated list.

**The matter is subjudice before the District Judge, Lucknow

## LIST OF VOLUNTARY HINDI INSTITUTIONS Appendix-XIIId

The examinations conducted by voluntary Hindi Institutions and /or Govt. Instituions for proppagation and development of Hindi language are not accepted for academic pursuit in IGNOU, as these are not equated with the regular examinations of Secondary Boards/Universities. These examinations are accepted for purposes of employment only in Goverment Services.

पत्र सं. 9–1/98 डी–1 (भाषाएँ)

## (हिंदी) परीक्षाओं की मान्यता का विवरण

दिनांक 5 मई, 1988

| सं. | संस्था का नाम | मान्यता प्राप्त परीक्षा का नाम | बराबर की परीक्षा में हिंदी का निर्धारित स्तर | प्रेस विज्ञप्ति संख्या |
|---|---|---|---|---|
| 1. | (हिंदी) साहित्य सम्मेलन, इलाहाबाद | 1. प्रथमा<br>2. माध्यमा (विशारद)<br>3. उत्तमा (हिंदी साहित्य) | एस.एल.सी<br>बी.ए.<br>बी.ए. (हिन्दी आनर्स) | स्थाई मान्यता<br>एफ–750/69 एच 1<br>18 फरवरी 1970 |
| 2. | राष्ट्रभाषा प्रचार समिति, वर्चा | 1. परिचय<br>2. कोविंद<br>3. रत्न | एस.एल.सी<br>इंटर<br>बी.ए. | –<br>–<br>– |
| 3. | दक्षिण भरत हिंदी प्रचार सभा, मद्रास | 1. प्रवेशिका<br>2. विशारद<br>3. प्रर्वीण | एस.एल.सी<br>इंटर<br>बी.ए. | –<br>–<br>– |
| 4. | हिंदी विद्यापीठद्व देघर बिहार | 1. प्रवेशिका<br>2. साहित्य भूषण<br>3. साहित्यालंकार | एस.एल.सी<br>इंटर<br>बी.ए. | –<br>–<br>– |
| 5. | महाराष्ट्र राष्ट्रभाषा सभा, पूना | 1. प्रबोध<br>2. व्रर्वीण<br>3. पंडित | एस.एल.सी<br>इंटर<br>बी.ए. | –<br>–<br>– |
| 6. | हिंदी प्रचार सभा, हैदराबाद | 1. विशारद<br>2. भूषण<br>3. विद्दान | एस.एल.सी<br>इंटर<br>बी.ए. | –<br>–<br>– |
| 7. | गुजरात विद्यापीठ, अहमदाबाद | 1. तीसरी<br>2. विनीत<br>3. सेवक | एस.एल.सी<br>इंटर<br>बी.ए. | 7–50/69 एच–1<br>18 फरवरी, 1970<br>स्थायी मान्यता |
| 8. | बम्बई हिंदी विद्यापीठद्व बम्बई | 1. उत्तमा<br>2. भाषा रत्न<br>3. साहित्य–सुधारक | एस.एल.सी<br>इंटर<br>बी.ए. | वि.सं.एफ. 2/70 हिंदी<br>30–3/1 स्थायी मान्यता<br>– |
| 9. | असम राष्ट्रभाषा प्रचार समिति, गुवाहाटी | 1. प्रबोध<br>2. विशारद<br>3. प्रर्वीण | एस.एल.सी<br>इंटर<br>बी.ए. | वि.सं. 7–1/73 हिं.<br>ता. 7 जुलाई 1973 से स्थायी मान्यता<br>– |
| 10. | मणिपुर हिंदी परिषद् इम्फाल | 1. प्रबोध<br>2. विशारद<br>3. रत्न | एस.एल.सी<br>इंटर<br>बी.ए. | –<br>–<br>– |
| 11. | हिन्दुस्तानी प्रचार सभा, बम्बई | 1. तीसरी<br>2. काबिस<br>3. विद्वान | एस.एल.सी<br>इंटर<br>बी.ए. | वि.सी. 9–2/6 डी–1 हिं<br>13 अगस्त, 1976 |

| सं. | संस्था का नाम | मान्यता प्राप्त परीक्षा का नाम | बराबर की परीक्षा में हिंदी का निर्धारित स्तर | प्रेस विज्ञप्ति संख्या |
|---|---|---|---|---|
| 12. | मैसूर हिंदी प्रचार परिषद् बंगलौर | 1. प्रदेश<br>2. उत्तमा<br>3. रत्न | एस.एल.सी<br>बी.ए.<br>बी.ए. | वि.सी.9–2/6, डी–1 हिं. स्थायी मान्यता 17 नंबर, 76 से ए.सं. 8–6/84 डी–1 ता. 10–12–86 |
| 13. | केरल हिंदी प्रचार सभा, त्रिवेन्द्रम | 1. प्रदेश<br>2. भूषण<br>3. साहित्याचार्य | एस.एल.सी<br>इंटर<br>बी.ए. | स्थायी मान्यता<br>–<br>प्रेस 9–6/84 डी (भाषा), 12.12.1986 |
| 14. | कर्नाटक हिंदी प्रचार समिति, बंगलोर | 1. राजभाषा<br>2. राजभाषा प्रकाश<br>3. राजभाषा विद्वान | एस.एल.सी<br>इंटर<br>बी.ए. | स्थायी मान्यता<br>–<br>प्र.सं. 9–6/84 डी (भाषा), 12.12.1956 |
| 15. | कर्नाटक महिला हिंदी सेवा समिति, बंगलोर | 1. हिंदी उत्तमा<br>2. हिंदी भाषा भूषण<br>3. भाषा प्रवीण | एस.एल.सी<br>इंटर<br>बी.ए. | सथायी मान्यता<br>– प.सं. 9–6/डी–1 (भाषा)<br>ता. 12 दिसंबर 1986 |
| 16. | उड़ीसा राष्ट्रभाषा परिषद्, पुरी | 1. विनोद<br>2. प्रवीण<br>3. शास्त्री | एस.एल.सी<br>इंटर<br>बी.ए. | सथायी मान्यता<br>–<br>प.सं. 9–4/7, 9डी–1 (भाषा), 26.7.79 |
| 17. | सौराष्ट्र हिंदी प्रचार समिति, राजकोट | 1. तीसरी | एस.एल.सी | सथायी मान्यता<br>एस.एफ. 9–6/84 डी–1 (भाषा)<br>ता. 12 दिसंबर 1966 |
| 18. | प्रथम महिला विद्यापीठ, इलाहाबाद | 1. विद्या विनोदिनी<br>2. विदुषी साधारण<br>3. सरस्वती | मैट्रिक<br>इंटर<br>बी.ए. | सथायी मान्यता<br>प.सं. 9–6/84 डी–1 (भाषा)<br>ता. 12 दिसंबर 1986 |
| 19. | मिजोरम हिंदी प्रचार सभा, आइजोल | 1. प्रबोध<br>2. विशारद<br>3. प्रवीण | मैट्रिक<br>इंटरमीडिएट<br>बी.ए. | सथायी मान्यता<br>प.सं. 9–6/84 डी–1 (भाषा)<br>स्थायी मान्यता ता. 12 दिसंबर 1966 |
| 20. | मुंबई हिंदी सभा, दादर, मुंबई | 1. हिंदी विबोध | मैट्रिक (हिंदी) | फा.स.3–20/2000 डी–2 (एल) 30'6–2000 द्वारा स्थायी मान्यता |
| 21. | बेलगांव विभागीय हिंदी सेवा शिक्षण समिति, हुबली (कर्नाटक) | राजभाषा प्रबोध | मैट्रिक (हिंदी) | फा.सं. 1–4/2003 हिं.शि.स. दिनांक 25–5–2004 के द्वारा राजभाषा प्रबोध को जनू 2005 तक अस्थायी मान्यता |
| 22. | हिंदी शिक्षा समिति, ओडिसा, कटक | प्रवेशिका<br>हिंदी अभिज्ञ<br>स्नातक | मैट्रिक (हिंदी)<br>इंटर (हिंदी)<br>बी.ए. (हिंदी) | फा.सं. 1–4/2003 हिं.शि.स. दिनांक 25–5–2004 के द्वारा प्रवेशिका तथा हिंदी अभिज्ञ को जून, 2002 से स्थायी मान्यता तथा स्नातक को जून, 2005 तक अस्थायी मान्यता |
| 23. | हिंदी प्रचार–प्रसार संस्थान, जयपुर | 1. हिंदी कोविद<br>2. हिंदी प्रवीण<br>3. हिंदी साहित्य रत्न | मैट्रिक (हिंदी)<br>इंटरमीडिएट (हिंदी)<br>बी.ए. (हिंदी) | फा.सं. 1–4/2003 हिं.शि.स. दिनांक 25–5–2004 के द्वारा हिंदी कोविद तथा हिंदी प्रवीण को दिनांक 31–3–2000 से स्थायी मान्यता। हिंदी साहित्य रत्न को जून, 2005 तक अस्थायी मान्यता। |

इनमें जिन संस्थाओं की परीक्षाओं की मान्यता दिनांक 24–11–2003 से पूर्व समाप्त हो गयी थी उन्हें दिनांक 25–11–2003 तक विद्यमान समझा जाय।

## मानव संसाधन विकास मंत्रालय, भारत सरकार

# प्रेस नोट

राष्ट्रभाषा हिन्दी के प्रचार–प्रसार और विकास की दिशा में स्वैच्छिक हिन्दी संस्थाओं का महत्त्वपूर्ण योगदान रहा है। स्वतंत्रता प्राप्ति के बाद इन संस्थाओं में हिन्दीतर क्षेत्रों में हिन्दी को लोकप्रिय बनाने के लिए काफी प्रयत्न किये हैं। इसी परिप्रेक्ष्य में कुछ स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं को भारत सरकार में मान्यता प्रदान की है। ताकि लोगों को हिन्दी का ज्ञान हो सके और इसके माध्यम से रोजगार प्राप्त कर सकें। भारत सरकार ने हिन्दी शिक्षा समिति की सिफारिश और संघ लोक सेवा आयोग की सहमति से इन संस्थाओं द्वारा आयोजित कुछ परीक्षाओं को 1960 से मान्यता देना शुरू किया ताकि इन परीक्षाओं को पास करने पर उम्मीदवार उन सरकारी नौकरियों के लिए पात्र बन सकें, जिनके लिए हिन्दी की योग्यता भी जारी की गई है। इस विषय पर कई प्रेस विज्ञप्तियां भी जारी की गई है। समय–समय पर अस्थायी मान्यता की अवधि भी बढ़ाई जाती रही है। याद में कुछ संस्थाओं की परीक्षाओं को स्थायी मान्यता दी गई है। यद्यपि अभी कुछ संस्थाओं को अस्थायी मान्यता दी गई है।

हिन्दी शिक्षा समिति भारत में एक स्थायी संस्था है। यह समिति हिन्दी के प्रचार प्रसार और विकास के संबंध में भारत सरकार को समय–समय पर सलाह देती है और सिफारिश करती है। इस समिति की सिफारिशों के आधार पर स्वैच्छिक हिन्दी संस्थाओं की परीक्षाओं को मान्यता प्रदान की जाती है।

किसी भी स्वैच्छिक संस्था को चाहे वह स्वयं हिन्दी की परीक्षा आयोजित करती हो, या किसी भी मान्यता प्राप्त अन्य स्वैच्छिक हिन्दी संस्था के माध्यम से परीक्षा संचालित करती हो, मान्यता प्राप्त करने के लिए अखिल भारतीय हिन्दी संस्था संघ, 24, कोटला मार्ग, नई दिल्ली की मान्यता के लिए प्रस्ताव भेजना होता है। इस प्रस्ताव के आधार पर संस्था संघ परीक्षा की मान्यता संबंधी मानदण्डाहें और नियमों के अनुसार उस संस्था का निरीक्षण करता है और मान्यता के लिए मंत्रालय को अपनी सिफारिश भेजता है। इसके बाद मंत्रालय का अधीनस्थ कार्यालय केन्द्रीय हिन्दी निदेशालय की एक निरीक्षण समिति स्वतंत्र रूप से उस संस्था का निरीक्षण बनती है और अपनी रिपोर्ट हिन्दी शिक्षा समिति के विचार के लिए मंत्रालय की प्रस्तुत करती है।

कुल समाचार पत्रों में परीक्षा शीर्षक के अधीन यह समाचार छपा होता है कि हिन्दी साहित्य सम्मेलन प्रयाग (इलाहाबाद) की प्रथा और मध्यमा परीक्षा को क्रमशः एस.एस.सी. और बी.ए. के समकक्ष मान्यता दी गई है। इस प्रकार के समाचार का स्पष्टीकरण इस मंत्रालय से समय–समय पर दिया जाता रहा है। कुछ वर्ष पहले उप शिक्षा मंत्री, श्री पी.के. थुंगन ने भी लोकसभा में स्थिति स्पष्ट की थी और बताया था कि हिन्दी साहित्य सम्मेलन की वास्तविक स्थिति भिन्न है क्योंकि यह एक स्वैच्छिक संगठन है न कि विश्वविद्यालय अथवा विश्वविद्यालय समझाी जाने वाली संस्था। यह शिक्षा राज्य परीक्षा परिषद तथा विश्वविद्यालय के समान नहीं माना जाता है। इसलिए इस संस्था द्वारा आयोजित इन परीक्षाओं को केन्द्र सरकार द्वारा हाई स्कूल, इंटरमीडिएट और बी.ए. के बराबर मान्यत नहीं दी गई है। इस संस्था को केवल हिन्दी विषय की परीक्षा को संचालित करने की मान्यता दी गई है, भले ही यह हिन्दी के साथ–साथ अन्य विषयों को भी तैयार करता हो।

पुनः यह स्पष्ट किया जाता है कि किसी पद के लिए निर्धारित किए गए हिन्दी स्तर के निर्धारण के प्रयोजन से हिन्दी साहित्य सम्मेलन की प्रथमा और मध्यमा परीक्षाओं को क्रमशः एस.एस.एल.सी. तथा बी.एं. के बराबर से मान्यता दी गई है।

इसी प्रकार अन्य स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं की मान्यता के बारे में भी कहा जा सकता है कि ये परीक्षाएं न तो किसी राज्य परीक्षा परिषद् और न ही विश्वविद्यालय के समकक्ष मानी गई है। जहां तक सरकारी नौकरियों के लिए इन परीक्षाओं को मान्यता का प्रश्न है, इस संबंध में यह निश्चय किया गया है कि यदि सरकारी अथवा गैर–सरकारी कार्यालय, अर्ध सरकारी संस्था या शैक्षिक संस्था में किसी पद के लिए हिन्दी की कोई विशेष योग्यता निर्धारित की गई है तो इन परीक्षाओं से प्राप्त की गई योग्यताधारी व्यक्ति इन पदों के पात्र हो सकते हैं। परनतु हिन्दी की अलग से यदि कोई योग्यता निर्धारित नहीं की गई है तो स्वथैच्छिक हिन्दी संस्था से प्रमाणपत्र या डिग्री प्राप्त करने वाले व्यक्ति विश्वविद्यालय या राज्य परीक्षा परिषदों के प्रमाणपत्र या डिग्री की समकक्षता का दावा नहीं कर सकते हैं।

अतः उपर्युक्त विवरण के आधार पर संक्षेप में पुनः स्पष्ट किया जाता है कि स्वैच्छिक हिन्दी–संस्थाओं की मान्यता केवल सलग्न सूची में दर्शायी गई समकक्ष परीक्षा के लिए निर्धारित हिन्दी स्तर तक ही सीमित है और इसे पूर्ण प्रमाण–पत्र या डिग्री परीक्षा के बराबर नहीं माना जाएगा। आम जानकारी के लिए संस्थावार मान्यताओं का विवरण संलग्न है।

शिक्षा विभाग,
मानव संसाधन विकास मंत्रालय
शास्त्री भवन, नई दिल्ली–110001
पत्र सं. एफ.9–1/88–डी–1 (भाषा)
5 मई 1988

**Appendix-XIV**

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY
# STUDENT EVALUATION DIVISION

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

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

1. Name : .....

2. Programme: ☐ Enrolment No: ☐☐☐☐☐☐☐☐☐

3. Address: .....

.....

Contact No. ..... Pin ☐☐☐☐☐☐

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

.....

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

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

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

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

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

_____

_____

_____

7. **Fee detail:**

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

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

On-line Transaction No.: …… Date: …….....

Issuing Bank: …….....

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

P.T.O.

## RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

   i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.

   ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.

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

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

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

*Appendix-XV*

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

***IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE***

1. Name : .....

2. Programme: [ ] Enrolment No: [ ][ ][ ][ ][ ][ ][ ][ ][ ]

3. Address: .....

..... Pin [ ][ ][ ][ ][ ][ ]

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

5. Purpose for which, transcript is required : .....

.....

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

i) Rs. 300/- per credential per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.

ii) Rs. 500/- per credential per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.

Rs. 1200/- per credential per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.

iv) $120 per credential per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and $120 per credential per transcript for the same students, if transcript is required to be sent to the outside India.

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

7. **No. of Transcript(s) required**: …..… × Rs.300/- or Rs.500/- or …….. = **Total Amount**: Rs.....

On-line/Challan No.: …….. Date:..... Issuing Bank: ……..

8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.

9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-

.....

.....

.....

**10. If, the Transcript is required to collect Personally : Name** .....

**Mobile No……(Please see Instructions in back-side at Point-C)**

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

*P.T.O.*

## *INSTRUCTIONS FOR "OFFICIAL TRANSCRIPT"*

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

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

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

*C) If the Student/Applicant has applied for Official Transcript and wants to collect the same* ***Personally or By-***

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

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

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

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

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

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

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

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

**Appendix-XVI**

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

### APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

1. Name.....

2. Programme.....

3. Enrolment No. | | | | | | | | | |

4. Complete Address:.....

.....

.....

..... Pin: | | | | | | |

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

6. Month and Year of the Exam .....

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

…… .....

8. Challan/On-line No. ..... Dated .....

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

.....
Signature

Date : .....

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

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

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

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

Please read the instructions overleaf before filling up this form :

*Appendix-XVII*

# Indira Gandhi National Open University
## New Delhi

## REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No. | | | | | | | | | | Study Centre Code | | | | |

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum. .....

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

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

**REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS**

(Please Tick ( ✓) whichever is applicable)

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

Name and Address .....

.....

.....

..... PIN

Signature .....

Date .....

**For Official Use Only :**

Date of Despatch of Assignments to student .....

## INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.

2. Assignments should be demanded only if your registration for that course (subject) is valid.

3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/title, Name of Semester/year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.

4. Submission of assignment within due dates is pre-requisite for appearing in the term end examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.

5. You can appear in term end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).

6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).

7. Please do not submit your assignment responses twice either at the same Study Centre or at different study Centres for evaluation.

8. There is no provision for re-evaluation of assignments.

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

**Appendix-XVIII**

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

## SUB. : NON-RECEIPT OF STUDY MATERIAL / ASSIGNMENTS

Enrolment No. | | | | | | | | | |

Programme _____ Medium of Study _____

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

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

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

Name and Address _____ Signature : _____

_____

_____ Date : _____

_____

_____

---

**(For Office Use only)**

Date of despatch of study material/assignments to students _____

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

Enrolment No. | | | | | | | | | | Proramme:

Name: .....

Course Code: ..... Medium:

| Sl. No. | Assignment No. | For Office Use Only |
|---|---|---|
| | | Sl. No.: ..... |
| | | Date of Receipt.: ..... |
| | | Name of Receipt: ..... |
| | | Date of despatch to the Evaluator: ..... |
| | | |
| Sig. of dealing Accountant<br>Date: ..... | | Date of receipt from Evaluator: |

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

Enrolment No. | | | | | | | | | | Programme:

Name: .....

Course Code: ..... Medium:

.....

Sl. No. Assignment No.

.....

.....

.....

.....

Signature of the Student .....

Date:.....

**FOR OFFICE USE ONLY**

Sl. No.:.....

Signature of the receiver

Date: .....

Seal

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

*Appendix-XX*

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

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

Enrolment Number | | | | | | | | | |

Date of Change effective from | | | | |

Write in BLOCK LETTERS only

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

New Address

| | |
|---|---|
| | |
| | |
| | |
| | |
| Town | |
| State | Pin |
| State Code | (See Appendix-4) |

Medium of Study

Programme of Study

Signature _____ Date _____

The filled-up form should be mailed to :

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

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

**Appendix-XXI**

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**(To be submitted to the concerned Regional Director)**

## APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name .....
2. Father's Name .....
3. Address .....
   ..... PIN.....

4. Particulars of last examination

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

5. Name of the Regional Centre and Study Centre to which the Candidate is attached
   _____

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

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

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

Signatute of the Applicant

---

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

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

Dated _____ Dealing Assistant _____ Section Officer _____

## INSTRUCTIONS

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case may be.

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

3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

''I, ..... son/daughter of..... resident of

..... hereby solemnly declare that the

Migration Certificate No. ..... dated ..... issued

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

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

**Appendix-XXII**

## FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO SC/ST CATEGORIES ALONGWITH APPLICATION FORM

### FORM OF CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimathi*/Kumari*_____Son/daughter* of _____ of village/town*_____in District/ Division*_____of the State/Union Territory*_____ belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste Scheduled Tribe* Under:

The Constitution (Scheduled Castes) Order, 1950.

* The Constitution (Scheduled Tribes) Order, 1950.
* The Constitution (Scheduled Castes) (Union Territories) Order, 1951.
* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Schedules Tribes Lists (Modification Order)1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Schedules Tribes Orders(Amendment) Act, 1976.)

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
* The Constitution(Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders(Amendment)Act, 1976;
* The constitution(Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
* The Constitution (Pondicherry) Scheduled Castes Order, 1964;
* The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
* The Constitution (Nagaland) Scheduled Tribes Order,1970; * The Constitution (Sikkim) Scheduled Castes Order, 1978; * The Constitution (Sikkim) Scheduled Tribes Order, 1978; * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. * The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. * The Constitution (Scheduled Tribes) Order Amendment Act, 1991. * The Constitution(Scheduled Tribes) Order Second Amendment Act,1991.

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/ Shrimathi*_____ father/mother*of Shri/Shrimathi/Kumari*_____of village/ town*_____in District/Division*_____of the State/Union Territory* _____ who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* _____ issued by the _____dated_____.
3. Shri/Shrimathi*/Kumari*_____and /or* his/her* family ordinarily reside(s) in village/ town*_____of _____District/Division* of the State/Union Territory* of _____

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

**Note:-** The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

** Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).

## Appendix-XXIII

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC (NON CREAMY LAYER) CATEGORIES ALONGWITH APPLICATION FORM**

This is to certify that_____, son/daughter of_____, of village _____ District/Division_____in the State_____ belongs to the_____community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare-

* (i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,
* (ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
* (iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.
* (iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.
* (v) Resolution No. 12011/96/94-BCC dated 9/03/96.
* (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
* (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
* (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.
* (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
* (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary PartI Section I No. 71 dated 04/04/2000.
* (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary PartI Section I No. 210 dated 21/09/2000.
* (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
* (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
* (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
* (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
* Shri_____ and/or his/her family ordinarily reside(s) in the_____ District/ Division of the_____State. This is also to certify that he/she does not belong to the persons/ sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate
Deputy Commissioner, etc.
Dated:
SEAL _____

*Strike out whichever is not applicable

N.B.—

(a) The above certificate should not be more than three years old from the date of issuance till the last date of submission of application form.
(b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.
(c) The authorities competent to issue caste certificates are indicated below:-
(i) District Magistrate/Additional Magistrate/Collector/Deputy Commisioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii) Revenue Officer not below the rank of Tehsildar; and
(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

**NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES(NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE, DISCIPLINARY ACTION ALONGWITH CANCELLED OF ADMISSION WITH NO REFUND SHALL BE UNDERTAKEN BY THE UNIVERSITY.**

Goverment of ,,,

**Appendix-XXV**

## AFFIDAVIT BY THE STUDENT

**(TO BE SUBMITTED ALONG WITH APPLICATION FORM AT THE TIME OF COUNSELING)**

I, _____ (full name of the student with admission/ registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled. Declared this _____ day of _____ month of _____ year.

_____

Signature of deponent

Name : .

Address: .

Tel./Mobile No. .

## VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

_____

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

**Appendix-XXVI**

## AFFIDAVIT BY PARENT/GUARDIAN

**(TO BE SUBMITTED ALONG WITH APPLICATION FORM AT THE TIME OF COUNSELING)**

I, Mr./Mrs./Ms._____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
   a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
   b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

_____

Signature of deponent

Name :

Address :

Telephone/Mobile No. :

## VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

_____

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

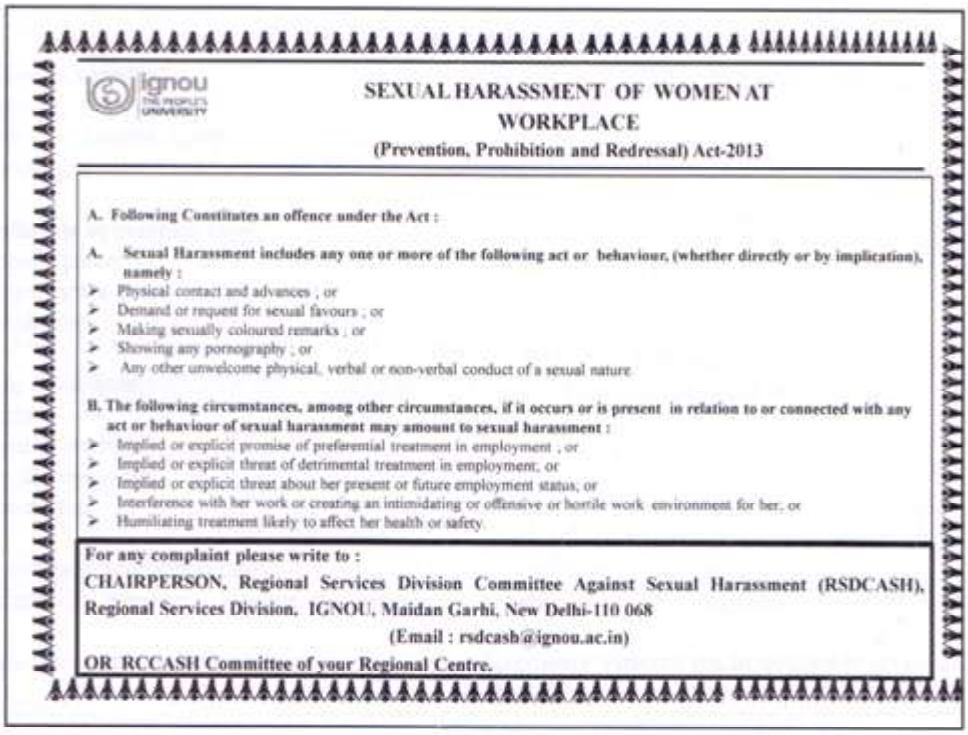
OATH COMMISSIONER

# IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

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



## SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

**(Prevention, Prohibition and Redressal) Act-2013**

**A. Following Constitutes an offence under the Act :**

**A. Sexual Harassment includes any one or more of the following act or behaviour, (whether directly or by implication), namely :**

- Physical contact and advances ; or
- Demand or request for sexual favours ; or
- Making sexually coloured remarks ; or
- Showing any pornography ; or
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

**B. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment :**

- Implied or explicit promise of preferential treatment in employment ; or
- Implied or explicit threat of detrimental treatment in employment; or
- Implied or explicit threat about her present or future employment status; or
- Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- Humiliating treatment likely to affect her health or safety.

**For any complaint please write to :**

**CHAIRPERSON, Regional Services Division Committee Against Sexual Harassment (RSDCASH), Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110 068**

**(Email : rsdcash@ignou.ac.in)**

**OR RCCASH Committee of your Regional Centre.**

## कार्यस्थल पर महिलाओं का यौन उत्पीड़न

**(बचाव, निषेध और निवारण) अधिनियम 2013**

**निम्नलिखित व्यवहार इस अधिनियम के तहत अपराध माने जाते हैं :**

**क. यौन उत्पीड़न में निम्नलिखित में से कोई एक या अन्य व्यवहार शामिल हैं (प्रत्यक्ष रूप से या उसके आशय से) अर्थात :**

- शरीर छूना और उसकी कोशिश करना ; या
- यौनिक स्वीकृति की मांग करना या अनुरोध करना ; या
- यौनजनित फब्तियां कसना ; या
- अश्लील चित्र दिखाना ; या
- किसी भी प्रकार का अवांछित, शारीरिक, शाब्दिक या इशारे में किया गया कामुक प्रवृत्ति का व्यवहार

**ख. निम्नलिखित और अन्य परिस्थितियों में यदि इस तरह का व्यवहार होता है या इस तरह के व्यवहार करने की कोशिश की जाती है या इससे संबंधित कोई भी व्यवहार यौन उत्पीड़न समझा जाएगा :**

- नौकरी में पक्षपातपूर्ण व्यवहार या अप्रत्यक्ष अथवा स्पष्ट वादा ; या
- नौकरी में अप्रत्यक्ष या स्पष्ट रूप से हानि पहुंचाने की धमकी ; या
- महिला के वर्तमान या भावी रोजगार के संबंध में अप्रत्यक्ष या स्पष्ट धमकी ; या
- महिला के प्रति उसके कार्य में हस्तक्षेप करना, डराना या शत्रुतापूर्ण या आपत्तिजनक वातावरण उत्पन्न करना; या
- महिला के स्वास्थ्य या सुरक्षा पर प्रभाव डालने वाला अपमानजनक व्यवहार

**किसी भी शिकायत के लिए कृपया लिखें :**

अध्यक्ष, क्षेत्रीय सेवा प्रभाग यौन उत्पीड़न के विरुद्ध समिति (आरएसडीसीएएसएच),
क्षेत्रीय सेवा प्रभाग, इग्नू, मैदानगढ़ी, नई दिल्ली-110 068
(E mail : rsdcash@ignou.ac.in) या क्षेत्रीय केंद्र की आरसीसीएएसएच समिति

# Indira Gandhi National Open University

## Student Satisfaction Survey

### Kind Attention: All Past and Present Students of IGNOU!
### Now you rank our Performance...

*Dear Student,*

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

Vice-Chancellor, IGNOU.

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

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

Programme of Study .....

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

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

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

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

*After filling cut out this questionnaire and mail it to:*

STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068

## INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.No student shall be allowed to appear in any examination / practical without it.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs.250/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station/Concerned Regional Centre.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

# STUDENT CARD

**for**

**BScN (PB) Post Basic BSc Nursing**

**(FOR USE OF IGNOU FACILITIES ONLY)**

## Indira Gandhi National Open University

## ACKNOWLEDGEMENT CARD

*Dear Student,*

*Thank you for joining IGNOU BScN (PB) Programme. We acknowledge the receipt of your Application Form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.*

**To be filled in by the Student.**

Course Applied for : **BScN (PB)**

DD No. : .....

DD Date : .....

Amount : .....

DD Drawn on : .....

**For Office Use Only**

Your Enrolment Number is

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's Name _____

_____

Address (in Capital Letters) _____

_____

_____

Pin Code _____

Mobile No. _____

Full Signature of the Candidate _____

**PASTE**

LATEST PHOTOGRAPH TO BE PASTED WHICH WILL BE ATTESTED BY UNIVERSITY OFFICE

ATTESTED BY

Please mention your full postal address at space allotted.

Affix Postage stamp for Rs 6/-

To

_____

_____

_____

City: _____

State: _____

PIN: | | | | | | |

From
The Regional Director,
IGNOU Regional Centre
_____

_____

# NOTE

# NOTE