Post Basic B.Sc. Nursing

Student Handbook and Prospectus 2025

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 of Submission of Online Entrance Test Form -As per advertisement

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

Prepared by: Programme Coordinator (BScN PB): Dr. Laxmi & Dr. Reeta Devi

August, 2024

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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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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 jurisdiction Programme Study Centreof 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 bythe content experts, supervised bythe 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 dispatched 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 broadcasting 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 bythe 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

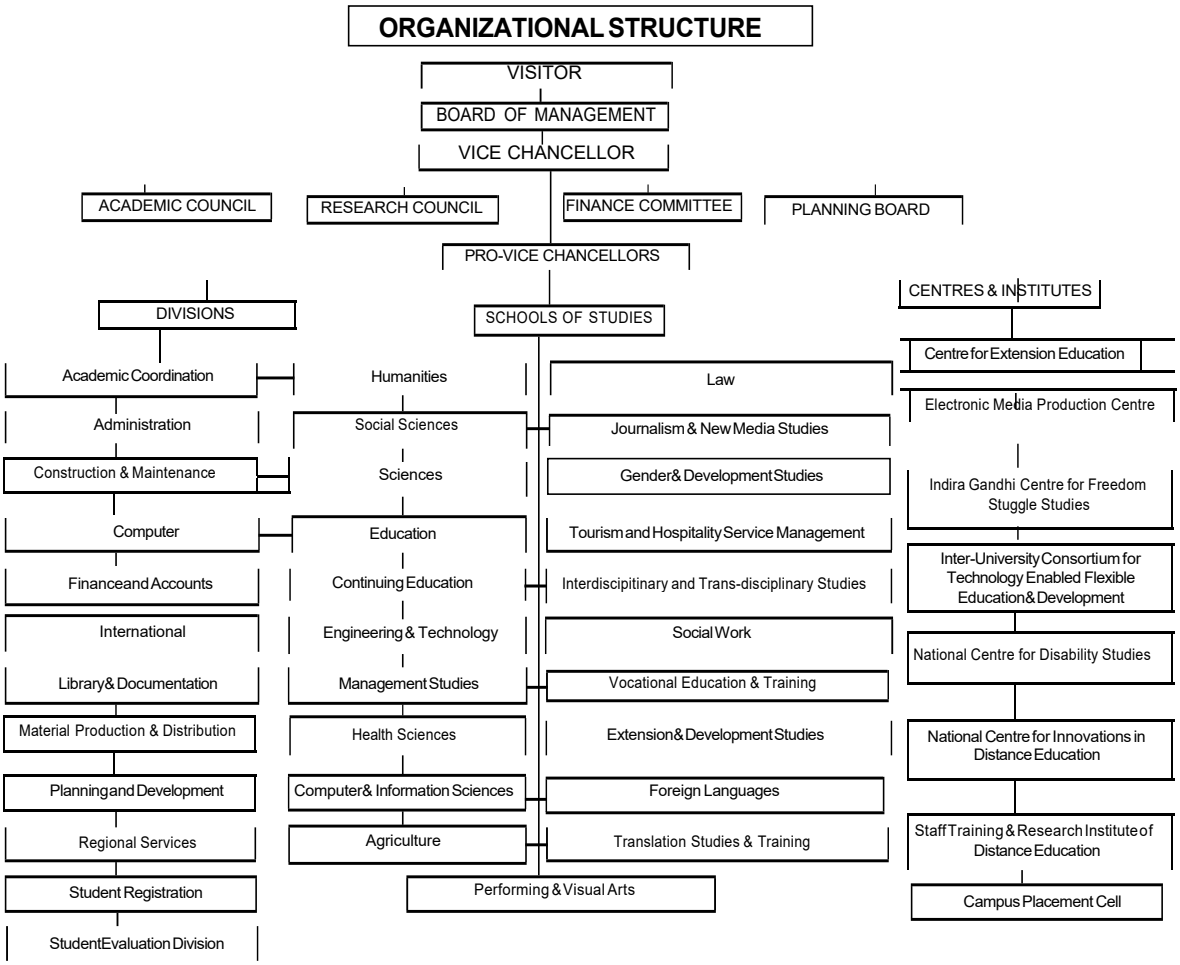
In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 67 Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer 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.

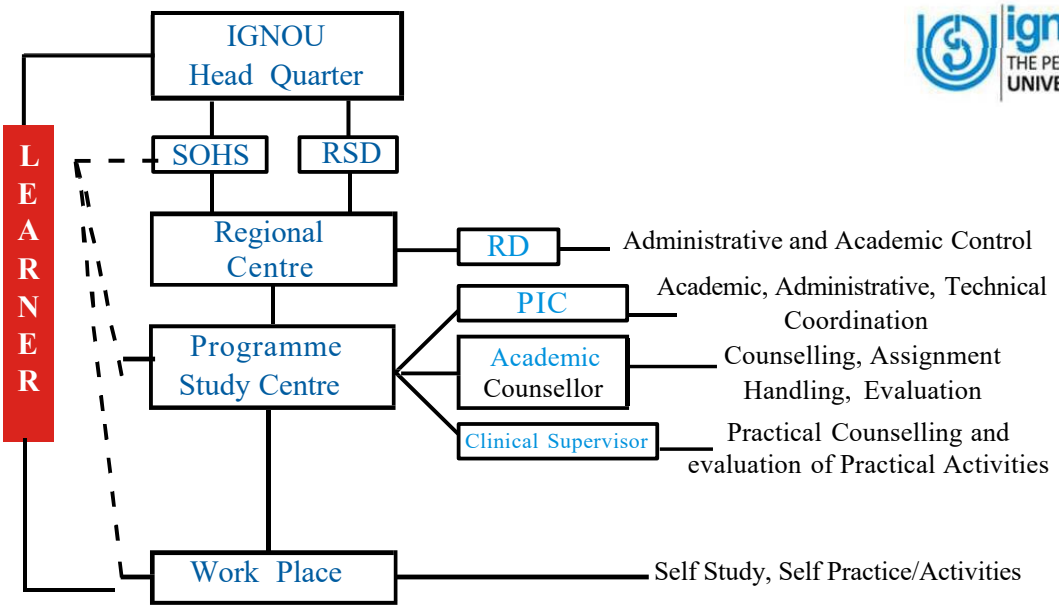
IGNOU Website

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 2025 session can appear in the Term End examination Dec. 2025.

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

*For time schedule and requisite fees please visit IGNOU website.

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 (PHDNS)
- 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)

- Master of Bussiness Management in Health Care and Hospital Management
- 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)
- Post-Graduate Certificate in Medical Management of CBRNE Disaster
- 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 Year 2023 session (First Year) 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 MLHP 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
	NursingAdministration	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)
1st Year	Nursing Foundation	BNSL-201	4	1	60	60
	Applied Sciences	BNSL-202	4	4	112	08
	Maternal Nursing	BNSL-203	8	3	120	120
	Total		**16**	**8**	**292**	**188**
2nd Year	Medical Surgical Nursing	BNSL-206	10	3	150	150
	Paediatric Nursing	BNSL-207	8	3	120	120
	Mental Health Nursing	BNSL-208	8	3	120	120
	Total		**26**	**9**	**390**	**390**
3rd Year	Community Health Nursing	BNSL-209	12	2	180	180
	NursingAdministration	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-XIII) 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 ProgrammeStudy 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, 2025 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 B.Sc. Nursing Programme as their 1st choice. (However, your are requested to give your option fortwo 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 listwill be prepared **after tie-break by SED**. Counselling will be conducted by the Regional Centres (RCs).

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 where 1st Choice of PSC selected by you for admission. So, contact the Regional Centre for further information.

3.8.3 Important Instructions

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

- Please go through page no. 67-70 of this Student handbook and Prospectus. You are required to take 48, 58 and 62 days leave in first, second and third year respectively to attend theory and practical counselling of Post Basic B.Sc. Nursing Programme which is compulsory.
- 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.
- "Students taking admission in the IGNOU PBBSc (N) will have to pay the applicable university registration and development fee, in addition to the programme fee, as decided 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.

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-XIII for admission to Post Basic B.Sc. Nursing Programme January, 2025 session

1) Region-wise Availability of Seats

A total of 320 seats in 12 Programme Study Centres (PSC) approved by INC are available for admission to Post Basic B.Sc. Nursing programme of IGNOU for January 2025 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 below 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.
- Programme Study Centre once allotted will not be changed through out the period of study.
- 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. 67-70 of this Student handbook and Prospectus. You are required to take 48, 58 and 62 days leave in first, second and third year respectively to attend theory and practical counselling of Post Basic B.Sc. Nursing Programme which is compulsory.
- 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 based on region wise merit list prepared as I[st] option given by you.
- 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)
- No Objection Certificate (NOC) from the organization where you are currently working to ensure In-service status.
- 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 in favor 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 whohad successfully completed their first degree course, prior to June 4, 1986, irrespective of their durationshall be treated at par with the students who have completed Three years degree and they are notrequired 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 treatedvalid for all purposes including admission to a Masters degree programme and other higher studies.

IGNOU accepts First degree of Two year duration obtained from a recognized university completed upto the year 1998-99 for purposes of higher studies; provided such students have undergone a further oneyear 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 jurisdictionof the State concerned are not recognized for purposes of admission to IGNOU's academic programmesunless it has specific approval of the University Grants Commission. Similarly, Degrees acquired through an 'Off Campus' Centre/ 'Off-shore' Campus of Central/State/ Deemed to be Universities/Institutions of National Importance offered through Open and Distance learning (ODL) mode will be accepted for purposes of higher studies in IGNOU; provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities/Institutions of National Importance prescribed by the UniversityGrants Commission from time to time.

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.

One Certificate Programme with any other Programme	Admission in both programmes can be taken in the same admission cycle
One UG + One PG Programme*	**Admission has to be taken in two different admission cycles** * Admission can be taken ONLY in specified Programmes. Details are available on the IGNOU website.
Two UG Programme*	
Two PG Programme*	

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 are passed 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 for admission in Central Educational Institutions

The University provide 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 anycategoryshallmake the student liable not only for cancellation of admission but also legal action as per Government of India rules.

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 Centrally Sponsored 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 charged along with the programme fee of first semester/year at the time of admission.

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

The refund request will be considered as per the Notification F.No:/SRD/R-V/Notif./2024/13690 dated 06.05.2024.

ignou
THE PEOPLE'S UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Registration Division

No. : EG/SRD/R-V/Notif./2024/1364
Dated : 06.05.2024

Notification

With the approval of the Competent Authority, the fee refund policy of the University is modified as under:

a) The Registration Fee is non-refundable.

b) The fee paid shall be refunded prior to confirmation of admission.

c) An amount equivalent to 15% of the programme fee, subject to a ceiling of Rs. 2000/-, will be deducted from the fee paid in case the request for cancellation is received after the confirmation of admission.

d) In case a student has opted for soft copy of the SLM, the fee paid will be refunded after deducting the Registration fee only.

e) If a request for cancellation is received from a student who has availed for exemption and has paid only the Registration fee and Development fee, only the Development fee will be refunded.

f) No Refund of fee will be admissible after 60 days of the closing date of the admission.

This notification supersedes all the earlier Notifications in this regard. This will come into effect from the July, 2024 admission cycle.

H Bose
6.5.24.

(Dr. Himansu Kumar Bose)
Registrar, SRD

डॉ. हिमांशु कुमार बोस
Dr. Himansu Kumar Bose
Registrar, SRD, IGNOU

Distribution:

1. All Regional Directors
2. Director, ACD
3. Registrar, SED
4. All Unit Heads in SRD
5. VC Office
6. Notification file
7. Fee refund file

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. Alearner opting for the soft copywill 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 studymaterial, 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 EconomicallyWeaker 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.

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

Rules & Regulation for Re-Evaluation of Answer Scripts

1. The request for re-evaluation by the student must be made within 40 days from the date of declaration of result of the student.

2. The date of declaration of result will be calculated from the date on which the results(w) are published on the website of IGNOU.

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

4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 40 days from the date of receipt of revaluation form.

5. Re-evaluation is permissible in TEE Answer Scripts only and not in the Project/Dissertation, Practicals/Lab courses, Workshops, Assignments & Seminar and OMR Based Paper.

6. The application form duly filled-in may be send to the following address except CPE* & DPE* programmes.

7. Application form must reach within the prescribed dates at the following address.

8. Application for Re-evaluation will be accepted online made only. No hard copy of the revaluation form will be considered.

9. There is no provision of SECOND Re-evaluation; hence no request regarding second re-evaluation will be entertained.

10. Applicaion form must reach within the prescribed dates at the following address:-

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

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

- **For the revaluation of the answer script(s) of CPE and DPE Programmes, the application form may be sent to Regional Centre concerned.**

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/Demand Draft 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/ignou/bulletinboard/announcement/ latest/details/Notification_Guidelines_and_Form_for_Name_change_Spelling_Change_Etc_-2539.

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 5th May, 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
- Fill in 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 10th 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 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 examination for 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 examination of 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, Current registration 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 **because after this point once submission has been done editing is not possible. If you wish to wait, STOPHERE 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, NewDelhi-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 011-29535438	Asstt. Registrar 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 011-29572202	Section Officer 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 011-29536103	bdresult@ignou.ac.in practicalsed@ignou.ac.in mdresult@ignou.ac.in
13	Declaration of results of Bachelor and Diploma programme/Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	dpresult@ignou.ac.in bdpresult@ignou.ac.in
14	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gcverification@ignou.ac.in
15	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
16	Status of Project Report of all Programmes/ Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	projects@ignou.ac.in
17	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
18	Students general enquiries and grievances/ Issue of duplicate mark sheet	011-29572218 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 011-29572215 011-29572219	Dy. Director/ Asstt.Director	

Appendices

Appendix-I

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
23239733 23232317 23236739 23239497

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

15 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
recognizing 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 the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree/Diploma/Certificate of the traditional Universities/ institutions in the country.

(Vikram Sahay) 14/2
Director(Admn)

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

End: As above

Copyto:

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 the 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,

13/5

(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 : 23392506, 63-65,68,71,73-75 फैक्स / Fax : 011-23392554

LIST OF REGIONAL CENTRES

Sl. No.	RC Name	Address	Operational Area
1	AGARTALA RC CODE: 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MALAY NAGAR P.O. RENTERS COLONY AGARTALA-799 004 TRIPURA 0381- 251 6714 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE: 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242976, 241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI, MAHISAGAR AND CHHOTA UDAIPUR) DAMAN & DADRA NAGAR HAVELI (U.T.)
3	AIZAWL RC CODE: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, SELESIH (A-S ROAD), AIZAWL, MIZORAM PIN- 796014 0389-2391692 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI, SAITUAL, HNAHTHIAL, KHAWZAWL)
4	ALIGARH RC CODE: 47	LOCAL OFFICE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SRI TIKA RAM KANYA MAHAVIDYALAYA RAM GHAT ROAD, ALIGARH (UP)– 202001 MOBILE NO. 8869829838 MAIN OFFICE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 88, VILLAGE-TUSYANA KNOWLEDGE PARK 5, GREATER NOIDA, GAUTAM BUDDHA NAGAR (U.P.) – 201306 rcaligarh@ignou.ac.in	(STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, HATHRAS, MAINPURI)

5	ANGUL RC CODE: 89	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 758/759 SIMILIPADA CHOWK **Near PTC High School** ANGUL – 759122; ODISHA 06764 - 230016/17: Students Support Services 06764 - 230018 : Office Administration rcangul@ignou.ac.in	STATE OF ODISHA (DISTRICT:SAMBALPUR, SUNDERGARH, BARAGARH, DEOGARH, SUBARNAPUR , BOUDH, ANGUL,JHARSUGUDA)
6	BANGALORE RC CODE: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NO. 222, SINGENA AGRAHARA VILLAGE SARJAPUR HOBLI, ANEKAL TALUK, BANGALORE – 560 099 PHONE NO.: 080-29607272 WHATSAPP NO.: 9449337272 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE URBAN, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIVAMOGA, TUMAKURU, CHAMARAJANAGAR & CHIKKAMAGALURU DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSURU, UDUPI)
7	BHAGALPUR RC CODE: 82	LOCAL OFFICE IGNOU REGIONAL CENTRE, DEPARTMENT OF ECONOMICS BUILDING TNB COLLEGE CAMPUS BHAGALPUR-812007 (BIHAR) Ph: 0641-2610055 MAIN OFFICE IGNOU REGIONAL CENTRE ROOM NO 305, INSTITUTIONAL AREA, MITHAPUR PATNA - 800001 BIHAR rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
8	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2570517 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BARWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)

9	BHUBANESWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-1, INSTITUTIONAL AREA BHUBANESWAR ODISHA-751013 0674-2301348 0674-2301352 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT :KHURDA,PURI,NAYAGARH,KEONJHAR,MAYURBHANJ,DHENKANAL,CUTTACK,JAGATSINGHPUR,,KENDRAPARA,GAJAPATI,KANDHAMAL,BHADRAK, BALASORE,JAJPUR,GANJAM)
10	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st FLOOR, PLAZA II TOURISM DEPARTMENT BUILDING OPP. DR.B.R. AMBEDKAR STADIUM INDI ROAD, VIJAYAPURA - 586101 KARNATAKA 08352-252006/9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOT, VIJAYAPURA, BIDAR, KALABURAGI, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELAGAVI, DHARWAD, VIJAYANAGAR) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
11	CHANDIGARH RC CODE: 06	LOCAL OFFICE CHAUDHARY DEVI LAL MEMORIAL CENTRE OF LEARNING (CDCL) PLOT NO-5 MADHYA MARG SECTOR-28 B CHANDIGARH-160002 0172-2997699 (CHANDIGARH) MAIN OFFICE IGNOU REGIONAL CENTRE PLOT NO. 5, SECTOR 12 (PART I) URBAN ESTATE, KARNAL 132001 (HARYANA) PHONE: 0184-2989777 (KARNAL) 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 RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI - 600 007 TAMILNADU 044-26618040 044-26618489 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, CHENGALPATTU, TIRUPATTUR, KALLAKURUCHI, MAYILADUTHURAI, RANIPET) PUDUCHERRY (U.T.) [PUDUCHERRY & KARAIKAL]

13	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR P.O. COCHIN - 682 017 ERNAKULAM DISTRICT KERALA 0484-2340203 / 2348189 2345650 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR) LAKSHADWEEP (U.T.)
14	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHILA UNIV. CAMPUS, KAMESHWAR NAGAR NEAR CENTRAL BANK OF INDIA DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 Mobile no: 9431691933 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
15	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 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 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-46552431 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)

17	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IAEA HOUSE 17-B, INDRAPRASTHA ESTATE, MAHATMA GANDHI MARG, NEW DELHI – 110 002 DELHI 011-23379373, 23379376, 23379377 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUDH VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJARA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
18	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DELHI LIBRARY ASSOCIATION BUILDING RANGANATHAN BHAWAN, C BLOCK, NEAR COMMUNITY CENTRE, NARAINA VIHAR NEW DELHI - 110 028 DELHI 011-25774255 011-25774256 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASHERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, NUH)
19	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU Regional Centre Mandakini Sadan, Basuwadih Rohini Road, PO Jasidih Deoghar-814142, Jharkhand Ph:+91-9848423053, 8986613424	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
20	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 6TH MILE, TADONG PO. TADONG NH-10- BELOW HOLY CROSS SCHOOL, EAST SIKKIM DISTRICT -GANGTOK SIKKIM - 737102 03592-231102/270923/231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: GANGTOK, GYALSHING, MANGAN, NAMCHI, PAKYONG, SORENG)

21	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361- 2343785 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI ANGLONG (EAST), KARBI ANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA-MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ, BAJALI, TAMULPUR)
22	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE FIRST FLOOR, M-5 BLOCK MANORANJAN COMPLEX, TELANGANA STATE HOUSING BOARD COMPLEX M.J. ROAD, NAMPALLY, HYDERABAD TELANGANA - 500 001 040-23117550 Mobile : 9492451812 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICT: ADILABAD, BHADRADRI KOTHAGUDEM, HYDERABAD, JAGTIAL, JANGAON, JAYASHANKAR BHUPALAPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEM ASIFABAD, MAHABUBABAD, MAHABUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL MALKAJGIRI, NAGAR KURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGAREDDY, SANGAREDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL, HANUMAKONDA, YADADRI BHUVANAGIRI, MULUGU, NARAYANPET)
23	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385- 2953462 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOUPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)

24	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HMCT BUILDING RAJIV GANDHI GOVT. POLYTECHNIC VIVEK VIHAR ITANAGAR - 791113 ARUNACHAL PRADESH 0360-2954805 0360-2954806 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, KRA DAADI, LONGDING, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, DIBANG VALLEY, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG, KAMLE, LEPARADA, LOWER SIANG, NAMSAI, PAKKE KESSANG, SHIYOMI, SIANG)
25	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411/2609896 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANUPPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGHPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, NIWARI, TIKAMGARH, PANDHURNA, MAUGANJ, MAIHAR)
26	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79-84, SECTOR – 7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN 0141-2785730 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMANGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAI MADHOPUR, SIKAR, SRIGANGANAGAR & TONK)
27	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJINDER VIHAR, PHASE-1, BANTALAB, JAMMU. JAMMU & KASHMIR-181123 0191-2503153 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICTS: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
28	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR NIFT CAMPUS NAGAUR ROAD NH-62 KARWAR, JODHPUR -342037 (RAJASTHAN) 0291-2755424/2756579 0291-2751424 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGAUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)

29	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE P/O KOROKATOLY, BALIGAON, JORHAT-785015 ASSAM 0376- 2951116/2951114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)
30	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 5 SECTOR-12 (PART-1) URBAN ESTATE KARNAL 132001 HARYANA 0184-2271514 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR AND CHARKHI DADRI)
31	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR, KHANNA - 141401 DISTRICT: LUDHIANA PUNJAB 01628-229993 / 237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, SRI MUKTSAR SAHIB, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT, MALERKOTLA)
32	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU COLONY KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK, NOKLAK,Tseminyü, Chümoukedima, Niuland, Shamator,
33	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 23589323 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, PASCHIM BARDHAMAN, PURBA BARDHAMAN, NADIA, JHARGRAM)

34	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT 764 020 ODISHA 06852- 252982 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BALANGIR)
35	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, TELIBAGH LUCKNOW 226 029 UTTAR PRADESH 0522-2442832 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMETHI, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, AYODHYA, FARRUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBARELI, SHAHJAHANPUR, SHRAVASTI, SIDDHARTH NAGAR, SITAPUR, UNNAO)
36	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD (BEHIND JEEVA THEATRE) MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, THE NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGAI, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR, TIRUNELVELI, TENKASI, THOOTHUKUDI)
37	MUMBAI RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st,2nd & 3rd FLOOR, MAHATMA BUILDING -03, PLOT NO.43 SECTOR 09, OPP DAV PUB. SCHOOL NEW PANVEL EAST TALUKA PANVEL, DISTT. RAIGAD MAHARASHTRA 410206 022- 27489764 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGAD, RATNAGIRI, PALGHAR, MUMBAI SUBURBAN)

38	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "GYAN VATIKA" 14, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999, 2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, NAGPUR, WARDHA, WASHIM, YAVATMAL, NANDED, PARBHANI, HINGOLI,)
39	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 88, VILLAGE-TUSYANA KNOWLEDGE PARK 5, GREATER NOIDA, GAUTAM BUDDHA NAGAR (U.P.) - 201306 0120-2405012 / 2405014 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDHHA NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
40	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576 NEAR P&T STAFF QUARTERS ALTO PORVORIM P.O. 403 521 GOA 0832-2414553 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA), STATE OF MAHARASHTRA (DISTRICT: SINGDHUDURG)
41	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONAL AREA MITHAPUR PATNA PATNA - 800 001 BIHAR 0612-2365039, 2360080 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)
42	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

43	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND VITTHAL MANDIR NEAR TO PALAK PARK SOCIETY, BALEWADI GAON, BALEWADI PUNE-411 045 (MAHARSHTRA) PHONE NUMBERS :- 020- 29911579,020-29912364, 020-29910886	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, CHHATRAPATI SAMBHAJI NAGAR (AURANGABAD), NASHIK, JALNA, AHMADNAGAR, BEED, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
44	RAGHUNATHGA NJ	LOCAL OFFICE 1ST FLOOR, B-9 KARMATIRTHA COMPLEX, UMARPUR, (NEAR UMARPUR CROSSING, HAAT BAZAR) RAGHUNATHGANJ, P.O- GHORSALA, DIST. MURSHIDABAD – 742235 (WEST BENGAL) rcraghunathganj@ignou.ac.in MAIN OFFICE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 (WEST BENGAL) rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA))
45	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX ANNANDAM ROAD HOUSING BOARD COLONY, KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH 0771-2428285 0771-2283285/2971322 rcraipur@ignou.ac.in RC Raipur Website: ignourcraipur.ac.in RC Facebook: ignouraipur.raipurcg RC Twitter Handle: @IGNOURaipurRc	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA, SARANGARH- BILAIGARH, MOHLA MANPUR, SAKTI, MANENDRAGARH-CHIRMIRI- BHARATPUR, KHAIRAGARH- CHHUIKHANDAN-GANDAI, GAURELA-PENDRA- MARWAHI.

46	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANKOT MAIN ROAD, OFF KALAWAD ROAD, OPP. ADARSH NIVASI BOY'S SCHOOL, RAJKOT - 360 005 GUJARAT Email id: rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)
47	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KRISHNA MALL 2ND FLOOR OPPOSITE GST BUILDING ASHOK NAGAR, RANCHI - 834 002 JHARKHAND 0651-2244688/2244699 0651-2244677 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SERAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, BOKARO, DHANBAD, GARHWA, PALAMU, RAMGARH)
48	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KOSHI CHOWK SAHARSA-852201 BIHAR 06478-219015, 219019, 295252 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNEA)
49	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING -MAWKYNROH NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364- 2950669 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS, EASTERN- WEST KHASI HILLS)
50	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLOCK NO. 9, SDA COMPLEX, KASUMPTI SHIMLA 171 009 HIMACHAL PRADESH 0177-2624612 / 2624613 0177 - 2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHAUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
51	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI - 734 001 WEST BENGAL 0353-2526818 rcsiliguri@ignou.ac.in rcsiliguri helpdesk@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR. KALIMPONG)

52	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAIDA KADAL, RAINAWARI, SRINAGAR - 190003 0194-3102400 0194-3102384 e-mail: rcsrinagar@ignou.ac.in website: rcsrinagar.ignou.ac.in	DISTRICTS: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KULGAM, KUPWARA, PULWAMA, SHOPIAN, SRINAGAR, LEH, KARGIL)
53	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMPUS MUTTATHARA, VALIYATHURA P.O THIRUVANANTHAPURAM, KERALA- 695 008 PHONE: 0471-2344113, 9447044132 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: PATHANAMTHITTA, KOLLAM, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI)
54	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368622 / 2369629 0542-2368448 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, BHADOHI, SONEBHADRA, VARANASI, PRAYAGRAJ, PRATAPGARH, SULTANPUR)
55	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 14/329, B-E (Adj. to 110KV KSEB Sub-Station) PUTHOOR PO, VATAKARA, 673104 KERALA 0496-2525281 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE-PUDUCHERRY(UT)]
56	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 9-76-18, S.K.P.V.V. HINDU HIGH SCHOOL PREMISES KOTHAPETA, 1- TOWN VIJAYAWADA - 520 001 ANDHRA PRADESH 0866-2565253 / 2565959 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, NTR, GUNTUR, PALNADU, BAPATLA, PRAKASHAM, SPSR NELLORE, TIRUPATI, CHITTOOR, ANNAMAYYA, Y.S.R.(KADAPA), KURNOOL, NANDYAL, ANANTAPUR, SRI SATHYA SAI)

57	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-2511200 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 FOR POST BASIC B.Sc. NURSING inspected under sections 13 and 14 of INC Act PSC AND RC CODE (Year 2025)

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	L.D. Arts College (work centre at – 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.	1917P	RIPAN, College of Nursing, Mizoram, Aizwal	19	15
10.	2209P	Christian Medical College & Hospital, College of Nursing, Ludhiana - 141008, Punjab	22	30
11.	2316P	Govt College of Nursing, J L N Marg, Jaipur - 302004	23	30
12.	2740P	College of Nursing, Kanpur - 214879 UP	27	30
		Total		**320**

General Instructions-

- 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.
- 1st choice will only be considered for admission.
- 2nd and 3rd Choice for PSC are exclusive for the use of University in case PSC of your 1st choice get deactivated due to any administrative exigency reasons.

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 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 BNSL-202	15	112	4 sessions – 8 hrs Micro 1 B BP. 1 B N&D 1 B	1 Day	56 hrs	7 days [3½ days (micro) 3½ days (Biophy)]	3 sessions – 7 hrs Micro Block 2 Biochemistry 1	1 Day	56 hrs BC N & D	7 days [3½ days (BC) 3½ days (N&D)]
BNS-203 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 Gen Psycho Sociology	1½ days	-	-	6 sessions – 12hrs Edu. Psychology 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 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 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 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 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 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 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 Studyof human society

   II. Studyof Psychology of human being

   III. Studyof human events correlated in time

   IV. Studyof 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 information's are to be filled in by penincluding blackening the circle bearing the correct answer number against the serial number of thequestion.
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 Programme / कार्यक्रम ..... Course Name / पाठयक्रम नाम	परीक्षा पत्र भरने से पहले कृपया निम्नलिखित निर्देशों को अवश्य पढ़ लें। प्रश्नोत्तर चिन्ह इस प्रकार बनायें ■ न कि [×] [✓] [\] ■ [•]
Student's Particulars / विद्यार्थी विवरण Enrolment No. / अनुक्रमांक संख्या ..... Name / नाम ..... Address / पता .... City / शहर ..... Pin Code / पिन कोड	**Plaese read relevant instructions given below carefully before completing this form.** **Make like ■ Not like [×] [✓] [\] ■ [•]** Candidate's Signature / विद्यार्थी के हस्ताक्षर ..... Signature of Invigilator / अनुवीक्षक के हस्ताक्षर ..... 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. पाठयक्रम 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 खानों 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, पाठयक्रम 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]

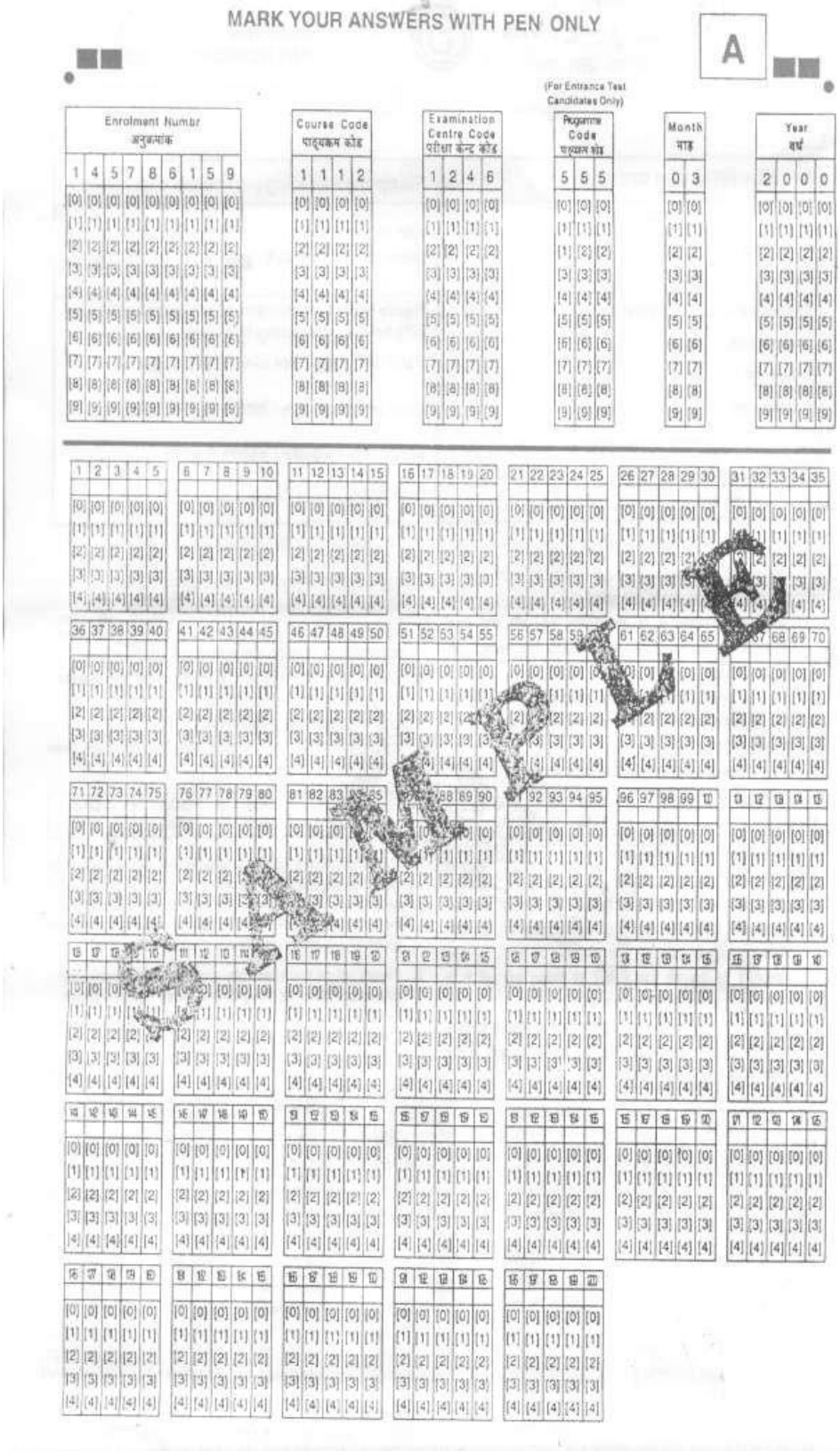
Programme Code पाठ्यक्रम कोड		
5	5	5
[0]	[0]	[0]
[1]	[1]	[1]
[2]	[2]	[2]
[3]	[3]	[3]
[4]	[4]	[4]
■	■	■
[6]	[6]	[6]
[7]	[7]	[7]
[8]	[8]	[8]
[9]	[9]	[9]

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 Prad esh	
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) OR 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 Re	arks
69.	Central Board of Higher Education, Delhi	
70.	Council of Secondary Education Board, Mohali	
71.	Rajkiya Institute of Open Schooling (RIOSUP) 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
72.	Central Institute of Open Schooling (CIOSUP) 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 2. माध्यमा (विशारद) 3. उत्तमा (हिंदी साहित्य)	एस.एल.सी बी.ए. बी.ए. (हिन्दी आनर्स)	स्थाई मान्यता एफ–750/69 एच 1 18 फरवरी 1970
2.	राष्ट्रभाषा प्रचार समिति, वर्चा	1. परिचय 2. कोविंद 3. रत्न	एस.एल.सी इंटर बी.ए.	– – –
3.	दक्षिण भरत हिंदी प्रचार सभा, मद्रास	1. प्रवेशिका 2. विशारद 3. प्रवीण	एस.एल.सी इंटर बी.ए.	– – –
4.	हिंदी विद्यापीठद्व देघर बिहार	1. प्रवेशिका 2. साहित्य भूषण 3. साहित्यालंकार	एस.एल.सी इंटर बी.ए.	– – –
5.	महाराष्ट्र राष्ट्रभाषा सभा, पूना	1. प्रबोध 2. व्रवीण 3. पंडित	एस.एल.सी इंटर बी.ए.	– – –
6.	हिंदी प्रचार सभा, हैदराबाद	1. विशारद 2. भूषण 3. विद्दान	एस.एल.सी इंटर बी.ए.	– – –
7.	गुजरात विद्यापीठ, अहमदाबाद	1. तीसरी 2. विनीत 3. सेवक	एस.एल.सी इंटर बी.ए.	7–50/69 एच–1 18 फरवरी, 1970 स्थायी मान्यता
8.	बम्बई हिंदी विद्यापीठद्व बम्बई	1. उत्तमा 2. भाषा रत्न 3. साहित्य–सुधारक	एस.एल.सी इंटर बी.ए.	वि.सं.एफ. 2/70 हिंदी 30–3/1 स्थायी मान्यता –
9.	असम राष्ट्रभाषा प्रचार समिति, गुवाहाटी	1. प्रबोध 2. विशारद 3. प्रवीण	एस.एल.सी इंटर बी.ए.	वि.सं. 7–1/73 हिं. ता. 7 जुलाई 1973 से स्थायी मान्यता –
10.	मणिपुर हिंदी परिषद् इम्फाल	1. प्रबोध 2. विशारद 3. रत्न	एस.एल.सी इंटर बी.ए.	– – –
11.	हिन्दुस्तानी प्रचार सभा, बम्बई	1. तीसरी 2. काबिस 3. विद्वान	एस.एल.सी इंटर बी.ए.	वि.सी. 9–2/6 डी–1 हिं 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 2. उत्तमा 3. रत्न	एस.एल.सी बी.ए. 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 2. भूषण 3. साहित्याचार्य	एस.एल.सी इंटर बी.ए.	स्थायी मान्यता – प्रेस 9–6/84 डी (भाषा), 12.12.1986
14.	कर्नाटक हिंदी प्रचार समिति, बंगलोर	1. राजभाषा 2. राजभाषा प्रकाश 3. राजभाषा विद्वान	एस.एल.सी इंटर बी.ए.	स्थायी मान्यता – प्र.सं. 9–6/84 डी (भाषा), 12.12.1956
15.	कर्नाटक महिला हिंदी सेवा समिति, बंगलोर	1. हिंदी उत्तमा 2. हिंदी भाषा भूषण 3. भाषा प्रवीण	एस.एल.सी इंटर बी.ए.	सथायी मान्यता – प.सं. 9–6/डी–1 (भाषा) ता. 12 दिसंबर 1986
16.	उड़ीसा राष्ट्रभाषा परिषद्, पुरी	1. विनोद 2. प्रवीण 3. शास्त्री	एस.एल.सी इंटर बी.ए.	सथायी मान्यता – प.सं. 9–4/7, 9डी–1 (भाषा), 26.7.79
17.	सौराष्ट्र हिंदी प्रचार समिति, राजकोट	1. तीसरी	एस.एल.सी	सथायी मान्यता एस.एफ. 9–6/84 डी–1 (भाषा) ता. 12 दिसंबर 1966
18.	प्रथम महिला विद्यापीठ, इलाहाबाद	1. विद्या विनोदिनी 2. विदुषी साधारण 3. सरस्वती	मैट्रिक इंटर बी.ए.	सथायी मान्यता प.सं. 9–6/84 डी–1 (भाषा) ता. 12 दिसंबर 1986
19.	मिजोरम हिंदी प्रचार सभा, आइजोल	1. प्रबोध 2. विशारद 3. प्रवीण	मैट्रिक इंटरमीडिएट बी.ए.	सथायी मान्यता प.सं. 9–6/84 डी–1 (भाषा) 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 हिंदी अभिज्ञ स्नातक	मैट्रिक (हिंदी) इंटर (हिंदी) 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 2. हिंदी प्रवीण 3. हिंदी साहित्य रत्न	मैट्रिक (हिंदी) इंटरमीडिएट (हिंदी) 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 for Indian students and Rs. 1200 for SAARC countries students and $50 for Non-SAARC countries students, which is to be paid through Demand Draft 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:-

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Regional Director, IGNOU Regional Evaluation Centre, 3rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal-462016 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ahmedabad, Rajkot, Nagpur, Pune, Jaipur, Jodhpur Saharsa and Mumbai
2.	Regional Director, IGNOU Regional Evaluation Centre, C/1, Institutional Area Bhubaneswar-751013 Odisha	Kolkata, Koraput, Raghunathganj, Ranchi, Bhubaneswar, Angul, Siliguri, Vijaywada, Hyderabad, Guwahati, Vishkhapatnam and Deoghar
3.	Dy. Registrar IGNOU Regional Evaluation Centre-Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068, Ph. 011-29533565, 011-29571501	Delhi-1, Delhi-2, Delhi-3, Noida, Jammu, Srinagar and International Division Guyana (GOAL), Online Programme, E-Vidya Bharti etc.
4.	Deputy Registrar IGNOU Regional Evaluation Centre, IGNOU Complex, Kaloor PO Ernakulam Distt., Kochi-682017 Kerala, Ph. 0484-2337028, 2337038	Kochi (Cochin), Banglore, Bijapur, Chennai, Madurai, Panaji, Portblair, Trivandrum and Vatakara
5.	Dy. Registrar IGNOU Regional Evaluation Centre Lucknow, IInd Floor, 5C/INS-1, Sector-5, Vrindavan Yojana, Telibagh, Lucknow-226029, Ph.: 0522-2442825	Chandigarh, Dehradun, Karnal, Khanna, Shimla, Varanasi & Lucknow
6.	In-Charge IGNOU Regional Evaluation Centre Shillong, IGNOU Regional Centre, NEHU Campus, Umshing, Mawkynroh, Shillong-793022, Meghalaya, Ph.: 0364-2550130	Gangtok, Impha, Itanagar, Jorhat, Agartala, Aizwal, Kohim and Shillong
7.	Dr. Abhilash Nayak Assistant Regional Director/In-charge IGNOU Regional Evaluation Centre, Institutional Area, Mithapur, Patna-800001 Mob. No.: 9438036660	Patna, Bhagalpur and Dharbhanga

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 each certificate and each marksheet per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.

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

Rs. 1200/- per credential each certificate and each marksheet 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 each certificate and each marksheet 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' through online payment)

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/Demand Draft 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 ..... Signature .....

..... Date .....

.....

..... PIN

For Official Use Only :

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

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

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

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

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

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

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

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

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 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.

Appendix-XXIV

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.

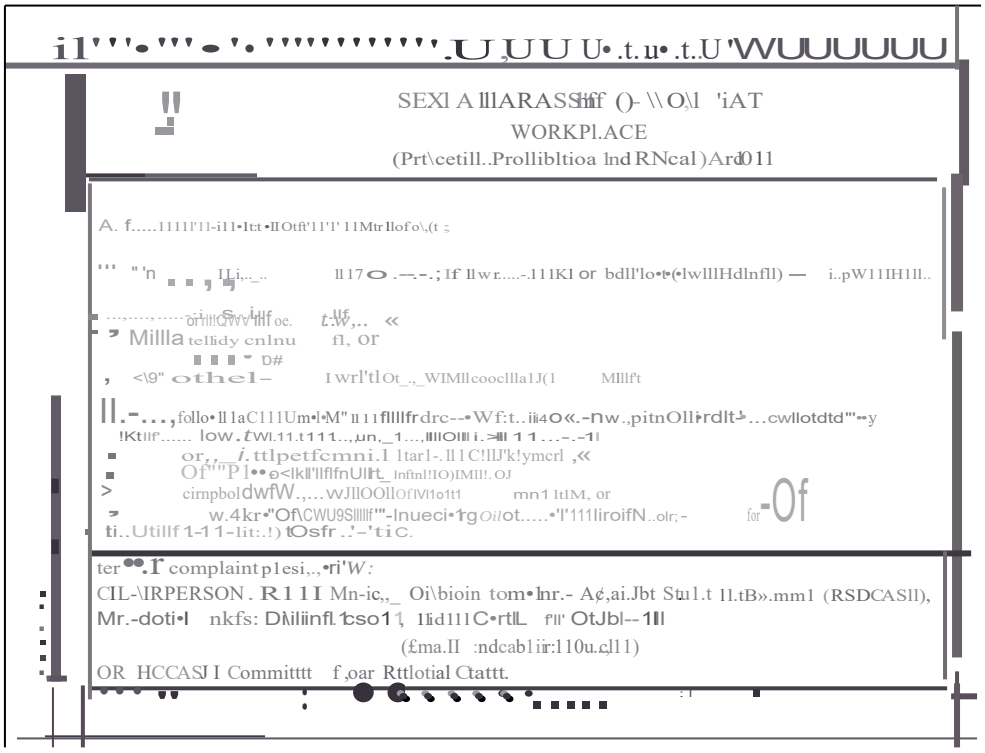
OATH COMMISSIONER

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.		



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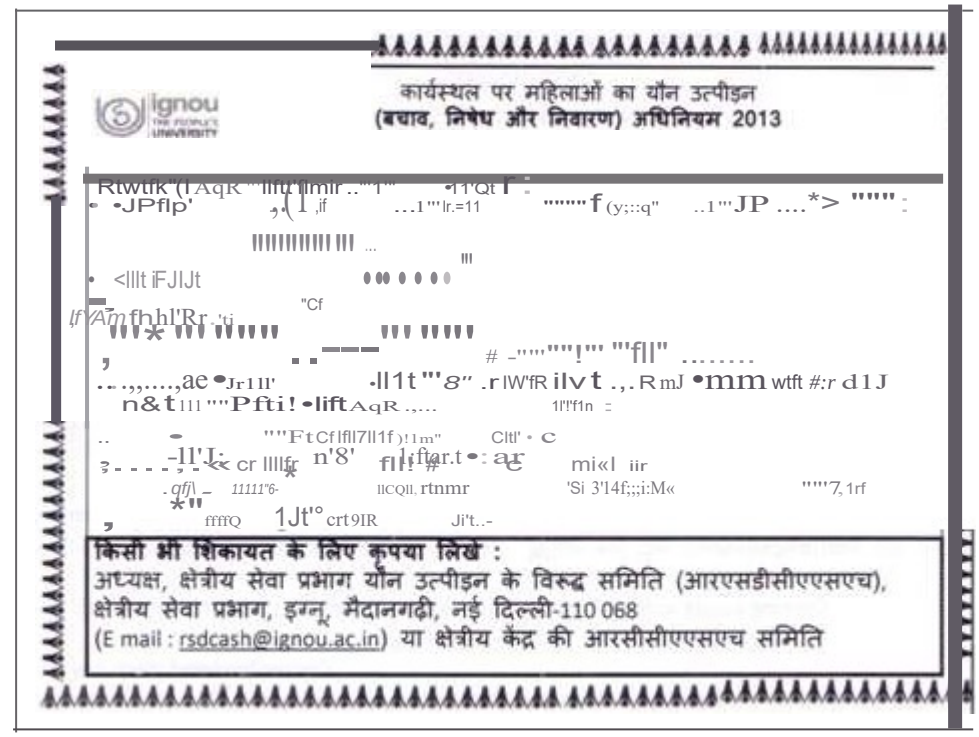

कार्यस्थल पर महिलाओं का यौन उत्पीड़न
(बचाव, निषेध और निवारण) अधिनियम 2013

किसी भी शिकायत के लिए कृपया लिखे :
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

Appendix – XXVIII

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

No. IG/SED/Exam-III/2021
Date: August23, 2021

NOTIFICATION

In continuation of earlier notification no. IG/SED/Exam-III/2020 dated January 22, 2021, it is further notified that the request of the students for correction in the name, spelling, father's name, guardian's name, address, etc. printed in the statement of marks/grade cards & provisional certificate after completion of the programme will also be entertained even though degree certificate has already been issued.

The requisite fee for entertaining such requests will be as under:

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

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

The revised guidelines and prescribed proforma for this purpose are enclosed.

This issues with the approval of the Competent Authority.

23/8/2021
(Dr. V.B.Negi)
Registrar (SED)

Distribution:

1. All Regional Directors : With a request to upload the notification on the website of the Regional Centre
2. Director (RSD)
3. Registrar (SRD)
4. Head (CD) : Kindly upload the notification on the website of the University
5. PS to VC : For kind information of Hon'ble Vice Chancellor
6. PS to PVCs
7. All officers of SED
8. PS to Registrar (SED)

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THE PEOPLE'S UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

REVISED GUIDELINES: CHANGE IN NAME, Etc.

/pes of request for change in name, etc.:-

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

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

1. The student will have to apply in the prescribed application form for this purpose.

2. The requisite fee for entertaining such requests will be as under:

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

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

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

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

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

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR CORRECTION/CHANGE IN NAME ETC.

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

1. Name .....

2. Programme ..... 3. Enrolment Number

4. Address .....

.....

..... E-mail .....

Pin Code | Mobile No.

5. Month & year of completion of Programme..... 6. Whether Degree Certificate has been awarded (Yes/No)

7. Details of correction/change required in Grade Card (Please fill up the relevant box)

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

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

(b) **Change in full name**

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

(c) **Change in 1st/Middle/Last name (Partial change in name)**

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

(d) **Addition/deletion of surname**

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

(e) **Change in surname after marriage**

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

(f) **Change of Address**

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

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

Demand Draft No. ..... Date..... Issuing Bank..... Amount.....

(Signature of the Student)

Enclosures:

Date.....

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

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
_____

_____