

PROGRAMME GUIDE

MASTER OF ARTS (EDUCATION) M.A. (Education)



**School of Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068**

Members of Faculty School of Education

Dr. N. K. Dash	-	Professor & Director, and Programme Coordinator
Dr. M. C. Sharma	-	Professor
Dr. S. V. S. Chaudhary	-	Professor
Dr. Vibha Joshi	-	Professor
Dr. C.B. Sharma	-	Professor
Dr. Saroj Pandey	-	Professor
Dr. Dasyam Venkateshwarlu	-	Professor
Dr. Amitav Mishra	-	Professor
Ms. Poonam Bhushan	-	Associate Professor
Dr. Eisha Kannadi	-	Associate Professor
Dr. M. V. Lakshmi Reddy	-	Associate Professor
Dr. Yalavarthi Nirmala	-	Reader (On Deputation)
Dr. Bharti Dogra	-	Reader
Dr. Vandana Singh	-	Reader
Dr. Sutapa Bose	-	Lecturer (<i>Senior Scale</i>)
Dr. Niradhar Dey	-	Assistant Professor
Dr. Elizabeth Kuruvilla	-	Assistant Professor
Dr. Gaurav Singh	-	Assistant Professor
Mr. C. Ajitkumar	-	Assistant Professor
Dr. Anjali Suhane	-	Assistant Professor

CONTENTS

1. About the Programme	5
Introduction	5
Programme Objectives	5
Eligibility	5
Medium of Instruction	5
Duration	5
Programme Fee	5
2. Programme Framework	5
Course Description	6
Group A: Basic Course on Education	6
Group B: Core Courses	6
Group C: Courses on Knowledge Generation in Education	6
Group D: Specialized Areas in Education	6
3. Instructional System	22
Printed Material	22
Audio and Video Programme	23
Assignments	23
Teleconferencing	23
Interactive Radio Counselling	23
Dissertation Work	23
4. Delivery System	24
5. Operational Schedule	24
6. Evaluation	25
7. General Information About Assignments	26
8. Term-end Examination	29
9. General Instructions	30
10. List of Regional Centres	32
11. Study Centres	33
12. Some Forms for Your Use	50

Dear student,

We welcome you to our academic programme, Master of Arts (Education).

At the very beginning we would like to tell you that following your enrolment in this programme, you have become a student of Indira Gandhi National Open University, which offers educational programmes through the Open and Distance Learning (ODL) mode. It is quite likely that this is going to be your first experience as a distance learner. Unlike other educational institutions where teaching and learning take place in a face-to-face manner, IGNOU adopts a multi-media approach to facilitate teaching-learning. You will find that the printed self-learning material is the master medium. It is supplemented with audio and video programmes. You will also benefit from the counselling sessions organized at the programme study centre. Besides, the assignments submitted by you will be evaluated and you will receive feedback from the evaluators. Thus, there would be multiple modes through which we would be interacting with each other.

As you know, education as a field of knowledge is growing day by day. Knowledge in education is as diverse as education itself. It evolves not only from the operational dimensions of education but also from theoretical and conceptual articulations with the perspectives of other disciplines. Knowledge in education comprises definitions, description and explanations of the varied aspects and components of education. Alongside, it also comprises knowledge that is essential equipment for personnel in education for carrying out their professional tasks or roles. Thus, knowledge in education is both disciplinary and technical-professional. M.A. (Education) Programme would provide you exposure to educational knowledge in all its diversity. The Courses of the Programme represent a comprehensive and distinctly educational knowledge, which is both disciplinary and technical-professional. Moreover, the programme would equip you adequately with the necessary competencies to participate effectively in educational actions in different areas of education and to engage in knowledge generation in education.

This Programme Guide provides you with the important information about the programme viz., its objectives, structure, mode of delivery, counselling sessions, assignments, evaluation etc. The information provided in the booklet will help you to organize and systematize your study related to the various components of the programme. This will further facilitate your active participation in the counselling sessions and help you to submit assignments in time. It is expected that you will preserve this handbook to help you clarify your doubts during the programme.

With best wishes

Members of Faculty
School of Education
IGNOU

1. ABOUT THE PROGRAMME

Introduction

The Master of Arts (Education) Programme is an innovative programme, which would provide you a wider and more comprehensive understanding of education as a field of knowledge and would accommodate a wide variety of your learning needs. Needs may range from understanding the concept of education to knowing how knowledge gets generated in the area of education and to acquiring higher level of specialization in specific aspects of education.

Objectives of the Programme

The M.A. (Education) programme aims at producing a team of well-trained individuals knowledgeable in education and its various dimensions. More specially, the M.A (Education) programme intends to:

- a) provide learning-experiences, which will enable students to understand and appreciate knowledge structures and paradigms of education;
- b) develop professional for effective participation in educational actions in different areas of education; and
- c) create a community of scholars adequately equipped for participation in educational discourse.

Eligibility

A Bachelor's Degree in any discipline with or without a Degree in Education from a recognized university.

Duration

The M.A (Education) programme can be completed by a student in a minimum of two years time and in a maximum of five years time.

Medium of Instruction

The medium of instruction is English. However, students of M.A (Education) can write their assignments, Term-end Examination and Dissertation in Hindi medium.

Programme Fee

Rs. 13,500/- for the entire programme in **one installment**.

2. PROGRAMME FRAMEWORK

The M.A. (Education) programme comprises four groups of courses with differential weightage. The total number of credits will be 68 and each student is expected to cover 34 credits each year.

- Group A : Basic course on Education
- Group B : Core Courses
- Group C : Courses on Knowledge Generation in Education
- Group D : Specialized Areas in Education

Course Description

Group A: Basic course on Education (4 credits)

This course provides a concise but comprehensive articulation of education. The course familiarizes you with the various recognizable aspects and task-areas in the field of education. It also provides a conceptual overview of education with its multiplicity and complexity. It is an introductory course to the core courses. Hence, it introduces concepts and ideas in education which are also discussed in core courses in greater detail.

Course Code	Course Title	Credits
MES-011	Understanding Education	4 Credits

Group B: Core Courses

The core courses are intended to provide an in-depth understanding of the significant aspects of education. They bring out the variety of concepts, processes, and tasks in education in a proper 'educational' perspective. With these in view, four courses are visualized, all of which are compulsory for all students.

S.No.	Course Code	Course Title	Credits
1	MES-012	Education: Nature and Purposes	6 credits
2	MES-013	Learning, Learner and Development	6 credits
3	MES-014	Societal Context of Education	6 credits
4	MES-015	Operational Dimensions of Education	6 credits

Group C: Courses on Knowledge Generation in Education

The course structure of Group C is worked out in such a way that there is adequate scope for both theoretical understanding of the process of knowledge generation in education as well as 'hands on' experience in research activities. The theoretical understanding of the process of knowledge generation in education is presented in the course on "Educational Research". Similarly, the practical experience is visualized with a more meaningful and rewarding experience in the form of a dissertation.

S.No.	Course Code	Course Title	Credits
1	MES-016	Educational Research	6 credits
2	MESP-001	Dissertation	10 credits

Group D: Specialized Areas in Education

Under Group D, a student has to complete four or five courses worth 24 credits in one specialized area. There are five specialized areas on offer. Out of five, a student has to choose only one specialized area. The specialized areas are: Higher Education, Distance Education, Educational Technology, Educational Management and Adult Education. The details of the courses — their codes, titles and credits — under each of these specialized areas are given below.

S.No.	Course Code	Course Title	Credits
Specialized Area: HIGHER EDUCATION			
1	MES-101	Higher Education: Its Context and Linkages	6 Credits
2	MES-102	Instruction in Higher Education	6 Credits

3	MES-103	Higher Education: The Socio-Psychological Field	6 Credits
4	MES-104	Planning and Management of Higher Education	6 Credits
Specialized Area: DISTANCE EDUCATION			
1	MES-111	Growth and Philosophy of Distance Education	4 Credits
2	MES-112	Design and Development of Self-Learning Print Materials	4 Credits
3	MES-113	Learner Support Services	4 Credits
4	MES-114	Management of Distance Education	6 Credits
5	MES-115	Communication Technology for Distance Education	6 Credits
Specialized Area: EDUCATIONAL TECHNOLOGY			
1	MES-031	ET- An Overview	6 Credits
2	MES-032	Communication and Information Technology	6 Credits
3	MES-033	Computer Technology	6 Credits
4	MES-034	Designing Courseware	6 Credits
Specialized Area: EDUCATIONAL MANAGEMENT			
1	MES-041	Growth and development of Educational Management	6 Credits
2	MES-042	Dimensions of Educational Management	6 Credits
3	MES-043	Organizational Behaviour	6 Credits
4	MES-044	Institutional Management	6 Credits
Specialized Area: ADULT EDUCATION			
1	MAE-001	Understanding Adult Education	6 Credits
2	MAE-002	Policy Planning and Implementation of Adult Education in India	6 Credits
3	MAE-003	Knowledge Management, Information Dissemination and Networking in Adult Education	6 Credits
4	MAE-004	Extension Education and Development	6 Credits

The detailed structure of all theory courses is as follows.

MES-011 UNDERSTANDING EDUCATION (CREDITS - 4)

Block-1 What is Education?

Unit 1	Education an Operational Aspect of Society
Unit 2	Education: A Purposive and Continuous Process.
Unit 3	Differentiating Education from Learning and Schooling
Unit 4	Education as an Institutionalized Network

Block-2 Education: Its Bases

Unit 5	Socio-Historical-Philosophical Bases
Unit 6	Education: Some Significant Historical Developments

Unit 7	Education Supports Required	
Unit 8	Community Participation and Support in Education	
Block-3	Education and the Socio-Political Supra-System	
Unit 9	Educational Goals as Reflective of Socio-Political Ideology of the Society	
Unit 10	Political Forces as Necessary Support and an Inevitable Constraint to Education	
Unit 11	Educational Operations and Political Decision -Making	
Block-4	Education: An Overview	
Unit 12	Education: Its Dimensions	
Unit 13	Education: Knowledge Generation	
MES-012	EDUCATION: NATURE AND PURPOSES	(CREDITS - 6)
Block 1	Concept and Nature of Education	
Unit 1	Education: Meaning and Concept	
Unit 2	Education as a Field of Knowledge	
Unit 3	Scope of Education	
Unit 4	Characterizing of Education	
Block 2	Knowledge in Education	
Unit 5	Concept and Nature of Knowledge	
Unit 6	Ancient Indian Concept and Nature of Knowledge	
Unit 7	Mediaeval (Islamic) Indian Concept and Nature of Knowledge	
Block 3	Aims and Goals of Education	
Unit 8	Bases of Educational Aims and Goals	
Unit 9	Aims and Goals of Education in Indian Philosophical Tradition	
Unit 10	Aims and Goals of Education-Western Thought	
Unit 11	Aims and Goals of Education: Modern Indian Context.	
Unit 12	Aims of Education-Modern Thinkers	
Block 4	Curriculum and its Various Aspects	
Unit 13	Meaning and Concept of Curriculum	
Unit 14	Foundations of Curriculum	
Unit 15	Curriculum Planning	
Unit 16	Models of Curriculum Designing and Development	
Unit 17	Curriculum Evaluation	
MES-013	LEARNING, LEARNER AND DEVELOPMENT	(CREDITS - 6)
Block-1	Learning: Concept and Process	
Unit 1	Learning and its Scope	
Unit 2	The Dynamics of Learning	
Unit 3	Learning: Issues and Concerns	
Unit 4	Learning: Trends and Systems	

Block-2	The Learner	
Unit 5	Factors Affecting Learning-1	
Unit 6	Factors Affecting Learning-II	
Unit 7	The Learner: Various Perspectives	
Block-3	The Learning Environment	
Unit 8	Learning Environment: Meaning and Scope	
Unit 9	Learning Environment: Home and Community	
Unit 10	Learning in the School Environment	
Unit 11	Environment and Learning	
Block-4	Organising Learning	
Unit 12	Cognitive Learning and its Organisation	
Unit 13	Affective and Psychomotor Learning and their Organisation	
Unit 14	Assessment of Learning	
Unit 15	Curriculum Based Learning	
Block-5	Theories of Learning: A Critical Summary	
Unit 16	Behaviouristic Learning: Theories and their Instructional Applications	
Unit 17	Gestalt and Cognitive-Field Psychology of Learning	
Unit 18	Information Processing and Humanistic Approaches to Learning	
Unit 19	Constructivism	
MES-014	SOCIETAL CONTEXT OF EDUCATION	(CREDITS - 6)
Block 1	Education and Society: Concepts and Perspective	
Unit 1	Education and Socialisation	
Unit 2	Education, Social Structure, Social Stratification and Social Mobility	
Unit 3	Education, Social Change and Development	
Block 2	Political and Economic Perspectives on Education	
Unit 4	Economics of Education	
Unit 5	Political Economy of Education	
Unit 6	Education Policy, Decision Making and Political Perspectives of Education	
Block 3	Social Context of School	
Unit 7	School as a Social System/School as an organization	
Unit 8	Schooling as a Socio-cultural Process	
Unit 9	Teacher as an Educational Input	
Unit 10	Teaching Profession	
Unit 11	Community Participation in Education	
Block 4	Knowledge and Education	
Unit 12	Social Organisation of Knowledge	
Unit 13	Ideology and Curriculum	
Unit 14	Medium of Instruction	
Unit 15	Mass Media and Education	

Block 5	Emerging Social Concerns in Indian Education	
Unit 16	Social Diversity and Education	
Unit 17	Equity and Excellence in Education	
Unit 18	Alternatives in Education	
Unit 19	Recent Trends in Education	
MES-015	OPERATIONAL DIMENSIONS OF EDUCATION (CREDITS -6)	
Block 1	Educational Operations at Macro-Level: Different Situations	
Unit 1	Organised Operations of Education-I	
Unit 2	Organised Operations of Education-II	
Unit 3	Innovative Alternative Models of Education	
Unit 4	Education as a Joint Responsibility of State and Community	
Unit 5	Informal Education	
Block 2	Policy Making And Implementation	
Unit 6	Policy Planning and Implementation	
Unit 7	Institutional Arrangements of Educational Operations	
Unit 8	Resource Management for Education at Macro-Level	
Unit 9	Programme and Institutional Evaluation	
Block 3	Educational Operations at Micro-Level	
Unit 10	Organisation of Learning Experience in Face to Face Situations	
Unit 11	Organisation of Learning Experience in ODLS	
Unit 12	Curriculum Transaction in Classroom Situations	
Unit 13	Curriculum Transaction in ODLS	
Block 4	Decision-Making, Implementation and Evaluation of Curriculum Transaction	
Unit 14	Decision-Making at Micro Level	
Unit 15	Instructional Support Practices at Micro-Level	
Unit 16	Effectiveness of Educational Organizations	
Unit 17	Continuous and Comprehensive Evaluation	
MES-016	EDUCATIONAL RESEARCH	(CREDITS - 6)
Block 1	Perspective of Knowledge	
Unit 1	Introduction to Educational Research	
Unit 2	Knowledge Generation: Historical Perspective- I	
Unit 3	Knowledge Generation: Historical Perspective- II	
Unit 4	Approaches to Educational Research: Assumptions, Scope and Limitations	
Block 2	Different Types of Studies in Educational Research	
Unit 5	Descriptive Research	
Unit 6	Experimental Research-I	
Unit 7	Experimental Research-II	
Unit 8	Qualitative Research	
Unit 9	Philosophical and Historical Studies	

Block 3	Research Design
Unit 10	Identification of Problems and Formulation of Research Questions
Unit 11	Hypotheses: Nature and Formulation
Unit 12	Sampling
Unit 13	Tools and Techniques of Data Collection
Block 4	Data Analysis and Interpretation
Unit 14	Analysis of Quantitative Data: Descriptive Statistical Measures: Selection and Application
Unit 15	Analysis of Quantitative Data: Inferential Statistics Based on Parametric Tests
Unit 16	Analysis of Quantitative Data: Inferential Statistics Based on Non- Parametric Tests
Unit 17	Analysis of Qualitative Data
Unit 18	Data Analysis Techniques in Qualitative Research.
Unit 19	Computer Data Analysis
Block 5	Research Reports and Applications
Unit 20	Writing Proposal/Synopsis
Unit 21	Method of Literature Search/Review
Unit 22	Research Report
Unit 23	Scheme of Chapterisation and Referencing

Specialised Area: HIGHER EDUCATION

MES-101 HIGHER EDUCATION: ITS CONTEXT AND LINKAGES

Block-1 Higher Education: Retrospect and Prospects

Unit 1	Aims of Higher Education
Unit 2	Higher Education and Society
Unit 3	Indian Higher Education: The Legacy
Unit 4	Higher Education and Development

Block-2 Indian Higher Education: Policies and Plans

Unit 5	The Constitutional Provisions Regarding Indian Higher Education
Unit 6	The Evolving Policy Perspectives in Higher Education
Unit 7	Higher Education Through the Five Year Plans-I
Unit 8	Higher Education Through the Five Year Plans-II

Block-3 Indian Higher Education: Concerns and Developments

Unit 9	Higher Education and Problems of Contemporary Indian Society
Unit 10	WTO and Higher Education
Unit 11	Emergence of Open and Distance Learning (ODL) at the Tertiary Level.
Unit 12	Quality Assurance and Accreditation in Higher Education

Block-4 The Progressive Social Role of a University Teacher in India

Unit 13	The Evolving Professional Roles of a University Teacher
Unit 14	Teachers' Intervention in Social Change: Some Issues
Unit 15	Teachers' Organisations

MES-102	INSTRUCTION IN HIGHER EDUCATION
Block-1	Instruction in a Systemic Perspective
Unit 1	Instructional System
Unit 2	Input Alternatives- Teacher Controlled
Unit 3	Input Alternatives- Learner Controlled
Unit 4	Evolving Instructional Strategies
Unit 5	Unit and Topic Planning
Block-2	Communication Skills
Unit 6	Teacher Competence in Higher Education
Unit 7	Skills Associated with a Good Lecture
Unit 8	Skills Associated with the Conduct of Interaction Sessions
Unit 9	Skills of Using Communication Aids
Unit 10	Emerging Communication and Information Technologies
Block-3	Evaluation Perspectives in Higher Education
Unit 11	Status of Evaluation in Higher-Education-I
Unit 12	Status of Evaluation in Higher-Education-II
Unit 13	Evaluation Situations in Higher-Education-I
Unit 14	Evaluation Situations in Higher-Education-II
Block-4	Evaluation in Higher Education: Mechanics and Processing
Unit 15	Mechanics of Evaluation-I
Unit 16	Mechanics of Evaluation-II
Unit 17	Processing Evaluation Data
Unit 18	Alternative Evaluation Procedures
Unit 19	Online/Web-Based Student Assessment
MES-103	HIGHER EDUCATION: THE SOCIO-PSYCHOLOGICAL FIELD
Block-1	Towards Understanding the Indian College Students: A Psychosocial Perspective
Unit 1	Profiling the Indian College Student
Unit 2	Understanding Personality and Facilitating its Development
Unit 3	Cognition: Concept and Approaches
Unit 4	Intelligence and Creativity: Concept, Theories and Strategies for Development
Block-2	Institutional Life and Culture: Looking at Organizational Structures, Issues and Perspectives
Unit 5	Understanding Institutions: A Psycho-social Perspective
Unit 6	Dynamics of Classroom Management and their Implications for Practice
Unit 7	Communication and Interpersonal Relationships: Concepts and Implications for Classroom Management
Unit 8	Motivation and Stress Management: Basic Issues and Classroom Implications
Block-3	Towards Understanding the Processes of Teaching and Learning in Higher Education
Unit 9	Learning: Concept, Nature and Factors influencing it

- Unit 10 Approaches to Learning
 Unit 11 The Special Learner: Concepts, Needs and Facilitation Strategies
 Unit 12 Strategizing Teaching and Learning: Models of Teaching and Contemporary Approaches

Block-4 Guidance, Counselling and Mental Health Issues in Higher Education: Some Theoretical Formulations and Practical Insights.

- Unit 13 Guidance and Counselling Needs of Young Adults
 Unit 14 Mental Health Problems, Issues and Concerns
 Unit 15 Envisioning the University Teacher as a Counsellor and Mental Health Facilitator
 Unit 16 Adjustment and Mental Health: Concepts, Processes and Perspectives

MES-104 PLANNING AND MANAGEMENT HIGHER EDUCATION OF EDUCATION

Block-1 Planning Management of Higher Education: A Macro- Perspective

- Unit 1 Planning and Management of Higher Education
 Unit 2 Structure and Organisation of Higher Education in India
 Unit 3 Universities in India
 Unit 4 University and its Structure

Block-2 Management of an Institution of Higher Learning

- Unit 5 Principles of Managing an Institution of Higher Learning
 Unit 6 Aspects of Institutional Management-I
 Unit 7 Aspects of Institutional Management-II
 Unit 8 Aspects of Institutional Management-III

Block-3 Teacher in Management

- Unit 9 Managerial Skills for Teachers-I: Communication, Motivation and Teamwork
 Unit 10 Managerial Skills for Teachers- II
 Unit 11 Managing Classrooms: Climate, Tasks and Learning
 Unit 12 Management of Extension, Community Centered and Co-curricular Activities

Block-4 Planning Management of Curriculum

- Unit 13 Curriculum Planning
 Unit 14 Curriculum Development
 Unit 15 Curriculum Transaction
 Unit 16 Curriculum Evaluation

Specialised Area: DISTANCE EDUCATION

MES- 111 GROWTH AND PHILOSOPHY OF DISTANCE EDUCATION

Block-1 Socio-Academic Issues

- Unit 1 Socio-political Issues
 Unit 2 Academic Credibility
 Unit 3 Social Credibility and Operational Issues
 Unit 4 The New Learner

Block-2	Philosophical Foundations
Unit 1	Defining Distance Education
Unit 2	Philosophical Foundations - 1
Unit 3	Philosophical Foundations - 2
Unit 4	Emerging Operational Concerns
Block-3	Growth and Present Status
Unit 1	Historical Perspective
Unit 2	The International Scene - 1
Unit 3	The International Scene - 2
MES-112	DESIGN AND DEVELOPMENT OF SELF-LEARNING PRINT MATERIALS
Block-1	Factors in the Design of Print Materials
Unit 1	Theories of Learning
Unit 2	Theories of Communication
Unit 3	Implication of Theories for Course Design
Block-2	Principles of Text Design
Unit 1	Course Design
Unit 2	Unit Design
Unit 3	Organising the Content
Unit 4	Organising the Presentation
Block-3	Preparation of Texts
Unit 1	The Process of Course Preparation
Unit 2	Editing
Unit 3	Course Maintenance and Revision
Unit 4	Quality Assurance in Open and Distance Learning Materials
Unit 5	Applications of New Technologies in the Preparation of Texts
MES-113	LEARNER SUPPORT SERVICES
Block-1	Support Services: Need and Mechanism
Unit 1	Learner Support: What, Why and How?
Unit 2	Reading Skills
Unit 3	Study Skills
Unit 4	Institutional Arrangements for Learner Support
Block-2	Counselling and Tutoring Services
Unit 1	Definition, Importance and Categories
Unit 2	Theory, Practice and Media of Counselling
Unit 3	Face-to-Face Sessions
Block-3	Interaction Through Assignments
Unit 1	Tutor-Comments
Unit 2	Tutoring through Correspondence
Unit 3	Assessment and Grading
Unit 4	Supplemental Interaction

MES-114	MANAGEMENT OF DISTANCE EDUCATION
Block-1	Educational Systems Management
Unit 1	Management Functions and Processes: An Overview
Unit 2	Management of Educational Systems
Unit 3	Managing Educational Institutions
Unit 4	Management Processes in Education
Block-2	Management of Higher Education
Unit 1	Principles of Managing an Institution of Higher Learning
Unit 2	Planning and Management of Higher Education: The Retrospect and Prospect
Unit 3	Universities in India
Block-3	Management of Distance Education
Unit 1	Aims and Objectives of Distance Education
Unit 2	Organisational Structure of Higher Distance Education Institutions
Unit 3	Management of Distance Education Systems
Unit 4	Issues in Planning and Management of Distance Education Institutions
Block-4	Planning and Management at IGNOU
Unit 1	Open University System in India: Genesis
Unit 2	Emergence of the Open University System in India
Unit 3	Governance and Organisational Structure of IGNOU.
Unit 4	Planning and Coordination at IGNOU.
Unit 5	Promotion and Coordination of Distance Education
Block-5	Management of Change
Unit 1	Models of Educational Change
Unit 2	Factors Affecting Change
Unit 3	Critical Success Factors
Unit 4	Organizational Mechanisms for Self-Renewal
MES 115	COMMUNICATION TECHNOLOGY FOR DISTANCE EDUCATION
Block-1	Communication Technology: Basics
Unit 1	Issues in Communication
Unit 2	Growth of Communication Technology
Unit 3	Applications of Communication Technology
Unit 4	Future of Communication Technology
Block-2	Media in Distance Education
Unit 1	Media in Distance Education: An Overview
Unit 2	Radio and Audio Components
Unit 3	Television and Video Components
Block-3	Audio Video Production (Part A)
Unit 1	Production of Audio/Video Programmes: An Overview
Unit 2	The Language of Television
Unit 3	Writing Scripts for Audio and Video Programmes

Block-4	Audio Video Production (Part B)
Unit 1	Skills and Resources for Video Production
Unit 2	Production of Television Programmes: The Process
Block-5	Computer and Communication Networks
Unit 1	Computer as an Educational Media
Unit 2	Satellite Technology and Distance Education
Unit 3	Internet for Distance Education

Specialised Area: EDUCATIONAL TECHNOLOGY

MES-031 ET- AN OVERVIEW

Block-1	Introduction to ET
Unit 1	Nature of ET
Unit 2	Impact of ET
Unit 3	Making ET Attractive
Unit 4	ET: Evaluation, Research and Implications
Block-2	ET- A Systems Approach
Unit 5	Systems Approach and Problem Solving
Unit 6	Feedback Mechanisms
Unit 7	Transfer of Training
Block-3	Learning and ET
Unit 8	Learning: Concept and Forms
Unit 9	Implications of Learning Theory
Unit 10	Impact of ET on Learning
Unit 11	Trends in Learning Approaches
Block-4	Policy Issues for ET
Unit 12	A Global Overview on ET Policy
Unit 13	Evolving Policy Perspectives in Educational Technology
Unit 14	ET Infrastructure/Initiatives
Unit 15	Policy Implementation and Impact Assessment

MES-032 COMMUNICATION AND INFORMATION TECHNOLOGY

Block-1	Communication Process
Unit 1	Models and Processes of Communication
Unit 2	Communication for Education and Training
Unit 3	Classroom Communication
Unit 4	Interactivity in Communication
Block-2	Technology for Education and Training
Unit 1	Technology and Educational Transactions
Unit 2	Technology for Design, Development and Delivery of Materials
Unit 3	Technology for Classroom Teaching and Self-Learning
Unit 4	Technology-Based Training

Block-3	Print Media
Unit 1	Print and Human Learning
Unit 2	Development of Print Media
Unit 3	Self-Learning Print Material
Unit 4	Issues in Reading and Study Skills
Block-4	Audio and Video Media
Unit 1	Broadcast Media: Radio and Television
Unit 2	Non-Broadcast Media: Audio and Video
Unit 3	Teleconferencing
Unit 4	Digital Audio and DTH
Block-5	Appropriate Technology
Unit 1	General Considerations for Appropriateness
Unit 2	Technology Selection
Unit 3	Technology Integration for Teaching and Learning
Unit 4	Technology for Professional Development
MES-033	COMPUTER TECHNOLOGY
Block-1	Computer Basics
Unit 1	Computer Fundamental
Unit 2	Introduction to Problem Solving with Algorithm
Unit 3	Elements of a Programming Language ‘C’
Unit 4	Computer Software
Unit 5	Artificial Intelligence and Education
Block-2	Networking and Internet
Unit 6	Computer Networking and Education
Unit 7	Internet: An Overview
Unit 8	Internet Tools: E-mail, FTP, Telnet and Gopher
Unit 9	Browser
Unit 10	Visiting Web Sites
Unit 11	Distributed Computing and Mobile Computing
Block-3	Educational Multimedia
Unit 12	Multimedia Growth and Development
Unit 13	Multimedia and Virtual Reality
Unit 14	Computer and Interactivity
Unit 15	Telematics in Education and Training
Block-4	Application Oriented Information
Unit 16	Word Processing and Its Creation: MS-Word
Unit 17	Data Bases and It’s Uses: Excel
Unit 18	WEB Browser
Unit 19	Macromedia Director/Authorware
Unit 20	Computer and Education in Future

MES-034 DESIGNING COURSEWARE

Block-1 Design Considerations

- Unit 1 Course Design: Basics
- Unit 2 Designing Audio and Video Materials
- Unit 3 Design for Digital Delivery
- Unit 4 Designing Technology-Based Training

Block-2 Courseware Development Process

- Unit 5 Media Courseware Development: Basics
- Unit 6 Developing Courseware for Audio
- Unit 7 Developing Courseware for Video
- Unit 8 Developing Courseware for Computer

Block-3 Evaluation Concepts

- Unit 9 Evaluation: A Broad Concept
- Unit 10 Courseware/Programme Evaluation
- Unit 11 Learner Evaluation
- Unit 13 Techniques and Tools of Evaluation

Block-4 Management of Courseware Development and Delivery Mechanism

- Unit 14 Management of Courseware Development
- Unit 15 Management of Delivery/Distribution System

Specialised area: EDUCATIONAL MANAGEMENT

MES-041 GROWTH AND DEVELOPMENT OF EDUCATIONAL MANAGEMENT

Block-1 Introduction to Educational Management

- Unit 1 Educational Management: An Overview
- Unit 2 Historical Perspective: Indian Context
- Unit 3 Theories, Models and Practices in Educational Management
- Unit 4 Principles and Techniques in Educational Management
- Unit 5 Management of Innovations

Block-2 Issues in Educational Management: Sectoral Dimensions

- Unit 1 Formal Sector
- Unit 2 Non-formal Sectors
- Unit 3 Government Sector
- Unit 4 Non-Government Sectors

Block-3 Emerging Trends in Educational Management

- Unit 1 Various Emerging Approaches in Educational Management
- Unit 2 Comparative Perspectives
- Unit 3 Roles & Applications of Information and Communication Technologies (ICTs)
- Unit 4 Action Research Approach

MES-042	DIMENSIONS OF EDUCATIONAL MANAGEMENT
Block-1	Educational Management at the National Level
Unit 1	Policy Formulation and Policy Planning
Unit 2	Organisational Structure
Unit 3	Role of National Bodies
Unit 4	Coordination, Networking, Partnership and Linkages
Block-2	Educational Management at the State Level
Unit 1	Policy Planning in Educational Management
Unit 2	Organisational Structure and Policy Implementation
Unit 3	Centre-State Relations
Unit 4	Coordination, Linkages, Cooperation and Networking
Block-3	Decentralised Management in Education
Unit 1	Decentralised Planning
Unit 2	District and Sub-District Management
Unit 3	Role of Local Self Bodies, VEC and Gram Panchayat
Unit 4	Community Participation
MES-043	ORGANISATIONAL BEHAVIOUR
Block-1	Organisational Behavior: An Introduction
Unit 1	Nature of Organisational Behaviour and Historical Perspectives
Unit 2	Group Dynamics and Team Building
Unit 3	Theories of Motivation: Implications for Management
Unit 4	Self Management vis-à-vis Educational Management
Block-2	Leadership in Educational Management
Unit 1	Leadership Behaviour: An Overview
Unit 2	Leadership Styles
Unit 3	Transformational Leadership in Educational Management
Block-3	Decision Making in Educational Management
Unit 1	Concept, Importance and Types of Decision Making
Unit 2	Decision Making Process (models)
Unit 3	Management of Interpersonal Relations
Unit 4	Conflict Management
Block-4	Communication in Educational Management
Unit 1	Meaning and Relevance of Communication in Educational Management
Unit 2	Organisational Communication
Unit 3	Effective Communication Approaches
MES-044	INSTITUTIONAL MANAGEMENT
Block-1	Management of Curriculum
Unit 1	Classroom Management (Instructional Management)
Unit 2	Curriculum Transaction

- Unit 3 Management of Evaluation
- Unit 4 Management of Academic Resources
- Unit 5 Management of Curricular & Co curricular Programmes & Activities

Block-2 Management of Financial Resources

- Unit 1 Educational Finance: Meaning, Importance and Scope
- Unit 2 Cost and Budgeting
- Unit 3 Accounting and Auditing
- Unit 4 Resource Mobilization

Block-3 Management of Human and Administrative Resources

- Unit 1 Management of Student Support System
- Unit 2 Management of Administrative Resources
- Unit 3 Management of Human Resources

Block-4 Management of Infrastructure

- Unit 1 Concept, Importance, Need
- Unit 2 Management of Physical Resources
- Unit 3 Utilization of Infrastructural Resources

Block-5 Total Quality Management

- Unit 1 Quality Control, Quality Assurance and Indicators
- Unit 2 Tools of Management
- Unit 3 Strategies for Quality Improvement
- Unit 4 Role of Different Agencies
- Unit 5 Quality Concerns and Issues for Research

Specialised Area: ADULT EDUCATION

MAE-001 UNDERSTANDING ADULT EDUCATION

Block-1 Development of Adult Education

- Unit 1 Adult Education: The Basic Concept, Terms, Features and Objectives
- Unit 2 Indian Adult Education: A Historical Perspective
- Unit 3 Global, Regional and National Scenarios on Literacy
- Unit 4 Policy on Adult and Lifelong Learning: International and National Perspectives

Block-2 Foundations of Adult Education

- Unit 5 Adult and Lifelong Learning: An Overview of Philosophical Foundations
- Unit 6 Trends in Philosophical Foundations of Adult Education
- Unit 7 Psychology of Adult Learning and Motivation
- Unit 8 Sociological Background of Adult and Lifelong Learning

Block-3 Curriculum Development, Transaction and Evaluation

- Unit 9 Curriculum Development in Adult Education
- Unit 10 Community Participation in Curriculum Development and Transaction
- Unit 11 Teaching and Training Methods and Techniques in Adult Education
- Unit 12 Curriculum Transaction: Basics of Communication in Adult Learning

Unit 13	Curriculum Transaction: Communication Media, Systems and Strategy
Unit 14	Curriculum Transaction: Role of Information and Communication Technologies
Unit 15	Curriculum Evaluation in Adult Education

MAE-002 POLICY PLANNING AND IMPLEMENTATION OF ADULT EDUCATION IN INDIA

Block-1 Five Year Plans and Adult Education

Unit 1	Current Adult Education Policy and Programmes: An Overview
Unit 2	Adult Education Administration
Unit 3	Resource Support Structures of Adult Education
Unit 4	New Initiatives and Emerging Challenges

Block-2 Implementing Agencies

Unit 5	Role of Government Departments
Unit 6	Role of Universities, Colleges and Students
Unit 7	Role of Non-Governmental Organisations
Unit 8	Role of Local Bodies, Community and Individuals

Block-3 Participatory Training and Research in Adult Education

Unit 9	Participatory Training: Concept and Process
Unit 10	Participatory Training: Methodology and Materials
Unit 11	Learning Environment of Participatory Training
Unit 12	Participatory Research

Block-4 Towards Lifelong Learning: Creating a Literate Environment

Unit 13	Post-Literacy and Continuing Education
Unit 14	Institutionalisation of Continuing Education
Unit 15	Reading Materials for Neo-literates and Semi-literates
Unit 16	Role of Libraries in Post-literacy and Continuing Education

MAE-003 KNOWLEDGE MANAGEMENT, INFORMATION DISSEMINATION AND NETWORKING IN ADULT EDUCATION

Block-1 Knowledge and Documentation

Unit 1	Knowledge: Concept, Types and Management
Unit 2	Knowledge Management in an Adult Learning Setup
Unit 3	Documentation: Concept, Systems, Services and Evaluation
Unit 4	Adult Learning Setup: Role of Process Documentation

Block-2 Information Management and Dissemination

Unit 5	Information Dissemination: Basics
Unit 6	Information Dissemination: Services
Unit 7	Standards for Information Management and Dissemination
Unit 8	Managing a Library in an Adult Learning Setup
Unit 9	Building Library Resources and Services

Block-3 Networking and Adult Learning

Unit 10	Networking in Social and Professional life
---------	--

Unit 11	Understanding Networking in Adult Learning
Unit 12	Computer Networks: Information Networking, Production and Dissemination
Unit 13	ALADIN: Case Study of a Network of Networks
Block-4	Network Management for Learning Society Networking
Unit 14	Organisational Behaviour
Unit 15	Dynamics of Working Together
Unit 16	Expansion of ALADIN-India: Marching Towards Learning Society
MAE-004	EXTENSION EDUCATION AND DEVELOPMENT
Block-1	Introduction to Extension Education and Development
Unit 1	Extension Education: Concept, Principles, Philosophy and Approaches
Unit 2	Development of Extension Education in India
Unit 3	Extension Methods and Media
Unit 4	Development: Concept, Dimensions and Factors
Unit 5	Current Trends and Policies in Adult and Extension Education in India
Block-2	Dynamics of Extension and Development
Unit 6	Evolution of Extension Models
Unit 7	Dynamics of Development
Unit 8	Developmental Disparities: Marginalisation
Block-3	Problems and Issues in Development
Unit 9	Basic Issues in Development
Unit 10	Sectoral Issues in Development
Unit 11	Social Issues in Development
Unit 12	Issues and Problems of Governance in Development
Block-4	Extension and Development: Planning, Management and Evaluation
Unit 13	Planning and Developing Extension Programme
Unit 14	Concepts and Theories of Management: Their Relevance to Extension
Unit 15	Manpower Planning and Personnel Management in Extension and Development
Unit 16	Monitoring and Evaluation in Extension and Development

3. INSTRUCTIONAL SYSTEM

The M.A. (Education) programme instructional system includes the multi-media approach, i.e., self-instructional print material, audio/video components, assignments, counselling sessions, teleconferencing, interactive radio counselling and dissertation work.

Printed Material

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

Audio and Video Programmes

The audio and video programmes are supplementary, meant for clarification and enhancement of understanding. These are used during counselling and workshop sessions at the programme study centre. Besides, the video programmes are telecast on the national network of Gyan Darshan and audio programmes are broadcast on Gyan Vani Channel. Learners can confirm the dates for the programmes from their programme study centres. The information is also provided through IGNOU Newsletter called OPEN LETTER which is sent to the learners periodically.

Assignments

Assignments are an integral and compulsory component of the instructional system. There is one tutor-marked assignment for each theory course. Students will have to work on these assignments. Assignments are generally sent to the students along with the study materials. They are also available on IGNOU Website: www.ignou.ac.in. These assignments are to be submitted to the programme study centre in accordance with the submission schedule to be provided by the Programme In-charge. Further details about assignments are discussed under general information about assignments on pages __ .

Academic Counselling Sessions

Academic counseling sessions will be quite different from the usual classroom teaching. These would not be in the form of lectures. The main purpose of such sessions is to clarify your doubts pertaining to different aspects of a course and answer to your questions. These sessions would give an opportunity to meet your peers. Although these sessions are not compulsory, they may be very helpful to you in sharing your views on the contents with the academic counselors and fellow students, comprehending certain difficult concepts or issues and getting clarifications for many of your doubts. Before you go to attend the counseling session, please go through your course materials. Unless you have gone through the Units/Blocks, you would not be able to identify the areas of difficulty and discuss them.

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

Teleconferencing

To provide more clarity and understanding, two-way audio and one-way video facility will be used. Live sessions will be conducted from the University studios at EMPC. You have to go to the Regional Centres for taking the benefit of this facility.

Interactive Radio Counselling

Interactive radio counselling (IRC) is a recent concept in distance learning in India. Invited experts provide life counseling on radio. Students can ask questions right from their homes on telephone. These sessions are generally conducted on Sundays from 4 pm. A toll free telephone number 1600112345 has been provided for this purpose from selected cities.

Dissertation Work

Dissertation is a 10-credit course, which is to be completed by the students in the second year of the two-year M.A. (Education) programme. In order to fulfill the requirements of the course,

a student is expected to carry out research work on a problem identified by her/him. The problem may be based on any of the compulsory courses or the specialized courses. He/she has to pursue the dissertation work under the supervision of a guide approved by the University. At the end of the dissertation work, he/she has to submit the dissertation report to the Concerned Regional Centre for evaluation. A detailed Handbook on Dissertation work i.e. MESP-001 will be sent to the students in the second year dispatch.

4. DELIVERY SYSTEM

The M.A. (Education) programme is a continuous programme of 2 years. However, the course materials of M.A. (Education) programme will be delivered to students in two installments as given below.

First Year

- | | |
|---|------------|
| • Basic Course of Education (one) | 4 Credits |
| • Core Courses (Four) | 24 Credits |
| • Course on Knowledge Generation in Education (One) | 6 Credits |

Second Year

- | | |
|---|------------|
| • One Specialized Area (Four or five courses) | 24 Credits |
| • Dissertation Work | 10 Credits |

5. OPERATIONAL SCHEDULE

Operational schedule is spread over two years as given below.

First Year

- Despatch of six courses along with their assignments
- Despatch of the Programme Guide
- Academic Counselling begins in March for those who take admission in the January Cycle and in September for those who take admission in the July Cycle of the programme.
- Term-end Examination for the first year is held in December for the January cycle and in June for the July cycle of the programme.

Second Year

Despatch of the following Course Materials.

Specialised Area (Chosen by the student)

- Despatch of four courses of Higher Education along with their assignments.
- Despatch of five courses of Distance Education along with their assignments.
- Despatch of four courses of Educational Technology along with their assignments.
- Despatch of four courses of Educational Management along with their assignments.
- Despatch of four courses of Adult Education along with their assignments.
- Despatch of Handbook on Dissertation Work (MESP-001).
- Academic Counselling for the 2nd year begins in March for those who take admission in the January Cycle and in September for those who take admission in the July Cycle of the programme.

- Term-end Examination for the second year is held in December for the January Cycle and in June for the July Cycle of the programme.

6. EVALUATION

The system of evaluation for theory courses is as follows:

- Check your progress within each unit of study (non-credit).
- Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. The scores on these assignments will be considered for declaring the students successful in that course.
- The term-end examination (TEE) has a weightage of 70% of the total for each course. Term-end examination will be held in June/December every year. Students admitted in January Cycle/session will be eligible to appear for TEE in December for the first time and the students admitted in July Cycle/session will be eligible to appear for TEE in December for the first time. The students are specifically instructed to send Examination Forms to the Registrar (SED). Kindly see Examination Forms for further details.
- For dissertation course, evaluation comprises student performance both in dissertation report and the Viva-voce. The overall grade on the dissertation is arrived at by taking into account the grade obtained by the student on the dissertation report and the grade received from the Viva-Voce. The weightage given to dissertation and viva-voce is 70% and 30% respectively.

The student will have to obtain at least D grade in each theory course in both continuous and terminal evaluation separately. However, the overall average grade in both continuous and term-end examination should be at least C grade for the successful completion of a course. The student has to obtain at least C grade separately in dissertation and viva-voce for successful completion of the course. The students are specially instructed to send Examination Forms to Registrar (SED) only and to no other place and they are also advised to submit the Registration/Re-registration Forms only at the respective Regional Centres/Sub-regional Centre and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.

If a student has missed any term-end examination of a course for any reason, he/she may appear for the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only up to a period of five years, i.e. maximum duration of M.A.(Education) programme from the date of registration.

The letter grade system is used for evaluating continuous and terminal examination components. These letter grades are as given below.

Letter Grade	Qualitative Level	Point Grade	Percentage (%)
A	Excellent	5	80% & above
B	Very Good	4	60-79.9%
C	Good	3	50-59.9%
D	Satisfactory	2	40-49.9%
E	Unsatisfactory	1	Below 40%

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

7. GENERAL INFORMATION ABOUT ASSIGNMENTS

Submission of Assignments

The purpose of asking you to work on the assignment is to test your capacity of transferring the theoretical learning from the course to practical situation. Thus, the assignments are practical or applied in nature. The answers are to be based on your own judgment and experience. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and any other sources of information you have for ready reference. But the answer should be in your own words and should reflect your own ideas. You do not have to worry about non-availability of extra reading materials for working on the assignments. They are designed in such a way so as to guide you to integrate the knowledge of the course materials with your concrete personal experiences. Please note that the assignments carry the weightage of 30% towards the final evaluation of theory courses and submission of related assignments is a pre-requisite for appearing in theory term-end examination for respective courses. If you do not complete the assignments, according to time schedule of assignments of the given year, then you have to attempt new assignment(s) of next academic year.

The following points should be kept in mind when you prepare the assignments:

- I. Make the answer concise and systematic. Always try to avoid irrelevant details and focus on the question and its various aspects.
- II. Take care of the word limit wherever specified in the assignments. Please stick to the word limit as far as possible. At the same time, make the descriptions adequate and not too short. The word limit is set to sharpen the focus of the responses and not to restrict your expression.
- III. You have to write the answers in your own handwriting.
- IV. **Orientation to the assignments will be provided in the Counselling sessions. You have to send the assignment-responses to the Programme Study Centre you are attached to as per the date set for each assignment by the Programme Study Centre.**

How to send-in completed 'Assignment-Responses' and other Issues

1. Write your enrollment no., name and full address and date at the top right hand corner of the first page of your assignment response(s).
2. Write the course title code and assignment code in capital letters in the centre at the top of the first page of your response(s).

(Leave the top left-hand corner blank for office use). The top of the first page of your responses(s) should look something like this:

Course Title
Course Code.....
Assignment Code
Enrollment No.
Name
Address
Date

(Please follow the format strictly. If you do not follow this format we will be obliged to return your responses to you for resubmission. If you do not write your enrollment number and address, your assignment-responses are likely to be lost.)

3. The assignment-response should be complete in all respects. Incomplete responses will bring you poor grades. Don't send responses piece-meal, they may never be put together in our offices.
4. Use only foolscap size paper for your responses. Use good writing paper, not the very thin variety.
5. Leave a 3/2" margin on the left, and at least 4 lines in between each answer in an assignment-response. This will enable the resource person evaluating the response to write useful comments at appropriate places.
6. Make sure that you answer the questions on the basis of the study materials sent to you.
7. You should not send printed articles as your answers to assignments.
8. **Please keep a copy of the assignment responses that you send us. You may need this in case you have to resubmit it in a situation when it is lost in postal transit.**
9. Remember that any two or more answers to a particular assignment, if found to be identical or very similar, will either be returned unmarked' or awarded very low grades. It is entirely the discretion of the evaluator to ask you to re-do the assignments or give a very low grade in such cases.
10. Please submit the assignment to the Programme Incharge (PIC) of the concerned Programme Study Centre by the specified date. If the last date for the submission of assignment falls on a holiday, the assignment response should be submitted on the following working day.

Some Do's and Don'ts about writing assignments

Do's

- When you receive a set of materials, units and assignments, check them immediately and ask for the missing page(s)/Unit(s)/assignment(s), if any. If you wait till you start writing answers to the assignments, you will lose valuable time.
- Write your Enrollment Number correctly. A slight change in the number may put the University and you to trouble.
- Maintain an account of assignment-responses sent to the concerned Programme Study Centre and the corrected responses received by you. This will help you to maintain the schedule of your work and avoid any difficulties and disappointments caused by unintended gaps in communication.

- Do your work regularly. You should remember that by working regularly you get a chance to do better in later assignments because you can benefit from comments received by you on the assignment.

Don'ts

- Do not write your assignments/letters on thin paper.
- Do not write your enrollment number, course title, etc., on a separate sheet and then paste/pin/tie it to the assignment. Write the enrollment number and the name on the top of assignment-response itself.
- Do not over-write, particularly, while writing your enrollment number and the assignment number. Let these be very distinct and clear.
- Do not remind the Programme Centre concerned to send back corrected responses. These will be sent to you at the earliest possible opportunity, if you follow the deadlines for submitting them.
- Do not misplace/lose your graded assignment-responses. You will need them till the Programme is over.
- Do not enclose doubts for clarification, if any, along with the responses. Send them separately giving your enrollment number, name, address, and the title of the course, the number of the unit or the assignment. In case you want to draw our attention to something of urgent/important nature, send it in a separate cover.
- Do not lift sentence(s)/paragraph(s) from the text without giving the reference while answering the assignments.
- Do not get admitted to more than one Programme of the University simultaneously. The University Regulations do not allow it.

ASSIGNMENT-SUBMISSION SCHEDULE FOR M.A. (EDUCATION) PROGRAMME

It will help you to complete the assignment in time if you start working on the assignments as soon as you get the print material. You should pace out your work, in such a way that the assignment for each theory course is submitted by the date decided by the Programme In-charge of the Programme Study Centre. You are advised to consult the Programme In-charge for submission of assignment. Kindly stick to the dates of assignment submission as set for each assignment by the Programme Study Centre.

Please note:

- a) There is one assignment for each theory course. A total of 10-11 theory courses are offered to you.
- b) The Assignment Responses (ARs) may be submitted by hand at your Programme Centre or sent by post to the Coordinator/Programme-in-Charge of your Programme Centre.
- c) You should retain a copy of all the assignments in your own interest.
- d) If the last date for the submission of assignment falls on a holiday, the Assignment Response should be submitted on the following working day.

8. TERM-END EXAMINATION

As stated earlier, term-end examination is another component of the evaluation system. Term-end examination carries 70% weightage in the final result.

The University conducts term-end examination twice a year, i.e. in June and in December. If you are enrolled in January Cycle of the programme, you can take the first year examination of M.A. (Education) in December after the completion of the minimum one-year. You can take the examination also of MA (Education) First year in June/December of subsequent years. The MA (Education) second year examination can be taken in December after completion of two years duration of the programme. Similarly, if you are enrolled in the July Cycle of the Programme, you can take the first year examination of MA (Education) in June after the completion of the minimum one year. You can also take the examination of MA (Education) First year in June/December of subsequent years. Further, in case you fail to get a pass score (D grade) in the Term-end Examination, you will be eligible to re-appear in any subsequent Term-end Examination for that course as and when it is held, within the final span of the programme.

To be eligible to appear at the term-end examination in any course, you are required to fulfill the following three conditions:

1. You should have opted and pursued the prescribed course.
2. You should have completed the submission of assignments for the respective courses.
3. Please see the sample Term-end Examination Form in Appendix-5
4. You should submit the examination form in time. You should obtain authentication certificate duly signed by the Coordinator of the Programme Study Centre before submitting the examination form.

Examination date sheets (schedule which indicate the date and time of examination for each course) are sent to all the programme study centres approximately 5 months in advance. The same is also notified through the IGNOU Newsletter from time to time. Thus, normally, the date sheet for December examination is sent in the month of July.

It is a pre-requisite to submit the Examination Form with a fees of Rs. 60/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi for taking an examination in any course. Copies of the examination forms are available at Programme Study Centres/Regional Centres/Students Evaluation Division at the Headquarters. A specimen copy of the Examination Form is given at the end in this Programme guide.

Only one form is to be submitted for all the courses in one term-end examination.

- It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
- Term-end Examination result is also available on the university website i.e., www.ignou.ac.in Please see the result status before filling examination form.
- Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.

- Change of Examination Centre, once allotted, is not permissible under any circumstances.

The filled-in examination form is to be submitted to the Deputy Registrar, Students Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. The dates for submission of Exam Forms are given in the following Table.

Dates for Submission of Exam Forms

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

* During these dates submit the examination form with late fee to concerned Regional Centre.

After receiving the examination form from you, the university will send the intimation slip two weeks before the commencement of examination. If you do not receive the intimation slip 15 days before the commencement of examination, you may contact your Programme Study Centre, or download the Examination Intimation Slip/Hall Ticket for the examination from the University website www.ignou.ac.in. and report at the Examination Centre with your Identity Card (Student Card).

Your enrollment number is your roll number for the examination. Be careful in writing it. Any mistake in writing the roll no. will result in non-declaration of your results.

It is your duty to check whether you are registered for the course and whether you are eligible to appear, for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Programme Study Centre is the contact point for you. The university cannot send communications to all the students individually. All the important communications are sent to the Coordinators of the Programme Study Centres and Regional Directors. The coordinators will display a copy of such important circular/notification on the notice board of the programme centre for the benefit of all the students. You are therefore, advised to get in touch with your coordinator so as to get the latest information about assignments, submission of examination forms, date sheet, list of students admitted to a particular examination, declaration of results, etc. While communicating with the University regarding examinations, please write your enrollment number and complete address clearly. In the absence of such details, your problems may not receive due attention.

9. GENERAL INSTRUCTIONS

1. Please file all letters that the University sends you, and keep the Programme Guide handy. A record of your progress is maintained at our Computer Division.
2. Do write to us if you have any difficulties or problems while working through the Programme. Remember to intimate the relevant authority sufficiently in advance, if there is any change of address. This will help the concerned official to send your learning materials and letters promptly, without any risk of their being lost.

3. All types of communications are attended to as quickly as we can. It is, however, desirable that you make your letters brief and precise. If your letters present irrelevant details or/and are written in ambiguous language, our responses to your queries will invariably get delayed.
4. Keep a timetable schedule for you and always try to stick to it. Be regular in your work. Much of your job will become easy.
5. In your own timetable you must make provision for unforeseen difficulties, such as illness, official duties, various social obligations, etc. By doing so, you will save yourself from unexpected delays and forced/unwanted postponements. The golden principle is to do today what you may have planned to do tomorrow.
6. Along with printed materials, the other inputs that you will receive are audio-video programmes, counselling sessions, and dissertation guidance. On the basis of these inputs you will write assignments, carry out dissertation, and prepare for the final examinations.
7. When you receive the printed material, read the Units carefully and note down the important points. You can use the space in the broad margin of the pages for making notes and writing your comments. Try to answer 'Check Your Progress' questions. **Please remember that the answers to these questions are not to be sent to us.** The purpose is to enable you to evaluate your own performance by yourself and to keep you on the right track. That is why they are called 'Self-Check' questions. They will enable you to realize whether you have comprehended what you have read. If you are not satisfied with your answers, do not get disappointed. You can compare your answers with the model answers and see where improvement is needed. (At times, it is possible that you may have a better answer than the one we presented. We welcome your suggestions). In any case they would help you reinforce the information/knowledge you gain through your first reading of the text. The University reserves the right to change the rules detailed in this Programme Guide. However, you will be informed of those changes through supplementary circulars well in advance.

10. ADDRESSES & CODES OF REGIONAL CENTRES

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE: 26	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004, TRIPURA 0381-2519391, 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	AHMEDABAD RC CODE: 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY AHMEDABAD - 382 481, CHHARODI, GUJARAT 02717-242975-242976 02717-241579 02717-256458, 02717-241580 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)
3	AIZWAL RC CODE: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING, M.G. ROAD AIZWAL - 796 001, KHATLA (NEAR CENTRAL YMCA OFF), MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE: 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH - 202 001, UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)
5	BANGALORE RC CODE: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK BANGALORE - 560 070, JAYANAGAR, KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFFICE, MARWARI COLLEGE PREMISES BHAGALPUR, BHAGALPUR, BIHAR 812007 0641-2905028/2905029 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
7	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. BHOPAL - 462 016, SHIVAJI NAGAR MADHYA PRADESH 0755-2578455/2578452 0755-2762524 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013, ORISSA 0674-2301348 / 2301250 0674-2301352 0674-2371457, 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O BLDEA'S JSS COLLEGE OFEDU. SS JUNIOR COLLEGE CAMPUS BIJAPUR -586101, KARNATAKA 08352-258417 09901498384 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR & YADGIR, HAVERI, GADAG, STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14 PANCHKULA - 134 109, HAYRANA 0172-2590277, 2590278 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR G R COMPLEX 407-408 ANNA SALAI, CHENNAI - 600 035 NANDANAM, TAMILNADU 044-24312766/24312979 044-24729779, 0044-24312799 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR, ARIYALUR), PONDICHERRY (U.T.)
12	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR, COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
13	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWARANAGAR DARBHANGA - 846 004 NEAR CENTRAL BANK, BIHAR 06272-251833 06272-251318, 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD, DEHRADUN - 248 001 UTTARANCHAL 0135-2789205 0135-2789200 0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))
15	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL NEW DELHI - 110 044 ESTATE, MATHURA ROAD, DELHI 011-26990091 /26990082-83 011-26058354 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT, NEW DELHI - 110 002, DELHI 011-23392374 /23392376 23392377 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK NEW DELHI - 110 045 (NEAR SECTOR 7) DWARKA, DELHI 011-25088964 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREA SOF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
18	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE A S COLLEGE, DEOGHAR DEOGHAR, JHARKHAND 814142 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS KODAGU, MANDYA, MYSORE, UDUPI), DEOGHAR, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG, PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD, GUWAHATI CHRISTIAN BASTI, ASSAM 781003 0361-2343786 / 2343783 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, HYDERABAD - 500 033 JUBILEE HILLS (P.O.), ANDHRA PRADESH 040-23117550-53 040-27152527 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC, IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) ITANAGAR - 791 110, NAHARLAGUN ARUNACHAL PRADESH 0360-23517051/2247536 0360-2247535, 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
24	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGA VATI VISHVA VIDYALAYA JABALPUR - 482 001 CAMPUS, PACHPEDHI, MADHYA PRADESH 0761-2600411 /2609896, 2609902 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25	JAIPUR RC CODE: 23	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 70/79, SECTOR - 7, PATEL MARG JAIPUR - 302 020, MANSAROVAR, RAJASTHAN 0141-2785730 / 2785750 0141-2274292 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAU LI, KOTA, SAWAI, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR JAMMU - 180 001, CANAL ROAD JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921 0191-2561154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE, JODHPUR- 342008 RAJASTHAN 0291-2753989 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALLI, PRATAPGARH, BANSWARA)
28	JORHAT RC CODE: 37	REGINOAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE CKB COMMERCE COLLEGE NEAR CIRCUIT HOUSE, JORHAT-785001, ASSAM 9435733728 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC)
29	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001, HARYANA 0184-2271514 / 2260075 0184-2254621 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
30	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR KHANNA - 141 401, (DISTRICT LUDHIANA) PUNJAB 01628-229993 / 237361 01628-238632 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FERROZEPUR, FARIDKOT, MOGA)
31	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KOHIMA - 797 001 KENDOUZOU, NAGALAND 0370-2260366 / 2260167 0370-2241968 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, KOLKATA - 700 091 SALT LAKE, BIDHAN NAGAR, WEST BENGAL 033-23349850 033-23592719 / 23589323 (RCL) 033-24739393 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020, ORISSA 06852-252982 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
34	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H, ALIGANJ LUCKNOW - 226 024, UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURKO, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHABA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
35	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR)
36	MUMBAI RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
37	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY NAGPUR - 440 033, AMARAVATI ROAD 0712-2536999, 0712-2537999 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305, UTTAR PRADESH 0120-2405012 0120-2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT, GHAZIPUR, BULANDSHAHR) STATE DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS POVORIM - 403 521 ALTO PORVORIM, GOA 0832-2462315 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGHDHURG)
40	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPRA)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
41	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE JNRM CAMPUS, PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 03192-230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR PUNE - 411 016 270, SENAPATI BAPAT ROAD MAHARASHTRA 020-25671867 / 25651321 020-25880091 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX KACHNA, RAIPUR - 492 014 POST: SADDU, CHHATTISGARH 0771-2428285 0771-5056508 0771-2445839 0771-2583578 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
45	RAJKOT RC CODE: 42	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
46	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, KODERMA, KHUNTI, RAMGARH)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
47	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA, SAHARSA BIHAR 582201 06478-219014, 06478-219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIYA, KISHANGANJ & PURNIA)
48	SHILLONG RC CODE: 18	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMI SHILLONG - 793 014 NONGSHILLIANG, MEGHALAYA 0364-2521117, 0364-2521271 0364-2252252 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
49	SHIMLA RC CODE: 11	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, SHIMLA - 171 002, KHALINI HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2620125 , 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI RC CODE: 45	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY, SILIGURI - 734 001 WEST BENGAL 0353-2526818, 0353-2526829 0353-2526819 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
51	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008, JAMMU & KASHMIR 0194-2311251, 0194-2311258 0194-2421506 , 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP PRS HOSPITAL TRIVANDRUM - 695 002 KILLIPPALAM KARAMANA PO 0471-2344113, 0471-2344115 0471-2590700 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN, B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
54	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) VATAKARA 673104, KERALA 0496-2525281 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: CALICUT,KANNUR,KASARAGOD WAYANAND) KOZHIKODE Note: Currently under Cochin RC
55	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.P.V.V. HINDU HIGH SCHOOL, VIJAYWADA 520 001 KOTHAPET, ANDHRAPRADESH 0866-2565253 / 2565959 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM)
56	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEX USHODAYA JUNCTION VISAKHAPATNAM-530017 ANDHRA PRADESH 0891-2511200, 0891-2511300 revisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

11. M.A. (EDUCATION) PROGRAMME STUDY CENTRES UNDER REGIONAL CENTRES

You are requested to contact the concerned Regional Centres for activated Programme Study Centres for this Course.

11. M.A. (EDUCATION) PROGRAMME STUDY CENTRES UNDER REGIONAL CENTRES

1.	Rajkot	0939 P	Programme I/C IGNOU Programme Study Centre Dada Dukhayal College of Education Ward 3A, Maitri School, Adipur, Kutch-370205, Gujarat Ph. (Off): 02838-22156
2.	Rajkot	0964 P	Programme I/C IGNOU Programme Study Centre Dr. Subhash Mahila College of Education Mejevadi Gate Near Khamdhrol Rly, Crossing Distt. Junagadh- 362001, Gujarat Ph. (Off): 0285-2626546
3.	Siliguri	2885 P	Programme I/C IGNOU Programme Study Centre Government Teachers' Training College P.O./ Distt. - Malda, West Bengal-732101 Ph. (Off): 0351-252272
4.	Madurai	2517 P	Programme I/C IGNOU Programme Study Centre Thiagarajar College of Perceptors, Teppakkulam Madurai-625009, Tamil Nadu Ph. (Off): 0452-2311662
5.	Madurai	2585 P	Programme I/C IGNOU Programme Study Centre Alagappa University College of Education Karaikudi-630003, Tamil Nadu
6.	Aligarh	2713 P	Programme I/C IGNOU Study Centre Aligarh Muslim University, Aligarh-202002, Uttar Pradesh Ph. (Off): 0571-400921, Extn; 1228/2700920
7.	Aligarh	2704	Coordinator IGNOU Programme Study Centre Bareilly College, P.O. Box No. 15, Bareilly-243005 Uttar Pradesh Ph. (Off): 0581-471424
8.	Varanasi	27109	Coordinator IGNOU Programme Study Centre Banaras Hindu University Varanasi-221005, Uttar Pradesh Ph. (Off): 0542-2307209, 2570923
9.	Varanasi	2709	Coordinator IGNOU Programme Study Centre Gorakhpur University Department of Physics Gorakhpur-273009, Uttar Pradesh Ph. (Off): 05362-502248

Note- some more PSCs are in the process of getting identified under Regional and Sub-Regional Centres not mentioned in the list.

To
The Assistant Registrar,
MPDD, IGNOU
Maidan Garhi
New Delhi-110068

Sub: Non-Receipt of study material(s)/Assignment(s)

Sir,

I have not received the study materials(s)/Assignment(s) in respect of the following: -

Sl.No.	Course Code	Medium	Blocks	Assignments
1.
2.
3.
4.
5.
6.

OTHER DETAILS

- a) Enrollment No :
- b) Name & Address :
.....
.....
- c) Programme :
- d) Medium :
- e) Year/Semester of registration for the above course

I hereby declare that the above-mentioned study materials have not been received by me from any office of IGNOU. In case, the above statement is found to be incorrect, I will accept any penalty imposed on me by the University. In case, I receive the materials at a later date, I will return the same to IGNOU, MPDD, Maidan Garhi, New Delhi-110068 at my cost.

Signature of the Student

FOR OFFICE USE ONLY

Date of despatch:

SO (MPDD)

PERFORMA FOR ASSIGNMENT RECORD OF THE STUDENT

1. Name :
2. Enrollment No. :
3. Programme Centre :
- 4.

Course Title & Code	Assignment No.	Date of Submission	Date of Receipt of Evaluated assigned

5. Are the assignments being evaluated on time? Yes/No
6. What is the ideal time lag between submission of assignments and the receipt of evaluated assignments according to you———days.
7. Are you satisfied with the comments given (a) Yes/No———(b)Why?———
8. If not, did you discuss this with the Evaluator.
9. How did the comments help you in understanding the course?

Date:

Signature:

Name:

Enrollment No.:

Address:



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name
2. Programme: Enrolment No:
3. Address:.....
.....
..... Pin Code
4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - a) Term-end examination: June/December.....
 - b) Exam Centre Code:
 - c) Exam Centre Address:
 -
 -
 - d) Course(s):
5. **Fee details:**

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

No. of Course(s): X Rs. 100/- = Total Amount:
Demand Draft No.: Date:
Issuing Bank:
6. Self attested photocopy of the Identity Card : Attached/Not attached issued by the University

UNDERTAKING

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

Date:

Signature

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
2. Programme: Enrolment No:

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

--	--	--	--	--	--
4. Purpose for which:
transcript is required
5. **Fees detail:**
Fees for the official transcript:-
Rs. 200/- per transcript, if to be sent to the student/Institute in India.
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....required

Demand Draft No.: Date:

Issuing Bank:

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
7. Name & address of the University/Institute/Employer in capital letters to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

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

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

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/
MARKSHEET**

Name

Enrolment No.

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

Address

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

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

for Rs. 150/- in favour of IGNOU, New Delhi

.....

Signature

Dated

Note : Fee for duplicate grade card Rs.150/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

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



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

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

Name :

Programme :

Enrolment No.

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

Address:.....

.....

.....

PIN :

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

Contact No.

Month and Year of the Exam :

Examination Centre Code :

Address of the Examination Centre :

.....

Course, in which Re-evaluation is sought	COURSE CODE	TITLE OF THE COURSE

Fee detail:

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

No. of Course(s): × Rs. 500/- = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

- 1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,

Please mention ‘**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**’

- 7) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar;
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

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.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM JUNE / DECEMBER - 201__**

EXAM FORM

Serial No.	
------------	--

Control No.

INSTRUCTIONS																																				
1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.																																				
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.																																				
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td> <td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td> <td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td> </tr> </table>	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	

Programme Code	Regional Centre Code	Study Centre Code	
----------------	----------------------	-------------------	--

Enrolment No.	Exam Centre Code <small>(Where you wish to appear in Exam)</small>
---------------	---

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

--

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

City	District
State	Pin Code
MOBILE NO.	

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/ PGDLAN/BLIS Programmes FEE @ Rs. 60/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.)

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

FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of		Total Amount
Courses	x ₹ 60	
Practical Courses	x ₹ 60	
Late Fee		
TOTAL		

1. Draft No.													
Amount													
2. Draft No.													
Amount													
Date	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> / <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>												
Issuing Branch													
Payable at (Regional Centre under which your exam centre falls)													

SIGNATURE OF THE STUDENT
(within the Box only)

--

ISSUING BANK

--

Dates for Submission of Exam Form				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	~ 300/-	1 Oct. to 20 Oct.	~ 300/-	
21 April to 30 April	~ 500/-	21 Oct. to 31 Oct.	~ 500/-	
1 May to 15 May	~ 1000/-	1 Nov. to 15 Nov.	~ 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ~ 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE :

- Examination fee per course is - ~ 60/- (Examination fee once paid will not be refunded/adjusted in any case)
 Examination form to be submitted at - **Regional Centre under which your examination centre falls**
 Demand draft to be made in favour of - **IGNOU and payable at the city where submitting the exam form**

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket;
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally, the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date _____ (Signature of the student)
 Phone No. (R) _____ Mobile No. _____ Email Id _____
 Phone No. (O) _____
 (with STD code)

**AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF
 STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/
 COMMUNITY COLLEGE**

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code _____
 Date _____

**(Signature & Stamp of Co-ordinator/Incharge)
 Study Centre/PSC/PI/Community College**