

Student Handbook and Prospectus

Master of Education (M.Ed.)



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

CONTENTS

<i>Foreword</i>	4
1. About the University	5
2. University Rules	9
3. School of Education	17
4. Master of Education (M.Ed.) Programme	18
Appendices	26
Instruction for Filling in the Application Form	40
Application Form	41

FOREWORD

Dear Learners,

I welcome you to the M.Ed. Programme being offered by the School of Education, IGNOU, New Delhi. This programme has been designed and developed jointly by Distance Education Council (DEC) and National Council for Teacher Education (NCTE).

The need to train and recruit teachers on a large scale has considerably increased both at the primary and secondary levels of education in the present-day Indian scenario as well as in the global scenario. Consequently a large number of teacher-education institutions have come up, most of which face an acute shortage of trained and competent teacher educators. The present M.Ed. programme is the result of the collaborative efforts of two national bodies, namely DEC & NCTE. In the course development of this programme, the subject specialists from different parts of the country were actively involved.

The programme is aimed at preparing teacher-educators and educational administrators/managers with a national as well as a global vision of education and to equip them with the state-of-the-art educational technology, applicable in the practice of education and matching with the exacting demands of the 21st century. It also aims at preparing educational experts who can generate knowledge of pedagogy on the lines of scientific method of inquiry and to develop in them a critical and creative mind that can sense gaps in knowledge and find solution to the problems concerning theory and practice of education. The programme thus, focuses on the development of skills, competencies and values, which would enable the teacher-educators and other functionaries to share the responsibilities of preparing teachers for diverse situations.

To achieve its ends, the programme addresses a number of professional areas of concern including, but not limited to, special needs education/inclusive education; ICT enabled education; environmental education; education for human rights; responsibilities and values; gender concerns; understanding pedagogy in a comparative perspective; vocational education; role of teachers in the changing global socio-economic scenario etc.

The curriculum is so designed as to encompass the latest national and international developments in different areas of education; the instructional strategies used in the transaction of curriculum include self-learning print materials, assignments, counselling sessions, workshops, teleconferencing and such other means as applicable for Open Distance Learning. The face-to-face academic counseling, practice sessions and project work are also integral parts of the curriculum. The entire rigour of the conventional classroom teaching coupled with the advantages of the technology augmented Open and Distance Learning is retained in the programme. I am sure that this programme will help the country in meeting the human resource requirement as far as teacher-educators are concerned.



A handwritten signature in black ink, which appears to read 'V. N. Rajasekharan Pillai'.

Prof. V. N. Rajasekharan Pillai
Vice-Chancellor
Indira Gandhi National Open University

1. ABOUT THE UNIVERSITY

1.1 Introduction

Indira Gandhi National Open University (IGNOU) came into being on September 20, 1985, by an Act of Parliament (1985) to achieve the following objectives:

- democratizing higher education by taking education to the doorsteps of the learners;
- providing access to high quality education to all those who seek it irrespective of age, region or formal qualifications;
- offering need-based academic programmes by giving professional and vocational orientation to the courses;
- promoting and developing open and distance education in India; and
- as an apex body, setting and maintaining standards in open and distance education in the country.

1.2 Prominent Features

IGNOU has certain unique features such as:

- national jurisdiction
- flexible admission rules
- individualized study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular programmes
- resource sharing, collaboration and networking with Conventional Universities, Open Universities and other Institutions/Organizations
- socially and academically relevant programmes based on students' need analysis

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Establishment of Distance Education Council (DEC) in 1992 for the co-ordination and determination of standards of distance education systems in the country.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning, Canada (1993).
- Establishment of Staff Training and Research Institute in Distance Education (STRIDE) with support from the Commonwealth of Learning (COL), Canada.
- Launching of an IGNOU-ISRO joint channel for organizing a one-way video and two-way audio teleconferencing (1993-94).
- Extending its outreach beyond the borders of the country by taking IGNOU programmes to West Asian countries, Maldives, Mauritius, Nepal, Seychelles etc. in all to 37 countries including China.

- Award of Excellence for Distance Education Materials by the Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels ‘Gyan Darshan I, II, III and IV, IGNOU is the nodal agency for these channels and regular transmissions are done from the studios at Electronic Media Production Centre, IGNOU.
- Launch of ‘EduSat’ Videoconferencing Channel (2 way video, 2 way audio).

1.4 The Schools of Studies

In order to develop inter-disciplinary studies, the University operates through Schools of Studies rather than Departments. Each School is headed by a Director who arranges to plan, supervise, develop and organize its academic programmes and courses in coordination with the School faculty and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The Schools of Studies currently in operation are:

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

1.5 Academic Programmes

The University offers a wide range of academic programmes both short-term and long-term leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees, and Doctoral Degrees, which are

conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such studies.

They are launched in order to fulfil the students' need for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment,
- diversification and updation of knowledge.

1.6 Course Preparation

Learning materials are specially prepared by experts drawn from different well reputed institutions and Universities all over the country as well as in-house faculty. These materials are scrutinized by content experts, supervised by the instructors/unit designers and edited by content language editors and format editors before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with content experts, in-house faculty and EMPC experts. The material, thus, prepared is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally dispatched to the Study Centres and Telecast on Gyan Darshan.

1.7 Credit System

The University follows the “Credit System” for most of its programmes. Each credit is equivalent to 30 hours of study, which comprises all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). A six-credit course, for instance, involves 180 study hours. The course weightage is expressed in terms of credits. This helps the learner to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful completion of assignments, term-end examination and other activities such as practical, dissertation, etc. as per the requirement of a programme.

1.8 Support Services

In order to provide individualized support to its learners, the University has a large number of Study Centres/ Programme Study Centres throughout the country. These Study Centres/Programme Study Centres are managed by a part-time coordinator appointed by the University. These are coordinated by 40 Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and their peer groups, refer to books in the library, watch video programmes and listen to audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres is given as Appendix III. The support services are also provided through Work Centres, Programme Centres, Special Study Centres.

1.9 Programme Delivery

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

The University follows a multi-media approach for instruction. It comprises:

a) **Self-instructional Written Material**

The printed material (written in self-instructional style) for both theory and practical components of the programme is supplied to the learners, which comes in the form of a booklet (Block) usually comprising 3 to 5 units.

b) **Audio-Visual Material Aids**

The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the Study Centres during the hours of the counselling sessions which are duly notified by the Co-ordinator of Study Centre.

The video programmes are telecast on National Network and enrichment channel of Doordarshan. Some of the selected stations of All India Radio also broadcast the audio programmes. Learners can confirm the dates for the programme from their Study Centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

c) **Counselling Sessions**

Counselling sessions are held as per the schedule drawn beforehand by the Co-ordinator. They are held on weekends, that is to say, Saturday and Sunday of the week.

d) **Contact Programme**

The University organises contact sessions for selected programmes to meet specific learner's needs. This also gives an opportunity for face-to-face interaction of students with the members of the faculty and other experts in the subject.

e) **Teleconferencing**

Live sessions are conducted via satellite through Training and Development Communication Channel (TDCC), the schedule for which is made available at the programme centres. The learner will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

f) **Interactive Radio Counselling (IRC)**

g) **Distance Learning Facilitator**

If the number of learners for a particular programme at a study centre falls below 10 (ten) then usual counselling sessions will not be conducted. The support services may be handled by a Distance Learning Facilitator (DLF).

h) **Practicals**

Practicals are held at designated institutions for which schedule is provided by the Programme Centre. Attendance in practical sessions is compulsory.

i) **Practical Handbooks**

The practical handbooks are specially prepared for the students who enrol for the programme and for the Resource Persons who are involved in the programme. These handbooks provide the complete information and guideline about the Practical Component of the Programme. These handbooks further explain the role and responsibility of the learners and the Resource Persons and other functionaries involved in the delivery of the programme.

2. UNIVERSITY RULES

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

2.1 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, OBC's, War Widows of military forces, Kashmir Migrants and Physically Handicapped candidates according to Government of India rules for various programmes of the University.

2.2 Educational Qualification Awarded by Private Institutions

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

2.3 Scholarships and Reimbursement of Fee

Reserved categories, viz. Scheduled Castes/Scheduled Tribes and Physically Handicapped candidates have to pay the fee at the time of admission to the University along with other general category candidates. Physically Handicapped candidates admitted to IGNOU are eligible for Government of India scholarship. They are advised to collect scholarship forms from the respective State Government's Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU .

Similarly, candidates belonging to SC/ST have to submit their scholarship forms to the respective Directorate of Social Welfare of their state or the Office of the Social Welfare Officer through the concerned Regional Director of IGNOU for reimbursement of programme fee.

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

2.4 Change/Correction of Address

In case there is any correction/change in the address, the students are directed to write to the concerned Regional Director who will forward the request after verifying the signature of student to the Registrar (SR & ED), IGNOU, Maidan Garhi, New Delhi-110068. **They are advised not to write letters to any other officer in the University in this connection. Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to get the mail redirected to the changed address during the interim period. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in**

2.5 Validity of Admission

Candidates who are offered admission must join on or before the due date specified by the University. In case they seek admission for the next session, they have to apply afresh next year and go through the admission process again.

2.6 Incomplete and Late Applications

Incomplete and late application forms/Re-registration forms, wrong options of courses or electives, furnishing false information, will be summarily rejected without any intimation to the candidate concerned. Candidates

are, therefore, advised to fill up the relevant columns carefully and enclose all the copies of the necessary certificates duly attested by a Gazetted Officer as and when asked for and **submit the form to the Regional Director concerned only on or before the due date**. In this connection no correspondence will be entertained. The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever an account of this.

2.7 Simultaneous Registration

Candidates may take simultaneous registration in a certificate programme of 6 months' duration provided this does not clash with their initial study. The University shall not be responsible to conduct examination for such students in case the dates of examination or counselling sessions overlap.

2.8 Refund of Fee

The registration fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. The programme fee may, however, be refunded if admission is not offered for any reason through A/C Payee cheque only, after deduction of registration fee.

2.9 Study Materials and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or can download it from the IGNOU website: www.ignou.ac.in.

2.10 Disputes on Admission and Other University Matters

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

2.11 Re-admission

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional period of 6 months, 1 year and 2 years for Certificate Programmes, Diploma Programmes, Masters Degree (2 year duration) and Bachelors Degree (3 year duration) Programmes respectively in continuation of the earlier duration in selected programmes. The student has to make payment per course on pro-rata basis. The details of pro-rata fee and the Re-admission Form are available at the Regional Centres for the courses, which they have not been able to complete. For further details please see the website www.ignou.ac.in.

The student who fails to pay the prescribed fee during the maximum duration of the Programme will have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

2.12 Change of Regional Centre/Programme Centre or both

The University reserves the right to allocate Programme Study Centre to the students once the admission is finalized. The change of Regional Centre as well as Programme Study Centre is not permissible under any circumstances in the programme.

2.13 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programme who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website: www.ignou.ac.in). Admission of foreign students residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development.

However, the programmes with limited number of seats are not opened for foreign students.

2.14 Term-end Examination

The University conducts Term-end Examinations twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid, maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

Examination Fee

Examination fee of Rs. 50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

Examination Centre

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

Date of Submission of Examination Forms

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

June, TEE	December, TEE	Late Fee	Where to Submit the Form
1st March to 31st March	1st Sept to 30th Sept	NIL	IGNOU, Maidan Garhi, New Delhi – 110068 or at the concerned Regional Centre
1st April to 20th April	1st Oct to 20th Oct	Rs. 100/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delhi – 110068 or concerned Regional Centre)
21st April to 15th May	21st Oct to 15th Nov	Rs. 500/-	
16th May to 28th May	16th Nov to 26th Nov	Rs. 1000/-	

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

Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the student's at least two weeks before the commencement of Term-end Examination the same could also be downloaded from the University's website www.ignou.ac.in In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the examination centre for appearing in the examination.

2.15 Counselling and Examination Centre

All Study Centres, Programme Centres, Special Study Centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling on practicals. Regular counselling sessions will be conducted at the learner support centres provided the number of the learners for a particular course is equal to or more than 10. If the number is less than 10, then in place of regular counselling sessions, intensive counselling sessions will be held.

2.16 Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and or selected for employment etc. are required to produce statement of marks/grade cards by a specified given date, may apply for early processing of their answer scripts and declaration of results. The students are required to apply in prescribed application form with fee of Rs. 500/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi along with attested photocopy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University, in such cases, will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month from the date of conduct of examination.

Early declaration of result is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form is enclosed in the Student Handbook and Prospectus and also made available at University's website www.ignou.ac.in

2.17 Re-evaluation of Answer Script(s)

The students, who are not satisfied with the marks/grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of Rs. 300/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi in the prescribed application form. The better of the two scores of original marks/grades and marks/grades after re-evaluation will be considered and updated in students' record.

Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the Student Handbook and Prospectus and also made available at University's website www.ignou.ac.in

2.18 Improvement in Division/Class

The students of Bachelor's/Master's degree programme, who have completed the programme and wish to improve their Division/Class may do so by appearing in term-end examination. The eligibility is as under:

- a) The students of Bachelor's/Master's degree programme, who fall short of 2% marks to secure 2nd and 1st division.
- b) The students of Master's degree programme only, who fall short 2% marks to secure overall 55% marks.

Students may apply in the prescribed application form from 1st to 30th April for June term-end examination and from 1st to 31st October for December term-end examination along with fee @ Rs. 300/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

The improvement is permissible in term-end examination only and not in Practicals/Lab courses, Project Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the Student Handbook and Prospectus and also made available at University's website www.ignou.ac.in

2.19 Re-Registration

Learners are advised to submit the Re-Registration forms:

For July Session		With late fee (Rs.)
1.	1st February to 31st March	NIL
2.	1st April to 30th April	200.00
3.	1st May to 31st May	500.00*
4.	1st June to 20th June	1000.00*
For January Session		
1.	1st August to 1st October	NIL
2.	3rd October to 31st October	200.00
3.	1st November to 30th November	500.00*
4.	1st December to 20th December	1000.00*

Note : For Sl. No. 1&2, the forms are to be submitted only at the respective Regional Centres. For Sl. No. 3&4, the forms are to be submitted to the Registrar (SR&E) Division, IGNOU, Maidan Garhi, New Delhi – 110 068.

* The Bank Draft should be payable at IGNOU, New Delhi.

If any student sends the Registration/Re-Registration 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.

2.20 Change of Elective/Course

Change of Elective/Course is permitted within 30 days from the receipt of first set of course material in the respective year only on payment of Rs. 150/- for a 4 credit course or part thereof and Rs. 300/- for a 8 credit course under graduate course and Rs. 300/- for elective up to 2/4 credits and Rs. 600/- for elective course of above 4 credits for Master degree courses by way of demand draft drawn in favour of IGNOU, payable at New Delhi. The request for change of Elective/Course should be addressed to **Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068**. The student is required to return the study material already received to Registrar (MPDD) by registered post or in person along with the request for change of Course/Elective.

2.21 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the **FIRST YEAR ONLY**, on payment of Rs. 100/- plus Rs.150/- per 2/4 credit course and Rs. 300/- per 8 credit course for under graduate and Rs. 300/- for elective upto 4 credits and Rs. 600/- for elective courses of above 4 credits for Master degree courses by demand draft in favour of IGNOU, payable at New Delhi. The request for change of medium should be addressed to **Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068**. The student is required to return the study material already received to Registrar (MPDD) by registered post or in person along with the request for change of medium.

2.22 Change/Correction of Study Centres

There is a printed card for change/correction of Study Centre/Programme Centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR&E Division, IGNOU, Maidan Garhi, New Delhi-10068. **Requests received directly will not be entertained. The form for change of address can also be downloaded from IGNOU website www.ignou.ac.in** Learners are advised not to write letters to any other officer in the University in this regard. **Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to get the mail redirected to the changed address during this period.** In case change of study centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Counselling facilities are not available for all Programmes at all the centres. As such, learners are advised to make sure that counselling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of study centre is not permissible in programmes where practical components are involved.**

Depending on actual number of learners, choosing a Centre, or due to other operational reasons, the University may deactivate a Study Centre/Programme Study Centre and the learners of the deactivated Centre will be attached to another Centre. The concerned Regional Centre will inform the concerned learner about the change after admissions are finalized.

2.23 Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from

where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, SR&E Division and the learner. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., NOC is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle the required programme, course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

2.24 Official Transcripts

The University provides the facility of official transcripts on requests made by the learners on plain paper addressed to Registrar (SR&E) Division, IGNOU, Maidan Garhi, New Delhi-110068. A fee of Rs. 100/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs. 300/- in case of request for sending transcript outside the country.

2.25 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F-1-52/2000(CPP-II) dated May 5, 2004 and AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994 (see **Appendices I & II**).

2.26 Prevention of Malpractice/Notice for General Public

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to contact directly IGNOU headquarters at New Delhi or Regional Centres of IGNOU only.

Students interacting with intermediates shall do so at their own risk.

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

Prof. Kapil Kumar (SOSS)	(Tel. : 29536342)
Prof. Anu Aneja (SOCE)	(Tel. : 29536347)
Prof. S.B. Arora (SOHS)	(Tel. : 29532965)
Prof. Sunita Malhotra (SOS)	(Tel. : 29531274)
Registrar (Admn.)	(Tel. : 29532098)
Registrar (SR&ED)	(Tel. : 29535828)

Alternatively complaints may be faxed on 29536588, 29532312

E-mail: ignouregistrar@hotmail.com

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

Note: Except the above mentioned complaints, no other queries will be entertained at the above numbers.

WHOM TO CONTACT FOR WHAT

1. Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate	Concerned Regional Centre
2. Non-receipt of study material and assignments	Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110068
3. Examination, Date-sheet	Asstt. Registrar (Exam-II), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068 Tel. No. 29536743
4. Result-rechecking, Grade Card, Provisional Certificate, Transcripts	Dy. Registrar (Exam-III), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068, Tel. No. 29536103
5. Non-reflection of Assignment Grades	Asstt. Registrar (Assignment), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068, Tel. No. 29532294
6. Change of elective/medium/opting of Left over electives/deletion of excess Credits	In case of MPS, MPA, MSO, MEC, MAH, M.COM., MEG, MHD, MARD, BPP, BDP, Computer and Management Programmes: Asstt. Registrar (Exam IV), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068, Tel. No. 29535027 In case of all other programmes other than above: Dy. Registrar (Exam-V), SR&E Division IGNOU, Maidan Garhi, New Delhi-110068, Tel. No. 29532630
7. Original Degree/Diploma/Convocation	Dy. Registrar (Exam-I), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068, Tel. No. 29535438
8. Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
9. Academic Content	Director of the School concerned
10. Information Regarding Counselling Sessions & Assignment Submission	Concerned study centre/programme study centre
11. Student Registration and Evaluation Division, Grievance Cell	Asstt. Registrar (Grievance) Tel. No. 29532294 E-mail: sregrievance@ignou.ac.in
12. Student Support Services and Student Grievances	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068. E-mail: ssc@ignou.ac.in Tel. No. 29533869, 29533870, Fax: 29535714

3. SCHOOL OF EDUCATION

The functions of the School of Education are within the broad framework of the objectives of IGNOU, i.e., to undertake academic activities pertaining to two major areas:

- i) The various aspects of the practice of education as a profession, and
- ii) The various branches of education as an academic discipline.

The School comprises the following four disciplines:

- a) Education
- b) Distance Education
- c) Educational Technology
- d) Adult Education

The academic programmes being offered by the School of Education are:

- Ph.D. in Education
- Master of Arts in Distance Education (MADE)
- Master of Arts in Education (MA Edu.)
- Masters of Education (M.Ed.)
- Bachelor of Education (B.Ed.)
- Post-graduate Diploma in Distance Education (PGDDE)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Certificate in Professional Development of Teachers (PGCPDT)
- Post-graduate Diploma in School Leadership and Management (PGDSLML)
- Diploma in Primary Education (DPE)
- Certificate in Primary Education (CPE)
- Certificate in Guidance (CIG)
- Certificate in Elementary Teacher Education (CETE)

The academic programmes at various stages of development are:

- M.Phil. in Education
- Master of Education (Special Education)
- Bachelor of Education (Special Education)
- Post-graduate Diploma in Educational Management and Administration (PGDEMA)
- Post-graduate Diploma in Educational Technology (PGDET)
- Post-graduate Diploma in Pre-School Education (PGDPSE)
- Post-graduate Diploma in Higher Education Management (PGDHEM)
- Certificate in Inclusive Education (CIE)
- Certificate in Pre-Primary Training (CPPT)
- Certificate Programme for Adult Education Functionaries (CPAE)

4. MASTER OF EDUCATION (M.Ed.) PROGRAMME

4.1 Introduction

The M.Ed. Programme designed and developed jointly by the Distance Education Council (DEC), Indira Gandhi National Open University (IGNOU) and National Council of Teacher Education (NCTE) is a two-year programme offered through open and distance learning (ODL) system. It is an innovative programme, utilizing self-learning materials (SLMs) and information and communication technologies (ICTs) along with an interactive personal contact programme component. To effectively impart instruction, the programme follows the multimedia approach, viz., print materials, audio-video components, teleconferencing, Interactive Radio Counselling (IRC), assignments, counselling sessions, personal guidance for research, workshops, individual and group activities, etc.

The main purpose of this programme is to prepare teacher educators and educational administrators/managers to develop a global as well as a national vision for education in the modern concept of the 21st century, acquainting them with the *state-of-the art* technology applicable in the practice of education. Further, it seeks to prepare educational experts capable of generating knowledge by the application of scientific method of inquiry or investigation, and to develop a critical mind which can sense gaps in knowledge and find solutions to problems relating to the theory and practice of education. It further seeks to widen the horizon of teachers/educational administrators and to enable them to obtain an international perspective in education.

M.Ed. is a professional programme and, therefore, it focuses on comprehensive and integrated professional development of teachers and other personnel engaged in educational management and administration.

The programme is aimed at developing competency and skills so that one can share the responsibility of preparing teachers for diverse situations by using a variety of instrumentalities including ICTs. The Programme is, therefore, intended to address professional areas of concern, knowledge, skills and attitudes relating to how to teach and how to facilitate learning. The other focused areas include the role of teachers in changing global socio-economic concerns, organization of teacher education in the country, understanding teaching in a comparative perspective, meeting the requirements of 'education for all', and 'training for all', and preparing teachers to meet the challenges of the 21st century.

4.2 Objectives of the Programme

To achieve this comprehensive goal/objective, the programme seeks to:

- develop specialized knowledge and understanding about the philosophical and sociological bases of education;
- develop ability to understand human behaviour and personality, and capability to apply this knowledge and understanding to guide the learners to learn efficiently and effectively;
- develop national and international perspective about educational theory and practice to enable the learners to visualize the inter-linkages and dependency among different educational systems;
- develop a working knowledge of ICTs and their application in formal and non-formal systems of education and for teacher empowerment;
- develop knowledge and understanding of management, planning and financing of education; as also develop managerial and administrative capabilities and skills to effectively manage educational institutions;

- develop knowledge and understanding of the process of educational research and aptitude for and skill in conducting research in specialized areas of education and thus generate knowledge or critically evaluate existing knowledge; and
- generate awareness and understanding of some specialized areas of education and human development like special needs of education, curriculum development, environmental education, vocational education, teacher education, elementary education, measurement and evaluation, value education and human responsibility so as to widen the horizon of understanding of modern educational practices and to develop critical thinking pertaining to issues related to education.

4.3 Target Population

The programme is offered to:

- In-service graduate/postgraduate teachers with B.Ed./B.El.Ed. degree working in primary, secondary or senior secondary schools/colleges/equivalent academic positions in DIETs, SCERTs, or similar educational institutions.
- Headmasters/Principals and educational administrators/functionaries with B.Ed./B.El.Ed. degree.
- Non-working graduates/postgraduates with B.Ed./B.El.Ed. degree or equivalent degrees recognised by an Indian or a foreign university.

4.4 Eligibility

Eligibility for admission to the programme shall be as per NCTE norms, i.e., candidates who have obtained at least 55% marks in B.Ed./B.El.Ed. are eligible for admission. There shall be a relaxation of marks/reservation of seats for SC/ST/OBC and other categories as per rules of the Central Government/IGNOU.

4.5 Medium of Instruction

The medium of instruction is English. However, in due course of time, the programme will be available in Hindi also. You can write your answers in the term-end examination and assignments in Hindi.

4.6 Duration and Weightage of the Programme

Total number of credits	: 60 credits including research dissertation
Minimum period to complete the programme	: 2 years
Maximum period to complete the programme	: 4 years

4.7 Programme Fees

The Programme fee is Rs.30,000/- for the entire programme of two years. The total fee is to be paid at the time of admission.

4.8 Course Details

As already mentioned, the programme can be completed in a minimum of two years and a maximum of four years duration. The theory courses and dissertation will be offered in the first year and the second year as given below:

1st Year		Credits
Compulsory Courses:		
MES-051	: Education : Philosophical and Sociological Perspectives	6 Credits
MES-052	: Psychology of Learning and Teaching	6 Credits
MES-053	: Educational Management, Planning and Finance	6 Credits
MES-054	: Methodology of Educational Research	6 Credits
Optional : Any one course out of the following:		
MESE-057	: Measurement and Evaluation in Education	6 Credits
MESE-058	: Educational and Vocational Guidance and Counselling	6 Credits
MESE-059	: Teacher Education in India : Growth and Development	6 Credits

2nd Year		Credits
Compulsory Courses:		
MES-055	: Comparative Education : National and International Perspectives	6 Credits
MES-056	: Educational Technology	6 Credits
Optional : Any one of the following courses:		
MESE-060	: Curriculum Development and Transaction	6 Credits
MESE-061	: Open and Distance Learning Systems	6 Credits
MESE-062	: Vocational Education	6 Credits
MESE-063	: Environmental Education	6 Credits
MESE-064	: Special Needs Education	6 Credits
MESE-065	: Education for Human Values, Rights and Responsibilities	6 Credits
MESE-066	: Information Technology and Education	6 Credits
MESE-067	: Elementary Education.	6 Credits
MESP-068	: Dissertation	12 Credits

4.9 Structure of Theory Courses

Compulsory Courses

MES-051 : Education: Philosophical and Sociological Perspectives

Block 1 Philosophical Perspectives in Education

Block 2 Schools of Philosophy and Their Implications for Education

Block 3 Sociological Perspectives of Education

Block 4 Education, Society and School System

MES-052 : Psychology of Learning and Teaching

- Block 1 Psychological Perspectives of Education – Implications for Teachers
- Block 2 Learning Theories and Approaches
- Block 3 Individual Differences
- Block 4 Educational Psychology Practicals

MES-053 : Educational Management, Planning and Finance

- Block 1 Educational Management: Meaning and Scope
- Block 2 Educational Planning
- Block 3 Financing of Education
- Block 4 Recent Trends in Educational Management in India

MES-054 : Methodology of Educational Research

- Block 1 Educational Research
- Block 2 Research Problem
- Block 3 Data Collection and Analysis
- Block 4 Analysis and Interpretation of Data
- Block 5 Methods of Research
- Block 6 Research Report and Dissemination

MES-055 : Comparative Education: National and International Perspectives

- Block 1 Understanding Comparative Education
- Block 2 Educational Scenario: Indian Context
- Block 3 Education in Selected Countries
- Block 4 International Agencies and Organizations: Roles and Functions

MES-056 : Educational Technology

- Block 1 Introduction to Educational Technology
- Block 2 Instructional Design
- Block 3 Applications of Educational Technology
- Block 4 Development of Teaching-Learning Materials
- Block 5 Agencies, Policies and the Future of Educational Technology

Optional Courses

MESE-057: Measurement and Evaluation in Education

- Block 1 Basic Concepts in Educational Evaluation
- Block 2 Tools and Techniques of Evaluation – An Overview
- Block 3 Construction of Achievement and Selection Tests
- Block 4 Psychological Testing and Management
- Block 5 Recent Trends and Innovative Practices in Evaluation

MESE-058: Educational and Vocational Guidance and Counselling

- Block 1 Guidance: Nature, Scope and Philosophical Basis
- Block 2 Guidance Methods and Techniques
- Block 3 Essentials of Counselling
- Block 4 Organizing Guidance and Counselling Services

MESE-059: Teacher Education in India: Growth and Development

- Block 1 Teacher Education in India: Historical Perspective
- Block 2 Teacher Education Programmes and Institutions
- Block 3 Teacher Education Curriculum and Transaction
- Block 4 Teacher Education Through Open and Distance Learning
- Block 5 Innovations in and Research on Teacher Education

MESE-060: Curriculum Development and Transaction

- Block 1 Introduction to Curriculum
- Block 2 Curriculum Development
- Block 3 Curriculum Transaction
- Block 4 Curriculum Evaluation

MESE-061: Open & Distance Learning System

- Block 1 Open and Distance Learning: Concepts and Developments
- Block 2 Instructional Inputs
- Block 3 Instructional Transaction and Delivery
- Block 4 Evaluation and Research in ODL
- Block 5 Recent Trends and Developments in ODL: National and International Perspectives

MESE-062: Vocational Education

- Block 1 Vocational Education for Sustainable National Development
- Block 2 The National Scenario
- Block 3 The Global Perspective
- Block 4 Recent Trends in Vocational Education
- Block 5 Futuristic Approach

MESE-063: Environmental Education (*course under development*)

MESE-064: Special Needs Education

- Block 1 Understanding People with Special Needs and Social Response
- Block 2 Education of Children with Special Needs
- Block 3 Development of Adaptive Skills: Assistive Devices and Special Therapies
- Block 4 Inclusive Education
- Block 5 Recent Trends and Innovations

MESE-065: Education for Human Values, Rights and Responsibilities (course under development)

MESE-066: Information Technology and Education

Block 1 Basics of Computer in Education

Block 2 Computers and Communication

Block 3 Use of the Internet for Teaching-Learning

Block 4 Computer and Diverse Educational Needs

MESE-067: Elementary Education

Block 1 Elementary Education: Its Context and Linkages

Block 2 Indian Constitution and Status of Elementary Education

Block 3 Pre-service and In-service Elementary Teacher Education

Block 4 Curriculum and Research in Elementary Education and Elementary Teacher Education

MESP-068: Dissertation

4.10 Instructional System

The University follows the multimedia approach in instruction, which comprises:

- Self-instructional printed course material
- Assignments for assessment and feedback
- Audio-video programmes
- Counselling sessions, face-to-face interaction at the Programme Centre/Study Centre.
- Dissertation/Field Projects
- Broadcast/Gyan Vani
- Gyan Darshan
- EduSat
- Interactive Radio Counselling (IRC)
- Tele-conference with two-way audio and one way video
- Workshops
- Induction Programme

Self-instructional Printed Material: The printed self-instructional study material for both theory and practical components of the programmes is supplied to the learners in the form of blocks (booklets) for every course. A block usually comprises 3 to 5 units.

Audio-visual Material: The learning package contains audio and video cassettes, which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The audio and video cassettes are listened to and screened at the study centers respectively, during specific sessions, which are duly notified for the benefit of the learners.

In addition to learning support at the Study Centres/Programme Centre, the video programmes are telecast on National Network of Doordarshan and Gyan Darshan. Selected stations of All India and Gyan Vani FM Radio Channels also broadcast the audio programmes. Learners can confirm the dates for the programmes from their Study Centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the learners periodically.

Counselling Sessions: Normally counselling sessions are held as per schedule drawn by the Study Centres/Programme Centres. These are mostly held on Saturdays and Sundays at the host institutions where the Study Centre/Programme Centre is located.

Teleconferencing: Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously telecast on 'EduSat' Channel from the University studios at Electronic Media Production Centre (EMPC). The schedule of these teleconferences is made available at the study centers.

Gyan Darshan: The Channel is providing educational programmes to a variety of subjects for 24 hours a day to enhance the learning process. Steps are being taken to relay the Gyan Darshan Channels through different Cable Operators in the Country for wider outreach.

Gyan Vani: IGNOU manages FM Radio network in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. As many as 26 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai, Delhi, Jaipur, Nagpur, Hyderabad, Panaji, Kanpur, Mysore, Guwahati, Shillong, Ahmedabad, Jabalpur, Raipur, Rajkot, Indore, Varanasi, and Aurangabad broadcast educational programmes. The broadcasts in English, Hindi and the regional languages/dialects are conducted by local resource persons. The detailed schedule can be accessed at IGNOU EMPC-Gyandarshan website <http://www.ignou.ac.in/gyandarshan/scindex.html>.

Interactive Radio Counselling (IRC): Interactive Radio Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by the experts. Students can interact with experts' right from their homes on telephone. These sessions are conducted for one hour. The complete details are made available with the Programme Centres. A toll free telephone number 1800112345 has been provided for this purpose from selected cities.

4.11 Evaluation

The University follows the following evaluation system:

- Self-assessment exercises (non-credit)
- Continuous evaluation through assignments, workshops, etc.
- Term-end examination
- Evaluation of dissertation

4.12 Grading System

IGNOU uses the Grading System for evaluating the learners achievement on a Five Point Scale using Letter Grades A, B, C, D & E. The notional correlates of the letter grades are as follows:

Letter grade	Description	Point grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Average	2
E	Unsatisfactory	1

IGNOU M.Ed. Programme admissions are made strictly on the basis of merit. Only those candidates who satisfy the eligibility criteria fixed by the University will be admitted. Therefore, the candidates should not be misled by false promises of admission made by individuals or private institutions.

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI-110002

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

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

5th May, 2004

Sub.: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES

Sir/Madam,

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

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

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

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

Yours faithfully

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

Encl: As above



ASSOCIATION OF INDIAN UNIVERSITIES

AIU HOUSE, 16 KOTLA MARG , NEW DELHI-110002

Phones : 3312305, 3313390
3310059, 3312429

Gram: ASINGU
Telex: 31 66180 AIU IN
Fax: 011-3315105
No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)
Member Universities

Subject: Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

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

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

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

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

Thanking you,

Yours faithfully,

Sd/-

(K.C. KALRA)
Joint Secretary

REGINAL CENTRE CODES AND ADDRESSES

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
1.	HYDERABAD	01	IGNOU REGIONAL CENTRE RAHUL CHAMBER HOUSE NO.3-5-909 HIMAYATNAGAR NARAYANGUDA MAINROAD HIMAYAT NAGAR HYDERABAD - 500 029 ANDHRA PRADESH 040-3221254,23221255 23221261232212610 40-27152527 040-23221260(FAX) ignourch_hyd@dataone.in	STATE OF ANDHRA PRADESH Except for the districts under the jurisdiction of Koraput
2.	PORT BLAIR	02	IGNOU REGIONAL CENTRE JNR MAHAVIDYALAYA PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS 03192-242888,230111 rc_portblair@rediffmail.com	ANDAMAN & NICOBAR ISLANDS
3.	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247535 0360-2247537 rd_itanagar@rediffmail.com ignou_itanagar@yahoo.com	STATE OF ARUNACHAL PRADESH
4.	GUWAHATI	04	IGNOU REGIONAL CENTRE NAVAGIRI ROAD 1ST BYE-LANE CHANDMARI GUWAHATI - 781 003 ASSAM 0361-2668409/2662831, 0361-2662834 0361-2572042, 0361-2662879 grcignou@sancharnet.in	STATE OF ASSAM
5.	PATNA	05	IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2221538/ 2221541, 0612-2687042 0612-2221539 ignoupt@sancharnet.in	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC-DARBHANGA
6.	DELHI 1	07	IGNOU REGIONAL CENTRE 52, TUGHLAKABAD INSTT. AREA NEAR BATRA HOSPITAL NEW DELHI -110 062 DELHI 011-29956015/29958078 / 26056834 011-26058354011-29533451 011-29053172 rcd1ignou@rediffmail.com	UNION TERRITORY OF DELHI (SOUTH & WEST REGION), STATE OF HARYANA (DISTRICTS OF GURGAON, FARIDABAD)
7.	AHMEDABAD	09	IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHI NAGAR HIGHWAYCHHARODI AHMEDABAD - 382481 GUJARAT 02717-242975 / 242976, 02717-256458 02717-241580 rcignouahd@yahoo.com, rcinou@vsnl.com	STATE OF GUJARAT, UNION TERRITORY OF DAMAN, DIU, DADRA & NAGAR HAVELI Except for the districts under the jurisdiction of RC - Rajkot
8.	KARNAL	10	IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD, KARNAL - 132 001 HARYANA 0184-2271514, 0184-2260075, 0184-2254621 0184-2255738 ignourck10@sancharnet.in ignourck10@bsnl.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF GURGAON, FARIDABAD)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
9.	SHIMLA	11	IGNOU REGIONAL CENTRE SHIMLA -171 002 HIMACHAL PRADESH 0177-2624613, 2624611, 2625843/ 2624612 0177-2620125 0177-2624611 sml_ignoures@sancharnet.in negidb@yahoo.com	STATE OF HIMACHAL PRADESH
10.	JAMMU	12	IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2546529/ 2579572, 0191-2502921 0191-2546995 ignourcj@sancharnet.in jammurc12@rediffmail.com	STATE OF JAMMU & KASHMIR (JAMMU REGION)
11.	BANGALORE	13	IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 082 KARNATAKA 080-26654747 / 26657376/ 26639711 080-26644848 ignourcblr@eth.net ignoubir@bgl.vsnl.net.in	STATE OF KARNATAKA EXCEPT THE DISTRICTS HUBLI, DHARWAD, BELGAM, KARWAR & SINDHU DURG STATE OF GOA
12.	COCHIN	14	IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203, 2348189, 2330891 2348189 23300484-2533021 0484-2340204 igrc14@vsnl.net	STATE OF KERALA, UNION TERRITORY OF LAKSHADWEEP
13.	BHOPAL	15	IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455, 0755-2578454, 0755-2578452 0755-2578454 ignoubhopal@rediffmail.com ignou_bhopal@yahoo.com	STATE OF MADHYA PRADESH EXCEPT DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR
14.	PUNE	16	IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25651124, 020-256671867, 020-25880091 020-25671864 ignourcpune42@vsnl.net	STATE OF MAHARASHTRA EXCEPT THE DISTRICT MENTIONED UNDER REGIONAL CENTRE MUMBAI, NAGPUR & GOA
15.	IMPHAL	17	IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795001 MANIPUR 0385- 2421190, 0385-2421192, 0385-2421387 0385-2421387 ignouimp@rediffmail.com	STATE OF MANIPUR
16.	SHILLONG	18	IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMAINONG SHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117, 0364-2521271, 0364-2252252 0364-2521271 ignou18@sancharnet.in rd_shillong@rediffmail.com	STATE OF MEGHALAYA

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
17.	AIZWAL	19	IGNOU REGIONAL CENTRE LAL BULAIA BUILDING, M.G. ROAD KHATLA (NEAR CENTRAL YMA OFF.) AIZAWL – 796001 MIZORAM 0389-2311693, 0389-2311692 0389-2311789 rd_aizwal@rediffmail.com	STATE OF MIZORAM
18.	KOHIMA	20	IGNOU REGIONAL CENTREN H-39, OPP. DZUVURU (MHON KHOLA) I.O.C. KOHIMA – 797001 NAGALAND 0370-2241903 / 2241904, 0370-2241968, 0370-2241905 rd_kohima@rediffmail.com	STATE OF NAGALAND
19.	BHUBANESHWAR	21	IGNOU REGIONAL CENTREC 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250/ 2301352 0674-2371457 0674-2300349 igrd21@hotmail.com, ss_jena2002@yahoo.com	STATE OF ORISSA EXCEPT DISTRICTS MENTIONED UNDER REGIONAL CENTRE KORAPUT
20.	KHANNA	22	IGNOU REGIONAL CENTRE I.T.I. BUILDINGBULEPUR (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB 01628- 229994/229993, 01628-237361 01628-238632, 01628-238284 ignoukhanna@yahoo.co.in	STATE OF PUNJAB & UNION TERRITORY OF CHANDIGARH
21.	JAIPUR	23	IGNOU REGIONAL CENTRE 70/79, SECTOR – 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785750, 2785750 0141-2274292, 0141-2785763 0141-2784043 ignou@raj.nic.in ignou_rj@nic.in	STATE OF RAJASTHAN
22.	GANGTOK	24	IGNOU REGIONAL CENTRE GAIRIGAON TADONGPO SHUMBUK HOUSE GANGTOK - 737102 SIKKIM 03592-231375, 270923 03592-270364 03592-270923 / 231383 (PVT.) sig_nougkrc@sancharnet.in rd_gangtok@rediffmail.com	STATE OF SIKKIM
23.	CHENNAI	25	IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727 044-22542525/22542121 044-24729779, 044-22542828 ignou_rc@dataone.in ignourcc@nds3.vsnal.net.in	STATE OF TAMIL NADU, UNION TERRITORY OF PONDICHERRY
24.	AGARTALA	26	IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004 TRIPURA 0381-2516715 / 2516266 0381-2516714 rd_agartala@rediffmail.com	STATE OF TRIPURA

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
25.	LUCKNOW	27	IGNOU REGIONAL CENTRE B-1/33, SECTOR – H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2364893 / 2762410 (RCL)/ 2364453 0522-2326793 0522-2364889 ignoulko@sancharnet.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS OF VARANASI & ALIGARH)
26.	KOLKATA	28	IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850/ 23592719/ 23589323 (RCL) 033-24739393 033-23347576 ignourd28@yahoo.com rd28cal@rediffmail.com	STATE OF WEST BENGAL
27.	DELHI 2	29	IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 011-23392375 / 23392376 / 23392377 011-23392374 011-26493257 011-23392373 ignourd2@ndf.vsnl.net.in ignourd2@bol.net.in	UNION TERRITORY OF DELHI (NORTH & EAST REGION), STATE OF UTTAR PRADESH (DISTRICTS OF MEERUT, GHAZIABAD, GAUTAM BUDH NAGAR, BAGPAT)
28.	SRINAGAR	30	IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-2421506 0194-2311259 ignousgr@hotmail.com mushtaqad62@yahoo.co.in	STATE OF JAMMU & KASHMIR (SRINAGAR & LADAKH REGION)
29.	DEHRADUN	31	IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789180, 0135-2789205 0135-2665317, 0135-2789190 ignoudn@sancharnet.in ignoudn@hotmail.com	DISTRICTS OF DEHRADUN, HARIDWAR, UTTARKASHI, SRINAGAR, RUDRAPRAYAG, KOTDWAR, GOPESHWAR, BOGESHWAR, PITHORGARH, CHAMPAWAT, ALMORA NANITAL, UDHAMSINGH NAGAR
30.	RANCHI	32	IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI 834002. JHARKHAND 0651-2244688, 2244699, 0651-2244677 0651-2244400 ignouranchi@yahoo.com rdranchi@ignou.ac.in	STATE OF JHARKHAND
31.	RAIPUR	35	IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR - 492007 CHATTISGARH 0771-2428285 / 5056508, 0771-2445839 0771-2583578, 0771-2445839 rrcignou@cg.nic.in	CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR
32.	JABALPUR	41	IGNOU REGIONAL CENTRE 2ND FLR, RAJSHEKHAR BHAVANRANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR – 482001 MADHYA PRADESH 0761-26092690761-2600411 0761-2609919 ignoujabalpur@hotmail.com ignoujabalpur@yahoo.com	JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHDOL, UMARIA, KATNI, SIDHI (PART OF MP)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
33.	RAJKOT	42	IGNOU REGIONAL CENTRE CONTINUING EDUCATION BUILDING SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT 0281-2572988, 0281-2561449 subrcrajkot@yahoo.co.in	DISTRICT OF RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR (PART OF GJ)
34.	MADURAI	43	IGNOU REGIONAL CENTRE CSI INSTITUTIONAL CAMPUS P K ROAD (NH-7) PASUMALIMADURAI - 625004 TAMIL NADU 0452-2380387 0452-2370588 ignoumadurai@yahoo.co.in	DISTRICTS OF COIMBATORE, NILGRIS, ERODE, KARUR, TIRUCHIRAPALLI, THANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, TIRUNELVELI, KANNIYAKUMARI, TUTICORIN, RAMANATHAPURAM, SIVAGANGA, PU
35.	KORAPUT	44	IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA 06852-25298206852-251535 ignou_koraput@rediffmail.com	KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, BALANGIR, SONEPUR, KALAHANDI, NUAPADA, BOUDH, PHULBANI (PART OF ORS), SRIKAKULAM, VIJAYANAGRAM (PART OF AP), DANTEWADA, BASTAR (PART OF CG)
36.	SILIGURI	45	IGNOU REGIONAL CENTRE EAST VIVEKANANDA PALLY RAJA RAMMOHAN ROY ROAD SILIGURI - 734006 WEST BENGAL 0353-2594600 0353-2594601 siligurisubrc@yahoo.co.in, siligurisubrc@dataone.in	DISTRICT OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN, DINAJPUR, MALDAH (PART OF WB)
37.	DARBHANGA	46	IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA-846004 BIHAR 06272-253719 06272-251318 06272-251833 srcdarbhanga@yahoo.com antripathi29@rediffmail.com	PASCHIM CHAMPARAN, GOPALGANJ, SIWAN, SARAN, PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, VAISHALI, SITAMARHI, MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL, SAHARSA, KHAGARIA, MAD
38.	ALIGARH	47	IGNOU REGIONAL CENTRE 4/1339 A NEW SIR SYED NAGAR DODHPUR, CIVIL LINES, ALIGARH-202002 UTTAR PRADESH 0571-2700120 ignousrcaligarh@yahoo.com	DISTRICT OF JYOTIBA PHULE NAGAR, RAMPUR, ALIGARH, BUDAUN, BAREILLY, HATHRAS, AGRA, FIROZABAD, SAHARANPUR, MATHURA, BULANDSHAHR, MUZAFFARNAGAR, BIJNOR, MORADABAD

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
39.	VARANASI	48	IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022, 2368622 0542-2317383 ignousrc.vns@gmail.com ignousrc.vns@rediffmail.com	DISTRICT OF AMBEDKAR NGR, SANT KABIR NGR, MAHARAJGANJ, JAUNPUR, BALLIA, AZAMGARH, GORAKHPUR, DEORIA, KUSHINAGAR, SANT RAVIDAS MIRZAPUR, VARANASI, GHAZIPUR, MAU, CHANDAULI, SONBHAD
40.	VIJAYAWADA	33	1 st FLOOR, SKPVV HINDU HIGH SCHOOL, KOTHAPETHA, VIJAYAWADA-520001.	SRIKAKULAM, VIJAYANAGARAM, VISHAKHAPATNAM, EASTGODAWARI, WEST GODAWARI, KRISHNA, GUNTUR, PARAKASAM, NALLORE, AHIKOOR, KHAMMAM

**LIST OF PROGRAMME STUDY CENTRES
FOR M.ED. PROGRAMME**

S.No.	Regional Centre	Centre Code	Address
1.	Ahmedabad	0926P	Programme I/C IGNOU Programme Study Centre M.S. University, Department of Education, Vadodara, Gujarat.
2.	Bangalore	1353P	Programme I/C IGNOU Programme Study Centre Vijaya Teacher's College, 30 th Cross, 11 th Main, 4 th Block, Jainagar, Bangaore – 560 011
3.	Bhopal		Programme I/C IGNOU Programme Study Centre Institute of Advanced Study in Education (Govt. College of Education), Berasia Road, Bhopal – 462 038
4.	Bhubaneswar	2162P	Programme I/C IGNOU Programme Study Centre College of Teacher Education, At/Po/District - Balasore, Orissa.
5.	Chennai		Programme I/C IGNOU Programme Study Centre NKT National College of Education for Women, No. 41, Dr. Besant Road, Triplicane, Chennai
6.	Cochin	1426P	Programme I/C IGNOU Programme Study Centre Farook Training College, Farook College PO, Calicut – 673 632
7.	Darbhangha	05135P	Programme I/C IGNOU Programme Study Centre Dr. Zakir Hussain Teachers' Training College, Laheriasarai, Darbhanga – 860 003
8.	Dehradun	2717P	Programme I/C IGNOU Programme Study Centre Law Faculty Building SS Jena Kumaon University Campus, Almora – 263601 (Uttarakhand)
9.	Delhi-I	0735P	Programme I/C IGNOU Programme Study Centre Jamia Millia Islamia Faculty of Education, Jamia Nagar, New Delhi – 110 025.

S. No.	Regional Centre	Centre Code	Address
10.	Delhi-II	2728P	Programme I/C IGNOU Programme Study Centre Meerut College, Meerut – 250 001 (U.P.)
11.	Hyderabad	0153P	Programme I/C IGNOU Programme Study Centre Al-Madina College of Education, Salem Nagar, Mahboobnagar – 509 001 (AP)
12.	Jabalpur	15115P	Programme I/C IGNOU Programme Study Centre, Govt. College of Education, Near High Court, Jabalpur (MP).
13.	Jaipur	2355P	Programme I/C IGNOU Programme Study Centre Shri Agrasen PG College of Education, Keshav Vidyapeeth, Jamdoli, Jaipur – 302 003.
14.	Jammu	1274P	Programme I/C IGNOU Programme Study Centre Govt. College of Education, Canal Road, Jammu Tawi – 180 001.
15.	Karnal		Programme I/C IGNOU Programme Study Centre Kurukshetra University,
16.	Khanna	2244P	Kurukshetra (Haryana) – 136 119 Programme I/C IGNOU Programme Study Centre Khalsa College of Education Amritsar, Punjab – 143 002
17.	Lucknow	2790P	Programme I/C IGNOU Programme Study Centre, Dept. of Education, Lucknow University, Lucknow – 226 007
18.	Patna		Programme I/C IGNOU Programme Study Centre, Dept. of Education, Patna University, Baripath, Daryapur, Patna – 800 004
19.	Pune	1688P	Programme I/C IGNOU Programme Study Centre K.J. Somaiya Comprehensive College of Education, Training & Research, Vidyavihar (E), Mumbai – 400 077

S. No.	Regional Centre	Centre Code	Address
20.	Shimla	1117 P	Programme I/C IGNOU Programme Study Centre Department of Education, Himachal Pradesh University, Summer Hill, Shimla – 171 005
21.	Srinagar	1224 P	Programme I/C IGNOU Programme Study Centre Department of Education, Kashmir University, Srinagar – 190006 Jammu & Kashmir State
22.	Agartala	2603 P	Programme I/C IGNOU Programme Study Centre College of Teacher Education, P.O. Kunjaban, Agartala – 799 006 (Tripura)
23.	Aizwal	1913 P	Programme I/C IGNOU Programme Study Centre College of Teacher Education, P.O. Box 46, Aizwal – 796 001 (Mizoram)
24.	Guwahati	0412 P	Programme I/C IGNOU Programme Study Centre Banikanta College of Teacher Education, Lachit Nagar, Guwahati – 781 007
25.	Imphal	1701 P	Programme I/C IGNOU Programme Study Centre Manipur University, Canchipur, Imphal.
26.	Itanagar	0311 P	Programme I/C IGNOU Programme Study Centre Rajiv Gandhi University Rono Hill, Doimukh, Itanagar.
27.	Shillong	1803 P	Programme I/C IGNOU Programme Study Centre PGT College, Boyce Road, Laitumkhrah, Shillong – 793 003
28.	Madurai	2516 P	Programme I/C IGNOU Programme Study Centre Sri Ramakrishna Mission College of Education, Coimbatore – 641 020
29.	Rajkot	0939 P	Programme I/C IGNOU Programme Study Centre Dada Dukhayal College of Education, Ward 3A, Maitri Chool, Kutch District, Adipur – 370 205 (Gujarat)

S. No.	Regional Centre	Centre Code	Address
30.	Siliguri	2885 P	Programme I/C IGNOU Programme Study Centre Govt. Teachers' Training College, P.O. & Dist. Maida, Pin: 732 101
31.	Aligarh	2713 P	Programme I/C IGNOU Programme Study Centre Aligarh Muslim University, Aligarh – 202 002
32.	Varanasi	27109	Programme I/C IGNOU Programme Study Centre Banaras Hindu University, Varanasi – 221 005
33.	Vijayawada	0154 P	Programme I/C IGNOU Programme Study Centre Institute of Advanced Studies in Education, Andhra University, Vishakapatnam – 530 003.

Board Codes

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

Employment Certificate

(To be provided by The Principal/Headmaster)

This is to certify that Mr/Ms/Mrs is teaching in this school sinceand he/she is a temporary/permanent employee of this School/Organisation. He/she hasyears of teaching experience. This school/organisation is Govt/Aided/Private/Public (Recognised/Non-recognised) Institution.

Place.....

Signature.....

Date.....

Name.....

Designation.....

Seal/Stamp.....

Category Certificate

(for SC/ST/OBC/PHC* Candidates)

This is to certify that Mr/Ms/Mrs.....
son / daughter / wife of Shri.....
Village..... Town.....District.....
State/U.T.....belongs to Caste which is recognised as
Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Caste Part C States) Order 1951 read
with the SC/ST lists (Modification) order, 1956.

Mr/Ms/Mrs.....and his/her family reside in Village/
Town..... District.....State/U.T.....

Signature of Tehsildar/
Commissioner/District Magistrate

Place.....

Name.....

Date.....

Designation.....

Seal/Stamp.....

- * If the candidate belong to SC/ST and PH please provide certificate of both categories.
- * The physically handicapped candidates must provide PH category certificate from the competent authority, which is duly recognized by the Directorate of Social Welfare Department of the Government.

INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM

Important Note : *“Application form should be submitted to the Regional Director in whose jurisdiction, the Programme Centre falls”.*

Please read the following instructions carefully before filling in the application form for admission.

Submission of the Application Form

The application form for admission enclosed in the Students Handbook and Prospectus is to be filled in carefully. Please write the relevant code in the boxes provided in the application form and submit to the Regional Director Concerned.

Filling in the Application Form

Please use block letters when filling in the form. The learners are requested to enclose the **Photocopies of the following Documents duly attested by a Gazetted Officer along with the application form for admission:**

1. High and Higher Secondary / Sr. Secondary School Certificate indicating the date of birth.
2. Degree and mark sheets of Graduation and onwards examination
3. Degree in Education. (B.Ed./B.El.Ed)
4. Category Certificate, if applicable.
5. Bank Draft of Rs.100/- towards Registration Fees.

25. Optional Courses			
(Choose one from 1st year and one from 2nd year)		1st Year	<input type="text"/>
1st Year: MESE-057, MESE-058, MESE-059			
2nd Year : MESE-060, MESE-061, MESE-062, MESE-063, MESE-064, MESE-065, MESE-066, MESE-067, MESE-060,		2nd year	<input type="text"/>
26. Details of Registration Fees:			
Demand Draft No.	D/D Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount (in Rs.)			
<input type="text"/>			
Bank Name	<input type="text"/>		
27. Address for Correspondence (Do not give Post Box No. Leave a blank box between each unit of address like House No., Street Name, P.O., etc.)			
<input type="text"/>			
<input type="text"/>			
City		District	
<input type="text"/>		<input type="text"/>	
State			Pin Code
<input type="text"/>			<input type="text"/>
28. Telephone Number (if any) with STD Code/Mobile No.		29. Fax No. (if any) with STD Code	
STD Code	Telephone No.	STD Code	Telephone No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile No.			
<input type="text"/>			
30. E-mail address/ID (if any)			
<input type="text"/>			

DECLARATION BY THE APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for Master of Education (M.Ed.) programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date :

(Signature of the Applicant)

INSTRUCTIONS FOR CANDIDATES

1. Please send your Application form by Regd. Post/Speed Post to the Regional Centre. Details of Regional Centres are given in the Student Handbook and Prospectus.
2. Application form to be submitted only at the concerned Regional Centre.
3. Application submitted at any other Office of the University will not be entertained.
4. Please retain the photocopy of the filled-in form for future reference.
5. Affix the Photograph and enclose the following:
 - i) Certificates and Marksheets in support of your educational qualifications.
 - ii) Category Certificate for SC/ST/PH/OBC/Kashmiri Migrant/War Widow candidates wherever required.
 - iii) Age certificate.
 - iv) Bank draft of Rs. 100/- towards Registration Fees.
 - v) Student card duly filled in along with photograph.
 - vi) Acknowledgement Card duly stamped.



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

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

1. Name : _____
2. Programme Enrolment No.

--	--	--	--	--	--	--	--	--	--
3. Reason for early declaration of result : _____

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

4. Course(s) detail for early evaluation :

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

5. Examination Centre details, for where you have to appear/appeared at Term-end Examination

Examination Centre : Address of Examination Centre :
.....
.....

6. Total Amount paid Rs..... Bank DD No.
Date : (Rs. 500/- per course)

Issuing Bank Signature
Name & Address
of the Student
Date :

Note :

1. Request for early declaration of result will be entertained for final semester/year or maximum of 4 backlog courses only.
2. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
3. Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought:

Registrar (SR & ED)
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068

4. The prescribed fee for early declaration of result is Rs. 500/- per course in form of demand draft issued in favour of 'IGNOU' and payable at 'New Delhi'.



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

1. Name : _____

2. Programme : _____

3. Enrolment No.

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

4. Address: _____

_____ Pin:

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

5. Month and Year of the Examination: _____

6. Examination Centre Code: _____

7. Address of the Examination Centre: _____

8. Courses, in which re-evaluation is sought:

	<u>Course Code</u>	<u>Marks/Grade Obtained</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Fee detail :
(The fee for this purpose is to be paid through demand draft drawn in favour in favour of 'IGNOU' and payable at 'New Delhi')

No. of Course(s)..... × Rs. 300/- Total Amount

Demand Draft No. Date

Issuing Bank

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

(Rules & regulations are mentioned on the reverse side of this form)

P.T.O.

RULES AND REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the students must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results whichever is later.
2. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores or original marks/grade and re-evaluated marks will be considered.
4. The revised marks after the re-evaluation shall be incorporated in the student record and the revised Grade card/Marks sheet shall be sent to the students within one month from the receipt of the application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/ Lab courses, Workshops, Assignments & Seminar etc.
6. The filled in form with the requisite fee is to be sent to:

Deputy Registrar (Exam-III)
SR&E 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 IMPROVEMENT IN DIVISION CLASS

1. Name : _____

2. Programme : Enrolment No:

3. Address: _____

 _____ Pin:

4. Term-enc examination, in which programme completed June/December: _____

Total marks/Overall point grade obtained **Percentage obtained**

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

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

<u>S.No.</u>	<u>Course Code</u>	<u>S.No.</u>	<u>Course Code</u>
1.	_____	4.	_____
2.	_____	5.	_____
3.	_____		

6. Fee details:-
 (The fee for this purpose is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi).

No. of Course(s) **X Rs. 300/- = Total Amount**

Bank Draft No. **Date**

Issuing Bank

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

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

Examination Centre Code:..... **City/Town:**

UNDERTAKING

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

Date
Place

Signature:
Name:

RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have complete the programme. The eligibility is as under:
 - a) The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the term-end examination as per following criteria:-
 - a) The students mentioned at 1 (a) above in June 2008.
 - b) The students mentioned at 1 (b) above in June, 2008 or December, 2008.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. Students wishing to improve their performance should submit the application in the prescribed format alongwith fee @ Rs. 300/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-

**The Registrar
Student Registration & Evaluation Division,
Indira Gandhi National Open University
Maidan Garhi,
New Delhi – 110 068.**
11. On the top of the envelop containing the prescribed application form, Please mention “APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS”.

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 20/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



**INDIRA GANDHI
NATIONAL OPEN UNIVERSITY**

STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.

To be filled in by the Student.

Course Applied for :

DD/Challan No. :

DD/Challan Date :

Amount :

DD Drawn on :

For Office Use Only

Your Enrolment Number is

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's Name _____

Address (in Capital Letters) _____

Pin Code _____

Full Signature of the Candidate _____

PASTE

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

ATTESTED BY
REGIONAL DIRECTOR _____
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Affix
Postage
stamp for
Rs 6/-

From
The Regional Director,
IGNOU Regional Centre

PIN:

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