

Programme Guide

Certificate in Community Health (BPCCHN))



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

RECOGNITION

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

January, 2018

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

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1 THE UNIVERSITY

1.1 Introduction

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

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

1.2 Prominent Features

Indira Gandhi National Open University has certain unique features such as:

- International Jurisdiction
- Flexible admission rules
- Individualised study—flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- Nationwide student support services network
- Cost-effective programmes
- Modular approach to programmes
- Resource sharing, collaborations and networking with conventional Universities, Open Universities and other Institutions/Organizations
- Socially and academically relevant programmes based on students needs analysis and
- Convergence of open and conventional education systems.

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Conferred with award of Excellence in Distance Education by the Commonwealth of Learning (COL) Canada.
- Listed 27th in the webometric ranking of Indian Universities based on creation or its presence on the internet.
- National resource centre for expertise and infrastructure in the ODL System
- University has 130 Satellite Interactive Terminals (SITs) across the country to facilitate video conferencing
- A large No. of Regional Centres and high enrollement study centres have been provided with network connectivity

- Identified as national coordinator for developing MOOCs at certificate and diploma level.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Providing education to the marginalised sections of society and free education to jail inmates-through out country.
- Declaration of Term-end result within 45 days.

1.4 The Schools of Studies

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

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

- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing and Visual Arts (SOPVA)

1.5 Academic Programmes

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

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

1.6 Course Preparation

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

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic efforts he/she has to put in to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals, projects and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 67 Regional Centres.

At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres and Study Centres is given in this programme guide. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and 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 pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement.

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

- a) **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programmes is supplied to the learners for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

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

- c) **Counseling Sessions:** Normally Counseling sessions for theory are held as per schedule drawn by the Programme Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located.
- d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously telecasted on Edusat channel from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the Programme Study Centres.
- e) **Practicals/Project Work:** Some Programmes have practical components also. Practicals are held at designated institutions for which schedule is provided by the Programme Study Centres. 90% attendance for practicals is compulsory which are conducted in the specialised fields in hospitals and community under the supervision of Academic Counsellors/ Clinical Supervisors for the programme.

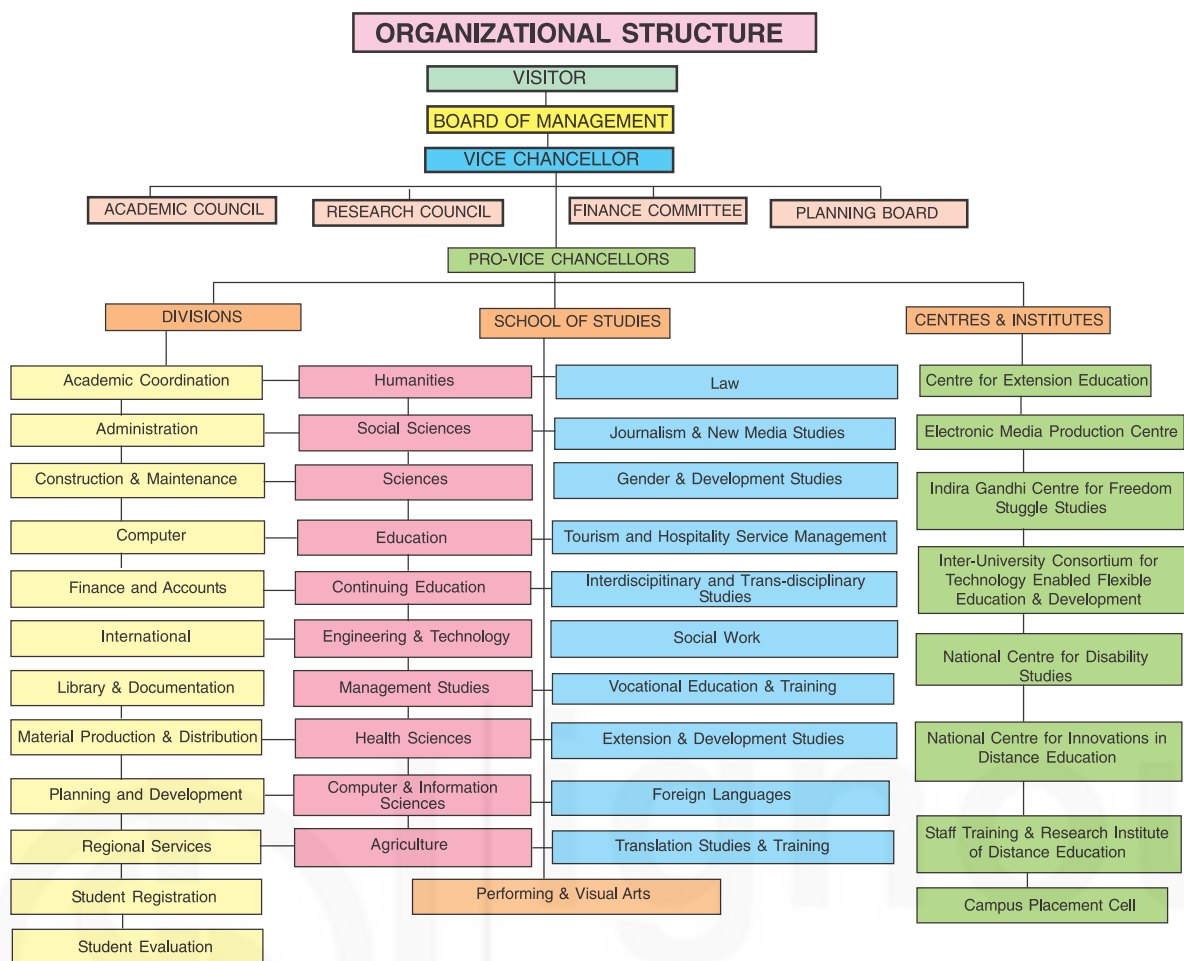
IGNOU Website

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



Web page of IGNOU Website

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



1.10 Evaluation System

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

- 1) Self-assessment exercises within each unit of study
- 2) Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes.
- 3) Term-End-Examinations
- 4) Project Work

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

IGNOU uses the following system of “Grading” for evaluating learner’s achievement

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

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

Term-End Examination and Payment of Examination Fee

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

- 1) Your registration for these courses is valid and not time barred.
- 2) You have submitted the required number of assignments in the courses by due date wherever applicable.
- 3) You have completed the minimum time to pursue these courses as per the provision of your programme.
- 4) You have paid the examination fee for all the courses you are appearing for in the examination.

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

Examination Fee

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

Examination fee of Rs. 120/-per course is required to be paid through Debit/Credit Card through **online mode**. The student must submit **On-line examination form** as per guidelines through IGNOU website at **www.ignou.ac.in** during submission of examination schedule and payment can done by credit/debit card of any nationalised banks.

Submission of Examination Form

Dates of Submission

For June TEE	Late Fee	For December TEE	Late Fee
1 st March to 31 st March	NIL	1 st September to 30 th September	NIL
1 st April to 30 th April	Rs. 500/-	1 st October to 31 st October	Rs. 500/-
1 st May to 15 th May	Rs. 1000/-	1 st November to 15 th November	Rs. 1000/-

Where to submit

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

The examination form received after due dates or without late fee, wherever applicable, shall be rejected. Please read instructions/guidelines carefully before submitting your examination form through online mode.

Issue of Examination Hall Ticket

The Hall tickets are uploaded on University website 10 days before the commencement of examination. For appearing in the exam the students are required to download the hall ticket and appear in the examination.

1.11 International Students Residing in India

Such students are advised to visit INTERNATIONAL STUDENTS icon on IGNOU's Website (www.ignou.ac.in) for the programmes on offer for them; information on programme fee and other fees applicable for them.

1.12 Provisional Admission

The University has a provision for Provisional Admission to the programmes offered through Common Prospectus (except Certificate programmes of six month duration, Awareness programmes, non-credit programmes and Merit-based/Entrance Test Based programmes). Those candidates who otherwise fulfil the prescribed eligibility criteria, but are unable to apply for want of declaration of result of the qualifying examination and/or for want of final Mark-sheet and Provisional Certificate, but desirous of seeking admission in July/January admission cycle, as the case may be, can submit the prescribed admission form with requisite fee, as per schedule. Such candidates are also required to submit the '**Undertaking**'.

Other terms and conditions for seeking Provisional Admission are :

- i) All the prospective students who have submitted their filled-in admission form along with the Undertaking are required to submit the consolidated Final Mark-sheet and Provisional Certificate/Degree Certificate by **30th September** (for July admission cycle) and **31st March** (for January admission cycle).
- ii) Failure to submit the Final Mark-sheet and Provisional Certificate/Degree Certificate will attract cancellation of admission and forfeiture of 25% of fee paid.
- iii) Self-learning material will be issued to all the candidates seeking 'Provisional admission' on remittance of the programme fee, as in the case of other students.
- iv) Regional Directors will confirm the final admission only on fulfillment of the condition at (i) above.
- v) Admission will not be offered in a Programme if the programme is not activated in a particular Regional Centre.

1.13 Online Admission System

The admission Form can be submitted online through Online Admission System at **<http://onlineadmission.ignou.ac.in>**. Currently, the facility is available for the programmes offered through Common Prospectus except merit-based and entrance test based programmes. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. There is no need to send the printed copy of the Admission Form to the Regional Centre. The programme fee can be paid online using payment Gateway. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the system once admission is confirmed.

The Online Admission System follows the same schedule for receipt of admission forms during the academic cycle as is prepared for the offline system of receipt of Admission Forms. The prospective learners submitting the Admission Form through this system can download the Common Prospectus free from IGNOU website <http://www.ignou.ac.in>. However, an amount of Rs. 100/- is charged as processing fee along with the programme fee in this case.

1.14 eGyan Kosh

The IGNOU eGyan Kosh (<http://www.egyankosh.ac.in>) – one of the world's largest repositories of educational resources in higher education – is available for the learners and teachers, and public at large for free. The eGyanKosh houses the self-learning material of around 2565 courses and over 2389 video programmes of IGNOU. The resources available on the eGyanKosh can be accessed through login ID and Password which need to be created by the user at the initial login. The IGNOU learners are encouraged to make use of these resources for their learning.

1.15 Vidya Lakshmi Portal

Subsequent to the announcement of Hon'ble Finance Minister, Vidya Lakshmi Portal has been set up from 15.08.2015. The Portal has been developed by National Securities Depository Limited (NSDL) e-Governance Infrastructure Ltd. The principal purpose of the Portal is to have facilities of education loan, scholarship and other student friendly facilities through one link. The Portal

is gateway to Bank for education loan and also has linkages with National e-Scholarship Portal (NeSP) inaugurated by the Prime Minister on 01.07.2015 as a part of Digital India initiative managed by Centre for Good Governance under DEITY. The Portal is information friendly with relevant information for students. The Portal has the facility of tracking the students right from the inception of loan application until the completion of sanction of loan or otherwise. Students can view, apply and track their education loan applications to banks anytime, anywhere by accessing the Portal. The Portal would be useful for students, parents, educational institutions, bankers, employers, researchers, etc. 26 banks have been registered so far and 52 loan schemes have been uploaded in Vidya Lakshmi Portal.

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 the year of their registration.

2.1 Educational Qualification Awarded by Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the “*Chhattisgarh Niji Kshetra Vishwa Widyala (Sthapana Aur Viniyaman), Adhiniyam, 2002*” are non-existent and can not be considered for admission to any Academic Programme in IGNOU.

2.2 Validity of Degree for Admission

- 2.2.1 Master’s Degree awarded without a first degree of 3 year duration is not recognised for purposes of admission to IGNOU’s Academic Programmes. However, this condition is not applicable for the five year Integrated Master’s degree acquired from a recognised University/Institutions.
- 2.2.2 Bachelor’s Degree means Bachelor’s Degree of not less than 3 year duration.
- 2.2.3 IGNOU also accepts First degree of 2 year duration obtained from a recognised university completed up to the year 1998-99 for purposes of higher studies; provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.
- 2.2.4 Acceptance of ‘Two year Bachelor’s degree’
Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course, prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have completed 3 years degree and they are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled prior to June 1986 shall be treated valid for all purposes including admission to a Masters degree programme and other higher studies.
- 2.2.5 ‘One sitting B.A.degree’ of Osmania University, Andhra University, Kakatiya University, Kurukshetra University, etc. is recognised for purposes of admission to IGNOU’s Master’s Degree programmes subject to the condition that the candidates have enrolled for the programme up to the year 1995-96 and completed their course up to the year 1998-99. Besides, such candidates should have a gap of two years after +2 before they have registered themselves for ‘One sitting B A degree’.

- 2.2.6 Degrees acquired from an 'Off Campus' Centre of Private Universities outside the territorial Jurisdiction of the concerned State is also not recognised for purposes of admission to IGNOU's academic programmes unless it has specific approval of the University Grants Commission.
- 2.2.7 Similarly, Degrees acquired from an 'Off Campus' Centre/ 'Off-shore' Campus of Central/ State/Deemed to be Universities/Institutions of National importance offered through Distance mode of learning will be accepted for higher studies in IGNOU; provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities/Institutions of National importance prescribed by the University Grants Commission from time to time.

2.3 Incomplete and Late Applications

Incomplete Application Form(s)/Re-registration Form(s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners.

The learners are, therefore, advised to fill up the relevant columns carefully and enclose copies of all the required self attested certificates. The Admission Form duly completed along with its enclosures is to be submitted to the Regional Director concerned on or before the due date mentioned in the admission notification. The Application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

2.4 Validity of Admission

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

2.5 Simultaneous Registration

- 2.5.1 Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any Certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.
- 2.5.2 Simultaneously pursuing two academic Programmes either from the same University, or one from the Open University (under DOL mode) and the other from Conventional University (regular or face-to-face mode) is not permitted, as of now, except Certificate Programmes of six month duration.

2.6 Re-Registration

Learners are advised to submit the Re-Registration forms only at the respective Regional Centre and nowhere else. If any student sends the Registration/Re-Registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularisation.

Schedule for Re-Registration

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

2.7 Re-admission

The students who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration of the programme	Re-admission validity
Certificate Programmes	6 Months	6 Months
Diploma/PG Diploma Programmes and all other Programmes* with one year duration	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

*BLIS/MLIS/B.COM & M.Com Programmes of ICAI, ICSI etc. etc.

For re-admission the student has to remit **pro-rata fee** for each incomplete course(s). The Table of pro-rata fee and the Re-admission Form is available at the Regional centres and also in the website at www.ignou.ac.in/ignou/studentzone/download/Re-admission. Re-admission form proforma is present in this programme guide at **Appendix 14**.

Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table of pro-rata fee for each of the course(s) they failed to successfully complete within the maximum period prescribed.

2.8 Additional Chance to Differently Abled Students

- Students with disabilities of 40% or more are given additional 2 (two) years beyond the maximum duration prescribed for all academic programmes.
- Disabled students seeking benefit of the aforesaid facility should submit the '**Disability Certificate**' issued by the competent authority at the Regional Centre concerned, which in turn will verify it, make entry in the database and transmit the data to SRD for updating in the Master records.
- Re-admission facility to disabled students will be extended without charging any pro-rata fee, i.e. further extending the duration beyond the maximum duration, by six months/

one year/ two years, as the case may be. However, disabled students are required to submit Re-admission Form, as per schedule, without any pro-rata fee.

2.9 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission of forged certificate under any category shall lead not only to cancellation of admission but also will be legally implicated as per Govt. of India rules.

2.10 Scholarships and Reimbursement of Fee

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

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship forms from the Directorate of Social Welfare or from the Office of the Social Welfare Officer of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted/registered for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or 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 the awarding authority directly.

Students belonging to SC /ST, OBC and PWD categories, who are desirous of availing the Scholarship Schemes of the Government of India, should submit their Scholarship form for the academic year by February for processing Scholarship Forms to these categories of students each year, as conveyed by the University Grants Commission vide their letter No.F.1-27/2009 (SCT) dated 26.02.2015.

Fee Concession for certain Programmes in Agriculture

The students taking admission to Diploma and Certificate programmes in Agriculture only shall be eligible for the fee concession as per the following criteria:

- a) all the candidates from rural areas shall be entitled for 50% fee concession subject to production of domicile certificate;
- b) the urban students below the poverty line (BPL) may be given a 50% fee concession subject to production of an income certificate.

The above fee concession is not applicable to all other programmes including Ph.D., PG Diploma and PG Certificate Programmes in Agriculture.

2.11 Fee Exemption for SC/ST Students under the SCSP and TSP Schemes

The scheme of fee exemption is applicable for students belonging to Scheduled Caste/Scheduled Tribes, enrolled for July, 2016/January, 2017 admission cycles under the SCSP and TSP components of plan grants in the Financial Year 2016-17 in compliance of guidelines issued by Ministry of Human Resource Development, Govt. of India (GOI). The following students are eligible for the fee exemption:

- a) Freshly registered for Bachelor Degree Programmes (BDP: BA, B.Com, B.Sc.);
- b) Freshly registered for B.S.W., B.T.S. programme;
- c) Fresh and second semester re-registered students of BCA programme;
- d) Re-registered students in programmes mentioned above at a, b or c who were freshly (first time) enrolled in July 2015 or January 2016 admission cycle.

The exemption of fee is confined to Programme Fee mentioned in this Admission Prospectus. The scheme will not exempt late fee, Term-end Exam Fee, Convocation fee etc. The Scheme of fee exemption is introduced on pilot basis for July, 2016 and January 2017 admission cycles only. Eligible and interested students may apply on Proforma published in prospectus of this programme. The Regional Centre will verify documents of students applying for fee exemption. Details of the scheme and notification are uploaded on **www.ignou.ac.in**.

2.12 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of processing fee, if any, through A/c Payee Cheque only.

2.13 Waiver of IGNOU Programme Fee to Inmates Lodged in Prisons

Inmates lodged in Prisons in the country are exempted from payment of programme fee, including cost of Prospectus. The under-trial/short term prisoners are also eligible for the same benefit of FREESHIP as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay subsequent fees wherever applicable (Examination fee, re-registration fee, pro-rata fee for Readmission, registration fee for Convocation etc.).

2.14 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by Registered Post/ Speed Post/Courier etc. and if a student does not receive the same for any reason, whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: **www.ignou.ac.in**. For nonreceipt of study material, students are required to write to the Regional Director, IGNOU Regional Centre where they stand enrolled/ admitted.

2.15 Counselling and Examination Centre

All study centres, Programme Study Centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counseling or practicals.

2.16 Change/Correction of Address and Study Centres

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of despatch (**Appendix 15**). In case there is any correction/change in the address, the learners are advised to make use of the proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. Requests received directly at SRD, New Delhi, or any other Office of the University will not be entertained. The form of 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 redirect the mail to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the Proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the Centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have 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 finalised. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

2.17 Term-End Examination

Term-end examination is held in June as well as in December. A Learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting **re-registered/sought readmission** for the same. Otherwise, the result would be withheld in such cases.

2.18 Official Transcripts

The University provides the facility of official transcripts on request made by the learners (**Appendix 20**) addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110068.

For Indian Students:

- 1) Rs. 300/- for each transcript, if to be sent to the Student/Institute within India

2) Rs. 500/- for each transcript, if to be sent to the Student/Institute out of India

For SAARC Countries Students:

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

For Non-SAARC Countries Students:

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

2.19 Early Declaration of Result

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

Early Declaration is permissible in Term-End-Examination only (**Appendix 18**). This facility is not applicable for Lab/ Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year.

2.20 Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.750/- per course. The request for re- evaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in the Programme Guide (**Appendix 19**) or IGNOU website: www.ignou.ac.in

2.21 Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs.100/-per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format is available in the Programme Guide (**Appendix 17**) or IGNOU website: www.ignou.ac.in

2.22 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs.200/- in favour of IGNOU payable at “New Delhi”. Format is available in the Programme Guide (**Appendix 21**) or IGNOU website: www.ignou.ac.in

2.23 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially for the programmes with entrance based after the scheduled examination.

2.24 Correction/Change of Name/Surname of Learner

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

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

- i) Original copy of Notification in a daily newspaper notifying the change of name;
- ii) Affidavit, in original, on non-Judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- iii) Marriage card/Marriage Certificate in case of women candidates for change in surname;
- iv) Gazette Notification, in original, reflecting the change of name/surname;
- v) Demand Draft of Rs.400/- drawn in favour of IGNOU payable at New Delhi.

2.24.3 Request for correction and/or change of Name/Surname will be entertained only before completion of the programme.

2.25 Disputes on Admission & other University Matters

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

2.26 Recognition

IGNOU Degrees/Diplomas/Certificates are recognised by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994, AICTE Circular No. AICIE/Academic/ MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated 14.10.2013.

The final admissions for the academic year 2017-18 shall be subject to UGC letter No. 12-3/2016 (DEB-III) dated 21 March, 2016.

3. SCHOOL OF HEALTH SCIENCES

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

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

To achieve this, the School is collaborating and exchanging ideas with various national and international organisations like World Health Organisation (WHO), Ministry of Health and Family Welfare (MoHFW), Indian Nursing Council (INC) and Ministry of Environment and Forest (MoEF).

Ongoing Programmes

Doctoral Degree Programmes

Doctor of Philosophy in Nursing (Ph.D.(N))

Bachelor's Degree Programme

Post Basic Bachelor of Science in Nursing (BScN(PB))

PG Diploma Programmes

Post-Graduate Diploma in Maternal and Child Health (PGDMCH)

Post-Graduate Diploma in Hospital and Health Management (PGDHMM)

Post-Graduate Diploma in Geriatric Medicine (PGDGM)

Post-Graduate Diploma in HIV Medicine (PGDHVM)

Diploma Programmes

Diploma in Critical Care Nursing (DCCN)

Diploma in Nursing Administration (DNA)

Certificate Programmes

Certificate in Maternal and Child Health Nursing (CMCHN)

Certificate in Newborn and Infant Nursing (CNIN)

Certificate in Home Based Health Care (CHBHC)

Certificate in Health Care Waste Management (CHCWM)

4. CERTIFICATE IN COMMUNITY HEALTH (BPCCHN)

The Certificate in Community Health has been developed in collaboration with Ministry of Health and Family Welfare, Government of India. The programme aims at improving the knowledge, skills and competencies of registered nurses/RNRM/Ayurveda practitioners to enable them to serve as competent human resource essential for strengthening the primary health care services at peripheral level. The development of this programme has been undertaken with the involvement of nursing experts, medical experts, social scientists and educationists from various related disciplines.

4.1 Programme Objectives

The main objectives of the programme are as follows:

- Enhance knowledge and skill of learners in providing community health care services.
- Develop competencies in dealing with issues of public health.
- Provide comprehensive primary care based on protocols appropriate to sub-centre level.
- Perform preventive and promotive actions for improving community health.
- Perform common laboratory investigations.
- Provide care based on protocols appropriate to sub-centre level.

4.2 Academic Session

The Programme is offered in both January and July cycle of admissions.

4.3 Admission/Selection Procedure

The candidates fulfilling eligibility criteria will be sponsored by the State Govt. with support of MOHFW, Govt of India.

4.4 Target Group

Registered Nurse and Registered Midwife (RN/RM) and Registered Ayurveda Graduate preferably having two years post qualification experiences.

4.5 Eligibility Criteria

GNM/BSc. Nursing/Ayurveda practitioners (BAMS)

4.6 Age of Admission

As per Government of India requirement.

4.7 Duration of Programme

Minimum : 6 months

Maximum : 2 Years

The minimum duration of the programme is six months. However, the students are given a maximum period of two years to complete the programme from the date of registration. After which the student has to apply for Readmission by Paying the Pro-rata Fee for each incomplete course of theory and practical components.

4.8 Medium of Instruction

English

4.9 Number of Seats

Maximum 30 seats per Programme Study Centre (PSC) (Minimum 10 seats per PSC)

4.10 Programme Fee

Rs. 15,000/- Per student / Cycle (Subject to change)

5. PROGRAMME STRUCTURE

The University follows the credit system for its various programmes. Certificate in Community Health is a six months programme having 18 credits. (8 credits in Theory and 10 credits in Practical). It comprises 2 Theory and 1 Practical course as given below:

Sl. No.	Course Code	Course Title	Credits	Hours	Counselling Hours/Sessions	Assignments	Self Study Hours
		Theory Courses					
1.	BNS-041	Foundations of Community Health	4	120	60 hrs 30 (sessions)	1	60
2.	BNS-042	Primary Health Care in Common Conditions	4	120	60 hrs 30 (sessions)	1	60
		Practical Course					
3.	BNSL-043	Public Health and Primary Health Care Skills	10	300	300 hrs 150 (sessions)	Log Book	-

One Credit= 30 Study hours or 30 learning hours

As given in table above, you will have to attend 30 sessions for each theory course, i.e. 20 days. Each theory session will be of 2 hours duration and you have to attend 3 sessions (6 hours) per day. For practical course you will have to attend 150 sessions i.e. 50 days. Each practical session will be of 2 hours duration and you have to attend 3 sessions (6 hours) per day in various health facilities for hands on skills.

All the courses are compulsory for the students to get Certificate in Community Health.

6. SCHEME OF STUDY AND EXAMINATION

6.1 Scheme of Study

Theory Courses	Practical Courses	Total Credits
8 Credits	10 Credits	18 Credits

6.2 Scheme of Examination : Theory

Course Code	Course Title	Duration in Hours (TEE)	Continuous Evaluation (TMA) Marks	Term End Examination (TEE) Marks	Total
BNS-041	Foundations of Community Health	3	30	70	100
BNS-042	Primary Health Care in Common Conditions	3	30	70	100
	Total Marks	6	60	140	200

6.3 Scheme of Examination : Practical

Course Code	Course Title	3 to 4 hours	Log Book and case assessment	Practical Examination	Total
BNSL-043	Public Health and Primary Health Care Skills	-	30	70	100

7. STUDY MATERIAL

Properly planned self-instructional print material both for the theory and practical components is the main part of the Programme in Community Health. The study materials prepared by the University are self-instructional in nature whereas the lessons which are called units in the theory component are structured to facilitate self-study. Also, the practicals are structured for self-guidance during the clinical and laboratory work experience.

7.1 How to Study Print Material?

a) Theory Component

While going through the syllabi of courses you will note that each course has been divided into 5-6 blocks (for 4 credit courses). Each block has 4-6 units. These units of each block have a certain thematic unity and are arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

The course material will be provided to you in the form of well designed printed books. Each book is a block containing units. The first page of each block indicates the numbers and titles of

the units comprising the block. In the first block of each course, we start with the course introduction. This is followed by a brief introduction to the block.

A schematic representation of the design of units is given below to facilitate your access to the contents.

Unit X*

X.0 Objectives

X.1 Introduction

X.2 Section 1 (Main Theme)

X.2.1 Sub-section 1 of Section 1

X.2..2 Sub-section 2 of Section 1

Check Your Progress

.....

.....

X.3 Section 2 (Main Theme)

X.3.1 Sub-section 1 of Section 2

X.3.2 Sub-section 2 of Section 2

II I I I

II I I I

Check Your Progress

.....

.....

X.m Let Us Sum UP

X.n Answers to Check Your Progress

* 'X' stands for the serial number of the unit concerned.

As the scheme suggests, we have divided the units into sections for easy reading and better comprehension. Each section is indicated distinctly by bold capital letters and each sub-section by relatively smaller but bold letters. The significant divisions within-sub-sections are in still smaller

but bold letters so as to make it easier for you to see their place within sub-sections. For purposes of uniformity, we have employed the same scheme of divisions in every unit throughout the programme.

Please start reading from the very beginning of the block i.e. Block Introduction and then go through the units. In each unit read the **introduction, objectives and then the text. Introduction focuses on the content, we have presented in the unit, and the objectives articulate briefly, what we expect from you once you complete working on the unit.**

The last section of each unit under the heading '**Let Us Sum Up**' summarises the whole unit for purpose of recapitulation and ready reference. We have **self-check exercises** under the caption '**Check Your Progress**' at a few places in each unit. Do not skip these exercises. The answers to these exercises are mentioned at the end of the unit.

What, perhaps, you would do is to go through the units and jot down important points as you read in the space provided in the margin. **Broad margins in the booklets are there for you to write your notes on.** Make your notes as you work through the materials. Do use these margins. This will help you prepare for the examination, help you keep track of and assimilate the content. Answer the self-check exercises and the assignment questions and easily identify the item(s) to be clarified. Besides, you will be able to save on time.

We hope that we have given enough space for you to work on the self-check exercises. The purpose of giving self-check exercises will be served satisfactorily if you compare your answers with the possible ones given at the end of each unit after having written your answer in the blank space. **You may be tempted to have a glance at answer(s)** given at the end of the unit as soon as you come across an exercise. But we do hope that you will overcome the temptation and turn to these answers only after you write yours.

These exercises are **not** meant to be submitted to us for correction or evaluation. Instead, the exercises are to function as study tools to help you keep on the right track as you read the units.

The units are designed in such a way that the contents of later units are based upon the contents of initial units. If you have not understood or followed a unit properly, please read it again before reading the next one because; it may be difficult to follow the later units without a proper understanding of the first one. Whenever you face problem in understanding the content, please make note of it and put that question to your counselor during the counseling sessions at the PSC. You can also informally clear your doubts whenever you come in contact with your counselors without any hesitation. You could also e-mail your questions to the School of Health Sciences for clarification at bridgecoursen@ignou.ac.in. Your questions would be answered during the teleconference sessions and radio counseling sessions.

The **reference** books are listed for those who want to know further about the subject. But for your purpose, it should be sufficient if you have understood the content thoroughly. Please note that all the questions either in assignments or in term-end examination will be from the syllabi as mentioned in this guide. You will have to write the assignments related to each block as mentioned later on.

b) Practical Component

While going through the Practical Manual you will note that each course has been divided into a number of units. Based on the theory courses, number of practicals are given in the particular course of practical. Rest of the pattern for the Practical Manual has been prepared with the

objective of providing you a guideline to study and practice these skills/experiments when you are placed in the Laboratory/Hospital/Primary Health Centre/ Community and various health agencies for practical experience/work.

As in theory similarly, in the practical print material, you will find the “**Check Your Progress**” at few places and “**Activities**” which will provide you a feedback about your grasp over the content and help you in application of the theory principles into practice. In the practicals, you will be doing your clinical/field activities during practical contact sessions under the guidance and supervision of your academic counselor.

Please maintain record of all the cases, as mentioned below, that you are seeing as a part of the learning exercise.

Please refer to **Appendix 1** that summarises the hours that you need to spend in practical component in each area. The time allotment at Programme Study Centre will be used for demonstration of skills to you and limited practice. *To ensure that you have understood the steps involved in each of the skills demonstrated, you should practice the skills on at least one sample case. If you can get opportunity to practice it on more number of patients at PSC, then you are welcome. However, if you do not get more chances, you could practice the same procedure at your DH, CHC, PHC, SC, UHC. Try to clear all your doubts before you leave PSC and start activities at your work place/at other areas.*

In all other areas (CHC, PHC, SC, UHC), you will have to practice all the skills taught to you at PSC. The number of patients that you should see for each skill is mentioned in the logbook.

Training is planned for 50 days. The posting at DH (PSC) is for 22 days, CHC is for 10 days, PHC for 10 days, SC for 6 days and 2 days in Urban Health Centres. The learning at PSC and CHC/PHC/SC/UHC will take place in such a manner so as to cover up all the identified skills. This provides you multiple opportunities to clarify all doubts with respective subject experts during the registration period. Refer Page No. 54 for the distribution of days in each health facility.

The duration of practical component is mentioned against each course. The practical manuals would provide you information in detail about the skills that you need to perform. The manual will guide you in carrying out the procedures both under supervision and later on for self practice. In BNSL 043 , you have been provided with a checklist that will help you to verify the steps while performing those skills.

7.2 Log-book Maintenance

Log-book is meant for maintaining the records of all the activities/cases that you are performing as a part of the programme at PSC/DH and CHC, PHC, SC, UHC. The number of cases that you should record in log-book will be according to the provisions made in it. For the rest of the cases as and when you see them, should be entered in the log-book in the appropriate place as mentioned in log-book.

The log-book should be carried by you whenever you participate in training in any centre. The cases recorded by you at the DH, CHC, PHC, SC, UHC should be written then and there and get it countersigned by the respective Counselors. As attendance of all the spells vis-à-vis completion of all skills is compulsory, this record will be an objective proof for your actual performance and

learning. If a particular activity is not duly signed by the counselors, then it would not be considered for internal assessment and hence will fetch you low score. ***Please note, you must carry the log-book along with you to the term-end practical examination*** which would be returned back to you at the end of practical examination.

7.3 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the print material. The audio tapes and video cassettes will be available at your programme study centre. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are transmitted by Doordarshan on National Network and Gyan Darshan.

Audio-video material will not be supplied individually to you but will be made available at the Study Centres. You can watch these programmes during counseling sessions. Students desirous of buying the audio-video tapes can procure them from Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi – 110068.

7.4 Student Information System

❖ Induction Meeting

The induction meeting is held in the beginning of the session. On this occasion you are informed to come to the PSC or the Regional Centre as per convenience of organisers. You are given orientation about the IGNOU system and informed about your roles and responsibility while undergoing the Certificate in Community Health (BPCCHN) programme package. This induction is also done through teleconferencing in the beginning of session. You will receive information regarding this from your regional centre.

❖ Peer Group Information System

You could make your own arrangement to get information in time. One method could be to establish telephonic link amongst the batch mates. Two to three of you having easy access to PIC or Regional Centre could collect updated information regarding the schedules of various activities like spells, teleconferencing, any special event etc. These students in turn could pass information to another set of students staying nearby (say, each take responsibility for 2 students) and these students can further pass information to another set of students. Thus, in a short duration and incurring negligible expense, the information could reach to every student in time.

❖ Information by Programme In-charge (PIC)

The Programme In-charge (PIC) is provided information on different activities either by Regional Centre or by the School from time to time. The PIC in turn also informs you about the relevant activities by post/e-mail.

❖ Information by Regional Centre

Some of the information is sent to you by the Regional Centre. The Regional Director takes care of this activity. You can note their contact details from the **Appendix- 11**.

❖ Information from Headquarters

Information on evaluation and material distribution goes directly from respective division located at head quarters. You could also communicate directly to these divisions. Addresses of important divisions and the School are given in the **Section 12**. However, in case of any problem, you could inform to the Regional Centre/PIC as the case may be. You may kindly send your mobile number and e-mail id to the Programme Coordinator to get regular update from the headquarters.

❖ Interaction with Programme Coordinator

You could interact with your programme coordinator through e-mail on any of the administrative or academic problems related to programme. The e-mail id for the purpose is bridgecoursen@ignou.ac.in. Please write your enrollment number & name of programme study centre in email.

❖ Information through Teleconference

Some of the important announcements like the schedule of next teleconference are made during teleconferences. However, this information is also available in website. You could attend the teleconference at any of the places linked by Gyandarshan (GD-2) channel or at your residence if you have DTH (direct to home) connection. The live interactive Teleconferencing is also available through webcast: <http://www.ignou.ac.in/Broadcast/>

❖ Information through Gyan Vani

Gyan vani is an educational FM radio channel operating through several FM radio stations each covering a radius of about 70 km. You can interact during the live broadcast through toll free number. Please contact you regional centre for details.

❖ Information from Website

All the latest information is provided in the website of IGNOU (<http://www.ignou.ac.in>) . You can access it as and when required.

❖ Information from Student Support Service Centre

Any type of unsolved problems could be sent to the student support service centre (ssc@ignou.ac.in). Please refer **Section 12** for further details.

7.5 Student Responsibility

❖ Travel and Stay in Relation to Programme

The admission fee covers only expenses towards study material, counseling, practical activities at PSC, evaluation and certification. Hence, cost towards your stay and travel in relation to the programme during the practical spells, evaluation, teleconference etc. has to be borne by you or State Government sponsoring the programme. You can take help of the PIC in making such arrangements.

❖ Log-book maintenance

You will maintain the log-books for practical courses. Each of the records maintained at DH/PHC/CHC/PHC/SC/UHC should be signed by the respective counselors.

You are requested to carry the log book in all practical sessions. You may be denied to attend the practical session if you don't carry the log book. Please ensure that examiner has returned you log book after practical examination.

❖ Attendance in Contact Session

All the practical spells/contact sessions (All days) are compulsory. You may require to complete the practical sessions as per schedule of PSC. The **attendance for practical is compulsory and you have to attend them in a sequence**. If you miss any spell, you will not be allowed to join the next spell. So, you should inform in advance to the Programme In-charge (PIC) regarding your inability to attend the spell so that you will be given an option to attend that spell along with next batch of students admitted in the programme.

❖ Certificate of Completion for Skill Training

You will have to attach the certificate of completion of practical activities performed at DH/PSC/ CHC/ PHC/ SC/ UHC while applying for the term-end practical examination. You could retain a Xerox copy of these certificates for future use. Refer Appendix 6.

❖ Timely Submission of Assignments

The submission dates are mentioned in the assignment. You should submit your assignments before taking the term-end theory examination.

❖ Filling of Term-end Examination Form

You will have to fill up *theory and practical term-end examination form separately*. The last date for submitting the theory examination form to **Regional Director is March 31/ September 30 for June/ December examination**. But for practical examination, Examination form should be filled and last date of submitting the form to PIC is one month before the completion of practical training or as informed to you by Programme In-charge. You are required to fill the examination form on line through IGNOU website. You have to pay Rs. 360/- at the rate Rs. 120/- (Rupees One Hundred Twenty only) per course as examination fee for the two theory courses and one practical course. There are three prerequisites to appear in the Term End practical Examination. You need to attach following three certificates along with the Term End practical Examination form which you submit to the respective Programme In-charges. They are given below:

1. Passed in all the theory and practical assignment/Internal evaluation separately. (Appendix 8)
2. Completion of training in all the respective spell/contact session with prescribed duration eligibility for the same (Appendix 5)
3. Attendance certificate showing 100 per cent attendance in practical training. (Appendix 6)

The Term End practical Examination of the student will not be taken as valid if the student does not qualify the above three conditions for the Practical Examination.

You have the option to submit at a later date with payment of late fee. For practical examination the form is to be submitted to the PIC.

❖ Invalid Registration

Even after completing the programme, your registration could be declared as invalid at the time of announcing the result. The reason could be one or more of the following:

- You have appeared in the examination without registration.
- Your registration period has expired.
- Your registration details are not forwarded from the concerned Regional Centre to SRD division.
- You were not eligible for registration for the particular programme/course.

Hence, you should first check the details from the respective Regional Centre before approaching to the Headquarters.

❖ Feedback of the Training Programme

You may be (or may not be) satisfied with the teaching/ academic activity of the Programme Study Centre. You are required to provide written feedback of the training both in theory as well as practical to the Programme Coordinator as well as Programme In-charge every month or two months or after every spell. You can do it as individual student or as a group. This is mandatory, because, on the basis of your feedback headquarter can monitor and improve the quality of training. Refer page no. 119 for Student Satisfaction Survey Form.

❖ Disciplinary Action

Candidate will be governed by the disciplinary regulations of the respective institution as well as the rules and regulations of IGNOU. Any act of indiscipline by a student of Certificate in Community Health be immediately intimated by PIC's to respective IGNOU Regional Director (RD) and Programme Coordinator for appropriate action. Strict action will be taken by the university on such action of indiscipline.

7.6 IGNOU Website

You can get the details of information about IGNOU from the website. If you face any problem or have any doubt, you should should e-mail (Email: bridgecoursen@ignou.ac.in) to the programme coordinator.

The screen of the homepage is mentioned in Fig. 1. Please click the respective icons about which you want further information. For example, if you want information on School of Health Sciences, click on the word Schools, similarly if you want information on a specific regional centre, click on Regional websites. If you want information on Gyan Darshan Downlinking Centres, click on Electronic Media.

As a student of IGNOU, you will be interested to know your examination date sheet, Term-End Theory result, grade card, your correspondence address as recorded at IGNOU Head quarters and the status of the print materials that you are supposed to be provided in the beginning of the session. In addition you may be interested in downloading information like fresh assignments etc. All these information related to student learning process is clubbed together which could be accessed by clicking on the word **Students Zone**. Once you click on this word, you will be automatically guided for subsequent search.

You may also notice some information rolling on the screen of the home page. This information is usually displayed periodically according to its relevance. For example, facility for online filling of

theory term-end examination forms will appear only in the month of March or September. Special information like declaration of result, rescheduling of examination etc. is displayed as applicable from time to time. You should click on these to know more details. Access process for some of the important information is mentioned below.

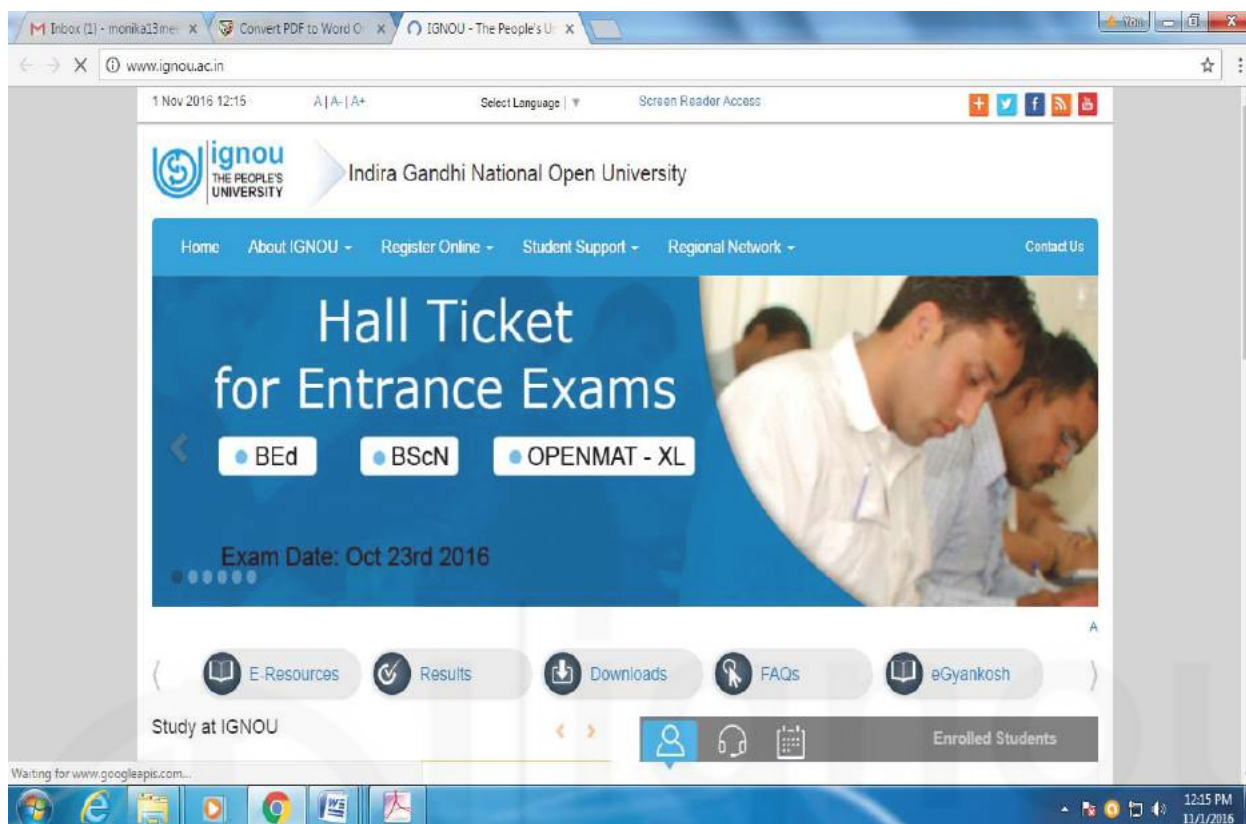


Fig. 1

❖ Online Submission of Theory Term-end Examination Forms

You can fill up the theory term-end T.E.E form online by clicking on the rolling message in the home page **on-line Examination Form for T.E.E.** After you fill up the required information, you have to click it to submit. Then you have to wait for sometime till a receipt number Control No. gets displayed. Please take print out of the receipt number Control no. which will be useful if you do not receive your admit card in time.

❖ Information on Term-end Theory Examination Date Sheet

The term-end theory examination tentative date sheet gets displayed by the month of **January/July for June/December** examination respectively. You can see it by clicking at **Term End Examination** in pre-examination activities.

8. HOW WILL THE PROGRAMME RUN?

8.1 Infrastructure for Implementation

The programme will be implemented through a network of health infrastructure all over India. IGNOU has more than **67 Regional Centres (RC)** which are directly responsible for the programme-related activities of that region. The head quarters has 21 Schools looking after the academic components and several divisions for administrative component.

The SOHS is responsible for the curriculum design, programme development as well as framing the guidelines for various aspects of the implementation process in consultation with the concerned divisions. Besides it will be monitoring the programme to ensure the quality training. The Student Registration Division (SRD) is responsible for maintenance of admission details and Student Evaluation Division (SED) is responsible for maintenance of progress report and evaluation (both concurrent and end-assessment) including the certification. Computer division possesses the student data to provide addresses of students for dispatch of study material and correspondence with students. Material Production & Distribution Division (MPDD) is responsible for dispatch of print materials. Regional Service Division (RSD) is the coordinating division between the head quarter and peripheral set up. So most of the information from regional director will go to head quarter only through RSD. Besides RSD establishes PSCs, appoints the counselors, programme-in-charge and takes care of the financial aspects of running the programme.

The contact sessions will be conducted through the counselors identified at Programme Study Centre (PSC). The PSC is identified by MOHFW for this programme. At PSC, you will be given theory counseling and demonstrated practical skills and given opportunity to clear the doubts where you would further learn and practice the skills at allotted DH/CHC/ PHC/ SC/ UHC for gaining competence and also, you will be able to do more and more practice of skills at Centres. The list of the PSCs is mentioned in **Appendix 10**. The link between the above infrastructure is represented in **Fig. 2**.

Programme-in-charge is the link between the IGNOU and the health set up used for Certificate in Community Health (BPCCHN) programme. He/She is stationed at the PSC and will for all practical purposes manage the day-to-day problems and ensure smooth running of the programme. The counselors identified at PSC/DH/CHC/ PHC/ SC/ UHC will help to provide skill training to you.

You could bring the problems faced at DH/CHC/ PHC/ SC/UHC level to the knowledge of the respective Programme incharge/Programme Coordinator for early solution.

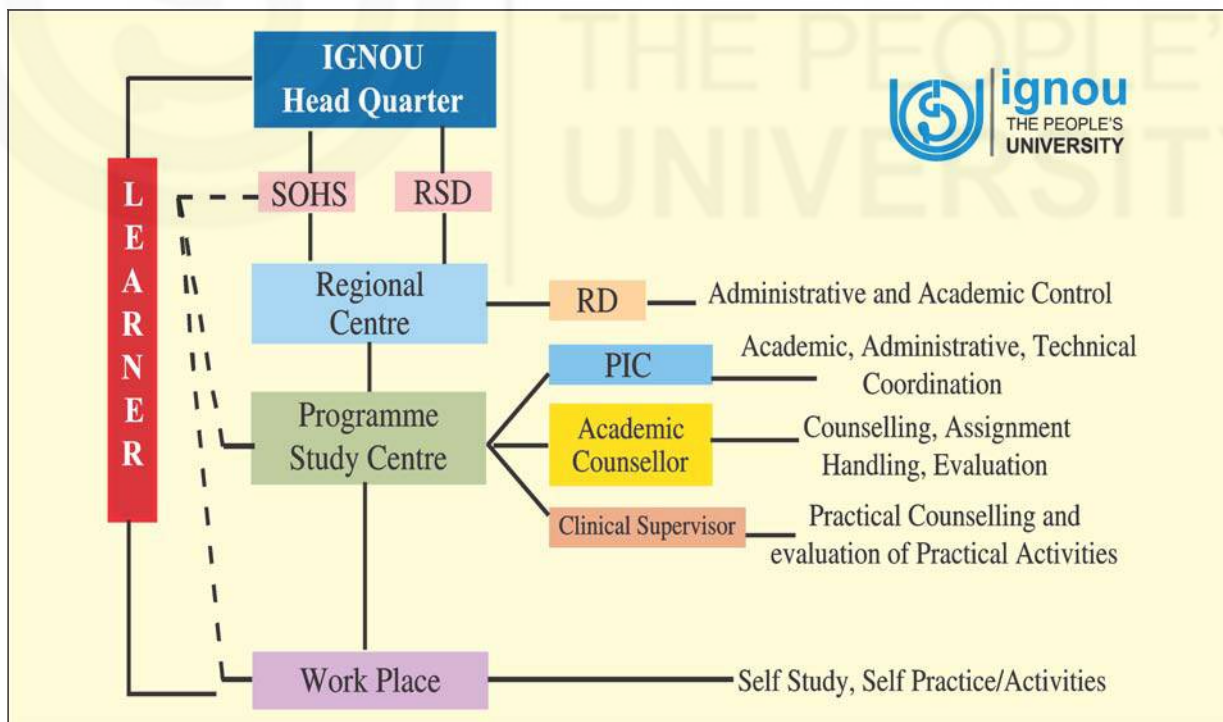


Fig. 2

8.2 Allotment of Programme Study Centre (PSC)

To provide effective support, IGNOU has set up a number of Study Centres all over the country whereas for conducting the Certificate Programme in Community Health, Programme Study Centres (PSCs) have been set up in selected District Hospitals (DH) in coordination with Ministry of Health and Family Welfare (MoHFW), Govt. of India (GOI). Each PSC will be handling a maximum of 30 students. These centres will be managed by the Programme Incharge. The detailed particulars regarding the Study Centres to which you are assigned, will be communicated to you. The laboratory/clinical sessions of the programme will be held at DH/CHC/PHC etc. **(Refer Appendix 1 and 2).**

You will be informed about your allotted Programme Study Centre in your admission letter. You will be issued Identity Card and enrollment number by your Regional Centre, for all future correspondence, please mention your enrollment number.

In no situation a programme study centre will have more than 30 students in a batch. For transfer of PSC, you will have to apply in writing to your regional centre and Programme In-charge so that your records could be transferred to the new PSC. **Regional Centre change is not allowed.**

8.3 Role of PSC

Each PSC will have the following major functions.

8.3.1 Counseling

Face to face contact between teachers and the students is provided to impart counseling, skill training and clarifying doubts arising out of the study materials. During this period, students will be demonstrated different skills as planned in the curriculum design. As per the availability of the patients and feasibility, students will be also given chance to practice some of the skills then and there.

The Programme Study Centre at District Hospitals will organize counseling sessions for all courses of study. Hence, as students, you can take help from the counselors in the study. The counseling sessions are not meant to be classroom lectures. You must study the material and try to assimilate it prior to coming for counseling. Whatever problems, you have, you must consult your Counsellor for clarifications and help.

There will be 60 counselling hours (30 sessions) for each theory course and each counseling session will be of 2 hours duration.

For successful completion of programme, a student is required to have minimum of 75% attendance in the counseling sessions, in each course to be eligible to appear in the examination.

The counsellor will also organize sessions where you can view audio-video programmes. These programmes often supplement your course material. Exact dates of counseling sessions will be announced by the Study Centres concerned.

During the counseling session you will have the opportunity to interact with your fellow students which will help you to formulate self-help groups.

Counselor will issue certificate of completion of counselling sessions (Appendix 5).

8.3.2 Evaluation of Assignment

You will be given assignments having long, short, objective type and problem based questions. The counselors at your programme study centre will evaluate them and return to you for feedback.

8.3.3 Library

There will be availability of relevant course materials, reference books as suggested for further reading and audio video materials related to the programmes run by the programme study centre.

You will be able to avail the library facility of the Medical College to which the programme study centre is attached. Please use your Identity Card for this purpose.

How can the Counsellors help you at PSC?

- Take theory counseling in respective subjects.
- Demonstrate all practical activities to the students attached to him/her.
- Help in practice of Skills at PSC.
- Evaluate assignments and provide feedback.
- Participate in teleconferencing, if required.
- Evaluate records/projects of practical components of respective courses.
- Ensure your learning and gaining proficiency in respective courses.
- Certify the completion of skills by you at PSC/CHC/PHC/SC/UHC.
- Participate as examiner for Term-end practical Examination.

8.3.4 Interaction with Fellow Students

You will get an opportunity to interact with your peer groups and other students that could help you to overcome the problems faced by you as a distant learner. You can overcome the feeling of being isolated from other students.

8.3.5 Teleconference

In some of the programme study centres teleconference facility is provided which is linked with the head quarter. At other places you will be attached to the nearest centre having this facility.

This is linked with both the theory and practical courses and is held once in a month. We advise you to attend these sessions regularly at your Regional Centre. The schedule can be obtained from your Regional Centre and Programme Study Centres. This would give you opportunity to interact with students all over the country.

8.3.6 Practical Sessions

The practical components of this programme have been designed to build on your existing experiences and knowledge in the various areas/field of public health. These practicals will help you to improve

the skills, qualities, knowledge and competencies that you will need to practice at sub-centre level. Throughout the programme, the material provided to you will encourage you to think about what you have already known and done in your practice in community.

Your practice is, therefore, an integral and compulsory part of the Certificate in Community Health.

Completion of all skills i.e. 100% attendance for practical work in each course is compulsory for becoming eligible to appear in the Term-End Practical Examinations. (Appendix 7)

You should bear in mind that every practical is evaluated and is included for the final evaluation. Therefore, you have to perform all the practicals in order to be able to secure the maximum marks. In the final result, continuous assessment during field work will carry 30 per cent weightage (Log-Book) and final practical examination will carry 70 per cent weightage. You need to score 50 per cent marks in log-book and practical examination separately.

The programme-in-charge along with the counselors will finalize the time schedule of every practical session. The posting plan is designed in such a way that every student gets adequate opportunity to clear his/her doubts. Though 5-7 students are attached to a counsellor at a time, these 5 students could be further divided into smaller groups and posted to different places (Sample rotation plan - Appendix 2 and 3).

Even though there is flexibility in planning a session, following points need to be taken into consideration:

- Not more than 5 students are grouped in any of the clinical posting.
- Field demonstrations should have all groups at a time
- Students, if possible, could be taken in the ward teaching rounds.
- Interested students could be allowed, if the department has no objection, for night duties in labour room, emergency care, Laboratory etc.
- All students should participate actively and present atleast one case.

We hope that in addition to developing new skills and competencies, you will be able to reflect on what you do, how well you do it and consider the ways you might do it better.

8.3.7 Clinical Supervision

You will be assigned a Clinical Supervisor/Academic Counsellor in the clinical settings. Your Clinical Supervisor is there to:

- Organize rotation for practical experience; (Appendix 2 and 3)
- Provide support when you need it;
- Provide guidance as you work through this programme;
- Supervise, monitor and assess your progress of work; and
- Evaluate the Log-book.

Clinical supervisor/Academic counsellor will ensure that each student has gained the required clinical experience. A group of 5-7 students will be supervised by one clinical supervisor/academic counsellor.

In clinical setting; Clinical Supervisor/Academic counsellor will assign you placement for practical experience in different areas (Appendix 2). The detailed schedule of practical work and laboratory work will be communicated to you by Programme Incharge of Programme Study Centre.

The detailed programme of the contact-cum-counselling session will be sent to you by the Programme Incharge of the Study Centres concerned. In these sessions, you will get an opportunity to discuss your programme queries pertaining to the course with the counselors.

8.3.8 Gyan Vani

IGNOU has been offered FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 10 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The detailed schedule can be accessed at IGNOU EMPC-Gyandarshan Website <http://www.ignou.ac.in/gyandarshan%scindex.html>.

8.4 Arrangement of Contact Sessions

Theory Counselling

There will be total 60 sessions (120 hours) of contact session for theory counseling. All the doubts related to theory material could be clarified during these counseling sessions at PSC.

Practical Activity

At Programme Study Centre

The practical demonstration at the PSC would be done in five different health facilities including PSC. You will be posted at various set up like Out Patient Department (OPD), Ward, Laboratory etc. as per the necessity of training you in a particular skill. The exact place of posting will again depend upon the decision of the counsellors of PSC so that your training becomes more meaningful.

It may be noted that the time allotted for PSC/DH will be used for **demonstration of skills and limited practice of that skill** by students depending upon the availability of the patient. It is expected that PSC counsellors will demonstrate all the skills at least once and you have a scope to practice under their supervision. If you do not get scope for independent practice in a PSC, you could try the same in next spells at other areas. However, you have to do independent practice of all the skills. In addition to demonstration, you could discuss the important points in each of the procedures with your counsellors and ensure that you follow all the steps correctly.

You will also have to attend some field visits. The visits will be organized by the respective counsellors during your posting at CHC/PHC/SC/UHC. During the field visit, you have to collect all data as mentioned in the related section of the log-book and get them signed before completing the respective spell. The arrangement of transport to the field will be taken care by the PSC.

At the end of the last spell at SC, the PSC **counsellor will sign on the completion certificate (Appendix-5 and 6)** that is essential to make you eligible to appear in the term-end examination. If you face any problem you should bring this to the notice of the regional director/PIC/Programme Coordinator.

Teleconferencing

It is a two-way audio and one-way video system where you can see the teachers over television screen and interact with them by using the telephone/e-mail. The teleconferencing sessions will be planned as per feasibility and attempts will be made to link them during the practical sessions so as to have more participation. Even if the sessions and the teleconference sessions are not linked, you can visit your nearest study centre of IGNOU having this facility and attend to the teleconference sessions of Certificate in Community Health (BPCCHN) programme. You can see the list of centres having the Gyandarshan facility in <http://www.ignouonline.ac.in/Broadcast/>. However, you may **contact your Regional Director to know more about this facility. You can also see the Teleconference in the Direct to Home TV (DTH TV) and through webcast.**

In these sessions, subject experts will be invited to deal with various subject areas as planned for that session. While dealing with the theory component, principles/concepts dealt in different units will be highlighted and the questions raised by you will be answered with the help of examples so that you will be able to practice those principles and link them to practical activities.

In the practical component, attempts will be made to deal with rare patients and where possible, show them live or get video clips of five to ten minutes and generate discussion. Attempts will also be made to simulate question answer sessions/seminars in a planned way. As the teleconferences are being linked with the practical sessions, a good amount of participation is expected.

The teleconference sessions will be held once a month from February to May for January session and August to November for July session. The dates are informed to the Regional Director well in advance. You can also see the schedule from the website. You may also mail on your query in advance to the Programme Coordinator (bridgecoursen@ignou.ac.in) BPCCHN, Block D, School of Health Sciences IGNOU, Maidan Garhi, New Delhi – 110068 or Fax in 011-29534935 so that the same could be taken up for discussion in the next possible session. You could also call and give suggestions or interact with the expert during the session on teleconferencing for its improvement. We expect you to provide feedback on teleconferencing to the School of Health Sciences and also record in respective log-book.

9. EVALUATION

The system of evaluation in IGNOU is also different from that of conventional universities.

Broadly, IGNOU has a three-tier system of evaluation:

- 1) Self-assessment exercises within each unit of study.
- 2) Continuous evaluation mainly through assignments which are either tutor-marked or computer-marked, practical assignments and seminars/workshops.
- 3) The Term-End Examinations and/or project work/Log book.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. IGNOU uses two types of assignments: tutor-marked assignment (TMA) and computer-marked assignment (CMA). In some courses, both TMAs and CMAs are used and some courses have only TMAs are used. For this programme, we shall have the tutor marked assignments or TMAs. Evaluation of assignments is called continuous assessment (CA). A learner has to send tutor marked assignment (TMAs) responses to the concerned Programme

Incharge of the Study Centre to which s/he is attached. A learner should keep duplicate copies of his/her Assignment Responses that may be required to be produced at SE Division on demand. The weightage given to assignments, seminars/practicals varies from 30 per cent to 70 per cent of the maximum marks.

9.1 Method of Evaluation of Theory Courses

9.1.1 Theory Assignments

For theory courses, the evaluation consists of two aspects:

- i) Continuous Evaluation through assignments, and
- ii) Term-End Examination.

In the final results all the assignments carry 30 per cent weightage while 70 per cent weightage is given for term-end examination. You need to score 50 per cent marks in assignment separately and 50 per cent marks in the term-end examination to be declared successful.

Practical

For practical courses, the evaluation consists of two aspects:

- i) Continuous assessment during field work/maintaining log-book.
- ii) Final practical examination.

In the final result, continuous assessment during field work will carry 30 per cent weightage (Log-Book) and final practical examination will carry 70 per cent weightage. You need to score 50 per cent marks in log book separately.

Assignments constitute the continuous evaluation component of a course. The assignments of a course carry 30 per cent weightage. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to take your assignments seriously.

You have to complete and submit all the assignments compulsorily. You will not be allowed to appear for the term-end examination for a course if you do not submit the specified number of assignments in time for that course. Similarly, you will have to practice all practical activities during practical contact sessions to enable you to appear in Practical examination.

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the course by providing feedback to you. The information given in the printed course materials should be sufficient for answering the assignments. Do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may make use of them. But, the assignments are designed in such a way as to help you to concentrate mainly on the printed course material and make use of your personal experience.

In theory, TMA is evaluated by the academic counselor at the programme study centre. There will be only one assignment per each theory course..

In case of BPCCHN programme, assignments will be uploaded on IGNOU website. So you need to download the assignments.

Guidelines for Submission of Assignments

For the Certificate in Community Health (BPCCHN) Programme, you will have to do one assignment for each of Course BNS-041 and BNS-042. You have to secure an aggregate of atleast (50%) in each assignment to pass. If one fails to secure 50%, he/she will have to repeat the assignment/(s) in which he has scored less than pass mark.

All the assignments have to be hand written. Submission of assignments is a pre-requisite for appearing in theory examination. If some one appears in the term-end theory examination without submitting the respective assignments, his/her term-end theory examination may not be reflected in the grade card.

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor marks.

You must submit your assignments according to the schedule indicated in the assignment itself.

In case there is any delay in receipt of assignments and study material and/or schedule for submission of assignments has not been indicated, ***you should submit your assignment responses within one month of the date of receipt of material*** together with a documentary evidence of your having received the material late.

The Programme Incharge at the Programme Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

For your own record, retain a copy of all the assignment responses which you submit at the Programme Study Centre. If you do not get back your duly evaluated tutor marked assignments within a month after submission, please try to get it from your Study Centre personally. This may help you to improve upon future assignments. Also maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

In case you are unable to submit the assignments or unable to score minimum qualifying pass grade i.e. 50%, you have to wait for the assignments meant for the next batch of students and submit them. The request for the new assignments may be addressed to the Registrar (MPDD), Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110068, between December 1 and January 31 every year (see the Requisition Form given in Appendix 22). The assignment will be uploaded on IGNOU website.

Once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Programme Incharge of the Programme Study Centre so that the correct score is forwarded by him/her to the SED at the Headquarters.

Do not enclose or express doubts for clarification, if any, along with the assignment. Send your doubts in a separate cover to the Deputy Registrar, SED, Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110068. When doing so give your complete enrolment no., name, address, title of the course, and the number of the unit or the assignment etc., on top of your letter.

Specific Instructions for Tutor Marked Assignments (TMAs)

- 1) Write your Enrollment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

Course Code and Assignment Code may be reproduced from the assignment. The top of the first page of your response sheet should look like this:

PROGRAMME TITLE: ENROLLMENT NO:
COURSE CODE: NAME :
COURSE TITLE: ADDRESS:.....
ASSIGNMENT CODE:
STUDY CENTRE : SIGNATURE:
DATE:

- 3) Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise. While solving numericals, use proper format and give working notes wherever necessary.
- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and atleast 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) Write the responses in your own hand. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under no circumstances do not send the tutor marked response sheets to the Student Evaluation Division at Head Quarters for evaluation.
- 11) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.

12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.

13) If a student does not successfully complete the assignments, s/he may redo the assignment as per university ordinance.

9.1.2 Term-End Examination (TEE)

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

If you are unable to complete during the first attempt, you can take subsequently in December and June Term-End Examination.

Term-end examination for theory will be held twice in a year i.e. in the month of June/December. There will be 1 paper for each of theory course of 70 marks. Each paper will be of 3 hours duration. You will have to secure atleast 35 marks (50%) in each of the theory papers for successful completion.

You could appear in all or any one of the two theory papers at a time. However, it is advisable to complete the programme with minimum period of time. For appearing in the theory term-end examination, you should fulfil two requisites, i.e. filling up the form in time in online mode only and timely submission of assignments related to that theory paper or the papers that you want to appear.

To make you eligible, you will have to fill up and submit the term-end examination form in time. Please note that you will have to pay examination fee @ Rs. 120/- per paper in the form of demand draft drawn in favour of IGNOU and payable in name of the city under which the exam centre falls, as mentioned in the form. The examination schedule commonly known as Date Sheet is sent to Regional Centres atleast 5 months in advance. You can refer to section on website in this programme guide for online submission of form and date sheet.

Every year theory examination is conducted in about almost 700 examination centres across the country. You can appear from any of these centres. But once you give a choice, the centre is not usually changed. If the centre that you have opted is not activated as an examination centre, then you will be automatically allotted a centre nearer to that of your option. You will be intimated about your centre by the Student Evaluation Division (SED) through the admit card which is usually sent 2 weeks prior to the commencement of examination. Please refer to Section 6 for more clarifications on theory term-end examination.

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the Study Centre approximately 5 months in advance. The same is also notified thorough IGNOU News Letter from time to time and also in website www.ignou.ac.in. Thus, normally, the date sheet for June examinations are sent in the month of January and December examinations in the month of July. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination i.e. June or December as the case may be.

The examination Form is accepted through on-line mode only. The Guidelines of the same are made available on the website (www.ignou.ac.in) as per the prepared schedule.

After receiving the online examination form from you, the University will send intimation slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examinations, you may contact your Programme Study Centre/Regional Centre/SE Division at headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received intimation slip or misplaced the intimation slip, you may download from internet. You can take the examination by showing you Identity Card (Student Card) to the examination centre superintendent.

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

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

9.2 Method of Evaluation for Practical Courses

Assignment/Internal Assessment

The practical courses will have 30% weightage from internal assessment. The internal assessment of the practical component will be done by the counselors at end of contact session/spell. There are no formal question papers to assess this component. The counselors will make assessment of your understanding and performance on every skill. The marks on assignment/internal assessment will be given by the PSC counselors in a proforma provided for the respective courses. This proforma will be handed over by the respective PSC counselors to the Programme In-charge as soon as you complete all the requisite activities under them. The pattern of internal assessment is given in appendix 8.

In PSC most of the skills dealt in a spell will be evaluated at the end. Please note that you have to also submit the respective log-books during the term-end practical examination for verification by examiners. You will be returned back your logbooks after the examination.

Term-end Examination (Practical)

For term-end practical examination, there will be one internal and one external examiners. The internal examiner will be from the same programme study centre and the external examiners will be the counsellors from IGNOU programme study centre in the same state. Their names will be decided by Regional Director/Regional Student Evaluation Division in consultation with the School. An observer from IGNOU may also be present. The practical term-end examination is usually held once in a cycle i.e. in the months of June/July.

The examination pattern will be uniform in the whole country. You will be given long and short cases and there will be viva. A student will have to score atleast 50% marks in practical courses to pass successfully. Otherwise, he/she will have to repeat the respective course (**Appendix 7**).

You will appear in the term-end practical examination at your programme study centre. For making you eligible for appearing in the examination, you will have to fill up the form mentioned in **Appendix-4, 5 and 6** of the Programme Guide. Please note that this practical form will be deposited with your programme in-charge. As term-end examination will be conducted for the practical courses, your

examination will be spread over one day each. Your Programme in-charge will inform you about the schedule of your practical examination. Pattern of practical examination is given in appendix 9 Page 79.

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 Programme Incharge of the Programme Study Centre and Regional Directors. The Programme Incharge would display a copy of such important circular/notification on the notice board of the Programme Study Centre for the benefit of all the students. You are, therefore, advised to get in touch with your Programme Incharge for day-to-day happenings so as to get advance information about assignments, submission of forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.

9.3 Attendance

The student will be required to complete 75% attendance in theory counseling to become eligible for appearing in TEE. Similarly, s/he will be required to complete 100% attendance in practical contact sessions to become eligible for appearing in Final Practical Examination.

9.4 Grading Percentage

Letter Grade	Numerical Percentage Range	Notional Correlates	Point Grade	Division
A	80% and Above	Excellent	5	Distinction
B	70-79.9%	Very Good	4	1 st Division
C	60-69.9%	Good	3	2 nd Division
D	50-59.9%	Average	2	Pass
E	Less than 50%	Unsatisfactory	1	Fail

You are required to score at least 50% marks in both continuous evaluation (theory assignments and practical log-book) and term-end theory examination and practical examination. In the overall computation also you must score atleast 50% marks in each course to claim the Certificate in Community Health (BPCCHN)

10. PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

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

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

1. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2953 2118) and (29572404)
4. Registrar (SRD) (Tele: 2953 2741)
5. Registrar (SED) (Tele: 2953 5828) and (29572204)
6. Registrar, MPDD (Tele: 2953 4521)
7. Deputy Registrar, F&A (Tele: 2953 4934)

Alternatively complaints may be faxed on 29532312.

Email : ignouregistrar@ignou.ac.in

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

Note: Except the above mentioned complaints, no other queries will be entertained at the above phone numbers. As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

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

11. PLACEMENT SERVICES

In order to further extend Learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters Programme, the university has established the Campus Placement Cell (CPC). The mission and endeavour of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

After successful completion of Certificate in Community Health (BPCCHN). The sponsored candidates of MoHFW Govt. of India may be posted as Community Health Officers in Health and Wellness Centres/Subcentres/PHCs as per Govt. policy.

12. WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms, Change of name, Correction of name/address	Concerned Regional Centre		
2	Non-receipt of study material and assignments	Concerned Regional Centre		
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre		
4	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068		
5	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068		
6	Academic Content	Director of the School concerned		
7	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School		
8	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Tel.Nos.: 29572513, 29572514, 29535714, 29533869, 29533870		
Issues related		Contact No.	Controlling Officer & Telephone No.	E-mail ID
9	Issue of Degree/ Diploma Certificate/ Dispatch of returned Degrees/ Verification of Degrees/Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	convocation@ignou.ac.in
10	Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ Non-receipt of hall tickets for term-end-examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Asstt. Registrar 011-29572202	sgoswami@ignou.ac.in jitenderkr@ignou.ac.in
11	Declaration of results of Masters & Bachelors degree level programme/ Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes	011-29572212	Section Officer 011-29536103	mdresult@ignou.ac.in bdresult@ignou.ac.in practicalsed@ignou.ac.in
12	Declaration of results of Masters, Bachelor and Diploma programme/Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	bdresult@ignou.ac.in dpresult@ignou.ac.in
13	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
14	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gcverification@ignou.ac.in
15	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
16	Status of Project Report of all Programmes/ Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	projects@ignou.ac.in
17	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
18	Students general enquiries and grievances/ Issue of duplicate mark sheet	011-29572218 011-29571313	Asstt. Registrar	sedgrievance@ignou.ac.in
19	Discrepancy in grade card, non updation of grade/marks programmes wise in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt.Director	garora@ignou.ac.in

13. DETAILS OF COURSE STRUCTURE

Course Code: BNS – 041

Title of the Course : Foundations of Community Health

	Theory
Credits	4
Study Hours	120
Contact Hours	60

Note: One credit is equal to 30 student study hours.

Objectives:

After completion of this course the learner should be able to:

- Strengthen knowledge and skills in community health, epidemiology, environmental health, biomedical waste management and infection control.
- Discuss organisation of healthcare at various levels
- Explain nutritional assessment and nutritional requirement during pregnancy, lactation, infancy, childhood, adolescence and elderly.
- Describe nutritional deficiency disorders, food borne diseases and food safety.
- Explain the management of communicable and non-communicable disease as per guidelines of national health programmes at subcentre level.
- Use the communication, management and supervisory skills for managing the subcentre.

Course Outline (Theory)

Block 1 : Introduction to Public Health and Epidemiology

- Unit 1 : Concepts of Community Health
- Unit 2 : Health Care Planning and Organisation of Health Care at various Levels
- Unit 3 : Environmental Health and Sanitation
- Unit 4 : Introduction to Epidemiology, Epidemiological Approaches and Processes
- Unit 5 : Demography, Surveillance and Interpretation of Data
- Unit 6 : Bio-Medical Waste Management and Infection Control

Block 2 : Nutrition

- Unit 1 : Introduction to Nutrition and Nutritional Assessment
- Unit 2 : Nutrition during Pregnancy and Lactation
- Unit 3 : Nutrition for Infant, Child, Adolescent and Elderly
- Unit 4 : Nutritional Deficiency Disorders
- Unit 5 : Food Borne Diseases, Food Safety

Block 3 : Communicable Diseases and Management under National Health Programmes

- Unit 1 : Epidemiology of Specific Communicable Diseases
- Unit 2 : Communicable Diseases -1 Vector Borne Diseases
- Unit 3 : Communicable Diseases -2 Infectious Diseases
- Unit 4 : Communicable Diseases -3 Zoonotic Diseases

Block 4 : Non-Communicable Diseases and Management under National Health Programmes

- Unit 1 : Epidemiology of Specific Non-communicable Diseases
- Unit 2 : Non-Communicable Diseases – 1

- Unit 3 : Non-Communicable Diseases – 2
- Unit 4 : Occupational Diseases
- Unit 5 : Mental Health and Substance Abuse Disorders
- Unit 6 : Elderly Care

Block 5 : Communication Management and Supervision

- Unit 1 : Behaviour Change Communication Skills and other Soft Skills
- Unit 2 : Work Management and Administration
- Unit 3 : Leadership, Supervision and Monitoring
- Unit 4 : Health Management Information System
- Unit 5 : Financial Management, Accounts and Computing
- Unit 6 : Records and Reports

Course Code: BNS – 042

Title of the Course : Primary Health care in common conditions

	Theory
Credits	4
Study Hours	120
Contact Hours	60

Note: One credit is equal to 30 student study hours.

Objectives:

After completion of this course the learner should be able to:

- Explain the concept of reproductive, maternal, new born and child health +A programme of Govt. of India.
- Develop knowledge and skills in providing comprehensive primary healthcare in management of common conditions and emergencies and provide first aid.
- Develop knowledge and skills in providing ante-natal care, intra-natal care, post partum care to the mothers.
- Identify, manage and refer cases of obstetrical complications.
- Provide essential newborn care.
- Discuss the management of common neonatal and child health problems.
- Explain the integrated management of neonatal and childhood illness.
- Describe universal immunisation programme.
- Identify and refer cases with common surgical conditions.
- Develop knowledge about common drugs in general and drugs used in sub-centres.

Course Outline (Theory)

Block 1 : Management of Common Conditions and Emergencies including First Aid

- Unit 1 : Common Conditions – Gastro Intestinal System
- Unit 2 : Common Conditions – Respiratory System
- Unit 3 : Common Conditions – Heart, Urinary System and Blood Disorders
- Unit 4 : Common Conditions – Eye, Ear, Nose and Throat
- Unit 5 : First Aid in Common Emergency Conditions
- Unit 6 : Disaster Management

Block 2 : Maternal Health

- Unit 1 : Introduction to RMNCH+A Programme
- Unit 2 : Ante Natal Care
- Unit 3 : Intranatal care

Unit 4 : Early Identification, Management and Referral of Complications

Unit 5 : Post Partum Care

Block 3 : Reproductive Health and Adolescent Health

Unit 1 : Gynecological Conditions

Unit 2 : Family Planning Methods, Spacing Techniques and Counseling

Unit 3 : Medical Abortion and MTP Act

Unit 4 : Counselling in Reproductive and Sexual Health including problems of Adolescents

Unit 5 : Management of Teenage Pregnancies

Block 4 : Newborn and Child Health Care

Unit 1 : Essential Care of Newborn at Birth

Unit 2 : Management of Common Neonatal and Child Health Problems

Unit 3 : Integrated Management of Neonatal and Childhood Illness

Unit 4 : Introduction to Rashtriya Bal Swasthiya Karyakaram

Unit 5 : Universal Immunisation Programme (UIP)

Block 5 : Overview of Common Surgical Conditions

Unit 1 : Common Surgical Conditions -1

Unit 2 : Common Surgical Conditions -2

Unit 3 : Congenital Malformations

Unit-4 : Screening for Common Cancers

Block 6 : Essential Drugs

Unit 1 : Essential Drugs – 1

Unit 2 : Essential Drugs – 2

Unit 3 : Essential Drugs – 3

Course Code: BNSL – 043

Title of the Course : Public Health and Primary Health Skills

	Theory
Credits	10
Study Hours	300
Contact Hours	300

Note: One credit is equal to 30 student study hours.

Objectives:

After completion of the course the learner should be able to:

- Perform community need assessment, nutritional assessment and investigation of an outbreak.
- Organise special clinics, health education and counseling sessions.
- Conduct general and specific basic laboratory tests at sub-centre level.
- Carryout the general and specific examination of a patient.
- Identify and manage common fevers, common aches and pains as per protocol.
- Provide first aid care in common emergencies including basic life support.
- Identify and refer the higher risk cases.
- Use safe injection and immunisation techniques and practices.
- Conduct antenatal, intranatal and post natal examination and conduct normal delivery.
- Provide appropriate care to the mothers and children.
- Strengthen the skills in assessment and management in STIs and RTIs
- Perform the procedure of insertion and removal of IUDs
- Perform newborn resuscitation.
- Assess the newborn and provide kangaroo mother care.
- Monitor growth and development of newborn and children.
- Carryout young child feeding and counseling

Course Outline (Practical)

Block 1 : Public Health Skills

- Unit 1 : Community Need Assessment and Identification of Common Health Problems
- Unit 2 : Nutritional Assessment
- Unit 3 : Investigation of an Outbreak
- Unit 4 : Organising and Conducting Special Clinics
- Unit 5 : Social Mobilisation Skills
- Unit 6 : Health Education and Counseling
- Unit 7 : Report Writing and IT Skills including Interpretation and Use of Data

Block 2 : General Skills and Laboratory Skills

- Unit 1 : Universal Precautions and Bio-Medical Waste Management
- Unit 2 : Procedures for Basic Tests
- Unit 3 : Common Blood Tests and Preparation of Peripheral Smear
- Unit 4 : Examination of Swelling, Lumps and Joints
- Unit 5 : Eye and ENT Examination
- Unit 6 : Screening and Management of Common Dental Conditions
- Unit 7 : Suturing of Superficial Wounds
- Unit 8 : Drugs Dispensing and Injections

Block 3 : Skills for Management of Common Conditions and Emergencies

- Unit 1 : Basic Life Support (BLS)
- Unit 2 : Assessment and Management of Fevers
- Unit 3 : Management of Common Aches and Pains
- Unit 4 : First Aid Techniques and Stabilisation Care in Common Emergencies – 1
- Unit 5 : First Aid Techniques and Stabilisation Care in Common Emergencies – 2
- Unit 6 : Geriatric and Palliative Care

Block 4 : Maternal Health Skills

- Unit 1 : Assessment of Health Status of Women
- Unit 2 : Ante Natal, Intra Natal, Post Natal Examination and Care
- Unit 3 : Organising Labour Room
- Unit 4 : Conducting Normal Delivery and Partograph
- Unit 5 : Identification, Care and Referral of Complications during Labour
- Unit 6 : Post Natal Examinations and Care
- Unit 7 : Emergency and Injectable Contraceptives and Follow-up Care

Block 5 : Reproductive and Adolescent Health Skills

- Unit 1 : Assessment and Management of STIs and RTIs
- Unit 2 : Insertion and Removal of IUCDs
- Unit 3 : Management of Abortion and Counselling
- Unit 4 : Adolescent Counselling

Block 6 : Newborn and Child Health Skills

- Unit 1 : Newborn Resuscitation
- Unit 2 : Assessment of Newborn
- Unit 3 : Kangaroo Mother Care
- Unit 4 : Infant and Young Child Feeding and Counseling
- Unit 5 : Promoting and Monitoring Growth and Development and Plotting of Growth Chart
- Unit 6 : Immunisation and Safe Injection Practices
- Unit 7 : Use of Equipments

14. LIST OF KEY ACTIVITIES TO BE COVERED UNDER PRACTICALS

1) Chronic Communicable Diseases

- a) Diagnosis, treatment plan, follow-up diagnostics and management of TB, HIV, Leprosy, Malaria, Kala-azar, Filariasis and other Vector-borne diseases
- b) Use of Rapid Diagnostic Testing Kit and Lab testing for common vector-borne diseases

2) Management of Common Non-Communicable Diseases

- a) Hypertension-screening-use of sphygmomanometer, Screening of NCD
- b) Diabetes mellitus-screening and diagnostic test (glucometer/IV blood test-fasting and PP)
- c) Cancers - Cervical, Breast, Oral-Screening
- d) Silicosis, Fluorosis-screening and follow up care
- e) Chronic Obstructive Pulmonary Disease (COPD), and Asthma-screening,
- f) Epilepsy- screening early management and follow up care

3) Management of Mental Illness

- a) Detection and referral of mental illness, follow up medication
- b) Counseling/support
- c) Management of violence related concerns

4) Dental Care

- a) Dental hygiene - screening for gingivitis, dental caries, oral cancers
- b) Treatment for glossitis, candidiasis (look for underlying disease), aphthous ulcers

5) Geriatric Care

- a) Management of common geriatric ailments; counseling, supportive treatment,
- b) Pain management and provision of palliative care
- c) Identification of ADL care of assisted devices

6) Eye Care and ENT

- a) Visual Inspection Activity (VIA) Screening for visual acuity, cataract and for Refractive Errors
- b) Identification & Treatment of common eye problems-conjunctivitis; spring catarrh, xerophthalmia
- c) First aid for minor injuries and referral
- d) Management of common colds, ASOM, injuries, pharyngitis, laryngitis, rhinitis, URI, sinusitis
- e) WAX identification and care
- f) Suspect and refer case of deafness

7) Common Conditions and Emergencies

- a) Provision of first aid and stabilisation in emergency care
- b) Primary care in cases of snake bites, scorpion stings, insect bites, dog bites
- c) Stabilisation care in poisonings
- d) Stabilisation in case of drowning
- e) Minor injury, abscess management
- f) Stabilisation following trauma
- g) Suturing of superficial wounds
- h) Basic Life Support

8) Care in Pregnancy – Maternal Health

- a) ANC checkups including Height, Weight measurement, recording blood pressure, Hb estimation, Measurement of fundal height etc. Urine, Sugar and Albumin
- b) Identification and referral of High Risk mothers
- c) Immunisation and Iron Folic Acid and Calcium supplementation of mothers
- d) Use of MCH cards
- e) Care during Medical abortions
- f) Normal Vaginal delivery including use of Partograph

9) Neonatal and Infant Health (0 to 1 year of age)

- a) Complete Immunisation (RI) and Vitamin A supplementation
- b) Monitoring and Assisting Village Health Nutrition Days (VHNDs); Social mobilisation,
- c) Home Based Newborn Care and Care of common newborn illnesses,
- d) Stabilisation and referral of severe cases
- e) Acute Gastro Enteritis with mild dehydration
- f) Pneumonia case management
- g) Asphyxia management and screening of newborns at delivery points
- h) Kangaroo mother care
- i) Use of equipment, e.g. Suction machine, oxygen administrator, ambu-bag, radiant warmer, phototherapy unit, etc.

10) Child Health, Adolescent Health

- a) Detection & treatment of Anaemia and other deficiencies in children and adolescents
- b) Screening of 4 D's including early detection of growth abnormalities, delays in development and disability
- c) Prompt management of ARI and fever
- d) Skin infections and acute Diarrhoeas
- e) Adolescent Health- counseling and referral
- f) Nutritional assessment (including growth chart) and referral as appropriate

11) Reproductive Health and Contraceptive Services

- a) Counseling for Family Planning and emergency contraceptives, Insertion of IUD
- b) Access to Spacing methods including IUCD
- c) Follow up care after abortion
- d) Syndromic treatment of RTIs
- e) Gender Based Violence – Identification and counseling information about Gender Resource centre at District level (linkage with Referral centre and legal support)

12) Management of Common Illnesses

- a) Identification and management of common fevers, ARIs, Diarrhoeas and skin infections
- b) Management of common aches, joint pains, common skin conditions, (rash/urticaria)
- c) Management of common gastrointestinal illnesses
- d) Management of common respiratory illnesses
- e) Management of common urinary illnesses

15. AREAS WISE PROPOSED PRACTICAL SCHEDULE

S.No	Areas	District Hospital		Community Health Centre		Primary Health Centre		Sub Centre		Urban Primary Health Centre	
		Days	Hrs	Days	Hrs	Days	Hrs	Days	Hrs	Days	Hrs
		22	132	10	60	10	60	6	36	2	12
1	Communicable Diseases	2	12	1	6	1	6	1	6		
2	Non Communicable Diseases	2	12	1	6	1	6				
3	Mental Health	1	6								
4	Dental Care	1	6								
5	Geriatric Care	1	6					1	6		
6	Eye Care & ENT	2	12	1	6	0.5	3				
7	Common Conditions & Emergencies	3	18	1	6	2	12				
8	Care in pregnancy	3	18	1	6	1	6	1	6		
9	Neonatal & Infant Health	3	18	2	12	1	6				
10	Child Health	2	12	1	6	1	6				
11	Adolescent Health, Reproductive Health & Contraceptive Services	2	12	1	6	1	6				
12	Record of Vital Events & Reporting					0.5	3				
13	Village Health and Nutrition Day (VHND)	-	-	-	-	-	-	1	6		
14	During House visits	-	-	-	-	-	-	1	6		
15	During meetings & events in the community	-	-	-	-	-	-	1	6		
16	Outreach Services	-	-	-	-	-	-			1	6
17	At Facility									1	6

PROPOSED AREA WISE SCHEDULE OF PRACTICAL ACTIVITIES

DISTRICT HOSPITAL (22 DAYS/132 HOURS)							
Themes	Department	Key activities to be covered under DH posting	No. of hours	No. of sessions (1 sessions = 2 hours)	Total No. of days	Total No. of hours	Day wise schedule
1. Communicable diseases	Communicable disease department/cell and Medical department OPD	Assessment, management and follow-up of TB, HIV, Leprosy, Malaria, Kala-azar, Filariasis and other Vector-borne diseases	12	6 sessions	2	12	1
		Use of Rapid Diagnostic Testing Kit and Lab testing for common vector-borne disease					2
2. Non communicable diseases	Non communicable diseases cell + Medicine Department	Identification, Screening and referral of Cancers - oral(oral visual examination, OVE) Cervical (Visual inspection with acetic acid, VIA) , Breast(Clinical breast examination, CBE) Various blood tested urine testing	4	6 sessions	2	12	3
		Diabetes Mellitus and Hypertension - screening, medication and follow up	2				4
		Management of Common Respiratory problems	2				
		Epilepsy- screening, early management and follow up care Silicosis, Fluorosis – screening and follow up care	2				
		Occupational problems – screening and follow up care	2				
3. Mental Illness	Psychiatry department +Medical Social work	Screening, Detection, management and referral of mental illness.	6	3 Sessions	1	6	5

4. Dental Care	Dental Unit	Dental hygiene, Screening for gingivitis, dental caries, oral cancers and appropriate referral	4	3 sessions	1	6	6
		Treatment for glossitis, candidacies (look for underlying disease), aphthous ulcers	2				
5. Geriatric care	Geriatric (10 bedded)	Management of common geriatric ailments; counseling, supportive treatment	2	3 sessions	1	6	7
		Pain Management and Provision of palliative care	2				
		Identification of Assited Daily Living care & assisted devices	2				
6. Eye care & ENT	Otorhinolaryngology (ENT) & Ophthalmology	Visual Inspection Activity (VIA) including Screening for visual acuity, cataract and for Refractive Errors, Colour blindness	6	6 sessions	2	12	8
		Identification & Treatment of common eye problems- conjunctivitis; spring catarrh, xerophthalmia, Glaucoma, Trachoma, eye injuries and referral	4				9
		Management of common colds , Acute Suppurative Otits Media (ASOM), injuries , pharyngitis, Laryngitis, Rhinitis, URI &	2				
7. Common condition and emergencies	Accident & Emergency, Surgery Department	Sinusitis	2	9 sessions	3	18	10
		Basic and advanced Life Support					11
		Provision of first aid and stabilization in emergency care	4				12
		Basic surgical emergencies and Suturing & Dressing	4				
		Stabilization care in poisonings, drowning, minor bites, wounds.	2				
		Treatment of Snake bites, Scorpion stings	2				
		,Insect & Dog bites	4				
		Stabilization following trauma, Simple Fractures					

8. Care in Pregnancy	Obstetric & Gynaecology	ANC Checkup, Height, weight, Blood Pressure, fundal height measurement	4	9 sessions	3	18	13
		Haemoglobin estimation and other associated diagnostic tests required under ANC	2				14
		Normal & assisted Vaginal deliveries including Use of partograph	6				15
		Follow up/Care during Medical Abortion + recap on maternal care	6				
9. Neonatal and Infant Health	Paediatrics including Neonatology & Immunization clinic	Assessment and Screening of newborns at Delivery points and Stabilization and referral of serious cases	4	9 sessions	3	18	16
		Neonatal Resuscitation	2				17
		Assessment and management of problems IMNCI (Young infant)	4				18
		Kangaroo Mother Care and Breast Feeding	2				
10. Child Health,	Paediatrics including Neonatology & Immunization department, Medical social work & counselling.	Use of equipment, e.g. Suction machine, oxygen administrator, ambu-bag, radiant warmer, phototherapy unit, etc.	6	6 sessions	2	12	19
		Prompt management of acute respiratory infection & fever IMNCI (Sick child)	4				20
		Detection & treatment of Anaemia	2				
		Other deficiencies in children	2				
11. Reproductive Health Contraceptive services and Adolescent Health	Obstetric & Gynaecology	Screening of 4 D's including early detection of growth abnormalities	4	6 sessions	2	12	21
		Delays in development and disability	2				22
		Syndromic treatment of Reproductive tract infections and referral & linkages with ICTC	4				
		Observe Family planning services like Tubectomy/vasectomy (Both Laparoscopic & Minilap) Other deficiencies in adolescents	4				
TOTAL		Use of Intra-uterine contraceptive device(IUCD)	4		22	132	
		Management of abortions	2				
		Adolescent Health- counseling and referral	2				

Community Health Centre (10 DAYS/60 HOURS)						
Themes	Key activities to be covered under CHC posting	No. of hours	Session (1session = 2 hours)	Total No. of days	Total No. of hours	Daywise schedule
1. Communicable Diseases	Assessment , treatment plan, follow-up and management of TB, HIV, Leprosy, Malaria, Kala-azar, Filariasis and other Vector-borne diseases	6	3 sessions	1	6	1
	Use of Rapid Diagnostic Testing Kit and Lab testing for common vector-borne diseases					
2. Non communicable Diseases	Cancers - Cervical, Breast, Oral-Screening					
	Early screening & referral of suspected cervical, breast & oral cancers.	2				
	Education about Breast Self Examination and Oral Self Examination		3 session	1	6	2
	Promotion of Healthy dietary habits, physical activity & healthy life style, promoting Tobacco cessation	2				
	Management of diabetes mellitus, hypertension					
3. Mental Illness, Dental & Geriatric Care	Investigation of Urine Albumin and Sugar, Blood Sugar.	2				
	Early identification and referral of common mental disorders, IEC activities for prevention, removal of stigma and early detection of mental disorders. Follow up care of detected cases who are on treatment.	4				
	Dental Health Education - Dental caries, oral cancer, candidiasis, Dental hygiene Geriatric clinic (twice a week: Management of common geriatric ailment, counselling, home visit)	2	3 sessions	1	6	3

4. Eye care & ENT	Early detection & referral of hearing impairment, deafness & common ear diseases	6	3 sessions	1	6	4
	Early detection & referral of Visual impairment & common eye diseases					
5. Common conditions and Emergencies	Management of basic emergencies, trauma, dressings, incision and minor surgeries	2				
	Identification, stabilization & referral of emergencies such as Dengue Haemorrhagic Fever, Chikungunya, Cerebral Malaria and others like Dog & snake bite cases, Poisonings, Pneumonias, meningoencephalitis, acute respiratory conditions, status epilepticus, Burns, Shock, acute dehydration etc.	4	3 sessions	1	6	5
6. Care in Pregnancy	Follow up on minimum of 4 ANC checkups including registration & associated services	2				
	Use of MCH cards					
	Normal & Assisted deliveries including use of partograph	2				
	Management of Complications in Pregnancy, Labour & Post Natal Period.					
	Post Natal Care at health facility including home visits.					
	Provisions of Janani Suraksha Yojana (JSY) and Janani Shishu Suraksha Karyakram (JSSK) as per guidelines	2	3 sessions	1	6	6
	Proficiency in Identification, management & referral of all complications including PPH, eclampsia & sepsis.					

7. Neonatal / Infant Health	Essential Newborn care & resuscitation at newborn corner using Equipment like Suction machine, Oxygen administrator, Ambu bag, Radiant warmer, Phototherapy unit etc.	4				7
	Full Immunisation of Infants & Children Vitamin A prophylaxis as per guidelines	2	6 sessions	2	12	
	Counseling on Infant and young child feeding as per IYCF guidelines	4				8
	Home based newborn care & care of common newborn illnesses Pneumonia, Asphyxia & screening of newborn at delivery point	2				
8. Child Health,	Management of Malnutrition Skin Infection & Acute Diarrhoea	2 2				
	Adolescent and Reproductive Health: Information, counseling and services related to sexual concerns, pregnancy, contraception, abortion, menstrual problems etc. Services for tetanus immunization	2	3 sessions	1	6	9
9. Reproductive Health & Adolescent Health Contraceptive Services	Safe abortion Services as per MTP Act	2				
	Full range of family planning services including IEC, counseling, provision of Contraceptives, Organizing of clinic inducing STI Clinic and ICTC	2	3 sessions	1	6	10
	Adolescents Nutritional Counseling, Prevention and Management of Nutritional Anaemia. Integrated counseling and test centre	2				
TOTAL		60		10		

PRIMARY HEALTH CENTRE (10 DAYS/60 HOURS)						
Themes	Key activities to be covered under PHC posting	No. of hours	Session (1 session = 2 hours)	Total No. of days	Total No. of hours	Day wise schedule
1. Communicable Diseases	Weekly reporting of epidemic prone diseases according to IDSP guidelines.	2	3 sessions	1	6	1
	Laboratory services for diagnosis of Malaria, Tuberculosis, and tests for detection of faecal contamination of water (Rapid test kit) and chlorination level.	4				
2. Non communicable Diseases	IEC services for prevention of cancer, hypertension, diabetes, CVD and early symptoms. Referral of suspected cancer cases with early warning signals & management.	2	3 sessions	1	6	2
	Early detection of cancer with warning signals like change in Bladder/Bowel habits, bleeding per rectum, blood in urine, lymph node enlargement, Lump or thickening in Breast, itching and/or redness or soreness of the nipples of Breast, non healing chronic sore or ulcer in oral cavity, difficulty in swallowing, obvious change in wart/mole, nagging cough or hoarseness of voice etc.	4				
3. Mental Illness	IEC activities for prevention, stigma removal, early detection of mental disorders and greater participation/role of community for primary prevention of mental disorders.	2				
4. Dental Care	Oral health Promotion, check ups, referral on identification.	2	3 sessions	1	6	3
5. Geriatric care	IEC activities on healthy ageing. Weekly geriatric clinic- complete health assessment of elderly, medicines, management of chronic diseases & referral services.	2				

6. Eye Care & ENT	Basic Diagnosis and treatment services for common ear diseases like wax in ear, otomycosis, otitis externa, Ear discharge etc.	3	1 session	0.5	3	4
	The early detection of visual impairment, cataract, common eye diseases and their referral.					
7. Common Condition and Emergencies	Diagnosis and management of common fevers, ARIs, Diarrhoeas and skin infections	2				5
	Management of common aches, joint pains, common skin conditions, (rash/urticaria)	2				
	Management of common gastrointestinal illnesses, respiratory, urinary infections	2	6 sessions	2	12	6
	Provision of first aid & stabilisation in injury, trauma, abscess & appropriate referral	4				
	Treatment of bite cases (Insect/dog/Scorpion), poisonings	2				
8. Care in Pregnancy	ANC - Early registration, minimum 4 ANC's & provision of associated services like IFA, TT, Vitamin A supplementation Nutrition health counselling, Chemoprophylaxis in high malaria endemic areas. Provision of facilities under JSSK	2	3 sessions	1	6	7
	INC- Promotion & Management of normal & assisted vaginal deliveries including forcep/vacuum delivery, manual removal of placenta, Identification and basic first aid treatment for PPH, Eclampsia, Sepsis and prompt referral	4				
9. Neonatal Infant Health	PNC- Post Natal home visits (low birth weight babies on 14th, 21st, 28th day), Early breastfeeding, counselling on nutrition, contraception. Provision of facilities under JSY.	4	3 sessions	1	6	8
	Management of neonatal hypothermia (provision of warmth/Kangaroo Mother Care (KMC), infection protection, cord care and identification of sick newborn and prompt referral ENBC & Resuscitation	2				

10. Child Health	Routine and Emergency care of sick children including Integrated Management of Neonatal and Childhood Illnesses (IMNCI) strategy and inpatient care.	2	3 sessions	1	6	
	Prevention ,control & referral of routine childhood diseases, infections like diarrhoea, pneumonia, anaemia, malnutrition					
	Growth assesment monitoring under 5 yrs and timely referral & nutritional counselling	2				
	Under school health visits for screening health care, referral. Provision of immunisation, micronutrient (Vitamin A & IFA), deworming, Mid day meal, Health promotion.	2				
11. Reproductive Health Contraceptive Services & Adolescent Health	Education, Motivation, Counseling & provision of contraceptives such as condoms, oral pills, emergency contraceptives, IUCD insertions, Referral for permanent methods (Tubectomy/Vasectomy), Counseling and appropriate referral for couples having infertility.	4	3 sessions	1	6	9
	STI/RTI management, Referral Services for VCTC and PPTCT services, Safe termination of pregnancy, if not available at PHC	2				
12. Record of Vital Events & Reporting	Knowledge regarding reporting of Vital statistics including births, deaths, facility based Maternal Death Review.	3	1 session	0.5	3	10
TOTAL						
		60		10		

Sub Centre (6 DAYS/36 HOURS)

Site of Learning	Key activities to be covered under SC posting	No. of hours	Session (1session = 2 hours)	Total no. of hours	Total no. of days	Day wise schedule
1. Village health and Nutrition Day(VHND) (With ASHA/ANM)	ANC checkups including Height, Weight measurement, recording blood pressure, Hb estimation, Measurement of fundal height etc. Urine, Sugar and albumin	2	3 sessions	6	1	1
	Coordination with ICDS programme for supplementary nutritional health check up, Pregnant & lactating mother & health & nutrition education for all women in the age group (15-45 years)					
	Immunization, Vit A administration all under 5 years	2				
	Symptomatic care & management of persons with minor illness referred by ASHAs/AWWs or coming on their own accord					
	Family planning counselling and distribution of contraceptives	2				
	Registration of Birth & Death					
	Health Communication to mothers, adolescents & other members of community					
2. During house visits. (With ASHA/ANM)	Skilled attendance at birth- for home delivery	2	3 sessions	6	1	2
	Age and sex of all family members.					
	Follow up of Sterilization & MTP cases.					
	Assess and list eligible couples and their unmet needs for contraception.					
	Post natal and newborn visits – as per protocol.					
	Detect any abnormal increase in cases of diarrhoea/dysentery, fever with rigors, fever with rash, flaccid paralysis of acute onset in a child <15 years (AFP), Wheezing cough, tetanus, fever with jaundice or fever with unconsciousness, minor and serious AEFIs					

3. During house to house surveys. (With ASHA/ ANM)	Identify persons with skin lesions or other symptoms suspicious of leprosy and refer: essential in high leprosy prevalence blocks.					
	In high endemicity areas-survey for fever suspicious of kala-azar, for epidemic management of malaria, for detection of fluorosis affected cases.					
	Take blood slides/do RDT Kit test in cases with fever where malaria is suspected.	2				
	Annual mass drug administration in Filaria endemic areas.	2				
4. During meetings and events with the community. (With ASHA/ ANM)	ASHA local review meetings and meetings with panchayat members/sarpanch, Self Help Groups, women's groups and other BCC activities.	2	3 sessions	6	1	3
	Health Communication especially as related to National Health programmes through attending Village Health Sanitation and Nutrition Committee meetings	2				
	Focus group discussions for information gathering and health	2				
5. At Facility Premises	1. Care in Pregnancy - Maternal Health	Identification and referral of high risk pregnancies, Abortions, Regular ANC checkup, Immunization, Screening for Anaemia, Malnutrition. Administration of Vitamin A, IFA, Calcium, TT.				
	2. Neonatal & Infant Health	Complete Immunization, Vitamin A Supplementation, Monitoring and assisting VHND : Care of Common illnesses of new born, Gastric Illness, pneumonia case management, Treat, stabilize and refer severe cases. Where deliveries take place: asphyxia management, newborn screening				
	3. Child Health, Adolescent Health	Detection & Treatment of Anaemia and other deficiencies in children and adolescents, Early detection of 4Ds, Prompt Management of ARI and fever, Skin Infection, Acute diarrhoeas, Adolescent health- counselling, referral as per need.				

4. Reproductive Health & Contraceptive services	Counselling for Family Planning. Access to all spacing methods including IUCD, Medical abortion, STI/RTI treatment- Syndromic First aid for Gender Based Violence- link to referral centre and legal support centre.	2				
5. Mental Illness	Detection and referral of mental illness, follow up, medication, counselling/support. Confirmation and referral for deaddiction of abusive substances. Management of Violence related concerns	2	1 session			
6. Geriatric care	Management of common geriatric ailments; counselling, supportive treatment, Pain Management and Provision of palliative care with support of ASHA			6	1	5
7. Eye care & ENT	Eye care in newborn, Screening for visual acuity, cataract and for Refractive Errors, Identification & Treatment of common eye problems- conjunctivitis; spring catarrh, xerophthalmia, first aid for injuries, referral Management of common colds, ASOM, injuries, pharyngitis, laryngitis, rhinitis, URI, sinusitis		1 session			
8. Dental Care	Dental hygiene - Screening for gingivitis, dental caries, oral cancers .Treatment for glossitis, candidiasis(look for underlying disease), fever blisters, aphthous ulcers	2				
9. Common condition and Emergencies	Snake bites, scorpion stings, insect bites, dog bitesStabilization care in poisonings, trauma of any cause Minor injury, abscess management	2	1 session			
10. Non Communicable Disease	Screening, follow up Medication for Hypertension, Diabetes mellitus; Early referral for complication. Cancer- Cervical, Breast, Oral, Silicosis, Fluorosis, Chronic Obstructive Pulmonary disease (COPD), Asthama, Epilepsy	2	1 session			

	11. Management of Common diseases & Basic OPD Care (Acute Simple Illness)	Identification and management of common fevers ARI diarrhoea and Skin infections (Scabies, abscess) Management of common aches, joint pains, common skin conditions, (rash/urticaria) Indigestions, gastritis Acute febrile illness,	2	1 session	6	1	6
	12. Management of Communicable Diseases	Identification, Initial Management, Referral & follow up for Tuberculosis; HIV, leprosy, Malaria, Kala-Azar, Filariasis, Other vector borne disease ,RDK + Lab testing	2	1 session			
		Total	36			6	6

Urban Primary Health Centre (2 DAYS/12 HOURS)							
Site of Learning	Theme	Key activities to be covered under Urban PHC posting	No. of hours	Sessions	Total no. of hours	Total no. of days	Day wise schedule
Outreach services	Urban health and nutrition day (UHND)	Observe and Ensure that the supply of vaccines reaches the site well before the day's activities begin	2	3 Sessions	6	1	1
		Observe and Ensure that all instruments, drugs, and other materials as required are in place					
		Observe and Ensure that all ASHAs are aware of the details of the UHND					
		Participate with the ASHA and the AWW.					
		Observe and Ensure reporting of the UHND to the MO in charge of the UPHC					
	Special outreach camps	Observe and Ensure that the supply of diagnostic kits, equipment, drugs and consumables reaches the site well before the day's activities begin.	2	3 Sessions	6	1	1
		Observe and Ensure appropriate health promotion materials are in place					
		Observe and Ensure reporting of the special outreach session to the MO in charge of the UPHC					
		Coordinate with the ASHA and the AWW , as appropriate, to ensure publicity for the event, mobilization of vulnerable groups and follow up.					
		Assist the Medical Officer and Public Health Manager during these special outreach camp					

At Facility	Surveillance for infectious diseases, documentation and reporting under IDSP to the MO	2	3 Sessions	6	1	2
	Assist in 'Special Day Clinics' e.g. Adolescent Health, Family Planning, Chronic Illnesses, Elderly care etc.					
	Orientation about MAS & RKS Committees.					
	Vulnerability assessment	2				
	Management & referral of danger signs observed during pregnancy &newborn					
	Identify, Manage & refer Communicable & Non Communicable diseases	2				
	Health promotion,prevention & rehabilitation					
	TOTAL					

SAMPLE MASTER ROTATION PLAN FOR PRACTICAL EXPERIENCE

[illegible]

Number of Group-5

Number of Student in each group-6

DISTRICT HOSPITAL

COMMUNITY
HEALTH CENTRE

PRIMARY HEALTH
CENTRE

**SUB HEALTH
CENTRE**

URBAN PRIMARY
HEALTH CENTRE

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KEY SAMPLE AREA WISE ROTATION PLAN

DISTRICT HOSPITAL		COMMUNITY HEALTH CENTRE		PRIMARY HEALTH CENTRE		SUB CENTRE		URBAN PRIMARY HEALTH CENTRE	
X	Communicable diseases and non communicable diseases	X	Communicable diseases and non communicable diseases	X	Communicable diseases and non communicable diseases	X	Communicable diseases and non communicable diseases	4	Outreach services VHND and special outreach camp
#	Mental health, Dental care, geriatric care, Eye and ENT	#	Mental health, Dental care, geriatric care, Eye and ENT	#	Mental health, Dental care, geriatric care, Eye and ENT	#	Mental health, Dental care, geriatric care, Eye and ENT, common illness and emergencies	5	At facility
*	Common illness and emergencies	*	Common illness and emergencies	*	Common illness and emergencies	θ	Village Health and Nutrition Day (VHND)		
Λ	Care in Pregnancy, Neonatal and Infant health	Λ	Care in Pregnancy, Neonatal and Infant health	Λ	Care in Pregnancy, Neonatal and Infant health	Λ	Care in Pregnancy, Neonatal and Infant health		
∞	Child health & adolescent health, reproductive health and contraceptive devices	∞	Child health & adolescent health, reproductive health and contraceptive devices	∞	Child health & adolescent health, reproductive health and contraceptive devices	∞	Child health & adolescent health, reproductive health and contraceptive devices		
						ς	House visits		
						β	Meetings and events in community		

Monitoring Proforma for PSC Counsellors

Name of PSC

Name of the Student Enrollment No.

Sl. No	Name of the Skill	Skill training complete (Put only a tick marks)*				Signature with date
		District Hospital	CHC	PHC	Sub-Centre	
1)	Management of Common Communicable Diseases					
2)	Management of Common Non-Communicable Diseases					
3)	Management of Mental Illness					
4)	Dental Care					
5)	Geriatric Care					
6)	Eye Care and ENT					

* Put a tick mark in respective column for the skills completed in respective spells.

Monitoring Proforma for PSC Counsellors

Name of PSC

Name of the Student Enrollment No.

Sl. No	Name of the Skill	Skill training complete (Put only a tick marks)*				Signature with date
		District Hospital	CHC	PHC	Sub- Centre	
7)	Common Conditions and Emergencies					
8)	Care in Pregnancy – Maternal Health					
9)	Neonatal and Infant Health (0 to 1 year of age)					
10)	Child Health, Adolescent Health					
11)	Reproductive Health and Contraceptive Services					
12)	Management of Common Illnesses					

* Put a tick mark in respective column for the skills completed in respective spells.

Indira Gandhi National Open University
BPCCHN Programme
*Certificate of Completion of Theory Counselling/Practical Skills**

This is to certify that Ms./Mr.....and Enrolment No. has attended to all the practical skills listed in the practical manuals for the following courses as planned for DH/CHC/PHC/UHC/SC.

BNS-041, BNS-042, BNSL-043,

Signature of the Counsellor at DH/CHC/PHC/UHC/SC.

Name of Counsellor

Address

.....

This is to certify that the above information is true to the best of my knowledge. If any information is found to be wrong at a later date, my results could be held invalid.

Place

Date

Signature of the Student

Name

Roll No.

*** To be submitted along with Practical Examination Form**

Indira Gandhi National Open University
BPCCHN Programme
Attendance Certificate of Completion of Practical Training

Appendix-6

Contact Session-DH

This is to certify that Mr./Ms.
Enrollment Number has maintained full attendance (100%) in practical training session.
Name & Address of the PSC
.....

Signature of Programme In-charge

Contact Session-CHC

This is to certify that Mr./Ms.
Enrollment Number has maintained full attendance (100%) in practical training session.
Name & Address of the PSC
.....

Signature of Programme In-charge

Contact Session-PHC

This is to certify that Mr./Ms. Enrollment
Number has maintained full attendance (100%) in practical training session.
Name & Address of the PSC
.....

Signature of Programme In-charge

Contact Session-SC

This is to certify that Mr./Ms. Enrollment
Number has maintained full attendance (100%) in practical training session.
Name & Address of the PSC
.....

Signature of Programme In-charge

Contact Session-UHC

This is to certify that Mr./Ms. Enrollment
Number has maintained full attendance (100%) in practical training session.
Name & Address of the PSC
.....

Signature of Programme In-charge

To
Regional Director
IGNOU
Address of the Concern Regional Director's office

Certificate of Eligibility for Term-End Examination (Practical only)

May for June Examination

Please read the instruction in the
Programme guide before filling up this formDates for submission of
Examination FormNovember for December
Examination**Indira Gandhi National Open University, New Delhi****Term- End Examination (Practical Only) December 201...**

CONTROL No. (For Office Use Only)

Programme Study

Centre Code

Enrollment No.

Write in BLOCK CAPITAL LETTERS only

NAME :

Please tick (✓) against course in which you intend to take the practical examination.

SI. No.	Course Title	Course Code	Intend to Take Examination (put “ mark)
1.	Public Health and Primary Health Care Skills	BNSL-043	

I hereby solemnly affirm that I have submitted the required number of Log-books/Project Report and have completed all the skills planned under the above course. The certificate of completion in support of the skills is attached.

I am aware that completion of all the skills at DH/CHC/PHC/UHC/SC and submission of Log-book is a prerequisite for taking Term-end (Practical) Examination. In case my above statement regarding submission is found to be untrue, the University may cancel the result of my above mentioned Practical Examination and I undertake, that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of the University. I have signed this undertaking on this day of201.....

Name.....

Signature of Student.....

Complete Address for

Correspondence.....

.....

I have verified that the student has submitted all the Log-books and certificate of completion of skill related to the above course in time

Place.....

(Signature of Programme-in-charge with Stamp)

Date.....

Pattern of Assignment/Continuous Evaluation

The theory courses will have one assignment each as given below:

The Assignment carries 30% weightage while 70% weightage is given for Term End examination

Sl.No.	Course Code	Number of Assignment	Marks
1.	BNS-041	1	30
2.	BNS-042	1	30

- All the above mentioned assignments will be available on IGNOU website. These assignments will comprise long questions, short answer type and objective type questions. Candidate need to download these assignment and submit them to the programme In-charge.
- Submission of all the theory assignment is mandatory to appear in the theory term end examination
- 50 percent is the pass mark in each theory assignment
- Assignment/internal evaluation of the practical course will be done by the counsellors who will assess during practical contact period and supervision through on-going evaluation.

Continuous Evaluation

There will be continuous evaluation during your posting and practical examination at the end of practical experience.

Continuous evaluation will carry 30 marks. You need to score 50% marks to pass to be eligible for appearing in practical examination

You will be evaluated for continuous evaluation at DH and CHC. At DH counsellor will assign you any two patients/case for which you will be required to prepare report for evaluation.

Similarly you will also be assigned two cases/patients in CHC and you will be required to prepare report for evaluation. Maintenance of Log book will carry 5 marks.

The scheme for continuous evaluation is given below:

Health Facilities	No. of cases and marks		Total cases and marks
	Case-1	Case-2	
District Hospital (DH)	8	7	15
Community Health Centre (CHC)	5	5	10
Maintenance of Log Book	5		5
Total			30

Practical Examination

Practical examination will carry 70 marks. You will have to submit the following to the Programme In-charge who will also be a Superintendent of practical examination.

- Attendance Certificate of Completion of Practical Training at each health facility DH/CHC/PHC/SC/UC. The proforma is attached at **Appendix-3**
- Certificate of Eligibility for Term-End Examination (Practical only). The proforma is attached at **Appendix-4**.
- Proforma for Pattern of Practical examination is given at **Appendix 5**.

Pattern of Term-end Evaluation

Term end theory examination

- There will be theory term end examination at the end of the 6 months, the term end examination for each theory course BNS-041 and BNS-042 with 70 marks for each course will be of 3 hours duration. Candidate needs to score 50% marks in Term End examination to be declared successful.
- Candidate need to submit all the assignment before the appearing the term end theory examination.

Pattern of Practical Evaluation

Practical examination

- There will be one internal and one external examiner for the Practical examination. 10 students will be evaluated in one day. Candidate needs to score 50% marks in practical Examination to be declared successful.
- The marking scheme and other details of the practical evaluation is given below:

Course	Item	Duration	Marks
BNSL-043	1 Long case - Pregnant women/any case (NCD) • History taking • Physical examination • Care and counselling	40 minutes	15
	1 Short case Newborn / child brief history and examination	20 minutes	10
	Counselling and Health Education (General) Common ailments fever, aches and pain etc.	10 minutes	15
	Viva (will be conducted by one internal and one external examiner)	30 minutes	30
	Total marks	100 minutes	70

**List of District Hospital, Regional Centre and Programme Study Centre for
Certificate in Community Health**

Sl. No.	District Hospital	Regional Centre and Code	District Location	PSC Code
1.	General Hospital 4 th T Block, Jayanagar Bengaluru 560 041 Karnataka.	Bengaluru (13)	Jayanagar	13153P
2	K.C. General Hospital Malleshwaram Bengaluru-560 003 Karnataka	Bengaluru (13)	K.C.General Hospital	13154P
3	Mysore Medical College and Research Institute Irwin Road Mysore-570 001 Karnataka	Bengaluru (13)	Mysore	13155P
4	Raichur Institute of Medical Sciences Hyderabad Road Raichur-584 102 Karnataka	Bijapur (85)	Raichur	85005P
5	Govt. Rani Durgawati College of Nursing Near High Court Elgin Hospital Campus Civil Line Jabalpur-482001, (M.P.) Ph. 0761-2620216	Jabalpur (41)	Jabalpur	41026P
6	G N M School of Nursing Kandhamal, DHH Phulbani-762001 Orissa Ph. 06842-254052	Bhubaneswar (21)	Kandhamal	21214P
7	Govt. GNM School of Nursing AT-Luhuradhipa (Near new Bas stand), PO-Mahesdihi Dist. Sundargarh Odissa, Pin-770001 Ph. 7008714792	Bhubaneswar (21)	Sundargarh	21215P
8	Institute of Public Health Government Vaccine Institute RCH Campus Ranchi Jharkhand-834010	Ranchi (32)	Ranchi	32033P
9	Government District Head Quarters Hospital, Sanga Reddy Dist. Sanga Reddy-502001 Ph. 08455278044	Hyderabad (01)	Sangareddy	01153P
10	Govt. District Headquarters Hospital, Khammam Office of Superintendent Dist. Hospital Khammam – 507002 Ph. 8008553180/9849057242	Hyderabad (01)	Khammam	01154P
11	AMT School of Nursing (Dist. Hospital, Baramulla) Kanth Bagh Baramulla-193101 J & K Ph. 01952-234202/236101	Srinagar (30)	Baramulla	30023P

12	M.M.A.B.M. Hospital Janglat Mandi Anantnag-192101J & K Ph. 01932-222170/234210	Srinagar(30)	Anantnag	30024P
13	District Hospital Udampur-182101 Ph. 0199227402	Jammu(12)	Udhampur	12126P
14	Govt. District Hospital Gandhi Nagar Jammu-180 004	Jammu(12)	Gandhi Nagar	12125P
15	Goverdhan Tiwari Base Hospital Almora-263601Uttarakhand Ph. 09758092567.	Dehradun(31)	Almora	31035P
16	Soban Singh Jeena Base Hospital Near Bus Stand, Haldwani Uttarakhand – 263139 Ph- 09411589393.	Dehradun(31)	Haldwani	31036P
17	Govt. College of Nursing, Behind SRMH Compound Agar Road, District Ujjain, M.P. Ph.no:07342551442	Bhopal(15)	Ujjain	15231P
18	District Hospital, Opp. Superintendent of Police, Thoubal, Manipur-795138 Ph.no: +918974008358	Imphal(17)	Thoubal	1787P
19	Veerangana Avantibai District Women Hospital Golaganj Lucknow-226018	Lucknow (27)	Golaganj	27228P
20	District Hospital Churachandpur Hiangtam Lamka 1 B Road Churuchandpur Manipur-795 128	Imphal (17)	Churachandpur	1788P
21	Distt. Health SocietyNalanda, Bhaisasur (West of Bhaisasur Chauraha) Biharsharif-803 101	Patna (05)	Nalanda	05176P
22	Govt. PG College of Nursing MBS Hospital Nayapura, Kota-324 001	Jaipur(23)	Kota	23151P
23	ANM Training CentreSadar Hospital HajipurVaishali-844 101	Patna (05)	Vaishali	05178P
24	Govt.College of Nursing Maharana Bhupal Govt. Hospital (RNT Medical College) UdaipurJodhpur, Rajasthan	Jodhpur(88)	Udaipur	88011P
25	Arunachal State Nursing School Dai Road, Naharlagun Arunachal Pradesh-791 110	Itanagar (03)	Itanagar	0366P

26	District Women Hospital, Merrut, Uttar Pradesh	Noida (39)	Meerut	Under Notification
27	District Women Hospital, Jhansi, Nehru Marg, Manik Chowk Jhansi, Uttar Pradesh	Lucknow (27)	Jhansi	Under Notification
28	District Women Hospital, DWH Kutubkhana RoadBareilly, Uttar Pradesh-243001 Ph-0581-2572479	Lucknow(27)	Bareilly	Under Notification



ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M. B. B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA – 799 004 TRIPURA 0381-25193910381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICTS: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTREOPP NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD: 382481 GUJARAT 02717-242975-242976 02717-241579 02717-241580 rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICTS: AHMEDABAD, ANAND, ARAVALLI, BANASKANTHA, BHARUCH, CHHOTA UDAIPUR, DANG, DAHOD, GANDHINAGAR, KHEDA, MAHISAGAR, MEHSANA, NARMADA, NAVSARI, PANCHMAHAL, PATAN, SABARKANTHA, SURAT, TAPI, VADODARA, VALSAD, DAMAN, DADARA NAGAR HAVELI)
3	AIZAWL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, H/No. YC-10 ROPHIRA BUILDING, CHALTLANG, DAWRKAWN, AIZAWL, MIZORAM. 796012 0389- 2391692 0389-2391788 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICTS: AIZAWL, CHAMPHAI, KOLASIB, LAWNGTLAI, LUNGLEI, MAMIT, SAIHA, SERCHHIP)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD, ALIGARH – 202001 UTTAR PRADESH 0571-2700120/ 2701365 0571-2405471 rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR, SAMBHAL)
5	BANGALORE	13	IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA NO. 293, 39 TH CROSS, 8 TH BLOCK, JAYANAGAR BANGALORE – 560 070 KARNATAKA 080-26654747 / 26657376 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICTS: BANGALORE-URBGAN, BANGALORE – RURAL, CHAMARAJA NAGARA, CHIKBALLAPUR, CHIKMAGALUR, CHITRADURGA, DAKSHINA KANNADA, DAVANGERE, HASSAN, KODAGU, KOLAR, MANDYA, MYSORE, RAMANAGARA, SHIMOGA, TUMKUR, UDUPI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 RD FLOOR, SUMAN PLAZA, CENTRAL JAIL ROAD, TILKAMANJHI BHAGALPUR BIHAR-812001 0641-2610055/2610077 rcbhagalpur@ignou.ac.in	STATE OF BIHAR(DISTRICTS: BHAGALPUR, BANKA & MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL -.462 011 MADHYA PRADESH PH.OFF :0755-2578455/ 0755-2578452/2578454/ 0755-2570517 Email : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH(DISTRICTS: ALIRAJPUR, AGAR-MALWA, ASHOK NAGAR, BADWANI, BETUL, BHIND, BHOPAL, BURHANPUR, DATIA, DEWAS, DHAR, GUNA, GWALIOR, HARDA, HOSHANGABAD, INDORE, JHABUA, KHANDWA, KHARGONE, MANDSAUR, MORENA, NEEMUCH, RAISEN, RAJGARH, RATLAM, SEHORE, SHAJAPUR, SHEOPUR, SHIVPURI, UJJAIN, VIDISHA)
8	BHUBANESWAR	21	REGIONAL DIRECTOR REGIONAL CENTRE C-1, INSTITUTIONAL AREA, BHUBANESWAR- 751013 0674-2301348, 2301250, 23013520674- 2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICTS: ANGUL, BALASORE, BARGARH, BHADRAK, BOLANGIR, BOUDH, CUTTACK, DEOGARH, DHENKANAL, GAJAPATI, GANJAM, JAGATSINGHPUR, JAJPUR, JHARSUGUDA, KANDHAMAL, KENDRAPARA, KEONJHAR, KHURDA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SONEPUR, SUNDERGARH)
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIJAPUR B.L.D.E.A'S OLD ADMINISTRATIVE BUILDING SMT. BANGARAMMA SAJJAN CAMPUS SOLAPUR ROAD BIJAPUR-586103 KARNATAKA 08352-260006 9482311006 rcbijapur@ignou.ac.in	STATE OF KARNATAKA (DISTRICTS: BAGALKOT, BELGAUM, BELLARY, BIDAR, BIJAPUR, DHARWAD, GADAG, GULBARGA, HAVERI, KOPPAL, RAICHUR & YADAGIRI) STATE OF MAHARASHTRA (DISTRICT: LATUR & SOLAPUR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA – 134109 HARYANA 0172-2590277, 2590278 0172-2590208 0172-2590279 rcchandigarh@ignou.ac.in	CHANDIGARH (U.T.), & STATE OF HARYANA (DISTRICTS: AMBALA, PANCHKULA), & STATE OF PUNJAB: (DISTRICTS: FATEHGARH SAHEB, MOHALI, PATIALA, RUP NAGAR)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, THIRD FLOOR, GR COMPLEX, 407 ANNA SALAI, NANDANAM, CHENNAI – 600 035 TAMILNADU 044-24312766/24312979 rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICTS: CHENNAI, CUDDALORE, DHARMAPURI, KANCHEEPURAM, KRISHNAGIRI, NAGAPATTINAM, NAMAKKAL, PERAMBALUR, PUDUCHERRY, (U.T.), SALEM, THIRUVALLUR, THIRUVANNAMALI, VELLORE, VILLUPURAM)
12	COCHIN	14	REGIONAL DIRECTOR REGIONAL CENTRE COCHIN KALOOR PO COCHIN- 682017 ERNAKULAM Ph: +91 484- 2340203, 2348189 Fax: +91 484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICTS: ALAPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, UNION TERRITORY OF LAKSHADWEEP)
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, LNMU CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK OF INDIA, DARBHANGA – 846 004 BIHAR 06272-251833, 251862 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICTS: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, MADHUBANI, MUZAFFARPUR, SAMASTIPUR, SHEOHAR, SITAMARHI, WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE NANOORKHERA, TAPOVAN, RAIPUR ROAD, DEHRADUN, UTTARAKHAND-248008 PH. 0135-2789200, FAX. 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICTS: ALMORA, BAGESHWAR, CHAMOLI, CHAMPAWAT, DEHRADUN, HARIDWAR, NAINITAL, PAURI, PITHORAGARH, RUDRAPRAYAG, TEHRI, US NAGAR, UTTARKASHI), STATE OF UTTAR PRADESH (DISTRICT: BIJNORE, MUZAFFAR NAGAR, SAHARANPUR, SHAMLI (PRABUDH NAGAR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
15	DELHI-1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DELHI-1 PLOT NO J-2/1 BLOCK – B-1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, (NEAR MOHAN ESTATE METRO STATION) NEW DELHI-110 044 011-26990082 83 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF ASHRAM, BADARPUR, BHOGAL, CHANAKYAPURI, FRIENDS COLONY, GREEN PARK, GREATER KAILASH PART- 1 & 2, HAUZ KHAS, LAJPAT NAGAR, MALVIYA NAGAR, MEHRAULI, MUNIRKA, R.K.PURAM, SAKET, SANGAM VIHAR, VASANT KUNJ, OKHLA) & STATE OF HARYANA (DISTRICTS: FARIDABAD, PALWAL)
16	DELHI-2	29	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI-110 002 011-23392374-23392376/23392377 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF ASHOK VIHAR, BUDH VIHAR, BURARI, CIVIL LINES, DR. MUKHERJEE NAGAR, GTB NAGAR, JHARODA MAJRA, JAHANGIR PURI, KARALA, LIBASPUR, MANGOLPURI, MODEL TOWN, NAND NAGRI, PRAHLADPUR BANAGAR, PITAMPURA, RAMA VIHAR, RANI BAGH, SULTAN PURI, SHAKURPUR COLONY, SHASTRI NAGAR, YAMUNA VIHAR)
17	DELHI-3	38	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, F-634-636 PALAM EXTENSION, SHAHEED RAMPHAL CHOWK (NEAR SECTOR-7) DWARKA NEW DELHI- 110077 011-25088944 011-25088939 FAX:25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASHERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) & STATE OF HARYANA (DISTRICTS: GURUGRAM AND MEWAT)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN, BASUWADIH, ROHINI ROAD, JASIDIH, DEOGHAR, JHARKHAND-814142 +91 9234455958 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND (DISTRICTS: DEOGHAR, DUMKA, GIRIDIH, GODDA, JAMTARA, PAKUR, SAHIBGANJ)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5 TH MILE TADONG, NH-10, BELOW MANIPAL HOSPITAL, EAST SIKKIM-737102, SIKKIM 03592-231102, 270923, 03592-231103 rcgangtok@ignou.ac.in	STATE OF SIKKIM (EAST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM, WEST SIKKIM)
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 781005 0361-2343771 / 2343785 0361-2343786 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICTS: TINSUKIYA DIBUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLGHAT, SONITPU, KARBI, ANGLONG, NAGAO MORIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAONGOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, M ETROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS, PHASE-II, NEAR MADHAPUR P.S., JUBILEE HILLS (P.O) HYDERABAD – 500 033 TELANGANA STATE 040-23117550/52/53 9492451812 040-23117554 rchyderabad@ignou.ac.in	STATE OF TELANGANA (DISTRICTS : ADILABAD, BHADRADRI KOTHAGUDEM, HYDERABAD, JAGTIAL, JANAGAON, JAYASHANKAR BHOOPALPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEM ASIFABADA, MAHABUBABAD, MAHBUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL, NAGARKURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGA REDDY, SANGAREDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL RURAL, WARANGAL URBAN, YADADRI BHUVANAGIRI)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
22.	IMPHAL	17	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, IMPHAL, ASHA-JINA COMPLEX, NORTH AOC, IMPHAL – 795001, MANIPUR 0385-2421190/ 2421191 / 2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICTS: BISHNUPUR, CHANDEL, CHURCHANDPUR, IMPHAL EAST, IMPHAL WEST, JIRIBAM, KAKCHING, KAMJONG, KANGPOKPI, NONEY, PHERZAWL, SENAPATI, TAMENGLONG, TENGNOUNPAL, THOUBAL, UKHRUL)
23	ITANAGAR	03	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, HORNBILL COMPLEX, C- SECTOR, NAHARLAGUN, NR. CENTRAL SCHOOL, PAPUM PARE DISTRICT, ARUNACHAL PRADESH – 791110 0360-2247538 /36, 2351705 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH(DISTRICTS: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KRA DAADI, KRUNG KUMEY, LOHIT, LONGDING, LOWER DIBANG VALLEY, LOWER SUBANSIRI, NAMSAL, PAPUM PARE, SAING, TAWANG, TIRAP, UPPER DIBANG VALLEY, UPPER SIANG, UPPER SUBANSIRI, WEST KAMENG AND WEST SAING)
24	JABALPUR	41	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 2 ND FLOOR, RAJSHEKHAR BHAWAN, RANI DURGAWATI UNIVERSITY CAMPUS, PACHPEDHI JABALPUR-482001 (MADHYA PRADESH) 0761-2600219; 2600411; 2609896 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICTS : ANUPPUR, BALAGHAT, CHHINDWARA, CHHATTARPUR, DINDORI, DAMOH, JABALPUR, KATNI, MANDLA, NARSINGHPURPANNA, REWA, SAGAR, SATNA, SEONI, SHAHDOL, SIDHI, SINGRAULI, TIKAMGARH,UMARIA)
25	JAIPUR	23	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 70/79, PATEL MARG, SECT-7 MANSAROVER, JAIPUR PIN: 302020, RAJASTHAN 0141-2785730/2396427 0141-27840430 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS: JAIPUR, AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DHOLPUR, DOUSA, HANUMANGARH, JHALAWARA, JHUNJHUN, KARAULI, KOTA, SAWIMADHEPUR, SIKAR, SRIGANGANAGAR, TONK)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
26	JAMMU	12	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, SPMR COLLEGE OF COMMERCE, AUROBINDO BLOCK, 1ST FLOOR, CANAL ROAD, JAMMU-180001 (J&K) 0191-2579572, 0191-2546529, 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIRJAMMU REGION- (DISTRICTS: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU, REGIONAL CENTRE, PLOT NO.439, PAL LINK ROAD, OPPOSITE KAMLA NAGAR HOSPITAL, JODHPUR - 342 008 RAJASTHAN 0291-2751424, 2756579, 2755424 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJSAMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH & BANSWARA)
28	RC JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING 1 ST FLOOR TULSI NARAYAN SARMAH PATH, NEAR NEHRU PARK JORHAT, ASSAM-785001 0376-2301116(O) rcjorhat@ignou.ac.in	STATE OF ASSAM(DISTRICTS: BISWANATH, CHARAIDEO, DHEMAJI, DIBRUGARH, GOLAGHAT, HOJAI, JORHAT, LAKHIMPUR, MAJULI, NAGAON, SIBSAGAR, SONITPUR & TINSUKIA)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE6, SUBHASH COLONY, KARNAL-132001 0184-2271514 0184-2255738 0184-2251417 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICTS: BHIWANI, FATEHABAD, HISSAR, JHAJJAR, JIND,KAITHAL, KARNALKURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI,ROHTAK, SIRSA,SONEPAT, YAMUNANAGAR)
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPURKHANNA, DISTRICT - LUDHIANA PUNJAB - 141401 01628-229993/237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICTS: AMRITSAR,BARNALA, BATHINDA,FARIDKOT, FAZILKA, FEROZEPUR, GURDASPUR, HOSHIARPUR, JALANDHAR, KAPURTHALA, LUDHIANA, MANSA, MOGA, MUKTSAR,PATHANKOT, SANGRUR, SBS NAGAR (NAWANSHAHR), TARN TARAN)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO HR.SEC.SCHOOL ROAD KENUOZOU KOHIMA-797001, NAGALAND 0370- 2260366 / 2260167 0370 – 2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICTS: DIMAPUR, KOHIMA, KIPHIRE, LONGLENG, MOKOKCHUNG, MON, PEREN, PHEK, TUENSANG, WOKHA, ZUNHEBOTO)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR KOLKATA - 700091 WEST BENGAL 033-23349850, 033-23592719, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS: BANKURA, BURDWAN, HOOGHLY, HOWRAH,KOLKATA, NADIA , NORTH 24 PARAGANAS, PASCHIM MEDINIPUR, PURBA MEDINIPUR, PURULIA, SOUTH 24 PAMGANAS)
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, DIST. AGRICULTURE OFFICE ROAD, PO.KORAPUT DIST. KORAPUT ODISHA -764020 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ODISHA (DISTRICTS: KALAHANDI, KORAPUT, MALKANGIRI, NABARANGPUR, NUAPADA, RAYAGADA)
34	LUCKNOW	27	REGIONAI DIRECTOR IGNOU REGIONAL CENTRE, 5-C/INS-1, SECTOR – 5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW 0522-2442832, rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH(DISTRICTS: AMETHI, AURAIYA, BAHRAICH,BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKOOT, FAIZABAD, FARRUKHABAD (FATEHGARH), FATEHPUR, GONDA,HAMIRPUR, HARDOI, JALAUN (ORAI),JHANSI, KANNAUJ, KANPUR (RURAL), KANPUR (URBAN) KAUSHAMBI,LAKHIMPUR (KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBARELI, SHAHJAHANPUR,SHRAVASTI, SIDHHARTHANAGAR, SITAPUR & UNNAO)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018 TAMIL NADU 0452-2380775, 2380733 0452 -2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICTS: ARIYALUR, COIMBATORE, DINDIGUL, ERODE , KARUR, MADURAI, NILGIRIS, PUDUKKOTAI, RAMANATHAPURAM, SIVAGANGAI, THANJAVUR, THENI, THIRUVARUR , TRICHY, TIRUPUR & VIRUDHUNAGAR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 ND & 3 RD FLOOR, KAPPEESH BUILDING, M.G.ROAD, OPPOSITE TO MULUND STATION, MULUND WEST, MUMBAI-400080. 022-25923159/25925540 022-25925411 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS : MUMBAI, MUMBAI SUBURBAN, PALGHAR, RAIGARH, RATNAGIRI, THANE.)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 'GYAN VATIKA' 14 HINDUSTAN COLONY, AMRAVATI ROAD, NAGPUR – 440 033 MAHARASHTRA 0712-2536999, 2537999 0712-2022000 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS: AKOLA, AMRAVATI, BHANDARA, BULDHANA, CHANDRAPUR, GADCHIROLI, GONDIA, HINGOLI, NAGPUR, NANDED, PARBHANI, WARDHA, WASHIM, YAVATMAL)
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NOIDA, C-53, INSTITUTIONAL AREA, SECTOR – 62, NOIDA – 201301 (U.P.) 0120-2405012 / 13/14 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: BAGHPAT, BULANDSHAHR, GAUTAM BUDH NAGAR, GHAZIABAD, HAPUR, MEERUT & PARTS OF EAST DELHI)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, H.NO 1576, NEAR P&T QUARTERS ALTO PORVORIM PO. 403521 GOA. 0832-2412443, 2412550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICTS: NORTH GOA, SOUTH GOA) &STATE OF KARNATAKA (DISTRICT: UTTARA KANNADA) &STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA – 800 001, BIHAR 0612-2219539 / 2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR(DISTRICTS: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPRA)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR-744101 03192-230111(FAX) 03192-242888, 211088 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.](DISTRICTS: SOUTH ANDAMAN, NORTH & MIDDLE ANDAMAN, CAR NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR, 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867, 020-25611864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICTS: AHMEDNAGAR, AURANGABAD, BEED, DHULE, JALGAON, JALNA, KOLHAPUR, NANDURBAR, NASHIK, OSMANABAD, PUNE, SANGLI, SATARA)
43	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS: BIRBHUM, MALDA, MURSHIDABAD)
44	RAIPUR	35	REGIONAL DIRECOTR, IGNOU REGIONAL CENTRE, IGNOU COMPLEX, KACHNA, POST-SADDU, RAIPUR-492014. CHHATTISGARH 0771- 2283285, 2971322 2971323 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICTS: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, KONDAGAON, BASTAR, BIJAPUR, NARAYANPUR, SUKMA, DANTEWADA)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICTS: AMRELI, BHAVNAGAR, BOTAD, DEV-BHOOMI DWARKA, GIR-SOMNATH, JAMNAGAR, JUNAGADH, KACHCHH, MORBI, PORBANDAR, RAJKOT, SURENDRANAGAR), DIU (U.T.)
46	RANCHI	32	REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE, 457/A, ASHOK NAGAR, RANCHI-834022, JHARKHAND 0651-2244677, 2244688, 2244699 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICTS: BOKARO, CHATRA, DHANBAD, EAST SINGHBHUM, GARHWA, GUMLA, HAZARIBAGH, KHUNTI, KODERMA, LATEHAR, LOHARDAGA, PALAMAU, RAMGARH, RANCHI, SARAIKELA KHARSAWAN, SIMDEGA, WEST SINGHBHUM)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, KAUSHALYA MANSION, NAYA BAZAR SAHARSA -852201, BIHAR 06478-219014,219015, 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR (DISTRICTS: ARARIA, KATIHAR, KHAGARIA, KISHANGANJ, MADHEPURA, PURNIA, SAHARSA & SUPAUL)
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEHU CAMPUS, UMSHING, MAWKYNROH, SHILLONG- 793022, MEGHALAYA 0364-2550088/ 2550102/ 2551010/2550015 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISIRICTS: EAST GARO HILLS,EAST JAINTIA HILTS, EAST KHASI HILLS , NORTH GARO HILLSRI BHOI,SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINIIA HILLS, WEST KHASI HILLS)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA-171 002 HIMACHAL PRADESH 0177 -2624612 & 2624613 1800-180-8055 (TOLL FREE), 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH(DISTRICTS: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHAUL & SPITI, MANDI, SHIMLA, SIRMAUR & SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J.C. BOSE ROAD SUBHAS PALLY SILIGURI – 734 001, WEST BENGAL 0353- 252 6818 , 0353 – 252 6929 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICTS : ALIPURDUAR, COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR and DAKSHIN DINAJPUR)

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTER, KURSOO, RAJBAGH, NEAR LAWRENCE VIDYA BHAWAN, SRINAGAR J&K 190008. 0194-2311251/2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU AND KASHMIR(DISTRICTS: ANANTNAG, BANDIPORA, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA,LEH, PULWAMA,SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL, KILLIPALAM KARAMANA P O TRIVANDRUM- 695 002 , KERALA 0471-2344113/2344120, 0417-2344121 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICTS: KOLLAM, PATHANAMTHITTA, TRIVANDRUM) STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TIRUNELVELI,TUTICORIN)
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, GANDHI BHAWAN, BHU CAMPUS, VARANASI-221005 UTTAR PRADESH 0542-2368022/2368622/ 2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICTS: ALLAHABAD, AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, PRAPGARH, SULTANPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO), VATAKARA KOZHIKODE.673104 KERALA 0496-2525281, 0496-2515413 rcvatakara@ignou.ac. in	STATE OF KERALA (DISTRICTS: KANNUR, KASARGOD, KOZHIKODE, WAYANAD,MALAPPURAM, & MAHE OF UT OF PONDICHERY
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, # 9-76-18, KOTHAPET, VIJAYAWADA – 520 001 0866-2565253, 2565959 0866-2565353 revijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH(DISTRICTS: ANANTAPUR, CHITTOOR, GUNTUR, KADAPA, KRISHNA, KURNOOL, NELLORE,PRAKASAM)
56	VISAKHAPATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 ND FLOOR, VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM-530 017 0891-2511200, 2511300, 0891-2511400 revvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: EAST GODAVARI, WEST GODAVARI, SRIKAKULAM VISHAKHAPATNAM, VIZIANAGARAM & YANAM OF UNION TERRITORY - PUDHUCHERRY)

IGNOU – ARMY RECOGNIZED REGIONAL CENTRES
(For ARMY Personnel Only)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
01	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 (CIVIL) 2670(MILITARY) 033-22222668 rc51army_ec@yahoo.co.in rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
02	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL.EDUCATION(G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
03	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaeprcc53@yahoo.co.in	CENTRAL COMMAND AREA
04	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019(MILITAR 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
05	IAEP - UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

IGNOU – ARMY RECOGNIZED REGIONAL CENTRES
(For ARMY Personnel Only)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
06	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND



IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES
(For ASSAM RIFLES Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	81	IAREP–SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA PH. OFF: 0364-2705181 FAX: 0364-2705184 iarrc_81@yahoo.co.in	COMMAND AREA

IGNOU – NAVY RECOGNIZED REGIONAL CENTRES
(For NAVY Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	71	INEP-NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI - 110066 DELHI PH. OFF: 011-26194686 FAX: 011-26105067 EMAIL: inepdelhi@rediffmail.com	NAVAL HQS
2.	72	INEP-MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA PH. OFF: 022-22752245 FAX: 022-22665458 EMAIL: inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3.	73	INEP-VISAKHA-PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH PH. OFF: 0891-2812669 FAX: 0891-2515834 EMAIL: inepv@hotmail.com rc73@ignou.ac.in	HQ EASTERN NAVAL COMMAND
4.	74	INEP-KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004, KERALA PH. OFF: 0484-266210,2662515 FAX: 0484-2666194 EMAIL: inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

IGNOU – SUB-REGIONAL CENTRES

SL. NO.	SUB-RC	MENTOR RC	ADDRESS	OPERATIONAL AREA
1	DARJEELING	Siliguri	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE DARJEELING GOVERNMENT COLLEGE P.O. DARJEELING DISTT. DARJEELING-734101 WEST BENGAL 08116903933 srcdarjeeling@ignou.ac.in	DARJEELING KALIMPONG KURSEONG MIRIK SUB-DIVISION
2	KANDHAMAL	Bhubaneswar	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA srckandhamal@ignou.ac.in	KANDHAMAL BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	Dehradun	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4	TIRUPATI	Vijayawada	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC srctirupati@ignou.ac.in	ANANTPUR, CHITTOOR, KADAPA, KURNOOL

Please read the instructions overleaf before filling up this form :

Appendix-12

**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

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

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

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

Name and Address

Signature

.....

Date

.....

..... PIN

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM	
Enrolment No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Programme: <input type="text"/>
Name:	
Course Code: Medium: <input type="text"/>	
.....	
Sl. No. Assignment No.	
.....	
.....	
.....	
Signature of the Student	
Date:	

THE PEOPLE'S UNIVERSITY	
Enrolment No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Programme: <input type="text"/>
Name:	
Course Code: Medium: <input type="text"/>	
.....	
For Office Use Only	
Sl. No. Assignment No.	Sl. No.:
.....	Date of Receipt:
.....	Name of Receipt:
.....	Date of despatch to the Evaluator:
.....	Date of receipt from Evaluator:
Sig. of dealing Accountant	
Date:	

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM	
Enrolment No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Programme: <input type="text"/>
Name:	
Course Code: Medium: <input type="text"/>	
.....	
Sl. No. Assignment No.	
.....	
.....	
.....	
Signature of the Student	
Date:	

FOR OFFICE USE ONLY	
Sl. No.:	Signature of the receiver
.....	Date:
Seal	

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Application for Change of Address/Correction of Name

Date: _____

To
Registrar, SRD
IGNOU
Maidan Garhi
New Delhi-110 068

Please tick the appropriate box:

Change/Correction of Address ☐Correction of Name ☐

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. Programme

Name (in caps)

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

.....

.....

City Pin

City Pin

State

State

2. CORRECTION OF NAME

(For correction in the spelling of name please attach an attested photocopy of 10th class Certificate)

Name as recorded (in CAPITAL LETTERS)

Correct Name (in CAPITAL LETTERS)

 Signature of Student

Phone/Mobile Number _____

FOR OFFICE USE

CONTROL NUMBER LOTNO DATE


INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF ADDRESS/STUDY CENTRE

All correspondence to be sent at the following address and change of Study Centre be recorded.

Enrolment Number

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

Date of Change effective from

--	--	--	--

Write in BLOCK LETTERS only

Name: Shri/Smt./Km.

New Address

Town									
State	Pin <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
State Code	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td></tr></table> (See Appendix-4)								

Medium of Study

Programme of Study

New Study Centre Code

--	--	--	--

 (See Appendix-2)

Signature _____

Date _____

The filled-up form should be mailed to :

**The Regional Director concerned who
will forward the request after verifying
the student's signature to SR Division
IGNOU, Maidan Garhi, New Delhi-110068.**

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

Dates for Submission :
1st Aug. to 31st Oct.
OR
1st Feb. to 30th April



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

RE-ADMISSION FORM

1. Name & Address of the Student:

.....

.....

2. Programme Code:

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

 E-mail _____ Mob. _____

3. Enrol. No:

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

4. Regional Centre Code:

--	--

5. Study Centre Code

--	--	--	--

6. Details of course(s) not completed for which re-admission is sought.

Sl.No.	Course Code	Title of the Course	Credits	Course Fee (₹)
Total ₹				

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s) semester(s)	Course Codes(s) of the missed year(s)/semester(s)	Re-registration fee ₹

8. Total Fee (col. No. 6 + 7) ₹..... enclsod vide Demand Draft No.

Date Amount

Name of Bank

(DD should be drawn in favour of "IGNOU" payable at New Delhi)

Dated: _____

.....
Signature of the student

Mail this "Re-admission" form along with DD to Registrar, Student Registration Division IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

(Please retain a copy of this form for any future reference)

RULES & GUIDELINES FOR RE-ADMISSION

- 1) Re-admission is permissible in the following cases :
 - a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme curriculum within the maximum span period prescribed.
2. **Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the prorata course fee for re-admission as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.**
3. Course fee paid for re-admission would be valid for a period of six months/one year/two **consecutive academic years or four consecutive semesters only**, as given below:
 - a) **Six months** - for all Certificate Programmes of six months duration
 - b) **One year** - for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, MADE, and collaborative programmes B.Com & M.Com of ICAI, ICWAI and ICSI)
 - c) **Two years** - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.
4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
7. No study material (SLMs) will be supplied on re-admission, including for the missed semester/year. If the earlier SLMs is replaced, the student will be required to buy changed course material. For that matter SLMs will not be provided for the courses re-registered as missed semester/year. Students will have to make their own arrangement for the SLMs.
8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the **pro-rata Re-admission** fee as per details given in Table-A, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of **BCA-MCA Intg. Prog.** should pay the pro-rata re-admission fee, in lump sum, for **all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.**
11. Pro-rata fee for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '**Re-admission**' on the reverse of the DD.

P.S.

1. **Students can check their Re-admission status from the website (www.ignou.ac.in> STUDENTS ZONE> Admission> Registration Status> CHECK READMISSION Status >).**
2. **The following programmes have been wound-up and term-end examination will no longer be conducted in the old syllabus courses, hence re-admission not allowed:**
 - i) **BCA(old sylb)** [Jan.1996, Jan.1997 & Jan.1998 batches]
 - ii) **MCA(old syllabus)** [pre-Jan. 2005 batches]
 - iii) **CIC** (However Re-admss will be applicable for CIC-2 & CIC-5 for B.Com & CBS students)
 - iv) **BIT, (v) ADIT, (vi) MLIS (old sylb.) , (vii) BLIS (old sylb.) & (viii) B.Sc(N) (old sylb.)**



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. Contact No
5. 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):
6. Fee details:-
(The fee for this purpose is ₹ 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):..... × ₹ 100/- = Total Amount:
Demand Draft No.: Date
Issuing Bank:
7. 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. The fee for photocopy of answer script shall be Rs. 100/- (Rupees One Hundred only) per course. Fee should be paid in the form of Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below in the last Para) along with the prescribed fee within 45 days from the date of declaration of results i.e., the date on which the result are placed on the IGNOU website.
4. 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.
5. 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.
6. Application form duly filled-in may be sent to the following address except CPE* & DPE* programmes:

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma University Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujarat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla Chandigarh, Khanna, Dehradun, Jammu, Srinagar



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

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

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

1. Name :
2. Programme: Enrolment No:
3. Address:

.....
..... Pin

4. Reason for early declaration of result:

.....

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

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

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

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

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

7. **Fee detail:**

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

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

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

P.T.O.

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma University Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujarat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

1. Name :

2. Programme : .

Enrolment No.

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

3. Address:.....

.....

.....

PIN :

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

4. Month and Year of the Exam :

5. Examination Centre Code :

6. Address of Examination Centre:

.....

7. Courses, in which
Re-evaluation is sought

COURSE CODE

MARKS/ GRADE OBTAINED

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

8. Fee detail:

(The fee for Re-evaluation of answer script is ₹ 750/- 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): × ₹ 750/- = 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 within one month of declaration of his/her results.
- 2) The date of declaration of result will be calculated from the date on which the result(s) 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) The application form duly filled-in may be sent to the following address except CPE* & DPE* programmes.
- 8) **Application form must reach within the prescribed dates at the following address:**

Sl. No.	Regional Evaluation Centre	Jurisdiction
1.	Dy. Registrar, Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682017, Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai Hyderabad, Vijayawada, Visakhapatnam, Bangalore Bijapur, Panaji, Port Blair.
2.	Dy. Registrar, Regional Evaluation Centre, Block 5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3 all Schools, Division, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any
3.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building Sunny Lodge, Nongthymmi Nongshilliang Shillong-793 014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal Agartala, Gangtok, Kohima, Aizwal
4.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri Raghunathganj, Patna, Bhagalpur, Darbhanga Saharasa, Deoghar
5.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. Opp. Nirma Univesity Sarkhej Gandhi Nagar Highway, Chharodi Ahmedabad, Gujrat	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. 12, Arera Hills, Bhopal, Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7	Dy. Registrar, Regional Evaluation Centre, IGNOU Regional Centre Bld. B-1/33 Sector-H, Aliganj Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Shimla, Chandigarh, Khanna, Dehradun, Jammu, Srinagar



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE

1. Name :
 2. Programme:

 Enrolment No:
 3. Address:
 Pin
 4. Contact No: (Mobile No.) Landline No:
 5. Purpose for which, transcript is required :

 6. **FEE FOR THE OFFICIAL TRANSCRIPT:-** (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):
 - i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
 - ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.
 Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.
 - iv) \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.
- (THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')**
7. **No. of Transcript(s) required:** × Rs.300/- or Rs.500/- or = **Total Amount:** Rs.....
 Demand Draft No.: Date:..... Issuing Bank:
 8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.
 9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-

 10. **If, the Transcript is required to collect Personally :** Name
 Mobile No.....(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

P.T.O.

INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

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

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

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

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

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

- D) The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.
- E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.
- F) Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-
- Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.
 - Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.
- G) The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from **“Official Transcript Counter” Exam.-III Section of SED (Block-12, Room No.-10), IGNOU, Maidan Garhi, New Delhi-110068** personally or on **Telephone No. 011-29572210** between Monday to Friday during Office hours after 15 to 25 days of receiving the Application-Form at this Section.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division
Maidan Garhi, New Delhi-110068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

1. Name.....
2. Programme.....
3. Enrolment No.

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4. Complete Address:.....
.....
.....
..... Pin:

--	--	--	--	--	--	--
5. Contact No: (Mobile No.) Landline No:
6. Month and Year of the Exam
7. Centre from where appeared at last examination:
.....
8. Bank Draft/IPO No. Dated
for Rs. 200/- orin favour of "IGNOU" payable at New Delhi

Date :

.....
Signature

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

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

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.

1st to 31st October for December Term- end Exam.

1. Name:

2. Programme: Enrolment No:

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

..... Pin

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

4. Term-end examination, in which programme completed June and December

Total marks/Overall point grade obtained

Percentage obtained

(Please enclosed photocopy of the statement of marks/grades card)

5. Courses(s), in which improvement is sought:

COURSE CODE

COURSE CODE

1.

4.

2.

5.

3.

6. **Fee details:**

(The fee for Improvement in Division/Class is ₹ 750/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

No. of Course(s): X ₹ 750/- = Total Amount:

Demand 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:-

Exam. 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:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed 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.
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.
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. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS."**
11. Application form must reach within the prescribed dates at the following address:-

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



Indira Gandhi National Open University

Student Satisfaction Survey

Kind Attention: All Past and Present Students of IGNOU!

Now you rank our Performance...

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : ☐ M ☐ F

Age Group : ☐ Below 30 ☐ 31-40 ☐ 41-50 ☐ Above 51

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

After filling cut out this questionnaire and mail it to:

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

IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website www.ignou.ac.in. Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

I. IGNOU REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH)

1	Dr. Bini Toms, RSD, Chairperson RSDCASH	29572407/2505	isdcash@ignou.ac.in
2	Dr. G. Mythili, Dy. Director, STRIDE	29572604	gmythili@ignou.ac.in
3	Ms. Azra Arshad, Maintenance Engineer, EMPC	29573261 29532164	aarshad@ignou.ac.in
4	Ms. Neeru Sayal, EA, RSD	29572417	neerusayal15@gmail.com
5	Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)		

II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

1	Prof. Uma Medury, Professor, SOSS, Chairperson ICASH	29572741	cash@ignou.ac.in
2	Dr. Gurmeet Kaur, Associate Professor, SOL	29572984	gurmeetkaur@ignou.ac.in
3	Dr. Neera Singh, Associate Professor, SOH	29572790	neerasingh@ignou.ac.in
4	Dr. Rakhi Sharma, Associate Professor, SOET	29572923	rakhisharma@ignou.ac.in
5	Ms. Renu Katyal, AR, SOA	29572977	renu@ignou.ac.in
6	Mr. P.T. Raveendran, AR, F & A	29571211	ptraveendran@ignou.ac.in
7	Ms. Rashmi Sarpal, PS, SOSS	29572702	rashmisarpal@ignou.ac.in
8	Ms. Parineeta, Assistant, SOTHSM	29571751/1758	parinita@ignou.ac.in
9	Dr. Taisha Abraham- Associate Professor Department of English, Jesus & Mary College		
10	Ms. Naina Kapoor, Director, Sakshi, NGO		
11	Ms. Swati Pal-Ph. D. in Chemistry		

III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

1	Prof. Anju Sehgal Gupta, Professor, SOH Chairperson ACASH	29532054	asgupta@ignou.ac.in
2	Ms. Kailash Saljua, AR, PMDD	29572006/2030	kailashsaluja@ignou.ac.in
3	Ms. Gazala Parveen, Prod. Asst. EMPC	29573366	ghazala.syed.mail@gmail.com
4	Prof. Jyantika Dutta, Lady Irwin College		

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

For Complaints please write to:

Address at IGNOU (Hqrs.):

Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068

Email: rsdcash@ignou.ac.in

OR

Address at your Regional Centre:

Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).