

# **Student Handbook and Prospectus 2012**

**Post Graduate Certificate in Oral Implantology  
Post Graduate Certificate in Endodontics  
and  
Post Graduate Diploma in Clinical Cardiology**



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

**Student Handbook and Prospectus 2012**  
**for**  
**Post Graduate Certificate in Oral Implantology**  
  
**Post Graduate Certificate in Endodontics**  
**and**  
**Post Graduate Diploma in Clinical Cardiology**

**RECOGNITION**

IGNOU is a CENTRAL UNIVERSITY established by an Act of Indian Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F.1-52/2000(CCP-II) dated 5th May, 2004, AIU Circular No. EV/II(449)/94/176915-177115 dated January 14, 1994 & AICFTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005.

An electronic version of the Prospectus and Application Form is also available on the IGNOU website i.e. [www.ignou.ac.in](http://www.ignou.ac.in)

*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.*

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## PROGRAMMES ON OFFER

- Post Graduate Certificate in Oral Implantology
- Post Graduate Certificate in Endodontics
- Post Graduate Diploma in Clinical Cardiology

*Student Handbook & Prospectus* would be available at all Regional Centres. Student Handbook and Prospectus is also available on university's website [www.ignou.ac.in](http://www.ignou.ac.in). **The candidates downloading the Form from website are required to send a Demand Draft of Rs. 550/- (Rupees five hundred fifty only) drawn in favour of IGNOU payable at New Delhi.**

Last date for submission of the Entrance Test form to The Registrar Student Evaluation Division (SED), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068, **by registered/speed post.**

31st December, 2011

Date of Entrance Examination

5th February, 2012

### IMPORTANT NOTES:

1. **The Entrance Test application form has been provided in the Student Handbook & Prospectus 2012. Please see the instructions for filling up the Form.**
2. Hall tickets will be provided to the candidates ten (10) days before the entrance test. In case of non-receipt of hall ticket three (03) days before the entrance test, candidates can download hall ticket from IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) and report to the examination centre for appearing in the entrance test.
3. Mere allowing candidate to take entrance test would not amount to acceptance of their eligibility for admission to the programme. The final admission shall be subject to their merit in the entrance test and also production of proof of their eligibility alongwith original certificates and programme fee.
4. The selected candidates in the merit list will be sent an offer letter by the respective Regional Centres for admission. The students are required to deposit their programme fees at the respective Regional Centres before the due date.

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# **1. THE UNIVERSITY**

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## **1.1 Introduction**

The Indira Gandhi National Open University was established by an Act of Indian Parliament on September 20, 1985 to achieve the following objectives:

- Democratizing 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 or formal qualifications;
- Offering need-based academic programmes by giving professional and vocational orientation to the courses;
- Promoting and developing distance education in India; and
- As an apex body for the purpose setting and maintaining standards in distance education in the country.

## **1.2 Prominent Features**

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

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

## **1.3 Important Achievements**

- IGNOU is the first University in India to launch Convergence as well as Community College Scheme.
- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24-hour TV Educational Channels ‘Gyan Darshan’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- 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.
- Declaration of Term-end result within 45 days.
- Increase in academic programme from 338 to 520 within a year.

## 1.4 The Schools of Studies

With a view to develop interdisciplinary studies, the University operates through 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 the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The Schools of Studies currently in operation are as follows:

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

Some of the other Centres and Units which in coordination with the academic, administration and service wings have developed very useful and educative courses/programmes, are as follows.

- National Centre for Disability Studies (NCDS).
- Centre for Corporate Education, Training and Consultancy (CCETC)
- Advanced Centre for Informatics and Innovative Learning (ACIIL)
- Chair for sustainable Development (CSD)

## 1.5 Academic Programmes

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

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

## 1.6 Course Preparation

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

## 1.7 Credit System

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

## 1.8 Support Services

In order to provide individualized support to its learners, the University has established a network of about 1,500 Programme Study Centres and Work Centres throughout the country. These are coordinated by 33 Regional Centres, 25 Recognised Regional Centres and 7 Sub-Regional Centres as on date. At the Programme Study Centres, you will get an opportunity to interact with the Academic Counsellors and other learners, refer to books in the library, watch/listen to video/audio cassettes, interact with the Coordinator on administrative and academic matters and finally at headquarters through tele/video conferencing. The list of Regional Centres is given in Appendix III. 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:

- 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 telecast 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) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the 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 simulcasted on Edusat channel from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the study centres. The learner will have to go to the nearest centre at the scheduled time for taking benefit of this facility.
- e) **Practicals/Project Work:** Some Programmes have practical/project components also. Practical are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practicals is compulsory. For project work, study centres will provide the necessary guidance but the learner will have to manage his/her own resources.
- f) **Gyan Darshan Educational Channel:** A collaboration between MHRD, Prasar Bharti, IGNOU and other organizations has resulted in launching DD Gyan Darshan, the Educational Channel of India. In a significant gesture, EMPC has been identified as the coordinating and transmitting agency. Regular transmission of educational programmes from the EMPC studios started on January 10, 2000. The Channel is providing educational programme on a variety of subjects for 24 hours a day to enhance the learning process. Steps are being taken to relay the Gyan Darshan Channel through different Cable Operators in the Country for wider outreach. GD signals can be conveniently received without any special equipment anywhere. Gyan Darshan has now gone completely digital and expanded into a bouquet of channels, namely, GD-1, GD-2 and GD-3 'Eklavya'. Educational programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/CIET, Directorate of Adult Education, IITs and other educational/developmental organizations in the country. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any break through DTH service.

Please ask your cable operator to provide this channel. The telecast schedule of Gyan Darshan is published in IGNOU Newsletter and also available on IGNOU website:<http://www.ignou.ac.in>

- g) **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 17 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The broadcasts in English, Hindi and the regional languages/dialects are conducted by local resource persons. The detailed schedule can be accessed at IGNOU EMPC-Gyan Darshan Website <http://www.ignou.ac.in/gyandarshan%scindex.html>
- h) **Interactive Radio-counselling:** Interactive Radio-counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number 1600 112345 has been provided for this purpose from selected cities.

## IGNOU Website

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

- Details of programmes on offer.
- Downloadable prospectus/application forms of various programmes.
- Address checking.
- Material despatch 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.

IGNOU - The People's University

www.ignou.ac.in

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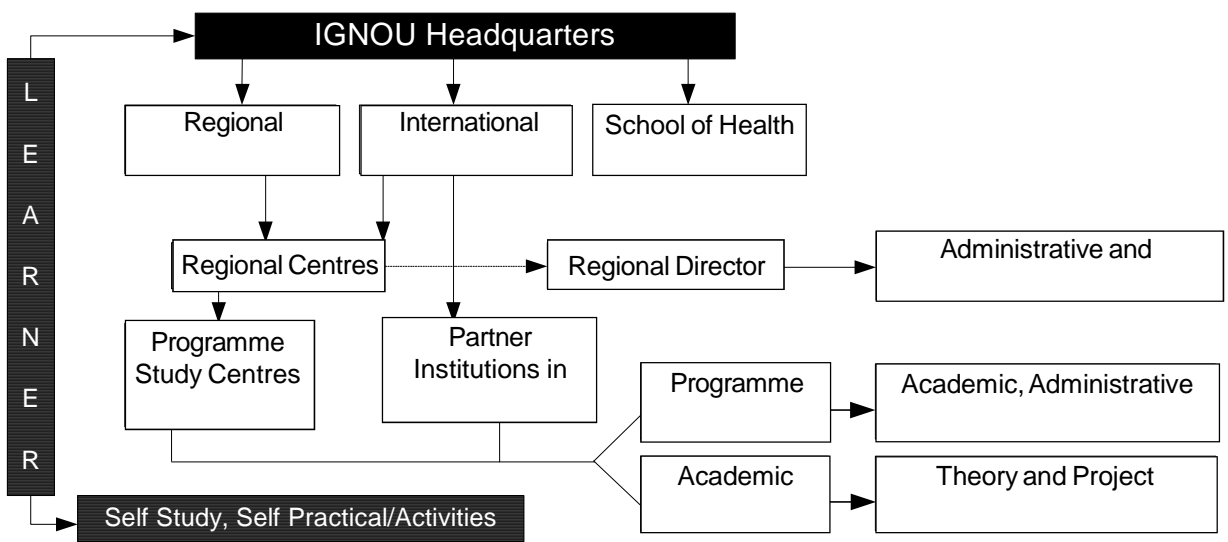
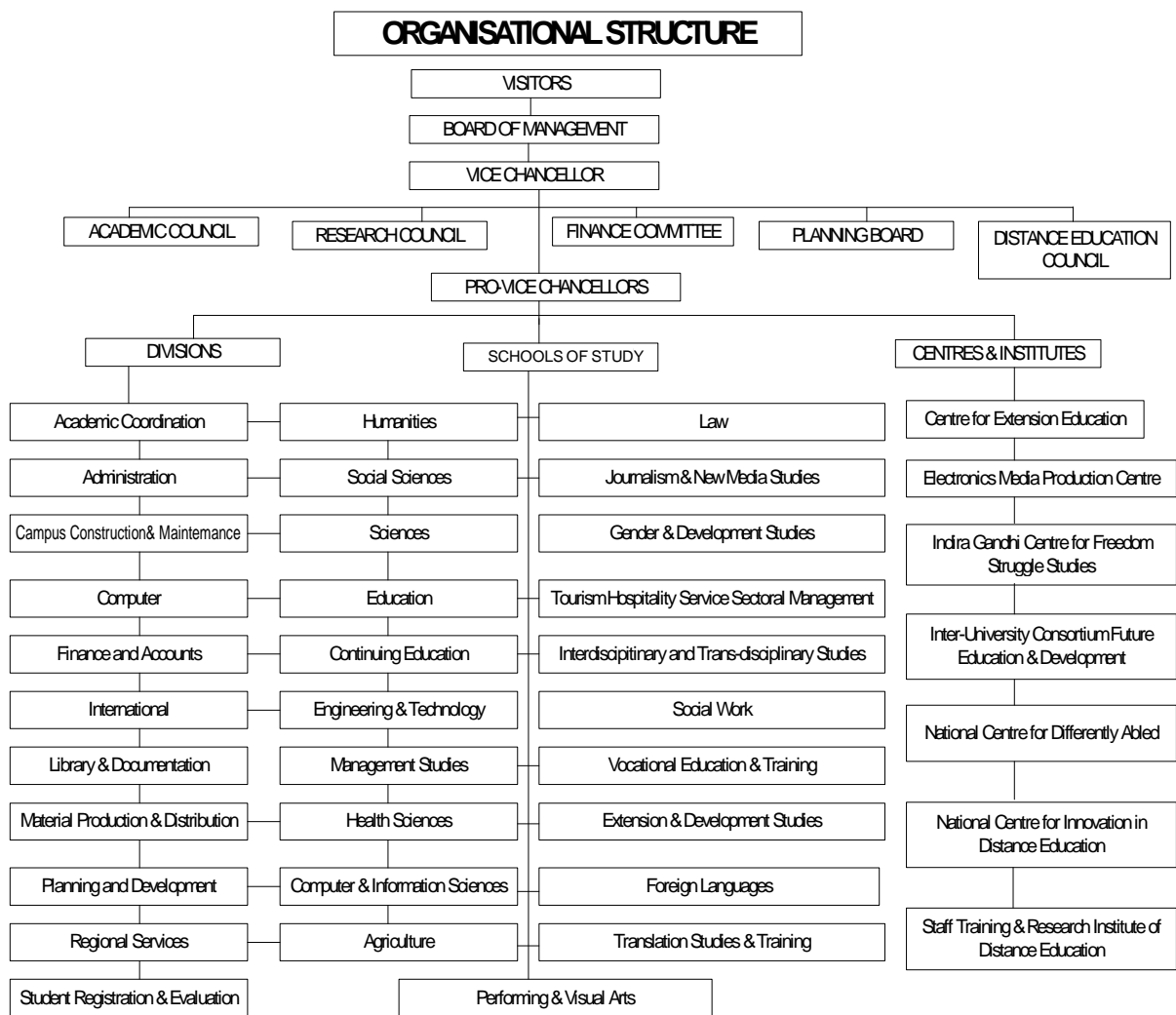
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Details of each of the 61 IGNOU Regional Centres, indicating its country-wide reach

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- 24th Convocation**  
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## **2. SCHOOL OF HEALTH SCIENCES**

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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 programme in various disciplines of Health Sciences. Innovative approach in medical programmes include hands-on training which is provided through diversified approach of a network of colleges and district level hospitals. Similarly, in the field of nursing, programmes are being developed so as to revolutionize career opportunities available to nursing personnel.

To achieve this, the School is collaborating and exchanging ideas with various national and international organizations like World Health Organization (WHO), United Nations Children's Fund (UNICEF), Ministry of Health and Family Welfare (MoHFW), Dental Council of India (DCI), Voluntary Organizations like 'ACTS Ministries', Association of Rural Surgeons of India (ARSI), Narayana Hrudayalaya, Trained Nurses Association of India (TNAI) and Nursing Institutes in Seychelles.

### **Ongoing Programmes**

- Ph.D Programme in Nursing (PHDNUR)
- Post Basic Bachelor of Sciences in Nursing ( B.Sc.N)
- B.Sc ( Hons.) in Optometry & Ophthalmic Techniques (BSchOT)
- Post Graduate Diploma in Maternal & Child Health ( PGDMCH )
- Post Graduate Diploma in Hospital and Health Management (PGDHHM )
- Post Graduate Diploma in Geriatric Medicine ( PGDGM )
- Post Graduate Diploma in Clinical Cardiology (PGDCC)
- PG Diploma in Acupuncture ( PGDACP )
- PG Diploma in District Health Management (PGDDHM)
- Post Graduate Diploma in HIV Medicine (PGDHIVM)
- Post Doctoral Certificate in Dialysis Medicine (PDCDM)
- Diploma in Nursing Administration (DNA )
- Diploma in Critical care Nursing (DCCN)
- Post Graduate Certificate in Oral Implantology ( PGCOI )
- Post Graduate Certificate in Endodontics (PGCE)
- Certificate in Health Care Waste Management for South-East Asian Countries ( CHCWM )
- Certificate in Competency Enhancement for Auxiliary Nurse Midwife/Female Health Worker (CCEANM)
- Certificate in Maternal and Child Health Nursing (CMCHN)
- Certificate in Newborn and Infant Nursing (CNIN)
- Certificate in Diabetes Care for Community Worker (CDCW)
- Certificate in Home based Care Providers (CHBCP)
- Certificate in Adolescent Health and Counselling (CAHC)
- Certificate in Ayush Nursing (Ayurveda) (CAN)

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## **3. DENTAL COUNCIL OF INDIA**

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The Dental Council of India is constituted by an Act of Parliament 'The Dentists Act 1948' (XVI of 1948) with a view to regulate the dental education, dental profession and dental ethics thereto-which came into existence in March, 1949.

The Council is composed of 6 constituencies representing Central Government, State Government, Universities, Dental Colleges, Medical Council of India and the Private Practitioners of Dentistry. The Director-General of Health Services is Ex-Officio Member – both of the Executive Committee and General Body. The Council elects from themselves the Presidents, Vice President and the members of the Executive Committee. The elected President and the Vice-President are the Ex-Officio Chairman and Vice Chairman of the Executive Committee. The Executive Committee carries out the functions of the council under the Act, including these which deals with all procedural, financial and day to day activities and affairs of the Council.

### Objectives

In consonance of the provisions of the Act, Dental Council of India is entrusted with the following objectives.

- Maintenance of uniform standards of Dental Education — both at Undergraduate and Postgraduate levels. (a) It envisages inspections/visitations of Dental Colleges for permission to start Dental Colleges, increase of seats, starting of new P. G. courses (as per provisions of section 10A of the Act).
- To prescribe the standard curricula for the training of dentists, dental hygienists, dental mechanics and the conditions for such training.
- To prescribe the standards of examinations and other requirements to be satisfied to secure for qualifications recognition under the Act.

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## 4. POST GRADUATE CERTIFICATE IN DENTAL PROGRAMMES

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IGNOU in collaboration with Dental Council of India has developed two Post Graduate Certificate programmes for BDS graduates. There are:

- a) Post Graduate Certificate in Oral Implantology.
- b) Post Graduate Certificate in Endodontics.

### a) Post Graduate Certificate in Oral Implantology

PG Certificate in oral implantology has been developed by the School of Health Sciences in collaboration with Dental Council of India for BDS Doctors.

### Programme Objectives

- 1) To enhance the knowledge and skills in the field of oral implantology.
- 2) To be able to assess, diagnose and manage the cases requiring dental implants.

### Programme Design

The programme is of one-year duration. It is divided into 4 courses. 2 theory and 2 practical.

S. No.	Course Code	Course	Topics
1.	MDT 004	Course 1	Fundamentals of Oral Implantology
2.	MDT 005	Course 2	Advanced Surgical Implantology
3.	MDTL 004	Course 3	Practicals of Oral Implantology I
4.	MDTL 005	Course 4	Practicals of Oral Implantology II

### **COURSE 1: FUNDAMENTALS OF ORAL IMPLANTOLOGY**

BLOCK I	APPLIED BASIC SCIENCES
BLOCK II	INTRODUCTION TO IMPLANT DESIGN, SYSTEMS AND EQUIPMENT
BLOCK III	DIAGNOSIS
BLOCK IV	PRE SURGICAL PROSTHODONTICS AND TREATMENT PLANNING
BLOCK V	BASIC IMPLANT SURGERY
BLOCK VI	IMPLANT PROSTHODONTICS
BLOCK VII	OCCLUSAL CONSIDERATIONS AND LOADING PROTOCOLS
BLOCK VIII	MAINTENANCE OF IMPLANTS AND FAILURES IN IMPLANT DENTISTRY

### **COURSE 2: ADVANCED SURGICAL IMPLANTOLOGY**

BLOCK I	BONE AUGMENTATION
BLOCK II	ADVANCED SURGICAL PROCEDURES
BLOCK III	IMMEDIATE IMPLANTS AND FLAPLESS SURGERY
BLOCK IV	IMPLANTS IN THE AESTHETIC ZONE
BLOCK V	ALTERNATIVE IMPLANT DESIGNS AND USES
BLOCK VI	LATEST ADVANCES IN IMPLANT DENTISTRY

Course 3 and Course 4 will consist of Practical skills related to implantology. The steps of these skills will be provided in the practical manual.

#### **b) Post Graduate Certificate in Endodontics**

P.G. Certificate in endodontics has been developed by the School of Health Sciences in collaboration with Dental Council of India for BDS Doctors.

#### **Programme Objectives**

- 1) To enhance the knowledge and skills in the field of conservative dentistry.
- 2) To be able to assess, diagnose and manage the cases which require specialized interventions in the field of conservative dentistry.

#### **Programme Design**

The programme is of one-year duration. It is divided into 5 courses. 3 theory and 2 practical.

<b>S. No.</b>	<b>Course Code</b>	<b>Course</b>	<b>Topics</b>
1.	MDT001	Course 1	Fundamentals of Endodontics
2.	MDT002	Course 2	Clinical Endodontics I
3.	MDT003	Course 3	Clinical Endodontics II
4.	MDTL 001	Course 4	Practicals of Fundamentals of Endodontics
5.	MDTL002	Course 5	Practicals of Clinical Endodontics

## **COURSE I : FUNDAMENTALS OF ENDODONTICS**

Block I	Bio-medical Sciences
Block 1	Endodontic Diagnosis
Block 2	Materials in Endodontics
Block 4	Instruments in Endodontics

## **COURSE II : CLINICAL ENDODONTICS I**

Block 1	Basic Clinical Applications
Block 2	Access Cavity Preparation
Block 3	Root Canal Instrumentation
Block 4	Obturation of Root Canal

## **COURSE III : CLINICAL ENDODONTICS II**

Block 1	Post Endodontic Treatment
Block 2	Problem Solving in Endodontics
Block 3	Multi-disciplinary Approach in Endodontics
Block 4	Traumatic Injuries
Block 5	Endodontic Surgery
Block 6	Advances in Endodontics

Course 4 and Course 5 will consist of practical skills related to endodontics. The steps of these skills will be provided in the practical manual.

### **4.1 Academic Session**

**The Programme will commence from July of every year.**

### **4.2 Admissions**

The admissions will be made once a year. The candidates will be admitted after an advertisement all over the country in reputed newspapers. The applications should be made on prescribed form so as to reach IGNOU before the due date. The application form can also be downloaded from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in).

Admissions will be done through a combined entrance examination for the two dental programmes. The candidates will be selected Regional Centre wise on the basis of Merit and reservation policy of IGNOU

### **4.3 Eligibility**

The candidates should be registered BDS doctors after completion of intership. The degree should be recognised by Dental Council of India.

### **4.4 Age of Admission**

There is no maximum age limit.

### **4.5 Duration of the Programme**

The minimum duration of the programme is one year. However, the students are given a maximum period of three years to complete the programme from the date of registration, after which the students have to apply for re-admission paying the pro rata fee for each incomplete course. Re-admission is valid only for a period of one year.

## 4.6 Medium of Instruction

English

## 4.7 Selection Procedure

The selection will be done on the basis of a combined entrance test for the two programmes. The candidates are advised to mention the name of the programme they wish to opt for in the form. In case they fail to do so this, their application will not be considered.

In case a candidate wishes to apply for both the programmes, he/she will be required to fill two separate application forms, one form for each of the two programmes. He will, however, receive only one hall ticket. In case he/she qualifies for both the programmes, his/her name will appear in the merit list of both the programmes. He/she can however take admission in only one of the programmes. In case he/she deposits his fee in both the programmes, admission to both the programmes will be cancelled.

A combined entrance test will be conducted at specific centres, to be decided by IGNOU on the basis of applications received. However, in case the number of applicants is less the University may decide to hold an interview on regional basis of short listed candidates instead of the entrance test.

The candidates will be required to give a list of 3 programme study centre (as per the list in the appendix IV/V) in order of their preference for the programme for which they are applying (PGCE/PGCOI). The students can take admission in only one of the three centres mentioned by them in the application form, after applying the merit and reservation policy of IGNOU. In case the seats in the three centres applied by the student are filled by those above him in the merit/reserved seats, he will have to forego the admission to the programme. The student cannot change his choice of the programme study centres, after submission of his application form. Regional centrewise merit list will be prepared. The student will be called for admission by the respective Regional centre on the basis of his position in the merit list as per the admission guidelines of IGNOU including the reservation policy. Admission once taken in a programme study centre in either of the two programmes i.e. PGCE/PGCOI cannot be cancelled and/or transferred to another PSC.

The candidates who are offered admission are required to deposit the programme fee and show their original certificates to the Regional Director to confirm their admission. Details regarding the above can also be obtained time to time from the IGNOU website [ignou.ac.in](http://ignou.ac.in) in schools, school of health sciences, 'whats new'. or phone 29572856, 29572804 or 29572813.

A sample of the questions in the entrance exam is provided in appendix VII. There will be 90 questions in the combined entrance examination. The questions will be drawn from 9 dental specialities and 8 medical subjects which are taught in BDS UG programme. The entrance examination will be of 2 hours duration and consist of 90 multiple choice questions.

**A cut off at 50% of the total marks of combined entrance exam is kept for selecting the general candidates in the merit list and 45% for SC, ST and OBC (Non creamy layer) candidates.**

## 4.8 Programme Fees

Candidates seeking admission to the dental programmes are advised not to pay the fees along with the filled-in application form. They will get a separate communication about their admission and for payment of course fee. The fee for Post Graduate Certificate in Endodontics and Post Graduate Certificate in Oral Implantology is mentioned on the IGNOU website.

### Programme Study Centres (PSC)

For the practical hands on training the students will be attached to recognised PSCs all over the country. A maximum of 6 students will be attached to a programme study centre with a student counsellor ratio of 2:1. However to accomodate the OBC candidates as per the directives of MHRD, the number of



candidates per centre may be increased to 7/8. The students are expected to undergo compulsory contact sessions 5 times in an year. Each contact sessions will be of 6 days duration each. The skills learnt in these programme study centres have to be practiced at the work centres. The work centres are the clinics/hospitals where a student is attached. Kindly make sure that you have a work centre where you can practice your skills.

Majority of consumables including implants for practice in the programme study centres will be provided in the programme study centres. However, the students are expected to get their own kit (set of instruments and some consumables) as a mandatory requirement for taking admission to the programme. If they fail to do so the first day of the contact session, they may be debarred from taking the practicals. The list of the instruments and consumables in the kit will be provided in the offer letter.

## 4.9 Programme Delivery

The theoretical component would be provided by IGNOU. The practical and clinical training will be provided in the dental colleges. These are fully equipped clinics or centres, which provide outdoor patient facilities. There will be internal assessment both in theory and practical. A term end examination will also be held at the end of one year.

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## 5. UNIVERSITY RULES

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**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 registration.**

### 5.1 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, 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 the relevant columns carefully. The form is to be submitted to the Registrar SED, IGNOU, Maidan Garhi New Delhi ONLY on or before the due date. 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.

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

### 5.3 Re-admission

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

Programmes	Duration	Re-admission Period
Certificate Programmes	6 months	6 months
Diploma Programmes	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the re-admission form is available at the Regional Centres and also in the website for the courses which they have not been able to completed. For further details, please see the website.

The students who fail to pay the prescribed full programme fee during the maximum duration of the Programmes shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

## 5.4 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non creamy layer of OBCs, War widows, Kashmiri migrants and Physically Handicapped learners, as per the Government of India rules, for various programmes of the University. Wherever the reserved seats remain vacant, the same will be filled by the general category students who are waitlisted.

## 5.5 Scholarships and Reimbursement of Fee

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

Physically Handicapped learners admitted to IGNOU Programmes are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Similarly, SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State's Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

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

## 5.6 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 registration fee through A/c Payee Cheque Only.

## 5.7 Study Material and Assignments

The University sends study materials and assignments, wherever prescribed, to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he 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](http://www.ignou.ac.in). In case non-receipt of study material students are required to write to concerned Regional Centre IGNOU.

## 5.8 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of study centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR Division, Maidan Garhi, New Delhi-110 068. **Requests received directly at SRD, New Delhi will not be entertained. The form for change of address can also be downloaded from IGNOU website [www.ignou.ac.in](http://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 the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

## **5.9 Disputes on Admission and Other University Matters**

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

## **5.10 Recognition**

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

## **5.11 Term-end Examination**

The learners can appear in the **June as well as December** Term-end examination, after a minimum one year of completion of programme.

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

### **Examination Fee**

Examination fee of Rs.60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at the city of the Regional Centre where the candidate is submitting the examination form. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in)

### **Examination Centre**

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

### Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1st March to 31st March	1st Sept to 30th Sept	Nil	Only at the concerned IGNOU Regional Centre under which examination centre falls
1st April to 20th April	1st Oct to 20th Oct	Rs 300/-	
21st April to 30th April	21st Oct to 31st Oct	Rs.500/-	Only at the concerned IGNOU Regional Centre under which examination centre falls
1st May to 15th May	1st Nov to 15th Nov	Rs 1000/-	

Before submitting the examination form please ensure that:

- The Required number of assignments as applicable have been submitted
- Authentication certificate is duly signed.
- Registration for the courses is valid and not time barred.

#### Issue of Examination Hall Ticket

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

**NOTE: Remain in touch with your RC/SC/PSC/SED for change in schedule of submission of examination fee if any.**

## **PRE-ADMISSION ENQUIRY**

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

**Prof. A.K. Agarwal**

Programme Coordinator  
School of Health Sciences  
Indira Gandhi National Open Univeristy  
Maidan Garhi, New Delhi-110 068  
Tel: 011-29572804,  
Fax: 011-29534935

**Dr. Ruchika Kuba**

Programme Coordinator  
School of Health Sciences  
Indira Gandhi National Open Univeristy  
Maidan Garhi, New Delhi-110 068  
Tel: 29572856, 29572813  
Fax: 011-29534935

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

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## **6. POST GRADUATE DIPLOMA IN CLINICAL CARDIOLOGY (PGDCC) PROGRAMME**

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### **6.1 Salient Feature of the Entrance Test of PGDCC Programme**

The entrance examination will be held in the month of February 2012 for the July 2012 admission session.

The entrance examination will be conducted on the same date across the country with same examination paper.

There will be a total of 120 questions in the 2 hours entrance examination

Among the 120 questions, 80 questions will be from internal medicine (including paediatrics) and 40 questions will be from basic cardiology (including paediatrics cardiology) subject.

There will be no negative marking for the wrong answer in this entrance test.

Each multiple choice will have 4 options having only one correct option.

The merit list will be made according to the Regional centre. Students will be offered seats as per the merit list of the particular regional centre.

If any two candidate scores the same marks in the entrance examination then their total MBBS percentage will be taken in consideration and higher percentage will be given preference. All the students who have completed their MBBS from abroad nation will be given 50 percent marks, as total MBBS percentage. If the merit remain same after consideration of the marks of entrance examination and percentage of MBBS then the senior candidates (as per date of registration of MBBS) will be given preference.

The IGNOU Reservation policy will be applied for the admission to PGDCC programme also.

### **6.2 Introduction of PGDCC Programme**

Worldwide cardiovascular disease is the major cause of mortality in the present era. It was estimated by World Health Organization that 17.3 million people died from cardiovascular diseases in 2008. Unfortunately, over 80 percent of cardiovascular diseases deaths take place in low and middle income countries. It is further estimated that the number of death due to cardiovascular diseases will increased up to 23.6 million in 2030.

Indians are genetically three times more vulnerable for heart attack than Europeans. While the average age of heart attack victims in Europe is more than 60 years, the average age of Indians is between 40 to 50 making it a disease of breadwinner of the family causing major socio-economic upheavals. There are more than 52 lakhs deaths due to cardiovascular diseases in India in 2008. Indians are genetically more vulnerable for diabetes at younger age, which again leads to premature atherosclerotic disease leading to heart attack. While in USA every fourth man develops heart attack before retirement, in India it is every third man developing heart attack.

Beside this, one out of one thousand children in our country suffer from rheumatic valvular heart disease which if not treated early leads to major complications leading to premature death. One out of hundred and forty children born anywhere in the world has heart disease; India produces the largest number of children in the heart. So, for obvious reasons we produce the largest number of children with heart disease in the world.

A country with more than billion populations requires at least few thousands of cardiologists to be produced every year to address the growing needs of the heart patients. At present country is

producing less than 150 DM/DNB Cardiologists. Unfortunately most of the trained cardiologists are only available in the metro/capital city of India. More than 76 per cent of them are living in rural area, where no trained people in cardiology are available.

With above background, School of Health Science, IGNOU has launched a two year full time programme named Post Graduate Diploma in Clinical Cardiology (PGDCC) on non-invasive cardiology for the MBBS doctors. These doctors will be trained in the ECG, TMT, echocardiography, ICU management, paediatric cardiology and preventive cardiology and management of other cardiovascular diseases. We have launched this PGDCC programme in 2006 with 16 training centre, where we enrolled 116 students. At present there are 66 cardiac hospital/Institutions are training centre of the PGDCC programme and we are looking forward more than 350 students enrolled in the July 2011 academic session. More than 300 cardiologists are training the PGDCC students across the country.

After completion of this Programme, you should be able to:

imbibe comprehensive knowledge of ongoing Common Cardiovascular Diseases and be able to manage Health Care Services at different institutional levels;

provide cardiac emergency at various places i.e. smaller town, district town;

provide services related to the Electrocardiography, Stress Test, Holter Monitoring, Echocardiography, Cardiac Radiology and related non-invasive services, including diabetes mellitus;

provide non-invasive paediatric cardiology including paediatric cardiac emergencies;

acquire knowledge of the risk factors of the cardiovascular diseases; and

provide preventive cardiology and cardiac rehabilitation services to the community.

**Eligibility: MBBS Doctors (MCI Recognized)**

**Duration of the Programme: Minimum 2 years and maximum 4 years**

**Fee of the Programme: Rs. 39,600/- per year.**

**Maximum Number of Seats in each Programme Study Centre: 10 seats**

### 6.3 Programme Structure of PGDCC Programme

The PGDCC programme consists of thirteen courses. These represent non-invasive cardiology and diabetes mellitus.

The courses are designed on the basis of learning hours required by an average student. As mentioned above, one credit represents 30 hours of learning. The design of the PGDCC programme in terms of credit distribution of the courses is shown in Table 1.

**Table 1: Programme Structure of PGDCC Programme**

Course Code	Name of the Course	Credits of Theory Courses	Credits of Practical Courses
MCC-001	Fundamentals of Cardiovascular System-I	4	—
MCC-002	Fundamentals of Cardiovascular System-II	4	—
MCC-003	Common Cardiovascular Diseases-I	6	—

MCC-004	Common Cardiovascular Diseases-II	4	—
MCC-005	Common Cardiovascular Diseases-III	4	—
MCC-006	Preventive Cardiology	4	—
MCC-007	Cardiovascular Related Disorders	4	—
MCCL-001	Cardiovascular Evaluation-I	—	8
MCCL-002	Cardiovascular Evaluation-II	—	6
MCCL-003	Management of Common Cardiovascular Diseases	—	10
MCCL-004	Management of Congenital Heart Diseases	—	4
MCCL-005	Preventive Cardiology	—	8
MCCL-006	Intensive Coronary Care	—	6
	<b>Total</b>	<b>30</b>	<b>42</b>

#### 6.4 Allotment of Programme Study Centre (PSC)

Allotment of PSC will be done by merit list of the entrance examination keeping in view the candidate's choice. Once candidate is selected for any centre he/she has to take admission in that centre only. Selected candidates are required to deposit fee to the respective IGNOU Regional Centre and report to the PSC by a stipulated date, failing which candidates from the waiting list will be offered admission. Once a PSC is allotted to a selected or wait listed candidate, the PSC will not be changed. However, the respective Regional Director will examine this issue if any seats remain vacant in a particular PSC.

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.

**Entrance examination will be done across the country and merit list will be prepared for each Regional Centre of IGNOU.** Candidates have to mention his/her preference regarding Programme Study Centre at the time of filling up Application Form if the Regional Centre has more than one Programme Study Centre. The allotment of the Programme Study Centre will depend on the merit list. **If the candidate has good rank, he/she will get the first choice otherwise he/she will get the second choice.** Once candidate is selected for any centre he has to take admission in that centre only. If any candidate does not join within 15 days of the issuing of admission letter in any programme study centre then the waiting list candidate will be given preference to join in this vacancy according to the waiting list. Candidates who have been already selected are not supposed to join to those seats.

**Decision of the IGNOU regarding the selection of candidate will be final and binding.**

In no situation a programme study centre will have more than 10 students in a batch. Hence, *change of Programme Study Centre will be permitted subject to fulfillment of following two conditions:*

There is a **vacant seat** in the PSC to which transfer is opted (after fulfillment of the waiting list candidate).

If any student wants transfer after joining any PSC then the following condition needs to be followed:



- o Student should get the no objection certificate where he/she wants transfer. There must be vacant seat in the particular PSC.
- o Student also needs to get no objection certificate where he is currently doing his/her training or allotted PSC. The respective PIC is requested to mention the duration of training he/she has completed and name of the courses both theory and practical in which the student completed/passed in the continuous evaluation/internal evaluation/assignment in the no objection certificate.
- o Student needs to apply to the concern Regional Director's office with two no objection certificate. The concern Regional Director's office will transfer the admission record to another Regional Director's office. During this process student may loss some valuable time which may be reflect end of the 24 months of training when other students will appear the term end practical examination.

If, any student does not deposit the fee with in stipulated time then candidate from waiting list will be given preference for that seat. In other situation, if the candidate even after the paying the fee in time, does not join in the allotted hospital by the stipulated date, the RDs may give them a grace period of 1 to 2 weeks to immediately join the respective PSC, failing which his/her admission will be cancelled and the programme fee will be forfeited. The Regional Director will offer vacant seats such arising, to the candidates in the waiting list. The candidate in the waiting list will be required to deposit the programme fee immediately and also join by a stipulated date.

After joining in the respective PSC if the candidate left the programme with in **three months** of his/her admission date then candidate from waiting list may be asked to join in this vacant seat. But if the candidate left the PSC after three months of his joining period (date of deposition of admission fee) then the seat will remain vacant for the entire academic session. In such case, no more candidates will be allowed to join in this vacant seat.

**Admission Fee to the PGDCC programme will be not refunded at any point of time once it is deposited.**

## **6.5 Responsibility of Students**

### **Travel and Stay in Relation to Programme**

The admission fee covers only the expenses towards study material, counselling, practical activities at PSC including *travel during field visits*, evaluation and certification. Hence, cost towards your stay and travel in relation to the programme and teleconference etc. has to be born by students.

### **Log-book Maintenance**

Students will maintain the log-books for practical courses. Each of the records maintained at Programme Study Centre should be signed by the respective counsellors.

### **Attendance**

You have to maintain minimum 85 per cent of attendance in both practical as well as theory session for appearing in the term-end theory & practical examination. Students will be not eligible for Term End Practical Examination if you fail to have 85% attendance.

### **Leave of the Student**

Student can enjoy a maximum 15 days leave in a year. Prior approval of Programme In-charge (PIC) is necessary for taking leave. If the duration of leave is more than 15 days then the student will be required to join the programme with the next batch. Students are not supposed to join in between the session. However, If any PIC is ready to make the posting schedule of that particular student then

he/she may be allow to join in between the programme. In any circumstances, student must complete his/her 24 months training in the respective PSC before appearing is practical term end examination. Other wise they are not eligible for the term end practical examination.

### **Stipend to the PGDCC students**

Stipend to the PGDCC students is subject to the training Institute/PSC. It was mutually agreed between IGNOU and the PSC that PSC will pay salary to the PGDCC students as much they are paying to their working junior residents. The stipend to the student may vary from PSC to PSC.

### **Filling of Term-end Examination Form**

Student will have to fill up *theory and practical term-end examination form separately* and submit them to the Regional Director and PIC respectively. The last date for submitting the theory examination form to the Regional Director *is March 31/September 30 for the June/December examination.* But for practical examination, last date of submitting the form to PIC is one month before the completion of the 23 months of training or as informed to you by your Programme In-charge. You are encouraged to fill the theory application form on line through IGNOU website. Student need to pay Rs. 60/- (Rupees fifty only) per course as examination fee for the theory courses. There is no examination fee for practical courses. There are the three prerequisite to appear in the Term End practical Evaluation. You need to attach these 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 internal evaluation separately.
2. Completion of training in all the respective 6 courses with prescribed duration.
3. Attendance certificate showing more than 85 percent attendance in theory as well as practical training.

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

### **Feedback of the Training Programme**

You may be (or may not be) satisfy 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. 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.

### **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 PGDCC student 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.

## **6.6 Posting Schedule of the PGDCC Programme**

You will be provided the schedule of the posting of the practical training by your programme-in-charge who will also inform you about grouping and rotational posting in different departments. The period mentioned over here may not be in a continuation period. Like three months continuous training in echocardiography may not be possible in your hospital set up. But it is the responsibility of the Programme In-charge that at the end of the 24 months of training you will get in 90 days or 3 months training in echocardiography.

### First Year

Wards + OPD (MCCL 003)	:	3 months
ECG/Stress Testing (MCCL 001)	:	3 months
Echocardiography (MCCL 002)	:	3 months
ICU/CCU (MCCL 006)	:	3 months

### Second Year

Special Observation (MCCL 006)	:	1 month
ICU/CCU (MCCL 006)	:	2 months
Ward+ OPD (MCCL 003)	:	3 months
Paediatric Cardiology (MCCL 004)	:	3 months
Community Posting (MCCL 005)	:	3 months

### 6.7 Minimum Number of Sessions of Hands on Practical Skill Training

Sl. No.	Name of the Course (Course Code)	Credit	Minimum number of sessions of Hands on Practical skill Training	Duration of the Posting
1	Cardiovascular Evaluation-I (MCCL-001)	8	60	3 months
2	Cardiovascular Evaluation-II (MCCL-002)	6	45	3 months
3	Management of Common Cardiovascular Diseases (MCCL-003)	10	60	6 months
3	Management of Congenital Heart Diseases (MCCL-004)	3	45	3 months
5	Preventive Cardiology (MCCL-005)	8	30	3 months
6	Intensive Coronary Care (MCCL-006)	6	35	6 months

It is mandatory that the minimum sessions for practical training in the respective courses need to carry out with in the 24 month of training period. You are needed to provide periodic feedback to the Programme coordinator regarding the training activity (theory as well as practical training) of your Programme Study Centre.

### 6.8 Topics and Number of the Theory Counselling

There will be minimum 50 lecture sessions in two years. It will be divided into 25 lectures in each year, besides this session you are encouraged to attend all the seminars, CME, journal club and other academic activities planned in your programme study centre. The list of the topics for the 1st year lecture is given below:

Theory counselling to be completed in the following topics (each topic may have several classes):

1. Basic cardiac anatomy
2. Embryology of Heart
3. Basic cardiac physiology
4. Radiology of the heart
5. Electrocardiography
6. Cardiac arrhythmias
7. Stress testing
8. Cardiac catheterization and angiography
9. Radionuclides in cardiology
10. Clinical examination
11. Systemic hypertension
12. Heart failure
13. Valvular Heart Diseases
14. Atherosclerosis
15. Coronary artery disease
16. Cardiac Emergencies
17. Fluid Physiology and Electrolyte imbalance
18. Basic Principal of ICCU Management
19. Rheumatic heart disease
20. Infective endocarditis
21. Congenital heart disease and other paediatric cardiac disorders
22. Pericardial diseases
23. Peripheral vascular disorders
24. Pulmonary thromboembolism and pulmonary hypertension
25. Systemic diseases involving heart
26. Heart Muscle diseases / Cardiomyopathy
27. Traumatic heart diseases
28. Tumors of heart
29. Immunology related to cardiology
30. Cardiac Rehabilitation
31. Diabetes Mellitus
32. Cardiovascular Surgery
33. Pregnancy and heart diseases
34. Epidemiology and preventive cardiology
35. Cardiovascular pharmacology
36. Cardiovascular assessment for the non cardiac surgery
37. ACLS training

## 6.9 Guest Lecture in PGDCC Programme

There are 25 more guest lectures were needed to be conducted for the PGDCC students in two years duration. MCh cardiothoracic and Vascular Surgery, Diabetologists, Pulmonologists, Anesthesiologists, Nephrologists can be invited as guest lecturers for the programme. The guest lecturers were further divided as follow:

Diabetes mellitus (MCC 007)	:	6
Pulmonology (MCC 007)	:	5
Radiology (MCC 001)	:	4
Cardiac Surgery (MCC 005)	:	4
Anesthesiology (for ICU) (MCCL 006)	:	4
Nephrology (MCC 007)	:	2

## 6.10 Seminar, Journal Club and Case Discussion

It is also recommended that all the seminars, journal club and case discussion need to be included into formal teaching learning activity. The total number of these activities was agreed at 25 in a year besides the 25 theory counselling sessions practiced at present for a particular batch in a year. The number will be again divided as follows:

Seminar : 8

Journal club: 8

Case discussions : 9

## 6.11 Minimum Number to be Practiced

You will be posted at various places (OPD, Ward, Cardiac Emergencies, ECG, TMT, Echo, Paediatric Cardiology Ward, ICCU, Community Posting, 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.

Sl. No.	Activity	Minimum number to be practiced
1	Bedside adult case	50
2	Bedside paediatric case	20
3	ICCU	50
4	ECG	100
5	Stress tests	50
6	Holter	20
7	Echocardiography	100

It may be noted that the time allotted for PSC 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 as frequently as possible and you also get ample opportunities to practice them under their supervision. In addition, you should discuss the important points in each of the procedures with your counsellors and ensure that you follow all the steps correctly.

At the end of the postings, the PSC **counsellor will sign on the completion certificate** (Appendix 3) that is essential to make you eligible to appear in the term-end examination.

## 6.12 Video Programmes of PGDCC

We have developed 27 video programmes for the PGDCC students till date. All the video CDs have been send to the respective Programme In-charge. The Video programmes are available on <http://www.egyankosh.ac.in/> or [www.youtube.com](http://www.youtube.com). The list of the video programmes is given below:

S.N	Title of the Video Programme	Duration
1.	History of General Physical Examination	46.09 minutes
2.	Basics Of Electrocardiography Part-1	28.03 minutes
3.	Basics Of Electrocardiography Part-2	29.29 minutes
4.	Basics Of Echocardiography Part-1 (series-1)	27.46 minutes
5.	Basics Of Echocardiography Part-2 (series-1)	34.36 minutes
6.	Basics Of Echocardiography Part-1(series-2)	1.00.55 minutes
7.	Basics Of Echocardiography Part-2 (series-2)	40.16 minutes
8.	Pulmonary Embolism(Part-1)	42.21 minutes
9.	Pulmonary Embolism(Part-1(a))	9.46 minutes
10.	Pulmonary Embolism(Part-2)	31.37 minutes
11.	Heart Failure Part-I	42.52 minutes
12.	Heart Failure Part-II	39.05 minutes
13.	Mitral Stenosis and Mitral Regurgitation	40.41 minutes
14.	Mitral Stenosis and Mitral Regurgitation 1	43.08 minutes
15.	Mitral Stenosis and Mitral Regurgitation 3	41.11 minutes
16.	Aetiopathogenesis of Acute Coronary Syndrome (Part-1)	14.24 minutes
17.	Aetiopathogenesis of Acute Coronary Syndrome (Part-2)	38.49 minutes
18.	Echocardiography on Valvular Heart Diseases (Mitral Regurgitation)	34.34 minutes
19.	Echocardiography on Valvular Heart Diseases (Aortic Stenosis)	44.08 minutes
20.	Echocardiography on Valvular Heart Diseases (Aortic Regurgitation)	30.13 minutes
21.	Echocardiographic Assessment of Valvular Heart Diseases (Mirtal Regurgitation)	41.46 minutes
22.	ECG Evaluation of Cyanotic Congenital Heart Disease	32.03 minutes
23.	Clinical Evaluation of Cyanotic Congenital Heart Disease	46.28 minutes
24.	Anatomic Basic of Echocardiography in Congenital Heart Disease-I	41.09 minutes
25.	Anatomic Basic of Echocardiography in Congenital Heart Disease-II	32.33 minutes
26.	Acyanotic Congenital Heart Disease (Shunt Lesions)	42.36 minutes
27.	Acyanotic Congenital Heart Disease (Obstructive Lesions)	43.41 minutes

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## **7. SYLLABI OF PGDCC PROGRAMME**

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PGDCC Programme has developed its own course material for the PGDCC students. Each student will be provided study material of PGDCC individually. The Syllabus of the PGDCC Programme is given below:

### **7.1 Course-wise List of Blocks**

#### **First Year Theory Courses**

##### ***MCC-001: Fundamentals of Cardiovascular System-I***

Block 1: Basic Cardiac Anatomy, Physiology, Development of Heart and Radiology of the Heart

Block 2: Fundamentals of Electrocardiography

##### ***MCC-002: Fundamentals of Cardiovascular System-II***

Block 1: Fundamentals of Echocardiography

Block 2: Cardiac Catheterization, Angiography and Radionuclides Studies

##### ***MCC-003: Common Cardiovascular Diseases-I***

Block 1: Hypertension and Heart Failure

Block 2: Atherosclerosis and Coronary Artery Disease, Cardiac Emergencies

##### ***MCC-004: Common Cardiovascular Diseases-II***

Block 1: Rheumatic Heart Disease and Infective Endocarditis

Block 2: Valvular heart disease, Cardiomyopathy and Diseases of Pericardium

#### **Second Year Theory Courses**

##### ***MCC-005: Common Cardiovascular Diseases-III***

Block 1: Common Cardiovascular Diseases III

Block 2: Cardiovascular Surgery and Cardiac Rehabilitation

##### ***MCC-006: Preventive Cardiology***

Block 1: Preventive Cardiology

##### ***MCC-007: Cardiovascular Related Disorders***

Block 1: Cardiovascular Related Disorder

#### **First Year Practical Courses**

##### ***MCCL-001: Cardiovascular Evaluation-I (3 Months)***

Block 1: Log-book

Block 2: Clinical Evaluation

##### ***MCCL-002: Cardiovascular Evaluation-II (3 Months)***

Block 1: Log-book

***MCCL-003: Management of Common Cardiovascular Diseases (6 Months)***

Block 1: Log-book

***MCCL-006: Intensive Coronary Care (2 Months + 1 Month of special Observation)***

Block 1: Log-book

**Second Year Practical Courses**

***MCCL-004: Management of Congenital Heart Diseases (3 Months)***

**Block 1:** Log-book

***MCCL-005: Preventive Cardiology (6 Months)***

Block 1: Log-book

## **7.2 Block-wise Details of Each Course**

### **First Year Theory Course**

#### **MCC-001: Fundamentals of Cardiovascular System-I**

***Block 1: Basic Anatomy, Physiology, Development and Radiology of the Heart***

Unit 1: Anatomy of the Heart

Unit 2: Physiology of the Heart

Unit 3: Development of the Heart

Unit 4: Radiology of the Heart

***Block 2: Fundamentals of Electrocardiography***

Unit 1: Basics of Electrocardiography

Unit 2: Interpretation

Unit 3: Arrhythmia

Unit 4: Stress Testing

#### **MCC-002: Fundamentals of Cardiovascular System-II**

***Block 1: Fundamentals of Echocardiography***

Unit 1: Basics of Echocardiography and Cardiac Doppler

Unit 2: Echocardiography in Ischaemic Heart Disease

Unit 3: Echocardiography in Pericardial Diseases

Unit 4: Echocardiography in Valvular Heart Diseases

Unit 5: Echocardiography in Congenital Heart Diseases

***Block 2: Cardiac Catheterization, Angiography and Radionuclides Studies***

Unit 1: Cardiac Catheterization and Angiography

Unit 2: Radionuclides in Cardiology



**MCC-003: Common Cardiovascular Diseases-I**

***Block 1: Hypertension and Heart Failure***

Unit 1: Hypertension

Unit 2: Heart Failure

***Block 2: Ischaemic Heart Diseases***

Unit 1: Atherosclerosis

Unit 2: Coronary Artery Disease and Ischaemic Heart Disease

Unit 3: Cardiac Emergencies

**MCC-003: Common Cardiovascular Diseases-II**

***Block 1: Rheumatic Fever and Infective Endocarditis***

Unit 1: Rheumatic Fever

Unit 2: Infective Endocarditis

***Block 2: Valvular Heart Disease, Diseases of Pericardium and Cardiomyopathy***

Unit 1: Valvular Heart Diseases

Unit 2: Diseases of Pericardium

Unit 3: Cardiomyopathy

**MCC-005: Common Cardiovascular Diseases-III**

***Block 1: Common Cardiovascular Diseases III***

Unit 1: Congenital Heart Disease

Unit 2: Anti-Arrhythmic Drugs, Pacemakers, Defibrillators

***Block 2: Cardiovascular Surgery and Cardiac Rehabilitation***

Unit 1: Cardiovascular Surgery

Unit 2: Cardiac Rehabilitation

***MCC-006: Preventive Cardiology***

Block 1: Preventive Cardiology

Unit 1: Epidemiology and Natural History of Heart Disease

Unit 2: Genesis of Coronary Artery Diseases and Risk Factors

Unit 3: Preventive of Cardiovascular Diseases

***MCC-007: Cardiovascular Related Disorders***

Block 1: Cardiovascular Related Disorder

Unit 1: Diabetes Mellitus

Unit 2: Pregnancy and heart Disease

Unit 3: Diseases of the lungs and Pulmonary Circulation

### **First Year Practical Course**

#### **MCCL-001: Cardiovascular Evaluation-I**

*Block 1: Log-book*

*Block 2: Clinical Evaluation*

Unit 1: The History and Symptoms in Cardiovascular Diseases

Unit 2: Evaluation of Patient: Clinical Examination

#### **MCCL-002: Cardiovascular Evaluation-II**

*Block 1: Log-book*

#### **MCCL-003: Management of Common Cardiovascular Diseases**

*Block 1: Log-book*

*MCCL-003: Management of Congenital Heart Diseases*

**Block 1:** Log-book

*MCCL-005: Preventive Cardiology*

Block 1: Log-book

#### **MCCL-006: Intensive Coronary Care**

*Block 1: Log-book*

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## **8. METHODS OF EVALUATION OF THEORY COURSES OF PGDCC PROGRAMME**

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### **Assignment/Internal Theory Evaluation**

Assignment/Internal evaluation will carry 50 per cent of weightage of the total marks. You have to pass each course separately. The minimum passing marks of each course will be 50 per cent of the total marks. Written examination will be conducted in each PSC for each course of the Programme. If any student fails in any test of the continuous evaluation then he/she will repeat the same test again. The continuous evaluation will be done in the following types of questions or combination of all types:

Descriptive type of questions

Short notes

Multiple choice questions

Combination of above types of questions

### **Term-end Theory Examination**

The examination of the first year theory courses will be after the end of the training of first year. If the student passed in the first year theory courses (MCC-001, MCC-002, MCC-003 and MCC-004) then he will appear only in second year theory courses (MCC-005, MCC-006 and MCC-007) at the end of the second year. If he does not pass at the end of the first year then he may again give the examination after the six-month of the initial term-end examination.

Examination fee @Rs.60/- per theory course is required to be paid either through online payment gateway, cash deposit on designated banks and also through demand drafts.

Your result will not be declared if examination division receive any kind of complain like, shortage of attendance against you.

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## **9. METHODS OF EVALUATION OF PRACTICAL COURSES OF PGDCC PROGRAMME**

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### **Assignment/Internal Practical Evaluation**

Like the theory courses, the practical courses will have 50 per cent weightage from internal assessment. The assignment/internal assessment of the practical component will be done by the counsellors located at the PSC. The practical assignment/internal evaluation will be done with the help of spotting, long case, short case, assessment of log book and viva voce. The counsellors will make an objective and subjective assessment of your understanding and performance on every skill. The marks on internal assessment will be given by the PSC counsellors in a proforma provided for the respective courses.

In PSC, most of the **skills dealt in training will be evaluated by the end of the respective posting**. Please note that you have also to submit the **respective log-books during the term-end practical examination for verification by examiners**. You will be returned back your log-books after the examination. For example MCCL-001, the internal evaluation will be carried out at the PSC after end of the three months training in the respective course.

**Passing in internal assessment of all the practical courses is a prerequisite for appearing in the Term-end Practical examination.** A student will have to secure at least 50 per cent marks to be declared as pass in the internal assessment component. If a student fails to secure pass marks, he/she will have to **repeat** the practical activities (at PSC) of related courses and he/she will have to repeat the same test again.

### **Term-end Practical Examination**

Following are the three prerequisite requirements to appear in the Term End practical examination.

1. Passed in all the theory and practical internal evaluation or assignment separately.
2. Completion of training in all the respective 6 courses with prescribed duration. It means students need to complete 24 months of training in the PGDCC Programme.
3. Attendance certificate showing more than 85 percent attendance in theory as well as practical training.

Students are requested to attach these certificates along with the form of Term end Practical examination. You have to deposit the form with the respective programme in-charge.

For term-end practical examination, the number of examiner will be conducted with the help of internal and external practical examiners. Numbers of the internal and external practical examiners will depends on the number of students appear in the term end practical examination.

**There is no examination fee for the Term End Practical Examination.**

Marking scheme of the practical examination is given below:

**Marking Work Sheet for Practical Term End Examination of PGDCC Programme**

<b>No. of Case</b>	<b>History Taking</b>	<b>Clinical Examination</b>	<b>Diagnosis &amp; Differential Diagnosis (including Investigation)</b>	<b>Management</b>	<b>Total</b>
	<b>Marks</b>	<b>Marks</b>	<b>Marks</b>	<b>Marks</b>	<b>Marks</b>
<b>Case 1: MCCL 003</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>60</b>
<b>Case 1: MCCL 004</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>60</b>
<b>Case 1: MCCL 006</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>60</b>
<b>Spotters: MCCL 001</b>	<b>ECG</b>		<b>5 X 5 marks</b>	<b>25</b>	<b>60</b>
	<b>Hoter ECG</b>		<b>1 X 5 marks</b>	<b>5</b>	
	<b>TMTECG</b>		<b>1 X 5 marks</b>	<b>5</b>	
	<b>X Ray Chest</b>		<b>5 X 5 marks</b>	<b>25</b>	
<b>MCCL 002</b>	<b>Echo Doppler (Recorded spotter): 3 X 10 marks</b>			<b>30</b>	<b>60</b>
	<b>Echo Doppler (Hands on skill during clinic): 1 X 30 marks</b>			<b>30</b>	
<b>VIVA Voce: MCCL 005</b>	<b>Preventive Cardiology &amp; Diabetes</b>			<b>30</b>	<b>60</b>
	<b>Cardiovascular Diseases</b>			<b>30</b>	

## **PRE-ADMISSION ENQUIRY**

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

**Prof. A.K. Agarwal**

Programme Coordinator

School of Health Sciences

Indira Gandhi National Open Univeristy

Maidan Garhi, New Delhi-110 068

Tel: 011-29572804,

Fax: 011-29534935

**Email id: [pgdcc@ignou.ac.in](mailto:pgdcc@ignou.ac.in)**

**Dr. Biplab Jamatia**

Programme Coordinator

School of Health Sciences

Indira Gandhi National Open Univeristy

Maidan Garhi, New Delhi-110 068

Tel: 29572851,

Fax: 011-29534935

**Please contact the IGNOU Regional Centre for query related to the Admission in the PGDCC programme.**

## WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Schedule/Information regarding Exam Form, Entrance Test, Date-sheet, IGNOU Hall Ticket	Assistant Registrar (Exam-II), SED, Block-12, Room No. 2, Maidan Garhi, New Delhi-110068 E-mail: sgoswami@ignou.ac.in or Ph.: 29536743, 29535924-32 Extn.: 2202, 2209
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SED, IGNOU Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 kramesh@ignou.ac.in or Ph: 29536103, 29535924-32/ Extn: 2211, 1316
5.	Non-reflection of Assignment Grades/Marks	Dy. Registrar (Assignment), SED Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 assignment@ignou.ac.in Ph.: 29535924/ Extn.: 1312, 1319, 1325
6.	Change of Elective/Medium/Opting of left over electives/Deletion of excess credits	Concerned Regional Centre
7.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block 9, IGNOU, Maidan Garhi, New Delhi-68 <a href="mailto:convocation@ignou.ac.in">convocation@ignou.ac.in</a> Ph.: 29535438, 29535924-32/ Extn.: 2224, 2226
8.	Student Grievances (online) Block-3, Room No. 13, IGNOU	Asstt. Registrar (Student Grievance) SED, Maidan Garhi, New Delhi-110068 sedgrievance@ignou.ac.in Ph.: 29532294, 29535924
9.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
10.	Academic Content	Director of the School concerned
11.	Approval of a Project Synopsis School	Project Coordinator in the Concerned
12.	Submission of Project Reports Except BCA & MCA	Despatch Section, SED, BLOCK-12, IGNOU, Maidan Garhi, New Delhi-68 Telephone Nos.: 29535924-32 Extn.: 2216
13.	Submission of BCA & MCA, Project Reports	Concerned Regional Centre
14.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

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.

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

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

5th May, 2004

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

**Sub.: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES**

Sir/Madam,

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

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

Attention is further invited to UGC circular No.F.1-25/93(CPP) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of Universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

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

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

Yours faithfully,

Sd/-

**(Dr. (Mrs.) Pankaj Mittal)**

Joint Secretary

**Encl: As above**

**Copy to:**

- 1) The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-100 011
- 2) The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110 002
- 3) The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110 002
- 4) The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110 002
- 5) The Secretary, Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110 068
- 6) The Vice-Chancellor, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068
- 7) The Vice-Chancellor, Dr. B.R. Ambedkar Open University, Road No. 46, Jubilee Hills, Hyderabad-500 033
- 8) The Vice-Chancellor, Nalanda Open University, West Gandhi Maidan, Patna-800 001 (Bihar)
- 9) The Vice-Chancellor, Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380 003 (Gujarat)
- 10) The Vice-Chancellor, Karnataka State Open University, Manasagangotri, Mysore-570 006 (Karnataka)
- 11) The Vice-Chancellor, Yashwant Rao Chavan Maharashtra Open University, Nashik-422 222 (Maharashtra)
- 12) The Vice-Chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota- 324 010 (Rajasthan)
- 13) The Vice-Chancellor, Netaji Subash Open University, Kolkata-700 020 (West Bengal)
- 14) The Vice-Chancellor, Madhya Pradesh Bhoj (Open) University, Bhopal-462 010 (M.P.)

Sd/-

**(V.K. Jaiswal)**

Under Secretary



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

D.O.No.F.1-25/93(CPP-II)

28 July, 1993

**R.P. GANGURDE**

Additional Secretary

Tel.: 3319659

Dear Vice Chancellor,

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

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-02 also aims at promoting the mobility of student among open universities and among traditional universities. This can be made possible only when there is a workable understanding between open universities and traditional universities for recognition of each other's degrees on reciprocal basis. A Memorandum of Understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangement so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

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

With regards,

Yours sincerely,

Sd/-

**(R.P. GANGURDE)**

To:

All the VCs as per list attached and copy to AIU

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

Phones: 3312305, 3313390  
3310059, 3312429

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

The Registrar(s)  
Member Universities

**Subject: Recognition of Degrees/Diplomas of Open Universities**

Dear Sir,

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

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

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

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

Thanking you,

Yours faithfully,

Sd/-

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

## LIST OF REGIONAL CENTRES (RCs) OF IGNOU

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	DR. K. S. CHAKRABORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	DR. SRIKANT MOHAPATRA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZWAL	DR. S. R. ZONUNTHARA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	DR. A. N. TRIPATHI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAMNAGAR/ KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
5	13	BANGALORE	DR. B. M. AGARWAL REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPALL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	DR. U.C. PANDEY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/o MARWARI COLLEGE PREMISES, BHAGALPUR BIHAR-812007 (M) 8292526534 ucpandey@ignou.ac.in	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	DR. K. S. TIWARI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYAPRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR)
8	21	BHUBANESHWAR	DR. S. K. TRIPATHY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	06	CHANDIGARH	DR. ASHA SHARMA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
			SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590208,0172-2590279 rcchandigarh@ignou.ac.in	OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	25	CHENNAI	DR. S. MOHANAN REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI-600 113, TAMILNADU 044-22541919 / 22542727 044-22542121, 044-24729779 044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	14	COCHIN	DR. K. S. D. NAIR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))
12	46	DARBHANGA	DR. S. S. SINGH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)
13	31	DEHRADUN	DR. ANIL KUMAR DIMRI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
14	07	DELHI 1	DR. SANJEEV PANDEY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082 / 26990083 011-26058354,011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYANAGAR, BHO GAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY)
15	29	DELHI 2	DR. NEETA KAPAI REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376 / 23392377,011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR)
16	38	DELHI 3	DR. M.K. DASH REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939 / 25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM)
17	24	GANGTOK	DR. ILA DAS REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	04	GUWAHATI	DR. (MRS) VARDHINI BHATTACHARJEE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)

<b>S. No.</b>	<b>RC CODE</b>	<b>RC NAME</b>	<b>NAME &amp; ADDRESS</b>	<b>OPERATIONAL AREA</b>
19	01	HYDERABAD	DR. B. RAJAGOPAL REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOON NAGAR, NALGONDA, NIZAMABAD, RANGAREDDY, WARANGAL)
20	52	IAEP - CHANDIMANDIR	COL. DEBASHISH ROY REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	COL. KAMLAKAR MUKHERJEE REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND
22	51	IAEP - KOLKATA	COL. JASWINDER SINGH 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, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP - LUCKNOW	BRIG. K.K. SUNNY REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ CENTRAL COMMAND-GS (EDN)	CENTRAL COMMAND AREA

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
			LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaepcc53@yahoo.co.in	
24	54	IAEP - PUNE	COL. G.K. CHOPRA REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102669, 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
25	55	IAEP - UDHAMPUR	LT. COL. ANAND SWAROOP PAUL 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
26	81	IAREP - SHILLONG	MAJOR N.S. INGLE REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA
27	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)



S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
28	74	INEP - KOCHI	CAPTAIN S.R. SRIDHAR REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVALBASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	72	INEP - MUMBAI	CAPTAIN V.S.BABELEY REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
30	71	INEP - NEW DELHI	CAPTAIN ROHTAS SINGH REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5,IIND FLR, WING-II RK PURAM, NEW DELHI – 110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVALHQS
31	73	INEP - VISAKHAPATNAM	CAPTAIN M. GHANASYAM OJHA REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
32	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247535, 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
33	41	JABALPUR	DR.MASOOD PARVEEZ REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
34	23	JAIPUR	DR. S. N. AMBEDKAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI)
35	12	JAMMU	ER. K. K. BHAT REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

<b>S. No.</b>	<b>RC CODE</b>	<b>RC NAME</b>	<b>NAME &amp; ADDRESS</b>	<b>OPERATIONAL AREA</b>
36	37	JORHAT	DR. MAGUNI CH BEHRA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	DR. ASHOK SHARMA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
38	22	KHANNA	DR. SANTOSH KUMARI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632, 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FERROZEPUR, FARIDKOT, MOGA)
39	20	KOHIMA	DR. T. IRALU REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
40	28	KOLKATA	DR. SUJIT KUMAR GHOSH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
41	44	KORAPUT	DR. ABHILASH NAYAK REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	DR. AMIT CHATURVEDI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ, LUCKNOW - 226024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793, 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)
43	43	MADURAI	DR. M. SHANMUGHAM REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
44	49	MUMBAI	DR. M. RAJESH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	36	NAGPUR	DR. P. SIVASWAROOP REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
46	39	NOIDA	DR. GULAB JHA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAMBUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
47	08	PANAJI	DR. M.S. PARTHASARATHY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315, 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
48	05	PATNA	DR. Q. HAIDER REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	SH.S.SRINIVAS REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rreportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	16	PUNE	DR. KAMESHWARI MOORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
51	50	RAGHUNATHGANJ	DR. S. RAJA RAO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	DR. H. SANGEETA MAJHI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
53	42	RAJKOT	DR. P. ASHOK.KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	DR. G.N. SHIV KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR)
55	18	SHILLONG	DR. (MRS) DIDCY LALOO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI,

S. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
			NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271, 0364-2252252 0364-2521271 rcshillong@ignou.ac.in	SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
56	11	SHIMLA	DR. D. B. NEGI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612, 0177-2620125 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
57	45	SILIGURI	DR. YONAH BHUTIA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C. BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	DR. MIRZANEHALAHMED BAIG REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJBAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258, 0194-2421506 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	40	TRIVANDRUM	DR. B. SUKUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJDHANI SHOPPING COMPLEX, OPP. PRS HOSPITAL, KILLIPPALEM, KARAMANA (P.O.) TRIVANDRUM - 695 002 (M) : 9447500581 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)

<b>S. No.</b>	<b>RC CODE</b>	<b>RC NAME</b>	<b>NAME &amp; ADDRESS</b>	<b>OPERATIONAL AREA</b>
60	48	VARANASI	DR. MANORMA SINGH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
61	83	VATAKARA	DR. S.J. NEETHIRAJAN IGNOU REGIONAL CENTRE MADHAVI BUILDING, NUT STREET (PO), VATAKARA, KERALA-673 104 0496-2525281/09446303111 rdvatakara@gmail.com	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAGOD WAYANAND)
62	33	VIJAYAWADA	DR. M. KRISHNAIAH REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYAWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)



**PSC FOR PG CERTIFICATE IN ORAL IMPLANTOLOGY**

Sl.No.	PSC Code	Name & Address	RC Code
1.	1681	Dr. D.Y. Patil Dental College & Hospital, Mahesh Nagar, Pimpri, Pune - 411 018.	16
2.	1682	Nair Hospital Dental College, Dr. A.L. Nair Road, Byculla, Mumbai-400008 (Maharashtra)	49
3.	1683	Sharad Pawar Dental College & Hospital, Sawangi (Meghe), Wardha-442004 (Maharashtra)	36
4.	1373	SDM College of Dental Sciences & Hospital, Dhavalanagar, Sattur, Dharwad- 580009 (Karnataka)	08
5.	1372	D.A. Pandu Memorial R. V. Dental College No. CA 37, 24th Main, 1st Phase, J.P. Nagar Bangalore - 560 078 (Karnataka).	13
6.	07123	Maulana Azad Institute of Dental Sciences MAMC Complex, Bahadur Shah Zafar Marg, New Delhi - 110002	29
7.	27145	I.T.S. Centre for Dental Studies & Research Delhi Meerut Road, Murad Nagar, Ghaziabad - 201206 (UP.)	39

8.	27146	Subharati Dental College Subharti Puram NH-58, Delhi-Haridwar-Meerut Bypass Road, Meerut- 2750003, UP	39
9.	27147	Sardar Patel Post-Graduate Institute of Dental & Medical Sciences, Lucknow - 226025	27
10.	25156	Meenakshi Ammal Dental College & Hospital, Alapakkam Main Road, Maduravoyal, Chennai - 602102	25
11.	0192	Sri Sai College of Dental Surgery Opp. Shiv Nagar, Kothrapally, Vikarabad - 501101 [AP]	01
12.	1374	Manipal College of Dental Sciences, Manipal – 576104 Karnataka	13
13.	1056	Govt. Dental College, Medical Campus Rohtak - 124001, (Haryana)	10
14.	15199	Govt. College of Dentistry Sardar Patel Marg, Indore- 452001	15
15.	1176	Bhojia Dental College & Hospital, BUDH (Baddi) Teh Nalagarh, Dist Solan, Himachal Pradesh - 173205	11

**The list of Programme Study Centres given above may be changed by slight additions or deletions at the time of counseling.**

**PSC FOR PG CERTIFICATE IN ENDODONTICS**

Sl.No.	PSC Code	Name & Address	RC Code
1.	07122	Maulana Azad Dental College & Hospital, MAMC Complex, Bahadur Shah Zafar Marg, New Delhi - 110002	29
2.	27144	Chatrapati Sri Shahuji Maharaj University, Lucknow - 226003.	27
3.	1679	Govt. Dental College & Hospital, 1, P.D'Mello Road, Fort, Mumbai-400001 (Maharashtra)	49
4.	1680	M.A. Rangoonwala College of Dental Sciences & Research Centre, 2390-B, K.B. Hidayatullah Road, Azam Campus Camp. Pune - 411 001	16
5.	2897	Dr. R. Ahmed Dental College & Hospital 114, Acharya Jagdish Chandra Bose Road Kolkata - 700014.	28
6.	0987	Govt. Dental College & Hospital, New Civil Hospital Compound, Asarwa Ahmedabad - 380016 (Gujarat)	09
7.	1044	Govt. Dental College, Medical Campus Rohtak - 124001, (Haryana)	10
8.	2241	Pb. Govt. Dental College & Hospital Amritsar - 143001 (Punjab)	22
9.	1370	V. S. Dental College & Hospital K.R. Road, V.V. Puram Bangalore - 560004. (Karnataka)	13
10.	1371	Bapuji Dental College & Hospital Post Box No.326, Davangere - 577004 (Karnataka)	13
11.	25154	Rajah Muthiah Dental College & Hospital Annamalai University, Annamalai Nagar - 808002, (T N)	25

12.	25155	Meenakshi Ammal Dental College & Hospital Alapakkam Main Road, Maduravoyal, Chennai - 600095	25
13.	15108	Modern Dental College & Research Centre Opp. Gandhi Nagar, Bijasan Road, Indore -453112	15
14.	2369	Pacific Dental College, Airport Road, Debari, Udaipur - 313 024. Rajasthan	23
15.	1375	SDM College of Dental Sciences & Hospital Dhavalanagar, Sattur Dharwad-580009 (Karnataka)	08
16.	15140	People's College Of Dental Sciences & Research Centre Bhanpur, Bhopal	15
17.	04173	Regional Dental College, Guwahati-781032	04
18.	1691	Sharad Pawar Dental College & Hospital, Sawangi (Meghe), Wardha-442004 (Maharashtra)	36

**The list of Programme Study Centres given above may be changed by slight additions or deletions at the time of counseling.**

## LIST OF STATE CODES

*Appendix VI*

<b>STATE CODE</b>	
<b>Code</b>	<b>Description</b>
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
33	C/o 99 APO
34	Learners Abroad
35	Chattisgarh
36	Jharkhand
37	Uttaranchal
<b>EDUCATIONAL QUALIFICATION CODE</b>	
<b>Code</b>	<b>Description</b>
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or Equivalent

**Sample Questions for the Proposed Entrance Test for Post Graduate Certificate Programme in Oral Implantology and Endodontics**

- 1) Syncope is encountered in dental practice due to:
  - A) Cerebral hyperaemia
  - B) Cerebral edema
  - C) Cerebral hypercapnia
  - D) Cerebral hypoxia
- 2) Dosage of I.V. diazepam in a dental chair is influenced by:
  - A) Tinel's sign
  - B) Verril's sign
  - C) Battle's sign
  - D) Bell's sign
- 3) Post extraction bleeding in a leukaemic patient is due to:
  - A) increase in leukocytes
  - B) low calcium level
  - C) platelet disorder
  - D) deficiency of clotting factors.
- 4) Antibiotic cover is mandatory before extraction in the following condition of the heart
  - A) Ischemic heart
  - B) Hypertension
  - C) Congestive cardiac failure
  - D) Congenital heart disease
- 5) Pencillin exerts its effect on bacteria by interfering with
  - A) cellular respiration
  - B) cellular oxidation
  - C) cell wall synthesis
  - D) cellular division
- 6) Bence Jones protein found in the urine may be suggestive of
  - A) Hyperparathyroidism
  - B) Hodgkins disease
  - C) Multiple myeloma
  - D) Paget's disease
- 7) In a patient suffering from liver disease the main complication encountered during extraction
  - A) syncope
  - B) post operative infection
  - C) prolonged bleeding
  - D) convulsions

**KEY**

- 1) D
- 2) B
- 3) C
- 4) D
- 5) C
- 6) C
- 7) C

## List of PSC's of PGDCC Programme

Appendix-VIII

S.No.	Name & Address of the PSC	Regional Centre	PSC Code
1	<b>Escorts Heart Institute And Research Centre</b> Okhla, New Delhi - 110025	Delhi 1	0791 P
2	<b>Max Heart and Vascular Institute</b> 2 Press Enclave Road, Saket, New Delhi – 110 017	Delhi 1	1039 P
3	<b>National Heart Institute</b> East of Kailash, New Delhi – 110 065	Delhi 1	0798 P
4	<b>Batra Hospital &amp; Medical Research Centre</b> 1, Tughlakabad, Institutional Area, M. B. Road, New Delhi - 110062	Delhi 1	07138 P
5	<b>Fortis_Escort Hospital &amp; Research Centre</b> Neelam Bata Road, Faridabad – 121 001, Haryana	Delhi 1	1043 P
6	<b>Indraprastha Apollo Hospitals</b> Sarita Vihar, Delhi Mathura Road, New Delhi - 110076	Delhi 1	07166P
7	<b>Metro Group of Hospitals and Heart Institute</b> X-1, Sector – 12, Noida – 201301	NOIDA	27116 P
8	<b>Fortis Hospital</b> B-22, Sector – 62, Noida – 201301	NOIDA	27113 P
9	<b>Delhi Heart and Lung Institute</b> 3-MMII Panchukuian Road, New Delhi – 110055	Delhi 2	27122 P
10	<b>Sir Ganga Ram Hospital</b> Rajinder nagar, New Delhi - 110060	Delhi 2	29015 P
11	<b>Medanta –The Medicity</b> Sector 38, Gurgaon-122001, Haryana	Delhi 3	38008 P
12	<b>Artemis Health Institute</b> Sector - 51, Gurgaon – 122001, Haryana	Delhi 3	38010 P
13	<b>Shri Balaji Action Medical Institute</b> FC-34, A-4, Paschim Vihar, New Delhi- 110063	Delhi 3	29010 P
14	<b>Brahmananda Narayana Hrudayalaya</b> Vil Tamolia (Near Pardih Chowk), NH – 33, Jamshedpur - 831012	Ranchi	32014 P
15	<b>ARAMWH</b> Apollo Hospital GroupIrba, Jharkhand – 835 238	Ranchi	3636 P
16	<b>Bhagwan Mahaveer Jain Heart Centre,</b> Millers Road, Bangalore – 560 052	Bangalore	1355 P
17	<b>M.S. Ramaiah Medical College and Teaching Hospital</b> MSR Nagar, MSRIT Post, Bangalore – 560 054	Bangalore	1354 P
18	<b>Omega Hospital (P) Ltd.</b> Mahaveer Circle, Kankanady, Mangalore	Bangalore	1357 P
19	<b>ST. John's Medical College Hospital,</b> Sarjapur Road, Bangalore – 560 034	Bangalore	1362 P
20	<b>A.J. Hospital and Research Centre</b> S-22-Hisgrace, Hat Hill, Martin Pais Road, Kuntikana, Mangalore – 575 006	Bangalore	1356 P

21	<b>Vikram Hospital and Heart Care</b> No. 46 Vivekananda Road, Yadavagiri, Mysore – 570020	Bangalore	1361 P
22	<b>Narayan Hrudayalaya Institute of Cardiac Sciences,</b> 258/A, Bommasandra Industrial Area, Anekal Taluk, Bangalore-560 099	Bangalore	1360 P
23	<b>Fortis Hospital (Wochhardt Hospital),</b> 154/9 Bannerghatta Road , Opp. Indian Institute of Management, Bangalore-560 076	Bangalore	13110 P
24	<b>Manipal Hospital</b> Airport Road, Bangalore - 560017	Bangalore	13125 P
25	<b>Kerala Institute of Medical Sciences</b> Kumrapuram Poonthi Road Anamukham Anayara, Thiruvananthapuram, Kerala – 695 029	Thiruvananthapuram	1458 P
26	<b>Pushpagiri Heart Institute</b> Thiruvalla, Parthananthitta, Kerala - 689101	Thiruvananthapuram	1467 P
27	<b>Lisie Hospital Kochi</b> P. B. No. 3052, Ernakulam, Cochin, Kerala - 682018	Thiruvananthapuram	14131 P
28	<b>St. Gregorios Cardio-Vascula CentreParumala,</b> PO: Thiruvalla, Dist- Pathanamthitta, Kerala - 689626	Thiruvananthapuram	40019 P
29	<b>G. Kuppuswamy Naidu Memorial Hospital</b> PPappanaicken Palayam, Coimbatore – 641 037, Tamilnadu	Madurai	25115
30	<b>Rabindranath Tagore International Institute of Cardiac Sciences</b> Armenian Church Trauma Centre, 124, Mukundapur, E.M. Bypass, Kolkata – 700 009	Kolkata	2866 P
31	<b>B.M. Birla Heart Research Centre</b> 1/1, National Library Avenue, Kolkata – 700026	Kolkata	2867 P
32	<b>Apollo Gleneagles Hospitals &amp; Education Trust</b> P58 Canal Circular Road, Kolkata, West Bengal - 700054	Kolkata	28100
33	<b>Care Hospital</b> Road No. 1, Banjara Hills, Hyderabad – 500034	Hyderabad	0180 P
34	<b>Andhra Mahila Sabha Durgabai Deshmukh Hospital and Research Centre,</b> O.U. Road, Vidya Nagar, Hyderabad – 500044	Hyderabad	0181 P
35	<b>Apollo Hospitals.</b> Jubilee Hills, Hyderabad, Andra Pradesh 500033	Hyderabad	01103 P
36	<b>Krishna Institute of Medical Sciences Ltd.</b> 1-8-31/1, Minister Road, Secunderabad – 500 003 (A.P.)	Hyderabad	0194 P
37	<b>Medwin Hospital</b> Raghava Ratna Towers, Nampally, Hyderabad - 500 001	Hyderabad	01135 P
38	<b>Yashoda Hospital</b> H. NO 1-1-148, Behind Hari Hara Kala Bhavan Alexander Road, S P Road, Secundrabad - 500003	Hyderabad	01134 P



39	<b>Star Hospital</b> No: 8-2-596/5, Road No 10, Banjara Hills, Hyderabad - 500034	Hyderabad	01136 P
40	<b>International Center for Cardio Thoracic &amp; Vascular Diseases</b> Frontier Lifeline, R-30-C, Ambattur Industrial Estate Road, Chennai – 600101	Chennai	25116 P
41	<b>Asian Heart Institute</b> G/N Block, Badra Kurla Complex, Bandra East, Mumbai – 400 061	Mumbai	1656 P
42	<b>Bombay Hospital &amp; Research Centre,</b> 12 Marine Lines, Mumbai - 400020	Mumbai	49010 P
43	<b>Jupiter Hospital</b> Eastern Highway, Thane - 400601	Mumbai	49002 P
44	<b>Fortis Hospital Ltd., Mulund-Garegaon Link Road</b> Mulund (W), Mumbai - 400078	Mumbai	49027 P
45	<b>Assam Medical College</b> Dibrugarh – 0786002, Assam	Guwahati	0453 P
46	<b>Gauhati Medical College and Hospital</b> Bhangagarh, Dist: Kamrup, Guwahati, Assam- 781032	Guwahati	04129 P
47	<b>Bombay Hospital</b> IDA Scheme; 94/95 Ring Road , Indore – 452010 (MP)	Bhopal	15104 P
48	<b>CHL- Apollo Hospital</b> Near LIG Triangle, A.B. Road, Indorel, Madhya Pradesh - 452008	Bhopal	15157 P
49	<b>Bhopal Memorial Hospital &amp; Reserach Centre</b> Near Karond Chowk, Raisen By Pass Road, Bhopal, - 462038	Bhopal	15111 P
50	<b>City Cardiac Research Centre Ltd.</b> Ring Road, Near ITI College, Vijayawada – 520 010 ( A. P.)	Vijayawada	33001 P
51	<b>Bollineni Heart Centre (P) Ltd.</b> Seelam Nukaraju Street, Katari Gardens, Rajahmundry, Andra Pradesh - 533103	Vijayawada	33004P
52	<b>Care Hospitals Visakha Hospital and Diagnostic Ltd</b> A S Raja Complex, Waltair Main Road, Ramnagar, Visakhapatnam	Vijayawada	33005P
53	<b>Usha Cardiac Centre Ltd.</b> 39-2-11, Pitchaiah StreetLabbipet , M.G. Road, Vijayawada – 520 010 ( A. P.)	Vijayawada	0195 P
54	<b>Satguru Pratap Singh Apollo Hospital</b> Sherpur Chowk, G T Road, Ludhiana, Punjab - 141003	Khanna	2245 P
55	<b>Fortis Escort Hospital</b> Majitha – Verka Bypass Road, Amritsar - 462030	Khanna	2264 P
56	<b>Fortis Hospital.</b> Sector 62, Phase – VII, Mohali, Punjab - 160062	Chandigarh	2246 P

57	<b>Aditya Care Hospital</b> Plot No 329/1929, Chandraseshkarpur Damana Aquar Bhubaneswar, Orissa - 751024	Bhubaneswar	21135 P
58	<b>Bankers Heart Institute</b> PNear tagore NagarOld Padra Road, Vadodra, Gujrat - 390015	Ahemedabad	0991
59	<b>Adventist Wockhardt Heart Hospital</b> Opp. Chowpati24 Athwa Lines, Surat, Gujrat -395001	Ahmedabad	09115P
60	<b>Dr. Anand N Shukla</b> <b>U N Mehta Institute of Cardiology &amp; Research Centre</b> Civil Hospital campus, Asarwa, Ahemedabad, Gujrat - 380016	Ahmedabad	0992 P
61	<b>N M Virani Wockhardt Hospital</b> Kalawad Road, Rajkot, Gujrat - 360007	Rajkot	42009 P
62	<b>Heriatage Hospital Ltd.</b> Lanka, Varanasi, Uttar Pradesh - 221005	Varanasi	48001 P
63	<b>Ruby Heart Care Centre</b> C/o-Roplekar Heart Care Centre, 160-161 Tilak Nagar, Veer Savarkar Chowk, Aurangabad- 431005, Maharastra	Pune	16112P
64	<b>Wockhardt Heart Hospital</b> 27, Corporation Colony, North Ambazari Road, Nagpur- 440033	Nagpur	36005 P
65	<b>Fortis Escort Hospital</b> 214, Jawahar Lal Nehry Marg, Malviya Nagari, Jaipur- 302017	Jaipur	2384 P
66	<b>Indira Gandhi Institution of Cardiology,</b> Patna Medical College Campus, Ptana - 800004	Patna	05163 P

Note: The list of the training centre/Programme Study Centre (PSC) is provisional.

## INSTRUCTIONS FOR FILLING THE APPLICATION FORM FOR THE ENTRANCE TEST OF PGCE & PGCOI

### A) General Instructions

- 1) **Entrance Test Form has been provided along with the Student Handbook & Prospectus 2012.**
- 2) You are responsible for the accuracy of information and indicating the information in the desired manner. You should ensure that you fulfil the admission criteria as prescribed by the University as on the last date for submission of Application form for Admission to Dental Programme provided with the result card (if qualified).
- 3) Please send your application form for Entrance Test by Registered/Speed Post in an envelope, so as to reach **Registrar (SE Division), IGNOU, Maidan Garhi, New Delhi 110 068 as per the dates given in the advertisement**
- 4) **Applications received after the due date will not be accepted.**
- 5) **Do not send any certificate/document with the form for the Entrance Test.** These are required to be submitted with the specific Application form for Admission which will be sent with the offer letter, in case you are selected on the basis of your merit in the entrance test.
- 6) There would be some relaxation in qualifying standards to SC/ST/PH/war widows/OBC (non-creamy layer) category, as per the university rules.
- 7) In case the number of candidates for Entrance Test at a center is not adequate the candidates will be allotted nearest possible centre. Request for change of Examination Centre, once allotted, will not be entertained.
- 8) No fee is to be sent with Application form for Entrance Test, except in case where the form has been downloaded from the website. In case the form has been downloaded from the website, **www.ignou.ac.in**. a demand draft of Rs.550/- drawn in favour of IGNOU, payable at New Delhi has to be sent along with the form. Prospectus will be sent to such candidates after receipt of the form along with the demand draft.

### B) Test Dates

- 1) The Entrance Test for Admission to Post Graduate Dental Programmes would be conducted on 5th February, 2012 (Sunday).

### C) Non-Receipt of Hall Ticket

- 1) Hall tickets will be provided to the candidates ten(10) days before the entrance test. In case of non-receipt of hall ticket three (03) days before the entrance test, candidates can download hall ticket from IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) and report to the examination centre for appearing in the entrance test.
- 2) Your record may not be included in the finalized list for any of the reasons like nonreceipt of Application form, or delay in receiving the Form, or not indicating the information correctly on the Form.
- 3) When you come for enquiry regarding non-receipt of Hall ticket **you should bring a photocopy of the form.**

### D) Reporting of Test Results

The result of the entrance test will be uploaded on the university website [www.ignou.ac.in](http://www.ignou.ac.in). No result card will be send to individual candidate.

### E) Guidelines for filling the form

- 1) Regional Centre Code from *Appendix-III*
- 2) Exam Centre Code — you can opt your examination centre from the list of the programme study centre for P.G. Certificate in Oral Implantology (Appendix IV) and P.G. Certificate in Endodontics (Appendix V) for deciding the city where you would wish to take your examination. However, the examination centre will be decided by IGNOU on the basis of applications received.
- 3) State Code from *Appendix-VI*
- 4) The candidates under **OBC category code - D4-B (Non-Creamy Layer)** should submit the original annual income certificate of the guardian /himself during admission at respective regional centres. *(The annual income of the guardian/candidates under OBC (Non Creamy Layer) should not exceed 4.5 lakh per annum).*
- 5a) You can opt for only one programme. Fill A1 for PG Certificate in Oral Implantology and B1 for PG Certificate in Endodontics.
- 5b) Fill in the PSC code from the appendix IV for PG Certificate in Oral Implantology and from appendix V for PG Certificate in Endodontics for your choice of PSC of the respective programme, in the adjacent column also fill the respective RC Code. You can fill a maximum of three options. Kindly also indicate the respective Regional Centre Code of each PSC as indicated against the respective PSC in the appendix IV/V.



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN GARHI, NEW DELHI-110 068

APPLICATION FORM FOR ENTRANCE TEST OPENDEN IV

PG CERTIFICATE IN ORAL IMPLANTOLOGY OR

PG CERTIFICATE IN ENDODONTICS

FORM NO.:

**INSTRUCTIONS**

- Please read the instructions in the information brochure before filling up this form.
- Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
- Do not make any stray marks on this sheet.
- Do not staple, pin, wrinkle scribble, tear or wet this sheet.
- Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample, below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
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<b>CONTROL NUMBER:</b>

<b>1. Regional Centre Code</b> <input type="text"/>	<b>2. Exam Centre Code</b> <input type="text"/>	<b>3. State Code</b> <input type="text"/>	<b>4. Category</b> (Write the relevant code in the box) A1-GEN C3- ST B2- SC D4- OBC <input type="text"/>
<b>5. (a) Name of the PG Certificate Programme Opted</b> A1. P.G. Certificate in Oral Implantology B1. P.G. Certificate in Endodontics			In case of OBC students, please also indicate either D4A or D4B D4A- Creamy Layer D4B- Non creamy Layer <input type="text"/>
<b>(b) Programme Study Centre (Give 3 Choices in order of preference)</b>			
<b>PSC Code</b>	<b>RC Code</b>		

<b>6. Nationality</b> (Write the relevant code in the box) A1 - Indian B2 - Others <input type="text"/>	<b>7. Sex</b> (Write the relevant code in the box) A1 - Male B2 - Female C3 - Kinner <input type="text"/>	<b>8. Marital Status</b> (Write the relevant code in the box) A1- Married B2- Unmarried <input type="text"/>	<b>9. Whether Minority:</b> (Write the relevant code in the box) A1 Yes B2 No <input type="text"/>	<b>10. Religion</b> (Write the relevant code in the box) A1 Hindu D4 Sikh G7 Paris B2 Muslim E5 Jain H8 Jews C3 Christian F6 Buddhist I9 Others <input type="text"/>
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<b>11. Date of Birth</b> Date / Month / Year <input type="text"/>	<b>12. Social Status</b> (Write the relevant code in the box) A1- Ex-service man B2- War widow C3- Not applicable <input type="text"/>	<b>13. Whether Kashmiri Migrant?</b> (Write the relevant code in the box) A1- Yes B2- No <input type="text"/>
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<b>14. Territory</b> A1 - URBAN B2 - RURAL C3 - TRIBAL <input type="text"/>	<b>15. Employment Status</b> A1 - Employed B2 - Unemployed C3 - IGNOU Regular Employee D4 - KVS Employee <input type="text"/>	<b>16.a. Whether a person with disability:</b> A1 - Yes B2 - No <input type="text"/>	<b>16.b If person with disability (nature of disability)</b> A1 Hearing Impairment B2 Lomotor Impairment C3 Visual Impairment D4 Reading Disability E5 Any other, Please specify <input type="text"/>
--	---	--	--

<b>17.a. Are you registered with IGNOU</b> (Write the relevant code in the box) A1 - Yes B2 - No <input type="text"/>	<b>17.b. If yes, write the Enrol, No. &amp; Program Code in the boxes below:</b> Enrolment No. <input type="text"/>	Programme Code <input type="text"/>
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<b>18. Details of Scholarship being received if any:</b> (a) Annual Scholarship Amount <input type="text"/> (d) Below poverty line A1 Yes B2 No <input type="text"/>	(b) Dept. Offering (Write the relevant code in the box) Scholarship A1 Govt. Deptt. B2 Other <input type="text"/>	(c) Family income (yearly) <input type="text"/>
(e) In case of Jail inmates A1 Yes B2 No <input type="text"/>		

**19. Name of the Candidate**

**20. Name of Father/Mother/Husband** (Strike out whichever not applicable)

**21. Educational Qualifications** (DCI Recognised Bachelor of Dental Surgery)  
(Which makes you eligible for the programme):  
Year of Passing  Date / Month / Year   
Percentage of total marks of all BDS examinations

**22. Date of Completion of Internship**

**23. Write name & Complete Mailing Address**  
(in BLACK BALL Point Pen only)

Name:

Address:

PIN CODE:

**24. For Office Use**  
Enrolment no.

**25. Candidate's Signature**

**26. Photograph**

Affix your latest passport size photograph (4 cm X 5 cm) duly attested by Gazetted Officer

**27. Working Experience**

Duration	Years	<input type="text"/>	<input type="text"/>	Months	<input type="text"/>	<input type="text"/>
<b>Employed in</b> (Cross (x) any one of the Appropriate Box only)						
Govt./Public Sector	<input type="checkbox"/>	Semi Govt.	<input type="checkbox"/>	Pvt. Sector	<input type="checkbox"/>	Self Employed
<b>Annual Income</b> (Cross (x) any one of the Appropriate Box only)						
Upto Rs.50000/-	<input type="checkbox"/>	Rs. 50000 to 1 lac	<input type="checkbox"/>	Rs. 1 lac to 1.5 lac	<input type="checkbox"/>	
Rs.1.5 lac to 2 lac	<input type="checkbox"/>	Above Rs.2 lacs	<input type="checkbox"/>			

**28. Address for Correspondence**

(Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Street Name, P.O. etc.)

City	District
State	Pin Code

**29. Telephone Number** (if any) with STD Code/Mobile No.

STD Code Telephone No.

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**30. Fax No.** (if any) with STD Code

STD Code Telephone No.

--	--

**31. E-mail address/ID** (if any)

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**DECLARATION BY APPLICANT**

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date: \_\_\_\_\_

(Signature of the Applicant)

**INSTRUCTIONS FOR CANDIDATES**

1. Please send your Application form by Registered/Speed Post to the following Address :  
**Registrar  
SE DIVISION,  
IGNOU, MAIDAN GARHI, NEW DELHI-110068**
2. Last date for receipt of filled in application form for OPENDEN IV is 31st December, 2011.
3. Application form received after the due date will not be accepted.
4. Please retain photo copy of the filled application form for future reference.
5. For Detailed instructions please refer Students Handbook & Prospectus.
6. No documents are to be attached with this application form.
7. Copy of ID Card if employee of KVS/IGNOU.

## INSTRUCTIONS FOR FILLING THE APPLICATION FORM FOR THE ENTRANCE TEST OF PGDCC

### A) General Instructions

- 1) **Entrance Test Form has been provided along with the Student Handbook & Prospectus 2012.**
- 2) You are responsible for the accuracy of information and indicating the information in the desired manner. You should ensure that you fulfil the admission criteria as prescribed by the University as on the last date for submission of Application form for Admission to Dental Programme provided with the result card (if qualified).
- 3) Please send your application form for Entrance Test by Registered/Speed Post in an envelope, so as to reach **Registrar (SE Division), IGNOU, Maidan Garhi, New Delhi 110 068 as per the dates given in the advertisement**
- 4) **Applications received after the due date will not be accepted.**
- 5) **Do not send any certificate/document with the form for the Entrance Test.** These are required to be submitted with the specific Application form for Admission which will be sent with the offer letter, in case you are selected on the basis of your merit in the entrance test.
- 6) There would be some relaxation in qualifying standards to SC/ST/PH/war widows/OBC (non-creamy layer) category and female candidates, as per the university rules.
- 7) In case the number of candidates for Entrance Test at a center is not adequate the candidates will be allotted nearest possible centre. Request for change of Examination Centre, once allotted, will not be entertained.
- 8) No fee is to be sent with Application form for Entrance Test, except in case where the form has been downloaded from the website. In case the form has been downloaded from the website, **www.ignou.ac.in**, a demand draft of Rs.550/- drawn in favour of IGNOU, payable at New Delhi has to be sent along with the form. Prospectus will be sent to such candidates after receipt of the form along with the demand draft.
- 9) No need to send any certificate along with Entrance Examination Form except certificate of SC/ST/OBC (Non-Creamy Layer).
- 10) The application Form for Admission need to be fill during the admission in PGDCC programme. Regional Centre will send letter to candidates to submit the Admission Form in PGDCC programme. All certificate including MBBS Mark sheets, internship completion certificate, MBBS Registration Certificate, age certificate etc. need to be submitted along with Admission Form to the IGNOU Regional Centre.

### B) Test Dates

- 1) The Entrance Test for Admission to Post Graduate Dental Programmes would be conducted on 5th Feb. 2012

### C) Non-Receipt of Hall Ticket

- 1) Hall tickets will be provided to the candidates ten(10) days before the entrance test. In case of non-receipt of hall ticket three (03) days before the entrance test, candidates can download hall ticket from IGNOU website (www.ignou.ac.in) and report to the examination centre for appearing in the entrance test.
- 2) Your record may not be included in the finalized list for any of the reasons like nonreceipt of Application form, or delay in receiving the Form, or not indicating the information correctly on the Form.
- 3) When you come for enquiry regarding non-receipt of Hall ticket **you should bring a photocopy of the form.**

### D) Reporting of Test Results

The result of the entrance test will be uploaded on the university website www.ignou.ac.in. No result card will be send to individual candidate.

### E) Guidelines for filling the form

- 1) Regional Centre Code from *Appendix-III*
- 2) Exam Centre Code — you can opt your examination centre from the list of the programme study centre for PGDCC programme (*Appendix-VIII*) for deciding the city where you would wish to take your examination. However, the examination centre will be decided by IGNOU on the basis of applications received.
- 3) State Code from *Appendix-VI*
- 4) The candidates under **OBC category code - D4-B (Non-Creamy Layer)** should submit the original annual income certificate of the guardian /himself during admission at respective regional centres. (*The annual income of the guardian/candidates under OBC (Non Creamy Layer) should not exceed 4.5 lakh per annum*).



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
MAIDAN GARHI, NEW DELHI-110 068

**APPLICATION FORM FOR ENTRANCE TEST OF  
PG DIPLOMA IN CLINICAL CARDIOLOGY**

APPLICATION NUMBER:

CONTROL NUMBER:

**INSTRUCTIONS**

1. Please read the instructions in the information brochure before filling up this form.
2. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
3. Do not make any stray marks on this sheet.
4. Do not staple, pin, wrinkle, scribble, tear or wet this sheet.
5. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample, below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
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<b>1. Programme Code</b> <div style="display: flex; justify-content: space-between;"> <span>P</span><span>G</span><span>D</span><span>C</span><span>C</span> </div>	<b>2. Enrolment No.</b> (For office use only) <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<p align="center">PHOTOGRAPH</p> <p align="center">Affix you latest passport size photograph (4 cm x 5 cm duly attested by you)</p>																				
<b>3. Regional Centre</b> <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<b>4. Exam Centre Code</b> <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>		<b>5. State Code</b> <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>																			
<b>6. Indian Code</b> (Within code in the box) A1 English B2 Hindi C3 Other Other please specify <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<b>7.a. Are you registered with IGNOU</b> (Write the relevant code in the box) A1 - Yes B2 - No <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<p align="center">Signature of Candidate</p>																				
<b>7.b. If yes, write the Enrol. No. &amp; Program Code in the boxes below:</b> Enrolment No. <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	Programme Code <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>																					
<b>8. Date of Birth</b> Date                      Month                      Year <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<b>9. Nationality</b> A1 - Indian B2 - Others <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<p align="center">Signature of Candidate</p>																				
<b>10. Sex</b> (Write the relevant code in the box) A1 - Male B2 - Female C3 - Kinner <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<b>11. Category</b> (Write the relevant code in the box) A1 - Gen B2 - SC C3 - ST D4 - OBC <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>		<b>12. Territory</b> A1 - URBAN B2 - RURAL C3 - TRIBAL <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>																			
<b>13. Marital Status</b> (Write the relevant code in the box) A1- Married B2- Unmarried <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<b>14. Region</b> A1 Hindu    D4 Sikh    G7 Paris B2 Muslim   E5 Jain    H8 Jews C3 Christian F6 Buddhist I9 Others <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>																					
<b>15. Whether Minority:</b> (Write the relevant code in the box) A1 Yes B2 No <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<b>16. Social Status</b> (Write the relevant code in the box) A1- Ex-service man B2- War widow C3- Not applicable <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<b>17. Whether Kashmiri Migrant?</b> (Write the relevant code in the box) A1- Yes B2- No <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>																				
<b>18. Name of the Candidate</b> <div style="border: 1px solid black; height: 20px;"></div>																						
<b>19. Father's/ Husband's name</b> (Strike out whichever not applicable) <div style="border: 1px solid black; height: 20px;"></div>																						
<b>20. Relevant Qualification</b> (which makes you eligible for the programme) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">Qualification</th> <th style="width: 20%;">Year of passing</th> <th style="width: 20%;">Division</th> <th style="width: 10%;">% of marks</th> <th style="width: 20%;">Name of the University</th> </tr> </thead> <tbody> <tr> <td>MBBS</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MD/MS/DNB Diploma (Please Specify) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other (Please Specify) .....</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Qualification	Year of passing	Division	% of marks	Name of the University	MBBS					MD/MS/DNB Diploma (Please Specify) .....					Other (Please Specify) .....				
Qualification	Year of passing	Division	% of marks	Name of the University																		
MBBS																						
MD/MS/DNB Diploma (Please Specify) .....																						
Other (Please Specify) .....																						
<b>21. Date of Completion of Intership (DD/MM/YY)</b> Date                      Month                      Year <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>																						
<b>22. Choice of Programme Study Centre</b> (Give your preference if the Regional Centre has more than one Programme Study Centre) Choice No. 1 : ..... Choice No. 2 : ..... Choice No. 3 : ..... Choice No. 4 : ..... Choice No. 5 : .....																						
<b>23. Whether a person with disability:</b> (Write the relevant code in the box) A1 - Yes B2 - No <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>	<b>24. If person with disability (nature of disability)</b> A1 Hearing Impairment    D4 Reading Disability B2 Lomotor Impairment    E5 Any other, Please specify C3 Visual Impairment <div style="display: flex; justify-content: space-between;"> <span style="width: 20px; height: 20px;"></span> <span style="width: 20px; height: 20px;"></span> </div>																					

<b>26. Details of Scholarship being received if</b> Scholarship
--

<b>27. Working Experience</b>			
Duration	Years <input style="width: 20px; height: 20px;" type="text"/>	Months <input style="width: 20px; height: 20px;" type="text"/>	
<b>Employed in</b> (Cross (x) any one of the Appropriate Box only)			
Govt./Public Sector <input type="checkbox"/>	Semi Govt. <input type="checkbox"/>	Pvt. Sector <input type="checkbox"/>	Self Employed <input type="checkbox"/>
<b>Annual Income</b> (Cross (x) any one of the Appropriate Box only)			
Upto Rs.50000/- <input type="checkbox"/>	Rs. 50000 to 1 lac <input type="checkbox"/>	Rs. 1 lac to 1.5 lac <input type="checkbox"/>	
Rs.1.5 lac to 2 lac <input type="checkbox"/>		Above Rs.2 lacs <input type="checkbox"/>	

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

City	District
State	Pin Code

<b>29. Telephone Number</b> (if any) with STD Code/Mobile No.	<b>30. Fax No.</b> (if any) with STD Code
STD Code <input style="width: 20px;" type="text"/> Telephone No. <input style="width: 100px;" type="text"/>	STD Code <input style="width: 20px;" type="text"/> Telephone No. <input style="width: 100px;" type="text"/>
<b>31. Mobile Number</b> (if any)	
<input style="width: 100%; height: 20px;" type="text"/>	
<b>32. E-mail address/ID</b> (if any)	
<input style="width: 100%; height: 20px;" type="text"/>	

### DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date: \_\_\_\_\_ (Signature of the Applicant)

### INSTRUCTIONS FOR CANDIDATES

1. Please send your Application form by Registered/Speed Post to the following Address :  
**Registrar**  
**SE DIVISION,**  
**IGNOU, MAIDAN GARHI, NEW DELHI-110068**
2. Last date for receipt of filled in application form for PGDCC Entrance exam is 31st December, 2011.
3. Application form received after the due date will not be accepted.
4. Please retain photo copy of the filled application form for future reference.
5. For Detailed instructions please refer Students Handbook & Prospectus.
6. No documents are to be attached with this application form.
7. Copy of ID Card if employee of KVS/IGNOU.





# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN GARHI, NEW DELHI-110 068

## APPLICATION FORM FOR ADMISSION IN PGDFCC PROGRAMME

APPLICATION NUMBER:

CONTROL NUMBER:

INSTRUCTIONS																																			
1. Please read the instructions in the information brochure before filling up this form.																																			
2. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.																																			
3. Do not make any stray marks on this sheet.																																			
4. Do not staple, pin, wrinkle scribble, tear or wet this sheet.																																			
5. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample, below.																																			
0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

<b>1. Programme Code</b> <div style="border: 1px solid black; padding: 2px;">P G D C C</div>	<b>2. Enrolment No.</b> (For office use only) <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div>	<b>PHOTOGRAPH</b>  Affix your latest passport size photograph (4 cm x 5 cm duly attested by you)	
<b>3. Regional Centre</b> <div style="border: 1px solid black; display: inline-block; width: 30px; height: 15px;"></div>	<b>4. Exam Centre Code</b> <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div>		<b>5. State Code</b> <div style="border: 1px solid black; display: inline-block; width: 30px; height: 15px;"></div>
<b>6. Indian Code</b> (Within code in the box) A1 English <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 Hindi <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> C3 Other <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> Other please specify <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div>	<b>7.a. Are you registered with IGNOU</b> (Write the relevant code in the box) A1 - Yes <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 - No <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>		<b>7.b. If yes, write the Enrol. No. &amp; Program Code in the boxes below:</b> Enrolment No. <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div> Programme Code <div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div>
<b>8. Date of Birth</b> Date <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> / Month <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> / Year <div style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></div>	<b>9. Nationality</b> A1 - Indian <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 - Others <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>		<b>12. Territory</b> A1 - URBAN <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 - RURAL <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> C3 - TRIBAL <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>

<b>10. Sex</b> (Write the relevant code in the box) A1 - Male <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 - Female <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> C3 - Kinner <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>	<b>11. Category</b> (Write the relevant code in the box) A1 - Gen <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 - SC <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> C3 - ST <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> D4 - OBC <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>
--	---

<b>13. Marital Status</b> (Write the relevant code in the box) A1 - Married <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 - Unmarried <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>	<b>14. Region</b> A1 Hindu <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> D4 Sikh <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> G7 Paris <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 Muslim <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> E5 Jain <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> H8 Jews <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> C3 Christian <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> F6 Buddhist <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> I9 Others <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>
---	--

<b>15. Whether Minority:</b> (Write the relevant code in the box) A1 Yes <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 No <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>	<b>16. Social Status</b> (Write the relevant code in the box) A1 - Ex-service man <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 - War widow <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> C3 - Not applicable <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>	<b>17. Whether Kashmiri Migrant?</b> (Write the relevant code in the box) A1 - Yes <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 - No <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>
---	--	---

**18. Name of the Candidate**

**19. Father's/Husband's name** (Strike out whichever not applicable)

**20. Relevant Qualification** (which makes you eligible for the programme)

Qualification	Year of passing	Division	% of marks	Name of the University
MBBS				
MD/MS/DNB Diploma (Please Specify) .....				
Other (Please Specify) .....				

**21. Date of Completion of Intership (DD/MM/YY)**

Date                      Month                      Year

**22. Choice of Programme Study Centre** (Give your preference if the Regional Centre has more than one Programme Study Centre. Please write Name and Code of Programme Study Centre).

Choice No. 1 : .....

Choice No. 2 : .....

Choice No. 3 : .....

Choice No. 4 : .....

Choice No. 5 : .....

<b>23. Whether a person with disability:</b> (Write the relevant code in the box) A1 - Yes <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div> B2 - No <div style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></div>	<b>24. If person with disability (nature of disability)</b> A1 Hearing Impairment    D4 Reading Disability B2 Lomotor Impairment    E5 Any other, Please specify C3 Visual Impairment
---	--

**26. Details of Scholarship being received if**  
Scholarship

**27. Working Experience**

Duration                      Years  Months

**Employed in**  
(Cross (x) any one of the Appropriate Box only)

Govt./Public Sector       Semi Govt.       Pvt. Sector       Self Employed

**Annual Income** (Cross (x) any one of the Appropriate Box only)

Upto Rs.50000/-       Rs. 50000 to 1 lac       Rs. 1 lac to 1.5 lac

Rs.1.5 lac to 2 lac       Above Rs.2 lacs

**28. Address for Correspondence**

(Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Street Name, P.O. etc.)

City	District
State	Pin Code

**29. Telephone Number** (if any) with STD Code/Mobile No.

STD Code	Telephone No.

**30. Fax No.** (if any) with STD Code

STD Code	Telephone No.

**31. Mobile Number** (if any)

--

**32. E-mail address/ID** (if any)

--

**DECLARATION BY APPLICANT**

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date: \_\_\_\_\_

(Signature of the Applicant)

**INSTRUCTIONS FOR CANDIDATES**

1. Please send your Application form by Registered/Speed Post to the following Address :  
**Regional Director**  
**(Address of the IGNOU Regional Centre as given in Appendix-III)**
2. Last date for receipt of filled in application form for admission as mentioned by IGNOU Regional Centre
3. Application form received after the due date will not be accepted.
4. Please retain photo copy of the filled application form for future reference.
5. For Detailed instructions please refer Students Handbook & Prospectus.
6. Enclosed all relevant certificates alongwith the admission form.
7. Copy of ID Card if employee of KVS/IGNOU.



## 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: 1<sup>st</sup> to 30<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> to 31<sup>st</sup> 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 Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)  
No. of Course(s): ..... X Rs. 500/- = 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 & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

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

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION**

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

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

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

--	--	--	--	--	--
  4. Purpose for which: .....  
transcript is required .....
  5. **Fees detail:**  
Fees for the official transcript:-  
Rs. 200/- per transcript, if to be sent to the student/Institute in India.  
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.  
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
- No. of transcript(s): ..... X Rs. 200/ Rs. 400/- =      Total Amount: Rs.....required
- Demand Draft No.: .....      Date: .....
- Issuing Bank: .....
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
  7. Name & address of the University/Institute/Employer in capital letters to whom transcript is required to be sent (attached a separate list, if required)  
.....  
.....  
.....

Date:.....

(Signature of the student)

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

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

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



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

Prescribed dates for submission of form:- 1<sup>st</sup> March to 15<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> September to 15<sup>th</sup> October for December Term- end Exam.

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

--	--	--	--	--	--	--	--	--	--
3. Address:.....  
.....  
..... Pin Code
4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
  - a) Term-end examination: June/December .....
  - b) Exam Centre Code: .....
  - c) Exam Centre Address: .....  
.....  
.....
  - d) Course(s): .....
5. **Fee details:**  
(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)  
No. of Course(s): ..... X Rs. 100/- = Total Amount: .....  
Demand Draft No.: ..... Date: .....  
Issuing Bank: .....
6. Self attested photocopy of the Identity Card : Attached/Not attached issued by the University

**UNDERTAKING**

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

Date: .....

Signature .....

Place: .....

Name: .....

P.T.O.

## **RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-41 1016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 <sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**

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

1. Name : \_\_\_\_\_

2. Programme:  Enrolment No:

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

4. Month and Year of the Examination: .....

5. Examination Centre Code:

6. Address of the 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 Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

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

Demand Draft No. .... Date: .....

Issuing Bank: .....

Date:.....

(Signature of the student)

P.T.O.



## **RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

1. The request for re-evaluation by the student must be made within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form,  
Please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'
7. Application form must reach within the prescribed dates at the following address:-

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



**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 Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s): ..... X Rs. 700/- = 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.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 <sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City)	All Examination Centres in Kolkata, Darbhanga and Ranchi.



Control No.....

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

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

Name .....

Enrolment No. 

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

Address .....

.....

.....

.....

Pin 

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

Programme .....

Month and Year of the Exam. ....

Centre from where appeared at  
last examination .....

Bank Draft / IPO No. .... Dated .....

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

.....  
Signature

Dated .....

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

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

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

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY****EXAM FORM**

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

Serial  
No.

Control No.

**INSTRUCTIONS**

1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Programme Code

Regional Centre Code

Study Centre  
Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

**Name of the Candidate:** (Leave one box empty between First Name, Middle Name and Surname)**Address for Correspondence** (Do not give Post Box No. Leave box blank between each unit of address like House No., Street Name, PO, etc.)

City

District

State

Pin Code

MOBILE NO.

**COURSE OPTION:**

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

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

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

Total No. of		Total Amount
Courses	× ₹ 60	
Practical Courses	× ₹ 60	
Late Fee		
<b>TOTAL</b>		

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /
Issuing Branch	_____
Payable at (Regional Centre under which your exam centre falls)	

SIGNATURE OF THE STUDENT

(within the Box only)

ISSUING BANK

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

**Before submitting the examination form please ensure that:**

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

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

**PLEASE NOTE :**

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

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

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

**DECLARATION**

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

Date \_\_\_\_\_

(Signature of the student)

Phone No. (R) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email Id \_\_\_\_\_

Phone No. (O) \_\_\_\_\_

(with STD code)

**C A T E G O R Y   C E R T I F I C A T E (i)**  
**(SC/ST Candidates)**

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

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

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : .....

Signature: .....

Date : .....

Seal/Stamp

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS  
(CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that \_\_\_\_\_, son/daughter of \_\_\_\_\_, of village \_\_\_\_\_ District/ Division \_\_\_\_\_ in the State \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare-

\*(i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,

\*(ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

\*(iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

\*(iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

\*(v) Resolution No. 12011/96/94-BCC dated 9/03/96.

\*(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

\*(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

\*(viii) Resolution No. 12011/68/98-BCC dated 27/12/99.

\*(ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

\*(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

\*(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

\*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

\*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

\*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

\*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

\*Shri \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL

\*Strike out whichever is not applicable



**N.B.—**

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar; and

(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

**ANNEXURE I  
AFFIDAVIT BY THE STUDENT**

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

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

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name :

**VERIFICATION**

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

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

\_\_\_\_\_  
Signature of deponent

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

OATH COMMISSIONER

**ANNEXURE II  
AFFIDAVIT BY PARENT/GUARDIAN**

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

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

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name :  
Address :  
Telephone/Mobile No. :

**VERIFICATION**

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

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

\_\_\_\_\_  
Signature of deponent

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

OATH COMMISSIONER

## IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

### Apex Committee Against Sexual Harassment (ACASH)

Prof. Parvin Sinclair Chairperson & PVC	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in
<b>Regional Services Division Committee against Sexual Harassment (RSDCASH)</b>	
Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, SSC	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library	sur.mittimani@gmail.com
<b>IGNOU Committee against Sexual Harassment (ICASH)</b>	
Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal DR. Admin Div.	vsonal@ignou.ac.in
Mr. K. K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasinh@ignou.ac.in

### INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 100/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



### STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

## Indira Gandhi National Open University

### ACKNOWLEDGEMENT CARD

Dear Student,

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

#### To be filled in by the Student

Course Applied for : .....

DD/Challan No. : .....

DD/Challan Date : .....

Amount : .....

DD Drawn on : .....

#### For Office Use Only

Your Enrolment Number is

Enrolment No. _____ Name of the Programme _____ Name _____ Father's/Husband's/Mother's Name _____ _____ Address (in Capital Letters) _____ _____ _____ Pin Code _____ Full Signature of the Candidate _____	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p><b>PASTE</b></p> <p>LATEST PHOTOGRAPH TO BE PASTED WHICH WILL BE ATTESTED BY UNIVERSITY OFFICERS</p> </div> <p>ATTESTED BY REGIONAL DIRECTOR _____ INDIRAGANDHI NATIONAL OPEN UNIVERSITY</p>

<p><b>Please mention your full postal address at the space allocated</b></p>		Affix Postage stamp for Rs 6/-							
To	_____ _____ _____ CITY: _____ STATE: _____								
From The Regional Director, IGNOU Regional Centre _____ _____	PIN: <table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								