

Programme Guide

Post Graduate Diploma in Clinical Cardiology (PGDCC)



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

MATERIAL PRODUCTION

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1. WHY THIS PROGRAMME?

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. 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 world. So, for obvious reasons we produce the largest number of children with heart disease in the world. A country with billion populations requires at least few thousands of cardiologists to be produced every year to address the growing needs of the heart patients. If a doctor is trained as a Cardiologist after doing his MD in Medicine he obviously prefers to live in major city rather than migrating to smaller towns whereas if an MBBS doctor is given training in a programme in clinical cardiology his chances of going to smaller towns are high.

In India, where 25 per cent of the population are living below poverty line (2002) and more than 76 per cent of them are living in rural area, most of the trained cardiologists are concentrated in the costly sophisticated tertiary care hospitals which are situated in the urban area. Since high tech hospitals are not only unaffordable but also non-accessible for most of the people of the country, this programme will have a great social relevance.

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.

2. WHAT IS THIS PROGRAMME?

This programme is for MBBS graduates. It aims at developing a cadre of non-intervention cardiologists through a two-year full time rigorous training in top cardiac hospitals in the country. It is expected that after successful completion of their training, some of them would be working/practicing at district and sub-district towns.

2.1 Programme Package

The programme package in distance education mode is developed with the help of available technology commonly known as multimedia package. The package for this programme consists of print material in the form of booklets called blocks and the audio-video materials in the form of CD/cassettes. Besides these, there is also arrangement for teleconferencing.

In IGNOU parlance, the study hours are measured in credit system. One credit is equivalent to 30 learning hours. Each theory booklet is called a block, which consists of two to six chapters called units. Usually each block represents one credit. The block on practical manual is meant for guidance in 'Hands on training'. Hence, the credit hours represented by it will be as mentioned against the respective courses in Section 2.2.

The duration of the programme is of two-years. The learners are required to work on a full time basis. The print material consists of theory Blocks, Practical Manuals, log-books, Video Programmes, and Programme Guide. You will receive all the print materials in the beginning of the session.

2.2 Programme Structure

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

Course Code	Name of the Course Theory Courses	Credits of	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
	Total	30	42

3. HOW TO STUDY?

The programme consists of seven theory and six practical courses. Study procedure for theory courses as well as training for practical courses are described below.

3.1 Theory Component

All our students are adult learners. Hence, the self-instructional materials are written with the objective and style so as to make the reading interesting and easily understandable. A schematic representation of the design of units is given below to facilitate your access to the contents.

Unit X*

X.0 Objectives

X.1 Introduction

X.2 Section 1 (Main Theme)

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

.....

.....

X.3 Section 2 (Main Theme)

X.3.1 Sub-section 1 of Section 2

X.3.2 Sub-section 2 of Section 2

.....

.....

X.m Let Us Sum Up

X.n Answers to Check Your Progress

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

As the scheme suggests, we have divided the units into sections for easy reading and better comprehension. Each **section is indicated distinctly by bold capital letters** and each sub-section by relatively smaller but bold letters. The significant divisions within sub-sections are in still smaller but bold letters so as to make it easier for you to see their place within sub-sections. For purposes of uniformity, we have employed the same scheme of divisions in every unit throughout the programme.

Please start reading from the very beginning of the block i.e. Block Introduction and then go through the units. In each unit read the objectives, introduction and then the text. The objectives articulate briefly:

What we have presented in the unit, and

What we expect from you once you complete working on the unit.

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

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

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

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

The units are designed in such a way that the contents of later units are based upon the contents of initial units. If you have not understood or followed a unit properly, please read it again before reading the next one

because; it may be difficult to follow the later units without a proper understanding of the first one. Wherever you face problem in understanding the content, please make note of it and put that question to your counsellor during the counselling sessions at the PSC. You can also informally clear your doubts whenever you come in contact with your counsellors at PSC without any hesitation.

The reference books are listed for those who want to know further about the subject. But for your purpose, it should be sufficient if you have understood the contents thoroughly. Please note that all the questions either in internal assessment or in term-end examination will be from the syllabi as mentioned in this guide.

3.2 Practical Component

Most of theory course has a related practical course. Please maintain record of all the cases, as mentioned below, that you are seeing as a part of the learning exercise.

Please refer to Appendix 1 that summarises the period that you need to spend in practical component of each course. The time allotment at PSC will be used for demonstration of skills to you and limited practice. To ensure that you have understood the steps involved in each of the skills demonstrated, you should practice the skills on at least one of the sample cases. If you can get opportunity to practice it on more number of patients at PSC, then you are welcome.

The duration of practical component is mentioned against each course. The practical manuals provided for each course would provide you information in details about the skills that you need to perform. This manual will guide you in carrying out the procedures both under supervision and later on for self-practice. You are provided one manual/guide for each practical course.

3.3 Log-book Maintenance

Log-book is meant for maintaining the records of all the activities/cases that you are performing as a part of the programme at PSC. You have been provided with a log-book for each, we have six practical courses. The number of cases that you should record in log-book will be according to the provisions made in it. For the rest of the cases as and when you see them, should be entered in the log-book in the appropriate place as mentioned in respective log-books.

The log-books should be carried by you whenever you participate in PSC training. The cases recorded by you at the PSC should be written then and there and get it countersigned by the respective Counsellors. This record will be an objective proof for your actual performance and learning. If a particular activity is not duly signed by the counsellors, then it would not be considered for internal assessment and hence will fetch you low score. Please note, you ***must carry the log-book along with you to the term-end practical*** examination which would be returned back to you at the end of the practical examination.

3.4 Audio-Video Component

Twenty six video programmes are available to help you learn the practical skills till date. The planning of counselling sessions at PSC will be made in such a way that all the available video CDs in respective courses could be shown to you at the PSC.

3.5 Student Information System

Induction Meeting

The induction meeting is held within the one month of admission on a date suitable to the PIC and the Regional Centre. On this occasion you are informed to come to the PSC or the Regional Centre as felt convenient to the organisers. You are given orientation about the IGNOU system and told about your roles and responsibility while undergoing the PGDCC programme package. This induction is also done through teleconferencing in the first half of the month of admission. You will receive information regarding this from your Regional Centre.

Peer Group Information System

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

Information by PIC

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

Information by Regional Centre

Some of the information is sent to you by the Regional Centre. The Regional Director and the Assistant Regional Director (ARD) takes care of this activity. You can note their contact details from Appendix 2.

Information from Headquarters

Information on evaluation and material distribution goes directly from the respective divisions located at head quarters. You could also communicate directly to these divisions. Addresses of important divisions and the School is given in Section 6.6. However, in case of any problem, you could inform to the Regional Centre/PIC as the case may be. You may kindly send your mobile number and email id to the Programme coordinator to get regular update from the headquarters.

Interaction with Programme Coordinator

You could interact with your programme coordinator through e-mail on any of the administrative or academic problems related to the programme. The e-mail id for the purpose is **pgdcc@ignou.ac.in**

Information through Teleconference

Some of the important announcements like the schedule of next teleconference are made during teleconferences. However, this information is also sent to you by post, through the Regional Centre/PIC as the case may be. You could attend the teleconference at any of the places linked by Gyandarshan channel II or DTH TV or Regional Centre.

Information through Gyan-Vani

Interactive radio counselling is broadcast live in the All India Radio (105.6 M₂) every Sunday at 4.00 to 5.00 p.m. You can interact during that time through the toll free number, which is available for 38 cities. Please try to collect the toll free number from your Regional Centre.

Information through Doordarshan

Video recorded programmes of IGNOU are telecasted on Doordarshan Channel-1 every day at 6.30-7.00 a.m. Important messages are also transmitted to students at the beginning or end of the transmission.

Information from Website

All the latest information is provided in the website of IGNOU (<http://www.ignou.ac.in>). You can access it as and when required. See section 3.7 for more details.

Information from Student Cell

Any type of unsolved problems could be sent to the student cell (ssc@ignou.ac.in). Please refer Section 6.7 for further details.

3.6 Student Responsibility

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 you.

Log-book Maintenance

You will maintain the log-books for practical courses. Each of the records maintained at PSC 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. You will be not eligible for Term End Practical Examination held if you fail to have 85% attendance. The proforma of the attendance certificate is given in Appendix 4.

Leave of the Student

Student can enjoy a maximum 15 days leave in a year. Prior approval after PIC is necessary for taking leave. If the duration of leave is more than the above mentioned period then the student will be required to join the programme with the next batch. Students are not supposed to join in between the session. In any circumstances, student should finish his 24 months training in the respective PSC before appearing in practical term end examination.

Certificate of Completion for Skill training

You will have to attach the certificate of completion of practical activities performed at PSC while applying for the term-end practical examination. You could retain a Xerox copy of these certificates for future use. The proforma for the certificate of completion for the skill training is given in Appendix 3.

Filling of Term-end Examination Form

You will have to fill up *theory and practical term-end examination form separately* and submit them to the Registrar, Student Evaluation Division (SED) and PIC respectively. The last date for submitting the theory examination form to the **Registrar, SED 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 24 month 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. You have 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.

Invalid Registration

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

You have appeared in the examination without registration.

Your registration period has expired.

Your registration details are not forwarded from the concerned Regional Centre to the SE Division.

You were not eligible for registration for the particular programme/course.

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

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.

3.7 IGNOU Website

You can get the details of information about IGNOU from the website. Information on a particular programme is incorporated to the respective programme. If you want to know anything about PGDCC Programme, you have to click against the programme. If you have any doubt, you should e-mail to the Programme Coordinator in pgdcc@ignou.ac.in. The following information will be of use to you.

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

As a student of IGNOU, you will be interested to know your examination date sheet, term-end theory result, grade card, your correspondence address as recorded at IGNOU Head quarters and the status of the print materials that you are supposed to be provided in the beginning of the session. All these information related to student learning process is clubbed together which could be accessed by clicking on the word **For Student**.

You can find all the study material as well as video programme in the **e-GyanKosh**. You can also find study material of other programmes with in **e-GyanKosh**.

You may also notice some information rolling on the screen of the home page. This information is usually displayed periodically according to its relevance. For example, facility for online filling of theory term-end examination forms will appear only in the month of March or September. Special information like declaration of result, rescheduling of examination etc. is displayed as applicable from time to time. You should click on these to know more details. Access process for some of the important information is mentioned below:

Online Submission of Theory Term-end Forms

You can fill up the theory term-end form online by clicking on the rolling message in the home page **on-line Examination Form for T.E.E.**. After you fill up the required information, you have to click it to submit. Then you have to wait for sometime till a receipt number gets displayed. Please take a print out of the receipt number which will be useful if you do not receive your admit card in time.

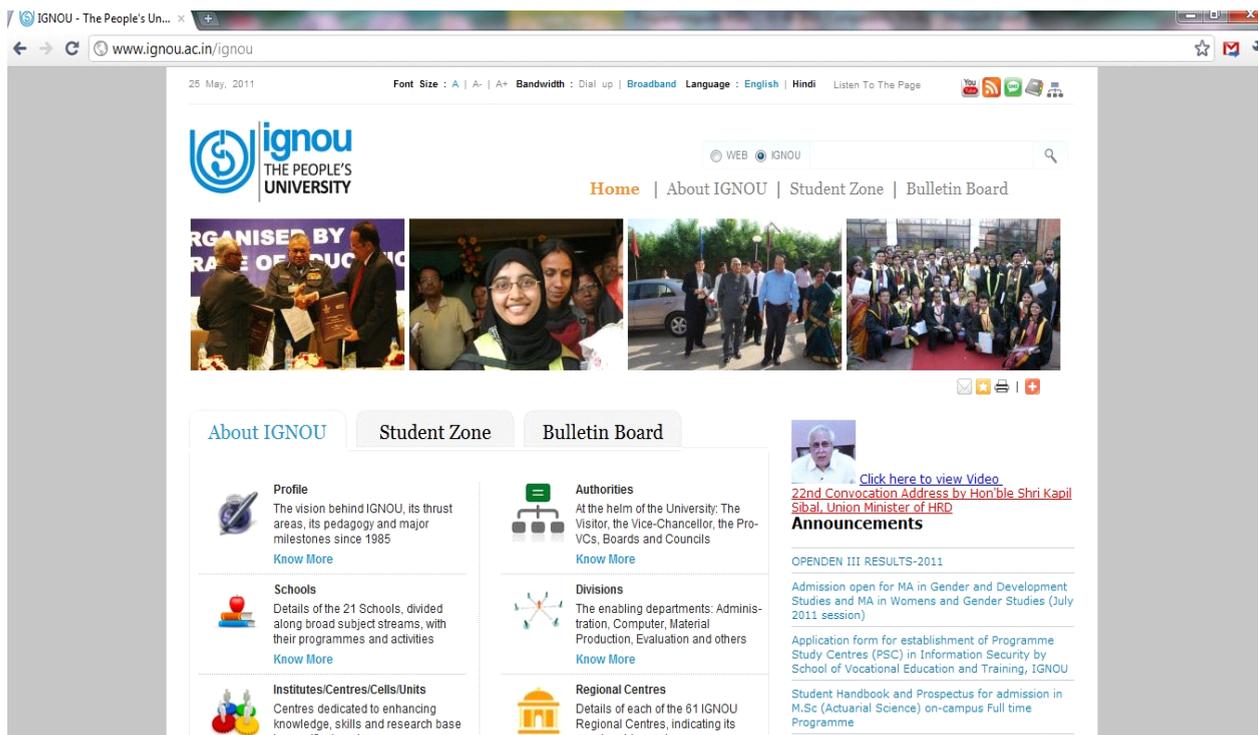


Fig. 1: Web page of IGNOU Website

Information on Term-end Theory Examination Date Sheet

The term-end theory examination date sheet gets displayed by the month of February/August for June/December examination respectively. You can see it by clicking at **Term-end Examination Date sheet**. Usually the papers are scheduled for the working day of June and December.

4. HOW WILL THE PROGRAMME RUN?

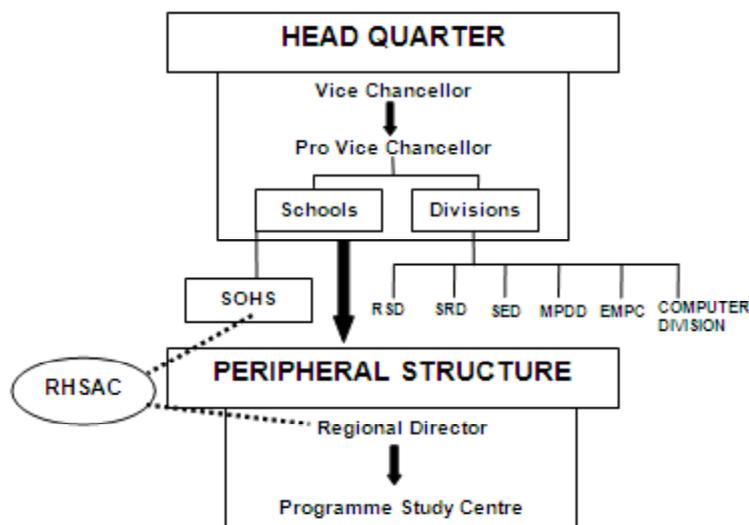
This programme is implemented by SOHS and Divisions like Regional Service Division (RSD), Material Production and Distribution Division (MPDD), Student Registration Division (SRD), Student Evaluation Division (SED), Computer Division and Electronic Media Production Centre (EMPC) at head quarter level and Regional Centre (RC) and Programme Study Centre (PSC) at peripheral level. In Regional Centres, Regional Directors (RDs) and Assistant Regional Directors (ARD) are responsible for monitoring this programme. In PSCs, Programme in charges (PICs) and other Academic Counsellors (ACs) are responsible for imparting knowledge as well as skill to the PGDCC students.

4.1 Infrastructure for Implementation

The programme will be implemented through a network of health infrastructure all over India. IGNOU has 42 Regional Centres (RCs) which are directly responsible for the programme-related activities of that region. Appendix 2 mentions the jurisdiction of each of the regional centres. The head quarters has eleven schools looking after the academic components and several divisions for administrative component.

The School of Health Sciences is responsible for the curriculum design, programme development as well as framing the guidelines for various aspects of the implementation process in consultation with the concerned divisions. Besides it will be monitoring the programme to ensure the quality training. The SRD is responsible for admission of students. The SED is responsible for maintenance of progress report and evaluation (both concurrent and end-assessment) including the certification. Regional Centre is responsible for dispatch of print materials. RSD is the coordinating division between the head quarter and peripheral set up. So most of the information from Regional Director will go to head quarter only through RSD. Besides RSD appoints the counsellors, programme-in-charge and takes care of the financial aspects of running the programme.

The sessions will be conducted through the counsellors identified at Programme Study Centre (PSC). The PSCs are the Cardiac Hospitals/Medical Colleges identified by IGNOU for this programme. At PSC, you will be demonstrated practical skills and given opportunity to clear their doubts. The link between the above infrastructures is represented in Fig. 2.



RHSAC : Regional Health Sciences Advisory Committee

MPDD : Material Production and Distribution Division

RSD : Regional Services Division

SRD : Student Registration Division

SED : Student Evaluation Division

SOHS : School of Health Sciences

PSC : Programme Study Centre

Fig. 2: Administrative set up for PGDCC Programme

Programme-in-charge is the link between IGNOU and the health set up used for the PGDCC programme. He is stationed at the PSC and will for all practical purposes manage the day-to-day problems and ensure smooth running of the programme. The counsellors identified at PSC will help to provide skill training to you.

For state level monitoring of the programme, Regional Health Sciences Advisory Committee (RHSAC) is formed in each region wherever a Regional Centre is located. The members of the committee include Director, Health Services (DHS) and Director, Medical Education (DME) of respective states, programme-in-charge of all Programme Study Centres (PSC), Director, School of Health Sciences (SOHS), or the faculty of SOHS, Regional Consultant and the Regional Director of IGNOU. Regional Consultant also participates in the meeting. This committee will help to identify and solve the implementation problems of the region, monitor the programme for quality assurance and help towards recognition of the programme by the state.

4.2 Allotment of PSC

Allotment of PSC will be done by IGNOU Selection Committee 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.

Interview for the selection of candidates will be held at the respective Regional Centres or a PSc. A merit list will be prepared after interview. 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.

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).

Student being transferred has not done any training in the previous PSc. If any student wants transfer after joining any PSC then the following condition needs to be followed:

Student should get the no objection certificate where he/she wants transfer.

Student also needs to get no objection certificate where he is currently doing his/her training. 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.

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 RDs will be further requested to 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.

4.3 Role of Programme Study Centre

Presently, 61 Programme Study Centres (PSC) have been identified for the implementation of the PGDCC programme. The list of the PSC is given in Appendix 13. Each PSC will have the following major functions:

Counselling

Face to face contact between teacher and the student are provided to clarify doubts arising out of the study materials. Each theory lecture/counselling session will be of one to two hours duration. Besides these theories counselling session there should be 25 guest lecture sessions for the PGDCC students.

Besides this theory counselling students are also encouraged to attend journal club, continuing medical education (CME), seminar and other academic activities going in the programme study centre.

Hands on Training

Students will be demonstrated different skills as planned in the curriculum design. As per the availability of the patients and feasibility, students will also be given chance to practice all the skills then and there.

Continuous Evaluation or Assignment

Assignment or Continuous Evaluation for each theory and related practical course will be carried out as a written text at the end of the respective posting. The nature of the questions (long question or short question or multiple choice type of question or mixed type of question) will be depending up on the PSC. It will be of two hours duration. Total marks of the test will be 60. Student should score at least 50% marks in these test.

Programme In-charges (PICs) will evaluate all answer sheets and return to the students with appropriate comments. Programme in-charges are requested to send a copy of the question papers of the continuous evaluation in each course separately to the programme coordinator to prepare a data bank.

Assignment or Continuous Evaluation for Practical

Continuous Evaluation for each practical course will be conducted along with written examination of the related theory courses after completion of each practical course. In the practical evaluation the marking system will be as follows:

Sl.No.	Activities	Marks	Duration of Examination
1	Assessment of log-book	10	2-4 hours
2	Viva	20	
3	Case Presentation	20	
4	Spotting	10	

If a student does not pass in the continuous practical evaluation then he/she has to again reappear in the same type of examination with the next group. Students will not get any extra time for the training in the same practical course in which he failed. His training of the practical courses will be continuous as per schedule. But he has to take out his extra time for the same practical training course.

How can the counsellors help you at PSC?

- Take theory counselling in respective subjects.
- Demonstrate all practical activities to the students attached to him/her.
- Help in practice of Skills at PSC.
- Evaluate day to day performance and provide feedback.
- Participate in teleconferencing, if required.
- Evaluate records/log-book of practical components of respective courses.
- Ensure your learning and gaining proficiency in respective disciplines.
- Certify the completion of training of the practical courses by you at PSC.
- Participate as examiner for Term-end practical Examination.

Library

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

You will be able to avail the library facility of the programme study centre. Please use your **Identity Card** for this purpose.

Interaction with Fellow Students

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

Teleconference

Every Regional Centre has this facility, besides in some of the programme study centres teleconference facility is provided which is linked with the head quarter. The live interactive teleconference is also available in Direct to Home TV (DTH) and webcast.

4.4 Grouping of Students

Candidate	1-3 months	4-6 months	7-9 months	10-12 months
1	Wards	Critical Care	Community Cardiology	Diagnostic
2	Wards	Critical Care	Community Cardiology	Diagnostic
3	Wards	Critical Care	Community Cardiology	Diagnostic
4	Wards	Community Cardiology	Diagnostic	Critical Care
5	Wards	Community Cardiology	Diagnostic	Critical Care
6	Wards	Community Cardiology	Diagnostic	Critical Care
7	Community Cardiology	Diagnostic	Critical Care	Wards
8	Community Cardiology	Diagnostic	Critical Care	Wards
9	Community Cardiology	Diagnostic	Critical Care	Wards
10	Community Cardiology	Critical Care	Wards	Diagnostic

(Sample of posting schedule for 1st year)

4.5 Programme Schedules

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

Practical Courses

Sl. No.	Name of the Course	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
4	Management of Congenital Heart Diseases (MCCL-004)	4	45	3 months
5	Preventive Cardiology (MCCL-005)	8	30	3 months
6	Intensive Coronary Care (MCCL-006)	6	45	6 months

It is mandatory that the minimum sessions for practical training in the respective courses need to carry out within 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.

4.6 Arrangement of Contact Sessions

4.6.1 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

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

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

4.6.2 Practical Activity

At Programme Study Centre

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.

The minimum number of practical training for each activity is given below:

4.6.3 Teleconferencing

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

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

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

The teleconference sessions will be held *once a month from February to November* every year. The dates are informed to the Regional Director well in advance. You can also see the schedule from the website as mentioned earlier in section 3.7. You may also mail your query in advance to the Programme Coordinator PGDCC, Room No. 151, Block D, New Academic Complex, School of Health Sciences, IGNOU, Maidan Garhi, New Delhi-110 068 or Fax in 011-29534935 so that the same could be taken up for discussion in the next possible session. You could also call and give suggestions or interact with the expert during the session on teleconferencing for its improvement.

011-29536131, 011-29532844, 011-29532845, 011-29536134 (Fax), 1800-11-2345 (Toll Free Number)

We expect you to provide feedback on the teleconference to the School of Health Sciences and also record it in respective log-books.

We have developed 26 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. The list of the video programmes is given below:

1. Pulmonary Embolism (Part-1)
2. Pulmonary Embolism [Part-1(a)]
3. Pulmonary Embolism (Part-2)
4. Mitral Stenosis and Mitral Regurgitation
5. History of General Physical Examination
6. Heart Failure Part-I
7. Heart Failure Part-II
8. Echocardiography on Valvular Heart Diseases (Mitral Regurgitation)
9. Echocardiography on Valvular Heart Diseases (Aortic Stenosis)
10. Echocardiography on Valvular Heart Diseases (Aortic Regurgitation)
11. ECG Evaluation of Cyanotic Congenital Heart Disease
12. Clinical Evaluation of Cyanotic Congenital Heart Disease
13. Anatomic Basic of Echocardiography in Congenital Heart Disease-I
14. Anatomic Basic of Echocardiography in Congenital Heart Disease-II
15. Aetiopathogenesis of Acute Coronary Syndrome (Part-1)
16. Aetiopathogenesis of Acute Coronary Syndrome (Part-2)
17. Acyanotic Congenital Heart Disease (Shunt Lesions)
18. Acyanotic Congenital Heart Disease (Obstructive Lesions)
19. Echocardiographic Assessment Of Valvular (Mitral Stenosis)
20. Echocardiographic Assessment Of Valvular (Mitral Regurgitation)
21. Basics Of Echocardiography Part-1 (series-1)
22. Basics Of Echocardiography Part-2 (series-1)
23. Basics Of Echocardiography Part-1 (series-2)
24. Basics Of Echocardiography Part-2 (series-2)
25. Basics Of Electrocardiography Part-1
26. Basics Of Electrocardiography Part-2

5. HOW WILL YOU BE EVALUATED?

In IGNOU, every course is considered as an independent unit. Hence every course will be evaluated separately and for all purposes each course will be considered as a separate entity.

Evaluation will be made both concurrent (internal assessment) and at the end (end-assessment). Theory and Practical components will be evaluated separately. In both the theory and practical, the weightage of the internal assessment will be 50 per cent and that of the end-assessment will be 50 per cent. For successful completion of the programme, you will have to **pass in both the components of each of the courses with a minimum score of 50 per cent**. It may be noted that securing of pass mark in the internal assessment of the practical components is essential before you can appear in the respective term-end practical examination.

5.1 Distribution of Marks

Marks distribution and pass marks are mentioned in the table below. It may be noted that even though the students have to secure pass marks separately in both the components, all their successful components are carried forward till the end of the registration period of 3 years. So, the students have the option of either completing all the components in an academic year or over a period of 3 years in a phase wise manner as feasible to them.

Course-wise Distribution of Marks for the Evaluation of the Post Graduate Diploma in Clinical Cardiology Programme

Course Code	Nature of Course	Credits	Continuous Evaluation		Term-end Evaluation	
			Total Marks (Pass Marks)	Duration of Examination	Total Marks (Pass Marks)	Duration of Examination
MCC-001	Theory	4	60 (30)	2 Hours	60 (30)	2 Hours
MCC-002	Theory	4	60 (30)	2 Hours	60 (30)	2 Hours
MCC-003	Theory	6	60 (30)	2 Hours	60 (30)	2 Hours
MCC-004	Theory	4	60 (30)	2 Hours	60 (30)	2 Hours
MCC-005	Theory	4	60 (30)	2 Hours	60 (30)	2 Hours
MCC-006	Theory	4	60 (30)	2 Hours	60 (30)	2 Hours
MCC-007	Theory	4	60 (30)	2 Hours	60 (30)	2 Hours
MCCL-001	Practical	8	60 (30)	2-4 Hours	60 (30)	Day 1
MCCL-002	Practical	6	60 (30)	2-4 Hours	60 (30)	
MCCL-005	Practical	8	60 (30)	2-4 Hours	60 (30)	
MCCL-003	Practical	10	60 (30)	2-4 Hours	60 (30)	
MCCL-004	Practical	4	60 (30)	2-4 Hours	60 (30)	
MCCL-006	Practical	6	60 (30)	2-4 Hours	60 (30)	

Note: Figures in parenthesis show the pass marks.

5.2 Method of Evaluation of Theory Courses

5.2.1 Internal Evaluation or Assignment

Assignment or 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. If a student fail 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 manner:

Descriptive type of questions

Short notes

Multiple choice questions

Combination of above types of questions

5.2.2 Term-end 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.

5.3 Method of Evaluation of Practical Courses

5.3.1 Internal Evaluation or Assignment

Assignment or Continuous Evaluation for Practical

Sl.No.	Activities	Marks	Duration of Examination
1	Assessment of log-book	10	2-4 hours
2	Viva	20	
3	Case Presentation	20	
4	Spotting	10	
	Total	60	

Like the theory courses, the practical courses will have 50 per cent weightage from internal assessment. The internal assessment of the practical component will be done by the counsellors located at the PSC. There are no formal question papers to assess this component. 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 (Appendix 5). This proforma will be handed over by the respective PSC counsellors to the Programme In-charge as soon as you complete all the requisite activities under them.

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. The pattern of the continuous and term-end practical evaluation for the six courses is summarized in the table.

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.

5.3.2 Term-end 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.
3. Attendance certificate showing more than 85 percent attendance in theory as well as practical training.

You 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 depending upon the number of the students. The internal examiners will be from the same programme study centre and the external examiners will be the counsellors from other IGNOU programme study centres (for PGDCC Programme) of other Programme Study Centre. Their names will be decided by SED in consultation with the School. An observer from IGNOU may also be present. The practical term-end examination will be held ***only after completion of two years training of respective batch of the students***. Following ratio of the examiners and students should maintain.

Total Number of Examiners	Number of the Examiners	Number of the Eexaminers	Number of the Students
4	2	2	7 - 12
2	1	1	Up to 6

The examination pattern will be uniform in the whole country. There will be three cases, slides/spots and viva. A student will have to score at least 50 percent of marks i.e. 30 marks out of 60 marks in each course separately in the six practical courses to pass successfully. Otherwise, he/she will have to repeat the respective course.

You will appear in the term-end examination of practical component at your programme study centre or other PGDCC Programme Study Centre. For making you eligible for appearing in the examination, you will have to fill up the form mentioned in Appendix 7 of the Programme Guide. Please note that this practical form will be deposited with your programme in-charge. Your Programme in-charge will inform you about the schedule of your practical examination. Please note that you have also to submit the respective log-books during the term-end practical examination for verification by examiners. All of you need to carry your own log books for evaluation by examiners.

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

Marking scheme of the practical examination is given below:

Marketing Work Sheet Practical Examination of PGDCC Programme

No. of Case	History taking	Clinical Exam	Diagnosis & Differential	Management	Total
	Marks	Marks	Marks	Markss	Marks
Case : 1 MCCL 003	15	15	15	15	60
Case : 2 MCCL 004	15	15	15	15	60
Case: 3 : (ICCU case) CMML 006	15	15	15	15	60
MCCL 001 SPOTTERS	ECGs 5x5 marks			25	60
	Motte ECG 1 x 5 marks			5	
	TMT ECG 1 x 5 marks			5	
	X Ray Chest 5 x 5 marks			25	
MCCL 002	Echo Doppler (recorded spotter) : 3 x 10 marks			30	60
	Echo Doppler (Hands on skill during clinical): 1 x 30 marks			30	
VIVA VOCE (MCCL 005)	Preventive Cardiology & Diabetes:			30 marks	60
	Cardiovascular diseases			30 marks	

5.4 Result and Certification

5.4.1 Declaration of Result

All the result of students are computerized and when a student completes all the courses of the programme, a printed mark sheet is sent to the students. However, a grade card is generated each time a student takes any examination. This card shows the marks obtained in that examination only. A duplicate grade card or marksheet can be issued by the University on request (Appendix 8). After successful completion of the programme, a **provisional pass certificate** could be issued by the university on request from the student (Appendix 9). The application should be sent along with a demand draft of Rs.25/- in favour of IGNOU and payable at New Delhi.

Even if you don't receive your result (Grade Card) before the last date for applying for the theory term-end examination of next session, do not wait for the grade card. As University does not charge extra for applying for the examination, you are requested to fill up the term-end theory examination form anticipating that the paper might not have been cleared. If you actually clear the paper, you should ignore the admit card for the next examination.

Sometimes some component of the results is not reflected in the grade card or marksheet. In that situation, please write an application to the Registrar, SR&E Division enclosing a zerox copy of the partial reflected grade card. If practical mark is not reflected, you should approach the Programme-in-charge in writing. Programme-in-charge will send a copy of the actual result along with your application to the Registrar; SR&E Division marking a copy to the Programme Coordinator for follows up.

5.4.2 Rechecking of Marks

When you are not satisfied with the term-end theory marks, you have an option to approach IGNOU for rechecking of the total of the marks. Please note, re-evaluation is not done in IGNOU system. For re-checking, your application should reach Registrar, Student Evaluation Division with a demand draft of Rs.100/- (in favour of IGNOU and payable at New Delhi) within 3 months of declaration of result.

5.4.3 Convocation

The degree of PGDCC is offered by the university after the convocation ceremony. Usually every year this is organized in the month of March. So, the students passing by the June examination of the previous academic year are given degree on this occasion. The successful students are informed about the convocation in the month of November/December by postal communication. The interested students need to reply to Student Evaluation Division in this regard. The students who are not able to attend the convocation are sent the degree by post later on.

Gold Medal

There is a provision of gold medal for the student passing the PGDCC Programme in one chance and securing the highest mark (but not less than 75%) amongst all students of that session. The student is required to attend the convocation at Delhi personally to receive the gold medal.

6. MAY I HELP YOU?

As discussed earlier, the programme implementation is made by a team effort. Different divisions of IGNOU look after different components of this implementation process. Any missing link could create hurdles. Hence, if you as a distant learner face any problem, please follow the guidelines as mentioned below.

6.1 Change of Address

If your address gets changed, please xerox and fill up the form mentioned in Appendix 11 of this guide. This form needs to be submitted to the **Regional Director**. Your new address will be taken care off.

6.2 Study Material

As mentioned earlier, you will receive all the print materials in the beginning of the session. It will reach at your correspondence address by post. If it does not reach you by January end or any component is missing, please write in the form mentioned in Appendix 12. Please photocopy this appendix, fill and send to Regional Director, IGNOU. In addition, you could also contact your programme-in-charge to solve your problem. The materials that you will receive for the 1st year are as follows:

Course Code	Materials to be Received by Students Blocks
MCC-001	1 & 2
MCC-002	1 & 2
MCC-003	1 & 2
MCC-004	1 & 2
MCC-005	1 & 2
MCC-006	1
MCC-007	1
MCCL-001	1 & 2
MCCL-002	1
MCCL-003	1
MCCL-004	1
MCCL-005	1
MCCL-006	1

6.3 Term-end Theory Examination

Some of the commonly faced problems related to term-end theory examination are discussed below. If you still find some additional problem, please contact the Programme In-charge (Appendix 13) or Programme Coordinator.

Theory Date Sheet

Examination date sheet (schedule which indicates the date and time of examination for each course) is sent to all the regional centres in July for the December examinations and in January for the June examinations. You can see it on IGNOU website.

Availability of Theory Form

Copies of the examination forms are available at Regional Centres/Student Evaluation Division at the Headquarters. A copy is also enclosed in Appendix 6. You can take photocopy of this form and use it. You may also see it on IGNOU website.

Filling up Form

Only one form is to be submitted for all the courses that you want to appear in a term-end examination. Please keep a copy of the form and proof of sending for your future record.

Fees for Theory Form

You have to pay Rs. 60/- (Rupees fifty only) per course as Term End Theory Examination fee for the theory courses. There is no examination fee for practical courses.

Where to Deposit the Form

The filled-in theory examination form is to be submitted to the Programme In-charge (PIC) of the respective PSC. The form for Term End Practical Examination is to be submitted to the respective Programme In-charge (PIC).

Last Date of Submission

The last date for submission of examination forms is 30th September for examinations to be held in December and 31st March for examinations to be held in June. Examination forms received at the Headquarters after the last date shall strictly be rejected. However, last date with late fee is decided from time to time. Please contact Regional Director for this or see website.

Intimation Slip

It is generated by computer for online submission or given at counter where you deposit the form. For postal dispatch, you should send a self addressed postcard.

Admit Card

After receiving the theory examination form from you, the university will send admit card to you before the commencement of examinations at least 15 days in advance.

Non-receipt of Admit Card

If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Regional Centre/SE Division at Headquarters with the proof of sending the form that you have. You can be provided a provisional admit card by the Regional Director for which a passport photograph will be required.

Centre for Examination

The centre for theory examination will be decided by Student Evaluation Division. You will be allotted the centre that you have asked for if that centre is identified as an examination centre for that session. Otherwise a nearest possible centre is allotted. This is intimated to you in the admit card.

Wrong Enrolment Number

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

6.4 Term-end Practical Examination

Eligibility Criteria

For appearing in the practical term-end examination, you should fulfill the following three requisites:

Passed all the theory as well as practical internal evaluation which was conducted at your PSC. The **completion certificate** signed by respective PIC is to be submitted as a proof.

Fill up the practical term-end form in time and submit to the Programme In-charge (Appendix 7).

Completion of training in all the six practical courses as prescribes duration by IGNOU as given to Appendix 3.

Attendance certificate showing more than 85 percent attendance in theory as well as practical training sessions as given in Appendix 4.

Practical Date Sheet

Practical examination date is decided by the Programme In-charge. It will be held after two years/24 months after training in cardiology.

Availability of Practical Examination Form

Copies of the examination forms are available only in the programme guide in the Appendix 7.

Filling up Form

You could appear in all of the six courses at a time. Only one form is to be submitted for all the courses that you want to appear in a term-end practical examination.

Fees for Practical Examination Form

There is no separate fee for practical examination.

Where to Deposit the Form

The filled-in practical examination form is to be submitted to your Programme In-charge.

Last Date of Submission

The last date for submission of practical examination forms is as soon as you complete your two years training. Please contact your Programme In-charge if you could not fill it in time.

Intimation Slip

There is no intimation slip. Programme In-charge informs you about the date.

Centre for Examination

Your programme Study Centre is the Centre for practical examination.

Change of Centre

If you have any unavoidable problem, please write to the Registrar, Student Evaluation Division for change of centre marking a copy to the Programme Coordinator. If your centre is changed, you will be officially informed with intimation to the concerned examination centre to allow you for taking examination.

6.5 Re-admission

If a student is not able to pass in all the courses within the registration period of 4 years, then one can take re-admission by depositing the required fee and clear rest of the courses in next 2 years. Common issues related to re-admission are mentioned below.

When to Apply

In the fourth year of registration period.

How to Apply

If a student apprehends that he/she may require re-admission, then the student should fill up the re-admission form (Appendix 14) with a covering letter requesting to inform the amount of fee to be paid towards the re-admission. The Student Evaluation Division will inform the student after the result of the last examination is declared and the student has to deposit the amount as per that information. After SR Division receives, the required amount the re-admission letter is dispatched to the students.

How Many Courses to be Applied for Re-admission

The courses that are not cleared during the registration period of 4 years.

How is the Period of Re-admission Counted?

The 2-year re-admission period is counted from the date when registration period ends. Thus, effectively one gets a total 6 years from the date of original admission.

Is the Internal Mark of Re-admission Course Allowed to be Carried Forward?

The students will be allowed to carry forward the internal marks, both in theory and practical, if they have cleared that component.

What about Late Applications for Re-admission?

Even if one applies for re-admission at a later date, the period will be counted from the date of completion of 4 years of registration.

Fee Amount

The amount to be deposited towards the re-admission varies from time to time and is decided by the admission fee of the same academic year as applicable for fresh batch of students i.e. the running cost of the programme. The re-admission fee structure will be informed later on.

How to Send the Fee

In the form of draft in the name of IGNOU payable at New Delhi.

How to be confirmed that Re-admission is done?

When a letter is received from SR Division confirming the re-admission.

6.6 Channel of Communications and Addresses

The contact details are given in Appendix 25

6.7 Student Support Cell (SSC)

The Student Support Cell (SSC), established since 1998 at IGNOU headquarters, provides complete information pertaining to the old and newly launched academic programmes of IGNOU. It provides information regarding the term-end examination result held in June/December including the practical marks, addresses of various regional centres, the details of various programmes activated at different centres and despatch position of study material. In case of non-receipt of materials by students, the status of the material is also provided.

In addition to the above, SSC also forwards the request received from the students regarding the change of address, corrections in the student's name and father's name, incorporation of assignments/practical marks, term-end theory examination form and the unresolved problems received from regional centres. It remains open on all the week days except Sundays and Gazetted holidays.

7. KNOW SYLLABI OF YOUR COURSES

The programme design is mentioned in Section 2.2. The block-wise details are mentioned in the following section and the detailed syllabi are mentioned in Section 7.2.

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 (Proposed)

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-004: 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-004: 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

Note: Since this is a new programme launched for the first time by School of Health Sciences, Indira Gandhi National Open University (IGNOU), many aspects of this programme i.e. selection process, course curriculum, implementation strategy, posting schedule, continuous as well as term-end evaluation strategy etc. are in evolving phase. Therefore, in keeping with the quality of delivery/evaluation process, and in the overall interest of the learners, the University can change/modify certain aspects of admission/implementation/evaluation processes.

Decision of the university in this regard is final and binding.

Detailed Postings Schedule of PGDCC Programme

Course Code	Name of the Courses	Duration of Posting	Minimum No. of Counselling (Teaching) Session
MCCL-001	Cardiovascular Evaluation-I	3 months	60
MCCL-002	Cardiovascular Evaluation-II	3 months	45
MCCL-003	Management of Common Cardiovascular Diseases	6 months	60
MCCL-004	Management of Congenital Heart Diseases	3 months	45
MCCL-005	Preventive Cardiology	6 months	30
MCCL-006	Intensive Coronary Care Unit	3 months	45

LIST OF REGIONAL CENTRES WITH DETAILS

S. NO	RC CODE	RCNAME	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, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

S. NO	RC CODE	RCNAME	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, KOPPAL, 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 MADHYA PRADESH 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	RCNAME	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	RCNAME	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., MALVIYA NAGAR, BHOGAL, 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 RAM PHAL 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)

S. NO	RC CODE	RCNAME	NAME & ADDRESS	OPERATIONAL AREA
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, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, 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	RCNAME	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	RCNAME	NAME & ADDRESS	OPERATIONAL AREA
28	74	INEP - KOCHI	CAPTAIN S.R. SRIDHAR REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE 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	NAVAL HQS
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	RCNAME	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, NAGAU, 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)

S. NO	RC CODE	RCNAME	NAME & ADDRESS	OPERATIONAL AREA
36	37	JORHAT	DR. MAGUNI CH BEHRA REGINOAL 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, FEROPUR, 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	RCNAME	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	RCNAME	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: GAUTAM BUDH 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	RCNAME	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, JANJGIR- 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	RCNAME	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. MIRZA NEHAL AHMED BAIG REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH 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)

S. NO	RC CODE	RCNAME	NAME & ADDRESS	OPERATIONAL AREA
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 VIJAYWADA 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)

Indira Gandhi National Open University**PGDCC Programme****Certificate of Completion of Practical Training**

This is to certify that Dr. has attended all the practical skills listed in the practical manuals for the following courses as planned for PSC.

MCCL-001: Cardiovascular Evaluation-I

Signature of the Counsellor at PSC

Name of Counsellor

Address

MCCL-002: Cardiovascular Evaluation-II

Signature of the Counsellor at PSC

Name of Counsellor

Address

MCC-003: Management of Common Cardiovascular Diseases

Signature of the Counsellor at PSC

Name of Counsellor

Address

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

Place

Signature of the Student

Date

Name

Roll No.

Indira Gandhi National Open University

PGDCC Programme

Certificate of Completion of Practical Training

This is to certify that Dr. _____ has attended all the practical skills listed in the practical manuals for the following courses as planned for PSC.

MCCL-004: Management of Congenital Heart Diseases

Signature of the Counsellor at PSC

Name of Counsellor

Address

.....

MCCL-005: Preventive Cardiology

Signature of the Counsellor at PSC

Name of Counsellor

Address

.....

MCC-006: Intensive Coronary Care

Signature of the Counsellor at PSC

Name of Counsellor

Address

.....

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

Place

Signature of the Student

Date

Name

Roll No.

Indira Gandhi National Open University**PGDCC Programme****Certificate of Completion of Attendance in Theory and
Practical Training**

This is to certify that Dr
Enrollment Numberhas maintained minimum 85% of attendance
in both practical as well as theory training session.

Name of the PSC

Address of PSC

.....

.....

Signature of Programme In-charge

To
Regional Director,
IGNOU
(Address of the Regional Director's Office)

Proforma for Internal Evaluation of PGDCC Programme

Name of the Programme: Post Graduate Diploma in Clinical Cardiology

Programme Code: PGDCC

Name of the Study Centre:

Study Centre Code :

Nature of Continuous/Internal Evaluation (Theory/Practical):

Course Code:

Sl. No.	Name of the Student	Enrollment Number	Maximum Marks	Marks Obtained

Name & Signature of PIC

Please send this result to Regional Director with a copy to Programme Coordinator.

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 September to 30 September	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 October to 20 October	₹ 300/-	
21 April to 30 April	₹ 500/-	21 October to 31 October	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 November to 15 November	₹ 1000/-	

Before submitting the examination form please ensure that:

The required number of assignments as applicable for the course(s) filled in the examination form have been submitted. The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc. Registration for the course(s) is valid and not time-barred.

Examination fee ₹ 60/- per course has been remitted and the relevant proof enclosed.

In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**

The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

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

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

Date _____ (Signature of the student)

Phone No. (R) _____ Mobile No. _____

Phone No. (O) _____ Email Id _____
(with STD code)

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

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

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

Please read the instructions in the programme guide before filling up this form	Dates for submission of Examination Form	1.1 November 7 for December Examination 1.2 April 7 for June Examination
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Indira Gandhi National Open University, New Delhi
Term-End Examination (Practical Only) June/December 201...

CONTROL No. (For Office Use Only)

 Programme Study
 Centre Code

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Enrolment No.

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

Write in BLOCK CAPITAL LETTERS only.

NAME : Dr.	
------------	--

Please tick () against appropriate group of courses in which you intend to take the examination. The Course(s) which you have already passed should not be mentioned.

Sl. No.	Course Title	Course Code	Intend to Take Examination [put () mark]
1.	Cardiovascular Evaluation-I	MCCL-001	
2.	Cardiovascular Evaluation-II	MCCL-002	
3.	Management of Common Cardiovascular Diseases	MCCL-003	
4.	Management of Congenital Heart Diseases	MCCL-004	
5.	Preventive Cardiology	MCCL-005	
6.	Intensive Coronary Care	MCCL-006	

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

I am aware that completion of all the skills at Skill Development Centre and Programme Study Centre and passing in the internal assessment (practical) is a prerequisite for taking Term-end (Practical) Examination. In case my above statement regarding submission is found to be untrue, the University may cancel the result of my above mentioned Term-end Examination and I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of the University. I have signed this undertaking on this _____ day of _____ 201__.

Name _____ Signature of Student _____

Complete Address for Correspondence _____

I have verified that the student has submitted all the Log-books/Project Report and certificate of completion of skills related to the above courses in time.

Place _____ (Signature of Programme-in-charge with Stamp)

Date _____

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

Award list of PGDCC Term End Practical Examination

Name of the Programme: Post Graduate Diploma in Clinical Cardiology

Programme Code: PGDCC

Name of the Study Centre:

Study Centre Code : **Course Code :** **Date of Examination.....**

Sl. No.	Enrollment Number of Student									Maximum marks = 60	Marks obtained in Term End Practical Examination	Remarks (Pass/Fail)
1												
2												
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Kindly use one preforma for each course, for example course MCCL 001 one page, and course MCCL 002 another page

Name of the Internal ExaminerSignature and Date

Name of the External ExaminerSignature and Date

Signature of Programme In-charge

SEAL

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

Application Form for Obtaining Duplicate Grade Card/Marksheet

Name:

Enrollment No.

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Address

.....

.....

.....

PIN:

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Programme:

Month and Year of the Exam.:

Name of Exam. Centre:

Centre Code:

Bank Draft No.:

Bank Draft/IPO No.: dated:

for Rs.25/- in favour of IGNOU, New Delhi

.....

Signature

Date:

Note: Fee for duplicate grade card is Rs. 25/-. The duplicate grade card/marksheet will be sent by Registered post.

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

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

**Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

Application Form for Issue of Provisional Certificate

Enrollment No.

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Programme Title:

Name:

Father's Name:

Month and year of last
examination in which you
have completed the Programme :

Mailing Address:
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PIN:

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Date:

.....
Signature

Application Form for Change/Correction of Address

Date:

To

Registrar**Student Registration Division****IGNOU****Maidan Garhi****New Delhi-110 068.****THROUGH CONCERNED REGIONAL DIRECTOR**

Enrolment No.

Programme.....

Name (in caps).....

DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address Old Address

.....

.....

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.....

.....

City Pin City Pin

State

State

.....

Signature of Student

List of PSCs for PGDCC Programme

Sl. No.	Name and Address	Regional Centre	Code No.
1	Dr. Sameer Srivastav Escorts Heart Institute And Research Centre Okhla, New Delhi - 110025	Delhi I	0791 P
2	Dr. (Col.) C.P. Roy Max Heart and Vascular Institute 2 Press Enclave Road, Saket, New Delhi – 110 017	Delhi I	1039 P
3	Dr. Vinod Sharma National Heart Institute , East of Kailash, New Delhi – 110 065	Delhi I	0798 P
4	Dr. Rajiv Bajaj Batra Hospital & Medical Research Centre 1, Tughlakabad, Institutional Area, M. B. Road, New Delhi - 110062	Delhi I	07138 P
5	Dr. Rakesh Chhapra Fortis_Escort Hospital & Research Centre Neelam Bata Road, Faridabad – 121 001, Haryana	Delhi I	1043 P
6	Dr. Sunil Kumar Modi Indraprastha Apollo Hospitals Sarita Vihar, Delhi Mathura Road, New Delhi-110076	Delhi I	07166P
7	Dr. (Mrs.) Ramesh Arora Metro Group of Hospitals and Heart Institute X-1, Sector – 12, Noida – 201301	NOIDA	27116 P
8	Dr. Vineet Bhatia Fortis Hospital , B-22, Sector – 62, Noida – 201301	NOIDA	27113 P
9	Dr. K.K. Sethi Delhi Heart and Lung Institute 3-MMII Panchukuian Road, New Delhi – 110055	Delhi 2	27122 P
10	Dr. S C Manchanda Sir Ganga Ram Hospital, Rajinder nagar, New Delhi - 110060	Delhi 2	29015 P
11	Dr. Ravi R Kasliwal Medanta –The Medicity Sector 38, Gurgaon-122001, Haryana	Delhi 3	38008 P
12	Dr. Anil Dhall Artemis Health Institute , Sector - 51, Gurgaon – 122001, Haryana	Delhi 3	38010 P
13	Dr. Amar Singhal Shri Balaji Action Medical Institute FC-34, A-4, Paschim Vihar, New Delhi- 110063	Delhi 3	29010 P
14	Dr. Nagendra Kumar Das Brahmananda Narayana Hrudayalaya Vill Tamolia (Near Pardih Chowk), NH – 33, Jamshedpur - 831012,	Ranchi	32014 P
15	Dr. Kunal Hazari Abdur Razaque Ansari Memorial Weaversi Hospital Apollo Hospital Group, Irba, Jharkhand – 835 238	Ranchi	3636 P
16	Dr. S.S. Ramesh Bhagwan Mahaveer Jain Heart Centre , Millers Road, Bangalore – 560 052	Bangalore	1355 P
17	Dr. V. S. Prakash M.S. Ramaiah Medical College and Teaching Hospital MSR Nagar, MSRIT Post, Bangalore – 560 054	Bangalore	1354 P

Sl. No.	Name and Address	Regional Centre	Code No.
18	Dr. K. Mukund Omega Hospital (P) Ltd. Mahaveer Circle, Kankanady, Mangalore – 575 002	Bangalore	1357 P
19	Dr. Kiron Varghese ST. John's Medical College Hospital, Sarjapur Road, Bangalore – 560 034	Bangalore	1362 P
20	Dr. B.V. Manjunath A.J. Hospital and Research Centre S-22-Hisgrace, Hat Hill, Martin Pais Road, Kuntikana, Mangalore – 575 006	Bangalore	1356 P
21	Dr. Arun Srinivas Vikram Hospital and Heart Care No. 46 Vivekananda Road, Yadavagiri, Mysore – 570020	Bangalore	1361 P
22	Dr. George Cherian Narayan Hrudayalaya Institute of Cardiac Sciences, 258/A, Bommasandra Industrial Area, Anekal Taluk, Bangalore-560 099	Bangalore	1360 P
23	Dr. Venkatesh S Fortis Hospital (Wochhardt Hospital), 154/9 Bannerghatta Road , Opp. Indian Institute of Management, Bangalore-560 076	Bangalore	13110 P
24	Dr. Anand R Shenoy Manipal Hospital, Airport Road, Bangalore - 560017	Bangalore	13125 P
25	Prof. G. Vijayaraghavan Kerala Institute of Medical Sciences Kumrapuram Poonthi Road Anamukham Anayara, Thiruvananthapuram, Kerala – 695 029	Thiruvananthapuram	1458 P
26	Dr. Rajan Joseph Manjuran Pushpagiri Heart Institute, Thiruvalla, Parthananthitta, Kerala - 689101	Thiruvananthapuram	1467 P
27	Dr. Rony Methew Lisie Hospital Kochi P. B. No. 3052, Ernakulam, Cochin, Kerala - 682018	Thiruvananthapuram	14131 P
28	Dr. Madhu Paulose Chandy V St. Gregorios Cardio-Vascula Centre Parumala, PO: Thiruvalla, Dist- Pathanamthitta, Kerala - 689626	Thiruvananthapuram	40019 P
29	Dr. S. Natarajan G. Kuppaswamy Naidu Memorial Hospital Pappanaicken Palayam, Coimbatore – 641 037, Tamilnadu	Madurai	25115 P
30	Dr. Debabrato Roy Rabindranath Tagore International Institute of Cardiac Sciences Armenian Church Trauma Centre, 124, Mukundapur, E.M. Bypass, Kolkata – 700 009	Kolkata	2866 P
31	Dr. Dhiman Kahali, B.M. Birla Heart Research Centre 1/1, National Library Avenue, Kolkata – 700026	Kolkata	2867 P
32	Dr. R. N. Chakrabarty Apollo Gleneagles Hospitals & Education Trust 58 Canal Circular Road, Kolkata, West Bengal - 700054	Kolkata	28100 P
33	Dr. M. Gokul Reddy C/o Care Hospital, Road No. 1, Banjara Hills, Hyderabad – 500034	Hyderabad	0180 P

Sl. No.	Name and Address	Regional Centre	Code No.
34	Dr. R. Balaji Andhra Mahila Sabha Durgabai Deshmukh Hospital and Research Centre, O.U. Road, Vidya Nagar, Hyderabad – 500044	Hyderabad	0181 P
35	Dr. Manoj Agarwal Apollo Hospitals. Jubilee Hills, Hyderabad, Andra Pradesh 500033	Hyderabad	01103 P
36	Dr. P. Rajendra Kumar Krishna Institute of Medical Sciences Ltd. 1-8-31/1, Minister Road, Secunderabad – 500 003 (A.P.)	Hyderabad	0194 P
37	Dr. R. V. Vijay Kumar Medwin Hospital Raghava Ratna Towers, Nampally, Hyderabad - 500 001	Hyderabad	01135 P
38	Dr. V. Rajasekhar Yashoda Hospital, H.No. 1-1-148, Behind Hari Hara Kala Bhavan, Alexander Road, S. P. Road, Secunderabad-500 003	Hyderabad	01134 P
39	Dr. G. N. Prasad International Center for Cardio Thoracic & Vascular Diseases Frontier Lifeline, R-30-C, Ambattur Industrial Estate Road, Chennai – 600101	Chennai	25116 P
40	Dr. Dora Santosh Asian Heart Institute G/N Block, Badra Kurla Complex, Bandra East, Mumbai – 400 061	Mumbai	1656 P
41	Dr. B. C. Kalmath Bombay Hospital & Research Centre, 12 Marine Lines, Mumbai - 400020	Mumbai	49010 P
42	Dr. Bashkar Shah Jupiter Hospital, Eastern Highway, Thane - 400601	Mumbai	49002 P
43	Dr. Hasmukh Ravat Fortis Hospital Ltd., Eastern Highway, Thane-400078	Mumbai	49027 P
44	Dr. H.C. Kalita Assam Medical College, Dibrugarh – 0786002, Assam	Guwahati	0453 P
45	Dr. Anjan Kumar Bhattacharya Gauhati Medical College and Hospital Bhangagarh, Dist: Kamrup, Guwahati, Assam- 781032	Guwahati	04129 P
46	Dr. Idris A Khan Bombay Hospital, IDA Scheme; 94/95 Ring Road , Indore – 452010 (MP)	Bhopal	15104 P
47	Dr. Shailendra Trivedi CHL- Apollo Hospital Near LIG Triangle, A.B. Road, Indorel, Madhya Pradesh - 452008	Bhopal	15157 P
48	Dr. Skand Kumar Trivedi Bhopal Memorial Hospital & Reserach Centre Near Karond Chowk, Raisen By Pass Road Bhopal - 462038	Bhopal	15111 P
49	Dr. P. Ramesh Babu City Cardiac Research Centre Ltd. Ring Road, Near ITI College, Vijayawada – 520 010 (A. P.)	Vijayawada	33001 P
50	Dr. Rama Raju Bollineni Heart Centre (P) Ltd. Seelam Nukaraju Street, Katari Gardens, Rajahmundry, Andra Pradesh - 533103	Vijayawada	33004P

Sl. No.	Name and Address	Regional Centre	Code No.
51	Dr. M. Bhaskar Rao Care Hospitals Visakha Hospital and Diagnostic Ltd A S Raja Complex, Waltair Main Road Ramnagar, Visakhapatnam - 530002	Vijayawada	33005P
52	Dr. Y V Rao Usha Cardiac Centre Ltd. 39-2-11, Pichaiah Street, Labbipet , M.G. Road Vijayawada – 520 010 (A. P.)	Vijayawada	0195 P
53	Dr. Amit Gupta Satguru Pratap Singh Apollo Hospital Sherpur Chowk, G T Road, Ludhiana, Punjab - 141003	Khanna	2245 P
54	Dr. Arun Kumar Chopra Fortis Escort Hospital Majitha – Verka Bypass Road, Amritsar - 462030	Khanna	2264 P
55	Dr. Madan Lal Chawla Fortis Hospital. Sector 62, Phase – VII, Mohali, Punjab - 160062	Chandigarh	2246 P
56	Dr. Mohan Prakash Tripathi Aditya Care Hospital Plot No 329/1929, Chandraseshkarpur Damana Aquar Bhubaneshwar, Orissa - 751024	Bhubaneshwar	21135 P
57	Dr. Darshan Banker Bankers Heart Institute Near tagore Nagar Old Padra Road, Vadodra, Gujrat - 390015	Ahmedabad	0991 P
58	Dr. Alok Ranjan Adventist Wockhardt Heart Hospital Opp. Chowpati 24 Athwa Lines, Surat, Gujrat -395001	Ahmedabad	09115P
59	Dr. Anand N Shukla U N Mehta Institute of Cardiology & Research Centre Civil Hospital campus, Asarwa, Ahmedabad, Gujrat - 380016	Ahmedabad	0992 P
60	Dr. Dinesh Raj N M Virani Wockhardt Hospital Kalawad Road, Rajkot, Gujrat - 360007	Rajkot	42009 P
61	Dr. Ajay Pandey Heritage Hospital Ltd. Lanka, Varanasi, Uttar Pradesh - 221005	Varanasi	48001 P
62	Dr. Roplekar Satish Murlidhar Rao Ruby Heart Care Centre C/o-Roplekar Heart Care Centre, 160-161 Tilak Nagar, Veer Savarkar Chowk, Aurangabad- 431005, Maharashtra	Pune	16112P
63	Dr. Pramod Mundra Wockhardt Heart Hospital 27, Corporation Colony, North Ambazari Road, Nagpur- 440033	Nagpur	36005 P
64	Dr. Sanjeeb Roy Fortis Escort Hospital 214, Jawahar Lal Nehry Marg, Malviya Nagari, Jaipur- 302017	Jaipur	2384 P
65	Dr. Shashi Shekhar Chatterjee Indira Gandhi Institution of Cardiology, Patna Medical College, Patna-800004	Patna	05163P

Student Registration Division
Indira Gandhi National Open University
 Maidan Garhi, New Delhi-110 068

Dates for submission:
 For Jan-June Sem:
 1st August to 30 September
 For July-December Sem:
 1st Feb. to 31st March

Re-Registration / Re-Admission Form
 (For Programmes other than BDP)

1. Name and Address of the Student

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2. Programme Code

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3. Enrollment No.

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4. Regional Centre Code

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5. Study Centre Code

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

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

7. Demand Draft No. Date Amount.....

Name of the Bank.....

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

Dated:

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

.....
 Signature of the Student

Guidelines for Selection of Programme Study Centre (PSCs) and Academic Counsellors (ACs)

Guidelines for Selection of PSC

1. Institution/ Cardiac Hospital should run DM or DNB Cardiology programme.. Beside this condition the Institution should have the following criteria (No. 2, 3, 4, 5, 6 & 7).
2. The centre should have minimum 3 full time DM or DNB cardiologists
3. Cardiac Surgery as well as cardiac catheterization set up are mandatory
4. There should be minimum 6 ICU bed in the institution
5. The total number of bed should be 100 in multispecialty hospital with 30 beds for cardiac patients or 50 beds for only cardiac hospitals.
6. Library facility is mandatory for the establishment of PGDCC centre
7. A team of cardiologists appointed by IGNOU will pay visit beside the visit made by Regional Director of IGNOU. The host institution will bear the cost of the visit programme.

Criteria for Academic Counsellors in this Programme

For the prerequisite of an Academic Counsellor in PGDCC programme any one of the following academic qualification is required:

1. DM in cardiology
2. DNB in cardiology

Programme Study Centre Guidelines

(Post Graduate Diploma in Clinical Cardiology)

1) Definition

A study centre established for providing necessary student support services for a particular programme of School of Health Sciences will be a Programme Study Centre.

2) Location

- a) A Programme Study Centre can be located in an Institution/Organisation/Hospital, which possesses:
- b) Necessary infrastructure facility and academic expertise as per the school's programme requirement for the conduct of academic support services, and
- c) Willing to provide those facilities for use of IGNOU students on mutually agreed terms.

3) Infrastructural Facilities

A Programme Study Centre will have the following facilities:

- a) One to two rooms for exclusive use of the study centre.
- b) Rooms/Halls furnished for conducting counseling sessions/examinations on Sundays and Holidays.
- c) Audio visual facilities, like TV, VCR etc. for using the audio and video cassettes of IGNOU.
- d) Necessary laboratory, operation theatre, ward, out patient department (OPD) and equipment for conducting practicals.
- e) Library

4) Procedure for Establishment

The following steps will be followed for establishing a Programme Study Centre:

- a) The basic information about the host institution to be provided by the head of the institution in the prescribed proforma (Appendix 15(a)).
- b) On receipt of the above information, school faculty/the Regional Director will visit the institution and hold discussions with the head of the institution and the management (wherever necessary). After due consultation with the school, the Regional Director will execute an M.O.U. with the host institution (Appendix 15(b)).
- c) The academic counselors for Programme Study Centre will submit their bio-data in a structured proforma (Appendix 16 and 17). They will be issued appointment letters only after the school approves their names to RSD.
- d) The head of the department should preferably be included as one of the counselors for the respective discipline.
- e) A notification will be issued from the RSD after the appointment of Programme In-charge.

5) Staffing Pattern

The programme study centre will be managed by a part-time programme in-charge (PIC). The terms and conditions for the PIC will be as follows:

- a) The Programme In-charge will be appointed by IGNOU in consultation with the Head of the Host Institution and Director, School of Health Sciences. The person recommended should be an approved counselor for the programme and is a regular employee of the host institution.

- b) The Programme In-charge will be the overall in-charge of the Programme Study Centre and will be responsible and accountable for all the activities of IGNOU in respect of the given programme. He will report to the concerned Regional Director and/or the School of Health Sciences as per programme details.
- c) For appointment/renewal of the tenure of Programme In-charge, it is essential that his/her tenure in the parent office continues beyond the respective calendar year (January to December).
- d) The Programme In-charge will be paid lumpsum amount for secretarial assistance on per student basis.

6) **Functions**

The Programme Study Centre will perform the following functions:

- a) Organize counseling and Audio-visual sessions.
- b) Arrange practical sessions, demonstrations, fieldwork etc. as per programme requirements.
- c) Receive assignments from students, get them evaluated by approved counselors, send feedback to students and send the marks to SE Division and the Regional Centre.
- d) Maintain records of activities and accounts.
- e) Send regular feedback reports to the Regional Centre/School of Health Sciences.
- f) Provide information about IGNOU and its programmes.
- g) Generate bio-data of academic counselors and forward them to the Regional Director for their part-time appointment as academic counselors.
- h) Coordinate the activities of attached peripheral centre/hospital/field activity.

7) **Enrolment**

The Programme Study Centre will have a maximum of 10-15 students enrolled per academic year. A maximum of 5 students will be attached to one counselor at any point of time.

A student will be posted for 2 years to complete all the programme related skills at PSC. The posting schedule will be planned by the Programme In-charge in consultation with the Counselors.

8) **Funding**

Regional centre will provide advance money to the Programme Study Centre for expenditures as per IGNOU norms and will monitor the expenses.

The Programme In-charge will open an account in the name of "IGNOU" for financial transactions. Whenever the PIC gets transferred from the institution the next PIC (to be decided as per laid down norm) will be handed over the accounts.

The "Payment Norms" as and when finalized will be sent to all IGNOU Regional Centres and also to all Programme Study Centres.

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

**Proposal for Programme Study Centre of Post Graduate Diploma in
 Clinical Cardiology Programme**

1. **Name of the Institution/Organisation**
2. **Type of Institution/Organisation: Teaching/Non-teaching**
3. **Name and Designation of the Head of the Organisation:**
4. **Address for Correspondence**

Ph.(O): Ph.(R):

Fax : E-mail:

5. **Availability of resources for academic purpose:**
 - Faculty Strength: DM (Cardiology)
 - DNB(Cardiology).
 - Mch (Cardiothoracic & Vascular Surgery).
 - ECG & Stress Testing : Yes/No
 - Echocardiography Lab : Yes/No
 - Cardiac Catheterization : Yes/No
 - Audio Video facility : Yes/No
 - Transport for field visits : Yes/No
6. **Details of infrastructure facilities that could be provided for IGNOU programme without any charge:**
 - Rooms to IGNOU : Nos. : One/Two
 - Space Area : Sq. M.
 - Class Rooms for Theory Counselling : Yes/No
 - Place for IGNOU Sign Board : Yes/No
 - Library Facility : Yes/No
 - Paediatric Cardiology ward : Yes/No
 - OPD Facility : Yes/No
 - Ward Facility : Yes/No

The IGNOU norms for the Programme Study Centre have been carefully studied and are acceptable to the Institution/Organisation.

Signature of the Head of the Institution
 (Seal)

Date :

Place :

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Services Division

Memorandum of Understanding (M.O.U.)
for Programme Study Centre

Signed between Indira Gandhi National Open University here in after referred to as 'IGNOU' and Head of the Host Institution,

1. The Host Institution will

- Give 1/2 rooms with a space of approximately 500 sq.ft. for exclusive use of IGNOU without charging any rent, for the office of the Programme in-charge and for audio visual.
- Let a signboard of IGNOU Study Centre installed prominently at a proper place.
- Make hall/rooms available for holding counseling sessions and IGNOU Exams.
- Extend Library, laboratory, equipment, ward, operation theatre, emergency, out patient department facilities etc. to IGNOU Students for the given programme on mutually agreed terms.

2. IGNOU will

- Pay contingent charges and other remuneration for counseling sessions, evaluation of assignments, holding exams, stationary, postage, telegrams as per IGNOU norms.
- Pay an amount towards secretarial assistance either lump sum or on per student basis, whichever is more, as per approved rates.
- Will provide 5 sets of Self Instructional Materials, and audio-video cassettes pertaining to the programme.

Agreed upon and signed.

**On behalf of the
Host Institution**

On behalf of IGNOU

(Head of the Institution)

**Regional Director
(IGNOU)**

Place:

Date:

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

**Transmission of Bio-Data for Empanelment of Academic Counsellors for
 All Bachelors, Diploma and Certificate Programmes of Health Sciences**

(To be submitted strictly discipline-wise)

Letter No.:

Dated:

REGIONAL CENTRE: CODE

(For use of Study Centre/Programme Study Centre)

SC/PSC (name) SC/PSC Code Programme

Details of prospective Academic Counsellors (bio-data enclosed)

Sl. No. (1)	Name (Use capital letters) (2)	Course(s) for which recommended by Coordinator (3)	Course-wise approval of School (To be filled in by the School) (4)	Signature of Faculty Member(s) (5)
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COORDINATOR/PROGRAMME I/C

We have scrutinized the bio-datas and the persons mentioned in the attached proforma are recommended for the empanelment of the Academic Counsellors for the courses mentioned at Column No. 3 of the Proforma. Column 4 and 5 are to be filled up by Schools.

REGIONAL DIRECTOR

DIRECTOR, SCHOOL OF

Checked and approved as per the courses mentioned in Column No. 4 of the Proforma.

DIRECTOR, SCHOOL OF

DIRECTOR (RSD)

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

**Bio-Data Proforma for Programme Incharges and Academic
 Counsellors of Health Sciences**

Programme Study Centre Code:

Regional Centre:

Programme Study Centre:.....

Full name & address:

General Information

1. Name (in BLOCK letters) :
2. Date of Birth :
3. Present Designation :
4. Whether belongs to SC/ST/OBC :
5. Residential Address with Tel. No. :
(Mention Pin Code)
6. Official Address with Tel. No. :
(Mention Pin Code)
7. E-mail address :
8. Academic Qualifications :

Degree	University	Year	Specialisation
M.B.B.S.			
MD/MS			
Others			

9. Details of Teaching Experience:

Total number of years of teaching experience:

Level	Position	Name of the Institution	Experience (Yrs.)
Under Graduate			
Post Graduate			

10. Details of Administrative Experience:

Position Held	Area of Work	Institution/Hospital	Experience in (Yrs.)

DECLARATION:

I hereby declare that information given above is correct. I accept to undertake the tasks of academic counseling, evaluation of assignment scripts and many other activities related to the academic functions of the Study Centre.

PLACE:

DATE:

SIGNATURE

For use at the Study Centre

Original Degrees/Certificates/Marksheets have been verified by the undersigned and the candidate is recommended for empanelment as a part time Academic Counsellor for the following courses:

.....

Special recommendation, if any (Add extra sheet, if required):

.....

Place:

Date:

**SIGNATURE OF THE COORDINATOR/
 PROGRAMME INCHARGE WITH STAMP**

For use at the Regional Centre of IGNOU

Based on the self-attested photocopies of the relevant documents the credentials of the persons as stated by the Coordinator stand verified. He/She is recommended for empanelment for the following Courses:

.....

Special recommendation, if any (Add extra sheet, if required).

.....

Place:

Date:

**SIGNATURE OF THE REGIONAL
 DIRECTOR WITH STAMP**

For use at the School of Health Sciences

Recommended for Appointment as a part-time Academic Counsellor

**SIGNATURE OF THE DIRECTOR
 WITH STAMP**

Monitoring Proforma for Attendance of Theory Counselling (Topic-Wise)

Name of the Programme Study Centre:

Study Centre Code: Name of the Programme In-charge:

Sl. No.	Topic of the Theory Counselling	Name of the Academic Counsellor	Date	Signature of the Academic Counsellor
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Note: Only for first year. For second year same type of sheet can be used.

Signature of Programme In-charge

Monitoring Proforma for Attendance of Theory Counselling (Topic-Wise)

Name of the Programme Study Centre:

Study Centre Code: Name of the Programme In-charge:

Sl. No.	Topic of the Theory Counselling	Name of the Academic Counsellor	Date	Signature of the Academic Counsellor
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Note: Only for first year. For second year same type of sheet can be used.

Signature of Programme In-charge

Monitoring Proforma for Attendance of Theory Counselling (Date-Wise)

Name of the Programme Study Centre:

Study Centre Code:

Name of the Programme In-charge:

Sl. No.	Name of the Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
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Signature of Programme In-charge

Monitoring Proforma for Attendance of Theory Counselling (Date-Wise)

Name of the Programme Study Centre:

Study Centre Code:

Name of the Programme In-charge:

Sl. No.	Name of the Students	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
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Signature of Programme In-charge

Feedback Proforma on Teleconference of PGDCC Programme (School of Health Sciences)

Name of the Programme Date of Teleconference

Name of PSC

Name of the Topic

Please mention if you are a Student/Counsellor/Administrative Staff/Any other

Please tick () mark the relevant answers.

1. Teleconference should be held on a Holiday/Working day.
2. Timing of the teleconference should be
 - a) 10.15 a.m. to 1.45 p.m.
 - b) 02.30 p.m. to 4.00 p.m.
 - c) mention if any other
3. Duration of one session should be of 45 minutes/1 hour/1 to 1½ hr/2 hr or more.
4. It will be convenient to know teleconference schedule from:
 - a) Regional Centre
 - b) Programme In-charge
 - c) Website (www.ignou.ac.in)
 - d) Personnel E-mail (if yes then inform your ID to pgdcc@ignou.ac.in).
5. You learn about the date and topic of this teleconference before 1 week/2 week/3 week/4 week.
6. Do you think that attendance of the teleconference should be compulsory? Yes/No
7. Did you need the relevant topic prior to attending the teleconference? Yes/No
8. Does the present style of presentation helps in understanding the subject matters? Yes/No
9. Which mode of presentation will be better?
 - a) Lecture
 - b) Seminar
 - c) Demonstrations
 - d) Group Discussion

10. Sessions of the Teleconference that are useful:

	Very Useful	Satisfactory	Not Satisfactory
1st Session			
2nd Session			
3rd Session			

11. Sessions that increase your knowledge level:

	Better Understand	Increase Interest	No Improvement
1st Session			
2nd Session			
3rd Session			

12. Session that increase your skills level:

	Better Understand the Steps	Improve the Level of Confidence	No Improvement
1st Session			
2nd Session			
3rd Session			

13. Is one day teleconference schedule per month adequate? Yes/ No

14. How many teleconference days in a year will be feasible to attend by a student?

10 days/12 days or more

15. Could you interact with experts by using toll free number/Fax? Yes/No

If No, please mention the reason

16. Any other comment

.....

.....

.....

.....

**Students are required to fill this proforma after every teleconference.*

Please send this filled in Proforma to Programme Coordinator PGDCC, School of health Sciences, IGNOU, Maidan Garhi, New Delhi-110 068 or Fax to 011-29534335.

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

**Monthly Feedback Proforma for the Teaching/ Practical Training /
Academic Activity at PSC**

Name of the Programme: Post Graduate Diploma in Clinical Cardiology

Programme Code: PGDCC

Name of the Study Centre:

Study Centre Code :

Date	Activity (Seminar/ Lecture/ Journal Club/ Clinical Case Presentation)	Topic

You can attach the duty roster of your PSC as proof of practical training.

Are you satisfied with the training you are receiving at your centre? Yes / No

Any suggestions for improvement of the quality of training

.....

.....

.....

.....

Signature of the candidate

Enrollment number

Please send this filled in Proforma to Programme Coordinator, PGDCC, School of health Sciences, IGNOU, Maidan Garhi, New Delhi-110 068 or Fax to 011-29534335.

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

Application Form for Re-Checking of Result of Term-End Examination

Name:

Enrolment No. [] [] [] [] [] [] [] [] [] []

Address

PIN: [] [] [] [] [] []

Programme: Month and Year of the Exam.:

Name of Exam. Centre:

Centre Code:

Courses in which re-checking of the Term-end Exam. result is sought?

Course Code	Name of the Course:
.....
.....
.....

FEE FOR RECHECKING OF RESULT

Fee is to be paid at the rate of Rs.100/- per course.

DEMAND DRAFT: Draft is to be made in the name of IGNOU payable at Delhi.

DRAFT DETAILS:

- 1. Name of Bank:
- 2. Place:
- 3. Draft No.:
- 4. Date:.....
- 5. Amount:

.....
Signature

Date:

Note: There is no provision for re-evaluation. Checking is done with reference to the grade/marks given in the Answer-book and the Award list. If there is any mistake on the part of the University, re-checking fee at the rate of Rs.100 paid by the candidate will be refunded. Application form for this purpose will normally be entertained within a period of 2 months of the declaration of result.

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

Asst. Registrar (Exam. II)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

Blank

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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

Name :

 Programme :

 Enrolment No.

Address:.....

.....

.....

 PIN :

Name of Exam Centre:

 Centre Code :

Address of the Examination Centre :

.....

Course, in which Re-evaluation is sought	COURSE CODE	MARKS/GRADE OBTAINED
.....
.....
.....
.....

Fee detail:

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

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

Demand Draft No. Date:

Issuing Bank:

Date:

Signature of the student

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

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

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

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



**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:- 1st March to 15th April for June Term-end Exam.
1st September to 15th 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 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

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

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



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



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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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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 & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, **Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.**
11. Application form must reach within the prescribed dates at the following address:-

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT 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. **Fee detail:**
Fee 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 fee 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.

Recognition of IGNOU Degree/Diploma

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

No.F.1-8/92 (CPP)

February, 1992

The Vice-Chancellors/Directors
of all the Indian Universities/
Deemed Universities/Institutions
of National importance

.....

Sub: Recognition of Degrees/Diplomas awarded by Indira Gandhi National Open University, New Delhi

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F. 13-12/85 Desk(U) dated 19.09.1985 issued by the Govt. of India, Ministry of Human Resource Developments, (Department of Education), New Delhi and is competent to award its own degrees/diplomas. The Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Yours faithfully,

Sd/-
(GURCHARAN SINGH)
Under Secretary

It may be noted that the PGDCC Diploma is a valid University PG Diploma and hence can be mentioned in one's bio-data. However, it is yet to be recognized by the Medical Council of India.

State Code Numbers

State /UT	Code
Andhra Pradesh	201
Andaman & Nikobar Islands (UT)	02
Arunachal Pradesh	03
Assam	04
Bihar	05
Chandigarh (UT)	06
Delhi	07
Goa	08
Gujarat	09
Haryana	10
Himachal Pradesh	11
Jammu & Kashmir	12
Karnataka	13
Kerala	14
Madhya Pradesh	15
Maharashtra	16
Manipur	17
Meghalaya	18
Mizoram	19
Nagaland	20
Orissa	21
Punjab	22
Rajasthan	23
Sikkim	24
Tamil Nadu	25
Tripura	26
Uttar Pradesh	27
West Bengal	28
Dadra & Nagar Haveli, Daman & Diu (UT)	29
Lakshadweep (UT)	30
Pondicherry (UT)	31
C/o 56 APO	32
C/o 99 APO	33
Students Abroad	34

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.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block 9, IGNOU, Maidan Garhi, New Delhi-68 convocation@ignou.ac.in Ph.: 29535438,29535924-32/ Extn.: 2224, 2226
7.	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
8.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
9.	Academic Content	Director of the School concerned
10.	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
11.	Teleconference Schedule	Director, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
12.	Programme Coordinator	Programme Coordinator, SOHS, IGNOU, Maidan Garhi, New Delhi-110068, E-mail: pgdcc@ignou.ac.in

IGNOU EPBAX: 29536980, 29535924-32, 29535062-65
IGNOU Website: ignou.ac.in; Email: pgdcc@ignou.ac.in

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)

Prof. Parvin Sinclair Chairperson & PVC	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in

Regional Services Division Committee against Sexual Harassment (RSDCASH)

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

IGNOU Committee against Sexual Harassment (ICASH)

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	kanikasingh@ignou.ac.in

Kind Attention: All Past and Present Students of IGNOU! Now you rank our Performance...

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>				
2.	The learning materials were received in time	<input type="checkbox"/>				
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>				
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>				
5.	The counselling sessions were interactive	<input type="checkbox"/>				
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>				
7.	Examination procedures were clearly given to you	<input type="checkbox"/>				
8.	Personnel in the study centres are helpful	<input type="checkbox"/>				
9.	Academic counselling sessions are well organised	<input type="checkbox"/>				
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>				
11.	Assignments are returned in time	<input type="checkbox"/>				
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>				
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>				
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>				
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>				
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>				

After filling cut out this questionnaire and mail it to:
STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068