

PROGRAMME GUIDE

CERTIFICATE IN SERICULTURE (CIS)

Developed in Colloboration with



**Central Silk Board, Ministry of Textiles,
Govt. of India**



School of Agriculture
Indira Gandhi National Open University
New Delhi – 110068

YOU ARE GOING TO BE A DISTANCE LEARNER. TRY TO DEVELOP THE HABIT OF LEARNING THINGS BY WAY OF READING RELEVANT DOCUMENTS. LET THIS PROGRAMME GUIDE MAKE THE BEGINNING OF YOUR JOURNEY OF DISTANCE LEARNING.

This booklet contains relevant information in brief about the Programme on “Certificate in Sericulture” and the entire admission and examination procedures.

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985) IGNOU Degree/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities / Deemed Universities / Institutions vide UGC Circular No. F1-52/2000 (CPP-II) dated 5 May, 2004 & AIU Circular No. EV/B(449)/94/176915-177115 dated January 14, 1994.

The “Certificate in Sericulture” has been developed by the School of Agriculture, Indira Gandhi National Open University, New Delhi in collaboration with Central Silk Board, Ministry of Textiles, Government of India under the project “Human Resource Development in Sericulture and Ancillary Disciplines”.

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Further information on the Indira Gandhi National Open University courses may be obtained from the University’s office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at www.ignou.ac.in.

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CONTENTS

Sl. No.	Title	Page No.
1.0	THE UNIVERSITY	5
2.0	UNIVERSITY RULES	10
3.0	SCHOOL OF AGRICULTURE	13
3.1	Programmes on Offer	14
3.2	Programmes under Development	14
4.0	CERTIFICATE IN SERICULTURE	15
4.1	Objectives	15
4.2	Programme Structure	15
4.3	Syllabus of the Programme	16
4.4	Eligibility for Admission	18
4.5	Medium of Instruction	18
4.6	Target Group	18
4.7	Duration	19
4.8	Programme Fee	19
4.9	Programme Study Centre	19
4.10	Other Useful Information	19
5.0	STUDY MATERIAL	19
5.1	How to Study Print Material?	19
5.2	Audio-Video Material	20
5.3	Counselling	20
5.4	Teleconferencing	21
5.5	Practical Sessions	21
5.6	Gyan Vani	22
5.7	Interactive Radio-Counselling	22
5.8	Study Centres	22
6.0	EVALUATION	22
6.1	Weightage to Continuous and Term-End Evaluation	22
6.2	Pass Percentage for Theory and Practical Examination	22
6.3	Modalities for Theory and Practical Examination Criteria	22
6.4	Preparation of Consolidated Mark List	23
6.5	Participation and Attendance for Practical	23
6.6	Pass Percentage for the Programme	23
6.7	Result and Certification	24
6.8	Term-End Examination (TEE)	24
6.9	Re-evaluation of Answer Script(s)	25
6.10	Early Declaration of Results	25
7.0	SOME USEFUL INFORMATION	26
7.1	Some Useful Addresses	26
7.2	Online Facilities	27
7.3	Some Forms for Your Use	27
	APPENDICES	28
I.	List of Programme Study Centres Being Activated	28
II.	Form for Change/Correction of Address	30
III.	Form for Non-receipt of Materials	31
IV.	Application Form for Issue of Migration Certificate	32
V.	Form for Re-evaluation of Result of Term-end Examination	33
VI.	Form for obtaining Duplicate Grade Card/Mark sheet	35
VII.	Re-admission Form	37
VIII.	Form for Term-end Theory Examination	39

1. THE UNIVERSITY

1.1 Introduction

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

- Democratising higher education by taking it to the doorsteps of the learners;
- Providing access to high quality education to all those who seek it irrespective of age, region, religion and gender;
- Offering need-based academic programmes by giving professional and vocational orientation to the courses;
- Promoting and developing distance education in India; and
- Setting and maintaining standards in distance education in the country as an apex body.

1.2 Prominent Features

IGNOU has certain unique features such as:

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

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of 100 Fellowships by COL as Rajiv Gandhi Fellowships to enable candidates from 19 countries in the Commonwealth to pursue IGNOU Programmes.
- Taking IGNOU programmes to African and West Asian countries, Maldives, Mauritius, Nepal, Indonesia, Bangladesh, Bhutan, Myanmar, Sri Lanka and Seychelles in all to 35 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).

- Launch of a series of 24-hour Educational Channels ‘Gyan Darshan I, II, III and Kisan Channel’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU
- Launch of ‘Edusat’ videoconferencing channel (2 way video, 2 way audio)
- Launch of Gyan Vani and other dedicated educational FM channels

1.4 The Schools of Studies

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

1. School of Humanities (SOH)
2. School of Social Sciences (SOSS)
3. School of Sciences (SOS)
4. School of Education (SOE)
5. School of Continuing Education (SOCE)
6. School of Engineering and Technology (SOET)
7. School of Management Studies (SOMS)
8. School of Health Sciences (SOHS)
9. School of Computer and Information Sciences (SOCIS)
10. School of Agriculture (SOA)
11. School of Law (SOL)
12. School of Journalism and New Media Studies (SOJNMS)
13. School of Gender and Development Studies (SGDS)
14. School of Tourism Hospitality Service Sectoral Management (SOTHSSM)
15. School of Inter-disciplinary and Trans-disciplinary Studies (SOITS)
16. School of Social Work (SOSW)
17. School of Vocational Education and Training (SOVET)
18. School of Extension and Development Studies (SOEDS)
19. School of Foreign Languages (SOFL)
20. School of Translation Studies and Training (SOTST)
21. School of Performing and Visual Arts (SOPVS)

1.5 Academic Programmes

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

well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes. They are launched with a view to fulfill the learner's needs for:

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

1.6 Course Preparation

Self Learning Materials (SLMs) as we call in distance mode of education is prepared by a team of experts selected from different Universities/Institutions all over the country as well as in-house faculty. This material is scrutinised by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally despatched to the Study Centres and telecasted on Gyan Darshan.

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Reading and comprehending the print material, listening to audio, watching of video, attending counselling sessions, teleconference and writing assignment report. Thus, a four-credit course involves 120 hours. This helps the student to understand the academic effort one has to put in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of assignment, term-end examination and practicals of each course in a programme.

1.8 Student Support Services

In order to provide individual support to its learners, the University has a large number of Study Centres throughout the country. These are coordinated by 55 Regional Centres and 5 Sub-Regional Centres as on date. At the Study Centres/ Programme Study Centres (Programme specific study centers are known as Programme Study Centre), the students interact with Academic Counsellors and other students, refer to books in the Library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters.

Learners may seek the help of following University functionaries for sorting out the problems indicated:

- i) For admission, change of centre, identity card, change of address, fee receipt and bonafide certificates, write to your nearest Regional Centre.
- ii) For non-receipt of study material and assignments, write directly to Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068.
- iii) For queries relating to assignments, examination date sheet, result grade cards, re-checking, change of elective etc., write directly to Registrar, Student Registration and Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110 068.

- iv) For Migration Certificate, requisition may be sent to the Regional Director along with the following documents:
- 1) Application (can be obtained from the Head Office and Regional Centres).
 - 2) Attested copy of the Mark sheet.
 - 3) A fee of Rs. 100/- in the form of demand draft drawn in favour of IGNOU.

Every student will select one of the study centers taking into consideration his place of work or residence. However, each study center can handle only a limited number of students, and despite our best efforts, it may not always be possible to allot the study center of his choice. The particulars regarding the Study Centre to which he is assigned will be communicated to him. The list of study centers is provided separately (Appendix I).

Every Study Centre has a Coordinator to coordinate different activities at the center, an Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide counselling and guidance to the students in the subjects.

1.8.1 Programme Study Centres perform the following major functions:

1. **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres/ Programme Study Centres. Generally, there will be theory and practical counselling sessions for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the coordinator of the Study Centre.
2. **Library:** For each course, a set of suggested books will be available in the Study Centre library. The students can refer these books during the working hours of the Study Centre.
3. **Information and Advice:** At the Study Centre, the students will get relevant information regarding the courses offered by the university, counselling schedule, examination schedule, etc. You will also get guidance in submitting various forms from time to time.
4. **Interaction with Fellow-Students:** In the Study Centres, the student gets an opportunity to interact with fellow students.
5. **Telecounselling Facility:** Some of the Programme Study Centers are equipped with the teleconference reception facilities. You can participate in telecounselling session at your study centre.

1.9 Instructional System

The University follows multimedia approach in imparting instruction to its learners. It comprises:

- Self-instructional printed course material packages.
- Supporting audio-video programmes.
- Face-to-face interaction with academic counsellors at Programme Study Centres and depending on programme requirement at work centres.
- Practicals at designated institutions.
- Project Work in some programmes.
- Work-related field project/Functional assignments as per programme requirements.
- Telecast of video programmes on the National Network of Doordarshan.
- Broadcast of audio programmes by All India Radio (selected stations).

1.10 Programme Delivery

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

The University follows a multimedia approach for instruction. It comprises:

- a) **Self Instructional Written Material:** The written material for both theory and practical components of the programme is supplied to the students in batches of blocks for every course (on an average of 4 blocks per course). A block which comes in the form of a booklet comprises 3 to 5 units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during the hours of the counselling sessions.

The video programmes are telecast on National Network and Enrichment Channel of Doordarshan. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Students can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

- c) **Counselling Sessions:** Normally counselling sessions are held as per a schedule drawn before hand by the Programme In-charge. They are held on weekends, that is to say, Saturday and Sunday of the week.

There will be 10 theory and 40 practical counselling sessions for the entire programme at the selected Programme Study Centre. The practical counselling sessions will cover the practical exercises for all the four courses. The participation in practical counselling is compulsory as the experiments are graded.

- d) **Teleconferences:** Live Sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios at EMPC, the schedule of which is made available at the study centres. The learner will have to go to the nearest center at the scheduled time for taking benefit of this facility.
- e) **Gyan Darshan Educational Channel:** A collaboration between MHRD, Prasar Bharti, IGNOU and other organizations has resulted in launching DD Gyan Darshan, the Educational Channel of India. GD signals can be conveniently received without any special equipment anywhere. Gyan Darshan has now gone completely digital and expanded into a bouquet of channels namely GD-1, GD-2 and GD-3 'Eklavya'. Educational programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/CIET, Directorate of Adult Education, IITs and other educational/development organizations in the country. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any break.
- f) **Gyan Vani:** IGNOU has been offered FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 10 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The detailed schedule can be accessed at IGNOU EMPC-Gyan Darshan Website <http://www.ignou.ac.in/gyandarshan%scindex.html>.

- g) **Interactive Radio-Counselling:** Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number **1600 112345** has been provided for this purpose from selected cities.

1.11 Evaluation System

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

i) Theory

For theory, the weightage to assignment will be 20% and term-end examination will be 80%.

ii) Practical

The practical evaluation shall be done under two components: (i) guided experiments and (ii) unguided experiments. The guided experiments shall be performed during the counselling sessions under the guidance of the counsellors. The unguided experiment shall be undertaken by the students in the last session. For unguided experiment, student shall not be provided any guidance while performing the experiment(s).

Both the components will be evaluated. The weightage of 70% will be assigned to guided experiments and 30% weightage is for unguided experiments. Each experiment performed by the student would be evaluated. The counsellors covering various aspects like manipulative skills, observation, would assess the student performance and their understanding of the basic concepts related to the experiment.

The certificate, degrees and diplomas of this University are recognised and have the same status as those of any other Central and State University in the country.

2. UNIVERSITY RULES

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

2.1 Educational Qualifications Awarded By Private Institutions

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

2.2 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. **The form is to be submitted to the Regional Director concerned ONLY on or before the due date.** The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

2.3 Validity of Admission

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

2.4 ‘Walk in Admission’ for Certificate Programmes

The candidates who are desirous of taking admission to any of the Certificate Programmes are required to approach the concerned Regional Director at any time during office hours. The admission for these programmes will remain open round the year; therefore, the candidates may get/submit the application forms as per the following schedule:

For January Session:

1st June to 31st October (without late fee)

1st November to 30th November (with late fee of Rs. 200/-)

For July Session:

1st December to 30th April (without late fee)

1st May to 31st May (with late fee of Rs. 200/-)

All other schedules, viz., the submission of Examination Form, assignments and dates for examinations will remain as notified by the University for all other programmes.

2.5 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule of the two programmes taken, University will not be in a position to make adjustment.

2.6 Re-admission

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional time of 6 months duration.

The student has to make payment per course on pro-rata basis. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres for the courses which they have not been able to complete. For further details, please see the website.

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

2.7 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website www.ignou.ac.in). Admission of foreign students residing in India will be processed by the **International Division** of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

2.8 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, Wards of Defence Personal and Physically Handicapped students as per the Government of India rules.

2.9 Refund of Fee

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

Fee once paid will not be refunded under any circumstances.

2.10 Counselling and Examination Centre

All study centres, Programme study centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals. Regular counselling sessions will be conducted at the learner support centres provided the number of learners for a particular course is equal to or more than 10. If the number is less than 10, then, in place of regular counselling, intensive counselling sessions will be held which essentially means that 40% of the number of prescribed counseling sessions are to be conducted within a weeks time.

2.11 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of Study Centre, which will be despatched along with the study material. In case there is any correction/change of address, the learner are advised to make use of the format available in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR&E Division, Maidan Garhi, New Delhi – 110068. Request received direct by will not be entertained. They are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to redirect the mail to the changed address during this period. Counselling facilities are not available for all Programmes at all the Centres. As such, students are advised to make sure that counselling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally granted subject to availability of seats for the programme at the new centre asked for. Change of Address and Study Centre is not permitted until admissions are finalised.

2.12 Change of Region

When a student wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to and also to Registrar (SR&E), IGNOU, Maidan Garhi, New Delhi-110068. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SR&E) and the student.

2.13 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the **first year ONLY**, on payment of Rs. 100/- plus Rs. 150/- per 2/4 credit courses and Rs. 300/- per 6/8 credit course for undergraduate courses and Rs. 300/- per 2/4 credit course and Rs. 600/- per 6/8 credit course for Master degree programme by a Demand Draft drawn in favour of IGNOU payable at New Delhi. The request for change of medium should be addressed to Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068. The student is required to return the study material already received from Registrar (MPDD) by registered post or in person.

2.14 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be

held responsible for that. **In case, a student wants to have assignments, he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in.** In case of non-receipt of study material, students are required to write to Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi – 110068. Complain can be registered through e-mail at mpdd@ignou.ac.in.

2.15 Official Transcripts

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

2.16 Disputes on Admission and other University Matters

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

2.17 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000 (CPP-II) dated May 5th, 2004 and AIU Circular No. EV/11 (449/94/176915-177155 dated January 14, 1994).

Term-end Examination

In order to appear in the Term-end Examinations, the learners are required to fill in the Term-end Examination form available in the Programme Guide and at the Regional Centres, Programme Study Centres and SR&E Division (IGNOU Hqrs.) The students are specifically instructed to send Examination Forms to Registrar (SR&E) or at the concerned Regional Centre within the stipulated dates.

The Examination form can also be submitted on-line through **IGNOU web-site www.ignou.ac.in** during the period without late fee only. No separate fee is charged for applying for Term-end examination. The last dates for sending the filled-in examination forms are as follows:

Exam Month	Dates for Submission of Examination Forms
June	1 st March to 31 st March (without late fee)
December	1 st September to 30 th September (without late fee)
Examination forms can be submitted by Registered Post/Speed Post along with the requisite fee (in the form of demand draft) at SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre within the stipulated dates.	

3. SCHOOL OF AGRICULTURE

School of Agriculture has been established with a mission to improve and sustain productivity and quality of Human Life in Rural areas through Open and Distance Learning System (ODLS) in Agriculture and Allied Sectors. It aims to improve out-reach of agriculture education for rural masses particularly in remote, ecologically and socio-economically marginalized areas through academic, continuing and extension programmes. The objective is to strengthen human resource base through quality education and generate an army of trained manpower in agriculture through ODL in consonance with the national policies and market environment. It also aims to produce entrepreneurial skills and opportunities for life-long learning. The School is developing

programmes in collaboration with various national and international organisations like Ministry of Agriculture & Cooperation, Ministry of Food Processing Industries, Ministry of Rural Development, Agricultural and Processed Food Products Export Development Authority (APEDA), Central Silk Board, International Network for Bamboo and Rattan (INBAR), Commonwealth of Learning (COL) and Consultative Group on International Agricultural Research (CGIAR).

Objectives

- To develop excellence, skill and entrepreneurship for strengthening the human resource base in agriculture through quality education;
- To make use of technological innovations for improving outreach and effectiveness of distance education in agriculture;
- To establish professional linkages with reputed institutions in India and abroad having expertise and experience in Distance education for institutional benefits; and
- Provide equity, quality and relevance of education through principle of distance education.

3.1 Programmes on Offer

(a) Post Graduate Programmes

1. Ph.D. in Agriculture Extension (Ph.D. AgE)
2. Post Graduate Diploma in Food Safety and Quality Management (PGDFSQM)
3. Post Graduate Diploma in Plantation Management (PGDPM)
4. Post Graduate Certificate in Agriculture Policy (PGCAP)

(b) Diploma Programmes

5. Diploma in Value Added Products from Fruits and Vegetables (DVAPFV)
6. Diploma in Dairy Technology (DDT)
7. Diploma in Meat Technology (DMT)
8. Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds (DPVCPO)
9. Diploma in Fish Products Technology (DFPT)
10. Diploma in Watershed Management (DWM)

(c) Certificate Programmes

11. Certificate in Organic Farming (COF)
12. Certificate in Sericulture (CIS)
13. Certificate in Poultry Farming (CPF)
14. Certificate in Water Harvesting and Management (CWHM)
15. Certificate in Beekeeping (CIB)

(d) Awareness Programme

1. Awareness Programme on Dairy Farming for Rural Farmers
2. Awareness Programme on Value Added Products from Fruits & Vegetables

3.2 Programmes under Development

(a) PG Programme

1. Ph.D. in Dairy Technology
2. Masters in Agri-Business Management
3. PG Diploma in Agriculture Policy
4. Post Graduate Diploma in Food Technology

(b) Vocational and Entrepreneurial Programmes

1. Diploma in Animal Husbandry
2. Diploma in Horticulture
3. Certificate in Bamboo Use, Technologies & Enterprise Development
4. Certificate in Rattan Use, Technologies & Enterprise Development

4. CERTIFICATE IN SERICULTURE

India occupies second position among the silk producing countries in the world besides being the largest silk consumer. The limited coverage is being made by the Central Silk Board (CSB) under the educational and training component for the farmers, entrepreneurs and technicians through its institutional network. CSB and IGNOU aim to impart scientific & entrepreneurial principles to the farmers and technicians involved in mulberry cultivation and silkworm production through ODL.

The salient features of this programme are as follows:

- Focus on operational areas of sericulture.
- Courses designed and prepared by professional expert in the field of Sericulture.
- Student centered multimedia learning materials.
- Strong students support services.
- Opportunity to interact with leading experts through the teleconferencing.

4.1 Objectives

The objective is to strengthen human resource for the sericulture through the interventions of ODL. It aims to infuse knowledge and skills in the field of sericulture to the interested particularly those already employed in the profession/entrepreneurs and cannot opt to afford a full time course. The specific objectives are:

- To prepare the rural youth/farmers for accepting sericulture as profit making enterprise;
- To impart knowledge and technical skills in various aspects of Sericulture; and
- To create awareness about the opportunities and employment in Sericulture.

4.2 Programme Structure

It shall be six months duration certificate programme of 16 credits and consist of four courses. In order to be eligible for the award of the certificate, a student has to complete the following 4 Courses (integrated with practical) equivalent to 16 credits (1 credit is equal to 30 study hours).

Sl. No.	Course Code	Title of the Course	Credits
1.	BLP -001	Introduction to Sericulture	2 Credits
2.	BLPI-002	Host Plant Cultivation	6 Credits
3.	BLPI-003	Silkworm Rearing	6 Credits
4.	BLP -004	Crop Protection	2 Credits

4.3 Syllabus of the Programme

Code: BLP-001

COURSE I – INTRODUCTION TO SERICULTURE

Sl. No	Block & Unit
Block 1	Sericulture in India
Unit 1	Importance of Sericulture
Unit 2	Sericulture & Rural Economy
Unit 3	Human Resource Development
Block 2	Entrepreneurial Opportunities in Sericulture
Unit 1	Pre-cocoon Sector
Unit 2	Silkworm Seed Production
Unit 3	By-Product Utilization
Unit 4	Post-cocoon Sector

Code: BLPI-002

COURSE II – HOST PLANT CULTIVATION

Sl.No	Block & Unit
Block 1	Mulberry Cultivation for South India
Unit 1	Establishment of Mulberry Garden
Unit 2	Mulberry Cultivation Practices
Unit 3	Raising & Maintenance of Chawki Garden
Unit 4	Mechanisation of Mulberry Farming
Block 2	Mulberry Cultivation for North, East and North-East
Unit 1	Cultivation Practices for North India
Unit 2	Cultivation Practices for East / North-Eastern India
Block 3	Non-mulberry Cultivation Practices
Unit 1	Cultivation of Tasar Food Plants
Unit 2	Cultivation of Muga Food Plants
Unit 3	Cultivation of Eri Food Plants

PRACTICAL MANUAL

Experiment No.	Name of Experiment
EXPERIMENT 1	Soil Sampling
EXPERIMENT 2	Raising of Nursery
EXPERIMENT 3	Planting Systems
EXPERIMENT 4	Preparation of Cuttings and Grafting
EXPERIMENT 5	Raising of Seedlings
EXPERIMENT 6	Fertilizer Application
EXPERIMENT 7	Composting and Vermi-composting through Recycling of Sericultural Farm Residue
EXPERIMENT 8	Identification of Foliar Diseases of Mulberry
EXPERIMENT 9	Identification of Root Diseases of Mulberry
EXPERIMENT 10	Preparation of Spray Solution of Fungicide and Application of Bio-formulation
EXPERIMENT 11	Survey and Scoring of Mulberry Diseases – A Case Study
EXPERIMENT 12	Identification of Important Sap Sucking Pests of Mulberry
EXPERIMENT 13	Identification of Important Leaf Eating Pests of Mulberry
EXPERIMENT 14	Preparation of Spray Solution of Insecticide and its Application Method
EXPERIMENT 15	Survey of Mulberry Pests and Scoring of their Incidence - A Case Study

Code: BLPI-003

COURSE III – SILKWORM REARING

Sl. No	Block & Unit
Block 1	Basic Concepts
Unit 1	Types of Silkworms
Unit 2	Pre-requisites for Rearing
Unit 3	Silkworm Rearing House
Block 2	Incubation and Silkworm Rearing
Unit 1	Egg Handling
Unit 2	Chawki Rearing
Unit 3	Late Age Rearing
Unit 4	Non-mulberry Silkworm Rearing
Block 3	Economics of Sericulture
Unit 1	Harvesting and Marketing of Cocoons
Unit 2	Economics of Different Scales of Rearing

PRACTICAL MANUAL

Experiment No.	Name of Experiment
EXPERIMENT 1	Estimation of Hatching and Brushing Percentage of Silkworm Eggs
EXPERIMENT 2	Estimation of Moisture Content of Mulberry Leaves for Chawki Rearing
EXPERIMENT 3	Determination of Mulberry Leaf Driage in the Rearing Bed

EXPERIMENT 4	Estimation of Silkworm Larval Density in the Rearing Bed and Silkworm Population during Chawki Rearing
EXPERIMENT 5	Estimation of Larval Density and Shoot Quantity Required for Late Age Rearing (Shoot Feeding Method) for 100 dfls
EXPERIMENT 6	Estimation of Uzi fly Infestation during Late Age Silkworm Rearing
EXPERIMENT 7	Evaluation of Different Types of Mountages and its Effects on Defective Cocoons
EXPERIMENT 8	Estimation of Cocoon Shell Ratio
EXPERIMENT 9	Estimation of Defective Cocoon Percentage from the given Sample of Cocoon
EXPERIMENT 10	Identification of Different Silkworm Diseases and Method of their Disposal
EXPERIMENT 11	Preparation of Different Disinfectant Solutions Recommended in Sericulture
EXPERIMENT 12	Estimation of Quantity Requirement of Disinfectant Solution for the Rearing House and Method of Disinfection
EXPERIMENT 13	Identification of Major Silkworm Pests
EXPERIMENT 14	Demonstration of Management Practices against Silkworm Pests

Code: BLP-004

COURSE IV – CROP PROTECTION

Sl. No.	Block & Unit
Block 1	Mulberry Diseases and Pest Management
Unit 1	Mulberry Diseases and their Management
Unit 2	Mulberry Pests and their Management
Block 2	Silkworm Diseases and Pest Management
Unit 1	Silkworm Diseases and their Management
Unit 2	Silkworm Pests and their Management
Block 3	Non- Mulberry Silkworm Diseases and their Management
Unit 1	Diseases and Pests of Non-Mulberry Host Plants and their Management
Unit 2	Diseases and Pests of Non-Mulberry Silkworms and their Management

4.4 Eligibility for Admission

- 10th pass/ Non 10th passout having two years of experience. The experience certificate should be from the extension officials of the Dept. of Sericulture/Agriculture/ Extension/Recognised NGOs/Industry

Sl. No.	Name of the Programme	Prog. Code	Eligibility for CIS	Min. age as on 1st Jan. of the Academic Year	Duration		Programme Fee	Medium of Instruction
					Min	Max		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Certificate in Sericulture	CIS	(i) 10 th passout (ii) Non-10 th having two years of experience in Sericulture	No Bar No Bar	6 months 6 months	2 Years 2 Years	Rs. 4,200 Rs. 4,200	English, Hindi

4.5 Medium of Instruction

Certificate in Sericulture is offered by the University in English and Hindi languages. Gradually, the programme will be offered in vernacular/regional languages.

4.6 Target Group

- Rural Youth.
- Skilled/semi-skilled workers working in sericulture.
- Personnel working in States Dept. of Sericulture, CSB, NGO.
- Farmers/entrepreneurs involved in mulberry cultivation and silkworm rearing.

4.7 Duration

The minimum duration of the programme is 6 months. However, the students are given a maximum period of two years to complete the programme from the date of registration. After which, the student have to apply for readmission paying the pro-rata fee for each incomplete course of theory for further period of six months only.

4.8 Programme Fee

The fee for the Certificate Programme is Rs. 4,200/-.

The course fee should be paid only by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated. Please write your name (in capitals), complete Enrolment No. and Programme Code on the back of Demand Draft to ensure proper credit to your account.

The fee can also be remitted in cash in the branches of Indian Bank or IDBI. For this, Rs. 5/- (Rupees five only) is chargeable from the students per single transaction in cash while depositing the fees with the Bank.

4.9 Programme Study Centre

The University is in process of finalising programme study centers. The programme study centers will be allocated to the students near to their workplace or residence. A tentative list of accepted institutes where the Programme Study Centres are being activated is given at Appendix I.

4.10 Other Useful Information

The Student Handbook and Prospectus covers the following:

- a) Information about the university like, prominent features, the schools of studies, academic programmes, course preparation, credit system, student support services, instructional system, programme delivery, evaluation etc.
- b) Information regarding the rules of the university like reservation, scholarships and reimbursement of fee, refund of fee, change/correction of address and study centres, change of region, incomplete and late applications, simultaneous registration, disputes on admission and other university matters, recognition etc.
- c) List of Regional Centers.
- d) Other useful forms.

5. STUDY MATERIAL

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

5.1 How to Study Print Material?

a) Theory

While going through the syllabi of courses, you must have noted that each course has been divided into 3-4 blocks for a 4 credit course. Each block has 2-4 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

The course material will be provided for you in the form of well designed printed books. Each book is a block containing units. The first page of each block indicates the numbers and titles of the units comprising the block. In the first block of each course, we start with the course introduction. This is followed by a brief introduction to the block.

Each unit has an introduction in which we tell you about the contents of the units. We outline a list of objectives which we expect you to achieve working through this unit. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end up each unit by summarizing its content to enable you to recall the main points.

In each unit, there are “Check Your Progress” which are meant to help you to assess your understanding of the subject. You must try attempting Check Your Progress.

b) Practical Manual

While going through the Practical Manual you will note that each course has been divided into a number of experiments. Based on the theory courses of each subject, number of practicals/experiments are given under each course of practical. Rest of the pattern for the Practical Manual has been prepared with the objective of providing you a guideline to study and practice these skills/experiments when you are placed in the Laboratory/ Processing Hall/Centre for practical experience/work.

5.2 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the print material. The audio tapes and video cassettes are available at your programme study center. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are transmitted by Doordarshan on National Network and Gyan Darshan from 6.25 to 6.55 a.m. in the morning and evening 8.00-8.55 p.m.

Timings are subjected to change. Please check it with your Programme Study Centre.

Audio-video material will not be supplied individually to you but will be made available at the Programme Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068.

5.3 Counselling

The Programme Study Centre will organise counselling sessions for all courses of study. Here, as students, you can take help from the counsellors in the study. The counselling sessions are not meant to be classroom lectures. You must study the material and try to assimilate it prior to coming for counselling. Whatever problems, you have, you must consult your counsellor for clarifications and help.

There will be 10 theory and 40 practical counselling sessions for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the coordinator of the Programme Study Centre.

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

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

5.4 Teleconferencing

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

5.5 Practical Sessions

The practical component of this programme has been designed to build on the theory text giving you an exposure of practical experiences and knowledge in the various areas/field of Sericulture. This practice will help you to improve the skills, qualities, knowledge and competencies that you will need to practice as a competent Certificate holder with university education. Throughout the programme, the material provided to you will encourage you to think about what you have already known and do in your practice as a competent skilled professional handling Sericulture.

Your practicals are, therefore, an integral and compulsory part of the Certificate programme.

75% attendance for practical work is compulsory for becoming eligible to appear in the Term-End Examinations.

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

In addition to the practical counselling, a compulsory 20 day continuous hands-on training will be conducted at the PSC, the exact dates will be announced by the concerned PSC.

5.6 Gyan Vani

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

5.7 Interactive Radio-Counselling

Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts in Sericulture. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number **1800 112345** has been provided for this purpose from selected cities.

5.8 Study Centres

To provide effective support, IGNOU has set up a number of Study Centres all over the country. Programme Study Centres (PSCs) are being set up in selected Institutes for this Certificate Programme. Each PSC will be handling about 25-30 students. These centres will be managed by the Programme Incharge. The detailed particulars regarding the Programme Study Centres to which you are assigned, will be communicated to you. The practical sessions of the programme will be held at the Programme Study Centres. The list of Programme Study Centres being activated for the programme is listed at Appendix I.

Please bring all your units as per the schedule during the counselling sessions/practical sessions.

6. EVALUATION

6.1 Weightage to Continuous and Term-End Evaluation

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

The weightage to theory and practical will be 50% for those courses where practical component is involved.

i) Theory

For theory, the weightage to the term-end examination will be 80% and the weightage to the continuous assessment will be 20%. There will be one assignment for each course i.e. total four assignments for the programme. Each assignment will be of 50 marks which ultimately will be converted to have weightage of 20% of theory.

Assignments have to be submitted to the coordinator of programme study centre and instruction for formatting the assignment and date of submission of the same are given in the assignment booklet.

The theory term end examination for each course will be of 50 marks. The marks obtained by the students in the term end examination will be converted to have weightage of 80 per cent (on theory basis).

ii) Practical

The practical evaluation is divided under two components: (i) guided experiments and (ii) unguided experiments. The guided experiments shall be performed during the counselling sessions under the guidance of the counsellors. The unguided experiment shall be undertaken by the students in the last session. For unguided experiment, student shall not be provided any guidance while performing the experiment(s).

Both the components will be evaluated. The weightage of 70% will be assigned to guided experiments and 30% weightage is for unguided experiments. Each experiment performed by the student would be evaluated. The student performance would be assessed by the counsellors covering various aspects like manipulative skills, observation and their understanding of the basic concepts related to the experiment.

Weightage: Practical

Component	Weightage
Guided Experiments	70%
Un-guided Experiments	30%
Total	100 %

6.2 Pass Percentage for Theory and Practical Examination

The students will have to secure minimum 35% marks in all the components of the course-theory (term end examination and continuous assessment i.e. assignment), practical on individual basis and as well as on aggregate basis for the course i.e. (i) term-end examination (ii) assignment; (iii) practical (total marks obtained in guided and unguided experiments) and (iv) on aggregate basis.

6.3 Modalities for Theory and Practical Examination Criteria

Theory : Term-End Examination 80% and Continuous Assessment 20%

The examination shall be held twice in a year i.e. the month of the June and December.

Practical : Term-Guided Experiments: 70% and Unguided Experiments: 30%

(i) Evaluation- Guided Experiments

The students will be evaluated for performing the experiments by the counsellor. For a particular experiment, split up of marks may be broadly on the following lines:

S. No.	Component	Weightage
a)	Actual performance of experiment and observation (psychomotor and manipulative skills)	40%
b)	Reporting(Problem solving skills)	20%
c)	Viva-voce	20%
d)	Record	20%

(ii) Evaluation of Assigned Unguided Experiments

It will be conducted in the last session of the laboratory work. The student should not be provided any guidance while performing this experiment. For this experiment, 30% marks are allotted, split up of marks may be broadly on the following lines:

S. No.	Component	Weightage
a)	Actual performance of experiment and observation (psychomotor and manipulative skills)	50%
b)	Reporting (Problem solving skills)	25%
c)	Viva-voce	25%

There shall be one internal and one external examiner. The internal examiner will be from the same study centre and the external examiner will be the counsellor of IGNOU Study Centre of other District/State. The course-writer/faculty members of SOA/editors could also be act as external examiners.

6.4 Preparation of Consolidated Mark List

The consolidated mark list of all students shall be prepared by the programme study centre. This mark list shall be directly sent to the Registrar, SRE&D within seven days after completion of the practical counselling session.

6.5 Participation and Attendance for Practical

Practical are essential components of the programme. For successful completion of the Programme, a participant is required to have a minimum of 75% attendance in the practical sessions at Programme Study Centre. A student will not be eligible to appear in Term End examination if the percentage of attendance in practical session (Programme Study Centre) falls below 75%.

6.6 Pass Percentage for the Programme

The students will have to secure 35% marks in all the courses on individual basis and on aggregate basis in all the four courses for award of the programme degree.

6.7 Result and Certification

The final certification of the Certificate shall be made on a five point scale and grade point average as approved by the university as follows:

Scheme of Awarding Division	Notional Correlates of the Letter Grade & Percentage of Marks		
I DIVISION : 60% and above	A GRADE	70% and above	Excellent
II DIVISION : 50% but below 60%	B GRADE	55% but below 70%	Very Good
PASS : 35% but below 50%	C GRADE	45% but below 55%	Good
	D GRADE	35% but below 45%	Satisfactory
	E GRADE	Less than 35%	Unsatisfactory

6.8 Term-End Examination (TEE)

The University conducts Term-end Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s) by the due date. Thus, the students can take the examinations after the completion of the course. In the first year they can take the examinations in December, failing which they can take the same in June or December, of subsequent year within the total span of the programme.

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

- 1) You should pursue the prescribed course.

- 2) You should complete 75% of attendance is practical contact hours.
- 3) You should submit the examination form before stipulated date (which is explained later).

- **Examination Fee**

Examination fee of Rs. 50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. There is no separate/additional examination fee for the practical component of the course offered under this programme. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

- **Examination Centre**

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

- **Date of Submission of Examination Forms**

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centres
1 st April to 20 th April	1 st Oct to 20 th Oct	Rs. 100/-	
21 st April to 15 th May	21 st Oct to 15 th Nov	Rs. 500/-	For outside Delhi students (Concerned Regional Centre)
16 th May to 28 th May	16 th Nov to 26 th Nov	Rs. 1000/-	For Delhi students (IGNOU, Maidan Garhi, New Delhi-110068)

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

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

- **Issue of Examination Hall Ticket**

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

7. SOME USEFUL INFORMATION

7.1 Some Useful Addresses

WHOM TO CONTACT FOR WHAT	
1. Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate	Concerned Regional Centre
2. Non-receipt of study material and assignments	Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068
3. Examination, Date-sheet	Asstt. Registrar (Exam-II), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tele No. 29536743
4. Result-rechecking, Grade Card, Provisional Certificate, Transcripts	Dy. Registrar (Exam-III), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tele No. 29536103
5. Non-reflection of Assignment Marks	Asstt. Registrar (Assignment), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068. Tele No. 29532294
6. Change of elective/medium/ opting of left over electives/ deletion of excess credits.	<u>In case of MPS, MPA, MSO, MEC, MAH, M.COM, MEG, MHD, MARD, BPP, BDP, Computer & Management Programmes</u> Asstt. Registrar (Exam-IV), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tele. No. 29535027 <u>In case of all other programmes other than above</u> Dy. Registrar (Exam-V), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tele. No. 29532630
7. Original Degree/Diploma/ Convocation	Dy. Registrar (Exam-I), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tele No. 29535438
8. Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068
9. Academic Information about Programme	Director, School of Agriculture, Zakir Hussain Bhawan, New Academic Complex, Block – G, IGNOU, Maidan Garhi, New Delhi - 110068
10. Information Regarding Counselling Sessions & Assignment Submission	Concerned study centres and Programme Study Centre
11. Student Registration and Evaluation Division, Grievance Cell	Asstt. Registrar (Grievance) Tele No. 29532294 E-mail: sregrievance@ignou.ac.in
12. Student Support Services and Student Grievances	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110 068 E-mail: ssc@ignou.ac.in Telephone Nos.: 29533869, 29533870 Fax: 2953 5714

Caution to Students

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

You are also advised to get in touch with the Programme Incharge of your Programme Study Centre.

appearing in the exam.

6.9 Re-evaluation of Answer Script(s)

The students who are not satisfied with the marks/grade secured by them in Term-end Examination can apply for re-evaluation within one month from the date of declaration i.e. the date on which the results are made available on the University website on payment of Rs. 300/- per course in the prescribed application form available on the University website. The better of the two scores of original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records, if applicable. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars etc.

6.10 Early Declaration of Results

In order to facilitate the students who have got offer of admission and or selected for employment etc. and are required to produce mark-sheet/grade card by a specified given date may apply for early process of their answer scripts and declaration of the results for this purpose. The students are required to apply in the specified format available on the University website with a fee of Rs. 500/- per course through Bank Draft drawn in favour of IGNOU along with the attested photocopy of the offer of admission/employment offer. The students can submit their requests for early declaration before the commencement of the Term-end Examination i.e., before 1st June and 1st December respectively. The University in such cases will make arrangements for processing the answer scripts and declare the results as a special case possibly in a month time from the date of examination.

7.2 Online Facilities

IGNOU website is www.ignou.ac.in. A few important links under the site are enlisted here.

- a) **Schools:** Where you will get the information about the programmes offered by different schools. In the school of agriculture, programmes being offered in agriculture sector are available.
- b) **For students:** Results; catalogue for print media and audio video; download facilities for assignment, question papers ; queries about admission, registration, material despatch detail, address checking, convocation; term-end date sheet; examination form; campus placement and prospectus and application form.
- c) **Single Window Information and Student Support (SWISS):** Here, you will get the electronic version of the prospectus and application form, information about the admission and entrance test hall ticket and result.
- d) **Division:** Under this section, there are links of Material Production and Distribution Division, Regional Services Division and Student Registration and Evaluation Division.

Student Registration and Evaluation Division- This link will give you information about admission, re-admission, term-end examination, results, date of submission of assignment and issue of study materials etc.

- e) **New Initiatives:** Here is a link to Edusat where you will get the teleconferencing schedule of your programme.
- f) **Electronic Media:** You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, teleconferencing schedule and feedback form.

7.3 Some Forms for your Use

- Appendix II Form for Change/Correction of Address
- Appendix III Form for Non-receipt of Materials
- Appendix IV Application Form for Issue of Migration Certificate
- Appendix V Form for Re-evaluation of Result of Term-end Examination
- Appendix VI Form for obtaining Duplicate Grade Card/Marksheet
- Appendix VII Re-admission Form
- Appendix VIII Form for Term-end Theory Examination

List of Programme Study Centres Being Activated

1. Regional Centre: Bangalore

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Agreed in Principle	The Principal, Sericulture Training School, Channapatna – 571 502 (Karnataka)
2.	Agreed in Principle	The Principal, Sericulture Training School, Department of Sericulture, Tholahunse, Davanagere District (Karnataka)
3.	Agreed in Principle	The Director, Central Sericultural Research and Training Institute (CSR & TI), Srirampura, Manandavadi Road, Mysore – 570 008 (Karnataka)

2. Regional Centre: Chennai

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	25158P	The Principal/Member Secretary, Tamilnadu Sericulture Training Institute, Department of Sericulture, No. 77, Old Bangalore Road, Hosur – 635 109, Dharmapuri District (TN) Telefax: 04344-244241, email: seritrg@rediffmail.com

3. Regional Centre: Hyderabad

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Agreed in Principle	The Principal, Bivoltine Training School, Govt. Silk Farm, Near Railway Station, Hindupur – 515 201 (A.P)

4. Regional Centre: Kolkata

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Agreed in Principle	The Director, Central Sericultural Research and Training Institute, Berhampore – 742 101, Murshidabad Distt. (West Bengal) Tel: 03482-253962, 63, 64, 260646, 263698, Fax: 03482-251233 email: ksh_csrtiber@sancharnet.in, Website: www.csrtiber.res.in

5. Regional Centre: Guwahati

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	04128P	The Joint Director, Centre for Integrated Sericulture Research, Jamuguri, PB 51, Rowrhia, Jorhat – 785 002 (Assam)

6. Regional Centre: Dehradun

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Agreed in Principle	The Joint Director, Zonal Silkworm Seed Organisation, National Silkworm Organisation, Central Silk Board, Majra, Dehradun – 248 171 (Uttarakhand)
2.	Agreed in Principle	The Joint Director, Zonal Silkworm Seed Organisation, P3 Farm, Dehradun – 248 171 (Uttarakhand)

7. Regional Centre: Bhopal

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Agreed in Principle	The Officer Incharge, Sericulture Research Institute, Department of Sericulture, Marathwada Agricultural University, Parbhani – 431 402 (Maharashtra)
2.	Agreed in Principle	Scientist-C, Research Extension Centre, Central Silk Board, M.S. Handloom Corporation Building, Umred Road, Nagpur – 440 009 (Maharashtra)

8. Regional Centre: Imphal

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	1714P	Scientist-C, Research Extension Centre, Central Silk Board, RTRS Campus, P.O. Mantripokri, Imphal – 795 002 (Manipur). Phone: 0385 – 2321324, 2422979 Fax: 0385-2423049

9. Regional Centre: Srinagar

Sl.No.	SC/PSC Code	Name and Address of the SC/PSC
1.	1276P	The Director (In-charge), Central Sericultural Research and Training Institute (CSR & TI), Central Silk Board, Post Bag No. 88, GPO, Pampore, Srinagar - 190 001 (J&K) Tel: 01933-223176, 222839, 223579, 01933-223215 (Fax) email: csrtippr@sancharnet.in, csrtippr@vsnl.com

Form for Change/Correction of Address

Application for Change of Address

Date: _____

To

Registrar, SR&ED
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

.....

.....

.....

.....

.....

.....

.....

.....

CityPin.....

CityPin.....

State

State

Signature of Student

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

Form for Non-receipt of Materials

The Registrar
Material Production and Distribution Division
Indira Gandhi National Open University
New Delhi-110 068

Subject: Non-receipt of Study Material & Assignments

Enrolment No.

Programme..... Medium of Study.....

I have not received the Study Materials/Assignments in respect of the following:

<u>Sl.No.</u>	<u>Course Code</u>	<u>Blocks</u>	<u>Assignments</u>
---------------	--------------------	---------------	--------------------

I have remitted all the dues towards the course fee and there is no change in my address given as follows:

Name and Address
.....
.....
.....

Signature
Date

For Official Use

Date of dispatch of study material/assignments to students

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



Indira Gandhi National Open University
(To be submitted to the concerned Regional Director)

FORM FOR ISSUE OF MIGRATION CERTIFICATE

(To be filled in by the Applicant – Before filling in the form, see instructions on reverse)

1. Name
2. Father's Name
3. Address
4. Particulars of last examination

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grade Obtained

5. Name of the Regional Centre and Study Centre to which the Candidate attached.
.....

6. Name of the University to which the candidate wants to migrate
.....

<p><u>Draft Details</u></p> <p>Amount Rs. D.D. No. Date</p> <p>Bank Name & Place of Issue.....</p>
--

- a. I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fee due to the University.
- b. I have not taken any migration certificate from the University before this.
- c. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
- d. In the event of any of the above information being found incorrect the Certificate shall be liable to cancellation by the University.

Signature of the Applicant

(To be filled in by the Regional Centre/ SRE Division)

1. The information furnished by Shri/Smt./Km.
is correct as per Grade Card.
2. He/She may be issued the Migration Certificate applied for

Date Dealing Assistant Section Officer

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



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

FORM FOR RE-EVALUATION OF RESULT OF ANSWER SCRIPTS

1. Name:

2. Programme:

3. Enrolment No.

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

4. Address
.....
.....
.....

PIN:

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

5. Month and Year of the Exam:

6. Examination Centre Code:
.....

7. Address of the Examination Centre:
.....

Re-evaluation is sought

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

9. Fee Details:

(The fee for this purpose is to be paid through Demand Draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

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

Demand Draft No. Date

Issuing Bank

Signature of the student

Date:

(Rules and Regulations are mentioned in the next/reverse side of this form)

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 results 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 will also be 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 & Seminars etc.
6. The filled in form with the requisite fee is to be sent to:

Deputy Registrar (Exam-III)
SR&E Division,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi – 110068



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

FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the student:

Programme:

Enrolment No.

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

Address (where grade card is to be sent)

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

PIN:

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

Bank Draft/IPO/ No. dated Issuing Bank /
post office

Date:

Signature of the student

Note: Fee for duplicate grade card is Rs.100/-. Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. The duplicate grade card will be sent by Registered post.

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

**Registrar (S.R.&E. Division),
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110 068**

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

INSTRUCTIONS

1. A fee of Rs. 200/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi as the case may be.
2. At the time of submission of the application for issue of Migration Certificate the applicant should attach Xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issue on payment of Rs. 200/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 2/- to be sworn before a Magistrate on the following format.

“I, son/daughter of
resident of..... hereby solemnly declare
that the Migration Certificate No. dated
issued to me by the to enable me to join University has been lost
and I did not join any other University on he basis of the same nor have I submitted the Migration Certificate
for joining any other University”.

(Signature of the Applicant)



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

Re-admission form for all programmes
 (other than MP & MPB – Details as shown in Table-A)

1. Name & Address of the student

.....

.....

2. Programme Code :

3. Enrol. No. :

4. Regional Centre Code :

5. Study Centre Code :

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

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

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

Year(s)/ semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee Rs.

8. Total Fee (col.no.6+7) Rs..... enclosed vide Demand Draft No.Date

of(Name of Bank)

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

Dated : _____

Signature of the Student

<p>Mail this Re-admission Form along with DD to Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.</p>

Note: **Please retain a copy of this form for any future reference.**

RULES & GUIDELINES FOR RE-ADMISSION

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT REGISTRATION & EVALUATION DIVISION

MAIDAN GARHI, NEW DELHI-110 068

TERM-END EXAM JUNE / DECEMBER - 200

EXAM FORM

Form Number

INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Do not staple. Only **Clip** the documents along with it.
3. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

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

Programme Code

Study Centre Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

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

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

City

District

State

Pin Code

COURSE OPTION:

Course codes for which appearing for the First time OR failed in the earlier TEEs

Fee @ Rs. 50/- PER COURSE

Course Code (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID

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

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

Total No. of		Total Amt.	
Courses	X 50		
Practical Courses	X 50		
Late Fee			
TOTAL			

Draft No.	
Amount	
Date	/ /
Issuing Branch	
Payable at	N E W D E L H I

ISSUING BANK

SIGNATURE OF THE STUDENT
(within the Box only)

Control No.
(For Official use Only)

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are 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)

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DECEMBER TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept.	NIL
1 April to 20 April	Rs. 100/-	1 Oct to 20 Oct.	Rs. 100/-
21 April to 15 May*	Rs. 500/-	21 Oct to 15 Nov*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov to 28 Nov*	Rs. 1000/-

* During these dates submit the examination form with late concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SRE), Exam for these students will be conducted at Regional Centre city only.

Please submit the examination form up to 20th April / 20th Oct at the address mentioned below and no where else by Regd. Post / Speed Post

THE REGISTRAR (SRE)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,
BLOCK-12, MAIDAN GARHI,
NEW DELHI - 110068

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. 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.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. 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.)
10. 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.