

MAP OF IGNOU REGIONAL CENTRE, KORAPUT (ODISHA)



Study Centres : 1. Rajendra College, Bolangir (2107), 2. Vikram Deb Autonomous College, Jeypore, Koraput (2110), 3. Govt. Autonomous College, Bhawanipatna, Kalahandi (2113), 4. COATS, Koraput (2123D), 5. Balimela College of Science and Technology, Balimela, Malkangiri (2133D), 6. Nabarangpur College, Nabarangpur, (2139), 7. National College, Nuapada (2140), 8. Semiliguda College, Semiliguda, Koraput (2145D), 9. Malkangiri College, Malkangiri (2155D), 10. Sankalpa, Loisinga, Bolangir (2157D), 11. DAV College of Teacher Education, Koraput (2158P), 12. Kalahandi Training College, Bhawanipatna, Kalahandi (2163P), 13. Lokyojna, Karpas, Kalahandi (2165D), 14. DAV College, Titilagarh, Bolangir (2166D), 15. Panchayat Samiti College, Komna, Nuapada (2168D), 16. Panchayat Samiti Mahavidyalaya, Koksara, Kalahandi (2169D), 17. Indravati Project Mahavidyalaya, Jaipatna, Kalahandi (2170D), 18. Sinapali College, Sinapali, Nuapada (2171D), 19. Lokdrusti, Boden, Nuapada (2172D), 20. Laxmipur College, Laxmipur, Koraput (2173D), 21. Khariar College, Khariar, Nuapada (2174D), 22. Rayagada College, Rayagada (2175), 23. Sonepur College, Sonepur (2177), 24. Gangeswari Mahavidyalaya, Pottangi, Koraput (2179D), 25. Bhairab College, Dabugaon, Nabarangpur (2181D), 26. Panchayat College, Dharamgarh, Kalahandi (2183D), 27. Kotpad College, Kotpad, Koraput (2184D), 28. P.S. College, Saintala, Bolangir (2189D), 29. D.P. College, Dunguripali, Sonepur (2190D), 30. Boudh Panchayat College, Boudh (21103D), 31. Thayarama Womens College, Gunupur, Rayagada (44005D), 32. Radha Krishna Adivasi Mahavidyalaya, Dashmanthpur, Koraput (44013D), 33. Utkalmani Gopabandhu Mahavidyalaya, Mathili, Malkangiri (44016D), 34. District Jail, Koraput (44019D), 35. Aeronautics College, Sunabeda, Koraput (44023), 36. Kendriya Vidyalaya, Bolangir (44025), Kendriya Vidyalaya, Koraput (44026).



INDIRA GANDHI NATIONAL OPEN UNIVERSITY REGIONAL CENTRE, KORAPUT, ODISHA

INFORMATION BROCHURE

The University

The Indira Gandhi National Open University (IGNOU), was established by an Act of Parliament in 1985. With a student population of 3 million admitted in about 223 programmes, the University has been recognised as the largest University in the World by UNESCO. The Student Support Services provided through a huge network of 67 Regional Centres and about 3500 Learner Support Centres make the University unique. It is no wonder that this University is looked up to as the model in the world of open and distance learning.

As per the mandate of the University, it strives to:

- ◆ 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.
- ◆ Offer high quality, innovative and need based programmes at different levels;
- ◆ Empower various disadvantaged groups by offering relevant programmes in all parts of the country at affordable cost.

Recognition : IGNOU is a Central University created by an Act of Parliament and all Certificates, Diplomas and Degrees awarded by the University are at par with all such degrees issued by other Universities under the Association of Indian University (AIU).

Regional Centre, Koraput : Koraput Regional Centre has been established in the year 2005 and presently catering to the needs of Higher Education in 9 districts of Odisha i.e. Koraput, Malkangiri, Nabarangpur, Kalahandi, Rayagada, Nuapada, Bolangir, Sonepur and Boudh. It has its Regional Centre Office at Koraput and 37 learner support centres in the 9 districts. It is offering many skill oriented and professional Degrees alongwith Certificate, Diploma, PG Diploma and Master Degree Programmes.



For Details Please Contact : IGNOU Regional Centre, Dist. Agriculture Office Road,
Koraput - 764 020 (ODISHA), Ph. 06852-251535, 251063, Cell : 9439331223
Visit : www.ignou.ac.in and E-mail: rckoraput@ignou.ac.in

DETAILS OF PROGRAMMES ACTIVATED UNDER IGNOU REGIONAL CENTRE, KORAPUT

BACHELOR'S DEGREE PROGRAMMES

Sl. No.	Name of the Programme	Eligibility	Duration		Prog. Fee in Rs.
			Min.	Max.	
1	Bachelor of Arts (BA) *	10+2 or Its equivalent or BPP from IGNOU	3 years	6 years	2000/- per year
2	Bachelor of Commerce (BCOM)	10+2 or Its equivalent or BPP from IGNOU	3 years	6 years	2000/- per year
3	Bachelor of Computer Application (BCA)	10+2 or its equivalent	3 years	6 years	5000/- per semester
4	Bachelor of Education (BED)	Graduation with 50% Marks and DEEd through face to face mode	2 years	4 years	50000/-
5	Bachelor of Science (BSC)	10+2 with Science Subject	3 years	6 years	3500/-per year
6	Bachelor of Social Work (BSW)	10+2 or Its equivalent or BPP from IGNOU	3 years	6 years	4000/- per year
7	Bachelor of Tourism Studies (BTS)	10+2 or Its equivalent or BPP from IGNOU	3 years	6 years	2500/- per year

CERTIFICATE PROGRAMMES

1	Bachelor Preparatory Programme (BPP) *	No formal Qualification (Minimum Age 18 years)	6 Months	2 Years	1000/-
2	Certificate Human Rights (CHR)	10+2 or Its equivalent or BPP from IGNOU			2000/-
3	Certificate in Anti Human Trafficking (CAHT)	10+2 or Its equivalent or BPP from IGNOU			1100/-
4	Certificate in Business Skill(CBS)	10+2 or Its equivalent			2500/-
5	Certificate in Consumer Protection(CCP)	10+2 or Its equivalent or BPP from IGNOU			1500/-
6	Certificate in cooperation, Cooperative Law & Business Law (CCLBL)	10+2 for In-service Personnel			7000/-
7	Certificate in Disaster Management(CDM)	10+2 or Its equivalent or BPP from IGNOU			2000/-
8	Certificate in Environmental Studies(CES)	10+2 or Its equivalent or BPP from IGNOU			2000/-
9	Certificate in Food & Nutrition(CFN) *	No formal Qualification			1100/-
10	Certificate in Functional English(CFE)	10+2 or Its equivalent			2500/-
11	Certificate In Guidance (CIG) *	Teacher of Recognised Inst. or pass in 10th or BPP from IGNOU			1100/-
12	Certificate in HIV & Family Education (CAFE)	10+2 or Its equivalent or BPP from IGNOU			1500/-
13	Certificate in NGO Management(CNGOM)	10+2 or Matriculate at least 3 years work experience in NGO Sector			1500/-
14	Certificate in Nutrition & Child Care(CNCC)	10+2 or Its equivalent or BPP from IGNOU			1500/-
15	Certificate in Rural Development(CRD)	Bachelor's Degree			1500/-
16	Certificate in Teaching English(CTE)	Graduation or 3 years of B.EL.ED or 2 years of PTT, ETT or 10+2 with 2 yrs teaching experience			2000/-
17	Certificate in Teaching of Primary School Mathematics(CTPM)	Adult with 10th Pass			1500/-
18	Certificate in Tourism Studies(CTS)	10+2 or Its equivalent			1500/-
19	Certificate Programme in Value Education (CPVE)	10+2 or Its equivalent			1500/-
20	Certificate Information Technology(CIT)	10th passed or its equivalent			4000/-
21	Certificate in Communication and IT Skills (CCITSK)	+2 with English as one of the Subject			4500/-
22	Certificate in Russian Language (CRUL)	18 years of age (Desirable: 10th level of English proficiency)			2500/-

DIPLOMA PROGRAMMES

1	Diploma In Creative Writing in English(DCE)	+2 or any one with out +2 but age should be 20 yrs & above	1 year	4 years	3000/-
2	Diploma in Early Childhood Care & Education(DECE)	10+2 or Its equivalent			2000/-
3	Diploma in Tourism Studies(DTS)	+2 or any one with out +2 but age should be 20 yrs & above			3500/-
4	Diploma in Women Empowerment & Development (DWED)	10+2 or Its equivalent			3000/-
5	Diploma in HIV & Family Education(DAFE)	10+2 or Its equivalent or BPP from IGNOU			3000/-
6	Diploma in Nutrition & Health Education(DNHE)	10+2 or Its equivalent			2000/-

* These Programmes are also Available in Odia Medium

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.

Library Facility: The learner can avail the library facility at the Regional Centre during office hours. Besides reference books, we provide the facilities like internet, viewing of video CDs etc. Some of our old study centres have got reference libraries.

eGyanKosh

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

The learner can also visit our website: www.ignou.ac.in or rckoraput.ignou.ac.in on regular basis to get updated information about the University. Notified information will also be sent to the learner through SMS and E-mail. In case of any academic and administrative problem, the learner may first contact the Study Centre. They can also write to Regional Centre [may send mails] or meet us personally at the office of the Regional Centre, Koraput

THE REGION

Koraput region of IGNOU consists 9 districts of odisha in its operational jurisdiction. The region has been formed by taking the adjoining low literacy nine districts of Orissa. The districts are: Koraput, Rayagada, Nabarangapur, Malkangiri, Kalahandi, Bolangir, Sonepur, Boudh and Nuapada. The region is covered with dense forests and hilly tracts with sparse population scattered all over.

THE REGIONAL CENTRE

Regional Centre, Koraput came into being in September 2005 after being upgraded from Sub-regional Centre. The Sub-regional Centre had been established in February 2004. With support from District administration, educational institutions and non-governmental organizations the Centre has been able to reach out to the hitherto unreached tribal and rural pockets in the region with good student participation over the years.

Inculcate the habit of READING. It will help you enormously as a distance learner

Contact Details: IGNOU Regional Centre, District Agriculture Office Road, Behind Women's College, Koraput-764020, E-mail: rckoraput@ignou.ac.in, Phone: 06852-251535

WHOM TO CONTACT : The Regional Director, IGNOU Regional Centre, KORAPUT, Phone: 06852-251535, Website: www.ignou.ac.in and www.rckoraput.ignou.ac.in, E-mail id: rckoraput@ignou.ac.in

- **For Admission and Related Matters:** Email admsrc44@ignou.ac.in
- **For Identify Card, Fee Receipt and Bonafide Certificate:** admsrc44@ignou.ac.in
- **For Study Materials and Assignments Questions related matters:** Email mddrc44@ignou.ac.in
- **For Examination and Assignment Evaluation related matters:** Email examsrc44@ignou.ac.in
- **For Student Support services & Student Grievances:** Email rckoraput@ignou.ac.in
- **Change of Elective / Medium / Address / opting of left over electives :** Regional Director, IGNOU Regional Centre, District Agriculture Office Road, Behind Women's College, Koraput-764020, Odisha, email: admsrc44@ignou.ac.in
- **Results, Grade Card & Provisional Certificate:** The Deputy Registrar (Exam II), Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi- 110068. Email: sed@ignou.ac.in or to the Regional Director, IGNOU Regional Centre, District Agriculture Office Road, Behind Women's College, Koraput-764020, Odisha, email: rckoraput@ignou.ac.in, examsrc44@ignou.ac.in

Term-end Examination (TEE)

It is an essential pre-requisite for the learner to submit the Examination Form for taking examination in any course. Examination fee @ Rs. 120/- per course is required to be paid through On-line examination form as per guidelines through IGNOU website at www.ignou.ac.in during submission of examination schedule and payment can be done by credit/debit card of any nationalized banks. Examination Hall Ticket could be downloaded from the University's website www.ignou.ac.in.

TEE Result:

Results of the TEE are declared within 45 days from the date of completion of exams. Learner can check the results on the IGNOU website. **The university has the provision in place for re-evaluation of term-end exam answer scripts and also obtaining the photocopy of the TEE answer scripts on payment basis.** For more details learner can visit the IGNOU website or contact the Study Centre or Regional Centre.

Projects :

Some programs have the component of project work. The idea is to cultivate research ability among the learners. The project reports are to be submitted to the Registrar, SE Division, IGNOU, Maidan Garhi, New Delhi-110 068 except for Programs like **MCA, BCA, DFSM, PGDEMA, MA [Edu]** and **M Ed** etc. Students of the above stated programs except MAPC shall get their project proposals approved at the Regional Centre. On getting the approval of the project proposal students can submit their project report at the Regional Centre. Students of all other programs having project component are required to get project proposal approved by the concerned Schools of Studies.

Re-admission (for those who complete maximum period)

Students who are not able to clear their courses in the programme for which they registered within the maximum duration can take Re-admission for additional period in Continuation of the earlier period (without allowing any break from the first admission) as under:

Programme	Duration	Maximum Period	Re-admissionPeriod allowed after the maximum period
Certificate	6 months – 2 years		6 months
Diploma	1 year – 3/4Years		1 year
Bachelor Degree (other than 4 years programme)	3 years – 6 years		2 years
Master Degree	2 years – 4/5years		2 years

Note: If a student cannot avail re-admission beyond maximum period with in the period stipulated above, the Student need to seek FRESH admission, and avail credit transfer facility as applicable

Scholarships and Reimbursement of Fee

The learners who belong to reserved Categories, viz. Scheduled Castes, Scheduled Tribes etc. have to pay the full fee at the time of admission to the University. On receipt of the reimbursement of fee, the Regional Director will disburse it to the respective students. Learners to the above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship form from the Directorate of Social Welfare or from the Office of the Social Welfare Officers of their State, fill it up and submit the duly completed Scholarship Form to the Regional Centre where he/she is admitted for necessary certification by the Regional Director and for its onward transmission to the concerned department for reimbursement of the programme fee. The scholarship scheme of National Centre for Promotion of Employment of Disabled People (NECPEDP) for Post Graduate level programmes is applicable to the students of the University also. Such students are advised to apply to the awarding authority.

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

The fee exemption/reimbursement under SCSP and TSP schemes for the SC/ST students for July 2017 and January 2018 sessions for specific programmes shall be applicable as decided by the University

DETAILS OF PROGRAMMES ACTIVATED UNDER IGNOU REGIONAL CENTRE, KORAPUT

MASTER'S DEGREE PROGRAMMES

Sl. No.	Name of the Programme	Eligibility	Duration		Prog. Fee in Rs.
			Min.	Max.	
1	Master in Business Administration (MBA)	Any Graduate with 50% Marks (Common Entrance)	2½/2 years	8 years	1500/-per course
2	Master of Arts (Gandhi & Peace Studies) (MGPS)	Graduate in any discipline	2 years	5 years	4500/- per year
3	Master of Arts (Economics) (MEC)	Any Bachelor Degree	2 years	5 years	6000/-
4	Master of Arts (Education) (MA Edu)	Any Bachelor Degree	2 years	5 years	13500/-
5	Master of Arts (English) (MEG)	Any Bachelor Degree	2 years	5 years	4500/-per year
6	Master of Arts (Hindi) (MHD)	Any Bachelor Degree	2 years	5 years	4500/-per year
7	Master of Arts (History)(MAH)	Any Bachelor Degree	2 years	5 years	4500/-per year
8	Master of Arts (Political Science) (MPS)	Any Bachelor Degree	2 years	5 years	4500/-per year
9	Master of Arts (Public Administration) (MPA)	Any Bachelor Degree	2 years	5 years	4500/-per year
10	Master of Arts (Rural Development) (MARD)	Any Bachelor Degree	2 years	5 years	4500/-per year
11	Master of Arts (Social Works) (MSW)	Any Bachelor Degree	2 years	5 years	13500/- per year
12	Master of Arts (Sociology) (MSO)	Any Bachelor Degree	2 years	5 years	4500/-per year
13	Master of Arts (Extension and Development Studies) (MAEDS)	Any Bachelor Degree	2 years	5 years	4500/- per year
14	Master of Arts (Gender & Development Studies) (MAGD)	Any Bachelor Degree	2 years	5 years	4500/- per year
15	Master of Commerce (MCOM)	Any Bachelor Degree	2 years	5 years	5500/- per year
16	Master of Computer Application (MCA)	Any Bachelor Degree	3 years	6 years	9000/- per semester
17	Master of Arts (Distance Education) (MADE)	Diploma in Distance Education or PGDDE from IGNOU	2 years	6 years	4500/- per year

POST GRADUATE DIPLOMA PROGRAMMES

1	Post Graduate Diploma in Criminal Justice (PGDCJ)	Graduate in Law, Criminology, Social work & Functionaries of Criminal Justice Administration	1 year	3 years	9000/-
2	Post Graduate Diploma in Educational Management and Administration (PGDEMA)	Bachelor's Degree	1 year	4 years	5500/-
3	Post Graduate Diploma in Disaster Management (PGDDM)	Bachelor's Degree	1 year	4 years	5000/-
4	Post Graduate Diploma in Folklore & Culture Studies (PGDFCS)	Graduate in any Discipline	1 year	4 years	2200/-
5	Post Graduate Diploma in Higher Education (PGDHE)	Teacher in an Institution of Higher Level Education or Post Graduate Degree Holder in subject or Professional Degree	1 year	4 years	2500/-
6	Post Graduate Diploma in Journalism & Mass Communication (PGJMC)	Bachelor's Degree with 2 yrs experience in Media & Communication	1 year	4 years	3500/-
7	Post Graduate Diploma in Rural Development (PGDRD)	Prosepective & Inservice Head Teachers/Principal with Graduate or Graduate/Post Graduate Teachers	1 year	4 years	2000/-
8	Post Graduate Diploma in School Leadership & Management(PGDSLM)	Graduate in any Discipline	1 year	2 years	5000/-
9	Post Graduate Diploma in Extension and Development Studies (PGDEDS)	Graduate in any Discipline	1 year	3 years	4500/-
10	Post Graduate Diploma in Pre Primary Education (PGDPPED)	Graduate in any Discipline	1 year	4 years	8000/-
11	Post Graduate Diploma in Intellectual Property Rights (PGDIPR)	Graduate in any Discipline	1 year	3 years	8500/-
12	Post Graduate Diploma in Adult Education (PGDAE)	Graduate in any Discipline	1 year	4 years	6000/-
13	Post Graduate Diploma in Translation (PGDT)	Graduate in any Discipline	1 year	4 years	3000/-
14	Post Graduate Certificate in Cyber Law (PGCCL)	Graduate with 4th & 5th year students of 5 years integrated LLB Course who passed three years	6 Months	2 years	7000/-
15	Post Graduate Certificate in Extension & Development Studies (PGCEDS)	Graduate in any Discipline	6 Months	2 years	2500/-
16	Post-Graduate Diploma in Environment and Sustainable Development (PGDESD)	Graduation from a recognised university/institution	1 year	3 years	5500/-

ROLE OF IGNOU IN OPEN AND DISTANCE LEARNING SYSTEM

IGNOU is the pioneer in the field of **Open and Distance Learning (ODL)** in the country. ODL system is learner-friendly and it is the learner who decides the place and pace of her/his learning. The interaction between the learner and the tutor and the peers in this system is minimal. Hence, the learner is expected to be self-motivated and take care of himself/herself. However, the University provides extensive support services to its learners by means of a wide network of Regional Centres and Learner Support Centres spread across the country. Student Support Service is a means to bridge the distance between the learner and the tutor and between the learner and the institution. As a part of Learner Support Service we shall provide the learner with **face-to-face** counselling sessions for academic support supplemented by counselling through interactive radio programs, teleconferencing sessions etc. Continuous evaluation of learners progress in studies is made through Check-Your-Progress Questions (CYPQ) and assignments and accordingly feedback is given for further improvement in their studies.

Every learner of IGNOU is attached to a **Study Centre**. Study Centre provides necessary academic support to the learners by organizing academic counselling sessions (Theory and practical) and evaluation of assignments. Study Centre also acts as the resource-cum-information center where learners receive important information regarding the conduct of academic counseling sessions, submission of assignment responses, examination schedule, re-registration, etc. **The Study Centre functions during holidays and some weekdays.**

Timing of Study Centres is:

- | | |
|---|--------------|
| • Wednesday, Thursday, Friday & Saturday: | 4 PM to 7 PM |
| • Sunday: | 9 AM to 5 PM |

How to begin studies?

Step 1: The first step is to participate in the INDUCTION MEETING to be held at the allotted Study Centre/PSC. Learner's presence at the Induction meeting will make a lot of difference in his/her study.

Step 2: Reading the **Programme guide**. It familiarizes the learner with programme / courses and the roles and responsibilities of a distance learner. In short, the Programme Guide provides the complete information as to how a learner should study the programme opted for. It also provides the learner with various **forms and formats** and the **Calendar** of the University's activities which are required for his/her studies at the University.

How to go ahead with the study ?

The printed study material is self-instructional and is sufficient to help the learner to understand the content and concepts and prepare herself academically for counseling, writing assignment responses and term-end-examinations. The study material includes Course Materials, Programme Guide and Assignments. The learner is **expected to read the study material thoroughly before attending academic counseling sessions at the Study Centre**, so that he/she will be able to participate effectively in the academic interaction and discussion with academic counselors and peer group learners. While reading the printed study material, he/she must note down doubts and difficulties in the blank space provided in the margins of the **Booklets**. The learner is also expected to attempt the self-assessment questions at the end of each unit which would help his/her to understand the subject/content better. The learner is required to put 8-10 hrs in a week on studies for successful completion of the programme in terms of Knowledge, Skills and Abilities leading to Competences.

Online Admission System

The Admission Forms can be submitted online through Online Admission System at <http://onlineadmission.ignou.ac.in>. Currently, the facility is available for the programmes offered through Common Prospectus except merit-based and entrance test based programmes. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. The programme fee can be paid online using payment Gateway.

Student Card - Unique Identification

The learner can download the I Card from the website and send the same to the Regional Centre for the authentication by the Regional Director. The Identity card bears nine-digit Enrolment Number of the learner. The learners are required to carry the student card whenever they visit the study centre or Regional Centre for getting all kinds of administrative and academic support. **Possession of Student Card in the exam hall is a must for appearing in the Term-end Exam.**

Loss of Student Card must be reported immediately to the nearest Police Station. A duplicate Card in such case can be obtained from the Regional Centre on payment of **Rs.200/-** in shape of a bank draft drawn in favour of IGNOU and payable at Koraput.

Study Materials - Self- Instructional In Nature

We provide study materials to the enrolled learners. Our study materials are self-instructional in nature. The learners can collect the study materials from the Regional Centre or from the respective **study centres**. Learners can contact the Regional Director, IGNOU Regional Centre, Koraput in case of non-receipt/wrong receipt of study materials through mail or letter (rckoraput@ignou.ac.in)

Induction Meeting – Propels Your Motivation

Induction meeting is the first face-to-face interaction of the University officials with the learners. It is conducted with an aim to inducting the learners formally into the Open and Distance Learning system. The learners shall be informed by the Study Centre about schedule of the **Induction Meeting**

Academic counseling – Supplements your Study Materials

Learners get a rare opportunity to interact with the academic counselors (tutor) to clarify their doubts relating to studies in Academic counselling sessions. Academic counselling sessions are organized on Sundays at the Study centres for all the courses. Learners can discuss the difficulties/doubts on the subject matter of the course and any other academic problems with their academic counselors. **Practical counseling sessions are conducted at the study centre for the programs having practical components.**

Assignments - a tool for 2-Way Communication

Assignments are a set of questions supplied with the study materials. This is a noble exercise designed to have continuous evaluation of the progress in studies. These questions are to be answered at home. Preparation of the assignment responses shall facilitate the preparation for Term-End Exam. **Assignment is a compulsory component** and it carries 25% - 30% weightage in overall course grade. **Assignment responses are to be submitted at the study centre.** Submission of required number of assignments is compulsory for appearing in the Term-end Examination.

For change of electives/medium/course and change/correction of address, study centre and Regional Centre learners can contact the IGNOU Regional Centre, Koraput. For change of electives of UG programs: Rs. 300/- [up to 4 credit; Rs. 600/- [up to 8 credits]. For PG programs: Rs. 500/ and Rs. 1000/- for 4credit and 8credit courses respectively. 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.300/- plus Rs.300/- per 2/4 credit course and Rs.600/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs.300/- plus Rs.500/- per 2/4 credit course and Rs.1000/- per 6/8 credit course. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at Koraput.

Change of programme from B.A. to B.Com./BTS/BSW or vice-versa or B.Com to B.A./BTS/BSW or vice-versa or B.Sc. to B.A./B.Com/BTS/BSW is permitted only in the first year of study within 30 days from the receipt of first set of course material on payment of Rs.500/- plus Rs.300/- per 2/4 credits course and Rs.600/- per 6/8 credit course by way of Demand Draft drawn in favour of IGNOU payable at Koraput. For change of Programme from B.A./B.Com to BTS/BSW, the learner will be required to pay the difference of fee in addition to Rs.500/- stated above. No change is permitted from B.A./B.Com/BTS/BSW to B.Sc. Similarly, change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/ MARD/M.Com./ MAPY/MAPC) is permitted only in the first year of study within 30 days from the receipt of first set of course material. A student has to pay the full fee for the new Programme and he/she has to forgo the fee paid for the earlier programme.