

Electronic version of prospectus is available

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

#### RECOGNITION

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

Candidates can obtain admission application forms from the Study Centre and can also download the prospectus and application forms from the University website at [www.ignou.ac.in](http://www.ignou.ac.in). Candidates can submit the same only at the concerned Study Centre either through post or in person.

#### Cut-off dates for July 2009 session

<b>Ist batch</b>	<b>2nd batch</b>	<b>Late fee</b>
11 June, 2009	30th June, 2009	Nil
13th to 30th June, 2009	31st July, 2009	Rs. 200/-

#### Cut-off dates for January 2010 session

<b>Last Date</b>	<b>Late Fee</b>
31st October, 2009	Nil
1st to 30th November, 2009	200/-

**Vetted by: SOVET**

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Enquiries regarding course material, assignment, project, and other queries should be addressed to Miss Bhumija Jain at [bhumija.jain@educomp.com](mailto:bhumija.jain@educomp.com).

Cost of the prospectus is as follows:

- a) Prospectus can be collected from an Educomp study centre/IGNOU regional centre at a cost of Rs. 100/-
- b) Prospectus can also be obtained by post from an Educomp study centre (a list of Educomp study centres has been included in the prospectus) at a cost Rs. 150/-
- c) A soft copy of the prospectus can be downloaded from the IGNOU website. When submitting the application form and fees for the programme, an additional Rs. 100/- needs to be deposited if the prospectus has been downloaded.

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# 1. INTRODUCTION TO INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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Indira Gandhi National Open University was established in September, 1985 by an Act of Parliament, with a view to democratise education so that it covers large segments of population, vocations, and professions. The primary emphasis is on innovation, flexibility, and cost effectiveness. Thus, it is university with a difference.

*The major objectives of the University are:*

- Democratizing higher education by taking it to the doorstep of the learners  
Providing access to high quality education to all those who seek it irrespective of age, region or formal qualifications
- Offering need-based academic programmes at an affordable cost in emerging engineering, professional and vocational areas
- Promoting and developing distance education and maintaining standards in distance education in the country

*The salient features of this system of education are:*

- Study according to your own pace and convenience
- Study at your own chosen place
- Flexibility in choosing courses and combination of courses for a wide range of discipline/ subjects
- Use of modern and appropriate educational and communication technology
- Use of Internet mediated technologies in distance education
- Providing education through dedicated TV channel, Gyan Darshan
- Providing education through educational FM radio, Gyan Vani
- Developing Learning Anytime Anywhere Programmes (LAAP) initiatives

Student support services are provided by the University through a network of Study Centres scattered all over the country. Study Centres are the actual focal points to enable you to receive regular information and learning support. Each Study Centre provides you with library, audio and video facilities to further help you in the learning process. Senior and experienced academics are engaged in face-to-face counselling at the Study Centres. The Study Centres are generally located in existing educational institutions and normally function on all holidays and Sundays and also in the evenings on working days.

*The Schools of Studies*

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

- i) School of Humanities (SOH)
  - ii) School of Sciences (SOSS)
  - iii) School of Sciences (SOS)
  - iv) School of Education (SOE)
  - v) School of Continuing Education (SOCE)
  - vi) School of Engineering & Technology (SOET)
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- vii) School of Management Studies (SOMS)
- viii) School of Health Sciences (SOHS)
- ix) School of Computer & Information Sciences (SOCIS)
- x) School of Agriculture (SOA)
- xi) School of Law (SOL)
- xii) School of Journalism and New Media Studies (SOJNMS)
- xiii) School of Gender and Development Studies (SGDS)
- xiv) School of Tourism Hospitality Services Sectoral Management (SOTHSSM)
- xv) School of Interdisciplinary and Trans-disciplinary Studies (SITS)
- xvi) School of Social Work (SOSW)
- xvii) School of Vocational Education and Training (SOVET)
- xviii) School of Extension and Development Studies (SOEDS)
- xix) School of Foreign Languages (SOFL)
- xx) School of Translation Studies and Training (SOTST)
- xxi) School of Performing & Visual Arts (SOPVA)

### ***Academic Programmes***

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

#### ***Course Preparation***

Learning material is specially prepared by teams of experts drawn from different Universities and specialised institutions in the area spread throughout 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 Educomp before it is finally sent for printing. Similarly, audio and video cassettes are produced in consultation with experts in the field, in-house faculty, and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/ modified, wherever necessary, before it is finally dispatched to the students and Study Centres, or telecast through Gyan Darshan.

#### ***Credit System***

The University follows the credit system for all programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a four credit course includes 120 study hours and a six credit course means 180 hours. This helps the learner to know the academic effort one has to put in, to successfully complete a course. Completion of an academic programme (Degree/Diploma) requires successful completion of both assignments and term-end examination of each course in a programme.

#### ***Programme Delivery***

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement.

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

- a) **Self Instructional Written Material:** The printed study material (written in self-instructional style) of the programmes is supplied to the learners.
- b) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held during the non-working hours of the host institutions where the study centres are located.

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## **2. INTRODUCTION TO THE PROGRAMME ORGANIZERS**

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The three certificate programmes in spoken English and personality development have been developed by Educomp and CII under the aegis of the School of Vocational Educational and Training, IGNOU.

### ***About Educomp***

Educomp Solutions Limited, founded in 1994, is a globally diversified education solutions provider and the largest education company in India.

The Educomp group reaches out to over 21,000 schools and 10.99 million learners and educators across the world. Educomp has 27 offices worldwide including an office in Canada, 20 in India, two in Singapore, one in Sri Lanka, and three in the United States. In addition, the Company operates through its various subsidiaries including authorGEN, Threebrix eServices, Learning.com, USA, AsknLearn Pte Ltd, Singapore and via its associates such as Savvica in Canada.

Educomp is now India's number one K-12 education company. For many years, Educomp has been at the forefront of various pioneering initiatives in the e-education space.

Educomp's mission is to reach 10 million learners through its products, services, and solutions and be amongst the top five K-12 companies worldwide by the year 2010.

### ***About CII***

The Confederation of Indian Industry (CII) works to create and sustain an environment conducive to the growth of industry in India, partnering industry and government alike through advisory and consultative processes. CII is a non-government, not-for-profit, industry-led and industry-managed organisation, playing a proactive role in India's development process. Founded over 114 years ago, it is India's premier business association, with a direct membership of over 7500 organisations from both the private and public sectors, including SMEs and MNCs, and an indirect membership of over 83,000 companies from around 380 national and regional sectoral associations. CII catalyses change by working closely with government on policy issues, enhancing efficiency, competitiveness and expanding business opportunities for industry through a range of specialised services and global linkages. It also provides a platform for sectoral consensus building and networking. Major emphasis is laid on projecting a positive image of business and on assisting industry to identify and execute corporate citizenship programmes. Partnerships with over 120 NGOs across the country carry forward our initiatives in integrated and inclusive development, which include health, education, livelihood, diversity management, and skill development, to name a few.

With 64 offices in India, 9 overseas in Australia, Austria, China, France, Germany, Japan, Singapore, UK, and USA, and institutional partnerships with 211 counterpart organisations in 87 countries, CII serves as a reference point for the Indian industry and the international business community.

### ***About School of Vocational Education and Training***

The School of Vocational Education and Training was established in 2007. It aims at providing educational training for skills development, to meet the vocational as well as technical requirements for economic development of the country. Demand driven and value-addition courses/programmes are offered through the School, targeting the formal and informal sectors. The School develops courses that encourage vertical mobility of vocational educational training. Research is another priority area for identifying societal and industrial needs.

The eligibility, programme fee, and medium of instructions for the programmes are given in the following table.

S.No.	Name of the Programme	Prog. Code	Eligibility	Min. age as on 1st Jan of the academic year	Duration		Programme Fee	Medium of Instruction
					Minimum	Maximum		
1	Certificate in Spoken English and Personality Development	CSEPD	Class VIII pass	No bar	6 months	2 years	Rs. 11,500/-	Hindi/English
2	Advanced Certificate in Spoken English and Personality Development	ACSEPD	Class X pass	No bar	6 months	2 years	Rs. 14,000/-	English
3	Professional Certificate in Spoken English and Personality Development	PCSEPD	Class XII pass	No bar	6 months	2 years	Rs. 17,000/-	English

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## **3. INTRODUCTION TO THE PROGRAMMES**

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English is the lingua franca of business today. Most employment opportunities require an ability to understand and answer questions in short sentences in English. In addition, there is a great demand for life skills/soft skills to succeed in interviews and at the workplace.

To address this learning need, we offer you three certificate programmes:

1. Certificate in Spoken English and Personality Development (CSEPD)
2. Advanced Certificate in Spoken English and Personality Development (ACSEPD)
3. Professional Certificate in Spoken English and Personality Development (PCSEPD)

All three programmes are part of a graded curriculum. While the certificate programme is relevant for a learner with basic communication skills, the advanced certificate is useful for learners who have an intermediate level of communication skills, and the professional certificate is relevant for the advanced learner.

The three programmes aim to build basic communication skills in English and life skills. The programmes equip the learner with specific sentences to use in contexts that are work related and

focus on sentence construction, word order, fluency, and confidence by providing a blend of guided and experiential learning. The programmes also provide specific guidance on interpersonal skills and other soft skills, which are especially critical to successfully facing job interviews and interacting with employees at the workplace. The programmes are aimed at opening a plethora of opportunities for employment in any domain at the entry level, for example, Hospitality, Retail, BFSI, Travel and Tourism, Sales, etc.

***These programmes accomplish the following:***

- Impart education and knowledge through a technology enabled blended learning methodology with high quality learning delivery through the use of interactive multimedia teaching aids.
- Enable employability for disadvantaged segments of society.
- Strengthen the natural and human resources of the country by providing them with language and life skills.

## **4. ELIGIBILITY CRITERIA**

**The minimum eligibility qualification is class VIII pass.**

Here is a look at the eligibility criteria for each programme.

### **Certificate in Spoken English and Personality Development**

- Academic Qualification: Minimum VIII standard pass
- Literacy in English:
  - Can read the Roman script. Is literate in English to the extent that can read the Roman script.
  - Is proficient in Hindi.
- Has negligible spoken English skills.

Certificate in Spoken English and Personality Development has four course components. The following table gives an overview of its programme structure and credit weightage:

<b>Course Title</b>	<b>Course Code</b>	<b>Credits</b>	<b>Nature of Course</b>
1) Fundamentals of English — I	OSSI-001	5	Integrated (Theory + Practical + Project)
2) English at Work — I	OSSI-002	2	Integrated (Theory + Practical + Project)
3) Life Skills — I	OSSI-003	3	Integrated (Theory + Practical + Project)
4) Apprenticeship — I	OSST-001	6	Training

### **Advanced Certificate in Spoken English and Personality Development**

- Academic Qualification: Minimum X standard pass
- Literacy in English:
  - Can read the Roman script. Is literate in English to the extent that can read the Roman script.
  - Is proficient in Hindi.
- Has basic spoken English skills.
- Is able to articulate simple facts in familiar contexts

NOTE: You will have to successfully qualify a personal interview conducted by the Educomp study centre in your area for admission into Advanced Certificate in Spoken English and Personality Development.

Advanced Certificate in Spoken English and Personality Development also has four course components. The following table gives an overview of its programme structure and credit weightage:

Course Title	Course Code	Credits	Nature of Course
1) Fundamentals of English — II	OSSI-004	4	Integrated (Theory + Practical + Project)
2) English at Work — II	OSSI-005	2	Integrated (Theory + Practical + Project)
3) Life Skills — II	OSSI-006	4	Integrated (Theory + Practical + Project)
4) Apprenticeship — II	OSST-002	6	Training

### Professional Certificate in Spoken English and Personality Development

- Academic Qualification: Minimum XII standard pass
- Literacy in English:
  - Can read and write the Roman script fluently.
  - Is completely literate in English.
- Has intermediate spoken English skills.
- Is able to articulate simple facts in familiar as well as unfamiliar contexts

NOTE: You will have to successfully qualify a personal interview conducted by the Educomp study centre in your area for admission into Professional Certificate in Spoken English and Personality Development.

Professional Certificate in Spoken English and Personality Development also has four course components. The following table gives an overview of its programme structure and credit weightage:

Course Title	Course Code	Credits	Nature of Course
1) Fundamentals of English — III	BSSI-001	4	Integrated (Theory + Practical + Project)
2) English at Work — III	BSSI-002	2	Integrated (Theory + Practical + Project)
3) Life Skills — III	BSSI-003	4	Integrated (Theory + Practical + Project)
4) Apprenticeship — III	BSST-001	6	Training

The individuals interested in each programme will be:

- Those seeking speaking skills in English for jobs
- Those planning to improve their communication skills for betterment in career
- Housewives/Students wanting to improve their communication and social skills

All three programmes are designed to empower the learner in the following skills:

- Spoken English skills: Can articulate facts and opinions in familiar contexts
- Interpersonal skills: Acquires good people skills, knowledge of correct body language, social etiquettes necessary for succeeding at interviews and dealing with customers and fellow workers at the work place.

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## **5. MODE OF EDUCATION**

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All programmes use a blended learning pedagogy, which consists of software-enabled classroom sessions and practice sessions. The pattern is as follows:

### **5.1 Classroom Sessions**

- Concept: There will be an engaging software-enabled classroom session, where you, as the learner, will learn about new concepts and rules in a classroom environment where the trainer or facilitator will conduct interactive software-enabled learning. Each classroom-session will be of 2 hrs and will be conducted in contact centres.
- Deliverables: Besides learning through the medium of a software and trainer enabled instructional model, you will be given a courseware book, which will contain placeholders, tailor-made to perform the specific exercise or activity, as instructed in class.

### **5.2 Audio Component**

- Concept: For each classroom session, there will be a corresponding audio-based session of 0.5 hr, in which you will be able to recap and practice the concepts or rules learnt in the classroom session.
- Deliverables: The audio session will be provided through audio CDs, which you can play at home.

### **5.3 Print Material**

- Concept: You will be given a repository of essays relevant to everyday and professional life, through the use of which, you will be able to develop your grammar and vocabulary. Based on the content provided in these essays, there will be specific exercises to nurture and test the knowledge of grammar and vocabulary.
- Deliverables: You will be given a workbook, which will contain the essays and their related exercises.
- Students can collect study material from the respective study centres. A list of study centres has been provided in the prospectus.

### **5.4 Project Work**

- Concept: At the end of each course, you will be required to undertake a project. You need to complete the project on an individual basis, with guidance from the trainer or counsellor, if required. At the end of the project, you will need to submit a project report and make a presentation at the study centre.
- Deliverables: You will be given a project guidebook, which will provide details of the project to be undertaken.

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## 6. INSTRUCTIONS REGARDING PROJECT WORK

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Guidelines for project courses

### (1) Objective

The objective of the project is to help the student develop the ability to apply the concepts of grammar, vocabulary, usage, and other rules learnt in the course in a familiar environment, with a degree of efficiency that indicates confidence and comfort with the language.

### (2) Prerequisite

Student can take up the project only after completing the corresponding counseling, audio, and print-material components.

### (3) Types of Project

The project may be from any of the following types:

- Comprehensive case study (based on a long-term observation of communication having a flow and continuum)
- Field work (where the student is required to undertake a collaborative task and complete it successfully through proper communication).

### (4) Project Guide/Supervisor

There will be two supervisors—one from School of Vocational Education and Training, IGNOU and another from the designated study center. One local supervisor may be identified by the student. This supervisor should have a graduate degree in English in the concerned discipline with at least five years of experience or a Masters degree in the relevant field. The supervisor will be responsible for providing guidance in preparing the project proposal, actual performance, and monitoring the progress of the work. Each student will be allotted and attached with an internal supervisor from the faculty at the IGNOU headquarters depending on the project area. The supervisor will be responsible for guidance regarding problem formulation and methodology of the project selected by student apart from the evaluation. Students are advised to send their project synopsis and bio-data of his local guide in the given format which must be duly signed by the local supervisor to the coordinator (Projects). In case the proposed guide is not acceptable to the School, the student shall be advised so and in such cases the student should change the guide before the proposal is considered for approval. In such cases the project proposal would not be considered for approval and the student will submit project proposal afresh with the signature of the new guide, as it will be considered a new proposal. Similarly, if a student wants to change his/her guide for any reason, he/she would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma. The local project guide will be paid a token honorarium for guiding the student by the University as per IGNOU norms.

#### **Note:**

- At any given point of time a local supervisor cannot guide more than five students.
- Students are advised to select their supervisors who are active professionals in the relevant area of the selected topic.

### (5) Proposal Formulation

Synopsis of the project should be prepared in consultation with the local guide in the given format and sent to your respective study centres. The synopsis should clearly state the objective and methodology of the proposed project to be undertaken. It should have full detail of the rationale, approach, limitations, if any, and future direction for further study, etc. as asked in the format.

#### (6) Project Proposal Submission and Approval

After finalizing the topic and the selection of the local supervisor, student should send the filled in Project Proposal Approval Performa along with one copy of the synopsis and bio-data of the local supervisor to **The Coordinator (Project)**. Proposals incomplete in any respect will not be accepted. Students are advised to retain a copy of the synopsis with them. Students should submit the project synopsis to the respective Educomp study centres. A list of study centres has been provided in the prospectus.

#### (7) Communication of Approval

A written communication regarding the approval/non-approval of the project will be sent to the student within eight weeks of the receipt of the proposal in the School.

#### (8) Re-submission of Project Proposal

In case of non-approval of the proposal the comments/suggestions for re-formulating the project will be communicated to the student. In such a case, the revised project synopsis should be submitted with revised project proposal Performa and a copy of the rejected synopsis and project proposal Performa bearing the comments of the evaluator and PP No. (Project Proposal Number) allotted by the School of Vocational Studies.

#### (9) Project Reports

- A. An interim brief project report of around 10-20 double spaced types pages is to be submitted by the student when he has reached to the final outcome of the project. The report should contain the methodology, data/input, analysis and the results/final outcome or expected final outcome and comments of the local supervisor.
- B. The final project report should be submitted at least after three months and at most after six months of submission of the interim report. Two typed copies of the project report are to be submitted to your study centres. As soon as the student submits the Project Report, a P.R. No. would be allotted to him/her. One should quote this P.R. No. while corresponding with the SED Division regarding the project report. The following points may be noted regarding the final project report.
- The length of the report may be about 10 to 50 double spaced typed pages (Excluding appendices and exhibits).
  - Each project report must adequately explain the methodology adopted and the directions for future study.
  - The project report must also contain the following:
    - Copy of the project proposal approval proforma and synopsis.
    - Certificates of originality of the work by the local supervisor.

#### (10) Enquiries

Correspondence regarding the approval and submission of the synopsis and project reports should be addressed to: **Miss Bhumija Jain, C/O Educomp Solutions Ltd. (Professional Education), 514, Udyog Vihar Phase-III, Gurgaon-122 001, Haryana.** Contact Number: 0124-4529147, 1-800-102-5665. E-mail address: [bhumija.jain@educomp.com](mailto:bhumija.jain@educomp.com) .

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## 7. ADMISSION/PAYMENT PROCEDURE

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### Admission Process

The process of admission involves the following tasks:

1. Fill up the application form — The application form is contained in the programme guide cum prospectus. You can download the prospectus from the IGNOU website (<http://www.ignou.ac.in>) or obtain it from the Educomp study centers or IGNOU regional centers. For any admission-related enquiry, you can also call the toll free number: 1800-102-5665.
2. Attach attested copies of documents and certificates —
  - a. Your recent passport size photographs
  - b. Documents of your academic qualification, which include mark sheet of the last class that you have successfully cleared
  - c. Proof of date of birth
  - d. SC/ST/OBC certificate, if applicable
3. Submit the programme fee — You can pay through cash, cheque, or demand draft. You can make the payment at the Educomp study centre in your area.

### Counselling

When you come to take admission, you will be guided by a counsellor at the study centre. The counsellor will recommend you a course based on your learning requirements and eligibility. You will be explained the course format, duration, class commencement dates, and batch timings. This is to avoid any kind of confusion and miscommunications later on. After all your admission queries have been resolved, the copunsellor will provide you the respective course prospectus with detailed instructions on how to fill up the admission form. After all paper work related to admission is complete, you need to specify to the counsellor if you intend to pay the programme fee through cash, cheque, or demand draft.

### Payment Details

Programme fees for the three courses are as follows:

- Certificate in Spoken English and Personality Development — Rs. 11,500/-
- Advanced Certificate in Spoken English and Personality Development — Rs. 14,000/-
- Professional Certificate in Spoken English and Personality Development — Rs. 17,000/-

Please note that if you choose to pay through cheque or draft, you have to draw a cheque/DD in favour of “**Educomp Solutions Ltd.**”. Once you make the payment, a receipt will be issued to you by the counsellor. The counsellor will then inform you of the date of commencement of classes. After a few days, you will receive an enrollment number from IGNOU.

### Important Dates

#### June 2009

Programme	Last registration date	Batch commencement date	Last date for payment of fees including late fee (Rs. 200/-)
Certificate in Spoken English and Personality Development	12th June, 2009	13th June, 2009	30th June, 2009

## July 2009

Programme	Last registration date	Batch commencement date	Last date for payment of fees including late fee (Rs. 200/-)
Certificate in Spoken English and Personality Development	30th June, 2009	25th July, 2009	31st July, 2009
Advanced Certificate in Spoken English and Personality Development	30th June, 2009	25th July, 2009	31st July, 2009
Professional Certificate in Spoken English and Personality Development	30th June, 2009	25th July, 2009	31st July, 2009

### Batch Timings

- Classes will be held on Saturdays and Sundays
- Each class will be of a duration of three hours.
- \*Class timings:
  - 08:00 AM-11:00 AM
  - 12:00 PM-15:00 PM
  - 16:00 PM -19:00 PM

\*subject to change

### Term-end examinations

The University conducts term-end Examination twice a year in the months of June and December. Students will be permitted to appear in term-end examination subject to the conditions that registration for the courses, in which they wish to appear is valid, minimum time to pursue these courses is completed and they have also submitted the required number of assignment(s) in those courses by the due date. There would be 4 attempts for taking the examination within the cost of one registration. The examination fee needs to be paid each time. If the student is unable to pass the exam after four attempts, then the student needs to re-register with IGNOU in order to be able to take the exam again. Students can also submit an online examination form as per guidelines through the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). Examination fee @ Rs. 50/- per course is required to be paid by the student at the study centre as per the following schedule.

Dates for Submission of Exams Forms			
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-
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/-

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## 8. EVALUATION

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The salient features of the proposed evaluation system for this certificate programme are as follows:

	Continuous Evaluation (Integrated)	Project Work	Term-end Exam
Maximum marks	100	100	100
Weightage of evaluation	20	20	60

Note: The evaluation weightage, as indicated in the table above is for courses that have both theory and practical elements, such as Fundamentals of English, English at work, and Life Skills. For the course on Apprenticeship, which is purely a component of training, the entire weightage of evaluation (100%) will be through on-the-job feedback provided by your mentor.

A certain percentage of marks assures the student of a particular division. The marks and their corresponding divisions are as follows:

Marks	Division
$\geq 75\%$	Ist Division (with distinction)
60-74%	Ist Division
50-59%	IIInd Division
40-49%	IIIrd Division
$< 40\%$	Fail

Note: For all courses, attendance is a qualifier. As a student, you are expected to be regular in your attendance. If you are unable to attend classes due to some emergency, you are required to present an application for the same along with supporting evidence.

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## 9. OTHER USEFUL INFORMATION

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### *Reservation of Seats*

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

### *Scholarships and Reimbursement of Fee*

Reserved Categories, viz., Scheduled Castes, Scheduled Tribes and Physically Handicapped students etc. have to pay the fee at the time of admission to the University along with other students.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU. Similarly, SC/ST students have to submit their scholarship forms to the respective State Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for suitable reimbursement.

### *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, the University will not be in a position to make adjustment.

### ***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.

### ***Incomplete and Late Applications***

Incomplete Application forms/Re-registration forms, received after due date will be rejected without any intimation to the learners.

### ***Caution to the 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.

## **10. LIST OF STUDY CENTRES (SC)**

<b>Location</b>	<b>Code</b>	<b>Address</b>
Preet Vihar	<b>EDU001</b>	4, Park End, Vikas Marg, Next to Sony Centre, Delhi
Gurgaon	<b>EDU002</b>	Chiranjiv Bharti School, Block I, Ansal's Palam Vihar, Distt. Gurgaon- 122 004, Haryana
Faridabad	<b>EDU003</b>	B-1/2, Behind Milan Vatika, Main Mathura Road, Sec-11, Faridabad
Jhalawar	<b>EDU004</b>	Educomp Centre, Agarwal Sewa Sadan, Police Line Road, Jhalwar, Rajasthan
Dholpur	<b>EDU005</b>	Dantre House, in front of Water Works, G.T Road. Dholpur, Rajasthan
Sawaimadhopur	<b>EDU006</b>	Educomp Centre c/o Snahe Vilash hotel, Near Adarsh School, Veerendranagar, Sawaimadhopur, Rajasthan
Saharanpur	<b>EDU007</b>	Shivani Chaudhary, F-1388, Chandan Nagar, Court Road, Saharanpur-247001, Uttar Pradesh
Karauli	<b>EDU008</b>	Educomp Centre, opposite Bank of Baroda, Gulabbagh, Karauli
Ludhiana	<b>EDU009</b>	Educomp Centre SCF -30, BRS Nagar Market, Block G, Ludhiana, Punjab
Chandigarh	<b>EDU010</b>	SCO-188/190, 2nd Floor, Sec-34A, Chandigarh-160022, Punjab
Patiala	<b>EDU011</b>	SCO-4, Old Grain Market, Nabha Gate, Patiala, Punjab
Lucknow	<b>EDU012</b>	2nd floor, Rohit Bhawan, 4 Sapru Marg, Lucknow - 226 001
Kanpur	<b>EDU013</b>	10/503, 2 <sup>nd</sup> floor, Allenganj, above Lakme Beauty Salon, Tilak Nagar, Kanpur- 208 002, UP
Allahabad	<b>EDU014</b>	5, Tashkant Marg, (Opp. St. Joseph's College), Civil Lines, Allahabad-211001
Varanasi	<b>EDU015</b>	J 12/79, A-6, Nati Imli, Varanasi- 221 002, UP

Ambala	<b>EDU016</b>	2448/2 Jaghadhari Gate, above Post Office, Ambala City
Bharatpur	<b>EDU017</b>	168, Krishna Nagar, Bharatpur - 321 001

For any admission-related enquiry, please call the toll free number: 1800-102-5665.

## 11. INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

1. For Sr. No.2, the Enrollment No. is to be left blank as the same will be allotted by IGNOU at a later date. Please note that Roll No. and Enrollment No. are two distinct numbers. The Roll No. corresponds to the Entrance Examination whereas Enrollment No. shall remain valid throughout your programme.
2. The Demand Draft should be to drawn in favour of “**Educomp Solutions Ltd.**”. Fill in the relevant details as indicated in the form (Sr. No. 3 of the Application Form).
3. For Sr. No. 4, please mention the code of the Study Centre, where you would like to attend counselling sessions.
4. Fill in your name as given in your school examination certificate. For example, if your name is JAVED FAROOQI, then write it as follows in the boxes provided for (Sr. No. 5 of the Application Form).

J	A	V	E	D		F	A	R	O	O	Q	I
---	---	---	---	---	--	---	---	---	---	---	---	---

5. Fill in your mailing address where you would like to receive your study material and all other correspondence. Do not give Post Box Number as your address. Leave a box blank between each unit of address like house no., street name, P.O., etc. (Sr. No.7 of the Application Form).
6. Fill in details as requested (Sr. No. 8 to 10 of the Application form).
7. Fill in your Date of Birth (Sr. No. 11 of Application Form), follow the rule of Date/ Month/Year, e.g., 10th March 1983 should be written as:

1	0		0	3		1	9	8	3
---	---	--	---	---	--	---	---	---	---

8. For Sr. No. 12, fill-in your age as on current date in the format given.
9. For Sr. No. 13 to 16 of the Application form, please cross (X) the appropriate box applicable to you according to the instructions given in the relevant items.
10. For Sr. No. 17, fill details of the latest examination which you successfully cleared.

### ***Checklist***

Before sending the Application Form to the Programme Coordinator, School of Vocational Education and Training, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068, please make sure that you have:.

- a. affixed your photograph and signed over it, and
- b. enclosed the following:
  - i. Cash, Cheque, or Demand Draft for Registration/ Programme fee.
  - ii. Self-attested Certificates in support of your eligibility qualification (s). (Attach attested copies of relevant marks-sheets & certificates)
  - iii. SC/ST/OBC certificate, if applicable.
  - iv. Self-attested Date of Birth Certificate (If available, attach attested copy of secondary (10th) examination certificate issued by a recognized Board).
  - v. Duly filled-in Student Card.



Application No.

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

**APPLICATION FORM FOR ADMISSION TO SPOKEN ENGLISH  
AND PERSONALITY DEVELOPMENT COURSES**

**DO NOT STAPLE**  
Affix your passport size photograph (3.5 cm x 4.5 cm) duly self attested by you (Trim the photograph if necessary)

1. **Programme Code**

2. **Enrollment No. (To be allotted by IGNOU)**

3. **Details of Program Admission Fees**

Demand Draft/Cheque No.

Date

Month

Year

Amount (in Rupees.)

Bank Name

4. Study Center

5. **Name** (as appearing in your Secondary (10<sup>th</sup> Class) Examination Certificate)

6. **Father's / Husband's Name / Mother's Name** (Strike out whichever is not applicable)

7. **Address for Correspondence** (Do not give 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

8. **Telephone No.** (If any) with STD Code

STD Code

Telephone No.

9. **Mobile No.** (if any)

10. **E-Mail Address** (if any)

**11. Date of Birth**  
applicable to you  
(As given in 10<sup>th</sup> exam certificate)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	Month	Year			

**12. Age (On Current Date)**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Years	Months	Days

**13. Sex:** Cross (×) in the box

Male  Female

**14. Nationality:** Cross (×) in the box applicable to you

Indian  Others

If other please specify: .....

**15. Territory Code:** Cross (×) in the box applicable to you

Urban  Rural

**16. Category:** Cross (×) in the box applicable to you

Gen.  SC  ST  OBC

17. Educational Qualifications 10 <sup>th</sup> onwards				
Qualification	Main Subjects	Year of Passing	% of marks	Name of the Board/university Code

### DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I am seeking admission. I fulfill the minimum eligibility criteria for this programme as prescribed in the prospectus. I have provided necessary and relevant information. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date

Signature of candidate



## 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 by the rules and regulations of the University.

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

(Signature of the Student)

### Date for Submission of Exam Form

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct to 20 Oct.	Rs. 300/-
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/-

### INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Sped 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](http://www.ignou.ac.in) and [www.educomp.com](http://www.educomp.com). Please see the result status before filling the examination form.
6. If you fail to receive the Examination Intimation Slip one week before commencement of examination, you may visit the Study Centre & Obtain the 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. Examination Centre Code will be same as Study Centre Code.
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 OSSI -001)
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.
11. Students are advised to enclose/forward only the Examination fee along with this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Study Centres.
13. Examination fee once paid will not be refunded/adjusted

## INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of Educomp/IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued on payment of Rs. 50/- by way of Demand Draft only in favour of **Educomp Solutions Ltd** payable at New Delhi.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station
5. Identity Card is to be submitted to the issuing authority.

Indira Gandhi National Open University

## STUDENT CARD



(FOR USE OF EDUCOMP FACILITIES ONLY)



Indira Gandhi National Open University



## ACKNOWLEDGEMENT CARD



Dear Student,

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

### To be filled in by the Student

Course Applied for : .....

DD/ Challan No. : .....

DD/ Challan Date : .....

Amount : .....

DD Drawn on : .....

### For Office Use Only

Your Enrolment Number is

Enrolment No. \_\_\_\_\_

Name of Programme \_\_\_\_\_

Name \_\_\_\_\_

Father's/Mother's/Husband's Name  
\_\_\_\_\_

Address (in Capital Letters) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin Code \_\_\_\_\_

Full Signature of the Candidate \_\_\_\_\_

**PASTE**  
LATEST PHOTOGRAPH TO  
BE PASTED WHICH WILL  
BE  
ATTESTED BY  
UNIVERSITY OFFICE

ATTESTED BY

*Please mention your full postal address at the pace allocated*

**To,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**PIN:**

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**From:**

The Regional Director,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affix  
Postage  
Stamp  
Rs. 4/-