



# How You Go About Your Program

2025-26



IGNOU Regional Centre - Ranchi





RC Ranchi

Dear Learner

**C**ongratulations and welcome to IGNOU. As you are aware, your admission has been confirmed and enrolment number has been allotted to you. You can download and take the print out of your Student Card from the online admission portal if you have not yet done it.

### **Study Materials**

You will receive your study materials by post from Material Production and Distribution Division [MPDD], IGNOU, New Delhi at your given address if you have opted for hard copy of the study materials. If your address is in Ranchi, you will be informed to collect the study materials from IGNOU Regional Centre, Ranchi during office hours upon receiving SMS for the same. You can verify the dispatch status of your study materials on the University website [www.ignou.ac.in](http://www.ignou.ac.in). The link for accessing the page is: <http://ignou.ac.in/ignou/aboutignou/division/mpdd/material>. In case of delay or non-receipt of study materials, you can write to [mpdd@ignou.ac.in](mailto:mpdd@ignou.ac.in) or to [rcranchi@ignou.ac.in](mailto:rcranchi@ignou.ac.in). If you have opted for e-study materials, you can download those from e-gyankosh [<http://egyankosh.ac.in/>]. In addition to that, you can also download the mobile App 'IGNOU e Content' from the play store and access the Study Materials of your program of study.

Students of Online Programs will receive the link of the LMS Portal with the login credentials in their registered email id. They can login to the portal and access the study materials or it can be downloaded from eGyankosh.



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### Academic Support that we extend...

You are allotted to a Study Centre close to your place from where you will get all academic support while you pursue your program. Your Study Centre will hold an **Induction Meeting** at the beginning of the academic Session sometime in March –April for January Session and in October/November for July Session. Induction Meetings are also conducted **online**. You are advised to attend the Induction Meeting at your Study Centre offline or Online as the case may be as a lot of useful and important information about your program of study is shared in the Meeting. It will be of immense help to you. So, do not miss it. You will be informed about the date and time of Induction Meeting through SMS/email.

Following the Induction Meeting, **Counseling sessions** are conducted at your Study Centre Offline and sometimes Online where you get an opportunity to meet and interact with your Academic Counsellors to get the course-related doubts clarified. You also get an opportunity to meet and interact with your peers who are likely to keep your motivation for studies alive. You will be informed about the counseling sessions through SMS/email. **The Counselling schedule is also uploaded on RC Website which can be accessed through the link** – <http://rcranchi.ignou.ac.in/studentcorner/9>. You will be immensely benefited by attending the counseling sessions regularly. Counseling Sessions are also conducted ONLINE for many Programs on Google Meet/ Zoom platform.

**Conselling Sessions are conducted ONLINE for the students of online Programs. Identified nodal Regional Centres conduct online counseling sessions for programs with less enrolment.**



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**Counselling Sessions for practical courses** are held at your Study Centre. For programs like BSCG/BSCM, MAPC, MAAN, DNA, MSCMACS, MSCENV, BSCBCH, MSC Programs and PGDAST etc. counseling sessions are held in spells continuously. For other programs it is held in the morning or evening during weekdays or holidays. **Attendance in the practical counseling sessions is compulsory for taking practical exams.** Practical Exams for all MSC Programs, BSCG/BSCM, BSCBCH, MSCENV, and MAAN Programs are held during the practical counseling sessions at the study centre.

All your courses have one **Assignment component** each in it. Assignments are learning tasks.. It is a **compulsory component**. Assignments are **available on our website**. The link for accessing the Assignment Page is: <https://www.ignou.ac.in/pages/54> . You can download the latest assignment from the website and prepare the response. You can use A4 size paper for writing the answers in your **own handwriting** beautifully leaving space in between the words and lines. You must leave margins from all sides of the paper before writing the answers so that, the evaluators can give feedback using those blank space. Your assignment response must have a **cover page** having your enrolment no, Course Code, Program Code, Name and address etc. mentioned in it. You are also advised to attach the photocopy of the assignment question that you have answered with the Assignment Response. **The Assignment Responses are to be submitted at your Study Centre by the due date.**

**Assignment carries 25 to 30% weight in overall evaluation**

Learners of Online Programs shall submit their assignments on the LMS Portal. Scanned Copies of Handwritten assignments are to be submitted in PDF format course-wise.





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The University conducts **Term-End Exams [TEE]** every year in June and December. If you are enrolled in any year based programs, you will be eligible for taking the exams after completion of the term i.e. one year. As for example, if you are enrolled in BAG Program for Jan 2025 session, you will be eligible for taking the exams for the First year courses in Dec 2025 TEE. . Learners of Certificate Programs and semester-based programs are eligible to take their exams every Six months. Exam forms are to be filled-up online in March and Sept for taking exams in June and Dec TEE respectively by paying the exam fee @ Rs200/- per course. The link for filling up the Exam Form is <https://exam.ignou.ac.in/>

**Exams are conducted in two different modes** i.e, PPT (Pen Paper Test) and CBT (Computer Based Test). for the learners who choose to pursue the Online Programs. PPT mode exams are conducted all the identified exam centres. CBT mode exams are conducted in a selected few exam centre.

**Practical Exams** for Computer Programs, MAPC and BA [Psychology], PGDAST, and MSCMACS are conducted in Jan and July for Dec and June TEE respectively. Practical Exams for courses of BSCG ,BSCBCH, All MSC Programs, MAAN, and DNA Programs are conducted on the last day of the spell of practical counseling sessions. Requisite percentage of attendance is essential for taking the Term-End Practical Exam. In extraordinary situations like pandemic, the University conducts practical exams online.

Submission of Assignment Responses is a pre-requisite for taking Term-End Exam. Therefore, you are advised to submit the assignment responses before you take the Exam. If you cannot take the TEE as per your plan for some reason or the other, you can take the exam next time by filling-in the exam form afresh. You have got all freedom to take your exams as per your preparedness and convenience..

A separate link for submission of Exam Forms is activated for the learners of Online Programs



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You are advised to register yourself on the **Student Portal** (<https://ignou.samarth.edu.in> ). You have to click 'NEW REGISTRATION' on the portal, provide your registration details, and register. In the registration process you will get an OTP on your registered mobile number and email. Once you register successfully, you can download your I-card from your account.

The **Dispatch Status Study Materials** can be verified from the given link:

<https://www.ignou.ac.in/pages/65>

You are advised to keep visiting IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) for the updated information.

**Our Social Media Presence: You can subscribe and follow us**

-  <https://t.me/vlss32>
-  <https://www.facebook.com/ignou32ranchi/>
-  <https://www.youtube.com/c/rcranchi32>
-  <https://twitter.com/32rcranchi>

**Weekly Grievance Redressal Meeting @ 4:00pm on Thursday:**  
**[meet.google.com/jup-raaj-exz](https://meet.google.com/jup-raaj-exz)**

**IGNOU Regional Centre, 2nd Floor, Krishna Mall,  
Ranchi - 834002**

Email: [rcranchi@ignou.ac.in](mailto:rcranchi@ignou.ac.in); website: <http://rcranchi.ignou.ac.in/>