



How you go about your Program?

IGNOU- Regional Centre, Ranchi



Dear Learner

Congratulations 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 in your given address if you have opted for hard copy of the study materials. If your address is in Ranchi, you will collect the study materials from IGNOU Regional Centre, Ranchi during office hours upon receiving SMS for collecting study materials. You can verify the dispatch status of your study materials on the University website 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 or to 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.

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 for January Session and in October/November for July Session. You are advised to attend the Induction Meeting at your Study Centre as a lot of useful and important information about your program of study are 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.

Following the Induction Meeting, **Counselling sessions** are conducted where you get an opportunity to meet and interact with your Academic Counsellors to clarify your course-related doubts. 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 attending the counseling sessions through SMS. The Counselling schedule is also uploaded on RC Website. You will be immensely benefitted by attending the counseling sessions regularly.

Counselling Sessions for practical courses are held at your Study Centre. For programs like BSC, MAPC, MAAN, DNA, MSCMACS, and PGDAST etc counseling sessions are held in spells continuously. For other programs it is held in the morning or evening or holidays. Attendance in the practical counseling sessions is compulsory for taking practical exams.

All your courses have one **Assignment** component each in it. Assignments are learning tasks. It is a compulsory component. Assignments are uploaded on our website. The link for accessing the Assignment Page is: <https://webservices.ignou.ac.in/assignments/> . You can download the required 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.

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 to BAG Program for July 2019 session, you will be eligible for taking the exams of First year courses in June 2020 TEE. Similarly, if a BAG candidate is enrolled for Jan 2020, he/she can take his/her first exam in Dec 2020 TEE. Learners of Certificate Programs and semester-based programs are eligible for taking their exams every Six months. Exam forms are to be filled-up online in March and Sept for taking exams in June and Dec 2020 TEE respectively by paying exam fee @ Rs150/- per course.

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 BSC, MAAN, and DNA Programs are conducted on the last day of the Spell of practical counseling. Requisite percentage of attendance is essential for taking the Term-End Practical Exam.

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.

You can refer to the **Student Information Sheet** for more details which is uploaded on the website.