

Dear Learner

Greetings from IGNOU Regional Centre, Ranchi and Congratulations for being a part of Indira Gandhi National Open University.

IGNOU is one of the largest Universities in the world and is committed to provide high quality education through distance mode. This National University was established by an Act of Parliament in 1985 with a view to democratizing higher education and taking it to the doorsteps of people. **The degrees, diplomas and certificates awarded by this University are recognized by Association of Indian Universities (AIU), University Grants Commission (UGC), AICTE, NCTE, etc.**

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 you with **face-to-face** counselling sessions for academic support supplemented by counselling through interactive radio programs, teleconferencing sessions etc. Continuous evaluation of your progress in studies is made through Check-Your-Progress Questions (CYPQ) and assignments and accordingly feedback is given for further improvement in your studies.

Every learner of IGNOU is attached to a **Study Centre**. A Study Centre provides necessary academic support to the learners by organizing academic counselling sessions (Theory and practical) and evaluation of assignments. A 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. **Your Study Centre functions during holidays and some weekdays.**

**Timing of Study Centres is:**

- **Wednesday, Thursday, Friday & Saturday: 5 PM to 8 PM**
- **Sunday: 9 AM to 5 PM**

Please go through each of the following sections to understand the varieties of support services extended to the learners of this University.

- **Student Card - *Your Unique Identification***

Your Student Identity Card bears your Ten-digit Enrolment Number and hence is your unique identification as a learner. You are advised to download your student card from the online admission portal of the university and take a print out of it.

You are advised to carry the student card whenever you visit your study centre or Regional Centre for getting all kinds of administrative and academic support. **Possession of Student Card in the examination hall is a must for appearing in the Term-end Examination.**

*Loss of Student Card must be reported immediately to the Regional Centre. A duplicate Card in such case can be obtained from the Regional Centre on or request/ downloaded from Online Admission Portal.*

- **Study Materials - Self-Contained and Self-Instructional**

We provide study materials to the enrolled learners. Our study materials are self-instructional in nature and you will find it very useful while reading it. You will receive your study materials by post from MPDD, IGNOU, Maidan Garhi, New Delhi – 68. You can check the dispatch status of the study materials by clicking on the given link: <http://ignou.ac.in/ignou/aboutignou/division/mpdd/material>. You can also download the **soft copy of your study materials** from eGyanKosh [<http://egyankosh.ac.in/>]. The study materials are also available in the mobile App i.e. *IGNOU e-content* which can be downloaded from Google Play and used in case of delay in receipt of the printed materials.

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In case of non-receipt/wrong receipt of study materials you can e-mail your grievance to [mpdd@ignou.ac.in](mailto:mpdd@ignou.ac.in); [rcranchi@ignou.ac.in](mailto:rcranchi@ignou.ac.in).

- **Induction Meeting – Your Introduction to Our System**

Induction meeting is the first face-to-face interaction of the University official with the learners. It is conducted with an aim to inducting the learners formally into the Open and Distance Learning system. You shall be informed by your Study Centre about attending the **Induction Meeting** at your Study Centre. You are advised also to keep in touch with your study centre to get to know about the date of induction meeting. **Do attend it without fail, where you shall be informed about your role as a distance learner and much more.**

- **Academic Counseling – Quality Academic inputs to Supplement Study Materials**

You get an opportunity to interact with your academic counselors (tutor) to clarify your doubts relating to your studies in Academic counselling sessions. Academic counselling sessions are organized on Sundays at your Study centre for all the courses. You shall be communicated about this by your Study Centre. If you do not receive any intimation from your study centre, then you can contact the Coordinator/PIC of your study centre for getting information about the schedule of counseling session. As a distance learner you

are expected to come prepared reading your study materials to the counselling sessions. You can discuss your difficulties/doubts on the subject matter of the course and any other academic problems with your academic counselor. **We strongly recommend you to attend these sessions to derive maximum benefit out of it.**

**Practical counseling sessions** are conducted at your study centre for the programs having practical components. You will also be intimated about it as and when the Study Centre plans for it.

- **Assignments - A Tool for 2-Way Communication**

Assignments are a set of questions generally supplied with the study materials [*it can also be downloaded from our website [www.ignou.ac.in](http://www.ignou.ac.in)*] to have continuous evaluation of your progress in studies. These questions are to be answered at home. Preparation of the assignment responses shall facilitate your preparation for Term-End Examination. **Assignments are compulsory** and they carry 25% - 30% weightage in overall course grade in any program. **Assignment responses are to be submitted at your Study Centre.** Submission of required number of assignments is compulsory for appearing in the Term-end Examinations. Please ensure that you are submitting all your assignment responses as per the schedule given in your assignment questions. So, give top priority to it as you will get feedback on your assignment responses from your tutor.

**For change of electives/medium/course and change/correction of address, study centre and Regional Centre please contact the Regional Director, IGNOU Regional Centre, Ranchi. For change of electives of UG programs: Rs350/- [up to 4 credit; Rs700/- [up to 8 credits]. For PG programs: Rs 600/ and Rs1200/- for 4 credit and 8 credit courses respectively. Rs2000/- for Management Program. There is no provision for change of course/program for the programs offered under CBCS.**

**70% to 75% attendance in practical counselling sessions is compulsory for appearing in the Term-end practical Examination of BCA/MCA Program.**

- **Term-End Examinations (TEE)**

Term End Examinations are conducted every **June and December**. To appear in the Term-end Examination you have to fill-in the **examination form online** by paying the examination fee @ **Rs200/-** per course. You can download the Hall Ticket from the IGNOU website. You can verify the IGNOU website for the dates of submission of Exam forms online. The exam form can be submitted online through the given link: <https://exam.ignou.ac.in/>

- **TEE Results**

Results of the TEE are declared within 45 days from the date of completion of examinations. You can check your results on the IGNOU website. **The university has the provision in place for re-evaluation of term-end examination answer scripts and**

**also obtaining the photocopy of the TEE answer scripts on payment basis.** The re-evaluation link is made available of IGNOU website for applying online for re-evaluation.

- **Projects – *Honing Your Specialized Skills***

Some programs have the component of **project work**. Project work is a kind of mini research work related to your program. The idea is to cultivate research ability in 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, MAPC, M. Sc DFSM, PGDLAN, MA [Edu] DWM, PGDET, PGDEMA** etc. Students of these programs shall get their project proposals approved at the Regional Centre. On getting the approval of the project proposal you can submit your project report at the Regional Centre. Students of all other programs having project component are required to get project proposal approved by the Schools of Studies concerned.

- ***Reimbursement of program fee of PH Students***

PH students can also apply for scholarships to National Handicapped Finance and Development Corporation. The detailed information is available on its website [www.nhfdc.nic.in](http://www.nhfdc.nic.in)

**Dates for Re-Registration [2<sup>nd</sup> or 3<sup>rd</sup> year/ 2<sup>nd</sup> , 3<sup>rd</sup> , 4<sup>th</sup> semesters etc]**

You can take admission to the next year/semester irrespective of the fact whether you have appeared in the exam or not or whether you have passed or not in the courses you have registered in the current academic session.

Re-registration for all Programs is done online. Link for re-registration: <https://onlineadmission.ignou.ac.in/onlinerr/>

We hope that you have taken note of the above mentioned guidelines. We would advise you to visit your Study Centre regularly to get updated information. You can also visit our **website: [www.ignou.ac.in](http://www.ignou.ac.in)** on regular basis to get updated information about the University. In case of any academic and administrative problem, you may first contact your Study Centre. You are also welcome to write to us [can send mails] or meet us personally at the office of the Regional Centre, Ranchi.

With best wishes,

**Regional Director**

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

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