

## **GUIDELINES FOR DISTANCE LEARNERS OF IGNOU**

Dear Learner,

Greetings from IGNOU



Our heartiest congratulations to you for taking admission with the **Indira Gandhi National Open University - the World's Largest Open University System established by an Act. of Parliament in 1985.**

### **PRELIMINARY**

All IGNOU programmes are offered through Distance Learning mode adopting the Open Philosophy practiced in many part of world. Distance learner means 'study at a distance' using multiple media with counselling/interactive inputs through Study Centres and Regional Centres. From the meaning of the distance learner, it is understood that you have a role to play in managing your studies. Similarly, Study Centre and Regional Centre and the University have definite role to play in facilitating your studies. In order to make you understand as how you should manage your studies with the Open University, the following would provide you sufficient guidance in planning your studies through:

- **Self-Study, Motivation & Guidance, Time Management, Building confidence, progress in studies and responding to your queries through telephone/e-mail.**
- **Induction Meeting organized at your Study Centre.**
- **Self Instructional Materials (SLMs) & Programme Guide**
- **IGNOU Website - [www.ignou.ac.in](http://www.ignou.ac.in)**
- **Regional Centre, Madurai Website - <http://rcmadurai.ignou.ac.in>**

### **INSTRUCTIONAL SYSTEM IN IGNOU**

The IGNOU provides multi-channel, multimedia, teaching/learning packages for instruction and self-learning. They are:

1. **Self-instructional print materials (SLM) - for self study**
2. **Face-to-face counselling - at study centre**
3. **Assignments - to prepare at home**
4. **Practical training - at study centre**
5. **Internship/Project - wherever applicable**
6. **Workshop/ECP/Training wherever needed**
7. **Web Radio and TV Broadcasts**
8. **Teleconferencing / Web conferencing**
9. **Audio - Video Materials**
10. **Interactive Multimedia CD-ROMs**
11. **Library at RC/LSC**
12. **Telephonic Supports/Internet facility**
13. **E-mails and SMS**
14. **Term End Examinations**
15. **Term End Practical**

### **IDENTITY CARD**

- ☞ Learner Identity card will bear **enrollment number** (*Nine Digits*) and mention the Study Centre where he/she have either opted for or been allotted by the Regional Centre.
- ☞ Kindly keep identity card very carefully

- ☛ In all correspondence, the learner has to mention 9 (nine) digit enrolment number given on identity card and programme code.
- ☛ Please check your registration details in the following link by inserting your enrolment number and programme code:

<https://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>

## LEARNING MODEL AT IGNOU



### SELF LEARNING MATERIALS (SLMs)

- ☛ The Regional Centre shall send the *study material and Programme Guide* to Learner's address.
- ☛ In case non-receipt of study materials with in the stipulated time, kindly contact IGNOU Regional Centre, Madurai.
- ☛ The first and foremost step in distance learning is to read the study material very carefully from cover to cover.
- ☛ The study material contains the entire course (subjects) which you have opted for.
- ☛ As IGNOU follows credit pattern, the SLMs are designed in such a way to suit to the study. **One Credit equals to 30 hours of study, if a course has 4 credit, the learner has to complete 120 Hrs (4 Credits X 30 Hrs = 120 Hrs) of study to have in depth knowledge and understanding.**
- ☛ At the end of each unit there will be specially designed model questions, sometimes with model answers. Summary of the Unit. They are either called sample questions or **self check (Self Assessment) exercises.**
- ☛ Read all the blocks (books of your course materials). One course normally contains 4 to 5 blocks (books) and one block normally comprises roughly 7 to 10 units.
- ☛ Please read the Programme Guide as the entire system including how many credits to complete for a Degree or Diploma or Certificate programme is clearly mentioned there and those academic programmes have Practical and Project work also clearly explained with formalities and procedures.

### INDUCTION MEETING AT STUDY CENTRE:

- ◆ An Induction Programme will be organized in your Study Centre to brief you about the University in general and about your programme in particular.
- ◆ The exact date would be intimated through a letter, E-mail or SMS.
- ◆ It will also be an occasion to meet your cohort, academic counsellors and other Centre functionaries.

- ◆ You will also have an opportunity to get your doubts clarified during the question/answer session. Therefore, we suggest you to attend the Induction Meeting without fail.

### HOW YOU SHOULD STUDY?

- The printed study material provided to you is self-instructional and is sufficient to help you in understanding the content and concepts and prepare yourself academically for counseling, writing assignment responses and preparing for term-end-examinations.
- As a pro-active participant in the teaching-learning process, you are **expected to read the study material thoroughly before attending academic counseling sessions at the Study Centre**, so that you will be able to participate effectively in the academic interaction and discussion with academic counselors and peer group learners.
- While you are reading the printed study material, you may note down doubts and difficulties in the blank space provided in the margins of the **Booklets**. You are also expected to attempt the self-assessment questions at the end of each unit which may help you in understanding subject/content better.

### LEARNER SUPPORT AT YOUR STUDY CENTRE

- To help you and to clarify your doubts on academic and administrative queries, face-to-face contact (academic counseling) is provided at your Study Centre.
- The **Schedule of the counseling sessions** will be handed over to you by the Study Centre during the Induction programme (You can also see at website <http://rcmadurai.ignou.ac.in>).
- Counseling is provided by the Academic Counsellors who are experts in the subject. These counseling sessions are interactive as they not only provide you an opportunity to discuss, and debate various academic themes relevant to the programme but also allow you to enjoy human interaction with counsellor and peer groups (student colleagues).

### ACADEMIC COUNSELLING (THEORY)

- ✓ Academic counselling sessions provide you an opportunity to comprehend difficult concepts, clarify various doubts, share your views on the subject with academic counselor & peer group in order to acquire quality education.
- ✓ **The Learner is advised to read the subject matter thoroughly before attending these counseling sessions (theory/ Practical or both) so as to participate effectively in counseling sessions and to learn/ understand the course content and acquire requisite skills in order to master the subject.**

### PRACTICAL FOR LAB COURSES

- Attendance in the practical component is mandatory. A learner must have requisite attendance in practical sessions in order to become eligible for appearing in the Term-end-Practical Examination organized for practical courses.
- Practicals helps to acquire better hands-on-skills and practical knowledge.
- If a learner misses the required number of practical sessions he/she can attend the same (and compensate the shortage attendance) in the next academic session by paying the requisite fee as per the University norms.
- Please refer to the Programme Guide or contact PIC/Coordinator/Counselors for more details in this regard and follow instructions as given in the Programme Guide.

### FIELD VISITS, WORKSHOPS, SEMINARS etc.

- ◎ Some programmes have field visits, workshops, Extended Contact Programme (ECP), seminars etc. these may carry specific weightage in terms of assessment during studies. These

field visits, workshops etc., would help you in acquiring skills and competencies. **Please remember attendances in these are compulsory.**

## ASSIGNMENTS

- ✦ Assignments are one of the most crucial components of the teaching-learning strategy of IGNOU.
- ✦ The assignments can be downloaded from IGNOU website <https://webservices.ignou.ac.in/assignments/>
- ✦ Assignments carry **25% to 30% weightage** in the overall course grade.
- ✦ Submission of the requisite number of assignments is also compulsory for appearing in Term End Examination.
- ✦ **Remember submission of assignment is also necessary and pre-requisite condition for sitting in the Term End Examination.**
- ✦ **The feedback on assignments (to be received from counsellors after evaluating) will help you in comprehending the subject content better and in overcoming your limitations and to improve subsequent performance in writing Term End Examinations.**
- ✦ Remember the following while submission of assignment responses:
  - ☞ Submission of Assignments as per the schedule is mandatory. Assignments must be prepared as per the procedure and guidelines given in programme Guide.
  - ☞ Please submit your assignment with top sheet available at LSC
  - ☞ Keep photocopies of the assignment responses you submit at the Centre for future reference.
  - ☞ Collect **acknowledgement slip from the Study Centre** after submitting the assignment responses.
  - ☞ **Collect evaluated assignment responses back with comments of Counsellor.**
  - ☞ In case you have applied for change of Study Centre or Regional Centre, you are expected to submit assignments at your old Study Centre till records are transferred to the new Regional Centre and Study Centre.

## EVALUATION METHODOLOGY IN IGNOU

IGNOU as a National Open University has multiplier system of evaluation and the method is depends upon various instructional activities undertaken by the learner. The evaluation methodology consists of:

1. **Self Assessment Exercises within each unit of study** (*for your practice only*)
2. **Continuous Assessment of learners through Assignments which are tutor-marked and having weightage for final grading/marking.**
3. **Practical and seminar/workshops/ECPs**
4. **Term End Examinations**
5. **Project work** - *wherever applicable*

Every Learner has to write assignment responses **for theory courses** compulsorily before taking term end examinations from time to time to complete an academic programme.

## TERM-END EXAMINATION

The University conducts Term-End Examination twice a year in the months of **June & December**. Students will be permitted to appear in Term-End Examination subject to the conditions that;

- 1) Valid registration for the courses, in which they wish to appear,

- 2) Student should have submitted the required number of assignment(s), in those courses by the due date, and
- 3) Filled-in examination form for courses for which student wish to appear along with fee.
- 4) The Coordinator/PIC should certify in the examination form to the effect that the student has submitted all the assignments for the courses registered for the term-end examinations.
- 5) **Examination fee @ 60/- per course** is required to be paid either through online payment gateway or cash deposit at designated banks through challan or through demand drafts drawn in favour of "IGNOU" & payable at Madurai.

#### POINTS TO REMEMBER WHILE FILLING UP EXAMINATION FORM

- ☞ Filled in examination form must be submitted only to: **The Regional Director, IGNOU Regional Centre, Sikkandar Chavadi, Madurai - 625018.**
- ☞ Get an acknowledgement slip after submission of the examination form in case if you submit in person.
- ☞ Students can also submit on-line examination form as per guidelines through IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in)
- ☞ Hall Tickets for the Term End Exams (TEE) are normally uploaded at IGNOU website 10 days prior to commencement of Examinations. If you do not receive the Hall Ticket within 7 days before the commencement of examination, you may contact the Student Evaluation Division at IGNOU (Hqs), or Regional Centre for necessary help.
- ☞ Every study centre **will not be an examination centre** (not necessary every time). In case you want to appear for any other examination centre anywhere in India, you are expected to mention the name and the code of that centre in the examination form and submit the exam form online/off line in the Regional Centre under which the examination centre falls.

DATES FOR SUBMISSION OF EXAM FORMS			
For June TEE	Late Fee#	For December TEE	Late Fee#
1 <sup>st</sup> March to 31 <sup>st</sup> March	-Nil-	1 <sup>st</sup> Sept to 30 <sup>th</sup> Sept	-Nil-
1 <sup>st</sup> April to 20 <sup>th</sup> April	300/-	1 <sup>st</sup> Oct to 20 <sup>th</sup> Oct	300/-
21 <sup>st</sup> April to 30 <sup>th</sup> April	500/-	21 <sup>st</sup> Oct to 31 <sup>st</sup> Oct	500/-
1 <sup>st</sup> May to 15 <sup>th</sup> May	1000/-	1 <sup>st</sup> Nov to 15 <sup>th</sup> Nov	1000/-

# In addition to the late fee above, exam fee of Rs.60/- per course is to be paid.

#### PRACTICAL EXAMINATION

- ⊙ Some programmes/courses have TEE practical examination conducted by IGNOU. For example CCITSK, CIT, CBS, BCA/MCA, BLIS etc., In order to appear in a practical examination, you are required to fill in the Term-End-Examination (TEE) form. The TEE form is same for theory and practical examination.
- ⊙ The schedule of the practical examination will be available at the Study Centre/Regional Centre.
- ⊙ To attend the Term end practical examination, you are required to have **75% attendance** in the practical sessions of each course.
- ⊙ Please see programme guide or manuals where detailed information is available on practicals and conduct of final practical examinations.
- ⊙ The Regional Centre or University will not permit students to appear in Term and Practical Examination, unless and until student have requisite attendance in practical experiments etc.

## PROJECTS (PROPOSAL AND REPORTS)

Some Programmes/Courses have projects. Students are required to go through their Programme Guides and act accordingly. Remember some projects could be submitted with/without project proposal approvals. Once the final project is ready, student is required to submit the same to the Regional Centre/University HQs (New Delhi) depending upon the guidelines given in the project guide. For Example, MCA needs project proposal approval before submission of the final project. In case of MBA, proposal needs to be approved by the **Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068**. For more details of various programmes you are required to go through the guidelines given in the programme guide/project guidelines and act accordingly for preparation of projects and proposals.

**Viva-Voce:** The Viva-Voce of project for BCA/MCA/MA(Edu.)/M.Ed/MAPC/PGDFSQM/PGPPED/PGDET is conducted at the concerned RC in the months of January and July after your Project Report is evaluated. The dates and venue of the Viva-Voce is communicated to you by the Regional Centre.

### Re-Registration (in case of three/ four/ two year or semester-wise degree programmes)

Right now you have registered for the first semester/ year and your current registration is valid only for the 1<sup>st</sup> semester/ 1<sup>st</sup> year. You are required to re-register for 2<sup>nd</sup> semester/ 2<sup>nd</sup> year and so on depending upon the programme you have chosen. You are advised to submit the re-registration form only at the respective Regional Centre and nowhere else. If any student sends the re-registration form to wrong places, he/ she may consequently miss a semester/ year.

Schedule for Re-Registration		
For July Session	For January Session	Late fee (subject to change)
1 <sup>st</sup> February to 31 <sup>st</sup> March	1 <sup>st</sup> August to 1 <sup>st</sup> October	Nil
1 <sup>st</sup> April to 30 <sup>th</sup> April	3 <sup>rd</sup> October to 31 <sup>st</sup> October	200.00
1 <sup>st</sup> May to 31 <sup>st</sup> May	1 <sup>st</sup> November to 30 <sup>th</sup> November	500.00
1 <sup>st</sup> June to 20 <sup>th</sup> June	1 <sup>st</sup> December to 20 <sup>th</sup> December	1000.00

### Re-admission

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 as under:

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

### Scholarships and Reimbursement of Fee

- The learners belonging to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped etc. have to pay the full fee at the time of admission to the University.
- The learners belonging 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, 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.

- On receipt of the reimbursement of fee, the Regional Director will disburse it to the respective students.
- Scholarship scheme of National Handicapped Finance and Development Corporation (NHFDC) for Graduate level programmes is applicable to the students of the University also. Such students are advised to apply to the awarding authority.

### **Fee Concession**

The students taking admission for the agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D Programme shall be eligible for the fee concession as per the following criteria:

- a) All the candidates from rural areas shall be entitled for 50% fee concession subject to production of Domicile Certificate;
- b) The urban students below the poverty line may be given a 50% fee concession subject to production of an Income Certificate.

Under **DELPGE schemes the Central Government Employees** can pursue IGNOU programmes by paying required fees and once after successful completion of programme they can seek reimbursement of fee from Government of India.

The IGNOU programmes are offered at **free of cost to prison inmates** at prisons as a rehabilitation measure.

### **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**.

### **Change of Medium**

Change of medium is permitted within 30 days from the receipt of first set of course material **in the first year only**. The request for change should be addressed to the **Regional Centre** only as per schedule. The required procedure to be followed for the change of medium is mentioned in detail in the Common Prospectus and also in the Programme Guide for which programme you have registered.

### **Change of Programme**

For the Bachelor Degree programmes, the Change of programme can be applicable only from BA to BCom/BTS or BCom to BA/ BTS or BSc to BA/BCom. No change is permitted from BA/BCom to BSc. It can be permitted only in the first year of study within 30 days from the receipt of first set of course material. For the Masters Degree, the Change of programme is permitted only in the first year of study. A student has to pay the full fee for the new programme and has to forgo the fee paid for the earlier programme. The request for change of programme should be addressed to the Regional Director of concerned Regional Centre. For the norms and procedures, refer the Common Prospectus and also in the Programme Guide for which programme you have registered.

### **Change of Region (No Objection Certificate in case of lab/ practical/ technical programmes)**

The Region can be transferred by writing to the Regional Centre from where the student seeking transfer with a copy to the Regional Centre where the student would like to be transferred to. Further, the student needs to obtain a Certificate from the Coordinator (present centre) regarding the number of assignments submitted. Then the Regional Centre will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar (SRD) and the learner as well. For change of Region in practical oriented programmes 'No Objection Certificate' is to be obtained from the new RC where the learner wants to transfer. The procedures to be followed can be obtained from the Common Prospectus.

### **Important Tips for you to remember**

- i) Get your IGNOU Identity Card which you must always carry for use at Regional Centre/ Study Centres and at HQ.
- ii) Attend Induction programme (without fail) at your Study Centre or the centre/ place where you are invited.
- iii) Get a Counselling Schedule from your Study Centre at the Induction Meeting or by post before commencement of Academic Counselling.
- iv) Collect Course Materials and Assignment from the Regional Centre/ Study Centre.
- v) Academic Counsellors (teachers) will be available at the scheduled counselling sessions for interaction at the Study Centre.
- vi) Get a receipt when you deposit assignments at the Study Centre. Keep a photocopy of each assignment response you submit to the Centre. Please follow time lines in submission of assignments responses.
- vii) Evaluated assignment responses will carry comments. You will receive all evaluated assignment responses well before appearing for Term End Exams. Insist on these, if you do not receive assignment responses on time from the Centre.
- viii) Submit your Term End Examination Form to the Regional Director of the Regional Centre well on time for June and December TEE. While submitting form, remember you are required to fill theory and practical courses too.
- ix) You will receive an Intimation Slip (Hall Ticket) well before TEE. You may also download (if required) the same from the IGNOU's website ([www.ignou.ac.in](http://www.ignou.ac.in)). A separate Hall ticket will be issued for practicals of CIT, BCA and MCA.
- x) Term End Exam practicals are conducted twice a year i.e., in July/ January or both times (see Programme Guide or manual for programme-specific details).
- xi) Term End Exam results are accessible on IGNOU's website. Please login to IGNOU website for the same.
- xii) Regularly check your grade card status in the IGNOU Website and ensure that your assignment Marks/Grades and TEE results are updated correctly.  
<https://webservices.ignou.ac.in/GradecardR/Result.asp>
- xiii) You are advised to maintain a file relating to your programme and correspondence made with the offices of the University.



### **SMS Alerts from RC:**

In order to improve the flow of information between Regional Centre and Students, IGNOU Regional Centre, Madurai shall send SMS alerts to students to confirm admission/re-registration, to attend Induction Meeting, to collect Study Material, to submit Exam Form, to Re-Register for the next semester / year from time to time. It would be better to maintain the same mobile number which you have given in your admission form or inform whenever you change your mobile number for correction in our records to receive SMS alerts.

### **Student Registration Details**

Please remember on receipt of your Identity Card, Fee Receipt and programme details from the Regional Centre you are advised to check your personal details (name, date of birth, father's name, address etc.) and course details (such as courses opted etc) on the IGNOU website to have the right master database of yours in the University records. Right database in the University records would help you in continuing studies smoothly.

<http://admission.ignou.ac.in/changeadmdata/AdmissionStatusNew.ASP>

### **WHOM TO CONTACT AT REGIONAL CENTRE, MADURAI**

1. **Dr. S. Mohanan, Regional Director, IGNOU Regional Centre, Madurai**
2. **Dr. S. Kishore, Deputy Director, IGNOU Regional Centre, Madurai**  
(Admission/Readmission, Projects, etc.)
3. **Mr. G. Anbalagan, Asst. Regional Director, IGNOU Regional Centre, Madurai**  
(Assignments, Practical, Change of Elective/Medium/ Address/RC/ LSC and ICT supports etc.)
4. **Dr. D.M. Bheemrao, Asst. Regional Director, IGNOU Regional Centre, Madurai**  
(Examination, Grade Cards, Provisional and Convocation etc.)
5. **Mr. S. Balaji, Section Officer (Admission) IGNOU Regional Centre, Madurai** (Admission, Identify Card, Fee Receipt, SLM Delivery etc.)

**Telephone Lines: 0452-2380733 / 2380775 Fax: 0452- 2380588**

**E-mail: [rcmadurai@ignou.ac.in](mailto:rcmadurai@ignou.ac.in) IGNOU main Website: [www.ignou.ac.in](http://www.ignou.ac.in)**

**RC, Madurai Website: <http://rcmadurai.ignou.ac.in>**

**Face-book: Ignou Madurai**

**Web TV and Radio - <http://www.ignouonline.ac.in/Broadcast/>**

**YouTube Educational Resources of IGNOU <https://www.youtube.com/ignou>**

**eGyankosh of IGNOU - [www.egyankosh.ac.in](http://www.egyankosh.ac.in)**

## STUDENT SUPPORT FACILITY AT REGIONAL CENTRE, MADURAI:

- ❖ Student Support Services through letters, fax, telephone, E-mail and SMS
- ❖ Web based support services
- ❖ Face book page in the name of **IGNOU RC Madurai** frequently updated with latest information for learners
- ❖ Two telephone lines are dedicated for addressing student queries
- ❖ Online admission support visit [www.onlineadmission.ignou.ac.in](http://www.onlineadmission.ignou.ac.in)
- ❖ Reception with all amenities for recording queries
- ❖ On time delivery of SLMs directly to learners
- ❖ Reference Library and Reading Room
- ❖ Teleconferencing / Gyan Darshan facilities
- ❖ EDUSAT facilities
- ❖ Translation of the course materials in Tamil medium for BPP, COF, CPF and CFN
- ❖ Mobile e-Learning Terminal Van (MeLT)
- ❖ Digital E- resources and CD ROMs in Library
- ❖ Display of Banners, Posters, Notices, Pamphlets for visitors
- ❖ **KIOSK** Touch Screen
- ❖ Gyan Vani FM Radio Station

### Regional Centre working days and Timings

Monday to Friday - 9.30 AM to 01.30 PM &  
02.00 PM to 06.00 PM  
Closed on Saturday, Sunday and other  
Central Govt. Holidays

### Study Centre Timings

Sunday 9.30 am to 5.00 pm  
Tuesday to Saturday in the evening hours  
4.30 pm to 7.00 pm,  
**Monday is holiday**

### Important Note:

1. Kindly use our e-mail facility for prompt and quick response.
2. Assignments can be downloaded at <https://webservices.ignou.ac.in/assignments/> & read the instructions carefully
3. Register for IGNOU e-resources access at IGNOU Library site.
4. All fee demand drafts shall be in favor of "IGNOU" and payable at Madurai only.  
(Only Nationalized Banks accepted)

Learners Guide  
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 **Best Wishes to all our Learners** 

**Dr. S. MOHANAN,**  
Regional Director, IGNOU Regional Centre, Madurai