

REGIONAL CENTRE, MADURAI

Sikkandar Chavadi, Alanganallur Main Road, Madurai – 625018

Telephone Nos. (0452) 2380775, 2380733 Fax: (0452) 2380588

E-mail: rcmadurai@ignou.ac.in Website: www.ignou.ac.in**GUIDELINES FOR DISTANCE LEARNERS**

Dear Learner,

Greetings from IGNOU Regional Centre, Madurai !!

We congratulate you on your successful admission with the Indira Gandhi National Open University (IGNOU).

ABOUT IGNOU

IGNOU programmes are offered through **Open Distance Learning (ODL) mode** adopting the Open Philosophy practiced in many parts of world. Distance learner means ‘**study at a distance**’ using multiple channels like self-learning materials, counselling/interactive inputs through Study Centres and Regional Centres. IGNOU is more learner centric and expects the learner to be active participant in all the pedagogic process. Latest **Information and Communication Technologies (ICTs)** are being used to provide you excellent academic supports and it comprises of **Printed Self Instructional Materials, Audio-Visual Materials, Counselling Sessions, Teleconferences, Interactive Radio Counselling and Practical/Project work.**

HOW TO STUDY IN IGNOU?

CREDIT SYSTEM - One credit in our system is equivalent to 30 hours of study comprising all reading and writing activities.

ASSIGNMENTS

Submit assignments in time at your study centre and after evaluation receive the feedback on assignments to improve your study.

www.ignou.ac.in

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 term-end-examinations. The self-learning material includes Course Materials and Programme Guide. 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 with 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.

Useful Tips

- ☞ Read your Programme Guide carefully and it contains all information and formats
 - ☞ **Attend Induction Meeting at Study Centre to understand more on ODL system**
 - ☞ Read your Study Materials before attending Counselling Sessions.
- REMEMBER:** Practical Counselling are compulsory. Attending the Theory Counselling sessions helps you to secure better results in Term End Exams (TEE)

Please check your Name, Address and other details printed on your address label and ID card. If any correction is to be made, inform us immediately through e-mail. The courses offered by the University are very much acclaimed and have comparable international standards. Your success of the programme will depend on how appropriately you assimilate, adapt and practice these educational inputs. To sustain your interest in education and to help you through the programme, the University offers you student-support-services mainly through

its Study Centres by means of Induction Meeting, Counselling, Assignments, Projects, Practicals and Library etc.

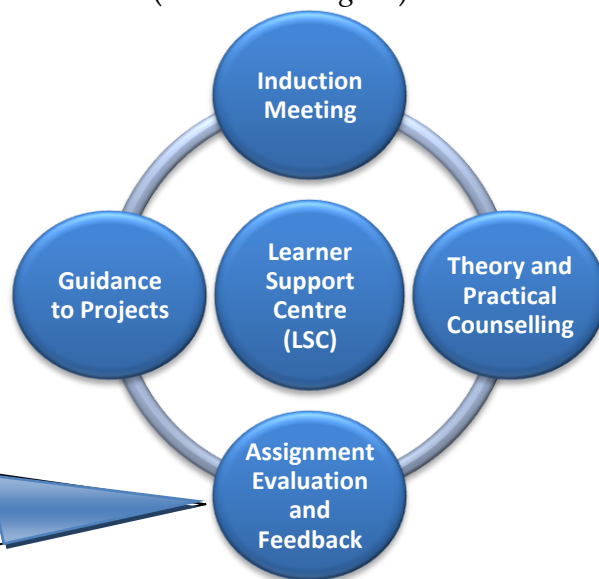
LEARNER SUPPORT AT YOUR STUDY CENTRE

You are attached with a study centre for academic and administrative supports. The Schedule of counseling sessions can be obtained from Study Centre during the Induction programme. Counseling is provided by 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 your peer group of learners (*student colleagues*).

Academic Counselling - Helps to understand difficult concepts, clarify various doubts, share your views on the subject with academic counsellor (Expert Teacher at Study Centre) and with peer group learners to acquire quality education. You are advised to **read the Study Materials** thoroughly before attending counseling sessions so as to participate effectively to learn the course content and acquire requisite skills.

ASSIGNMENTS - It carry 25% to 30% weightage in the overall course grade/marks and are compulsory for appearing in Term End Examination as part of your continuous evaluation. It helps you to study course material and other related reference books to answer assignment questions. The feedback on assignments (*to be received from counsellors after evaluation*) will help you in understanding the subject content better to improve performance in writing Term End Examinations

Practical Counselling - Helps to understand the contents better as practical courses demand application of theory into practice to equip you with skills and competencies. Attendance in the practical component is **mandatory**. Contact your Coordinator/PIC for schedules of Practical sessions



Assignments are changed every year/session. Assignments can be downloaded from the website <https://webservices.ignou.ac.in/assignments/>

EVALUATION SYSTEM

The system of evaluation in IGNOU is different from that of Conventional Universities. IGNOU has a multi-tier system of evaluation.

1. **Self-Assessment Exercises** within each unit of study material. These do not carry any weightage of marks, but they help student to understand the subject better.
2. **Continuous Evaluation** through Assignments (tutor-marked and practical assignments) and Seminars/Workshops/Extended Contact Programmes and Field Visits etc.
3. **Term-End Examinations** (TEE) at the end of Semester/ Year (**Check Programme Guide**).
4. Projects.

TERM-END EXAMINATION (TEE)

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 before the due date, and
- 3) Term End Examination form can be filled-in through online exam link (<http://exam.ignou.ac.in/>) for the courses which student wish to appear along with fee of Rs. 150/- per course.

Points to remember while filling up online Examination Form

- Get an acknowledgement slip after submission of the examination form online.
- Hall Tickets for Term End Examination will be made available at www.ignou.ac.in before 7 days for the commencement of Term End Examinations; you may contact the Regional Centre, Madurai through E-mail (rcmadurai@ignou.ac.in) /termendexam@ignou.ac.in for 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.
- **Dates for submission of exam forms**

For June TEE	Late Fee	For December TEE	Late Fee
1 st March to 31 st March	Nil	1 st Sept to 30 th Sept	Nil
1 st April to 30 th April	500/-	1 st Oct to 30 th Oct	500/-
1 st May to 15 th May	1000/-	1 st Nov to 15 th Nov	1000/-

Note: In case of Rs. 1000/- Late fee, the city of the RC location will be your Exam Centre

Term End Practical Examination (TEP)

Some programmes/courses have practical examination. The Programme codes CIT, CBS, BCA, MCA, BDP/MA Psychology, MSCDFSM, PGDAST, PGDFSQM etc., In order to appear in a practical examination, you are required to fill in the Term-End-Examination (TEE) form online in consultation with your Study Centre/PSC.. The schedule of the practical examination will be available at the Regional Centre. To attend the Term end practical examination, you are required to have prescribed attendance in the practical sessions of each course. Please note that change of Study Centre or Regional Centre could be avoided in the middle of the study as this may create inconvenience in fulfilling compulsory attendance requirement due to transfer. Please see programme guide or manuals where detailed information is available on practical and conduct of final practical examinations.

PROJECTS (Proposal and Reports)

Some Programmes/Courses have projects and the 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. BCA does not need proposal approval. Straight away final project could be submitted to the Regional Centre, Madurai. In case of MBA, proposal needs to be approved by the School of Management Studies. Final Project needs to be submitted to 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/MAEDU/MAPC/PGDPPED etc. are conducted at the 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 **1st semester/ 1st year**. You are required to re-register for 2nd semester/2nd year and so on depending upon the programme you have chosen. You are advised to submit the re-registration form **Online** only at <https://onlineadmission.ignou.ac.in/onlinerr/>. Frequently check IGNOU website for update on **Re-Registration Schedules**.

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
	Minimum	Maximum	
Certificate Programmes	6 months	2 years	6 months
Diploma Programmes	1 year	4 years	1 year
Bachelor Degree Programmes (other than 4 years programme)	3 years	6 years	2 years
Master Degree Programmes	2 years	5 years	2 years

Change of Medium/Programme/Name/Address/RC/LSC - Refer your Prospectus and IGNOU website for clear details or write to RC Madurai through e-mail.

[Use IGNOU Mobile App](#)

CONTACTS

IGNOU Study Centre	Induction Meeting, Counselling Session (Theory and Practical), Assignment submission, IRC Schedule, Project Guidance and Teleconference
IGNOU Regional Centre, Madurai Tel. Nos. (0452)-2380733 & 2380775 E-mail: rcmadurai@ignou.ac.in http://rcmadurai.ignou.ac.in	Admission, Re-Registration, Online Exam Forms, Assignment Grades/Marks, Duplicate ID card, Migration Certificate, change of Medium/Programme/Courses/ Address/Mobile No./Study Centre/ Regional Centre
IGNOU WEBSITE www.ignou.ac.in	Online RR/Exam forms/Convocation, Student Registration details, Counselling schedules, Assignments, Schedules of IRC - Gyan Vani FM Radio, Gyandhara, Gyan Darshan and SWAYAM Prabha TV Channels, YouTube AV Lessons, Webcasts, Teleconferencing Schedules, Online Library, TEE/TEP Schedules, Hall-Ticket, Results of TEE, Grade Card and all forms for student support services (Name/Address Change, RC/LSC Change, Revaluation, Early Declaration of Results, Transcript) at http://www.ignou.ac.in/ignou/aboutignou/icc/ssc/forms
Online Study Materials	http://egyankosh.ac.in/ IGNOU e-Content Mobile App
Grievance Redressal Mechanism	www.igram.ignou.ac.in
To Know more on ODL system	http://ugc.ac.in/deb/
RC/LSC WORKING DAYS AND TIMINGS	
Regional Centre	Study Centre 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 Government Holidays	Sunday 9.30 am to 5.00 pm Tuesday to Saturday in the evening hours 4.00 pm to 6.00 pm Monday is holiday

With Best Wishes



Regional Director
IGNOU RC, Madurai