

Dated: 16th September, 2018

Dear Learner,

Greetings from IGNOU!

We at IGNOU are pleased to inform you that you have been enrolled for the July 2018 Session with IGNOU for the programme for which you have applied. For registration details, please see IGNOU website (www.ignou.ac.in) under Student Zone and verify the same related to your enrolment number, Study Centre and other details. In case of students who have applied online, the ID card may be downloaded and get it attested from the Regional Centre either during the induction meeting or on any working day before 25.12.2018. In case of students who have applied offline, Fee receipt and ID card are enclosed.

You are advised to do/ attend/ act on the following:

1. First and foremost please check your registration details. If any information is found incorrect kindly inform the Regional Centre **30 days** from the receipt of this letter. You may get your original certificates verified at the study centre allotted to you.
2. Study Materials, Programme Guide, Assignments etc. will be sent by post directly from Material Production & Distribution Division (MPDD), IGNOU, Maidan Garhi, New Delhi. Kindly make arrangements to collect the Study Materials if delivered in your absence to prevent return of dak unserved.
3. The Induction programme schedule will be webhosted in the RC Cochin website rccochin.ignou.ac.in. This is the first meeting of you with the Regional Centre/Study Centre Representatives. Kindly attend the Induction programme as it would open avenues for peer interaction and being informed about the basic and salient features of studying in the Open and Distance Learning System.
4. Academic Theory Counseling/ Practical Counseling Session Schedules are specific for each of the Study Centres. Kindly ensure to collect the Theory Counseling/ Practical Counseling schedule. Please note that the attendance in the Practical Counseling Session serve as a prerequisite for your eligibility to appear in the Practical examination.
5. Remember that the Study Centre will conduct first Induction, followed by Theory counseling and then Practical/ Lab sessions/ field activities. Attendance in the practical/ field work is compulsory. Students will be permitted to appear in the practical examinations provided they have the required percentage of attendance in the practical's/ lab courses/ field works.
6. Assignment Questions are available in the IGNOU website (www.ignou.ac.in) but have session specific validity. Kindly ensure that you use the right set of Assignment Questions. Assignment responses for the Assignment Questions are to be hand written only and that too only in your handwriting. Submit Assignment responses always at the Study Centres unless you are advised to submit them at any other place in the Assignment Question. Collect all evaluated Assignment responses along with the written Tutor comments on the Assignment responses from the Study Centres. Please track the status of your assignment mark updation in grade card through IGNOU website.
7. Submit Term End Examination forms for Theory as well as Practical courses online through IGNOU website www.ignou.ac.in with the requisite fee as indicated in the online Examination form. Submission of Term End Examination form is only by **online** for all courses and is a mandatory pre-examination activity to be done from your side to enable you to appear in the Term End Examination.
8. Remember that students registered for Semester programmes and Annual programmes (2 years / 3 years) are required to re-register online with the prescribed registration fee as per the schedule.
9. Please go through the Guidelines provided to you (see page number 3 onwards) for more details on each of the points mentioned above.
10. Please note that **IGNOU Identity card is a MUST** for all transactions related to the University like writing examinations, using of RC library facility, attending counseling at Study Centres, attending Project Viva-Voce, attending Convocation etc.
11. IGNOU Regional Centre organizes an Open cum Enrichment Session under the Innovation club every month and you are welcome to attend at your own cost after seeing the event schedule in the Regional Centre Website.

Our good wishes for the successful completion of the academic programme which you have enrolled.

Yours sincerely,

Dr. J.S. Dorothy
Regional Director

Encl: Guidelines for Learners

Copy to: All Coordinators/ PICs – For information and necessary action

We congratulate you on your successful admission with the Indira Gandhi National Open University. We are happy that you have registered with a Mega University which has national and international presence offering around 240 academic programmes with courses in a variety of disciplines through its national and international network of Regional Centres and Study Centres (in India) and abroad. IGNOU Degrees/Diplomas/Certificates are recognized by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions. More than three million students are enrolled in the University. Many of them who are enrolled are mostly in Professional, Technical, Vocational, Traditional disciplines viz., Management, Computing education, Education, Health, Pure Sciences, Journalism, Social Sciences, Law, Agriculture, Extension Studies, Gender Studies, Social Work etc.

You are aware that you have enrolled for a programme which is being offered through Distance Learning mode adopting the Open and Distance Teaching Philosophy. Distance learner means 'study at a distance' using multiple media with limited teaching/interactive inputs through Study Centres and Regional Centres. From the meaning of distance learner, it is understood that you have a role to play in managing your studies. Similarly, Study Centres and Regional Centres 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:

- Induction Programmes organized at your Study Centre/Regional Centre Campus.
- Confirmation Letter and Guidelines sent to you.
- Programme Guide issued along with study material.
- IGNOU Headquarters Website (www.ignou.ac.in) and Regional Centre Website (rccochin.ignou.ac.in).

How to begin your studies?

The first step towards successful pursuit of your programme is to read the **Programme Guide** supplied to you. This guide is provided to you along with the study material. It familiarises you with programme /courses and roles and responsibilities of a distance learner. In short, the Programme Guide provides complete information as to how you should study the programme opted for. It also provides you with various **Forms and Formats** and the **Calendar** of the University's activities you may require for your studies at the University. Please remember, you must be thorough with the Programme Guide before you move on to use the study materials, assignments and other reference books.

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 Term-End-Examination (TEE). The study material includes Course Materials, Programme Guide and Assignments. 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. This information is also web-hosted. You are advised to visit your Study centre to get information about counseling, assignments, etc. Academic 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 Academic 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. However, you must note that counseling sessions at IGNOU are not lecture sessions. Academic Counselling is a group activity in which the learners are expected to participate in purposeful and meaningful discussion on the subject. Normally, the discussion/ interaction, debate etc., may be on the course content, assignment, feedback received by the learners on assignments etc. It is therefore important, that the student is advised to read the subject matter thoroughly before attending these counseling sessions (theory/ Practical or both) so as to participate effectively in the academic counseling sessions and to learn/ understand the course content and acquire requisite skills in order to master the subject.

Practical for Lab Courses

You are aware that practical session will help in understanding the contents better as practical courses demand application of theory into practice. The theory and practice will provide not only simple knowledge, but also equip you with skills and competencies.

Please remember attendance in the practical component of the Counselling session is mandatory. A learner must have requisite attendance in practical sessions in order to become eligible for appearing in the Term-end-Practical Examination organised for practical courses. You are therefore advised to be regular in your practical sessions not only to be able to sit in the Term-End-practical examination but also to acquire better hands-on-skills and practical knowledge. However, if a learner misses the required number of practical sessions he/she can attend the same (and compensate the shortage of 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 with regard to percentage of attendance required in each of the practical course.

Field Visits, Workshops, Internship, Project, Seminars etc.

Some of the programmes have field visits, workshops, Internship, Projects, and Seminars etc. which may carry specific weightage in terms of assessment during studies to certify the successful completion of the programme enrolled. These components are also one among the courses prescribed for the study under the Programme enrolled and would help you in acquiring skills and competencies.

Please remember attendance / successful completion of these courses/components in the individual courses as the case may be is mandatory.

Assignments

Assignments are one of the most crucial components of the teaching-learning strategy of IGNOU. The assignments are supplied to you along with your study material. Assignments carry 25% to 30% weightage in the overall course grade. Submission of the requisite number of assignments is also compulsory to be qualified in Term End Examination. Therefore, you are expected to submit the assignment responses by the prescribed last date at the study centre. Assignments are part of your Continuous Evaluation. However, the significance of assignments is much more than a tool of assessment as it phases the learning process in you. The assignment questions will make you to study course material and other related reference books so as to answer assignment questions better. The feedback on assignments (to be received from counsellors after evaluating) will help you to comprehend the subject content better and in overcoming your limitations and to improve subsequent performance in writing assignments and Term End Examination. Remember the following during the submission of assignment responses:

- Submission of Assignment responses for each of the course as per the schedule is mandatory. Assignment responses must be prepared as per the procedure and guidelines given in your programme Guide.
- Keep photocopies of the assignment responses which you have submitted at the Study Centre for future reference.
- Collect acknowledgement slip from the Study Centre after submitting the assignment responses.
- Collect evaluated assignment responses back for your feedback to reflect upon the Tutor Comments. If you do not receive them before the Term End Examination, please contact the Study Centre for the same.
- 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.
- Feed-back on assignment should be considered carefully. Please insist on tutor Comments as feed-back on your evaluated assignments.
- Assignment Questions are usually provided with study materials. Assignment Questions are changed every semester/year. New assignments can be obtained downloading by from IGNOU website www.ignou.ac.in under the link <https://webservices.ignou.ac.in/assignments/>. Details of steps involved in downloading the assignment Questions from IGNOU website, registration status etc. are enclosed (see Page-7 & 8)

Evaluation System

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

- Self-assessment exercises are built in within each unit of study material. These do not carry any weightage of marks, but they help student to understand the subject better.
- Continuous evaluation is mainly through Assignments (tutor-marked and practical assignments) and Seminars/ Workshops/ Extended Contact Programmes, Field Visits, Internship, Project etc.
- The Term-End Examinations at the end of semester/ year. (Theory and Practical separately)
- Projects, Internships etc. (as one of the courses as prescribed for selected programme)

Term-End Examination

The University conducts Term-End Examination twice a year in the months of June & December. While submitting examination form, students should ensure:

- Valid registration for the courses, in which they wish to appear,
- Filled-in examination form for courses for which student wish to appear along with fee has to be submitted online.
- Assignments to be submitted by students in those courses by the due date.

Examination form along with the requisite fee has to be submitted ONLINE ONLY. Helpdesk at the IGNOU Regional Centre is available for assistance in online submission of Examination form.

Points to remember while filling up Examination Form

- Students should submit on-line examination form as per guidelines through IGNOU website www.ignou.ac.in under the link <http://exam.ignou.ac.in/> within the prescribed date and time.

- Intimation Slips/ Hall Tickets will be made available for download and the same can be downloaded from IGNOU website www.ignou.ac.in before the commencement of the examinations as it is a necessary document to be furnished along with the IGNOU ID card to enter the Examination hall to appear for the examinations.
- Every study centre will not be an examination centre (and also not necessarily 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.

Tentative Dates for submission of exam forms

For June TEE	Late Fee	For Dec TEE	Late Fee
1 st March to 30 th April	Nil	1 st Sept to 31 st Oct	Nil
1 st May to 10 th May	Rs. 1000/-	1 st Nov to 10 th Nov	Rs. 1000/-

Note: Exam forms are received with a late fee of Rs. 1000/- and in such case, the exam centre will be usually allotted only in the Regional centre city only. **The dates and details given may change. For updated information, visit IGNOU website www.ignou.ac.in**

Practical Examination

Some programmes/ courses have practical examination. For example MCA, BCA, CIT, CCITSK, CBS, BA/MA Psychology and M.Sc (MACS) etc. with computer applications etc., In order to appear in a practical examination, you are required to submit your Term-End-Examination (TEE) form online. The TEE form is same for theory and practical examination. The schedule of the practical examinations 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. Therefore BCA/MCA and other programmes having practical's/lab, must take a course wise attendance certificate from the coordinator/PIC mentioning their attendance in the respective practical/lab. For course in which there is a shortfall in the attendance from the prescribed percentage, the student is expected to repeat practical sessions in each course after paying the requisite fee for attending the same, thus, compensating the shortfall in the attendance in the next semester. In other words, if you do not fulfil the minimum prescribed attendance for the Practical courses, you will not be allowed to appear in the Practical Term- End Examination. Only upon the fulfilment of the requisite attendance, you would be allowed to appear in the subsequent practical Term End Examinations. 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 courses 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 the student have requisite attendance in practical/lab experiments etc.

PROJECTS (Proposal and Reports)

Some Programmes/Courses have projects. Students are required to go through their Programme Guides and project manuals. 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, THE Project work of MCA and BCA Programme needs the approval of the project proposal before submission of the final project. For MCA, BCA, MA (Psychology), PGDEMA, MA (EDU) project proposals are to be submitted to the Regional Centre, Cochin. In case of MBA, proposal needs to be approved by the School of Management Studies, New Delhi. Final Project needs to be submitted to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi 110 068. For more details of the other 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.), MA (Psychology), PGDFSQM, M.A. Psychology Internship, BA Psychology Internship is conducted at the Regional Centre, Cochin usually in the months of November/January and May/July after evaluation of the Project Report submitted. The dates and venue of the Viva-Voce is communicated to you by the Regional Centre, Cochin.

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 requested to submit the re-registration form ONLINE ONLY at www.ignou.ac.in.

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 is given in the adjacent table for your reference.

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 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, of their State, fill it up and submit the duly completed Scholarship Form to the Regional Centre, Cochin 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 Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of the University also. Such students are advised to apply to the awarding authority. For Transgender Community, all IGNOU programmes are offered free of cost.

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 **concerned 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 which is available in IGNOU website.

Change of Programme

For the Bachelor Degree programmes, the Change of programme can be applicable only from BA to BCom/BTS/BSW or BCom to BA/BTS/BSW or BSc to BA/BCom/BTS/BSW. It can be permitted only in the first year of study within 30 days from the receipt of first set of course material. No change is permitted from BA/BCom/BSW/BTS to BSc. 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 Centre, Cochin. For the norms and procedures, refer the Common Prospectus, and also in the Programme Guide for which programme you have registered or IGNOU Website www.ignou.ac.in.

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

The Region can be transferred by receiving the request in 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 Study 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 Regional Centre where the learner wants to transfer.

Important Tips for you to remember

- Keep your IGNOU Identity Card Safe. This must always be furnished to use facilities at Regional Centre/ Study Centres and at HQ. It should be safely retained with you till you complete your programme of Study and receive the final certificate at the convocation.
- Attend Induction programme (without fail) at your Study Centre or the centre/ place where you are invited.
- Get a Counseling Schedule from your Study Centre at the Induction Meeting or by post before commencement of Academic Counseling.
- The study materials and Programme Guide will be sent to you by post from Material Production & Distribution Division (MPDD), IGNOU, Maidan Garhi, New Delhi.
- Assignments can be downloaded from IGNOU website also (see details on Page No. 7 & 8).
- Academic Counselors (teachers) will be available at the scheduled counselling sessions for interaction at the Study Centre.
- Get a receipt when you deposit assignment response at the Study Centre. Keep a photocopy of each assignment response you submit to the Centre. Please follow time limit-deadlines for submission of assignments responses.
- Evaluated assignment responses will carry comments. You will receive all evaluated assignment responses well before appearing for Term End Exams. Insist for the same, if you do not receive assignment responses on time from the Centre. Check status of Assignment marks/grades online (See details on Page No. 7 & 8).
- Submit your Term End Examination Form through online through www.ignou.ac.in well in time for June and December TEE. While submitting form, remember you are required to fill theory and practical courses too.
- You will receive an Examination Intimation Slip (Hall Ticket) well before TEE. You may also download the same from the IGNOU's website (www.ignou.ac.in).
- 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).
- Term End Exam results are accessible on IGNOU's website. Please login to IGNOU website for the same.(See details on page 7 & 8)
- Regularly check your grade card status in the IGNOU Website and ensure that your assignment marks/ grades and TEE results are updated/reflected correctly.
- You are advised to maintain a file relating to your programme and correspondence made with the offices of the University. You will be intimated through SMS alerts (if possible) about date of Induction, re-registration etc., by the Regional Centre. Do not miss them as they play an important role in successful completion of the programme. You are advised to regularly visit the IGNOU website for various additional inputs (www.ignou.ac.in) and also for updates in fees/dates for the various deadlines. News and events etc.

WHOM TO CONTACT AT REGIONAL CENTRE, COCHIN

- 1. For Admission, Registration and Related Matters (Identity Card, Fee Receipt and, Change of Region/ Study centre/Medium/Course/Correction of Name, Migration Certificate, Counseling session schedule of SC 1407- Sree Kerala Varma College, Thrissur; SC 14183- CHF Family Apostolate Training and Research Institute, Velur; PSC 1417P- IRS Computer & Commn. Pvt.Ltd, Naduvilal; SSC-14182D- Ansar Women’s College, Perumpilavu, : Dr. Praseetha Unnikrishnan, Assistant Regional Director, Sh. Sebastian D’Cruz, E (DP), RC Cochin, Phone: 0484- 2348189/ 2340203. E-Mail: rckochi_admissions@ignou.ac.in**
- 2. For Assignment, Convocation, Examination related matters, Counseling session schedule of SSC 14134D – Ideal Training College, Cherpulassery; SSC 14178D- Darul Huda Islamic Madrasa, Vadakkancheri.: Dr. S. Vijayaragavan, Assistant Regional Director, Sh. Anilkumar, Assistant(for Assignment) Phone: 0484-2348189/ 2340203. Sh. Muhammad Ansar T A AE (DP) (for examinations/Convocation) E-Mail: rckochi_exams_assignment@ignou.ac.in.**
- 3. For Project, Dissertation Evaluation and Viva-Voce, Gyan Vani, Enrichment Session through the Innovation Club, Counseling session schedule of SC 14000 IGNOU RC Campus Study Centre, Kaloore; SC 1402- Sacred Heart College, Thevara; Sc 1477- St. Theresa’s College, Ernakulam; SC 14119- De Paul Campus, Angamaly; Sc 14127- Nirmala College, Muvattupuzha; SC 14157- Rural Academy for Management Studies (RAMS), Ernakulam; Sc 14166- The Cochin College, Cochin; Sc 14184- Al-Ameen College, Edathala; PSC 1423P- CHIPS Software Systems (P) Ltd, Cochin; PSC 1453P- MES College of Education, Edathala; PSC 1478P- St. Paul’s College, Kalamassery; PSC 14114P- Lab Chief Inter field Laboratories, Karuvelipady; PSC 14185P- ICAR Central Institute of Fisheries Technology, Cochin, SC 14169- Danahalaya Institute of Formation and Counselling Centre, Punnapra; SC 14180- VISWA Instt. Of Contemporary Allied Studies, Punnapra : Dr. Sindhu P. Nair, Assistant Regional Director 0484-2348189/ 2340203. E-Mail: rccochin@ignou.ac.in**
- 4. For library, Training Programme, Availability of academic counselors for courses and Part-time functionaries at LSC related queries, Counseling session schedule of SC 1406- CMS College, Kottayam; SC 1480- Bishop Vayalil Memorial Holy Cross College, Cherpunkal; SC 14177- St. Thomas College, Pala; PSC 1424P- International institute of Information Technology (IIIT), Kottayam; SC 1408- Newman College, Thodupuzha; SC 14170- government College, kattappana; SC 14181- JPM Arts & Science College, Kattappana; SSC 14162D- Holy Cross College of Management & Technology, Puttady; SSC 14176D- Nehru Yuva Kendra Sangathan, Kavaratti, UT of Lakshadweep : Dr V. T. Jalajakumari, Assistant Regional Director 0484-2348189/ 2340203. E-Mail: rccochin@ignou.ac.in**
- 5. For Materials, Scholarship and Reimbursement of Fee related queries: Sh. K. K. Joseph, Assistant Registrar Sh. K. J. Joseph, Section Officer 0484-2348189/ 2340203. E-Mail: rckochi_materials@ignou.ac.in**
- 6. For Administration and Finance related queries: Sh. K. K. Joseph, Assistant Registrar Sh. K. Muraleedharan, Section Officer 0484-2348189/ 2340203. E-Mail: rckochi_finance@ignou.ac.in**

AT UNIVERSITY HEADQUARTERS

- 1. For Pre-admission information regarding various Programmes of IGNOU: visit IGNOU website www.ignou.ac.in**
- 2. Non-receipt of Study Materials and Assignments: The Registrar, Material Production and Distribution Division, Email: mpdd@ignou.ac.in**
- 3. Queries related to Assignment marks: Ph. 011-29571325, 011-29571319, 011-29571313 Email. assignment@ignou.ac.in**
- 4. Declaration of results of Masters and Bachelor degree level programme/issue of grade card and Provisional Certificate of Masters and Bachelors Degree level programme/Practical marks of all programme: Ph. 011-29572212, 011-29536103, Email: mdresult@ignou.ac.in, bdresult@ignou.ac.in, practicalised@ignou.ac.in**
- 5. Declaration of results of Masters, Bachelor and Diploma Programme/Issue of grade card and Provisional certificate of Masters, Bachelor and Diploma level programme: Ph. 011-29572211, 011-29536743. Email: bdresult@ignou.ac.in, dresult@ignou.ac.in, cresult@ignou.ac.in (for Certificate programme)**
- 6. Students general enquiries and grievances/Issue of duplicate mark sheet: Ph. 011-29572218, 011-29571313 Email: sedgrievance@ignou.ac.in**
- 7. Verification of genuineness of Provisional Certificate and Grade card/Issue of Transcript: Ph. 011-29572210 Email: gcvverification@ignou.ac.in**
- 8. Status of Project reports of all Programmes/Dissertation and Viva marks: Ph. 011-29571324, 011-29571321, 011-29532294 Email: projects@ignou.ac.in**
- 9. Issue of Degree/Diploma Certificate/Dispatch of returned Degree/Verification of Degree/Convocation: Ph: 011-29572213, 011-29535438, 011-29572224 Email: convocation@ignou.ac.in**
- 10. Revaluation of Term end examination, Early declaration of result, Obtaining photocopy of Answer scripts: Contact Dy. Registrar, Regional Evaluation Centre, Cochin – only written request entertained.**

Sh. K. K. Joseph
Assistant Registrar

Sh. K. J. Joseph
Section Officer

Sh. K. Muraleedharan
Section Officer

Dr. Sindhu P. Nair
Assistant Regional Director

Dr. V.T. Jalaja Kumari
Assistant Regional Director

Dr. S. Vijayaragavan
Assistant Regional Director

Dr. Praseetha Unnikrishnan
Assistant Regional Director

Dr. J.S. Dorothy
Regional Director