

Dated 20<sup>th</sup> January 2014

Dear Student,

I am pleased to inform you that you have been registered with IGNOU for the programme for which you have applied. For registration details, please see the Fee Receipt. Fee receipt and ID Card are enclosed.

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

1. Before attending Induction Programme check your registration details. Inform the Regional Centre if any corrections are needed. You may get your original certificates verified at the study centre allotted to you.
2. You may collect your Study Materials, Programme Guide and Assignments from the Regional Centre if you are attached with study centre at Ernakulam or from the concerned study centre if you are outside Ernakulam.
3. Attend/ listen Induction programme as scheduled on a particular date and time as given below.

**GYAN VANI (FM RADIO) INDUCTION PROGRAMMES FOR January-2014 Session**

**Note: These programmes are interactive. Students can talk to Resource Persons who are in the GYAN VANI FM Radio Station and get clarification. (bandwidth 105.6)**

Sl.No.	Date and Time	Programmes	Contact No.
1	15-2-2014 09.00 A.M to 10.00 A.M.	All Programmes	0484 -2344055
2	18-2-2014 09.00 A.M to 10.00 A.M.	All Programmes	

**Proposed Induction Programmes at Study centre for January 2014 session**

Sl No	Date & Time	Study Centers Name	Venue of Induction	Programmes	IGNOU Officers Attending Induction	Contact Number of study centre
1	09/2/14 10.AM (Sunday)	St.Alberts College (SC-1412), St.Thearea's College (SC-1477), RAMS Kochi (SC-14157), Cochin College(SC-14166), Chips Computer Centre (SC-1423), SSV College Perumbavoor, Ernakulam (SC-1443).	SC-1412 St.Alberts College Ernakulam	All Activated Programmes	Dr Sindhu P Nair, ARD	0484- 2394225
2	09/2/14 10.AM (Sunday)	Regional Centre, Kaloor (RC-1400) SH Thevara College (SC-1402), St.Paul's College (SC-1478), Interfield Laboratories Kochi (SC-14114), Barata Mata College Thrikkara (SC-14165).	RC-1400 Regional Centre - Kaloor	All Activated Programmes	Dr.M Rajesh RD	0484- 2663380
3	09/2/14 10.AM (Sunday)	PSMO College Tirurangadi (SC- 1409), Jamia Nadwiyya Training College Edavanna PO, Malappuram (SC-14122).	SC-1409 PSMO College Tirurangadi	All Activated Programmes	Dr.Sasicoumar Brumot, ARD	0494- 2463344
4	09/2/14 10.AM (Sunday)	SKV College(SC-1407) Trichur, IRS- Computer Centre (SC-1417), Sree Krishna College, Guruvayur, PSC-1447	SC-1407 SKV College Trichur	All Activated Programmes	Dr. Jalaja Kumari, ARD	0487- 2380355
5	16/2/14 10.AM (Sunday)	CMS College (SC-1406), IIIT-Kottayam (1424), St. Thomas Apostolic Seminary (SC-14135), TMA Institute of Counselling Amalagiri (SC-14150).	SC -1406 CMS College Kottayam	All Activated Programmes	Dr. M Rajesh ,RD	0481- 2583075

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Contact RC Cochin for details

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7	16/2/14 10.AM (Sunday)	Ideal College Cherpulassery (SC-14134),	SC -14134 Ideal College Cherpulassery	All Activated Programmes	Dr. Sasicoumar Brumot,ARD	0466- 2204561
	16/2/14 2. PM	MCT Training College, Melmuri, Malappuram (SSC-14100D) Unity Women's College, Majeri, Malappuram (PSC-1445)	SC-14100 D MCT- Training College Melmuri	All Activated Programmes		0483- 2735212
8	16/2/14 10.AM (Sunday)	Bishop Vayalil Memorial Holy Cross College Cherpunkal (SC- 1480), St.Thomas College Pala (SC-1444), Devamatha College KurivilangadKottayam (SC-1486).	SC-1480 Holy Cross College Cherpunkal	All Activated Programmes	Dr. Sindhu P Nair,ARD	04822- 268343
9	23/2/14 10.AM (Sunday)	De Paul Campus Angamaly (SC-14119), St.Joseph Pontifical Seminary Carmelgiri Aluva (SC-14163).	SC-14119 De Paul Campus Angamaly	All Activated Programmes	Dr. M. Rajesh ,RD	0484- 2454336
10	23/2/14 (Sunday) 10.AM	MES College of Education, Edathala Aluva, (PSC-1453P)	SC-1453 MES College Aluva	All Activated Programmes	Dr Jalaja Kumari ARD	0484- 2482728
	2.30 PM	Namboodiris College of Teacher Education, Irinjalakuda (PSC-14167P)	SC-14167 P Irinjalakuda	All Activated Programmes		0480- 2823910
11	20/2/14 Thursday 2 PM	Holy Cross College of Management And Technology Puttady, Idukki. (SC-14162). JSS Nedumkandam Idukki, (SC-1468)	SC-14162 Holy Cross College Puttady	All Activated Programmes	Dr.M.Rajesh RD	04868- 277674

Please remember that attending Induction programme, meeting resource persons of the Regional Centre and Study Centre is compulsory, as this first meeting would provide you the required information for pursuing your studies.

4. Collect Academic Counseling/ Practical Schedules from the Study Centres/ Programme Study Centres/ during Induction/ after Induction but well before first Counseling/ Practical is scheduled.
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. Submit Assignment responses always at the Study Centres unless you are advised to submit them any other places. Collect all evaluated Assignment responses along with the written Feedback on the Assignment responses from the Study Centres to overcome your academic difficulties.
7. Submit Term End Examination forms for Theory as well as Practical courses at the Regional Centre along with the requisite fee of Rs.60/- per paper in favour of IGNOU payable at Cochin. Submission of Term End Examination form for all courses is mandatory.
8. Remember that students registered for Semester programmes and Annual programmes (2years / 3 years) are required to re-register with the prescribed registration fee as per 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 visit IGNOU Regional Centre Facebook account for regular updates.  
([www.facebook.com/ignouregionalcentrecochin](http://www.facebook.com/ignouregionalcentrecochin))

With best wishes,  
Yours sincerely,

-Sd-  
**DR.M. RAJESH**  
Regional Director

**Encl:** Fee Receipt and ID Card

**Copy to:** All Coordinators/ PICs – For information and necessary action for the conduct of induction programme.

## GUIDELINES FOR DISTANCE LEARNERS

I congratulate you on your successful admission with the Indira Gandhi National Open University. We are happy that you have registered with a University which has national and international presence offering more than 400 academic programmes with thousands of courses in a variety of disciplines through its national and international network of Regional Centres and Study Centres (in India) and Partner Institutions (abroad). More than three million students are enrolled in the University. Many of them are enrolled mostly in Professional, Technical, Vocational, Traditional disciplines viz., Management, Computing education, Education, Health and Paramedical Sciences, Pure Sciences, Journalism, Social Sciences, Law, Agriculture, Extension, Gender, Social Work etc.

You are aware that you have enrolled for a programme which is being offered through Distance Learning mode adopting the Open 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.
- Confirmation Letter and Guidelines sent to you.
- Programme Guide issued along with study material.
- IGNOU Website ([www.ignou.ac.in](http://www.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 familiarizes 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 open 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-examinations. 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 (by post in case you miss the induction). 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 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 lectures. 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 practicals 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 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. 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/Starter Kit 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 practical courses.

### Field Visits, Workshops, Seminars etc.

Some programmes have field visits, workshops, 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 attendance in these are 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 for appearing in Term End Examination. Therefore, you are expected to submit the assignment responses by the prescribed date at the study centre. Assignments are part of your Continuous Evaluation. **Remember submission of assignment is also necessary and pre-requisite condition for sitting in the Term End Examination.** However the significance of assignments is much more than this. 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 in comprehending the subject content better and in overcoming your limitations and to improve subsequent performance in writing assignments and 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 your programme Guide/Starter kit.
- 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 for your feedback. 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 feed-back on your evaluated assignments.
- Assignments are usually provided with study materials. Assignments are changed every semester/year. New assignments can be obtained from the Regional Director, IGNOU Regional Centre, Kaloor, Cochin or downloaded from IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). Details of steps involved in downloading the assignments from IGNOU website, registration status etc. are enclosed( see Page-8)
- Certificate programmes do not have assignments. However, you may consult your Programme Guide for details.

### 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 mainly through Assignments (tutor-marked and practical assignments) and Seminars/ Workshops/ Extended Contact Programmes, Field Visits etc.
3. The Term-End Examinations at the end of semester/ year.
4. Projects, Internships etc. (during studies)

### 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.

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 Kochi.

### Points to remember while filling up Examination Form

- Filled in examination form must be submitted only to: The Regional Director, IGNOU Regional Centre, Kaloor, Cochin-17.
- Get an acknowledgement slip after submission of the examination form.
- Students can also submit on-line examination form as per guidelines through IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in).
- If you do not receive the Intimation Slip/ Hall Ticket within 7 days before the commencement of examination, you may contact the Student Evaluation Division at IGNOU (Hqs), or your Cochin Regional Centre for necessary help. Intimation Slips/ Hall Tickets may also be made available for download in IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in)
- 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 Dec 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/-

### Practical Examination

Some programmes/ courses have practical examination. For example MCA, BCA, CIT, BA/MA Psychology and M.Sc(MACS) etc. with computer applications 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 examinations will be available at the Regional Centre. Separate hall tickets are issued by Regional Centre for practical examinations. To attend the Term end practical examination, you are required to have prescribed attendance in the practical sessions of each course. For course in which attendance is short, the student is expected to appear in the term end practical examination only after paying the requisite fee for attending the repeat practical sessions in each course, thus, compensating the short attendance in the next semester. 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 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/lab experiments etc.

### 5. 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, MCA and BCA needs project proposal approval before submission of the final project. For MCA, BCA, 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. 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. Therefore BCA/MCA and other programmes having practicals/lab, must take a course wise certificate from the coordinator/PIC mentioning their attendance in the practical/lab.

**Viva-Voce:** The Viva-Voce of project for BCA /MCA/MA (Edu.) and M.Ed is conducted at the concerned RC usually 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 no where 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

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### 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, of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director 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.

### Fee Concession

This fee concession is not applicable for the PG Certificate, PG Diploma and Ph.D Programmes.

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.

### 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 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) You may collect your Study Materials, Programme Guide and Assignments from the Regional Centre if you are attached with study centre at Ernakulam or from the concerned study centre if you are outside the Ernakulam.
- 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 Tem 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 Term end practical examination of CIT, BCA and MCA by the Regional Centre.
- 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.
- xiii) 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, collection of study materials etc., by the Regional Centre. Do not miss them as they play an important role in successful completion of the programme. You may also go through the IGNOU website for various additional inputs ([www.ignou.ac.in](http://www.ignou.ac.in))

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.

#### WHOM TO CONTACT AT REGIONAL CENTRE, COCHIN

1. **The Regional Director, IGNOU Regional Centre, Cochin**, Phone: 0484-2533021 (RD Secretariat) FAX: 0484-2340204 Website: [www.ignou.ac.in](http://www.ignou.ac.in), E-mail: [rccochoin@ignou.ac.in](mailto:rccochoin@ignou.ac.in)
2. **For Admission and Related Matters and Migration Certificate: K.J.Joseph**, Section Officer, RC Cochin, Phone: 0484-2345650, 2348189/ 2340203. E-Mail: [rckochi\\_admissions@ignou.ac.in](mailto:rckochi_admissions@ignou.ac.in)
3. **For Study Materials and Assignment Questions related matters: K.J.Joseph**, Section Officer, RC Cochin, Phone: 0484-2102210. E-Mail: [rckochi\\_materials@ignou.ac.in](mailto:rckochi_materials@ignou.ac.in)
4. **For Examination and Assignment Evaluation related matters: Dr. K. Sasicoumar Brumot**, Assistant Regional Director, Phone: 0484-2330891/ 2340203. E-Mail: [rckochi\\_exams\\_assignment@ignou.ac.in](mailto:rckochi_exams_assignment@ignou.ac.in)
5. **For Student Support Services & Student Grievances/Assignment Grades: Dr.Jalaja Kumari**, Assistant Regional Director, RC Cochin, Phone: 0484-2348189/ 2340203. E-Mail: [rckochi\\_admissions@ignou.ac.in](mailto:rckochi_admissions@ignou.ac.in)
- 6 **For Identity Card, Fee Receipt and, Change of Region/ Study centre/Medium/Course/Correction of Name etc.: Mr. Sebastin D'cruz**, Executive Assistant, RC Cochin, Phone: 0484-2348189/ 2340203. E-Mail: [rckochi\\_admissions@ignou.ac.in](mailto:rckochi_admissions@ignou.ac.in)
- 7 **For Project, Work Book Evaluation and Viva-voce: Sindhu.P.Nair**, Assistant Regional Director 0484-2330891/ 2340203. E-Mail: [rckochi\\_exams\\_assignment@ignou.ac.in](mailto:rckochi_exams_assignment@ignou.ac.in)

#### AT UNIVERSITY

1. **Pre-Admission Enquiry Regarding Various Courses of IGNOU:** Public Information Unit, IGNOU, Maidan Garhi, New Delhi-110068. Email: [rmohan@ignou.ac.in](mailto:rmohan@ignou.ac.in), Phone:011-29532321
2. **Student Support Services Centre: Dr.Jayasree Kurup**, Director IGNOU New Delhi, 011-29535714/29533869/ 295389870.
3. **Non-receipt of Study Material and Assignments:** The Director, Material Production & Distribution Division, IGNOU, Maidan Garhi, New Delhi - 110068. Email: [mpdd@ignou.ac.in](mailto:mpdd@ignou.ac.in)
4. **Examination Date-sheet, Result – rechecking, Grade Card & Provisional Certificate:** The Deputy Registrar (Exam II), SR&E Division, IGNOU, Maidan Garhi, New Delhi - 110068. Email: [sred@ignou.ac.in](mailto:sred@ignou.ac.in)
5. **Change of Elective / Medium / Address / opting of left over electives:**  
**In case of BDP, Computer & Management Programmes**  
 Assistant Registrar (Exam II), SR&E Division, IGNOU, Maidan Garhi, New Delhi - 110068.  
**In case of All other Programmes**  
 Assistant Registrar (Eval. III), SR&E Division, IGNOU, Maidan Garhi, New Delhi - 110068.
6. **Purchase of Audio / Video Tapes:** Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068. Email: [marketingempc@ignou.ac.in](mailto:marketingempc@ignou.ac.in)
7. **Academic Content:** Director of the School concerned
8. **Non receipt of original Certificates:**Shri Anil Kumar, Asst Registrar SED, IGNOU New Delhi Phone 011-29572224 e-mail :[convocation@ignou.ac.in](mailto:convocation@ignou.ac.in)

**Dr. N.V. Sreedharan**  
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