INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, KALOOR P.O., COCHIN, KERALA 682 017
www.ignou.ac.in Email: rccochin@ignou.ac.in
Phone:0484-2348189/2340203

Dated: 28.10.2020

Dear Learner,

Greetings from IGNOU Regional Centre, Cochin!

We at IGNOU are pleased to inform you that you have been enrolled for the July 2020 Session with IGNOU for the programme for which you have applied. The current Pandemic situation has put forth various challenges before everyone and education is no exception. IGNOU Regional Centre, Cochin is committed to overcoming these challenges and we look forward to your wholehearted support in this endeavor. For your registration details, please see IGNOU website (www.ignou.ac.in) or the link: http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp 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 at your end. In case of students who have applied offline, Fee receipt and ID card will be sent by Post.

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 display 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 Regional Centre Cochin website rccochin.ignou.ac.in. Due to the current pandemic situation, the Induction meeting has been scheduled in Online/Virtual mode. The Induction Meeting 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 for opportunity to be 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. The Academic counseling sessions are presently being conducted through Online/Virtual mode due to the pandemic situation as per UGC guidelines. Please note that the attendance in the Practical Counseling Session serves as a prerequisite for your eligibility to appear in the Practical examination- which is/are counted for the successful completion of the Programme of Study. As per the Policy of the University, there is only Technology based Learning support by the concerned School/Faculty for the programmes Post Graduate certificate in Climate Change (PGCCC), Certificate in Performing Arts- Bharatanatyam (CPABN) and Post Graduate Diploma in Translation (PGDT).
5. Remember that the Study Centre will conduct first Online/Virtual 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. You can submit hard copy of Assignment responses always at the Study Centres or you can submit them through Online/Virtual mode due to the present pandemic situation in the Google link notified in the Regional Centre, Cochin website www.rccochin.ignou.ac.in. Kindly ensure to 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 award updation in grade card for your enrolment number/ programme through IGNOU website.
7. Term End Examination is held twice a year-in June and December. Submit Term End Examination forms for Theory as well as Practical courses by submitting online Examination form 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 (pay fee for the next semester) 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 entry to Regional Centre (RC), Learner Support Centre (LSC), 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 through Online/Virtual mode (due to the current pandemic situation) after receipt of SMS from the Regional Centre Cochin.

Our good wishes for the successful completion of the academic programme for which you have enrolled. Stay Safe and Stay Healthy!

Yours Sincerely,

Dr. J.S. Dorothy
Regional Director
Encl: Guidelines for Learners
Copy to: All Coordinators/ PICs – For information and necessary action

GUIDELINES FOR DISTANCE LEARNERS

Attention Learners'- IGNOU provides an unique opportunity to pursue a Certificate programmes along with either a Degree or Diploma Programme as preferred concurrently

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 228 academic programmes with courses in an array 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 the students, who have enrolled for study at IGNOU 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 as a link through SMS
- 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 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 that may be required for your study 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/soft copy of the 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, presently Online/virtual mode *academic counseling due to the Pandemic situation* is provided through Virtual means by the Regional Centre. The Schedule of the Online counseling sessions will be intimated to you through SMS or by the Study Centre. You are advised to be in touch with your Study centre to get information about counseling, assignments, etc. Academic Counseling is provided by Academic Counselors who are experts in the subject. These Online 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 interaction with Academic Counselor and peer groups *(student colleagues).*

Academic Counseling (Theory)

Academic Counseling sessions provide you an opportunity to comprehend difficult concepts, clarify various doubts, share your views on the subject with Academic Counselor and peer group in order to acquire quality education. However, you must note that counseling sessions at IGNOU are not lecture sessions. Academic Counseling 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. Keeping in view with the distance education philosophy, theory counseling is not compulsory to attend. The Study material is self-sufficient for the coverage of the Syllabi prescribed for the Programme enrolled by a learner.

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 organized for practical courses. You are therefore advised to be regular in your practical sessions so

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that you would be able to appear 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 on Practical/Lab sessions 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 individual 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 can be downloaded from the Student zone of the IGNOU website www.ignou.ac.in. 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 or otherwise (if informed due to the pandemic situation). 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/Assignment Question
- 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. Change of study centre is also visible under 'Registration status' in the Student zone of IGNOU website www.ignou.ac.in
- Feed-back on assignment should be considered carefully. Please insist on tutor Comments as feed-back on your evaluated assignments
- Assignment Questions are available in the IGNOU website. However, they are also provided along 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-8 & 9)

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 enrolled)*

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses 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. While submitting examination form, students should ensure:

- Registration for the courses is valid and not time barred.
- Required number of assignments in the courses have been submitted by due date wherever applicable.
- Minimum time to pursue these courses as per the provision of the programme has been completed.
- Examination fee for all the courses the learner is appearing in the examination has been paid.

In the case of non-compliance of any of the above conditions, the result of all such courses is liable to be withheld by the University. 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 the 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

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Interested in Social Work? Join our MSW , MSW(C), PGDCOUN & BSW programmes
Join Certificate in Functional English (CFE) for fluency in English

- 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 online examination form

Tentative Dates for submission of exam forms

For June TEE	Late Fee	For Dec TEE	Late Fee
1st March to 31st March	Nil	1st September to 30th September	Nil
1St April to 15th April	Rs. 1000/-	1st October to 15th October	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 as per the policy of the University. 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 MSCMACS 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 practicals/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 approval. 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), PGDET, PGDEMA, PGDFSQM, M.A. Psychology Internship, and 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 minimum duration of the programme you have chosen for Study. You are requested to submit the re-registration form ONLINE ONLY at www.ignou.ac.in.

Additional time for Learners with Disability

a) Learners with disability of 40% or more are given additional 2 (two) years beyond the maximum duration prescribed for all academic programmes.

b) Learners with disability seeking benefit of the aforesaid facility should submit the 'Disability Certificate' issued by the competent authority at the Regional Centre concerned, which, in turn will verify it, make entry in the data base and transmit the data to SRD for updating in the Master records.

c) Re-admission facility to learners with disability will be extended without charging any pro-rata fee, i.e. further extending the duration beyond the maximum duration by six months/ one year/ two year, as the case may be. However, learners with disability are required to submit Re-admission Form, as per schedule, without any pro-rata fee.

Scholarships

Those SC/ST students applying for Post Graduate Programmes, Government of Kerala is reimbursing their course fee from Welfare Board of SC/ST secretariat Kerala. Forms available at Regional Centre, Cochin or SC/ST secretariat of concerned District.

Is the food that you eat healthy & nutritious? Join our CFN & DNHE programmes to know more

Attention Graduates – Want to hone your business skills? Join our CBS Programme

Want to develop your rural community? Join our CRD, PGDRD, SOA -Agriculture programme

Fee Exemption for SC/ST Students under the SCSP and TSP Schemes

The University provides exemption of programme fee to students from SC/ST category as per its policy. The policy is reviewed for every admission cycle. Students are advised to visit the University website or contact the Regional Centre to know about the latest provisions. Eligible SC/ST students are exempted for paying the fee while registration. Those category students can upload the Caste Certificate and take undertaking of not employed while taking admission.

The SC and ST students who are employed or who are availing any kind of fellowship or fee exemption from other agencies are not eligible for fee exemption under SCSP/TSP scheme. The exemption of fee is confined to Programme Fee mentioned in this Admission Prospectus. The scheme will not exempt late fee (if any), Term End Examination fee, re-admission fee, convocation fee etc.

Refund of Fee

If a student applies for cancellation of admission and refund of fee, the refund request will be considered as per the University policy as under:

a. Before the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.200/-
b. Within 15 days from the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.500/-
c. Within 30 days from the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.1,000/-.
d. After 30 days from the closure of the last date- No refund will be allowed.
e. The last dates for submission of admission form will be considered separately i.e. last date without late fee and last date with late fee. However, late fee, if any, will not be refunded.
f. In cases of (a) to (c) above, the candidate will make a written request to the Regional Director concerned for such a refund. The RC will process the cases as soon as possible after ascertaining the credit of the same in IGNOU Accounts.
g. For CBCS Based Bachelor's Degree Programme: The registration of the students will be done year-wise though the courses of the programmes will be offered semester-wise. The students will pay the fee for the first and second semesters at the time of admission itself. No fee will be refunded if a student decides to withdraw mid-session.

Change of Medium

For CBCS Based Bachelor's Degree Programme, Change of medium will be allowed as per current practice on payment of applicable fee. For other Programmes Change of Medium is permitted within 30 days from the receipt of first set of course material in the first year ONLY, on payment of Rs.350/- plus Rs.350/- per 2/4 credit course and Rs.700/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs.350/- plus Rs.600/- per 2/4 credit course and Rs.1200/- per 6/8 credit course. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at Cochin. All such requests for change of Medium should be addressed to the Regional Centre, Cochin only as per schedule.

Change of Elective/Course

For CBCS Based Bachelor's Degree Programme, change of course is NOT permitted in CBCS-Based BAG/BCOMG and BSCG Programmes at present. The facility may be made available in near future. However, for change of course, whenever applied, shall be permitted only in the first year. For Master's Degree Programme, the fee for change of course is Rs.600/- for 2/4 credits and Rs.1200/- for 6/8 credits course. Payment should be made by way of a Demand Draft drawn in favor of "IGNOU" payable at Cochin. All such written requests for change of Elective/Course should be addressed to the Regional Centre, Cochin only as per schedule.

Change of Programme

Change of Programme is NOT permitted in CBCS-Based BAG,BCOMG and BSCG Programmes. For other Programmes Change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/ MARD/M.Com./ MAPY/MAPC) is permitted only in the first year of study within 30 days from the last date of applying for admissions. A student has to pay the full fee for the new Programme and he/she has to forgo the fee paid for the earlier programme. The request for change of programme should be addressed to the Regional Centre, Cochin.

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

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., '**No Objection Certificate**' is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable. The learner can seek transfer to any other overseas study centre only after six months of Registration or submission of first year/semester assignments for the programme of one year or longer duration.

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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 Head Quarters. 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)* through Virtual/Online mode or any other means as deemed fit due to the Pandemic situation
- Attend Virtual/Online Academic Counseling sessions being scheduled- the link will be sent by sms
- 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. 8 & 9)
- Academic Counselors (teachers) will be available at the scheduled counselling sessions for interaction on matters related to the subject content 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 receiving the Assignment Response back from the Study Centre where you had submitted. If you do not receive assignment responses on time from the Centre, please meet the Coordinator to solve this issue for you. Check status of Assignment marks/grades online (See details on Page No. 8 & 9)
- 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 8 & 9)
- Regularly check your grade card status in the IGNOU Website and ensure that your assignment marks/ grades and TEE results are updated/reflected correctly for each of the session
- You are advised to maintain a file relating to your Programme of Study 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), Online Help Desk for Admission, Bonafide/Migration Certificate, Enrichment Session through the Innovation Club, Organizing Induction Meetings, Promotional Camp, 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 14168D – Central Prison, Viyyur; SSC 14182D- Ansar Women's College, Perumpilavu; SC 14169- Danahalaya Institute of Formation and Counselling Centre, Punnapra; PSC 14180P- VISWA Instt. Of Contemporary Allied Studies (VICAS), Punnapra; SC 14187- St. Michael's College, Cherthala: Dr. Praseetha Unnikrishnan,** Assistant Director, **Sh. Sebastian D'Cruz,** (EDP), **Sh. P. K. Baladasan**, MTS Phone: 0484- 2348189/ 2340203. E-Mail: rckochi_admissions@ignou.ac.in
2. **For Assignment, Convocation, Examination related matters, Online Help Desk for Examination, Swachh Bharat Mission related activities, Convocation, Counseling session schedule of SC 14000- IGNOU RC Campus Study Centre, Kaloor; SC 1402- Sacred Heart College, Thevara; SC 14119- De Paul Campus, Angamaly; SC 14127- Nirmala College, Muvattupuzha; SC 14166- The Cochin College, Cochin; PSC 14114P- Lab Chief Inter field Laboratories, Karuvelipady; SSC 14163D – St. Joseph Pontificial Seminary, Aluva.: Dr. S. Vijayaragavan,** Assistant Regional Director, **Sh. Sabu N.G.,** Assistant(for Assignment) Phone: 0484-2348189/ 2340203. E-Mail: rckochiassignments@ignou.ac.in **Sh. Muhammad Ansar T.A.,** AE (DP) (for examinations/Convocation) E-Mail: rckochi_exams_assignment@ignou.ac.in
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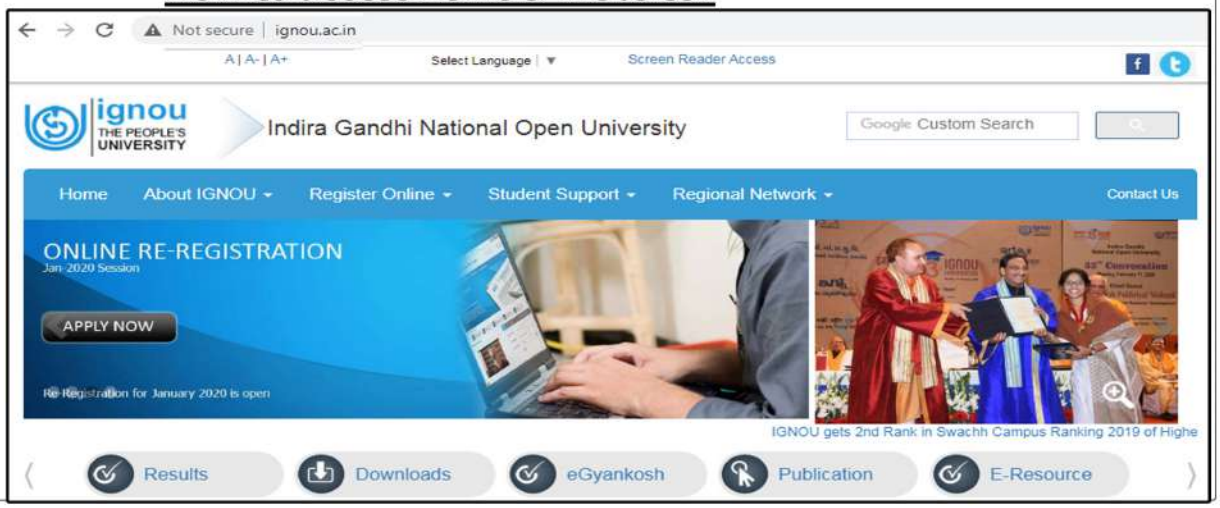

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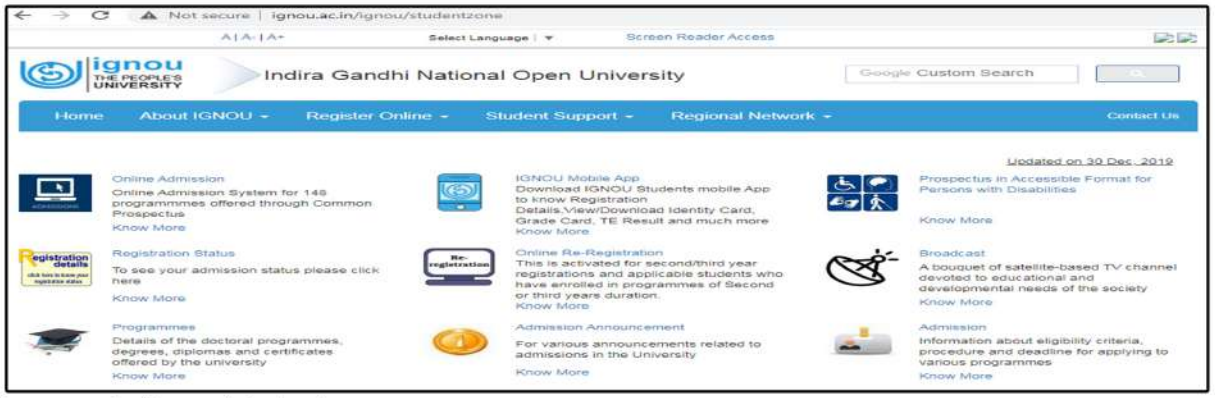

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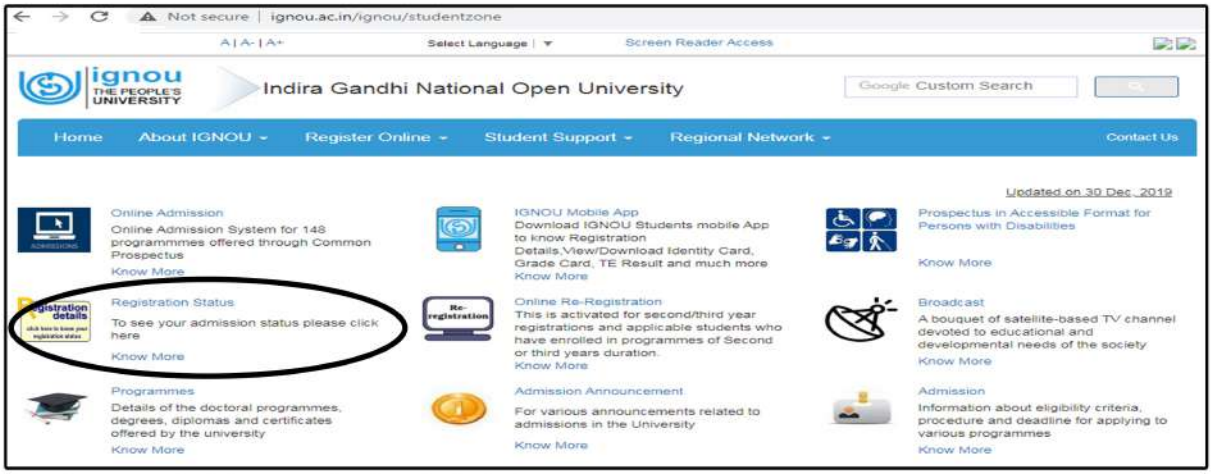

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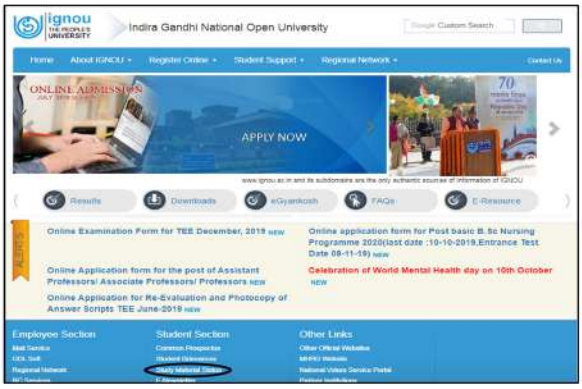

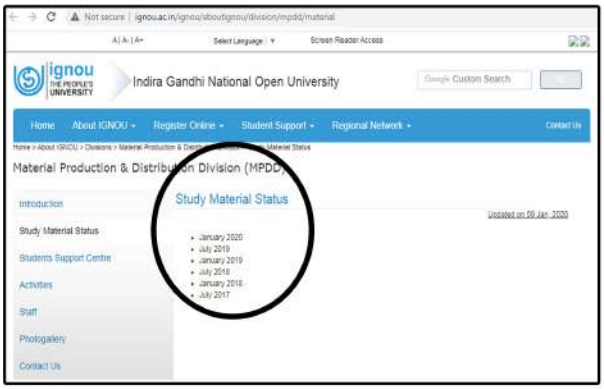

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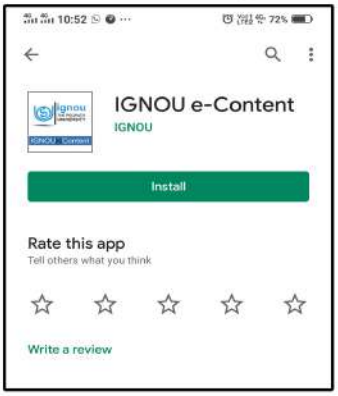

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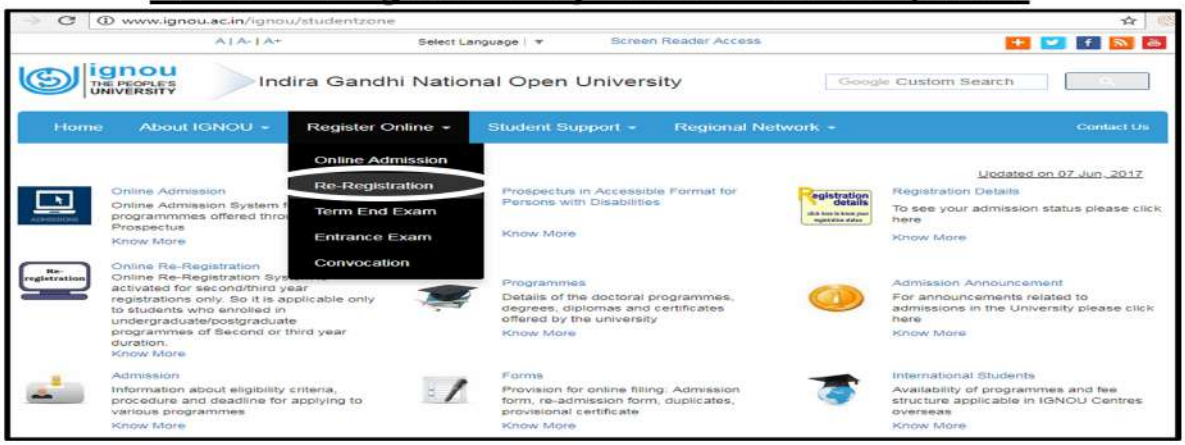

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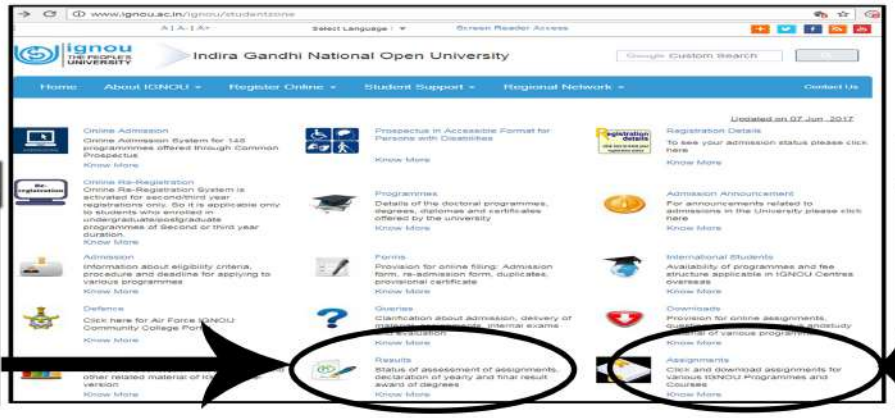

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