

Dated: March 2022

Dear Learner,

*Greetings from IGNOU Regional Centre, Cochin!*

We at IGNOU are pleased to confirm to you that you have been enrolled for the January 2022 Session with IGNOU for the programme for which you have applied. The post Pandemic lockdown I and II situation has put forth various opportunities before everyone and paved ways for acquiring educational qualifications amidst commitments- which is sure to have spin-off benefits. In compliance to the Government prescribed precautions, social distancing and virtual meetings are still in vogue. IGNOU Regional Centre, Cochin is committed to render wholehearted support in this endeavor. For your registration details, please see IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) or the link: <http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp> and verify the same related to your Enrolment number (10 digits), Study Centre, spelling of the Name and other related details to the enrolled programme.

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

- 1. Registration details:** 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 after resuming normalcy after the current face-to-face restriction.
- 2. Study Materials:** Study Materials will be sent by post directly (*if you have opted for hard copy of Study Material*) 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. The soft copy of the Study Materials is available for free download at <https://egyankosh.ac.in/>. You are encouraged to download the Study Material and start studying.
- 3. Induction programme:** The Induction programme schedule will be webhosted in the Regional Centre Cochin website <http://rccochin.ignou.ac.in/> and also uploaded on the RC Cochin Facebook page <https://www.facebook.com/IGNOURegionalCentreCochin/>  
In order to facilitate learners to be benefited without moving from their place of stay, besides other commitments, 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 in general and IGNOU in particular. Motivation to persist in the programme of study besides, time management skill to phase the Programme of study enrolled are also shared with the learners during Induction programme, so that access to the Programme of Study leads of the successful completion of the Programme of Study. The earlier recording of the Induction Meeting has been uploaded (*English, Malayalam and Tamil*) in the Regional Centre Cochin You Tube Channel <https://www.youtube.com/channel/UCJ3Yy8UXX3NnaFPeDXycMgQ> under the Playlist: "Induction Meeting".
- 4. Counseling Session Schedules:** 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 to optimise student interaction through Web Enabled Academic Support (WEAS). 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. The earlier recording of the Counseling Session has been uploaded in the Regional Centre Cochin YouTube Channel <https://www.youtube.com/channel/UCJ3Yy8UXX3NnaFPeDXycMgQ>.
- 5. Channel Based Counseling Sessions:** Indira Gandhi National Open University is one of the National Coordinators for SWAYAMPRAKASH DTH Channels and is broadcasting its educational programmes through the four channels 17,18,19 and 20. As the part of implementation of recommendations of NEP 2020, the University is conducting LIVE Online Academic Counselling sessions in Regional Languages. The live Channel Based Counselling sessions has been started in thirteen Regional Languages including Malayalam. Regional Centre Cochin is the Nodal Office for the three Regional Centres-Trivandrum, Vatakara and Cochin- for conducting LIVE Channel Based Counselling Session in Malayalam Language for the courses of

Programmes under CBCS (Choice Based Credit System). Initially, the Regional Centre Cochin is providing sessions for courses of BAG Programme.

6. **Sequence of Activities:** Remember that the Study Centre will conduct first Online/Virtual Induction, followed by Theory counseling (if not uploaded as video in the YouTube channel of IGNOU Regional Centre Cochin) 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.
7. **Assignment:** Assignment Questions are available in the IGNOU website ([www.ignou.ac.in](http://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 to only in your handwriting. You can submit hard copy of Assignment responses always at the Study Centres preferably by post (to minimize your travel) or you can submit them through Online/Virtual mode in the Google link notified in the Regional Centre, Cochin website <http://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 Centre where you have submitted. Please track the status of your assignment award updation in grade card for your enrolment number/ programme through IGNOU website.
8. **Schedule of Term End Examination:** The Term End Examination is held twice a year-in June and December. Please submit Term End Examination forms for Theory as well as Practical courses by submitting online Examination form through IGNOU website [www.ignou.ac.in](http://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.
9. **For students enrolled for 2 years/ 3 years programme:** Remember that students registered for Semester programmes and Annual programmes (2years/ 3 years) are required to re-register (pay fee for the next semester/year) online with the prescribed registration fee as per the schedule likely to be displayed under News and Announcements in IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) .  
Please go through the Guidelines provided to you (see Page number 2 onwards) for more details on each of the points mentioned from 1 to 9 .
10. **Student Identity card:** The Student Identity card (to be retained till the completion of the programme) may be downloaded by you at your end from <https://ignouadmission.samarth.edu.in/> at the earliest (*usage limited to specific period of time*) or from Student Portal <https://ignou.samarth.edu.in/index.php/site/login> (*usage not limited to specific period of time*) [refer Page 11]. 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 Regional Centre library facility, attending counseling at Study Centres, attending Project Viva-Voce, attending Convocation etc.
11. **Innovation club:** IGNOU Regional Centre organises an Open cum Enrichment Session under the Innovation club every month and you are welcome to attend through Online/Virtual mode after receipt of SMS from the Regional Centre Cochin. The earlier recording of the Open cum Enrichment Session has been uploaded in the Regional Centre Cochin You Tube Channel <https://www.youtube.com/playlist?list=PL-du1glra7HJssHwGoeKPnpjZK1YZpMYs> under the Playlist "The Innovation Club- monthly lecture identified as 'Open Session cum Enrichment Session'"
12. **Life Skill Education:** As a life skill education at Regional Centre during the Induction Meeting, it is informed that facilities are available for differently abled/special learners including provision for caretakers/family members/friends of the learner to wait upon. Differently abled/special learners are always suggested to bring along a spare set of dress for use in the event of the need for the same. It is also informed that the differently abled learners are eligible to inform in writing their preference for amanuensis (scribe), special assistance and additional facility to write examination. It is always reiterated that the Expression of need is the first step to facilitate assistance from Regional Centre Cochin end. However, to encourage independency and integration with other learners, if any differently abled learner prefers to write examination with other learners, the Regional Centre encourages such gesture.

Our good wishes for the successful completion of the academic programme for which you have enrolled. Good Health to you and your household. 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 CHR and CDM are a matching combination for all pursuing education**

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 200 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 organised 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 Website ([www.ignou.ac.in](http://www.ignou.ac.in)) and Regional Centre Website (<http://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 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 to clarify your doubts on academic and administrative queries, presently Online/virtual mode *academic counseling* is provided through Virtual means through Web Enabled Academic Support (WEAS) 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

**Do you know? – Only 10% of Indian Graduates have the soft skills that the job market needs. Do not be amongst the 90% join IGNOU's ICT related Certificate Programmes: CIT, PGDCA**

in the Term End Practical Examination organised for practical courses. You are therefore advised to be regular in your practical sessions so 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](http://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 through IGNOU notifications). 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. Please 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
- 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 preferably by post (to minimize your travel) or you can submit them through Online/Virtual mode in the Google link notified in the Regional Centre, Cochin website <http://rccochin.ignou.ac.in/>.
- Keep photocopy of the assignment responses which you are submitting at the Study Centre (in person or post) for future reference
- Collect acknowledgement slip from the Study Centre after submitting (*in person*) the assignment responses; if submitted by post kindly retain the speed post voucher and track in postal website for delivery at Study Centre. If submitted by Google link please store the print screen shot for your reference
- 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](http://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](http://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 9 and 10)

#### 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 and other specified internal assessment components.
- 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 Examination from time to time to complete an academic programme successful.



### Term End Examination

The University conducts Term End Examination twice a year in the months of June and 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 online examination form as per guidelines through IGNOU website [www.ignou.ac.in](http://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](http://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
1 <sup>st</sup> March to 31 <sup>st</sup> March	Nil	1 <sup>st</sup> September to 30 <sup>th</sup> September	Nil
1 <sup>st</sup> April to 15 <sup>th</sup> April	Rs. 1100/-	1 <sup>st</sup> October to 15 <sup>th</sup> October	Rs. 1100/-

Note: Exam forms are received with a late fee of Rs. 1100/- 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](http://www.ignou.ac.in)**

### Practical Examination

Some programmes/ courses have practical examination. For example certain programmes activated at Regional Centre Cochin like MCA, BCA, CIT, CCITSK, CBS, BA/MA Psychology, BLIS, MLIS, MSCDFSM and MSCMACS with computer applications. 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 End 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 Work as Project Report. 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 (Project and 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 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 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](http://www.ignou.ac.in) or <https://onlinerr.ignou.ac.in/>

#### **Additional time for Learners with Disability**

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

#### **Scholarships**

The learners enrolled in IGNOU are eligible for Government of India Scholarships. They are advised visit the National Scholarship Portal of the Government of India <https://scholarships.gov.in/> and submit their application online. For further details students may contact their Regional Centre. Students belonging to the Scheduled Caste category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at <http://socialjustice.nic.in/writereaddata/UploadFile/revised%20PMS%20scheme%20for%20SC-2018.pdf> Students belonging to the Scheduled Tribe category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at <https://tribal.nic.in/writereaddata/Schemes/EDUPostMatricScholarshipPMSforSTstudents230513.pdf>

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 the concerned District in the State of Kerala.

#### **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.

The SC and ST students who are employed or who are availing of 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 Exam fee, Convocation fee etc.

#### **Cancellation of Admission and 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:

- Before the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.200/-
- Within 15 days from the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.500/-
- Within 30 days from the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.1, 000/-.
- After 30 days from the closure of the last date- No refund will be allowed.
- The last dates for submission of admission form will be considered separately i.e., the last date without late fee and the last date with late fee. However, late fee, if any, will not be refunded.
- 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.
- 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 favor of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the concerned Regional Centre 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 for CBCS-Based BAG/ BCOMG and BSCG Programmes in near future. However, change of course, whenever permitted, 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 the place of concerned Regional Centre. All such requests for change of Elective/Course should be addressed to the concerned Regional Centre 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 Director of concerned Regional Centre.

**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 whenever 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.

**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
- Do not travel unnecessarily. Instead use the time to study. Please resort to email (instead of phone call) to communicate with Regional Centre, as a written proof for your query will remain a solution forever. Do not hesitate to send reminder if your query is not answered.
- Attend Induction programme (*without fail*) through Virtual/Online mode 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. Motivation to persist in the programme of study besides, time management skill to phase the Programme of study enrolled are also shared with the learners during Induction programme, so that access to the Programme of Study leads of the successful completion of the Programme of Study. The earlier recording of the Induction Meeting has been uploaded (English, Malayalam and Tamil) in the Regional Centre Cochin You Tube Channel <https://www.youtube.com/channel/UCJ3Yy8UXX3NnaFPeDXycMgQ> under the Playlist : "Induction Meeting".
- Attend Virtual/Online Academic Counseling sessions being scheduled- the link will be sent by SMS. The earlier recording of the Counseling Session has been uploaded in the Regional Centre Cochin You Tube Channel <https://www.youtube.com/channel/UCJ3Yy8UXX3NnaFPeDXycMgQ>.
- The study materials and Programme Guide will be sent to you by post from Material Production & Distribution Division (MPDD), IGNOU, Maidan Garhi, New Delhi. The soft copy of the Study Materials is available for free download at <https://egyankosh.ac.in/>. You are encouraged to download the Study Material and start studying.
- Assignments can be downloaded from IGNOU website also (see details on Page No. 9 and 10)
- Academic Counselors (teachers) will be available at the scheduled counselling sessions for interaction on matters related to the subject content at the Study Centre; except for already uploaded videos in the YouTube channel of IGNOU Regional Centre Cochin
- 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 (Page No. 9 and 10)
- Submit your Term End Examination Form through online through [www.ignou.ac.in](http://www.ignou.ac.in) well in time for June and December TEE. While submitting form, remember you are required to fill both the theory and practical courses
- 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](http://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 [www.ignou.ac.in](http://www.ignou.ac.in). Please login to IGNOU website for the same (See details on Page 9 and 10)
- 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](http://www.ignou.ac.in)) and also for updates in fees/dates for the various deadlines, News and events etc. Please subscribe to IGNOU Regional Centre Cochin YouTube Channel <https://www.youtube.com/channel/UCJ3Yy8UXX3NnaFPeDXycMgQ>

Timing of the Regional Centre (Public dealing) – 9. 30 A.M. to 6. 00 P.M. Lunch – 1.30 P.M. to 2.00 PM

To prevent dehydration while wearing mask please drink plain of water. Resort to Email communication for immediate feedback

#### 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:** Dr. **Praseetha Unnikrishnan**, Assistant Director, **Sh. Sebastian D'Cruz**, (EDP) E-Mail: [rckochi\\_admissions@ignou.ac.in](mailto:rckochi_admissions@ignou.ac.in) Phone: 0484- 2340203.
2. **For Assignment, Convocation, Examination related matters, Online Help Desk for Examination, Swachh Bharat Mission related activities, Convocation, Gyan Vani, placement through Campus Placement cell, Alumni activities, Unnat Bharat Abhiyan Activities, Plastic free Society campaign:** Dr. **S. Vijayaragavan**, Assistant Regional Director, **Sh. Sabu N.G.**, Assistant (for Assignment) E-Mail: [rckochiassignments@ignou.ac.in](mailto:rckochiassignments@ignou.ac.in) **Sh. Muhammad Ansar T.A.**, AE(DP) (for examinations/Convocation) E-Mail: [rckochi\\_exams\\_assignment@ignou.ac.in](mailto:rckochi_exams_assignment@ignou.ac.in), [rckochi\\_placement@ignou.ac.in](mailto:rckochi_placement@ignou.ac.in) Phone: 0484- 2340203.
3. **For Project, Dissertation/Internship Evaluation and Viva-Voce, library, Training Programme, Availability of academic counselors for courses and Part-time functionaries at LSC related queries, Activate Programmes at LSCs, Online Academic Counseling:** Dr **V. T. Jalajakumari**, Assistant Regional Director, **Smt. Sujini Babu**, Assistant E-Mail: [rckochi\\_projects@ignou.ac.in](mailto:rckochi_projects@ignou.ac.in), [rckochilscactivities@ignou.ac.in](mailto:rckochilscactivities@ignou.ac.in) Phone: 0484-2340203.
4. **For Administration and Finance, Materials, Scholarship and Reimbursement of Fee related queries:** **Sh. K. J. Joseph**, Section Officer, **Sh. K. Muraleedharan**, Section Officer, **Smt. Manju R**, Assistant (for Administration & Finance) E-Mail: [rckochi\\_finance@ignou.ac.in](mailto:rckochi_finance@ignou.ac.in) **Sh. Anil Kumar**, Assistant (for Materials and Scholarship and Reimbursement of Fee) E-Mail: [rckochi\\_materials@ignou.ac.in](mailto:rckochi_materials@ignou.ac.in) Phone: 0484-2340203

#### AT UNIVERSITY HEADQUARTERS

1. **For Pre-admission information regarding various Programmes of IGNOU:** visit IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) and IGNOU Regional Centre Cochin You Tube Channel <https://www.youtube.com/channel/UCJ3Yy8UXX3NnaFPeDXycMgQ>
2. **Non-receipt of Study Materials and Assignments:** The Registrar, Material Production and Distribution Division, Ph. 011-29534521 Email: [registrarpdd@ignou.ac.in](mailto:registrarpdd@ignou.ac.in)
3. **Queries related to Assignment marks:** Ph. 011-29571325, 011-29571319, 011-29571313 Email: [assignment@ignou.ac.in](mailto: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](mailto:mdresult@ignou.ac.in), [bdresult@ignou.ac.in](mailto:bdresult@ignou.ac.in), [practicalsed@ignou.ac.in](mailto:practicalsed@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](mailto:bdresult@ignou.ac.in), [dpresult@ignou.ac.in](mailto:dpresult@ignou.ac.in), [cpresult@ignou.ac.in](mailto:cpresult@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](mailto:sedgrievance@ignou.ac.in)
7. **Verification of genuineness of Provisional Certificate and Grade card/Issue of Transcript:** Ph. 011-29572210 Email: [gverification@ignou.ac.in](mailto:gverification@ignou.ac.in)
8. **Status of Project reports of all Programmes/Dissertation and Viva-Voce marks:** Ph. 011-29571324, 011-29571321, 011-29532294 Email: [projects@ignou.ac.in](mailto: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](mailto:convocation@ignou.ac.in)
10. **Revaluation of Term end examination, Early declaration of result, Obtaining photocopy of Answer scripts:** - Apply Online on the link <https://onlinerr.ignou.ac.in/reevaluation/> available on the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in)

**Sh. Muhammad Ansar T.A.**  
Asst. Executive (DP)

**Sh. Sebastian D'Cruz**  
Executive (DP)

**Sh. K. Muraleedharan**  
Section Officer

**Sh. K. J. Joseph**  
Section Officer

**Dr. Praseetha Unnikrishnan**  
Assistant Director

**Dr. S. Vijayaragavan**  
Assistant Regional  
Director

**Dr. V.T. Jalajakumari**  
Assistant Regional  
Director

**Dr. J.S. Dorothy**  
Regional Director

## RECOGNITION

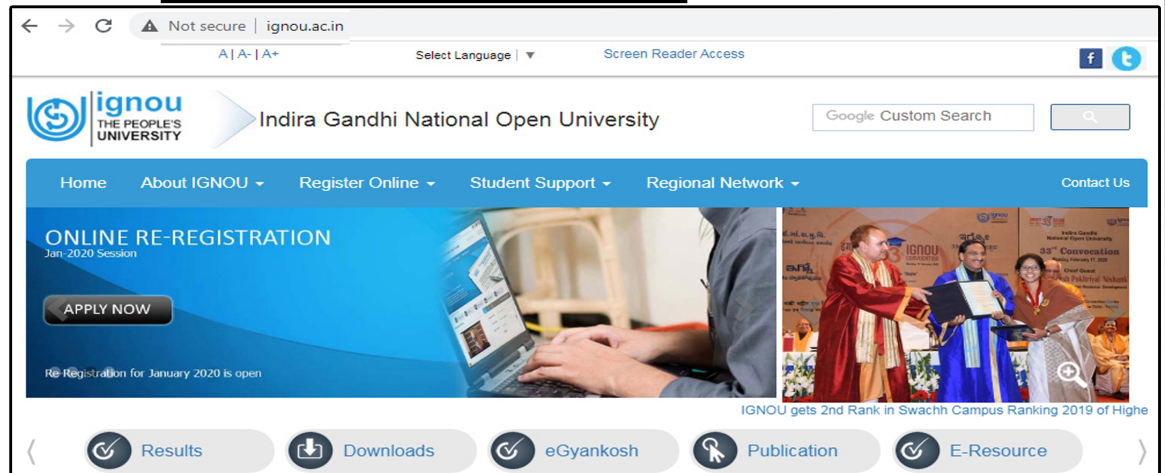
IGNOU is a National Open University established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions.

IGNOU is the First Open University in the Country to have been accredited with the highest A++ Grade by NAAC and has been ranked no 1 in Atal Ranking of Institutions for Innovation Achievements 2021 (ARIIA 2021) by the Ministry of Education under the category of Institutes of National Importance, Central Universities and Centrally Funded Institutes (Non-technical) for promoting innovation and start-ups in the universities.

# **e-Support Services**

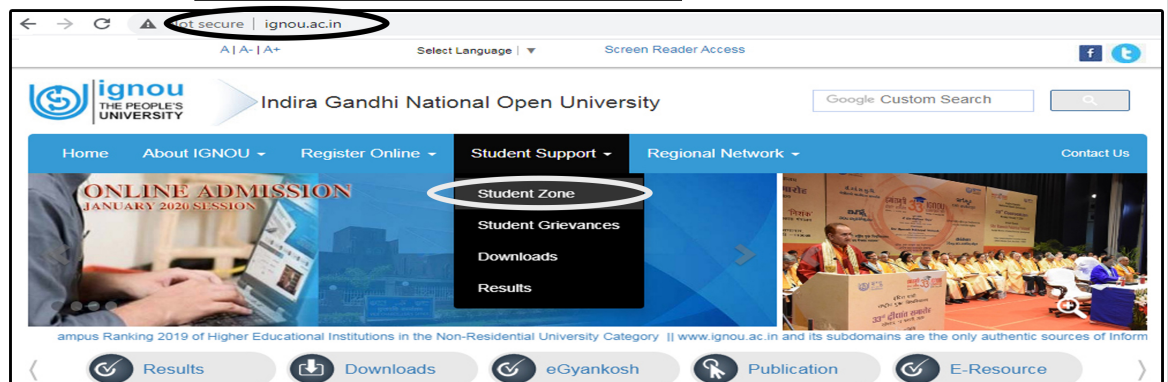
## **How to access IGNOU Website?**

Go to  
[www.ignou.ac.in](http://www.ignou.ac.in)

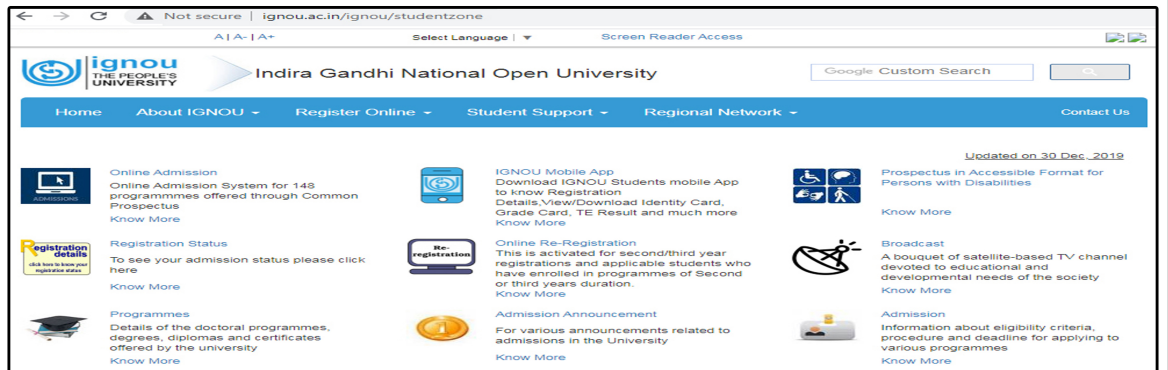


## **How to access Student Zone?**

Go to  
[www.ignou.ac.in](http://www.ignou.ac.in)  
and select  
Student Zone from  
Student Support



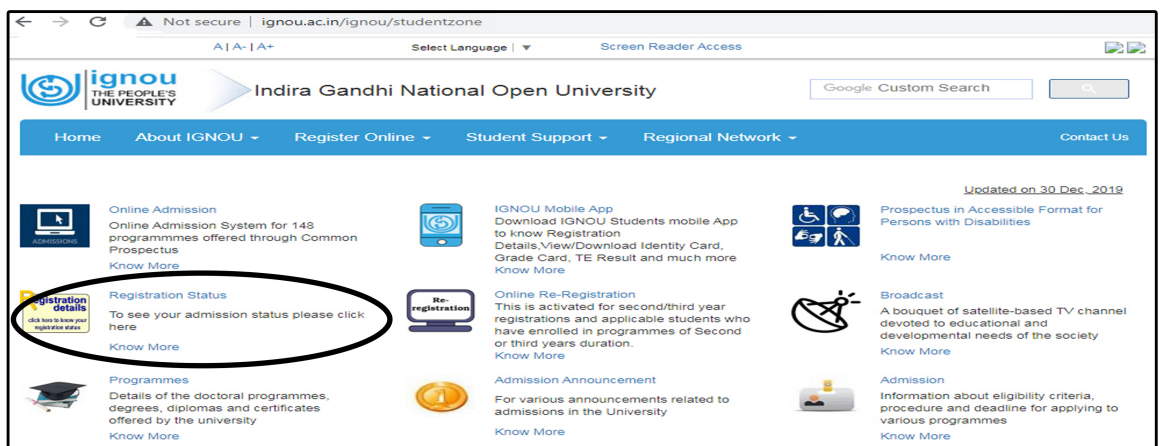
**Student Zone**



Direct Link: <http://www.ignou.ac.in/ignou/studentzone>

## **How to know your Registration Status?**

Go to  
Student Zone ->  
Registration Details



Direct Link: <http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>  
Alternate Link: <https://ignou.samarth.edu.in/v/verify/student>



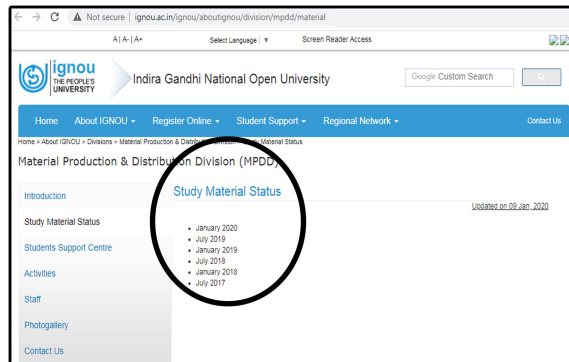
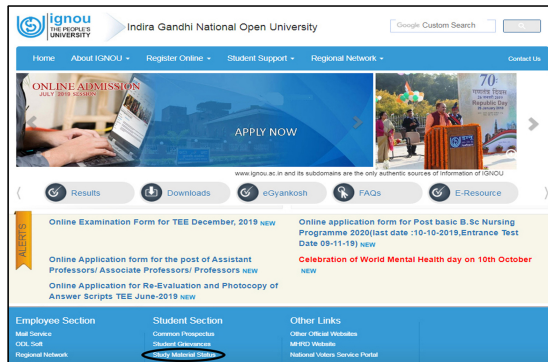
## How to know your Study Material Despatch Status?

### Step-1

Go to  
[www.ignou.ac.in](http://www.ignou.ac.in) ->  
**Study Material Status**

### Step-2

Select  
**Study Material Status**

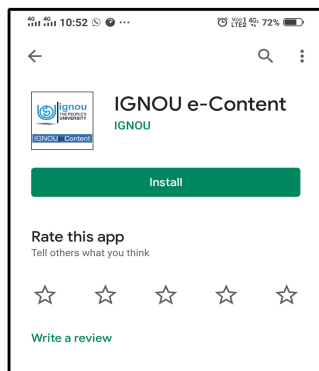


Direct Link: <http://ignou.ac.in/ignou/aboutignou/division/mpdd/material>

## How to get softcopy of Study Materials?

### Method-1

Install  
IGNOU e-Content App  
from  
Google Playstore



### Method-2

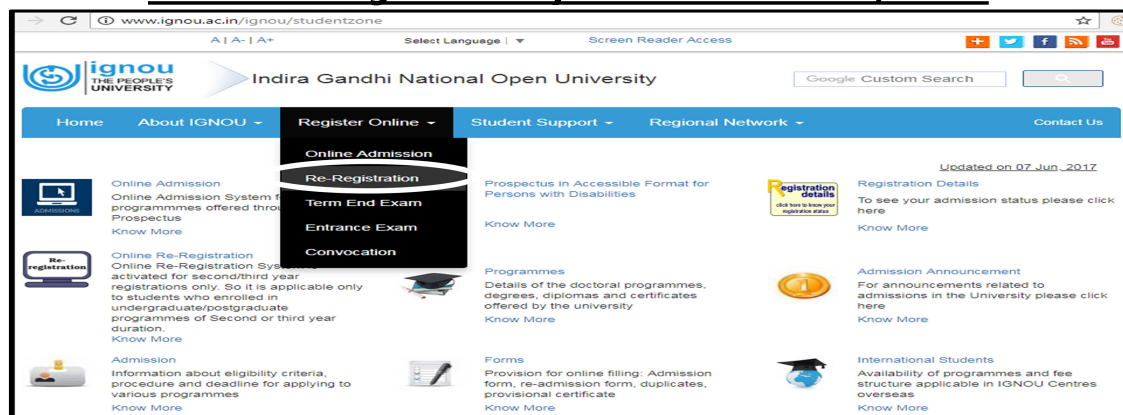
Go to eGyankosh  
from IGNOU  
website and  
search for the  
Course Code  
you want to  
download



## How to Re-register\* for your next Semester/Year?

Go to  
[www.ignou.ac.in](http://www.ignou.ac.in)  
and select  
**Re-registration** from  
**Register Online**

\* in case of two/three  
year or semester wise  
programmes.

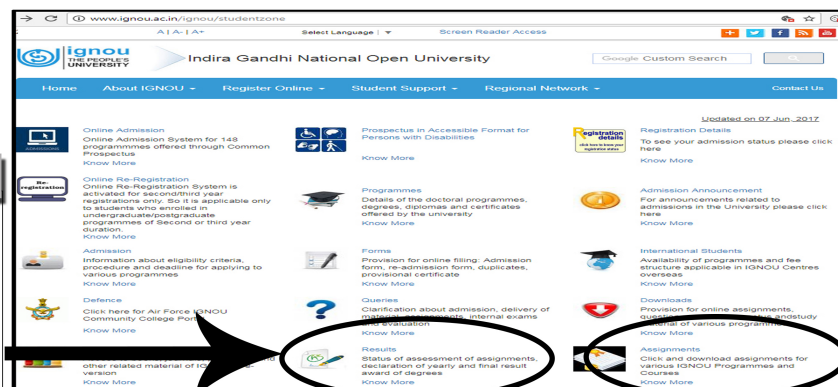


Direct Link: <https://onlineadmission.ignou.ac.in/onlineerr/>

## Know your Results and download Assignment Questions?

### Check Results

Go to  
**Student Zone**  
and click on  
**Results**



### Download Assignments

Go to  
**Student Zone**  
and click on  
**Assignments**

Direct Link for checking results: <http://www.ignou.ac.in/ignou/studentzone/results/1>

Direct Link for downloading Assignment Questions: <https://webservices.ignou.ac.in/assignments/>

<https://www.facebook.com/IGNOURegionalCentreCochin>

# How to download IGNOU ID Card

Log-in to <https://ignou.samarth.edu.in>

Click on **Services**

The image shows two side-by-side screenshots from the IGNOU Student Portal. The left screenshot is the login page, featuring the IGNOU logo and the text 'Student Portal'. It has a 'Sign In' section with fields for 'Username' (labeled 'Enrolment Number') and 'Password', a 'Captcha Verification' section with a distorted image of 'qonozu', and buttons for 'Login', 'New Registration', and 'Reset Password'. The right screenshot shows the 'Services' menu on the portal, with a sidebar containing 'Dashboard', 'Profile', 'BA: Bachelor of Arts', 'Re-Registration', 'Services' (highlighted with a red box), and 'Training & Placement'. The main content area shows 'BA: BACHELOR OF ARTS' and a 'CLICK HERE' button.

# How to download IGNOU ID Card

Click on *Click Here* under ID-Card section

The image shows a screenshot of the IGNOU 'Services' page. The page has a sidebar with 'Dashboard', 'Profile', 'BA: Bachelor of Arts', 'Re-Registration', 'Services' (highlighted with a red box), and 'Training & Placement'. The main content area contains several service tiles: 'University Website', 'Study Centre change request', 'Regional Centre change request', 'Examination Form', 'Digital Resources', 'Podcast', 'Educational Radio', 'Educational Television', 'Assignments', 'Question Papers of Previous Examinations', 'ID-CARD' (highlighted with a red box), and 'Address Change Request'. The 'ID-CARD' tile has a 'CLICK HERE' button.

Click on *Click here to download Id-Card* to download your IGNOU ID Card

The image shows a screenshot of the IGNOU 'Programme ID-Card' page. The page has a sidebar with 'Dashboard', 'Profile', 'BA: Bachelor of Arts', 'Re-Registration', 'Services' (highlighted with a red box), and 'Training & Placement'. The main content area is titled 'Programme ID-Card' and includes a note: 'Note: Use your enrolment number as password.' Below this is a table with two columns: 'S.No.' and 'Programme'. The table has one row with '1' in the 'S.No.' column and 'Master of Business Administration(Business Administration) (2006309156)' in the 'Programme' column. To the right of the table is an 'Action' column with a 'Click here to download Id-Card' button (highlighted with a red box).