

Dear Learner,

Greetings from IGNOU Regional Centre, Cochin!

We at IGNOU are pleased to confirm your admission for the July 2023 Session to the programme you have applied. Education through Online and Distance mode has put forth various opportunities before everyone and paved ways for acquiring educational qualifications amidst commitments- which is sure to have spin-off benefits. IGNOU Regional Centre, Cochin is committed to render wholehearted support to its Learners 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 (10 digits), Study Centre, spelling of the Name and other related details to the enrolled programme. Kindly subscribe to IGNOU RC Cochin Facebook page, Twitter Account, YouTube Channel and Instagram account for updates/notifications about IGNOU. The student support services for both ODL and Online will be given by Regional Centre Cochin. However, examinations will be held at different dates. The change from ODL to Online mode of study is not permissible.

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

- 1. Registration details:** First and foremost please check your registration details available under Student Zone at the link <https://admission.ignou.ac.in/changeadmdata/AdmissionStatusNew.ASP>. 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. In compliance to the New Education Policy (NEP 2020), implementation of new methodologies not specified in the Student Handbook and Prospectus will be communicated by messages/email/social media.
- 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, 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. In order to provide an opportunity to revisit again for learners who already attended the programme/ to get the information disseminated for the learners who missed to login, the recording of the Induction Meeting will be uploaded in YouTube channel of Regional Centre Cochin. The earlier recording of the Induction Meeting has been uploaded (*English, Malayalam and Tamil*) in the Regional Centre Cochin YouTube Channel <https://www.youtube.com/channel/UCJ3Yy8UXX3NnaFPeDXycMgQ> under the Playlist: "Induction Meeting".
- 4. Counselling sessions:** In compliance to 79th Academic Council Notification issued by RSD dated 30.01.2023, Integration of face to face and virtual Academic Counselling sessions has been in vogue from July 2022 session. Academic Theory Counseling/ Practical Counseling Session Schedules are specific for each of the Programme/ hosted by Study Centre across a region based on student strength. The Academic

counseling sessions are presently being conducted through Online/Virtual mode to optimise student interaction upon the implementation of New Education Policy (NEP) 2020. 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, the counselling session for MBA programme and related Diploma programmes of Management discipline are held in Swayamprabha live in channel number 17. The live **Counseling Session link for MBA programme is being forwarded to the LSC to disseminate it across to its learners and also send as tweet. Counselling Schedules** are generally uploaded in the Regional Centre website <http://rccochin.ignou.ac.in/> and the link shared as tweet from the Regional Centre Twitter account https://www.twitter.com/ignou_rc_cochin. The earlier recording of the Counseling Session has been uploaded in the Regional Centre Cochin YouTube Channel <https://www.youtube.com/channel/UCJ3Yy8UXX3NnaFPeDXycMgQ>. The attendance for theory counselling session is not compulsory.

5. **Channel Based Counseling Sessions:** Indira Gandhi National Open University is one of the National Coordinators for SWAYAMPRAKHA 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) through the Channel 19. Initially, the Regional Centre Cochin is providing sessions for courses of BAG Programme.
6. **Sequence of Activities:** Remember that the Regional 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. Project work has to be executed by individual learner and the Supervisor list on all India basis is available in the Regional Centre Cochin website for selected Programmes like Psychology, Education, Management. It is not mandatory to choose a Supervisor from the LSC or from the list; instead any expert fulfilling the criteria specified for being the Supervisor can be empanelled before using as Supervisor by an individual student.
7. **Assignment:** 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 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. Please do not forget to write your enrolment number and other details like course code, address, number of pages, date of submission.
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 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. For Certificate programme and Semester-based programmes, the Term End Examination for the first time will be held at the end of six month period. For other programmes, the Term End Examination for the first time will be at the end of one year period. As such the duration of the programme will decide the first time at which the Term End Examination will be held.
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. Please go through the Guidelines provided to you (see Page number 3 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 under 'New Registration' from Student Portal <https://ignou.samarth.edu.in/index.php/site/login> (*usage not limited to specific period of time*) [refer Page 12]. 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 and the like.
11. **Students of Online Programme (OL):** Students who have taken admission in Online programmes are requested to kindly access the LMS Portal (Learning Management System) using the username and password which would have been received by registered email. All updates pertaining to Assignments, Examinations, Re-registration would be available on the LMS Portal and the soft copy of the handwritten assignment response has to be uploaded in the LMS portal only within the due date.
12. **Innovation club:** IGNOU Regional Centre organises an Open cum Enrichment Session under the Innovation club almost every month and you are welcome to attend through Online/Virtual mode after receipt of SMS/email 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'"
13. **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. It is also informed under Life Skill Education that Honesty, ability to take One day at a time, Persistence, Expression of Interest, Steadfastness, Peer interaction facilitate access into the programme to successful completion. Also Do not join peer who are demanding/threatening, oppress/suppress others, initiate unrest either through email or through WhatsApp or using fake doctored document.
14. **NEP-PDP Swayam Course:** IGNOU under the initiative of Ministry of Education has launched a 2-credit SWAYAM course for administrators and general practitioners of higher education (starting from Vice-Chancellor, Principals to other Government/NGO education functionaries) and can even be attended by students. Students will also get credits if they sit through the final assessment test. Introductory video can be accessed through the link https://www.youtube.com/watch?v=a3x_ZDYVO5Q. Interested students can apply/register through the link https://onlinecourses.swayam2.ac.in/nou23_ge35/preview.
15. **Learner Support Centre (LSC):** The LSC is the place where you have to submit your assignment response if opted to submit hard copy. Each LSC is represented by a code which will be reflected in the registration details. Many a time, for the programme not yet activated at any of the LSC, the support services are coordinated by the Regional Centre- hence, the LSC in such case is 1400. Any issues to be resolved while studying at IGNOU need participative approach to problem solving and hence ensure to develop soft skills to persist the challenges and evolve to conquer in the programme of study.

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

Dr. J.S. Dorothy
Regional Director

Encl: Guidelines for Learners

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

GUIDELINES FOR DISTANCE AND ONLINE 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. Most of 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) 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 by the Regional Centre. However, Integration of face to face and virtual Academic Counselling sessions has been in vogue from July 2022 session. 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*). Get together on own will of the learners is not encouraged neither at Regional Centre nor at the Study Centre nor at the Exam Centre.

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 either IGNOU's ICT related Certificate Programmes: CIT, PGDCA or Certificate in Functional English (CFE) to enhance fluency in English

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 or *in lieu* courses/components equivalent to the compulsory field visits, workshops, Internship, Projects, and Seminars 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.** Project work has to be executed by individual learner and the Supervisor list on all India basis is available in the Regional Centre Cochin website for selected Programmes like Psychology, Education, Management. For example the list of Supervisor for Psychology programme is available at the link <http://rccochin.ignou.ac.in/studentcorner/18> It is not mandatory to choose a Supervisor from the LSC or from the list; instead any expert fulfilling the criteria specified for being the Supervisor can be empanelled before using as Supervisor by an individual student.

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 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
- Feed-back on assignment should be considered carefully. Please insist on tutor Comments as feed-back on your evaluated assignments
- Please track the status of your assignment award updation in grade card for your enrolment number/ programme through IGNOU website. Please do not forget to write your enrolment number and other details like course code, address, number of pages, date of submission.
- 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 11 and 12)

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/grades, 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*)
- Field visits, workshops, Internship, Projects, and Seminars or *in lieu* courses/components equivalent to these (*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 within the prescribed time frame for a particular Examination session 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 which is separate for ODL and Online learners. Hence, ensure that the right link is used to apply for examination. While submitting examination form, students should ensure:

- Registration for the courses is valid and not time barred. Registration status will be helped to know the maximum period of the programme.
- 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 including Practical and Project for which 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 under the link <http://exam.ignou.ac.in/> within the prescribed date and time
- Intimation Slips/ Hall Tickets will be made available for download and the same can be downloaded from IGNOU website www.ignou.ac.in before the commencement of the examinations as it is a necessary document to be furnished along with the IGNOU ID card to enter the Examination hall to appear for the examinations
- Every study centre will not be an examination centre (and also not necessarily every time). In case you want to appear for anyother 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 st March to 31 st March	Nil	1 st September to 30 th September	Nil
1 st April to 15 th April	Rs. 1100/- *	1 st October to 15 th 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

S. No	Theory/Practical/Project	Course Credit	Fee
1	Theory	Per Course	Rs. 200/-
		Upto 4 Credit	Rs. 300/-
2	Practical	Above 4 Credit	Rs. 500/-
		Upto 4 Credit	Rs. 300/-
3	Project	Above 4 Credit	Rs. 500/-

The fee for Practical/Project is to be submitted by the students along with the Term End Examination form. Examination fee once paid is neither refundable nor adjustable even if the learner fails to appear in the Examination.

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 the 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 handbooks. 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 Report. For MBA, MCA, BCA, MA (Psychology), PGDEMA, MA (EDU), MCOM project proposals are to be submitted to the Regional Centre, Cochin. 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 mode of conduct of the Viva-Voce is communicated to the learner by the Regional Centre, Cochin.

Re-Registration (in case of three/ four/ two year or semester-wise degree programmes)

Right now, if you as a learner 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 or <https://onlinerr.ignou.ac.in/>. In the event of missing the first or subsequent attempt of Re-registration but doing the Re-registration within the prescribed maximum period, your learner support for practicals will be counted for the year of your Re-registration and not on the basis of your cohort of enrolment. The time duration in any case for re-registration should have a lapse of one year in between. There is no possibility of re-registration for consecutive years or when there is only six months left for the maximum period of study to end. In all case the maximum prescribed period will end based on the year of your admission ie. admission cohort.

Scholarships

IGNOU encourages use of NSP portal <https://nsp.gov.in/> for applying for scholarship. 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. At the headquarters, Student Service Centre can be contacted for details. 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://scholarships.gov.in/public/schemeGuidelines/Postmatric_SC.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

(1) https://scholarships.gov.in/public/schemeGuidelines/Goa/Goa_3004_G.pdf

(2) <https://scholarships.gov.in/public/schemeGuidelines/tribalfellowshipguideline.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.

Scheme of Fee Support to SC/ST Students

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 exemption, if admissible, will be allowed for one programme only.

The following SC and ST students are not eligible for fee exemption:

- 1) who are employed OR
- 2) who are availing of any kind of fellowship or fee exemption from other agencies, OR
- 3) whose Parents'/ Guardians' income from all Sources exceeds Rs 2.5 lakhs during financial year as per Government of India norms.

The applicants should submit income certificate issued by Authorized Government Agency while taking admission. The exemption of fee is confined to the extent of Programme Fee mentioned in the Prospectus. The students belonging to these categories will have to pay late fee (if any), Term End Examination Fee, convocation fee, Registration fee, etc. since these are not exempted under this Scheme. Scholarship of amount routed through Regional Centre will be remitted by NEFT only. Hence, ensure the correct Account Number and IFSC code of the bank is entered at the time of applying. Any other rules and regulations prescribed by the Government need to be adhered to by the learner also upon implementation.

Registration fee, Cancellation of Admission and Refund of Fee paid for Re-Registration to a programme will not be refunded in any case.

A non-refundable Registration Fee as prescribed time to time (unless specified otherwise) shall be charged along with the programme fee of first semester/year at the time of admission.

If a student applies for cancellation of admission and refund of fee, the refund request will be considered as per the University policy available on website: www.ignou.ac.in.

The refund request will be considered as under which is also given in the Student Handbook and Common Prospectus.

Grounds for refund Modified policy	Grounds for refund Modified policy
Double/multiple payments by the student for the same programme due to failure of online transaction	Fee of ONE programme will be retained. Programme fee for remaining attempts will be refunded including the registration fee.
Payments by the student for more than one non-permissible programme in the same session.	Fee of ONE programme will be retained as per the choice of the student. Fee for remaining programme(s) will be refunded after deduction of registration fee.
Rejection/cancellation of admission form by the University due to non-fulfillment of minimum eligibility criteria/non-recognition of qualification or its equivalence/due to commission of mistake/concealment of information or otherwise by the student.	Full programme fee will be refunded after deduction of the registration fee.
Cases where the University decides to withdraw the programme due to any reason.	Full programme fee will be refunded including the registration fee.

In cases where the student does not want to continue with the programme and seeks cancellation of application and refund of programme fee.	Before confirmation of admission	After confirmation of admission
	a) Full Programme fee shall be refunded. The Registration fee shall not be refunded	b) Within 15 days after confirmation of admission – Refund shall be made after deduction of Rs. 500/- from Programme fee. Registration fee shall not be refunded.
		c) Within 16-90 days after confirmation of admission – Refund shall be made after deduction of Rs. 1000/-. Registration fee shall not be refunded.
		d) Beyond 90 days after confirmation of admission - No refund shall be made.

Notes:

- 1) While counting the period, the date on which request for cancellation of admission is received from the candidate, shall be considered.
- 2) The date on which admission is confirmed, shall be excluded while counting the period.
- 3) The refund will be reverted to the same Debit/Credit Card/ Net Banking Account from where the payment has been received. However, where the validity of the Debit/Credit Card expires in between, and the bank accepts the refund in spite of expiry of validity of the card, the user will be responsible for getting the money of refunded from such bank. In cases where the refund is not accepted by the bank under the said Debit/ Credit Card account, or the closure of the payment gateway through which the payment was initially received, the refund of fee will be made through NEFT after obtaining the account details from the student. In cases of (a) to (c) above, the candidate will make a written/email request to the Registrar, SRD for such a refund

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. Keeping in view of the implementation of New Education Policy (NEP) 2020, the students after enrolment into BAG, BCOMG, BSCG and BCA IGNOU will be able to avail of the facility of Multiple Entry and Multiple Exit in the Programmes at different levels as per notification letter No.IG/SRD/R-IV/2022/974 dated 24.08.2022 which can be accessed from the link <http://rccochin.ignou.ac.in/userfiles/file/multiple-entry-multiple-exit.pdf>

Multiple Entry and Multiple Exit Points

In keeping with the spirit of the National Educational Policy – 2020 and the National Higher Education Qualifications Framework (NHEQF), the undergraduate programmes offered by the University follow a modular approach and multiple exits and multiply entries are allowed to facilitate the professional journey of the learners. The Multiple Entry and Multiple Exit facility will be available in the University for BAG,BCOMG,BSCG and BCA Programmes with effect from July 2022 admission cycle.

The details of the exit points and certification at different levels are given below:

Levels of Multiple Exit and Multiple Entry points

S No.	Level of the Programme	Exit and Certification
1	Undergraduate Certificate	The learners successfully completing first year (2 semesters) of study at the undergraduate level will be awarded an Undergraduate Certificate. (Total Credits : 40 - 44)
2	Undergraduate Diploma	The learners successfully completing the 2 years (4 semesters) of study at the undergraduate level will be awarded an Undergraduate Diploma. (Total Credits : 80 - 88)
3	Undergraduate Degree	The learners successfully completing the 3 years (6 semesters) of study at the undergraduate level will be awarded a general Degree Bachelor's Degree in the disciplines studied. (Total credits : 120- 132)

Other details will be uploaded from the Notification available at the IGNOU website. <http://www.ignou.ac.in/userfiles/Notification%20signed%20Multiple%20Entry%20and%20Multiple%20Exit%2024-8-2022.pdf>

Change of Elective/Course

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material on payment of **Rs.350/- for a 2/4 credit course or part thereof, and Rs.700/- for a 6/8 credit course for undergraduate courses. For Master's Degree Programme, it 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 favour 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 Category

Please note that any request for change of category code shall not be entertained by the University after finalization of admissions. Similarly, for the entrance test based and merit based programmes, request for change of category will not be entertained once the Forms are finally submitted by the prospective learners.

Digital Study Material and Assignments

The University has a provision to provide soft copy of the self-learning material in place of printed material. A learner opting for the soft copy will be given a discount of 15% in the Programme Fee. The Option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material. The University has digitized the study material for different programmes. The digitized material is available on eGyankosh, the digital repository of the University. The University encourages the use of digital study material. It has been decided that as an incentive 15% concession shall be given to the students who opt for digital study material in place of printed study material. The University sends study material to all the students and if a student does not receive the same for any reason; whatsoever, the University shall not be held responsible for that. Assignments for the current session are made available on the website. Students are advised to download the same. For non-receipt of study material, learners are required to write to the Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi 110 068.

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.

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

When a learner wants transfer from one Regional Centre 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. 11 and 12)
- 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 Examination. 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. 11 and 12)
- 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 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)
- 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. Please login to IGNOU website for the same (See details on Page 11 and 12)
- 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. 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 General Enquiry (Student Support Services and Student Grievances, pre-admission Inquiry of various Programmes in IGNOU, etc.); 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
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: Dr. S. Vijayaragavan, Assistant Regional Director, Sh. Sabu N.G., Assistant (for Assignment) E-Mail: rckochiassignments@ignou.ac.in Sh. Muhammad Ansar T.A., AE(DP) (for examinations/Convocation) E-Mail: rckochi_exams_assignment@ignou.ac.in, rckochi_placement@ignou.ac.in
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, rckochilscactivities@ignou.ac.in
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 Sh. Anil Kumar, Assistant (for Materials and Scholarship and Reimbursement of Fee) E-Mail: rckochi_materials@ignou.ac.in

GRIEVANCE REDRESSAL: WHOM TO CONTACT FOR WHAT AT UNIVERSITY HEADQUARTERS

IGNOU has a robust mechanism in place for redressal of student grievances. A Special Online Portal – IGNOU Grievance Redress and Management (iGRAM) has been developed for this purpose. Students can submit their grievances on iGRAM online and track the response. iGRAM can be accessed at <http://igram.ignou.ac.in/>.

1. For Pre-admission information regarding various Programmes of IGNOU: visit IGNOU website www.ignou.ac.in and IGNOU Regional Centre Cochin You Tube Channel <https://www.youtube.com/channel/UCJ3Yy8UXX3Nna FPeDXycMgQ>
2. Non-receipt of Study Materials and Assignments: Visit website www.ignou.ac.in to download assignment questions and study materials.
3. Queries related to Assignment marks: Email: assignment@ignou.ac.in after representing to rckochiassignments@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: Email: mdresult@ignou.ac.in, bdresult@ignou.ac.in, 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: Email: bdresult@ignou.ac.in, dresult@ignou.ac.in, cpresult@ignou.ac.in (for Certificate programme)
6. Declaration of results of DPE and Certificate Programme/Issue of grade card and Provisional certificate of DPE and Certificate programme: Email: cpresult@ignou.ac.in
7. Students general enquiries and grievances/Issue of duplicate mark sheet: Email: sedgrievance@ignou.ac.in
8. Verification of genuineness of Provisional Certificate and Grade card/Issue of Transcript: Email: gcverification@ignou.ac.in
9. Status of Project reports of all Programmes/Dissertation and Viva-Voce marks: Email: projects@ignou.ac.in
10. Issue of Degree/Diploma Certificate/Dispatch of returned Degree/Verification of Degree/Convocation: Email: convocation@ignou.ac.in
11. 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

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. The UGC Notification No. F. 1-1/2020(DEB-I) dated 4th Sept., 2020 regarding recognition of Degrees and Certificate acquired through ODL mode states as under: **"22. Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online modes.— Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and/or Online mode by Higher Educational Institutions, recognised by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode."**

e-Support Services

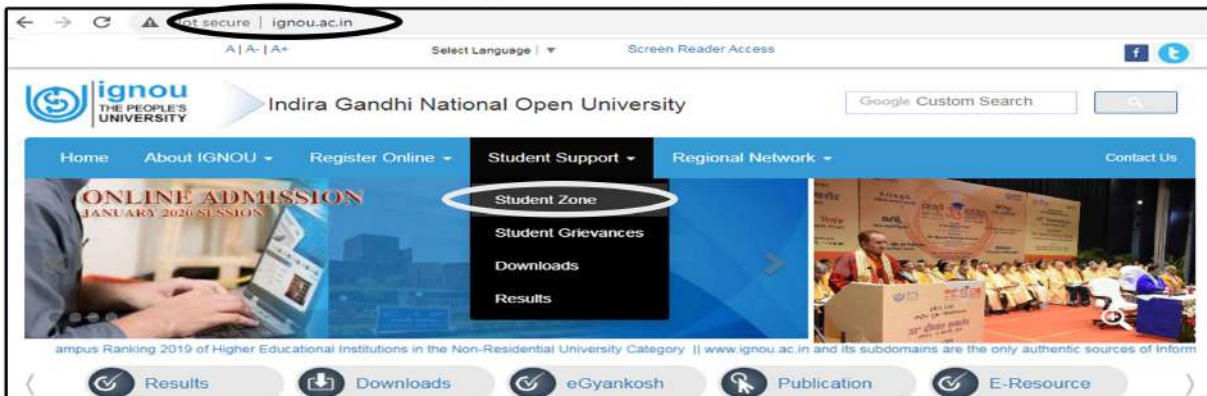
How to access IGNOU Website?

Go to
www.ignou.ac.in

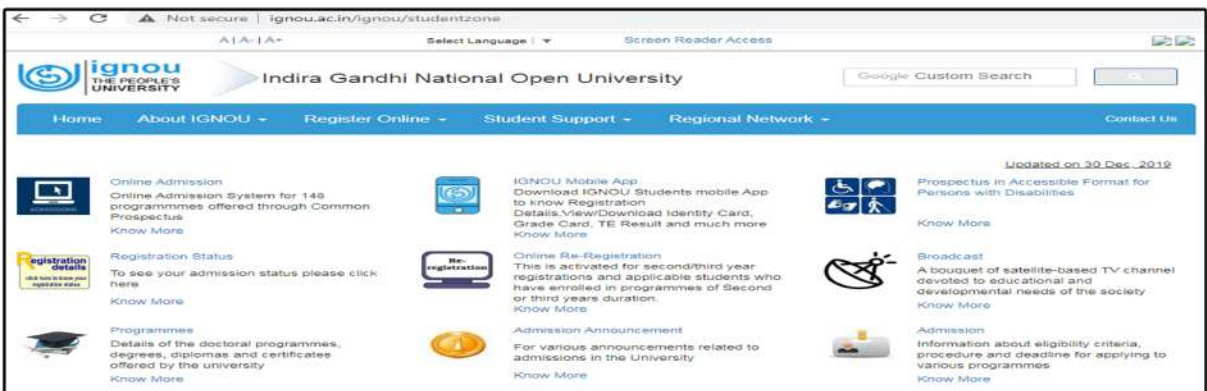


How to access Student Zone?

Go to
www.ignou.ac.in
and select
Student Zone from
Student Support



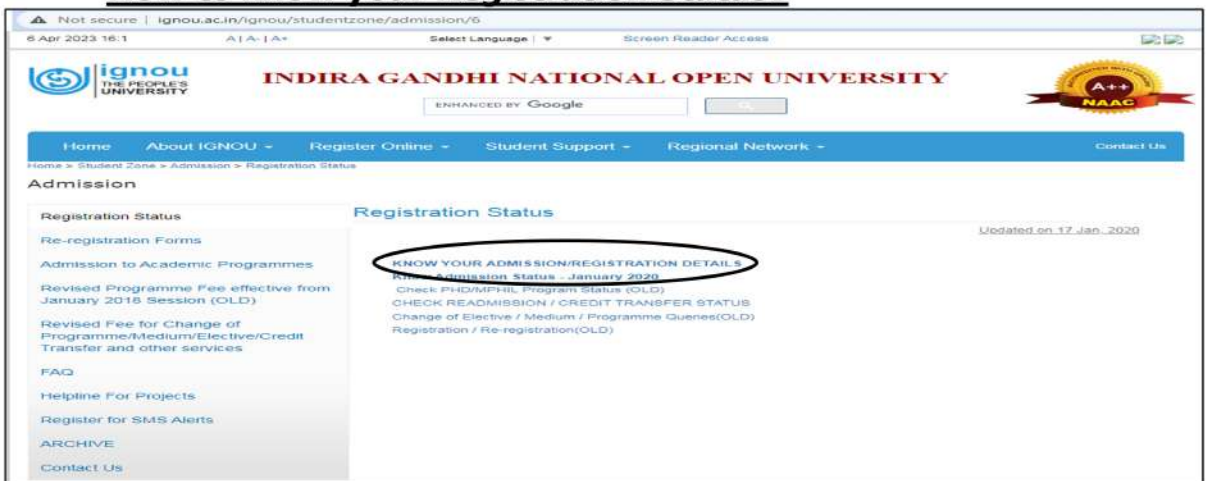
Student Zone



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

How to know your Registration Status?

Go to
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Student Zone->
Admission->
Know your
Admission/
Registration
Details



Direct Link: <http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>

Alternate Link: <https://ignou.samarth.edu.in/v/verify/student>

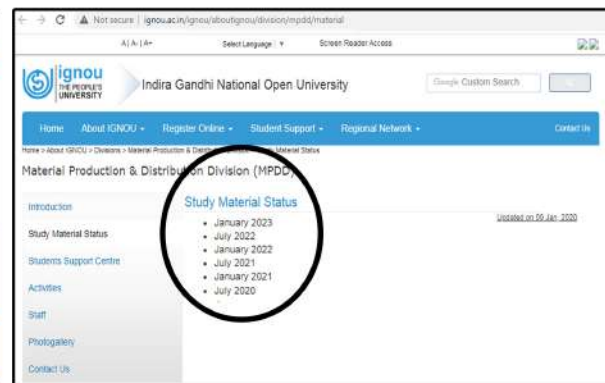
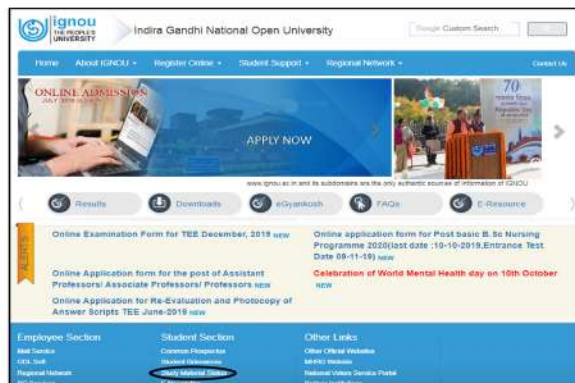
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Step-1

Go to
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Step-2

Select
Study Material Status

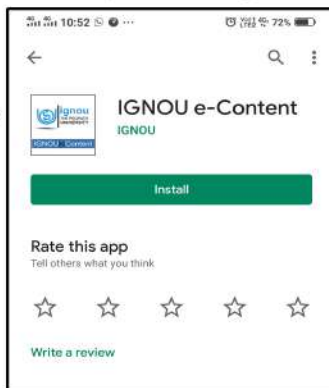


Direct Link: <http://ignou.ac.in/ignou/aboutignou/division/mpdd/material>

How to get softcopy of Study Materials?

Method-1

Install
IGNOU e-Content App
from
Google Playstore



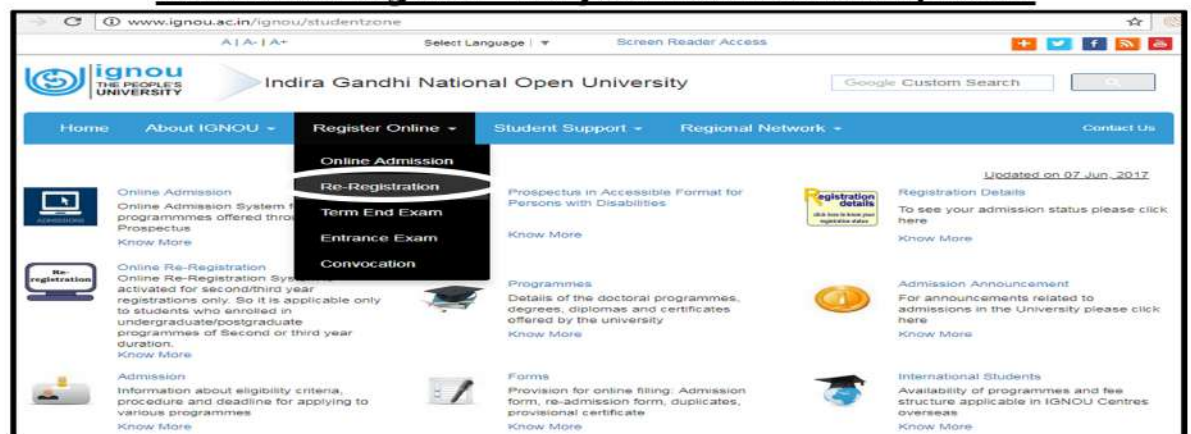
Method-2

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
and select
Re-registration from
Register Online



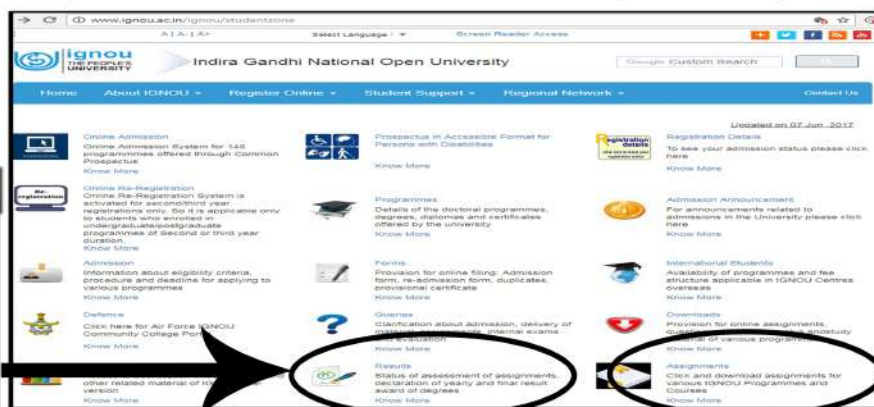
* in case of two/three
year or semester wise
programmes.

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

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Check Results

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Note: Use your enrolment number as password.

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