



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, VIJAYAWADA

F.No. IG/RCV-033/Fresh/Admission/2014

Dated: 1st January, 2014

Sub: Confirmation of Admission for January 2014 session – reg.

Please read the following documents carefully before you come for INDUCTION Meeting:

1. "Information that benefits Distance Learners" Guidelines.
2. Invitation to Attend Induction Programme i.e., first face to face meeting with the Officers of the University.

Dear Learner,

I am pleased to inform you that you have been registered with IGNOU for the programme for which you have applied. On behalf of the University I congratulate you for the successful registration with the National Open University which is recognized as a Mega University. For the registration details, please see the Fee Receipt. The Identity Card, Fee receipt and the Guidelines for Distance Learners are enclosed with this communication. Please go through the "Information that Benefits Distance Learners" before you attend the INDUCTION meeting in January/February 2014.

You are advised to verify the registration details printed on the Fee Receipt issued to you. This would ensure that the details furnished are recorded in your registration data base correctly and this will enable you for the smooth study.

Please ensure your participation in the Induction Meeting (first face to face interaction) to be organized at the Study Centre as the Induction Meeting is a necessary component for all the newly registered distance learners as this would give an opportunity to every learner to get acquainted with the ODL system, its operations and the roles of Distance Learner and the University (Regional Centre & Study Centre). The Induction Meeting will be organized only once and for those who register with the University for the first time (1st semester / 1st year).

The Induction meeting would also provide you an opportunity to meet the academics from the IGNOU Regional Centre, Vijayawada; Faculty or Academic Counsellors, who would be teaching, interacting in academic discussions/clarifications; Coordinator/PIC and staff of the Study Centre who provide student support. Above all, you will have a wonderful opportunity to meet fellow learners of different backgrounds who would be of great inspiration in interaction and formation of Study Groups for effecting networking and study purposes. Remember, you are requested to register for further study or subsequent semester/year and are required to send Re-registration form to re-register with the prescribed fee as per the schedule, for the subsequent semester/year of study.

Important matters for you to pursue while you are with the University:

1. Read "Information that Benefits Distance Learners" (enclosed) and interact with the academics Officers of the University and Study Centre during Induction meeting (Planned in February 2014).
2. Read "Programme Guide" before you attend / meet your teacher / counsellor during Academic Counselling (February to May).
3. Submit Assignments to the Study Centre / PSC well before the submission of Term End Examination forms to the Regional Centre, Vijayawada.
4. Submit Re-Registration (RR) form (UG / PG) well before the deadline to continue 2nd / 3rd registration for the smooth study.
5. Corrections (mistakes), if any you notice in your registration data, please approach RC, (Deputy Director, Admissions) for making necessary corrections (viz., name correction, address, email, phone, subjects, medium if any).
6. Every Study Centre / PSC will inform distance learners about the time, date and venue of the Induction meeting atleast one week in advance. Contact your coordinator for more details.

Wishing you good luck and a very Happy New Year 2014

Yours sincerely,

DR.V. VENUGOPAL REDDY
Regional Director

Encl : Fee Receipt, Identity Card and Information that Benefits Distance Learners.

Copy to: All Coordinators/ PICs – For information and necessary action for the conduct of induction programme (during February 2014) for all newly registered learners for 1st semester/1st year.

IGNOU, Regional Centre, Vijayawada

"Information that Benefits Distance Learners"

We are pleased to inform you that you have registered with a University which has national and international presence offering more than 250 academic programmes with thousands of courses in a variety of disciplines through its national and international network of Regional Centres and Study Centres (in India) and Partner Institutions (abroad). More than 2.8 million students are enrolled in the University. Many of them are enrolled mostly in Professional, Technical, Vocational, Traditional disciplines viz., Management, Computing education, Education, Health and Paramedical Sciences, Pure Sciences, Journalism, Social Sciences, Law, Agriculture, Extension, Gender, Social Work etc. From the meaning of the distance learner, it is understood that you have a definite role to play in managing your studies successfully. Similarly, Study Centre and Regional Centre and the University have a specific 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:

How to begin your studies?

Step 1: The first step is to participate in the INDUCTION MEETING to be held at the allotted Study Centre / PSC. Your presence at the Induction meeting will make a lot of difference to your study.

Step 2: Read the Programme Guide supplied to you. It familiarizes you with programme /courses and the roles and responsibilities of a distance learner. In short, the Programme Guide provides the complete information as to how you should study the programme opted for. It also provides you with various Forms and Formats and the Calendar of the University's activities you may require for your studies at the University.

How you should study?

The printed study material provided to you is self-instructional and is sufficient to help you to understand the content and concepts and prepare yourself academically for counseling, writing assignment responses and term-end-examinations. The study material includes Course Materials, Programme Guide and Assignments. 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 reading the printed study material, you must 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 would help you to understand the subject/content better. Please keep on putting 8-10 hrs. in a week on your studies for successful completion of the programme in terms of Knowledge, Skills and Abilities leading to Competences.

Learner Support at your Study Centre

To help you and to clarify your doubts on academic and administrative queries, face-to-face contact (academic counseling) is provided at your Study Centre. The Schedule of the counseling sessions will be handed over to you by the Study Centre during the Induction meeting (by post in case you miss the induction meeting).

Academic Counselling (Theory)

Counseling is provided by Academic Counsellors who are experts in the subject. These counseling sessions are interactive as they not only provide an opportunity to discuss, and debate various academic themes relevant to the programme but also allow you to enjoy human interaction with counsellor and peer groups (student colleagues).

However, you must note that counseling sessions at IGNOU are not lectures. Counselling is a group activity in which the learners are expected to participate for 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 counseling sessions (theory/ Practical or both).

Some programmes have lab activities, field visits (B.Sc-Nursing), workshops (B.Ed.), seminars etc. These may carry specific weightage in terms of assessment during studies. These field visits, workshops etc., would help you in acquiring skills and competencies. Please remember attendance in field works, practicals (lab, field based activities etc.) Workshops etc., are mandatory.

Practical for Lab Courses

Theory and practice will provide not only simple knowledge, but also equip you with skills and competencies as they would be much more relevant to make you "competent and confident" when you need to present yourself for placements / jobs / interviews.

Assignments

Assignments are one of the most crucial components of the teaching-learning strategy of IGNOU. The assignments are supplied to you along with your study material. Assignments carry 25% to 30% weightage in the overall course grade. The submission of the requisite number of assignments is also compulsory for appearing in Term End Examination. Therefore, you are expected to submit the assignment responses by the prescribed date at the study centre. Remember submission of assignment is also necessary and a pre-requisite condition for appearing in the Term End Examination. However, the significance of assignments is much more than this. The assignment questions will make you to study course material and other related reference books so as to answer assignment questions better. The feedback on assignments (to be received from counsellors after evaluation) will help you in comprehending the subject content better and in overcoming your limitations and to improve subsequent performance in writing assignments and Term End Examinations.

Evaluation System

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

1. Self-assessment exercises within each unit of study material. These do not carry any weightage of marks, but they help student to understand the subject better.
2. Continuous evaluation mainly through Assignments (tutor-marked and practical assignments) and Seminars/ Workshops/ Extended Contact Programmes, Field Visits etc. depending upon the curricula drawn for a programme by the faculty of the discipline.
3. Term-End Examinations at the end of semester/ year and Projects, Internships etc. (during studies) prescribed by the discipline.

Term-End Examination

The University conducts Term-End Examination twice a year in the months of June and December. Students will be permitted to appear in Term-End Examination subject to have:

- 1) Valid registration for the courses, in which they wish to appear,
- 2) Submitted the required number of assignment(s), in those courses by the due date,
- 3) Certification by the Coordinator of the Study Centre in the examination form to the effect that the student has submitted requisite assignments for the courses to be registered for the term-end examinations.
- 4) Filled-in examination form for courses for which student wish to appear along with fee.

Examination fee @ 60/- per course (for more details please see the examination form) while following course details.

- Filled in examination form must be submitted only to the Regional Director, IGNOU Regional Centre, Vijayawada.
- Get an acknowledgement slip after submission of the examination form from the Regional Centre (if you submit by hand).
- Students can also submit on-line examination form as per guidelines through IGNOU website www.ignou.ac.in.
- If you do not receive the Intimation Slip/ Hall Ticket 7 days before the commencement of examination, you may contact the Student Evaluation Division at IGNOU (Hqs) or Regional Centre Vijayawada for necessary help. Intimation Slips/ Hall Tickets may also be made available for download from IGNOU website www.ignou.ac.in.
- Every Study Centre will not be an examination centre (not necessary every time). In case you want to appear for any other examination centre anywhere in India, you are expected to mention the name and the code of that centre in the examination form and submit the exam form online/off line to the Regional Centre under which the examination centre falls.
- If you need any duplicate Identity Card, please approach Regional Centre atleast 7 days before the Commencement of Examination.

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 Sept to 30 th Sept	Nil
1 st April to 20 th April	300/-	1 st Oct to 20 th Oct	300/-
21 st April to 30 th April	500/-	21 st Oct to 31 st Oct	500/-
1 st May to 15 th May	1000/-	1 st Nov to 15 th Nov	1000/-

PROJECTS (Proposal and Reports)

Some Programmes/Courses have Projects. Students are required to go through their Programme Guides and Project Manuals. Remember some projects could be submitted with/without project proposal approvals. Once the final project is ready, the student is required to submit the same to the Regional Centre/University HQs (New Delhi) depending upon the guidelines given in the project guide. For Example, MCA and BCA needs project proposal approval before submission of the final project. For MCA, BCA, project proposals are to be submitted to the Regional Centre, Vijayawada. In case of MBA, proposal needs to be approved by the School of Management Studies, IGNOU, New Delhi. Final Project needs to be submitted to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068. Please go through the guidelines given in the programme guide/project guidelines and act accordingly for preparation of proposals and Projects.

The Viva-Voce of project for BCA /MCA is conducted at the concerned RC in the months of January and July after your Project Report is evaluated. No Viva-Voce for the Project submitted for MBA.

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

Right now you have registered for the first semester/ year and your current registration is valid only for the 1st semester/ 1st year. You are required to re-register for 2nd semester/ 2nd year and so on depending upon the programme you have chosen. You are advised to submit the re-registration form only at the respective Regional Centre and no where else. If any student sends the re-registration form to wrong places, he/ she may consequently miss a semester/ year.

Schedule for Re-Registration

For July Session	For January Session	Late fee (subject to change)
1 st February to 31 st March	1 st August to 1 st October	Nil
1 st April to 30 th April	3 rd October to 31 st October	200.00
1 st May to 31 st May	1 st November to 30 th November	500.00
1 st June to 20 th June	1 st December to 20 th December	1000.00

Note: If a student cannot avail re-admission beyond maximum period with in the period stipulated above. The Student need to seek FRESH admission, once Re-admission period is lapsed.

Scholarships and Reimbursement of Fee

The learners who belong to reserved Categories, viz. Scheduled Castes, Scheduled who belong Tribes and Physically Handicapped etc. have to pay the full fee at the time of admission to the University. Learners to the above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship form from the Directorate of Social Welfare or from the Office of the Social Welfare Officers of their State, fill it up and submit the duly completed Scholarship Form to the Regional Centre where he/she is admitted for necessary certification by the Regional Director and for its onward transmission to the concerned department for reimbursement of the programme fee. On receipt of the reimbursement of fee, the Regional Director will disburse it to the respective students. The Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of the University also. Such students are advised to apply to the awarding authority.

Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of registration fee through A/c Payee Cheque Only.

Change of Medium

Change of medium is permitted within 30 days from the receipt of first set of course material in the first year only. The request for change should be addressed to the concerned Regional Centre only as per schedule. Required procedure to be followed for the change of medium is mentioned in detail in the Student Handbook and Prospectus and also in the Programme Guide.

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

The Region can be changed by writing to the Regional Centre from where the student is seeking transfer with a copy to the Regional Centre where the student would like to be transferred to. Further, the student needs to obtain a Certificate from the Coordinator (present centre) regarding the number of assignments submitted. The Regional Centre will transfer all records including the details of fee payment to the new Regional Centre under intimation to the Registrar (SRD) and the learner as well. For the change of Region in practical oriented programmes 'No Objection Certificate' is to be obtained from the new RC where the learner wants the transfer.

Re-admission (for those who complete maximum period)

Students who are not able to clear their courses in the programme for which they registered within the maximum duration can take Re-admission for additional period in Continuation of the earlier period (without allowing any break from the first admission) as under:

Programmes	Duration Period	Re-admission Period allowed after the maximum period
Certificate	6 months – 2 years	6 months
Diploma	1 year – 3/4 years	1 year
Bachelor Degree (other than 4 years programme)	3 years – 6 years	2 years
Master Degree	2 years – 4/5 years	2 years

Maintain a personal file of all communications from the University / Regional Centre, Vijayawada.

You are advised to maintain a file relating to your programme and the correspondence made with the offices of the University. Every paper / document and assignment (written) submitted to Study Centre / Regional Centre / Headquarters be kept in a file as they would be useful for future reference in case you approach the University for any clarification, within the maximum period of the programme or even beyond. You must have a copy of Assignment (written) you submit to Study Centre in your file as this would be handy for re-submission, in case Study Centre is not able to locate / trace due to unavoidable circumstances.

WHOM TO CONTACT

AT REGIONAL CENTRE, VIJAYAWADA.

1. The Regional Director, IGNOU Regional Centre, Vijayawada, Phone: 0866-2565253, 2565959, mobile no: 9849106399, www.ignou.ac.in, E-mail id: rcvijayawada@ignou.ac.in
2. For Admission and Related Matters: Email admsrc33@ignou.ac.in
3. For Identify Card, Fee Receipt and Bonafide Certificate: admsrc33@ignou.ac.in.
4. For Study Materials and Assignments Questions related matters: Email mddrc33@ignou.ac.in
5. For Examination and Assignment Evaluation related matters: Email examrc33@ignou.ac.in, asgrc33@ignou.ac.in
6. For Student Support Services & Student Grievances: Email rcvijayawada@ignou.ac.in
7. Change of Elective / Medium / Address / opting of left over electives:
In case of BDP, Computer & Management Programmes
Regional Centre, Vijayawada, # 9-76-18, Hindu High School, Kothapeta, I-Town, Vijayawada – 520 001.
In case of All other Programmes
Regional Centre, Vijayawada
8. Results, Grade Card & Provisional Certificate: The Deputy Registrar (Exam II), SR&E Division, IGNOU, Maidan Garhi, New Delhi - 110068. Email: sred@ignou.ac.in .