

F.No. IG/RCV/RR/2014
Dated: 1st January, 2014

Dear Learner,

Sub: Confirmation of Re-Registration for January 2014 session – reg.

You would recall that you had submitted Re-registration form to this office sometime back to get registered with the University for January 2014 semester/year of study. I am pleased to inform you that you have been Re-registered with IGNOU for the programme for which you had applied. For re-registration details, please see the Fee Receipt enclosed. The Identity card issued by the Regional Centre, Vijayawada upon your first registration will be valid till you have valid registration with the University.

1. You are expected to check your registration details based on the Fee Receipt enclosed herewith, before attending the counselling/other related activities. Inform the Regional Centre, on priority if any corrections are needed as this would help you to have correct data base of courses, address etc. for smooth study with the Study Centre/Regional Centre/University. DO NOT IGNORE / FORGET THIS please.
2. You will receive Study Materials and Assignments from the Regional Centre, by post.
3. You are expected to collect the Academic counselling/Practical Sessions Schedules from the Study Centre/Programme Study Centre well before the first counselling / Practical Sessions is scheduled. In case, you do not receive the same by post/other means, please contact the study centre for the same.
4. Please remember that the Study Centre will conduct the theory counselling and then Practical/lab sessions/field activities, if applicable. The Attendance in the practical/field work is compulsory. Learners will be permitted to appear in the practical examinations provided they have the requisite percentage of attendance in the practical/lab courses/field works. Please refer to the Programme Guide/Practical Manuals supplied to you for details.
5. You are advised to submit the Assignment responses always at the Study Centre unless you are advised to submit them at any other place. Please collect all evaluated Assignment responses along with the Feedback written on the Assignment responses from the Study Centres you had to go through the feedback given by the evaluators on academic difficulties you must have faced while preparing assignment responses.
6. You have to submit Term end Examination form for Theory as well as Practical courses at the Regional Centre along with the requisite fee of Rs.60/- per course in favour of IGNOU payable at Vijayawada. The submission of Term End Examination form for all courses is mandatory.

Please go through the "Guidelines for study for Distance Learners" provided to you (see page number 2 onwards) for more details on various activities which you may have to perform while pursuing studies with the University. You are advised to go through the Programme Guide/Manuals, IGNOU website, e-gyankhosh, etc. thoroughly, as they would facilitate your study with the University.

With best wishes,
Yours sincerely,DR.V.VENUGOPAL REDDY
Regional Director

Encl: Fee Receipt

Copy to: All Coordinators/PICs – for information.

Note: For most programmes in IGNOU, at the time of admission the students have to pay fees only for the first year/first semester. Subsequently, the students will have to submit fees to the University for the Next year/semester-by submitting filled in Re-registration form along with fees. Re-registration in IGNOU refers to the procedure to get the student registered for the 2nd /3rd year or next semester as the case may be.

Guidelines for Study for Distance Learners

You are aware that you have enrolled for a programme which is being offered through Distance Learning mode adopting the Open Mode 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 the distance learner, you must have understood that you have a definite role to play in managing/pursuing your studies. Study Centre, Regional Centre and the University too have definite roles to play in facilitating your studies. Being a distance learner, having many other roles to perform in the real life. If a distance learner maintains a balancing approach towards as studies and other roles he/she would make healthy process in achieving his/her goals successfully.

1. Programme Guide and Study Materials:

The first step towards successful pursuit of your programme is to read the Programme Guide (PG) supplied to you. This guide is provided to you initially in the first year along with the study material. The PG familiarises you with programme /courses and roles and responsibilities of a distance learner. As 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 activities you may require for studies at the University. Please remember, you must be thorough with the contents of the Programme Guide before you open study materials, assignments and other reference books.

The printed study material supplied to you is designed in self-instructional mode, would facilitate in understanding the content and concepts and prepare yourself academically for counselling, writing assignment responses and term-end-examinations. The study material includes Course Materials, Programme Guide and Assignments. The study material has been designed in an interactive style. You will be able to understand the content and concept easily if you follow the instructions in a manner that is given in the materials. You are required to spend at least a few hours in a day/week and a few days in a month in reading study materials provided to you. Please remember that the University objective is to provide you interactive counselling, facilities for practicals/lab experiments, field work etc.(depending upon the nature of the course) at its study centres using the services of academic experts on specific days, preferably on Sundays and days/week end days. You are expected to read the study materials thoroughly before attending to academic counselling sessions, so that you will be able to participate effectively in the academic interaction and discussion with academic counsellors 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 to understand the subject/content better.

2. Academic Counselling (Theory/Lab/Practical sessions)

Academic counselling sessions provide you with an opportunity to comprehend difficult concepts, clarify various academic doubts, share learners' views on the subject with academic counsellors and peer group in order to have fruitful and meaningful academic interaction. However, you must note that counselling sessions at IGNOU are not in the form of lectures. Counselling is a group activity in which the learners are expected to participate in purposeful and meaningful discussion on the subject. Normally, the discussion/interaction, debate etc., may be on the course content, assignment, feedback received by the learners on assignments etc. Better self study leads to better interaction, discussion on academic concepts, thus leading to acquire better knowledge, skills and competencies. This could be possible only when the learner develops discipline where, he/she should have "definite schedule" for his/her study through distance mode.

As you are aware, practicals will help to 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 a learner with skills and competencies. Please remember attendance in the practical component is mandatory. A learner must have requisite attendance in practical sessions in order to become eligible for appearing in the Term-end-Practical Examination organized for practical courses. You are therefore advised to be regular in your practical sessions not only to be able to sit in the Term-End-practical examination but also to acquire better hands-on-skills and practical knowledge. However, if a learner misses the required number of practical sessions he/she can attend the same (and compensate the shortage of attendance) in the next academic session by paying the requisite fee as per the University norms. Please refer to the Programme Guide/Starter Kit or contact PIC/Coordinator/counsellors for more details in this regard and follow instructions as given in the Programme Guide with regard to percentage of attendance required in practical courses.

Please remember practical/lab sessions/field works are conducted to make sure that learners would gain adequate knowledge and skills and competencies. Do not hold the view that a learner should attend practicals/lab sessions to merely mark their presence for the purpose of attendance. Your attendance/participation in theory and practicals will make you to acquire adequate knowledge, skills and competencies over the subject/content.

3. Assignments and feedback on Assignment responses

Assignments are the most crucial components of the teaching-learning strategy as they assess your strengths and weaknesses, thus preparing you for final examinations, viva voce etc. The assignments are supplied along with the study material. The 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. You are expected to submit assignment responses by the prescribed date at the Study Centre/PSC. Assignments are part of Continuous Evaluation. Remember submission of assignment is also a pre-requisite condition for sitting in the Term End Examination. The assignment questions will make you to study, refer course material and related reference books. Being a distance learner you may even interact with counsellors, fellow learners, etc on assignments for understand the concepts/ subject in a better way and place the same in your own way, which would give you best possible grade/marks in assignments. The feedback on assignments (to be received from

counsellors after evaluation) will facilitate in comprehending the subject content better and in overcoming limitations and for improving performance subsequently in writing assignments and Term End Examinations. Remember the following while submitting assignment responses:

- Submission of Assignments as per the schedule is mandatory. Assignments must be prepared as per the procedure and guidelines given in your programme Guide.
- Keep photocopies of the assignment responses you submit at the Centre for future reference.
- Collect acknowledgement slip from the Study Centre after submitting the assignment responses to them.
- Collect evaluated assignment responses back for feedback. If you do not receive them before the Term End Examination, contact the Study Centre for the same. Having collected assignments back after evaluation you must go through them.
- In case you have applied for change of Study Centre or Regional Centre, submit assignments at your old Study Centre till records are transferred to the new Regional Centre and Study Centre.
- Assignments are usually provided with study materials. Assignments are changed every semester/year. New assignments can be obtained from IGNOU Regional Centre, Vijayawada or the same could be downloaded from the IGNOU website www.ignou.ac.in. For writing and submission of assignments etc. you may consult your Programme Guide for more details on assignments.

4. 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 provide an opportunity to understand the subject better and also provide an occasion for better interaction with counsellors and fellow learners.
2. Continuous evaluation mainly through Assignments (tutor-marked and practical assignments), Seminars/Workshops/Extended Contact Programmes. Field Visits etc.
3. Projects, Internships, viva-voce etc. (during studies)
4. Term-End Examinations (at the end of semester/year).

5. Learner Support at your Study Centre

To help you and to clarify your doubts on academic and administrative queries, face-to-face contact (academic counselling) is provided at your Study Centre. The Schedule of the counselling sessions will be handed over to you by the Study Centre. counselling is provided by Academic Counsellors who are experts in the subject. These counselling sessions are interactive as they not only provide you an opportunity to discuss, and debate various academic themes relevant to the programme but also allow you to enjoy human interaction with counsellor and peer groups (student colleagues).

6(a) Term-End Examination

The University conducts Term-End Examination twice a year in the months of June and December. Learners will be permitted to appear in Term-End Examination subject to the conditions that he/she has;

- 1) Valid registration for the courses, in which they wish to appear and must have completed minimum required period of studies.
- 2) Learner should have submitted the required number of assignment(s), in those courses by the due date, and
- 3) Filled-in examination form for courses for which student wish to appear along with requisite examination fee.
- 4) The Coordinator/PIC should certify the Examination Form to the effect that the learner has submitted all the assignments for the courses to be registered for the Term-End Examination.

Examination fee @ Rs.60/- per course is required to be paid either through online payment gateway or cash deposit at designated banks through challan or through demand drafts drawn in favour of IGNOU & payable at Vijayawada.

Points to remember while submitting/after submitting Examination Form

- 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.
- Learner 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 before 7 days before the commencement of examination, you may contact the Student Evaluation Division at IGNOU (Hqs), or your Regional Centre for necessary help. Intimation Slips/Hall Tickets for Term-End-Exam are also available on 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 examination from any other Examination Centre anywhere in India, you are requested to mention the name and the Code of that Centre in the examination form and submit the Exam form online/off line only to the Regional Centre under which the examination centre falls. Examination fee Demand Draft should also be drawn in favour of the Regional Centre where you wish to appear for the examination.

Schedules for submission of Term End Exam forms are given below. These schedules are applicable for all programmes, otherwise specific orders are issued for any specific programme for specific reasons.

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/-
For strict adherence			

6(b) Practical Examination

Some programmes/ courses have practical examination. For example MCA, BCA, CIT, BA/MA Psychology, BSc, BLIS, MLIS M.Sc(MACS) etc. In order to appear in a practical examination, learners are required to fill in the Term-End-Examination (TEE) form. The TEE form is same for theory and practical examination. The schedule of the practical examinations will be available at the Regional Centre. Separate hall tickets are issued by Regional Centre, Students Evaluation Division (Head Quarter) for practical examinations depending upon the programme. To attend the Term End Practical Examination, you are required to have prescribed attendance in the practical sessions of each course. For course in which attendance is short, the student is expected to repeat practical sessions in such course, thus, compensating the short attendance in the next semester. Please note that change of Study Centre or Regional Centre could be avoided in the middle of the study as this may create inconvenience in fulfilling compulsory attendance requirement due to transfer. Please see programme guide or manuals where detailed information is available on practicals and conduct of final practical examinations. The Regional Centre or University will not permit students to appear in Term End Practical Examination, unless and until student have requisite attendance in practical/lab experiments etc.

6 (c) Student Grade Card

The Student 'Grade Card' for every student is available in IGNOU website: www.ignou.ac.in under 'student zone'. Grade card reflects progress of your study in the University i.e., for which all courses your assignment marks have been declared, status of Term End Exam result and overall status whether a particular course has been successfully completed/not-completed. Every learner is required to check grade card status from time to time. In case of any discrepancy/non-updating of marks. You may write to the Regional Centre at rcvijayawada@ignou.ac.in.

7. PROJECTS (Proposal and Report)

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

Viva-Voce: The Viva-Voce of project for BCA/MCA/MA (Edu.) M.Ed, MAPC, etc. is conducted at the concerned RC usually in the months of January and July after Project Report is evaluated. The dates and venue of the Viva-Voce is communicated by the Regional Centre. Only eligible students will be invited for Viva-voce adhering to the guidelines of the programme.

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

Continuance in the Programme is through Re-Registration. You have to re-register in advance for the subsequent Semester/Year. You are advised to submit the re-registration form only at the respective Regional Centre with which you have registered 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

9. Re-admission

Students who are not able to clear their courses in the programme for which they registered within the maximum duration can take Re-admission for additional period in continuation of the earlier period as under:

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

Note:

- ❖ Re-registration and re-admission fee is applicable as per the dates/fee prevailing in the current Semester/Year.
- ❖ Fee paid for Registration (first) and Re-registration have nothing to do with the Term End Examination (TEE). Students are expected to register for TEE separately.

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

The Region can be transferred by writing to the Regional Centre from where the student 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. Then the Regional Centre will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar (SRD) and the learner as well. For change of Region in practical oriented programmes 'No Objection Certificate' is to be obtained from the new RC where the learner wants transfer. The procedures to be followed can be obtained from the Student Handbook and Prospectus.

You will be intimated through SMS alerts (if possible) about the date for collection of study materials etc., by the Regional Centre. Please read them carefully as they play an important role in reminding you certain activities well on time. You may also go through the IGNOU website (www.ignou.ac.in) for various additional inputs.

WHOM TO CONTACT

AT REGIONAL CENTRE, VIJAYAWADA	AT UNIVERSITY
<ol style="list-style-type: none">1. The Regional Director, IGNOU Regional Centre, Hindu High School, Kothapeta, Vijayawada – 520 001. Phone: 0866 – 2565253, 2565959. Website: www.ignou.ac.in, E-mail: rcvijayawada@ignou.ac.in2. For Admission and Related Matters: E-Mail: admsrc33@ignou.ac.in3. For Study Materials and Assignment Questions related matters: E-Mail: mddrc33@ignou.ac.in4. For Examination and Assignment Evaluation related matters: E-Mail: examrc33@ignou.ac.in, asgrc33@ignou.ac.in5. For Student Support Services & Student Grievances: E-Mail: rcvijayawada@ignou.ac.in6. For Identify Card, Fee Receipt and Bonafide Certificate: E-Mail: admsrc33@ignou.ac.in	<ol style="list-style-type: none">1. Pre-Admission Enquiry Regarding Various Courses of IGNOU: Public Information Unit, IGNOU, Maidan Garhi, New Delhi-110068. Email: rmohan@ignou.ac.in2. Examination Date-sheet, Result – rechecking, Grade Card & Provisional Certificate: The Deputy Registrar (Exam II), SE Division, IGNOU, Maidan Garhi, New Delhi - 110068.3. Change of Elective/Medium/Address/ opting of left over electives: In case of BDP, Computer & Management Programmes – Regional Centre, #9-76-18, Hindu High School, Kothapeta, Vijayawada – 520 001.4. Purchase of Audio / Video Tapes: Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068. Email: marketingempc@ignou.ac.in5. Academic Content: Director of the School concerned6. Student Support Services & Student Grievances: The Deputy Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068.

Please to through these Guidelines and Programme Guide. You are advised to visit IGNOU's Website which is an asset for reference pertaining to Courses/Programmes. Registration data base, Assignments/Term-end-Examination mark/grades and results etc. Please visit the website (www.ignou.ac.in) frequently. In fact lots of academic input such as Programme Guides, Manuals, Course inputs are also available on e-gyankhosh for reference. There inputs will be of great use for your studies. The Regional Centre Vijayawada wishes you for successful completion of the programme.

Dr. D. R. Sharma
Deputy Director

Dr. S. Fiayaz Ahmed
Deputy Director

Dr. G. Dharma Rao
Assistant Regional Director

Dr. B. Prasad Babu
Assistant Regional Director

DR.V.VENUGOPAL REDDY
Regional Director