

DR.K. PANNEERSELVAM

Sr. Regional Director

FNO:IG/RC25/July 2023/

Dear learner,

Please accept our **Hearty Congratulations on your admission to IGNOU programme!** Welcome to IGNOU!

With reference to the academic and student support services, you are advised to note the following guidelines to help us to serve you better:

- ❖ **Student Identity Card:** For the Students, who have taken admission, through on line Samarth Portal, the Student ID card must be downloaded from online portal and it does **NOT require the attestation from the Regional Centre** as it carries the signature of the Registrar, Student Registration Division, IGNOU, New Delhi. This can be laminated and kept safely till you complete the Programme. **For online admitted students, Regional Centre will not issue Student Identity Card separately.** Therefore, you are expected to remember your username and password to login in the portal.
- ❖ **Fee Receipt:** The Fee Receipt must be downloaded from online portal.
- ❖ **Induction Meeting:** This is the first meet for the learners who enrolled freshly in the University. The meeting will be arranged through google meet or in person at study centre and the date and time will be informed through mail and the details will be uploaded in the RC Chennai website(<http://rcchennai.ignou.ac.in/>).
- ❖ **Study Material:** The Study material will be sent only to the learners' communication address through post **directly from the Material Production and Distribution Division (MPDD), IGNOU, New Delhi.** Kindly note that study materials will not be issued from the Regional Centre, Chennai. Read your Programme Guide very carefully for knowing the regulation/ procedures of IGNOU. Electronic version of study materials is available @ E-Gyankosh in IGNOU website (www.ignou.ac.in). **The study material will not be sent to the online students who have opted for Soft Copy of Study Material and availed 15% fee concession during their admission.** Learners may also download IGNOU-e-content app for referring soft copies of study materials.
- ❖ **Counseling/ Practical Sessions:** The schedule for the counseling and practical sessions through online/face-to-face mode will be sent to you by the study centre to which you are attached. Please attend the counseling classes where you can get academic support. Kindly read the study material before attending the counseling sessions. All communications will be sent to your email ID as per registration data.
- ❖ **Assignments:** Submission of assignments for all courses is compulsory. It is a pre-requisite to appear in the Term-End Examination (TEE). The assignments carry a weightage of 30% in evaluation. Assignments component is compulsory and have to be submitted at study centre to which you have been attached and **NOT to the Regional Centre.** Assignment questions are available in the IGNOU **website www.ignou.ac.in under Student Zone/Assignment.** Only current session assignment questions are to be used. Usually, for June term exam the last date for submission of assignments is 31st March and for December term exam, the last date is 31st October. However, for extension of date if any, IGNOU website to be referred.
- ❖ **Change of Elective Course:** Request for Change of Elective course/ Medium should be submitted with the requisite fee at the Regional Centre within one month from the date of receipt of study material or commencement of session whichever is earlier in the same year. **For Change of Elective/Medium fee, refer IGNOU Website (www.ignou.ac.in).**
- ❖ **Term-End Examinations:** Term-End Examinations (TEE) are held in June and December every year. Term End Examination (TEE) carries a weightage of 70% of the total marks for each course.

Submission of Term End Examination form for December 2023/June 2024 is only through online in the IGNOU website www.ignou.ac.in as per the schedule. Term End Examination Fee at present is Rs.200/- per course. The online portal for Term-End Exam is: exam.ignou.ac.in.

Last date for submission of TEE form through online: refer IGNOU website www.ignou.ac.in

1. Certificate, MP, BCA, MCA, MTTM & other semester-based Programmes learners can appear for TEE December 2023.
2. Bachelor and Masters Degree, Diploma, PG Diploma learners can appear for June 2024 TEE only.

- ❖ **Term-End Practical Examination:** IGNOU conducts Term End Practical Examination for the courses in the programmes: CIT, CBS, BCA, PGDCA_NEW, MCA_NEW, BLIS, CCITSK, PGDIS, DBPOFA, MSCMACS, ACISE. For these Programmes, TEE-fee for Practical courses should be paid along with theory courses through online. *The Term-End Practical and Project Fees for upto 4 Credit is Rs. 300/- Per course and above 4 Credit is Rs. 500/- per course*
- ❖ **Re-Registration:** Submit the Re-registration forms only through online in www.ignou.ac.in. For programmes with semester-based admissions like MP, BCA, MCA, MSCMACS the online re-registration is to be essentially done for every six months *i.e.* like in January 2024, July 2024 etc. to continue your study. For programmes with non- semester based admissions enrolled in January 2023 session like Bachelors Degree and Master Degree programmes such as BAG, BSCG, BCOMG, BSW, etc. and MA,MSW, MSC,MCOM, etc. should be done yearly in July, 2024, July 2025, etc. The offline re-registration is discontinued by IGNOU.
- ❖ The online Re-Registration for July, 2024 session will be opened in April/May 2024 onwards and for January, 2024 it will be opened from October/November 2023. The online Re-Registration portal link is <https://onlineadmission.ignou.ac.in/onlinerr/>
- ❖ **Refund of Fee:** Fee paid once will **NOT** be refunded on any account and in all these matters, the decision of the University is final.
- ❖ **Other related information:**
 - Allotment of study centre is done as per choice of the student, to the extent possible. **However, in some programmes/ semesters, re-allotment of centre has been done based on administrative/ operational reasons to ensure smooth conduct of student support sessions.** In such cases, request for change of study centre will not be entertained. Kindly cooperate with us and avail the support services at the allotted study centre (the details will be informed through e-mail).
 - Please visit the official website of IGNOU **www.ignou.ac.in**. for the latest updated information like Examination schedule, results, Grade Card status (*Available through the link under Student zone*), Announcements, etc.,

Link for Schedules of Gyandarshan Channel

<http://ignou.ac.in/ignou/aboutignou/icc/empc/gyantime>

Link for Video Lessons

<https://www.youtube.com/c/empcignou/playlists>

Link for Audio Lessons

https://drive.google.com/drive/folders/1m_PuGcRDa9os0WNDxdE-nPHi_qcnRgJs

Daily Schedules of Swayamprabha channel

<http://www.ignou.ac.in/userfiles/Swyamprabha.pdf>

Frequently useful links

<http://www.ignou.ac.in/ignou/aboutignou/icc/ssc/frequentlylinks>

Web Enabled Academic Support

<https://sites.google.com/ignou.ac.in/weas>

Swayam Prabha Channels at IGNOU

<https://egyankosh.ac.in/swyamprabha.jsp>

Contact details for related queries:

S.No	Nature of request / Complaint	Officials to be contacted
1	For all Admission/Re-registration related queries	Admission Section, IGNOU RC Chennai Ph:044-26618040 ; Email: rcchennaiadmissions@ignou.ac.in
2	For all Examination/Evaluation /Counseling sessions/ Assignments/ Projects/Practical's related queries	The Assistant Regional Director Evaluation Section, IGNOU RC Chennai Ph:044-26618489 rcchennaiassignments@ignou.ac.in
3	Change of address / Change of Study Centre/ Regional Centre/ Change of Course/ Elective/Medium/ Name (in the prescribed proforma) /Bonafide Certificate/ Migration Certificate	The Regional Director IGNOU Regional Centre Periyar Thidal, No.84/1, EVK Sampath Road Vepery, Chennai 600 007 Email: rcchennai@ignou.ac.in
4	About dates of Term-End Exam/ Hall Ticket/ Exam Centers/ Declaration of Results/ Grade Card/ Provisional Certificate/ Official Transcripts, etc.	The Registrar (SED), IGNOU Maidan Garhi New Delhi 110 068. www.ignou.ac.in E-mail: mdresult@ignou.ac.in, bdresult@ignou.ac.in cpresult@ignou.ac.in
5	Project Submission - * BCA,MCA, PGDLAN, PGDET, MAEDU, MSCDFSM, MAPC, PGDEMA, PGDPPED, DECE (*Tamil Medium)only *** Other programs with Project component and DECE (English Medium)	(*) The Regional Director IGNOU Regional Centre Periyar Thidal, No.50, EVK Sampath Road Vepery, Chennai 600 007 *** The Registrar (SED), IGNOU New Delhi 110 068 Email: registrarsted@ignou.ac.in
6	Internal Credit Transfer	The Registrar (SRD), IGNOU, New Delhi 110 068 Email: registrarasd@ignou.ac.in
7	Early declaration of result/ Re-evaluation/ Photocopy of Answer Script of Term End Exam	The Deputy Registrar IGNOU Regional Evaluation Centre Kaloor P.O., Kochi – 682 017, Kerala Email:evaluationkochi@ignou.ac.in
8	Non-receipt of Study Materials	MPDD Section IGNOU RC Chennai Ph:044-26618040; Email: rcchennaiadmissions@ignou.ac.in The Registrar, MPDD, IGNOU, Maidan Garhi, New Delhi – 110 068 Email: mpdd@ignou.ac.in

Kindly quote your Ten digit Enrolment Number and Programme Code besides your Mobile Number and Email id in all your communications. **The Regional Centre, Chennai will remain open from Monday to Friday from 9.30 A.M to 6.00 P.M.** Visit IGNOU HQs website (www.ignou.ac.in) and Regional Centre website (www.rcchennai.ignou.ac.in) frequently for latest information.

You are also requested to follow us through the following social media platforms for quick and prompt alerts of various notifications, information, schedules etc:

TWITTER: <https://twitter.com/RCCHENNAI1> FACEBOOK: <https://www.facebook.com/IGNOURCCHENNAI>

YOUTUBE: [https://www.youtube.com/RC Chennai Admissions](https://www.youtube.com/RCChennaiAdmissions)

Our good wishes for the successful completion of the Programme of Study to which you have enrolled now!

(Dr. K. Panneerselvam)

Sr. Regional Director