

DR. K. PANNEERSELVAM*Regional Director*

F No: IG/RC25/JULY-2020/

Date: 23-11-2020

Dear learner,Please accept our **Hearty Congratulations!** Welcome to IGNOU!**The following points may please be noted very carefully 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.**
- ❖ **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 online google meet. The date and time will be informed through SMS/ Email and the same 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 in E-Gyankosh in IGNOU website (www.ignou.ac.in). **The study material will not be sent to the students who have opted for Soft Copy of Study Material and availed 15% fee concession during their Admission.**
- ❖ **Counseling/ Practical Sessions:** The schedule for the counseling and practical sessions will be arranged most likely through the online mode. Please attend the online counseling classes where you can get academic support. Kindly read the study material before attending the counseling sessions.
- ❖ **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 the final grading/ marking. Assignments component is compulsory and have to be submitted to the study centre to which you have been attached and **NOT** to the Regional Centre. Assignment question booklets for the session are available in the IGNOU website www.ignou.ac.in under **Student Zone/Assignment**. Only current session/new set of assignment questions are to be used. Kindly note that assignment questions will not be sent to you along with the study materials.
- ❖ **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. For Change of Elective/Medium fee, refer IGNOU Website (www.ignou.ac.in).
- ❖ **Term-End Examinations:** Term-End Examinations (TEE) is held in June and December every year. Term End Examination (TEE) carries a weightage of 70% of the total marks for each course. Kindly note that. Due to the pandemic covid 19, the month of term end exam may change.
Submission of Term End Examination form for December 2020/ June 2021 is only through online in the IGNOU website www.ignou.ac.in as per the schedule. Term End Examination Fee is Rs.150/- per course. Online portal for Term-End Exam is: exam.ignou.ac.in.
Last date for submission of TEE form through online: Kindly refer IGNOU website www.ignou.ac.in to know the last dates.
 1. Certificate, MP, BCA, MCA, MTM & other semester-based Programme learners can appear for December 2020 Exam.
 2. Bachelor and Masters Degree, Diploma, PG Diploma learners can appear for June 2021 TEE only.
 3. The December 2020 exam will be held in February 2021.
- ❖ **Term-End Practical Examination:** IGNOU conducts Term End Practical Examination for the courses in the programmes: CIT, CBS, BCA, MCA, BLIS, CCITSK, PGDIS, DBPOFA, MSCMACS, ACISE. For these Programmes, TEE-fee for Practical courses should be paid along with theory courses through Online while applying for the Term-End Examination.

- ❖ **Re-Registration:** Submit the Re-registration forms only through the online link: <https://onlinerr.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 month i.e. in January 2021, July, 2021 and January 2022 etc to continue your study. For programmes with non-semester based admissions in July 2020 session like Bachelors Degree and Master Degree programmes such as BAG, BSCG, BCOMG, BSW, etc and MA, MSW, MSCDFSM, MCOM, etc should be done yearly in July, 2021, July, 2022, etc. The offline re-registration is discontinued by IGNOU. The online Re-Registration for January, 2021 session will be opened from December 2020 and for July, 2021 session it will be opened in March/ April, 2021 onwards. .
- ❖ **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 study centre has been done based on administrative/ operational reasons. 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 only.
 - Please visit the official website of IGNOU www.ignou.ac.in. and www.rcchennai.ignou.ac.in or the latest updated information like Examination schedule, results, Grade Card status (*Available through the links under Student Zone Menu*), Announcements, etc.
 - **To apply for Re-evaluation/ Obtaining Photocopy of Answer Scripts use the web link:** <http://online.ignou.ac.in/re-evaluation/>

Whom to contact for what

S.No	Nature of request / Complaint	Officials to be contacted
1	Change of address (in the prescribed proforma)/ Change of Study Centre/ Regional Centre/ Change of Course/ Elective/Medium/ Name (in the prescribed proforma) /Bonafide Certificate/ Migration Certificate	Dr D M Bheemrao, ARD IGNOU Regional Centre, Periyar Thidal, No.84/1, EVK Sampath Road Vepery, Chennai 600 007 Tel: 044-26618040 (Direct) Email: rcchennaiadmissions@ignou.ac.in
2	All Examination/ Assignment related queries and Project Submission - BCA,MCA, PGDLAN, MED, PGDET, MAEDU, MSCDFSM, MAPC, PGDEMA, PGDPPED, DECE (Tamil Medium) only	Dr Sk Zareena, ARD IGNOU Regional Centre Periyar Thidal, No.84/1, EVK Sampath Road Vepery, Chennai 600 007 Tel: 044-26618489 Email: rcchennaiassignments@ignou.ac.in
3	About dates of Term-End Exam/ Hall Ticket/ Exam Centres/ Declaration of Results/ Grade Card/ Provisional Certificate/ Official Transcripts, etc. and Project Submission of the Programmes other than the ones mentioned at sl. No.2	The Registrar (SED), IGNOU Maidan Garhi, New Delhi 110 068. Website: www.ignou.ac.in E-mail: mdresult@ignou.ac.in bdresult@ignou.ac.in cpresult@ignou.ac.in registrarsed@ignou.ac.in
4	Non-receipt of Study Materials from Headquarters	The Registrar, MPDD, IGNOU, Maidan Garhi, New Delhi – 110 068 Email: mpdd@ignou.ac.in
5	Non-receipt of Study Materials from Regional Centre, Chennai	The Section Officer IGNOU Regional Centre Periyar Thidal, No.84/1, EVK Sampath Road Vepery, Chennai – 600 007
6	Re-admission/ Internal Credit Transfer	The Registrar (SRD), IGNOU, New Delhi 110 068 Email: registrarsrd@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 Ernakulam District, Kerala Email: evaluationkochi@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.

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

(K Panneerselvam)
Regional Director